CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JANUARY 13, 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, January 13th

5 – RESOLUTIONS	1 - BYLAW READING

❖ **Land Acknowledgement**

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Adoption of Previous Draft Minutes of Council

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

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
- Three (3) Resolutions
- No Bylaw Readings

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

7.3 Water & Sewer Utility – Councillor Bob Doiron, Chair
- Monthly Report
- One (1) Resolution

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

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

7.6 Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Monthly Report
- No Resolutions

7.7 Human Resources – Councillor Norman Beck
- Monthly Report
- No Resolutions

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

7.9 Strat. Priorities, Comms & Intergovernmental Cooperation – Coun. Justin Muttart, Chair
- Monthly Report
- One (1) Resolution

7.10 Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions
- One (1) Bylaw Reading
  - 2nd Reading to Amend the Enforcement & Summary Proceedings Bylaw

7.11 New Business

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

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

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

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

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

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

10. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, DECEMBER 9, 2025 at 5:00 PM

Mayor Philip Brown presiding

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

(T/C indicates present via teleconference)

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

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

2. **Declarations of Conflict of Interest**
   Councillor Muttart declared a conflict with respect to Planning & Heritage Resolution #1 re: 289 Sydney Street.

3. **Approval of Agenda**
   It was requested that the Protective & Emergency Services Committee report be moved to the beginning of the discussion items. Moved and seconded that the agenda be approved as amended. Carried.

…/2

4. Adoption of Previous Draft Minutes of Council

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

- Regular Meeting – November 12, 2025
- Special Meetings – November 25, 2025

CARRIED

5. Business Arising out of the Minutes

Regular Meeting of Council (November 12, 2025)

- CUPE 830 Collective Agreement - the City Solicitor indicated the Mayor and CAO are the signing authorities for the City. She further indicated the agreement is now with the Union for additional comment and anticipates execution of the document in the near future.

- Monument Installation Policy - it was confirmed that staff are proceeding with the development of a draft policy.

Special Meeting of Council (November 25, 2025)

- Fire Underwriter's Survey - It was reiterated that the item was held in a Closed Session as staff continue to look at suitable property for a third fire station and if discussions were held in public, it would likely prejudice a municipality's ability to carry out its negotiation.

6. Council Inquiries to be taken Under Consideration

No inquiries raised.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READINGS

7.1 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 the City enters into an agreement with the Federal Department of Public Safety and Emergency Preparedness in relation to the Assault-Style Firearms Compensation Program,

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

Councillor McCabe indicated this is a federal program; RCMP in Charlottetown are under federal jurisdiction and it seems like a duplication of service. Council believes there are other priorities Charlottetown Police could focus on including reinstating school resource officers in city high schools. It was noted that only two (2) other jurisdictions have participated in the program thus far – Cape Breton and Winnipeg.

LOST 10-0

DRAFT

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the City enters into a Memorandum of Understanding with the Prince Edward Island Ground Search and Rescue (GSAR)Organization to continue the partnership between Charlottetown Police Services and GSAR,

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

CARRIED 10-0

1st Reading to Amend the Enforcement and Summary Proceedings Bylaw - Amend the City of Charlottetown Enforcement and Summary Proceedings Bylaw (#2024-ESP-01) to improve alignment with the Municipal Government Act of PEI Sections 236 and 238, strengthen enforcement provisions, clarify summary conviction offense, and expand on proceedings that can be processed through the Justice of Peace vs. Provincial Court judge.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the bylaw to amend the "CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01" be read a **first** time.

CARRIED 10-0

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01" and that it be read a **second** time at the next public meeting of Council.

CARRIED 10-0

1st Reading to Repeal Emergency Measures Bylaw and Replace with the Emergency Management Bylaw - Repeal the Emergency Measures Bylaw adopted July 12, 1999 and replace with the Emergency Management Bylaw, #2025-EM-01. The purpose of the Emergency Management Bylaw is to establish an emergency management program to outline organizational structure and procedures for the City of Charlottetown to effectively manage emergencies and disasters.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the "CITY OF CHARLOTTETOWN EMERGENCY MANAGEMENT BYLAW, #2025-EM-01", be read a **first** time**.**

CARRIED 10-0

DRAFT

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN EMERGENCY MANAGEMENT BYLAW #2025-EM-01" and that it be read a **second** time at the next public meeting of Council.

CARRIED 10-0

In response to an update request regarding the unsightly property at 31 Kirkwood Drive, Councillor McCabe referred the matter to the Deputy Fire Chief, who advised that the property is classified as vacant. Additional information, including timelines, will be presented at the next Committee meeting.

7.2 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package. Planning resolution #5 re: 1B West Street was moved to the first of the Committee report.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Heritage Board's request, which is contrary to the Heritage Officer's recommendation pursuant to section 3.4 of the Heritage Preservation Bylaw, that a 45-calendar-day Temporary Designation not be placed on 1B West Street (PID# 365833), be approved.

Deputy Mayor Jankov spoke to the item noting that Staff's recommendation is to place a 45-day temporary designation on 1B West Street but felt as the City's advisory body on heritage matters, the Heritage Board's review and recommendation were seen as sufficient and procedurally appropriate. Several Councillors indicated that the home is located within the City's 500 Lot Area, which already carries design controls and heritage-related oversight and the property owner stated they did not want a temporary heritage designation.

The Deputy Mayor then moved to amend the motion as follows:

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Heritage Board's recommendation that a 45-calendar-day Temporary Designation not be placed on 1B West Street (PID# 365833), be approved.

CARRIED 9-1
Councillor Beck opposed

- Councillor McCabe left the meeting at 6:12 PM.

- Council took a brief recess at 6:13 PM and returned at 6:21 PM.

- Councillor Muttart left the room for the following resolution as he was in conflict.

DRAFT

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

That the following Major Variance for the subject property identified as 289 Sydney Street (PID# 339549) be approved:

> Permit a reduced minimum lot frontage of 7.1 metres (23.2 feet) for an interior residential lot whereas a minimum lot frontage of 10.6 metres (34.8 feet) is otherwise required for a lot containing three (3) dwelling units or less in the Downtown Neighbourhood (DN) Zone,

If the Major Variance is approved, an application for lot subdivision to subdivide the existing property to create a new vacant residential lot having the stated reduced minimum lot frontage will then be considered.

CARRIED 8-0

- Councillor Muttart returned to the Chamber.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

That the following Major Variance for the subject property identified as 22 Second Street (PID# 276873) be approved:

> To permit a proposed accessory building (detached garage) to project into the required side yard setback by 0.88 metres (2.9 feet) for the subject property in the (R-2) Zone.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

That the request to consolidate existing abutting lots in the Medium Density Residential (R-3) Zone identified as 62 and 68 Violet Circle (PID#s 778308, 1188465) be approved subject to a final pinned survey plan.

CARRIED 9-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Norman Beck

RESOLVED:

That the request to consolidate existing abutting lots in the Medium Density Residential (R-3) Zone identified as 43 and 49 Evelyn Street (PID#s 1189505, 1189513) be approved subject to a final pinned survey plan.

CARRIED 9-0

DRAFT

7.3 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 Bob Doiron

RESOLVED:
That Council accepts the amendments to the attached City of Charlottetown Minor Sport Subsidy Policy.

CARRIED 9-0

7.4 Water & Sewer Utility – Councillor Bob Doiron, Chair
Councillor Doiron indicated his Committee did not meet since the last Regular Meeting of Council.

An update was requested with respect to the Value for Money Audit of the Communication (FibreOp) Project. Councillor Doiron referred to the Utility Manager who indicated the item will be on the next Committee meeting agenda for discussion.

7.5 Public Works – Councillor Mitchell Tweel, Chair
Councillor Tweel indicated his Committee report was included in the weekend package. He reported the City and DSRA Architecture presented survey results on December 4, 2025 during the first in-person public consultation session pertaining to the redesign of Sherwood Recreation Hall area. He acknowledged City Staff and the Civic Board for Persons with Disabilities for organizing and hosting the Charlottetown for All – Accessibility and Inclusion Expo which took place December 3 at Simmons Sports Centre.

7.6 Environment & Sustainability – Councillor Trevor MacKinnon, Chair
Councillor MacKinnon indicated his Committee report was included in the weekend package.

7.7 Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
Councillor McAleer indicated his Committee report was included in the weekend package.

Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard

RESOLVED:
That Council approves the budget transfer of capital funds in the amount of $100,000.00 which was initially budgeted for Fast Rescue Craft purchase which is now on hold to enable them utilize the funds in procuring some essential and time-sensitive equipment, and

That the reallocation of these unused funds will ensure continued progress on critical operational needs, prevent project delays, and support fiscal stewardship by utilizing available resources within the organization,

And further that this transfer will allow Charlottetown Fire to meet its mandated obligations for the fiscal year. Please see attached documentation for your reference.

CARRIED 9-0

DRAFT

7.8 Human Resources – Councillor Norman Beck, Chair

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

Moved by Councillor Norman Beck
Seconded by Councillor Trevor MacKinnon

RESOLVED:

That the City of Charlottetown accepts the proposed 2% increase to Management/Non-Union Salaries effective January 1, 2026.

CARRIED 9-0

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

Councillor Bernard indicated his Committee did not meet since the last Regular Meeting of Council. He reported that the City's tree lighting, the Christmas Parade, Discovery Charlottetown's Victorian Christmas Mistletoe Market, and other seasonal activities are attracting thousands of visitors to the city and acknowledged Event staff. He also commended Public Works crews for their efforts in decorating throughout the city.

7.10 Strategic Priorities, Comms & Intergovernmental Cooperation – Coun. Justin Muttart, Chair

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

7.11 Notice of Motion

Councillor Mitchell Tweel -That the City examine the opportunity, following the renovations of Heartz Hall, that the hall serve as a key venue for the Festival of Small Halls series and explore partnerships with the local music departments at UPEI, Holland College, area schools, and organizations to support a diverse range of performances in music, dance, and storytelling.

Council was in favour of moving the motion onto the responsible committee for further review and follow-up.

7.12 New Business

No new business arose.

8. Adjournment

Moved by Councillor Ramsay and seconded by Councillor McAleer that the meeting be adjourned. Carried. Meeting concluded at 7:18 PM.

DRAFT

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
MONDAY, DECEMBER 8, 2025 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Kevin Ramsay	**Councillor Julie McCabe (T/C)**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Wayne Long, EGAM**
	Dillon Bolger, IT	**Tracey McLean, PRC**
Guest:	**Quentin Bevan, Bevan Bros Ltd.**	
	Aaron Hansen, CADC	
Regrets:	**Councillor Mitchell Tweel**	**Councillor Bob Doiron**
	Michael Ruus, DIG	**Richard MacEwen, DCS**

T/C indicates attended via teleconference.

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

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

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

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

4. Presentation

a) Queen/King & Dorchester Street Proposed Development
The Mayor welcomed Mr. Bevan and Mr. Hansen to the meeting and asked them to begin their presentation.

Mr. Bevan presented the renderings of a proposed redevelopment that included preserving the heritage façade and scale of existing Queen Street buildings while constructing a new seven-storey mixed-use structure on the block between Dorchester and King Streets. The project, currently referred to as "The Monarch," will include two floors of Class A office space, four levels of residential apartments (40 units), commercial space at street level, and two levels of underground parking designed to blend aesthetically with the streetscape.

.../2

Mr. Bevan emphasized the project's sensitivity to heritage character and explained that the design was developed in close consultation with the City's Heritage Committee/Staff and local folks who are very enthusiastic about heritage to maintain Queen Street's traditional streetscape while revitalizing the block.

A key element of the request to the City was the burial of overhead utility lines on King and Dorchester Streets. It was suggested this would improve aesthetics and pedestrian experience, aligning the area with other downtown streets such as Water, Sydney, and Richmond, which already have underground services. Mr. Hansen indicated that CADC would be interested in managing the utility burial project, with preliminary cost estimates ranging from $500,000 to $750,000 for both streets. With regard to cost efficiencies, it was suggested that the work could coincide with planned water and sewer infrastructure upgrades, given that these areas contain some of the city's oldest underground systems. Potential funding partnerships through federal and provincial programs would be explored.

In response to questions regarding the proposed start date and potential impacts on surrounding properties and businesses, the presenters indicated that work is anticipated to commence in late April 2026 and that impacts to the area are expected to be minimal, as the majority of the surrounding property is owned by St. Dunstan's University, with very few residential units in the vicinity.

Mayor and Council thanked Mr. Bevan and Mr. Hansen for their presentation. Council to take this under advisement during upcoming Capital Budget discussions.

5. Adjournment

Moved by Councillor MacKinnon and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 5:34 PM.

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
FRIDAY, DECEMBER 12, 2025 AT 12 NOON

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Mitchell Tweel (T/C)**
	Councillor Terry Bernard (T/C)	**Councillor Kevin Ramsay**
	Councillor Bob Doiron (T/C)	**Councillor Norman Beck**
	Councillor Trevor MacKinnon*	**Councillor John McAleer**
	Councillor Justin Muttart*	
Also:	**Brad MacConnell, CAO**	**Richard MacEwen, DCS**
	Isaac Ewuah, AFM	**Dillon Bolger, IT**
	Tracey McLean, PRC	
Guest:	**Michelle Burge, MRSB**	
Regrets:	**Councillor Julie McCabe**	**Michael Ruus, DIG**

T/C indicates attended via teleconference.

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

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

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

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

4. Presentation

a) 2024-2025 City of Charlottetown Audited Financial Statements – MRSB
Michelle Burge of MRSB was introduced and asked to begin her overview of the draft City of Charlottetown Consolidated and Charlottetown Water & Sewer Audited Financial Statements; the statements are the final report on the budget which outlines the City's actual revenues and expenditures ending March 31, 2025. (2024-2025 Audited Financial Statements available on the City's website at www.charlottetown.ca)

* Councillors MacKinnon and Muttart left the meeting at 12:53 PM; prior to the following resolution for Council's consideration.

Moved by Councillor John McAleer
Seconded by Councillor Norman Beck

RESOLVED:

That Council approves and accepts the 2024-2025 City of Charlottetown Consolidated and Charlottetown Water & Sewer Corporation Audited Financial Statements as presented by Michelle Burge, MRSB.

CARRIED 7-0

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Bernard that the meeting be adjourned. Carried. The meeting concluded at 1:25 PM.

DRAFT

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, DECEMBER 16, 2025 AT 4:00 PM

DRAFT

Mayor Philip Brown presiding

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

T/C indicates attended via teleconference.

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

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

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

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

4. Motion to Move into a Closed Session as per Section 119(1)(d) of the Municipal Government Act of PEI (4:07 PM)

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

- CAO Six (6) Month Performance Evaluation Process

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

5. Business Arising from the Closed Session (6:10 PM)
No business arose.

6. Adjournment
Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 6:10 PM.

PLANNING AND HERITAGE
REPORT TO COUNCIL

January 13, 2026

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

The Planning & Heritage Committee met on Wednesday, January 7, 2026; copies of the minutes and reports are included in your package.

The Planning Board met on Tuesday, January 6, 2026; copies of the minutes and reports are included in your package.

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

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

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

Resolutions: Three (3)

Planning Board:

1. Lot 159 Hidden Valley – unaddressed property (PID# 1047562): Major Variance to increase the maximum number of allowable apartment dwelling units on a lot from 26 units to 32 unit.

2. Mount Edward Road – unaddressed property (PID# 440545): Request to proceed to public consultation to rezone the subject property from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation under the Official Plan to Comprehensive Development Area.

3. 40 Riverside Drive (PID# 839332): Request to consolidate a portion of unaddressed property identified as PID# 279000 with an abutting lot identified as 40 Riverside Drive (PID# 839332), for legal and technical reasons related to new site development at 40 Riverside Drive.

Reading Papers:

First Readings: None
Second Readings: None

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

City of Charlottetown Committee Report

Report No: PH-2026-01-01

Date:
January 7, 2026

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

Attachments:
Presentation by Fusion Charlottetown

Reporting Department:

Planning and Heritage Department

Other Associated Departments: n/a

Prepared by: Sebastian Hall – Planner III (Policy)

Report Title:
Zoning and Development Bylaw Recommendations – Incorporating Fusion Charlottetown Feedback

Report Purpose:
To summarize and integrate recommendations from Fusion Charlottetown regarding the City's new Zoning and Development Bylaw, ensuring alignment with housing affordability, youth needs and objectives of the Official Plan.

Staff Recommendation:
That Council receive this report for information purposes only; no action is required at this time.

Report Details:
Fusion Charlottetown is a volunteer-run advocacy organization that has been working since 2015 to amplify the voices of youth to help make Charlottetown the best place to live, work, and play.

Fusion Charlottetown has put forward that the City of Charlottetown is projected to add 3,000–6,000 residents by 2030, requiring 300–460 new homes annually. With housing starts already surpassing 800 in 2025, demand is strong. Fusion Charlottetown has backed ambitious housing policies, submitting recommendations in August and October 2025 and now presenting further input in January 2026.

Their Key Recommendations are:

1. Legalize apartments and fourplexes city-wide.
2. Create pathways for affordable housing and family-sized units.
3. Introduce form-based code for the 500 Lot Area.
4. Reform parking rules.
5. Eliminate 'poison pills' and reduce input costs.

Council or Committee History:

Financial Implications:

Public Engagement and Communication:

Legislative Authority:

- **Charlottetown Zoning and Development Bylaw** (current and proposed revisions)
- **City of Charlottetown Official Plan** (as the bylaw must align with its objectives)
- **Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1**
- **Planning Act, R.S.P.E.I. 1988, Cap. P-8** (provincial legislation governing municipal planning and zoning)

Strategic Alignment:
Pillar: Community-Building and Placemaking

Reviewed By:

Manager (Name & Date Reviewed)	**Director/CAO** (Name & Date Reviewed)
	Michael Ruus – December 23, 2025

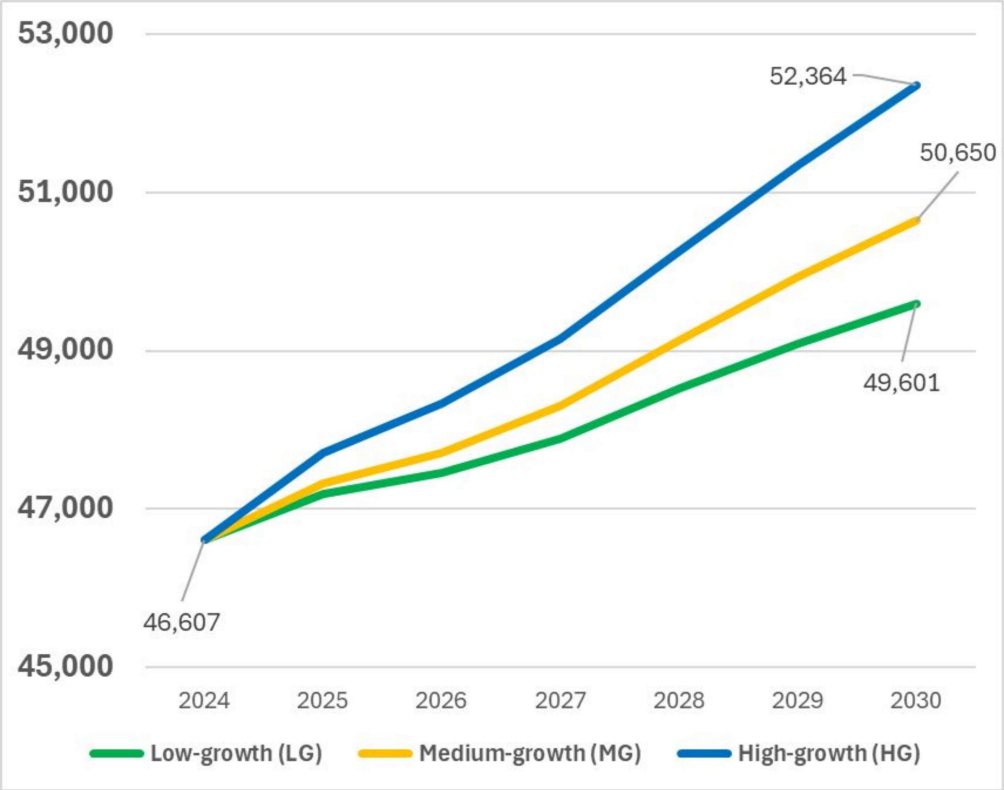
Committee Recommendation: (if differing from staff)

Zoning and Development Bylaw Recommendations

Fusion Charlottetown

January 7, 2026

Charlottetown's growth and housing needs

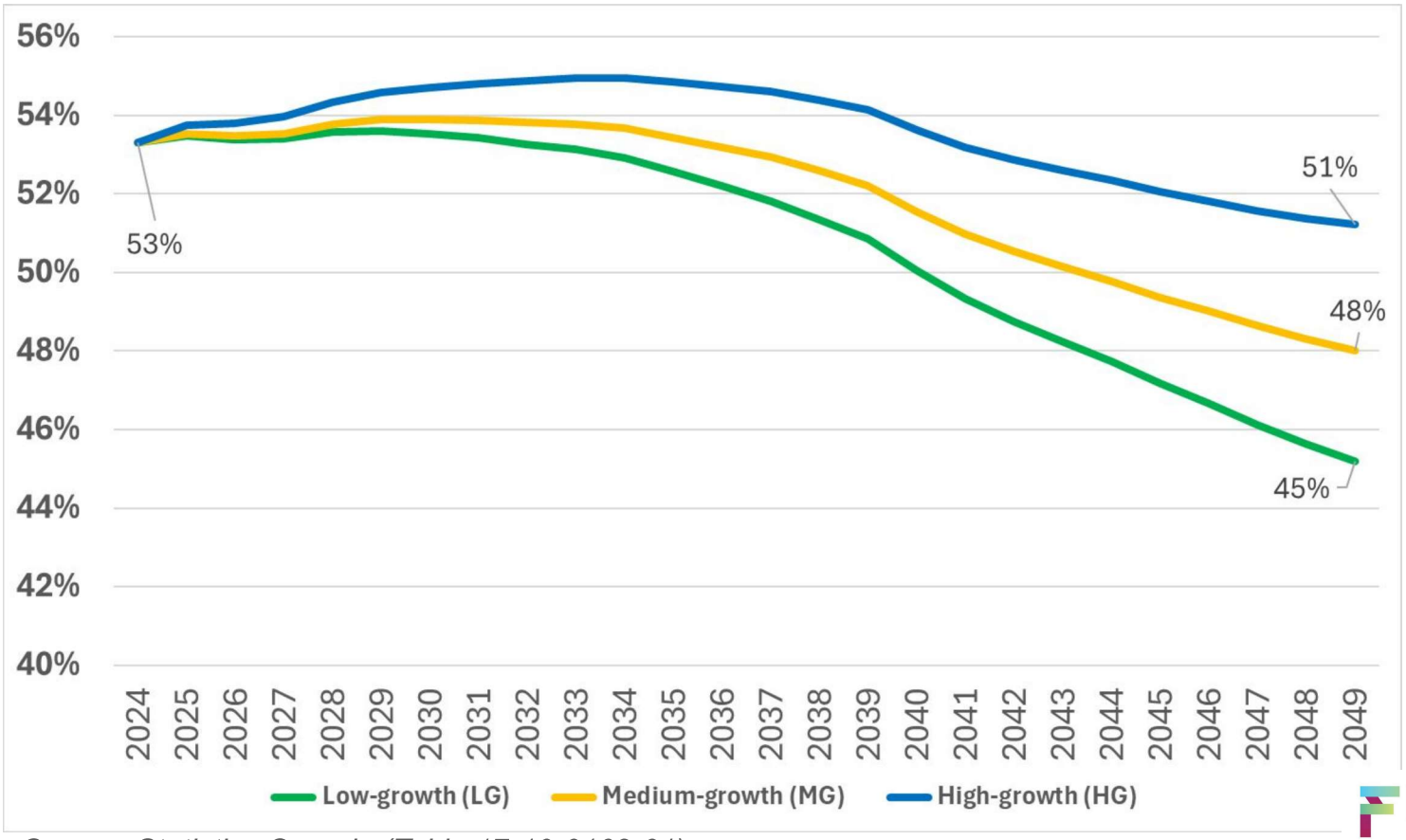


Source: Statistics Canada (Table 17-10-0162-01)

- Charlottetown will grow by **3,000 to 6,000 people** by the end of the decade
- That will mean between **300 and 460 housing starts a year** just to keep up with growth
- 430 housing starts per year between 2020-24, and **will likely exceed 800 by** end of 2025

FUSION CHARLOTTETOWN

Under-40 residents of Charlottetown as a share of the city population (%), by year and growth scenario



Source: Statistics Canada (Table 17-10-0162-01)

FUSION CHARLOTTETOWN

What must Charlottetown's zoning bylaw do to support residents in the long run?

1. Legalize apartments and fourplexes city-wide
2. Create pathways for affordable housing and family-sized dwelling units
3. Introduce a new form-based code for the 500 Lot Area
4. Reform off-street and on-street parking rules and practices
5. Prioritize sustainable and reliable transportation alternatives to reduce automotive congestion
6. Eliminate 'poison pills' that will impede progress on housing
7. Reduce input costs for townhouse and apartment dwellings.

FUSION CHARLOTTETOWN

Legalizing apartments and fourplexes city-wide

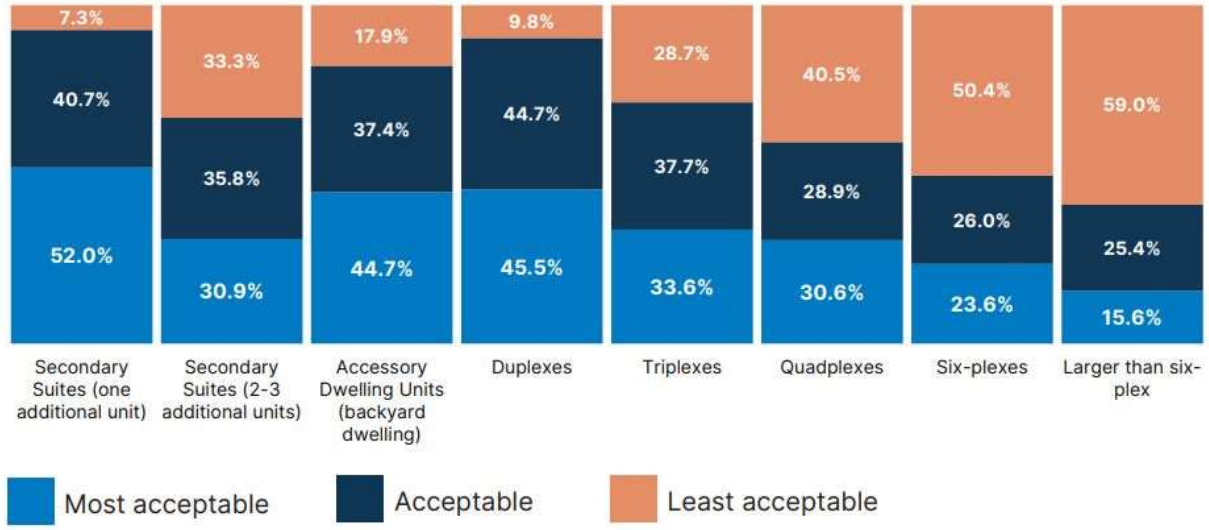
- **Residential zones:** Townhouse and fourplex dwelling units permitted as of right within all residential zones,
  - Allow six unit structures in medium-density areas and four storey apartments in higher-density residential areas
  - Allow for corner stores and small ground-level retail in residential areas
- **Downtown and waterfront zones:** Allow for apartment dwellings of at least four storeys as-of-right in all DC, DMS, DMUN, and W zones
- **PSE and health institutions:** Allow for four-storey apartments within 800 metres of the QEH, Hillsborough Hospital, and any property owned by UPEI or Holland College.
- **Growth nodes and corridors:** Allow for apartment dwellings of at least ten storeys as of right in all GN zones, and for apartment dwellings of at least six storeys as of right in all GC zones

FUSION CHARLOTTETOWN

More than half of respondents find fourplexes acceptable, and are evenly split on sixplexes

RESULTS FROM BEING ASKED:

"Which form of housing types would you consider most acceptable on low-density residential lots?"



FUSION CHARLOTTETOWN

Affordable housing and family-sized dwelling units

- **Prioritize review decisions** relating to affordable housing projects and developments with family-sized (3+ bedroom) units

- Exempt affordable housing projects from **planning and heritage fee** requirements

- Work with the province to introduce a **rental replacement bylaw** requiring applicants to allow for incumbent tenants to have a right of return or first refusal to a unit at a similar rent in the event of displacement due to dwelling unit conversion or demolition.



FUSION CHARLOTTETOWN

Form-based code for the 500 Lot Area

"Update the Zoning and Development Bylaw to provide guidance for new development by adding aspects of the 500 Lot Area Development Standards & Design Guidelines that are suitable for form-based requirements of all Downtown Zones." - Official Plan

- Focus on built form, social and structural heritage, and the streetscape contributions of the application rather than the applicant's **intended use**.
- Automatically accept current and future low-rise housing designs as outlined in the Canada Mortgage and Housing Corporation's **Housing Design Catalogue** section for Atlantic Canada.
- **Respect as-of-right storey allowances** for apartment dwellings being constructed within 800 metres of all post-secondary institution campuses



FUSION CHARLOTTETOWN

Reforming parking rules and practices

- Eliminate the requirement for off-street parking in **all residential zones**, and eliminate the 500 Lot Area cash-in-lieu requirement for the removal of parking spaces in downtown zones.

- **Replace on-street angle parking** with parallel parking to maximize safety and improve the flow of traffic by all modes of transportation.

- Earmark **on-street parking meter revenue** for operational expenses related to Charlottetown's new active and public transportations



FUSION CHARLOTTETOWN

Eliminating ‘poison pills’ and reducing input costs

- Ensure that height limits, setback requirements, floor space ratios, and similar design requirements **do not conflict with as-of-right allowances** for townhouses and apartment dwellings in residential, downtown, and mixed-use zones unless such restrictions are in place as a mitigative measure to separate sensitive land uses from existing industrial land uses.

- Work with provincial and federal partners to identify climate-resilient townhouse and apartment designs that can be allowed as-of-right in **areas with known flood risks**, such as the Downtown Waterfront and the Eastern Gateway.

- **Avoid the introduction of development charges** on new townhouse and apartment developments, and instead work with the province on new infrastructure funding vehicles.

FUSION CHARLOTTETOWN

FUSION CHARLOTTETOWN

Contact: fusioncharlottetown@gmail.com

PLANNING & HERITAGE: COMMITTEE MINUTES
WEDNESDAY, JANUARY 7th, 2026, 5:00 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair** **Councillor Julie McCabe**	**Mayor Philip Brown** **Councillor Norman Beck**** **left the meeting at 5:56pm
Also:	**Michael Ruus, Director, Int. Growth** **Sebastian Hall, PIII**	**Melissa Kitson, IO/AA*** **Minute taker*
Regrets:	**Brad MacConnell, CAO** **Donna Miller-Ayton, MP&H**	

1. **Call to Order**
Chair Deputy Mayor Jankov called the meeting to order at 4:59 PM

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

3. **Approval of Agenda**
Approval of the agenda for Wednesday, January 7, 2026, was not discussed as new business items were discussed.

4. **Adoption of Minutes**
Moved by Councillor McCabe and seconded by Mayor Brown that the minutes of the last meeting held on Thursday, October 09, 2025, as circulated, be approved.

CARRIED
(3-0)

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

6. **Reports:**

a) Zoning and Development Bylaw Recommendations - Presented by Fusion Charlottetown

Summary:

- Matt Pelletier, Vice President of Fusion Charlottetown, introduced himself and the volunteer-run organization supporting youth and young adults in the capital region through sustainability programming, community events, and policy advocacy. Matt presented a presentation which included:
    - Identified housing to be a key determinant for attracting and retaining young people and families.
    - Support expressed for the Draft Official Plan that was previously presented to Council; conditional ministerial approval was granted last summer; and upholding the plan's ambition during the zoning and development bylaw phase.

- A reference was made to Fusion's October letter to the Planning Board.
- Charlottetown population projected growth by 3,000-6,000 people by the end of the decade.
- Recent CMHC data shows strong housing starts, though noted as an outlier compared to historic trends (2020-2024).
- Emphasis on the need for land-use policies that sustain housing momentum long-term.
- Indicated without intervention, the following would occur:
    - The population will age significantly over the next 25 years.
    - Young people will represent a decreasing share of residents.
    - Risk of renewed out-migration and increase tax burden on younger residents.
- Key Zoning and Density Recommendations:
    - Allow fourplexes as-of-right in higher-density, downtown, and waterfront zones.
    - Allow 4-storey apartments within 800 meters of post-secondary and health institutions.
    - Allow 10-storey apartments at designated growth nodes.
    - Allow 6-storey apartments along growth corridors.
    - The goal is to enable young people to live closer to work and study.
- Presented City survey data indicates:
    - Majority of residents find fourplexes acceptable.
    - Sixplexes show a near even split between acceptance and non-acceptance.
    - Noted significant public support for sensible multi-family housing options.
- Market solutions alone will not meet the needs of lower-income households.
- Recommended measures include:
    - Prioritized approvals for projects with affordable and family-sized units.
    - Exempting affordable housing from permit fees.
    - Working with the Province on rental replacement requirements.
- Example cited: PEI Housing Corporation project on Richmond Street.
- The Goal is to reduce appeals, red tape, and barriers to construction.
- Recognition of importance of Charlottetown's historic character, especially downtown:
    - Support was expressed for implementing a form-based code as outlined in the Official Plan.
    - Recommendation to prioritize built form over use in permitting decisions.
    - Suggestion to adopt designs from CMHC's Housing Design Catalogue for Atlantic Canada to ensure compatibility with existing streetscapes.
- Parking and Transportation:
    - Current zoning bylaw requires excessive off-street parking.
    - Concerns raised include assumption of universal car ownership; reduction of walkability and transit viability; increase congestion and development costs.
    - Recommendation:
        - Remove minimum off-street parking requirements for residential uses in certain zones.
        - Maintain existing parking while eliminating arbitrary minimums.
        - Reduce reliance on costly cash-in-lieu parking payment downtown.
        - Reallocate on-street parking revenue to support public transit.
    - Expected outcomes:
        - Improved affordability.
        - Better transportation flow and safety.
        - Increased downtown economic activity.

- Zoning Implementation Concerns:
  - Caution against "poison pill" provisions that make fourplexes legal but infeasible.
  - Concerns over excessive setbacks, height limits, or hidden fees; the inclusion of vague language such as "as appropriate" regarding fourplex permissions.
- Fusion reiterated concerns previously raised with the Minister of Housing, Land and Communities.
- Emphasis on addressing constraints through climate-resilient design, not blanket restrictions.
- Opposition to introducing development charges on townhouse and apartment projects.
- Fusion encouraged Council to match the Official Plan's strong vision with equally ambitious implementation through the zoning bylaw.
- Thanked Council and opened floor to questions.

Discussion:

- Mayor noted that consideration of a capital recovery charges has been removed, in line with federal housing recommendations to avoid slowing development.
- Development charges on housing projects were discouraged.
- Discussion on flood risk:
  - Charlottetown was acknowledged as a coastal city with unavoidable flood risks.
  - Examples cited of waterfront developments using ground-level parking as flood mitigation.
  - Emphasis placed on adapting design practices rather than restricting development in flood-prone areas.
- Questions raised regarding the origin and intent of the phrase "as appropriate" in relation to fourplex permissions.
  - Fusion confirmed, a letter was submitted to Minister Myers, no response or clarification has been received from the Province to date.
  - Fusion expressed concern that the lack of definition creates uncertainty, that the term could be used to restrict development unintentionally.
  - Fusion noted that a clearer definition within the Zoning and Development Bylaw could address concerns.
  - Staff explained the wording was intentionally broad to allow further refinement during the zoning bylaw phase. Detailed definitions are expected to be development through public consultation and professional planning input.
- Questions were asked regarding other municipalities using similar "as appropriate" language.
  - Fusion indicated they have not seen this phrasing commonly used, citing other municipalities allow fourplexes or higher densities as-of-right, often with clear lot-size limitations. Examples mentioned was Yellowknife's early adoption of blanket rezoning with lot-size exceptions; and provincial approaches allowing 4-6 units as-of-right.
- Public Consultation and Process Clarification:
  - Planning staff outlined current status:
    - Draft zoning and development bylaw is under internal review.
    - Draft reflects feedback from the previous round of public engagement.
    - A new round of public consultation is planned within the next month to month and a half.
  - Intent of next engagement is to test proposed rules for fourplexes and gather feedback to refine regulations further.
  - Council requested early access to draft documents prior to public release which will provide assurance that Council will not be surprised by proposals during public consultation.

    - Balancing change and community comfort was acknowledged noting change is difficult for some residents and resistance to increased density is expected.
    - Importance was stressed on collaboration, transparency, and ensuring all community voices are heard, including youth and long-term residents.
- Questions were raised regarding the sample size and demographic breakdown of survey data cited in the presentation.
- Fusion and staff acknowledged data was sourced from prior City-led engagement; however, exact sample size was not immediately available. Caution was noted on careful interpretation of data (age, income, gender, etc.).
- Staff confirmed the reduction of parking requirements is one of the City's commitments under the Housing Accelerator Fund.
    - Options under consideration include reduced or eliminated minimum parking requirements in certain residential zones.
- Final decisions will be informed by public input and will require Council approval.
- Discussion on what constitutes low, medium or high-density residential areas.
    - Fusion referenced concept zoning maps from earlier consultations. Noting areas such as North River Road and by-pass adjacent developments as examples.
    - Emphasis on a cascading density approach; lower density transitioning to medium and higher density near growth nodes, corridors, downtown, and institutions.
- Discussion on small corner stores and neighbourhood commercial uses. Examples cited from Brighton and downtown Charlottetown. Recognition of long-standing neighbourhood fixtures such as Brighton Clover Farm, Hashems Variety and Black and White Convenience stores.
    - Fusion noted small-scale commercial uses can enhance walkability and community character. Similar mixed-use patterns functioning successfully in other cities.
- Questions raised about regarding whether property owners would require a formal approval process to:
    - Convert part of a resident property to a small commercial use (ex. corner store, salon).
    - Continue long-standing, grandfathered uses.
    - It was noted that many existing mixed-use properties are grandfathered. Recent home-based business applications have required formal review and approval.
- Concern expressed that the process must be clearly defined so residents understand when approvals are required versus permitted "as-of-right". Similar clarity is needed for four-unit (fourplex) permissions.
- Members emphasized that the discussion is not about existing neighourhood components, but about how neighborhoods may evolve. Residents need clarity on how areas transition from predominately residential to mixed-use or small-scale commercial uses.
- A need was identified to explain how changes would unfold over time and what safeguards would protect neighborhood character.
    - Fusion suggested:
        - An uptake of residential-based commercial uses would likely be limited. Not all residents are interested in operating businesses from their homes.
        - Acknowledged that informal or low-impact home businesses already exist (ex. hair salons, online sales). Best practices from other municipalities could inform Charlottetown's approach.
- Discussion referenced concepts such as gentle density, gentle infill and missing middle housing.
- Emphases placed on creating neighborhoods with nearby amenities, so residents do not need to rely on cars; and supporting housing diversity across age groups, incomes, and abilities.
- Noted that exclusive single-unit zoning limits housing choice. Mix-use and moderate density can strengthen neighborhoods without large-scale disruption.

- East Royalty Master Plan referenced as an example of:
    - Planned mixed-use village centers.
    - Areas where commercial and residential uses were intentionally integrated.
- Clarification noted that newly acquired lands are still undergoing zoning and planning processes; and mixed-use planning differs when applied to undeveloped land versus established neighbourhoods.
- Strong emphasis placed on using clear terminology during public consultations explaining that changes are not about demolition, but incremental neighbourhood improvement.
- Delegation encouraged for youth and housing advocates to actively participate in consultations. Broader engagement to reflect future housing needs.
- Council highlighted desire for residents to age in place within their neighbourhoods and a need for townhouses and apartments near existing homes. This was identified as a core goal of gentle infill policies which is essential for retaining long-term residents while welcoming new ones.
- Community resistance to density increases was acknowledged. Secondary suites and accessory dwelling units (ADUs) have prompted neighbourhood concerns. Importance stressed on transparent communication and ensuring changes are done with communities, not to them.
- Concerns raised about on-street congestion, lawn parking and neighborhood aesthetics.
    - Discussion emphasized parking policy must be aligned with transit improvements. Younger demographics show lower vehicle ownership trends.
    - Reduced parking requirements must be paired with mobility alternatives.
- It was noted that ADUs are currently permitted as-of-right citywide, with limitations. The City has funding targets to support ADU construction.
    - Ongoing concerns include neighborhood expectations in traditionally R1 zones and a need to prepare residents for gradual change.
- Fusion clarified that a form-based code focuses on building design, scale, setbacks, and streetscape. Less emphasis is placed on the specific use inside the building.
    - Benefits highlighted include:
        - Preservation of heritage character.
        - Ability to add housing units without altering neighbourhood appearance.
        - Support for small scale mixed-use and ground floor commercial where appropriate.
    - Additional housing units would expand the municipal tax base, support city services, enhance walkability, local businesses, and quality of life.
    - Mixed-use and gentle density seen as beneficial for residents, tourism and long-term fiscal sustainability.
- Council thanked Fusion Charlottetown for the presentation and suggested it would be valuable for all Council members, encouraging them to watch the live stream recording.

Councillor Beck left before New Business items were discussed.

7. Introduction of New Business

a. Update on the Zoning and Development Bylaw

An update on the overall update of the anticipated timelines was requested.

- Staff's update included:
    - Internal review of the Zoning and Development Bylaw is in the final stages.
    - Focus is on ensuring the document is polished and defensible.
    - Coordination is ongoing with Public Works/Engineering, Environment & Sustainability and other departments.
    - Hoping to get out for the next public engagement which is anticipated in approximately 1-1.5 months.

- Council requested a draft version to be shared with Council before public engagement.
- Council requested to have an information or education session prior to public engagement, staff expressed openness to these sessions as per their needs.

b. Bylaw Enforcement Officer Position Vacancy

An update on the vacant position was requested.

- Staff indicated discussions are ongoing with the CAO's office. The goal is to crate a more resilient enforcement model. Preference for a team-based, cross-trained approach rather than reliance on a single role.
- Current Bylaw Enforcement Officer from is assisting Planning and Development in the interim.
- Partnership continues with the province regarding Short Term Rental (STR) enforcement.

c. Intake Officer/Administrative Assistant Position Vacancy

An update on the vacant position was requested.

- Staff indicated the position remains vacant, has been posted but not yet filled. Staff are actively working to fill the role as soon as possible.

d. Affordable Housing Advisory Committee

Concern was raised that the committee wasn't meeting due to the lack of administrative support.

- Staff acknowledged the heavy workload on the remaining Intake Officer and appreciation was expressed for interim support provided.
- The need was identified for support so committee can resume regular meetings.

e. Heritage Preservation Bylaw

An update on the Heritage Preservation Bylaw was requested.

- Staff indicated work is ongoing and no detailed update is available at this time. Staff will provide an update to a future committee or council meeting.

f. Preapproved Housing Initiative

An update on the Preapproved Housing Initiative was requested.

- UPLAND Consultants are finalizing the detailed floor plans for the ADUs, duplexes, and one and a half units.
- Public presentation is anticipated by the end of January, incorporating feedback.
- The average unit cost is currently estimated at $300,000.
- Staff are exploring cost-reduction strategies without compromising insulation or quality.
- Council expressed concern regarding the Federal requirements without sufficient financial support. Affordability challenges for young people and first-time buyers.
- Discussion emphasized the need for higher-level government collaboration and the risk that housing remains unaffordable despite availability.
- Staff agreed to bring back information on federal requirements and implications.

g. Short Term Rental (STR) Regulations

Concerns were raised regarding increased taxes as STR operators were experiencing an increase in their property tax bill.

- A discussion was held regarding taxation impacts of improvements, permits, and STR registration.
- Staff noted that tax assessment is not within municipal jurisdiction.

- There is a potential to include general disclaimers for applicants when they apply for an STR license.
- Council highlighted the loss of owner-occupied status when operating STRs and long-term tax implications and delayed reassessment reversals if an STR operator chooses to stop operating.
- There was an emphasis placed on ensuring residents understand the financial implications of STR operations.

h. Black Sam's Bridge Project

An update on the Black Sam's Bridge project was requested.

- Staff didn't have an update and was requested to pass along to the Manager of Policy and Heritage to provide an update at a future meeting**.**

8. Adjournment of Public Session

Moved by Councillor McCabe and seconded Mayor Brown that the meeting be adjourned.
The meeting was adjourned at 6:11 PM

CARRIED
(3-0)

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-06-JANUARY-6A-1

Date:
January 6, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Building Site Plan

Report Title:
Major Variance for increased unit density. The application has been made by Ashish Goel on behalf of the owners.

Report Purpose:
Request to allow for a maximum of 32 apartment units on site (26 units otherwise permitted) within the (R-4) Zone on Lot 159 in the Hidden Valley subdivision (PID# 1189091).

Staff Recommendation:
That Planning Board recommend that Planning staff APPROVE the proposed major variance for the subject property identified as Lot 159 in the Hidden Valley Subdivision (PID# 1189091) to:

1) Increase the maximum number of apartment units on the site to be 32 units whereas current maximum density under zoning would allow for 26 apartment units.

Report Details:
The Major Variance application was submitted by applicant Ashish Goel on behalf of 103580 PEI Inc. on October 23, 2025. The subject property is located within the Apartment Residential (R-4) Zone and is primarily surrounded by undeveloped parcels intended for future residential development (see Attachment B). The applicant is requesting approval to increase maximum allowable density on the site to accommodate a 3-storey, 32-unit apartment building (see Attachment C).

Section 18.2 of the *Zoning & Development Bylaw* requires apartment buildings to have a maximum lot area of 140 square metres (1,507.0 square feet) per apartment unit for corner lots. The applicant is proposing a maximum density of 32 units for the site whereas 26 units would otherwise be permitted. On the basis of maximum permitted lot area, the increased density represents an increase of 23.08% over the existing limit.

Staff have reviewed the proposal and determined that there would be no risks or land-use impacts associated with allowing for the increased density on the lot. There would still exist sufficient land base on the lot to meet all setback requirements and provide for needed parking on the property. The proposed density would still generally be consistent with the intent and purpose of the (R-4) zone where permitting multi-unit residential apartment buildings to be developed. The variance can therefore be considered as consistent with the intent of the Zoning Bylaw on the basis of the relief being requested in the context of the remaining regulations that apply.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on December 11, 2025, to four (4) surrounding property owners within 100 m (328.1 ft) of the subject property. The deadline for affected property owners to submit written comments was 4:30pm on December 29, 2025.

No responses were received.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

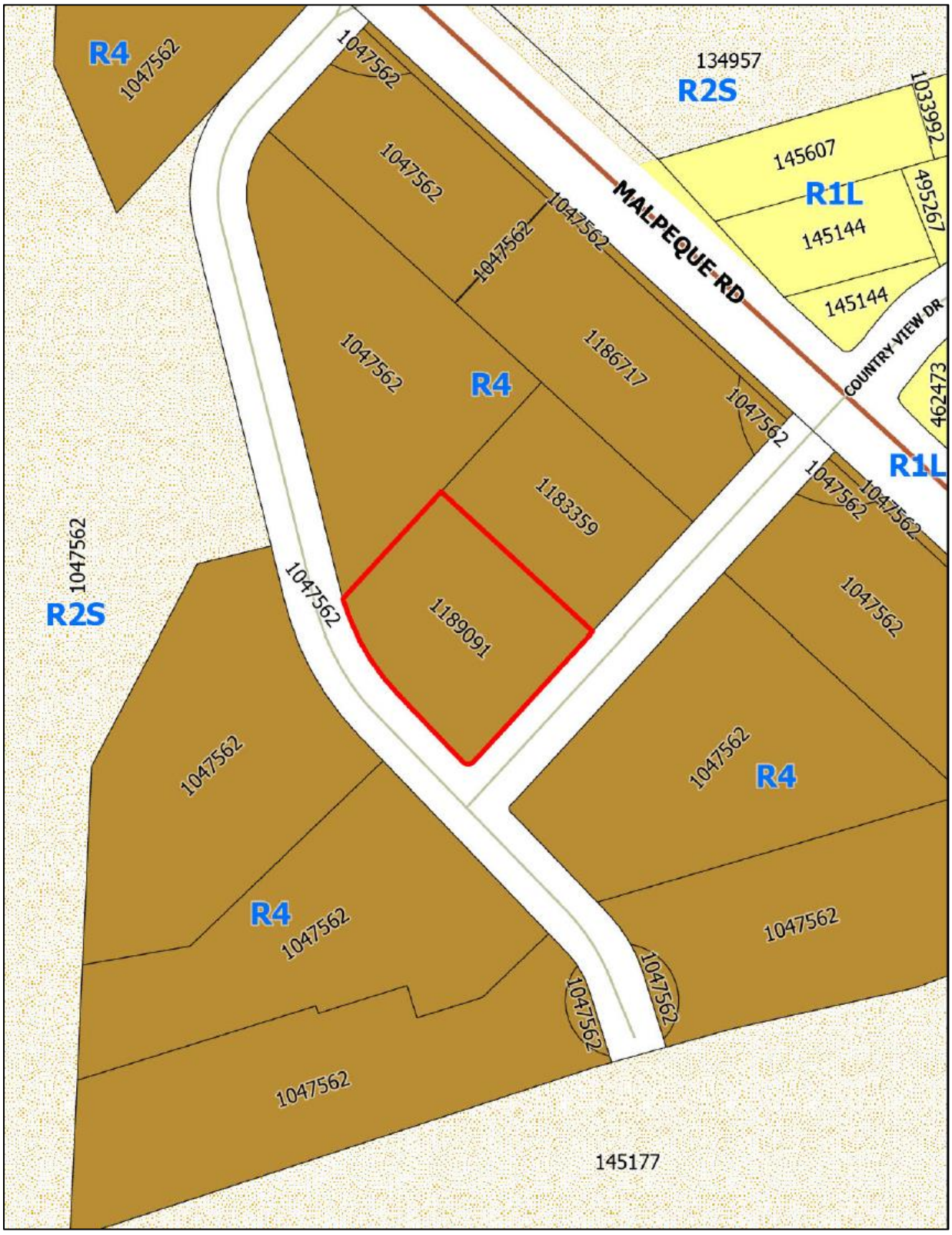
Strategic Alignment:
Infrastructure and the Environment
Community-Building and Placemaking

Submitted by Planner: David Douglas Gundrum, RPP, MCIP Manager of Development Planning 	
Reviewed By:	
Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 12/23/2025

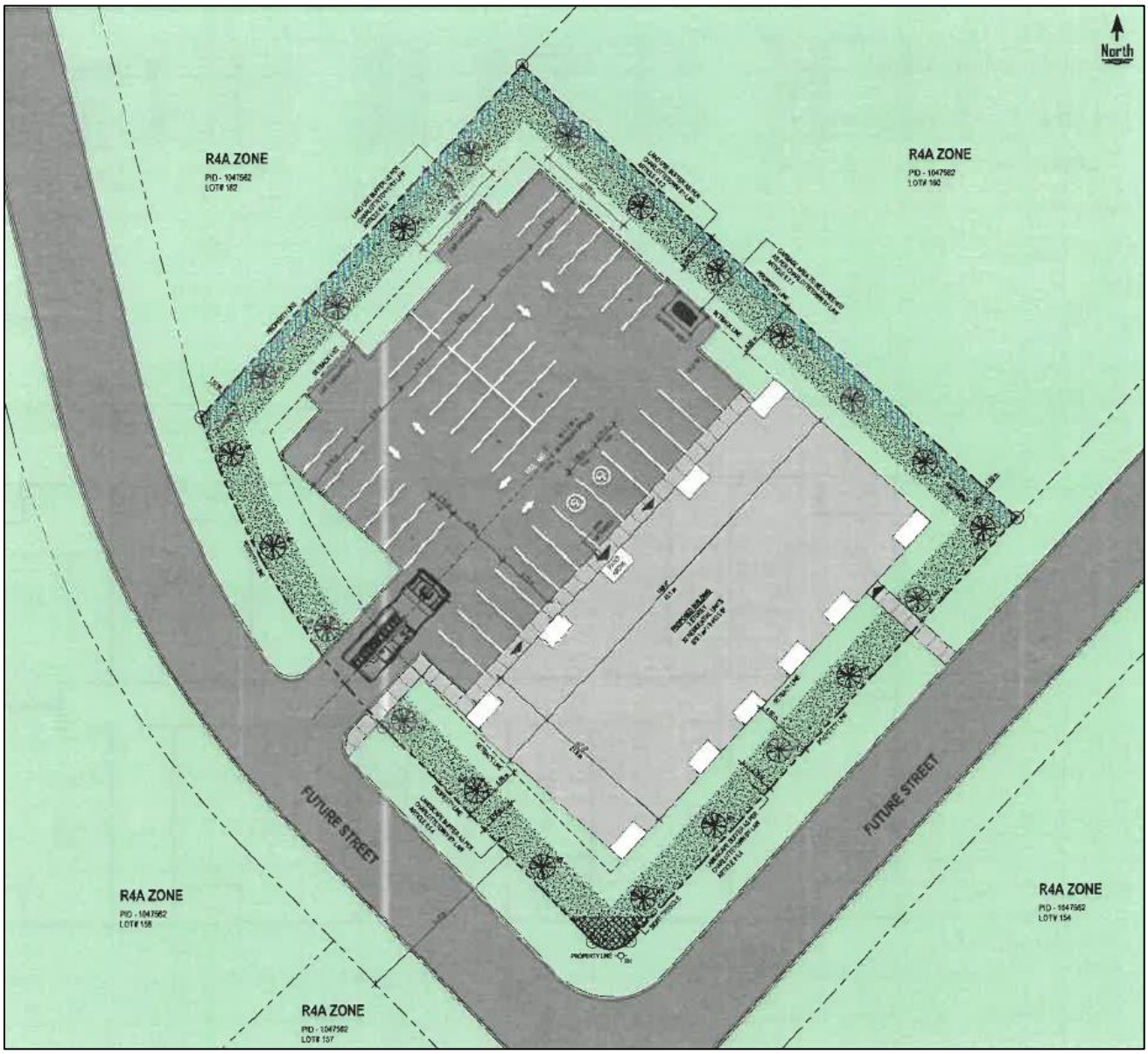
Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:



Attachment “C” – Building Site Plan



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #1

MOTION CARRIED _____

MOTION LOST _____

Date: January 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

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

City of Charlottetown Committee Report

Report No:
PLAN-2026-06-JANUARY-6B-1

Date:
January 6, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Public Works (comments provided)
Fire Department (comments provided)
Water-Sewer Utility (comments provided)
Environment & Sustainability (comments provided)
Parks & Recreation (comments provided)

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:
A. Air Photo
B. Zoning Map
C. Site Concept Plan
D. Building Renderings

Report Title:
Proposed rezoning and Official Plan Amendment for unaddressed subject property identified as Mount Edward Road (PID# 440545). The application has been made by Steve Birt on behalf of Ellis and Birt Limited.

Report Purpose:
Evaluation of a request for rezoning to place the subject property within the Comprehensive Development Area (CDA) Zone and the Comprehensive Development Area land-use designation to facilitate future development of the site with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request to proceed to public consultation concerning a request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property to the Comprehensive Development Area to facilitate future development of the property with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size.

Report Details:

The combined rezoning and Official Plan Amendment (OPA) application was submitted by applicant and owner Steven Birt originally on July 18, 2023 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for the proposed rezoning and OPA with respect to townhouse units at the time. The proposal has gone through a few iterations since submission over 2 years ago and now the owner is ready to proceed with their request based on an updated development proposal involving apartment buildings (see Attachments C and D).

Development Context:

The subject property is a vacant corner residential lot located adjacent to a mature residential neighbourhood at the north edge of the Mount Edward Ward (Ward 6).

All properties that bound the site to the south (fronting onto Ferngarden Drive) and the east (fronting onto Lilac Avenue) are within the (R-1L) zone and entirely contain single-detached dwellings. Immediately abutting the west of the site is Mount Edward Road and immediately to the north is the arterial bypass highway (see Attachment A).

Buried infrastructure belonging to the City of Charlottetown crosses the property in an east-west direction for which an easement is registered on title for (see Attachment C overlay).

Comments Received from City Departments and External Agencies:

All comments have been addressed and summarized below.

Charlottetown Fire Department – provided the following feedback:

- Indicated access route onto Lilac Avenue is approved and constructed. Both proposed access points meet minimum width requirement (6 metres). Fire hydrants are installed no more than 152 metres (500 feet) apart.

Charlottetown Water & Sewer Utility – provided the following feedback:

- Water & Sewer does have a sewer main and easement that run along the back of the property. Ensure that the developer is aware of this as we would not approve construction on top of the main. Survey to verify. Otherwise no issues at this time, we would review full designs when available.

Charlottetown Public Works – provided the following feedback:

- Access from Mount Edward Road seems feasible given the right-in-right-out configuration, and the extended centreline median shown. We would require a sign off from the Province to indicate this is acceptable from them as well given the proximity to their intersection before formal approval is given.
- Access to Lilac Avenue might need some tweaking. There would need to be some thought put into how an access is provided there by squaring up one or more approaches somehow to create a three leg T-intersection. In general, this is doable. Grades could be a challenge to ensure sight lines are adequate and with some work those issues could be addressed.

Charlottetown Parks & Recreation – provided the following feedback:

- No concerns.

Charlottetown Environment & Sustainability – responded August 12, 2025 providing the following feedback:

- The property will be subject to tree planting requirements and this should be carefully considered in the site planning process. Please have Environment and Sustainability staff review planting plan specifications and

species list created. If assistance is needed with the planting plan and species list appropriate for the site conditions and to minimize utility conflicts, please reach out to E&S.

- Tree planting beyond the minimum is recommended as this contributes to offsetting impacts to the natural environment and supports the creation of a vibrant, livable, and resilient community.
- Consider increasing the number of shade trees around the guest parking areas, with particular attention to the eastern lot. Enhancing tree coverage in these areas will help mitigate urban heat island effects and improve overall site comfort.
- For plantings along the Perimeter Highway side of the property, select large, wind-resistant species that provide both shade and visual interest. Species that have shown resilience in this environment include *Ulmus americana* 'Valley Forge' (Dutch Elm Disease-resistant elm), *Acer × freemanii* (Freeman maple), and *Quercus palustris* (Pin oak). In addition, consider incorporating wind-resistant native shrubs to enhance the vegetative buffer and visual screening from the highway. Suitable options include black chokeberry (*Aronia melanocarpa*), red osier dogwood (*Cornus sericea*), northern bayberry (*Myrica pensylvanica*), and sweetgale (*Myrica gale*).
- This development is nearly adjacent to the Confederation Trail (on the other side of Mount Edward Road and the Bypass), which provides residents the ability to cycle to downtown or to the QEH, for example, in 18 minutes at an easy pace, and which provides excellent recreational and physical activity opportunities. It is therefore very important that cycling and pedestrian connections to the existing sidewalks and signalized pedestrian crossings at the Bypass intersection are provided.
- The developer may wish to consider pedestrian pathways through the development, connecting the residences to both Lilac Lane (and the direction of two nearby neighbourhood parks, with playgrounds and sports fields), and the sidewalk on Mt Edward Rd. Currently, the high frequency of driveways intersecting with the road, with reversing cars, represents a safety concern that would deter residents from using the new private road for socializing, walking or play. If pedestrian paths (or natural trails) are established on the boundary of the properties at the rear of the buildings, away from car traffic, this would likely facilitate strong social connections between residents, and would also encourage residents to access neighbourhood parks.
- No bus stops currently service this development; the nearest bus stops (at Mount Edward Road and Ash, or Mount Edward Road and MacAleer), in both current and future transit plans, is approximately 480m/ a 6 minute walk away, beyond the recommended 400m/5 min walk level of service). Re-planning of future routes may be considered, to service this and other expected developments at the north end of Mt Edward Rd, particularly after the Spencer Drive connection is completed.

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed Zoning Bylaw Amendment (Rezoning) and Official Plan Amendment are approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before rezoning any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed rezoning without public notice and without referral to a public

meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

Planning staff are of the opinion that the project has merit with sufficient information provided to date by the applicant to allow for consideration of the proposed rezoning and Official Plan Amendment via the public meeting process with Council.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) and Official Plan Amendment to rezone and change the land-use designation for the unaddressed subject property identified as Mount Edward Road (PID# 440595) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone to facilitate the future development of the property with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

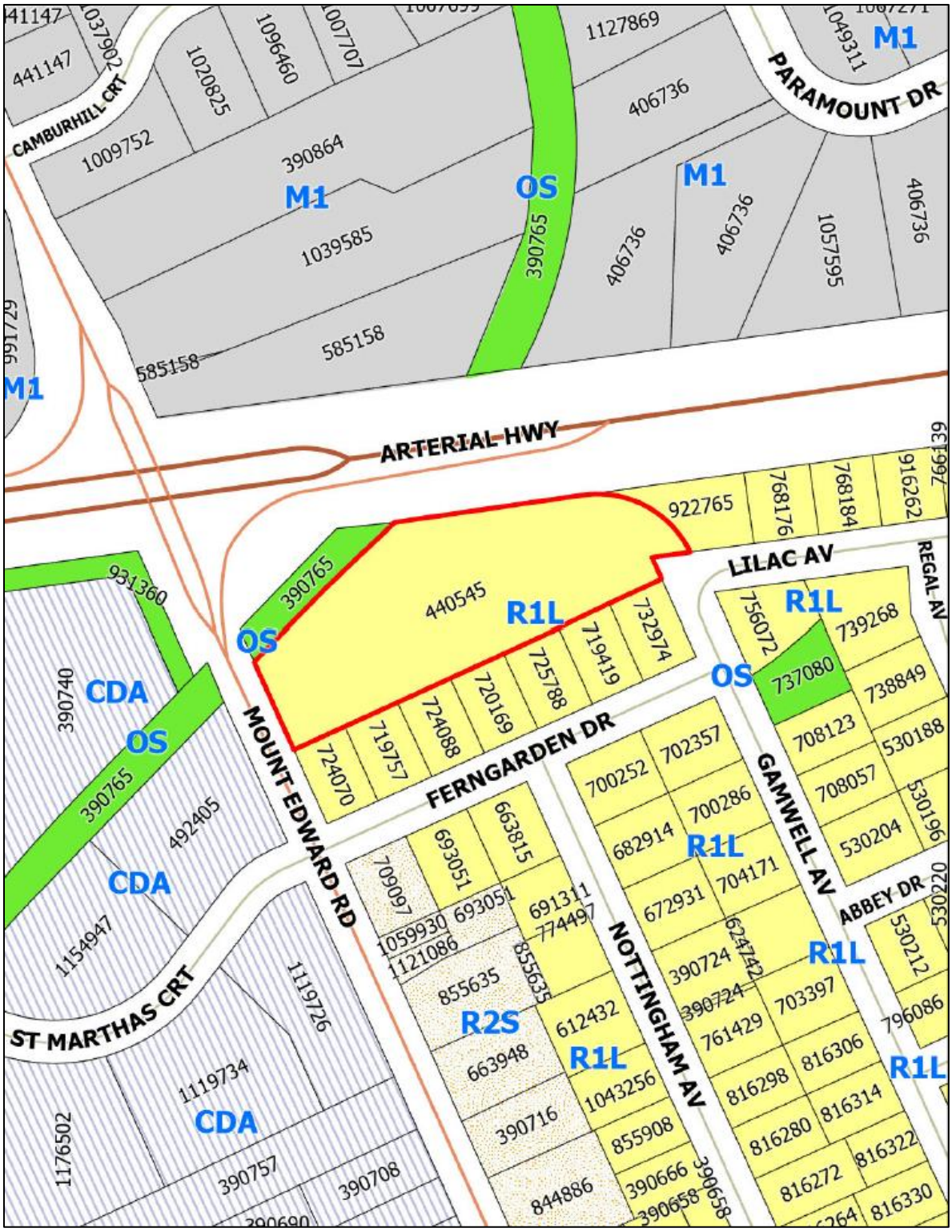
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 12/30/2025

Committee Recommendation: (if differing from staff)

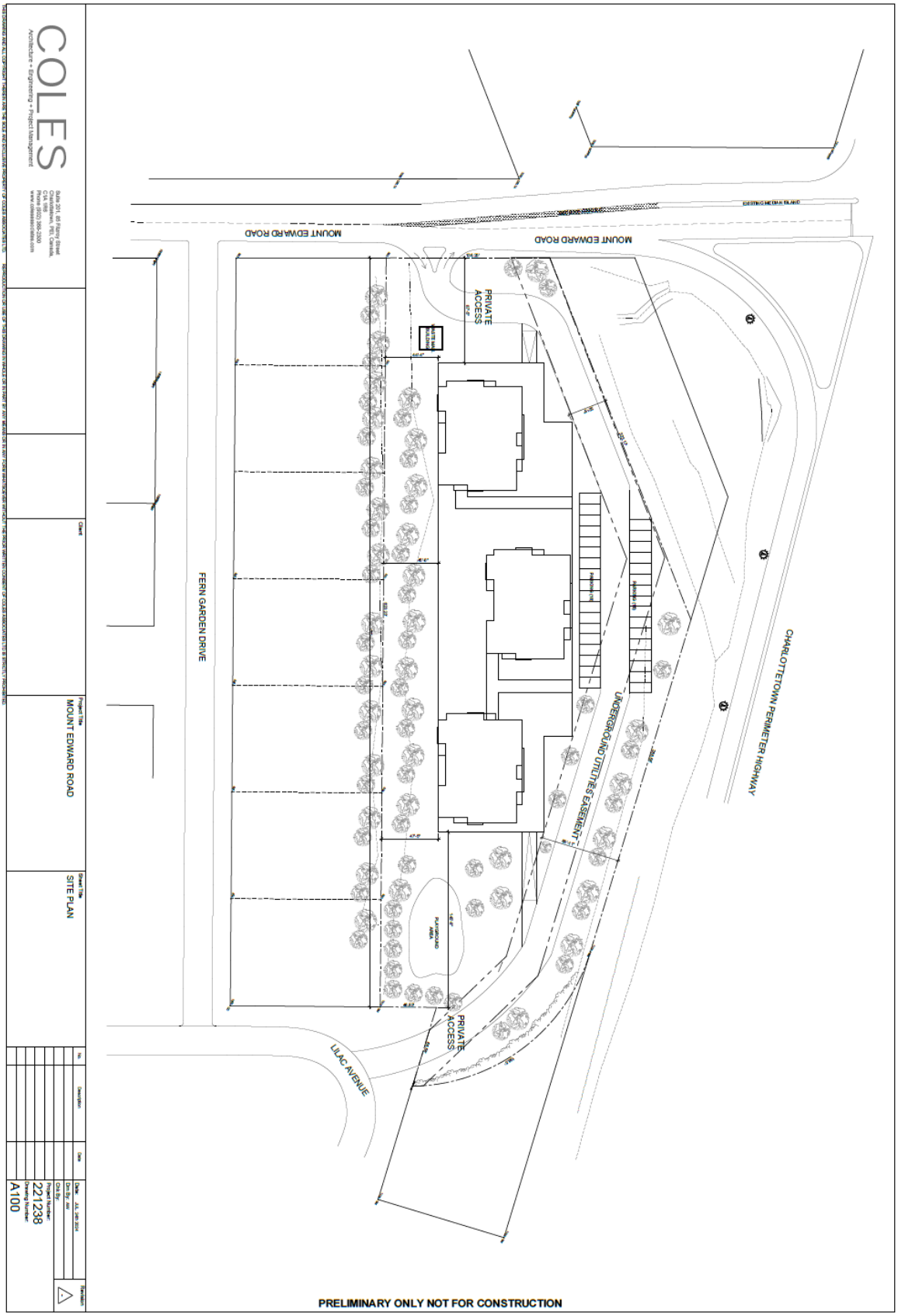
Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Concept Site Plan



Attachment “D” – Building Renderings



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #2

MOTION CARRIED _____

MOTION LOST _____

Date: January 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to proceed to public consultation concerning a request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property to the Comprehensive Development Area to facilitate future development of the property with three (3) apartment buildings having a combined maximum total of 87 dwelling units.

City of Charlottetown Committee Report

Report No:
PLAN-2026-06-JANUARY-6B-2

Date:
January 6, 2026

Directed to Council through the following Committee: Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
n/a

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

Attachments:
A. Air Photo
B. Zoning Map
C. Preliminary Survey Plan

Report Title:
Consolidation of PID# 839332 (40 Riverside Drive) with a portion of land belonging to abutting property identified as PID# 279000 (vacant land portion of road parcel on Riverside Drive). The application has been made by Melissa Gosbee on behalf of the Government of Prince Edward Island.

Report Purpose:
Evaluation of a request to consolidate property in the Light Industrial (M-1) Zone related to additional development of existing site at 40 Riverside Drive containing an existing thermal power generation plant.

Staff Recommendation:
The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to consolidate PID# 839332 (40 Riverside Drive) with a portion of PID# 279000 to form one parcel subject to the approval of a final pinned survey plan.

BACKGROUND:

Request

This is an application for a lot consolidation to convey a portion of (PID# 279000) which is Parcel A, as shown on the Survey Plan (Attachment "C") and append it to PID# 839332 (40 Riverside Drive). PID# 839332 is the Waste to Energy Plant owned by Thunderbolt Energy Assets GP Inc. The portion of PID# 279000 is land owned by the Government of Prince Edward Island, Department of Transportation and Infrastructure Renewal. The properties are located in the Light Industrial (M-1) Zone. The portion of land to be conveyed has an area of 0.24 acres. This parcel of land is currently being used by the waste to energy plant. The consolidation will allow more land area to facilitate the expansion and construction of a new building on site and to provide more maneuverability for onsite functions.

Report Details:

Development Context:

The subject properties are located along Riverside Drive adjacent to a major traffic circle and the Hillsborough River. The waste to energy plant has existed at this location since the 1990s. The main function of the plant is to incinerate waste collected on the Island and convert it to energy for local consumption. The plant supplies heat to the Queen Elizabeth Hospital and other buildings located in Charlottetown. The plant is currently undergoing major expansion. The design for the construction of the new plant was given approval through the Design Review Board. A site-specific exemption to increase the allowable height in the M-1 Zone from 12 metres to 35 metres was also granted on April 11, 2023.

Section 48.3.4.a) of the Zoning & Development By-law explains that the Development Officer may give approval for lot consolidations where a dwelling may be constructed in a R-1 or R-2 Zone. Therefore, given this request for the proposed lot consolidation is in the Light Industrial (M-1) Zone, the lot consolidation must be approved by Council.

Section 48.3.4 Final approval of a Subdivision or Lot consolidation shall be subject to the following requirements:

A) *The Development Officer may grant final approval to Subdivisions which comply with this by-law and the Provincial Minimum Lot Size Standards, and give approval for Lot consolidations where a Dwelling may be constructed in a R-1 or R-2 Zone;*

Given the location of the property, its function in the community and the land use in the immediate area staff do not foresee any land use incompatibility with approval of this lot consolidation.

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

Positives	Neutral	Shortcomings
Consolidation of the properties will provide additional land area to facilitate the construction of the new addition to the waste to energy plant.	The properties are located within an M-1 zone which is located along a busy arterial street and the Hillsborough River.	

CONCLUSION:

These properties are located in a Light Industrial (M-1) Zone. This facility has existed at this location since the 1990s and provides district heat to both the Queen Elizabeth Hospital and other buildings within Charlottetown. The plan is undergoing an expansion and upgrade. The building provides a more green sustainable form of energy by utilizing local waste for energy generation. It is the opinion of Planning staff that approval of this consolidation is compatible with the Zoning and Development Bylaw and the Official Plan. Therefore, staff are recommending Planning Board recommend to Council to approve the request for

a consolidation of PID# 839332 (40 Riverside Drive) and a portion of PID# 279000 subject to a pinned final survey plan.

Council or Committee History:
April 11, 2023, approval of a site-specific amendment to increase the allowable height in the M1 Zone from 12 metres to 35 metres.

October 30, 2023, approval from the Design Review Board.

Financial Implications:
N/A

Public Engagement and Communication:
Not required for this application.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

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



Reviewed By:

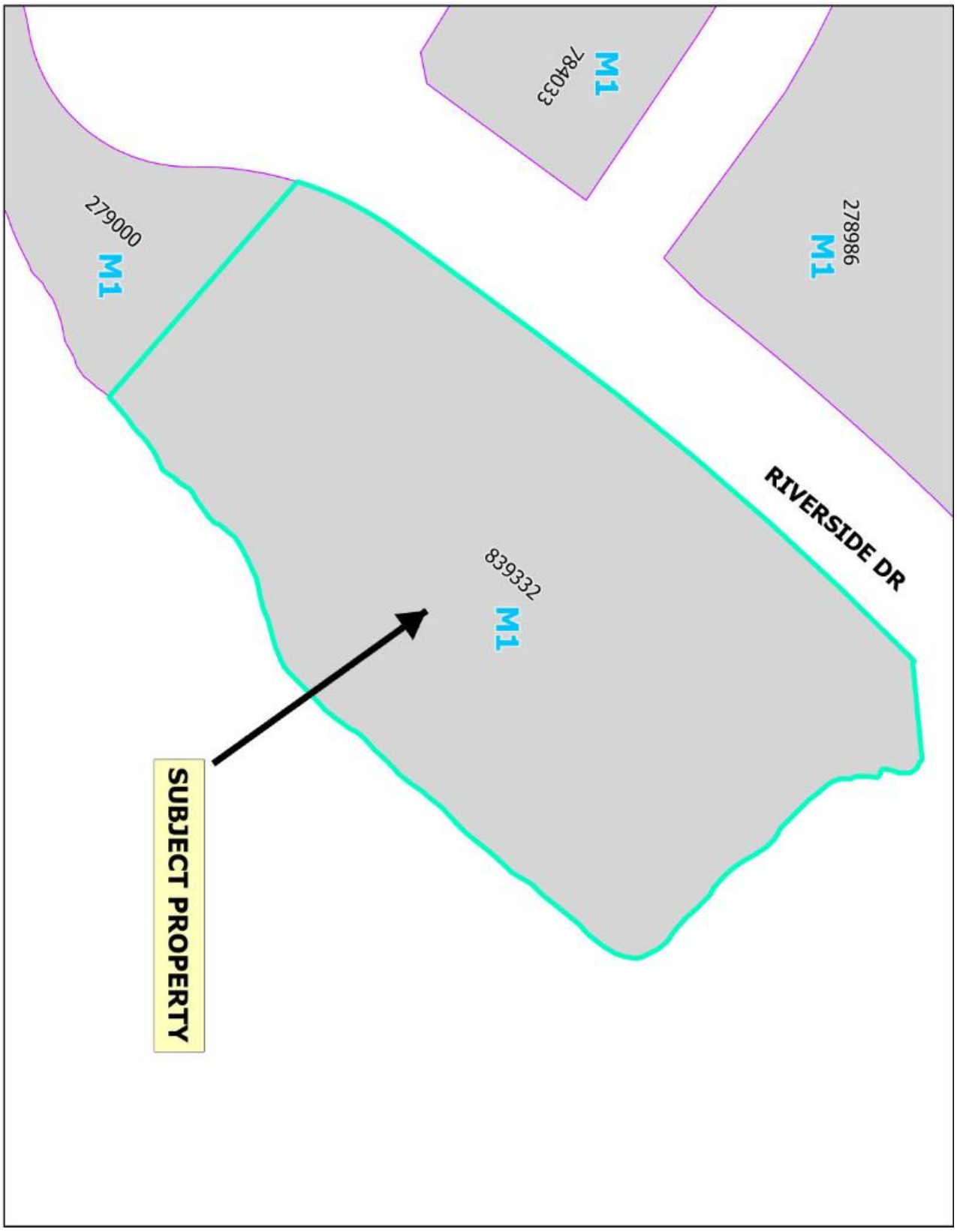
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 12/30/2025	Michael Ruus, RPP, MCIP, 12/31/2025

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



Attachment “C” – Preliminary Survey Plan:



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage #3

MOTION CARRIED _____

MOTION LOST _____

Date: January 13, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, JANUARY 6TH, 2026, 5:00PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

Regrets:

1. **Call to Order**
   Chair Deputy Mayor Jankov called the meeting to order at 5:08 PM

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

3. **Approval of Agenda**
   Moved by Bobby Kenny and seconded by Paul Connolly that the agenda for Tuesday, January 6th, 2026, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Mayor Brown that the minutes of the Planning Board meeting held on Tuesday, December 2nd, 2025, as circulated, be approved.

   CARRIED

5. **Business arising from Minutes**
   2026 Draft Planning Board Meeting Schedule will be circulated to all members of the board. For information purposes only.

6. **Reports:**

   a) Variances:

   1. Lot 159 Hidden Valley – unaddressed property (PID# 1047562

Request: This is a request for Major Variance to increase the maximum number of allowable apartment dwelling units on a lot from 26 units to 32 units based on the minimum required lot area per dwelling unit in the Apartment Residential (R-4A) Zone.

Property Information: Apartment Residential (R-4A) Zone.
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Ashish Goel
Reference: Planning Board Meeting Package

Summary:

- Existing lot is vacant, located within a recently approved subdivision and is surrounded by vacant R-4-zoned parcels.
- Proposed apartment building will be located at the northeast corner of a future intersection.
- Four (4) notice letters were circulated to surrounding properties. No feedback in response was received.
- Development remains consistent with intent of the R4 zone.
- It will increase housing supply and new tenure is supported.
- Sufficient lot area remains to meet parking requirements.
- Future building and development permits will still be required; however, no additional variances are required.
- Staff is recommending approval of the major variance request.

Discussion:

- A member of the Board inquired about height as it wasn't included in the presentation. Staff confirmed the proposed height is 3-storeys, that the height complies with the R4 zoning.
- Members of the board requested clarification regarding previously approved concepts which consisted of 10 large lots with up to 60-units per lot and increasing density in the area. Staff explained that subsequent subdivisions created smaller lots which reduces the allowable unit count per lot. It was also explained that developers are now seeking modest increases from 26 to 32 units. The Senior Planner clarified that overall density for Phase 3 of Hidden Valley is expected to be similar to what was originally contemplated. Development form will differ with more buildings and lower height (3-4 storeys instead of 6). It was confirmed that Zoning permits flexibility depending on development capacity and project scale.

MOTION:

- **Moved by Lea MacDonald and seconded by Dave Essery that Planning Board recommend that Council approve the Major Variance for the subject unaddressed property identified as Lot 159 in the Hidden Valley subdivision (PID# 1189091) to allow for an increased maximum unit count of 32 apartment units whereas a maximum of 26 apartment units is currently permitted based on existing lot size within the (R-4) zone.**

CARRIED
(9-0)

b) Rezonings:

1. Mount Edward Road – unaddressed property (PID# 440545)

Request: This is a request to proceed to public consultation concerning a request to rezone the subject property from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation under the Official Plan to Comprehensive Development Area to facilitate future development of the property with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size.

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

Summary:

- Subject property is a vacant lot located at the Southeast corner of Mount Edward Rd, the Bypass highway is to the North and bounded by low-density residential development to the South and East.
- Future development will consist of three (3) apartment buildings on vacant land containing a maximum of 87 apartment units across the three buildings.
- Unit count is based on existing lot area and minimum block area per unit requirements under the Zoning Bylaw.
- The buildings will comply with the existing height limits prescribed under the proposed R4 zone.
- There is an existing registered easement in favor of the City of Charlottetown for buried public infrastructure.
- No additional zoning variances are anticipated based on the current concept plan.
- Staff is recommending approval of the request to proceed to public consultation.

Discussion:

- None

MOTION:

- **Moved by Lea MacDonald and seconded by Mayor Brown that Planning Board recommend that council approve the request to proceed to public consultation for a request to rezone the unaddressed subject property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone and to change the land-use designation in the Official Plan for the subject property to the Comprehensive Development Area to facilitate future**

development of the property with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size.

CARRIED
(9-0)

c) Lot Consolidations and Subdivisions:

1. 40 Riverside Drive (PID# 839332)

Request: This is a request to consolidate an 0.09 hectare (0.24 acre) portion of unaddressed property identified as PID# 279000 within the Light Industrial (M-1) Zone with an abutting lot identified as 40 Riverside Drive (PID# 839332), also in the (M-1) Zone, for legal and technical reasons related to new site development at 40 Riverside Drive concerning an existing energy generation plant. The total combined size of the consolidated lot would be 1.66 hectares (4.11 acres).

Property Information: Light Industrial (M-1) Zone
Staff Presenter: Laurel Palmer, Planner III
Applicant: Government of Prince Edward Island
Reference: Planning Board Meeting Package

Summary:

- The subject property is vacant land forming part of the Riverside Dr road parcel and is owned by the Department of Transportation and Infrastructure with the Government of Prince Edward Island.
- The site is located along Riverside Dr, adjacent to a major traffic circle and the Hillsborough River.
- The Waste-to-Energy facility has operated at this location since the 1990s. The facility incinerates island waste and converts it into energy which supplies district heat to the Queen Elizabeth Hospital and other city buildings.
- The consolidated lots will allow the expansion and construction of a new building and will improve on-site maneuverability and operational efficiency.
- Design Review Board approval was granted on October 30th, 2023 for the proposed expansion.
- A Site specific zoning exemption was approved on April 11th, 2023, allowing a height increase from 12 meters to 35 meters.
- Staff is recommending approval of the lot consolidation request.

Discussion:

- Board members noted familiarity with the file due to its long history.

- Concerns were raised regarding the original siting of the expansion closer to the water side versus Riverside Drive and the removal of a previously approved water tower, originally required for fire safety.
- Questions were raised regarding fire suppression capacity following the expansion. Staff indicated that fire safety is reviewed through the Building Permit and Fire Department process. It was noted that a site mobilization permit has already been approved.
- Additional concerns were raised regarding the height of the proposed structure noting that it is visually significant and the impact it may have on the surrounding area and traffic circle was acknowledged.
- The Board requested an update from the Fire Department regarding fire safety and the water tower issue prior to Council consideration.

MOTION:

- **Moved by Lea MacDonald and seconded by Bobby Kenny that Planning Board recommend that Council approve the request to consolidate PID# 839332 with a portion of PID#279000 to form one parcel subject to a final pinned survey plan.**

CARRIED
(9-0)

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

8. **Adjournment of Public Session**
   Moved by Paul Connolly and seconded by Lea MacDonald that the meeting be adjourned. The meeting was adjourned at 5:35 PM.

_____
Deputy Mayor Alanna Jankov, Chair

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR DECEMBER 2024
DOLLAR VALUES

	DEC	Totals
Residential New	$18,530,000.00	$98,365,430.90
Residential Renovations and Additions	$231,636.00	$6,868,906.00
Industrial-Commercial New	$1,010,000.00	$18,947,000.00
Industrial-Commercial Renovations	$49,050.00	$83,158,350.00
Institutional New	$0.00	$36,746,430.00
Institutional Renovations	$0.00	$5,899,430.92
Signage	$13,500.00	$501,175.70
Other	$0.00	$2,300,587.65
Agriculture	$0.00	$0.00
TOTALS	**19,834,186.00**	**252,787,311.17**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR DECEMBER 2025
DOLLAR VALUES

	DEC	Totals
Residential New	$2,310,000.00	$124,229,192.00
Residential Renovations and Additions	$20,000.00	$31,376,880.50
Industrial-Commercial New	$0.00	$10,115,000.00
Industrial-Commercial Renovations	$1,300,000.00	$29,799,542.02
Institutional New	$0.00	$39,677,750.00
Institutional Renovations	$0.00	$13,621,000.00
Signage	$46,266.00	$680,583.23
Other	$35,788.62	$1,030,726.74
Agriculture	$0.00	$0.00
TOTALS	**3,712,054.62**	**250,530,674.49**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR DECEMBER 2024
BREAKDOWN OF PERMITS ISSUED *(Not projects)*

	DEC	Totals
Single Family Dwellings - New	11	97
Two-Family Dwellings - New	2	31
Multi-Family Dwellings - New	1	12
Residential Renovations and Additions	8	79
Industrial-Commercial New	1	21
Industrial-Commercial Renovations	2	60
Institutional New	0	11
Institutional Renovations	0	13
Signage	4	44
Other	3	79
Agriculture Renovations	0	0
TOTALS	**32**	**447**

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

	DEC	Totals
Single Family Dwellings - New	5	76
Two-Family Dwellings - New	1	36
Multi-Family Dwellings - New	0	16
Residential Renovations and Additions	3	79
Industrial-Commercial New	0	7
Industrial-Commercial Renovations	3	65
Institutional New	0	10
Institutional Renovations	0	12
Signage	3	38
Other	3	74
Agriculture Renovations	0	0
TOTALS	**18**	**413**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending December 5th 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-755	1115161	205-BLD-24	18-Jun-24	4-Dec-25	APPROVED	177 Essex Cres	Occupancy Permit: Construction of a Single Detached Dwelling with a Secondary Suite	Katie McQuaid	25-Dec-25
25-619	1184241	146-BLD-25	24-Apr-25	5-Dec-25	APPROVED	63-65 Essex Cres (Lot 533D)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Matthew McQuaid	26-Dec-25
25-817	368647	237-BLD-25	15-Jul-25	4-Dec-25	APPROVED	393 University Ave	Occupancy Permit: Interior Fit-up for New Restaurant	SD Consultants Corp	25-Dec-25
25-833	416305	243-BLD-25	16-Jul-25	4-Dec-25	APPROVED	11 Centurion Cr (Lot 21-33)	Temporary Occupancy Permit: New Manufactured Home	PEI Home & RV Centre	25-Dec-25
25-1037	342022	041-SGN-25	1-Oct-25	1-Dec-25	APPROVED	57 Grafton St	One (1) new fascia sign - Western Financial Group	Priority Permits Ltd	22-Dec-25
25-1104	1183714	352-BLD-25	21-Nov-25	5-Dec-25	APPROVED	18 Norman Dr	Construction of a 14' x 20' Shed	Matthew B Eye	26-Dec-25
25-1109	371690	043-SGN-25	20-Nov-25	3-Dec-25	APPROVED	41 Allen St	Pylon Sign - Holy Whale Brewery	Dalmac Signs	24-Dec-25
25-1117	839332	359-BLD-25	14-Nov-25	5-Dec-25	APPROVED	40 Riverside Dr	Site mobilization for preparation of construction of the new expansion of the Waste to Energy District Heating Facility	Marco Group	26-Dec-25

Lot Subdivisions

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

Council Approvals

CHARLOTTETOWN

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending December 12th 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-435	1166990	102-BLD-24	3-Apr-24	12-Dec-25	APPROVED	17 Bridget Drive (Lot 117)	Occupancy Permit: Construction of a Single Detached Dwelling	Delanopro Total Construction & Renovation	2-Jan-26
24-875	1053594	251-BLD-24	22-Jul-24	12-Dec-25	APPROVED	45 England Circle (Lot 58)	Occupancy Permit: Construction of a Single-Detached Dwelling	Mark Wakelin	2-Jan-26
24-921	1141167	274-BLD-24	14-Aug-24	9-Dec-25	APPROVED	46 Anne Avenue (Lot 107)	Occupancy Permit: Construction of a Single Detached Dwelling	Star Homes & Construction Inc	30-Dec-25
25-1038	641589	327-BLD-25	2-Oct-25	11-Dec-25	APPROVED	8 Wyndwood Cres (Lot 5)	Construction of a Single Detached Dwelling	PBJ Construction	1-Jan-26
25-1082	1167725	340-BLD-25	24-Oct-25	10-Dec-25	APPROVED	2 Carter Crt (Lot 1)	Construction of a single detached dwelling	Kirk MacPhee	31-Dec-25
25-1083	1176759	341-BLD-25	3-Nov-25	10-Dec-25	APPROVED	81-83 Aidan St (Lot 55)	Construction of a semi-detached dwelling	Falcon Properties Inc.	31-Dec-25
25-1090	335182	348-BLD-25	7-Nov-25	10-Dec-25	APPROVED	94 Water St	Interior Renovation: New elevator, washroom, wall relocation and electrical upgrades	PEI Crafts Council	31-Dec-25
25-1112	374249	356-BLD-25	25-Nov-25	8-Dec-25	APPROVED	5 MacKinnon Rd	Construction of a 6' x 8' Deck	Brian Phalen	29-Dec-25
25-1114	452375	022-DEM-25	4-Dec-25	9-Dec-25	APPROVED	414 Mount Edward Rd	Demolition of Commercial Building - Budget Tire Sales	OSCO Construction Group	30-Dec-25

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-1075	1188465, 1188473	008-LCPB-25	3-Nov-25	10-Dec-25	Approved	62 & 68 Violet Cir	Lot Subdivision (Lots 16 & 17)	Falcon Rentals Inc	31-Dec-25
25-1076	1189505, 1189513	009-LCPB-25	26-Nov-25	10-Dec-25	Approved	43 & 49 Evelyn St	Lot Subdivision (Lots 28 & 29)	Falcon Rentals Inc	31-Dec-25

Council Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-995	339549	019-MJV-25	19-Sep-25	9-Dec-25	Approved	289 Syndey St	That the following Major Variance for the subject property identified as 289 Sydney Street (PID# 339549) be approved: 1) Permit a reduced minimum lot frontage of 7.1 metres (23.2 feet) for an interior residential lot whereas a minimum lot frontage of 10.6 metres (34.8 feet) is otherwise required for a lot containing three (3) dwelling units or less in the Downtown Neighbourhood (DN) Zone. If the Major Variance is approved, an application for lot subdivision to subdivide the existing property to create a new vacant residential lot having the stated reduced minimum lot frontage will then be considered.	Stacy Driscoll	30-Dec-2025
25-1030	276873	021-MJV-25	7-Oct-25	9-Dec-25	Approved	22 Second St	That the following Major Variance for the subject property identified as 22 Second Street (PID# 276873) be approved: 1) To permit a proposed accessory building (detached garage) to project into the required side yard setback by 0.88 metres (2.9 feet) for the subject property in the (R-2) Zone.	Tandra D Fraser	30-Dec-2025
25-1075	1188465, 1188473	008-LCPB-25	3-Nov-25	9-Dec-25	Approved	62 and 68 Violet Cir	1) That the request to consolidate existing abutting lots in the Medium Density Residential (R-3) Zone identified as 62 and 68 Violet Circle (PID#s 778308, 1188465) be approved subject to a final pinned survey plan.	Falcon Rentals Inc	30-Dec-2025
25-1076	1189505, 1189513	009-LCPB-25	26-Nov-25	9-Dec-25	Approved	43 and 49 Evelyn St	1) That the request to consolidate existing abutting lots in the Medium Density Residential (R-3) Zone identified as 43 and 49 Evelyn Street (PID#s 1189505, 1189513) be approved subject to a final pinned survey plan.	Falcon Rentals Inc	30-Dec-2025
N/A	365833	N/A	N/A	9-Dec-25	Approved	1B West St	That the Heritage Board's recommendation that at 45-calendar-day Temporary Designation not be placed on 1B West Street (PID# 365833), be approved.	City of Charlottetown	30-Dec-2025

CHARLOTTETOWN

Planning & Heritage Summary (Week ending December 19th 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-604	495259	141-BLD-25	9-May-25	16-Dec-25	APPROVED	15 Rose St	Occupancy Permit: Construction of a single detached dwelling	Kyle Blackman	6-Jan-26
25-794	345744	222-BLD-25	24-Jun-25	17-Dec-25	APPROVED	126 Rochford St	Interior Renovation to Create Three Apartment Units	Brian McMillan	7-Jan-26
25-1036	816470	326-BLD-25	17-Sep-25	16-Dec-25	APPROVED	65 Hunter Ln	Placement of a Single Detached Dwelling	Department of Housing, Land and Communities	6-Jan-26
25-1080	1188267	338-BLD-25	23-Oct-25	16-Dec-25	APPROVED	52 Kingsburgh Ave (Lot 177)	Construction of a single detached dwelling with double car garage	Brock Richard	6-Jan-26
25-1087	343913	345-BLD-25	16-Oct-25	15-Dec-25	APPROVED	16 Fitzroy St	4th floor interior renovation including architectural, mechanic, and electrical.	PEI Department of Transportation and Infrastructure	5-Jan-26
25-1119	355883	074-HRT-25	10-Dec-25	16-Dec-25	APPROVED	55-57 Euston St	Exterior Renovation: Foundation Wall	Shannon MacKenzie	6-Jan-26
25-1125	404731	044-SGN-25	26-Nov-25	19-Dec-25	APPROVED	155 Capital Dr	Fascia Sign - Fairway Finds Powered by Golf PEI	Dalmac Signs	9-Jan-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-1129	1114354	058-LS-25	11-Dec-25	19-Dec-25	Approved	39-41 MacWilliams Rd	Lot Subdivision (Lots 29A & 29B)	Star Homes & Construction Inc	9-Jan-26
25-1130	1167295	059-LS-25	11-Dec-25	19-Dec-25	Approved	37-39 Fairdale Dr	Lot Subdivision (Lots 131A & 131B)	Affleck Construction Inc	9-Jan-26
25-1131	339549	060-LS-25	12-Dec-25	19-Dec-25	Approved	289 Sydney St	Lot Subdivision (Lots 2025-1 & 2025-2)	Stacy Driscoll	9-Jan-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 December 26th 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-1086	278333	344-BLD-25	24-Oct-25	23-Dec-25	APPROVED	10 Woodward Dr	Replace 26' x 8' deck and stairway	Queens County Residential Services	13-Jan-26

Lot Subdivisions

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

Council Approvals

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

CHARLOTTETOWN

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

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

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

Lot Subdivisions

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

Council Approvals

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

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
January 13, 2026

The Parks, Recreation & Leisure Activities Committee met Monday, December 8th, 2025 and those DRAFT minutes are included in this package.

Also included are the reports relating to the DRAFT 2026-2027 Capital and Operational Budget and the 2025-2026 Capital Budget Status Report that were discussed at the December Committee Meeting.

There are no resolutions for Council's consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Monday, December 8, 2025
12:00pm, Council Chambers

Present:	**Councillor Kevin Ramsay, Chair**	**Councillor Bob Doiron (Called In)**
	Councillor Terry Bernard (Called In)	**Brad MacConnell (arrived at 12:47pm)**
	Richard MacEwen, DCS	**Frank Quinn, PRM**
	Christopher Drummond, PRAM	**Deelle Hines, AA, Notetaker**
Regrets:	**Mayor Philip Brown**	
Also:	**Nancy McMinn, PS**	**Mike White, AS**
	Tracy Stevenson, PC	

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:02pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Councillor Doiron and Seconded by Councillor Bernard that the agenda for December 8, 2025, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Councillor Doiron and Seconded by Councillor Bernard the minutes for November 6, 2025, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES
None

6. REPORT

a) Update on the 2025 – 2026 Capital Budget

The PRM provided an update on the 2025–2026 Capital Budget, noting that several items have changed since the original report. He advised that the sidewalk along North River Road and the AT pathway realignment at Simmons have both been deferred to 2026, and that the East Royalty Lagoon Park project is approximately 80% complete, with building upgrades expected to be finished by the end of January 2026. Progress on E-Watch cameras has been slowed by wi-fi availability issues, though cameras at Central 1 and Joe Ghiz Park are functioning well. Additional E-Watch camera installations are targeted

DRAFT

for March 2026 once connectivity issues at J. Frank McAulay Park are resolved.

The PRM reported deficiencies at the Victoria Park tennis courts including water pooling in several areas of the new courts. The courts must be built to a precise 1% grade with no low spots to ensure proper drainage. Even small dips can cause water to pool, leading to freeze–thaw damage, surface cracks and a shorter court lifespan. The corrective work is planned for the spring of 2026 and the possibility of temporary closures. Chair Ramsay emphasized the need for early communication with residents regarding any future tennis court closures.

The PRM also outlined timelines for the artificial turf field that includes tendering in February 2026, award in March, and construction from May to July 2026. Department staff noted that Football Canada will anticipate to keep the current football field dimensions and not adjust to the proposed CFL changes..

Updates were also provided on the skate park project, where staff noted that the existing facility, built in the early 2000s, is heavily used but outdated in design. Staff have been consulting with skate park specialists and plans to issue an Expression of Interest to determine what improvements can be achieved within the available budget, with construction targeted for spring 2026.

The PRM reported that while major upgrades at Central 1 Ballfield have been completed, including outfield and drainage improvements, a few minor deficiencies remain and the below-grade dugouts continue to pose problems, such as recurring flooding and vandalism, which will need to be addressed through future capital work.

The PRM outlined a recent pilot project with Environment & Sustainability to remove invasive Japanese knotweed at J. Frank McAulay Park, noting that the species was contributing to drainage issues and may require similar treatment in other locations. The PRM explained that the East Royalty Landfill access road design work has been challenging due to tree encroachment, limited space for two-way traffic, and the need to accommodate an adjacent AT path. As a result, additional design options are being explored with consultants and construction has been pushed to the spring. The PRM reported that the proposed AT connection at Confederation Landing, intended to link Founders Hall to Peakes Quay, has been postponed due to partner funding, through CADC, not coming through.

The PRM noted that he is making a few more updates to the 2025-2026 Capital Status Report, and that the updated document will be provided to the committee before the end of the week.

Chair Ramsay and DCS noted a substantial amount of work has been completed and commended P&R staff for their work.

b) Review of the 2026 – 2027 Parks and Recreation "DRAFT" Capital Budget

The PRM reviewed the Draft 2026–2027 Capital Budget and highlighted several updates. He noted that

DRAFT

the Simmons budget account name will change from “repairs” to “upgrades” and outline planned improvements, including creating a fully accessible private change space within the pool’s dressing room, developing a professional evacuation plan for the new facility, and responding to growing demand for additional interior space by converting an underused second-level storage room into a community room. He also noted ongoing work with the Heritage Department to develop a “wall of memories” for the facility. Chair Ramsay inquired about reported temperature issues in the Simmons warm room. The AS noted he is working with engineers to audit the system. Operational fixes may be possible, though capital work may be required. At Cody Banks, capital planning will be refined once the building condition assessment is completed in late January 2026.

The PRM advised that the parks and playgrounds budget is proposed to increase from $300,000 to $475,000 due to new developments requiring full park development and the need to continue replacing four to five playgrounds annually. Councillor Bernard asked about fencing at the new East Royalty Lagoon multi-purpose pad, and the PRM noted that while the City does not typically fence all sport pads, a fence could be considered at an estimated cost of $15,000 to $20,000.

The PRM reported that the artificial turf field remains a multi-year project with approximately $3.35 million in carryover funding. Engineering services have been awarded, and consultants are currently preparing the detailed design and tender documents. A Class C cost estimate is expected in January 2026 to confirm whether the existing budget is adequate. Staff plan to hold a public open house in February to share the proposed field layout and gather community feedback before tendering. The project timeline remains to tender in March, award in April, begin construction in May, and aim for completion by late July.

Additional updates were provided on the Elmer “Homer” MacFadyen Memorial Recreation Complex, which includes a $1.1-million carryover, along with planned work on outdoor sport courts, Hermitage Creek Trail upgrades, and the need for ongoing capital funding at Confederation Landing due to aging infrastructure. Councillor Doiron raised concerns about the basketball pad in Mulberry Park, noting some issues with the pad. The PRM reported that staff had reviewed the site and were considering relocating basketball uprights to the new multisport facility to delay major repairs, but challenges with fence height and winter maintenance have made this option difficult. If no feasible alternative is found, repairs at the current basketball pad in Mulberry will need to proceed and may require an additional $20,000 to $25,000 in the outdoor sport court budget.

The draft capital plan includes approximately $2.465 million in new requests and $5.504 million in carryover, for a total of roughly $7.969 million, with two-thirds representing multi-year projects already underway.

The PRM will make a few adjustments to the DRAFT 2026-2027 Capital Budget to reflect the suggested changes by the committee. The PRLA supports forwarding the DRAFT 2026-2027 Capital Budget to the

Finance Committee and Council for consideration.

c) Discussion on the 2026 – 2027 Operational Budget

The PRM provided an overview of the draft 2026–2027 Operational Budget, which has been described as a status quo budget with no changes to service levels. The current 2025–2026 operating budget is approximately $4.59 million, and the draft for 2026–2027 is projected at roughly $4.72 million, representing an increase of about $160,000 to $170,000, or 2.5 to 3 percent. Staff explained that this increase is primarily driven by cost-of-living and CPI adjustments, collective agreements, staffing-related increases, and rising maintenance costs associated with aging infrastructure. The parks maintenance account continues to face pressure as facilities age, and the PRM emphasized that unexpected failures can be difficult to anticipate. During discussion, Chair Ramsay asked about the typical lifespan of playground equipment and the number of replacements required each year. The PRM advised that playgrounds generally last 15 to 20 years depending on the manufacturer and wear, and with approximately 60 to 70 playground sites across the City, a replacement rate of four to five structures annually is necessary to maintain safety and lifecycle standards. The PRM noted that a more detailed operational budget will be brought forward in January once Finance finalizes year-end figures and confirms staffing cost projections.

d) Review of amended Minor Sport Subsidy Policy (P-Rec-5)

The PRAM reviewed the amended Minor Sport Subsidy Policy (P-Rec-5). He explained that the proposed changes are primarily administrative in nature, including updates to association names to reflect recent mergers and rebranding. Submission deadlines have been adjusted to align with the City's April 1 to March 31 fiscal year, ensuring adequate time for accurate budgeting. The PRAM also noted that associations are required to provide more detailed participant information using a standardized template to allow for proper residency verification. A definitions section has been added to clarify terms such as "city resident" and "city non-resident." It was noted that the misuse of addresses by non-residents has been a long-standing issue. The new data requirements and clearer definitions are intended to strengthen enforcement and ensure clearer interpretation. The PRAM stated that the amendments do not alter the subsidy amounts or the overall intent of the program.

Moved by Councillor Doiron and Seconded by Councillor Bernard to forward a resolution to Council to approve the amended Minor Sport Subsidy Policy (P-Rec-5)

CARRIED

e) Seniors Engagement Committee Minutes (September 4, October 2 & November 6)
None

f) Youth Engagement Committee Minutes (September 18 and October 16)
PRM noted a recent media story featuring the Youth Engagement Committee Chair, Max MacDonald.

DRAFT

7. INTRODUCTION OF NEW BUSINESS
None.

8. ADJOURNMENT OF PUBLIC SESSION
Moved by Councillor Bernard and Seconded by Councillor Dorion the meeting be adjourned at 1:10pm.

_____
Chair: Councillor Kevin Ramsay

DRAFT

City of Charlottetown Committee Report

Report No: PR-2025-33

Date: December 8, 2025

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Frank Quinn – Parks and Recreation Manager
Christopher Drummond – Assistant Manager

Attachments:
- 2025-26 P&R Capital Project Status Report (December 8, 2025) Hand out at Meeting

Report Title:
Update on 2025/26 Capital Budget Projects

Report Purpose:
To inform Council of the status of the 2025/26 Parks and Recreation Capital Budget Projects

Staff Recommendation:
That Council receives the report as information.

Report Details:
Please refer to the attached 2025/26 Parks & Recreation Capital Budget Projects Status Report (as of Dec 8, 2025)

Council or Committee History:
Previous status report provided to PRLA Committee on June 3, 2025, with an update on the 2025/26 Capital Projects.

Financial Implications:
None

Public Engagement and Communication:
During the Budget Process, at Committee meetings & at Council meetings

Legislative Authority:
MGA Part 6 – Financial Matters / MGA Part 7 – Municipal Jurisdiction

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

Reviewed By:

Assistant Manager	**CAO/Director**
CD – December 5, 2025	

Committee Recommendation: (if differing from staff)

City of Charlottetown
Parks and Recreation Department

2025/26 Capital Project Status Report

(As of December 8, 2025)

Project Name	Project Status	% Completed	Notes	2025/26 Budget
Arenas				
Cody Banks Arena Upgrades	Projects underway	50%	Rink boarders reinforced, Building Condition Assessment Report underway (expect to receive in late January 2026), remaining funds to be transferred to Simmons	100,000
Simmons Sports Centre Replacement				400,000
	TP5 - Pool Package	100%	Commissioning was completed early June 2025. Health Inspectator Report completed (June 6). Working on final prep to have pool opened by June 22 at 1 PM for grand opening event and free swim.	
	TP6 - Community Building, Arena Interior & Site Works	100%	Completed. New hallway doors going to the ice surface have arrived and will be install soon.	
	TP7 - Rink Engineering Speciality Package	99%	Completed. Functional testing is well underway. Minor work to be completed to address any deficiences.	
	Landscaping and fences	100%	Landscaping of lay down area was completed end of June, Install of post and chain fences along service driveway and front parking lot was completed end of June.	
	Front Entrance Improvements	75%	New welcome signs at front entrance (Welcome, Bienvenue, Pjila'si) have been installed, front entrance improvements being considered.	
	Electric Ice Resurfacer	100%	The new Electric Ice Resurfacer arrived in May 2025. Ice leveler was recently installed. Being used by staff.	
	Sidewalks and AT Pathways	33%	Accessibility improvements - New pathway constructed in front of Simmons (end of August), PW planned to install new sidewalk along North River Raod to connect QC School to Simmons driveway entrance (deferred to 2026), Replacement and realigment of AT Pathway within Simmons Sport Complex (deferred to 2026, since did not recieve AT Partnership Funding $75,000)	
Total Arenas				**500,000**

Parks Development and Playgrounds				
Playground Equipment & Development	Underway and progressing on schedule	75%	Evergreen Park - medium play structure has been conctructed & installed, Stockman Park - new medium play structure has been installed and new 2-bay swing installed, Meadow Park - new medium play structure installed and new 2-bay swing installed, Montogmery Heights Park - new medium play strucutre constructed and could be installed before Christmas and new 2-bay swing to be installed May 2026. Towers Road Park - concept plan is completed, located survey pins, constructed access entrance off Confederation Trail, cut grass, and landscaping. Landscaping completed at 10 plus parks. New sport pad constructed at Meadow Park. Montogmery Heights Park - forest restoration and trail devleopment underway. Planning to send out RFP in January 2026 to order new playground equipment (Debrisary Park - medium structure, Rosedale Park - medium structure, Skyview Park- 2-bay swing, J. Muise Park - independent structure), Other list of projects tbc.	300,000
Recreation, Parks and Facilities Master Plan	RFP and consultation	1%	Initial research completed and working on RFP, working on RFP to be send out late in Dec, award in Jan, consultation to commence in Febraury and be completed by July 2025.	140,000
East Royalty Lagoon - Park Development	Pathways, entrances and buidling upgrades	80%	Initial planning completed, engaged an engineering firm to complete drawings and tender documents, contruction completed on trials and entrances, in the process of awarding building upgrades tender with worked expected to by end of January 2026 .	215,000
Install of E-Watch Cameras	2024 installs (3), 2025 with installs (2)	50%	Police lead is identifying locations & WIFI access. 2024/25 install update - Central 1 and Joe Ghiz Park completed, J. Frank McAulay Park is underway. We are identifying two new locations for 2025/26 to be completed by March 2026.	20,000
Total Parks Development and Playgrounds				**675,000**

Victoria Park				
Victoria Park Tennis Courts	Courts 4- 8 construction completed, working with engineering firm to comfirm deficiencies to be addressed by contractor	90%	Tender awarded on September 10, 2024, construction commenced the week of October 7, 2024, 60% of the project was completed by November 15, 2024. Contractor addressing deficiencies and completing the remaining court construction work (May/June 2025), finish asphalt completed by end of June, 2025. Acrylic painting and lines completed. Courts opened middle of August. Landscaping completed by end of October. There are some surface deficiences, which we are disucssing with the engineering firm to identify the best solution to address. Contractor to address in the Spring of 2026.	422,000
	Victoria Park Tennis Court Surfacing and Court Lining	100%	RFP for Tennis Courts Surfacing and Court Lining was posted on June 9. RFP awarded July 8, work commence late July and was completed by August 8.	
Victoria Park Development	Underway	10%	Design and tender completed for the Tennis Courts accessible pathway, confirming the remaining list of projects to be completed in this fiscal year.	120,000
Total Victoria Park				**542,000**

Sports Field Developments & Upgrades				
Simmons Artificial Turf Field	Simmons location approved, planning stage, RFP for engineering services, construction to occur May - July 2026	5%	RFP for engineering services awarded Octboer 2026. Working on design drawings, tender documents, posting of tender (Feb), award of tender (March) and with construction (May - July 2026).	3,400,000
Sport Field Development	Central 1 outfield renovations and fence install.	100%	Completed repairs & upgrades to the infield fence. Central Field 1 expanded outfield & fence install completed by June 20. Drainage next to field and around clubhouse completed.	150,000
Total Sports Field Developments & Upgrades				**3,550,000**

Sports Facilities and Buildings				
Victoria Park Skatepark	Planning stage and identifying upgrades required	10%	Purchased ramp for WISE skate group, met with skate park experts, planning to send out Express of Interest Request in January, work to commence in May.	100,000
Disc Golf Course	Reviewed parks and idenitfied suitable location	30%	Research completed, baskets have been received, identified a suitable park location (East Royalty Park), RFP to engage course designer (Jan), expect to commence with construction May 2026.	40,000

Multi-sport Outdoor Facility	Multi-sport facility at Elmer J. MacFadyen Recreational Complex working on RFP	3%	Working on RFP to engage engineering services (December). Expect to post RFP by Dec 30 and award January 2026. Design drawings, tender documents, posting tender (tbd). Award and construction start (tbd).	1,100,000
Buildings and Clubhouses	Design & tender document ready to be posted	25%	Central Field Announcer Booth Design and Tender to be posted in December, award in January, work to be completed by March 31, 2026. Batting Cage installed and completed at Central Field Complex, partnership with West Royalty Softball Association.	90,000
Outdoor Basketball Court and Pads	Buckets and Boarders Basketball Inc. Donation Agreement and MOU approved by Council June 10. Project completed.		Buckets and Boarders lead the basktball court project at J. Frank McAulay Park in consultation with the Parks and Recreation Department. The project was completed early September. The new court is called "The Beacon", and was offcially opened in September. In Evergreen Park, the multi-sport pad was lined with 3on3 and pickle court lines, b-ball upright to be installed in the Spring 2026. Skyview Park and Soutview Park will be lined in the Spring 2026 and B-ball uprights installed	150,000
Total Sports Facilities and Buildings				**1,480,000**

Trails and Pathways				
Land Improve - J. Frank McAulay - Pathway Phase 2	Pathway construction completed, knotweed removal, planting & drainage work completed	90%	Pathway design drawings and tender document completed. Tender posted and closed. Resolution awarded by Council June 10. Construction completed by July 31, 2025. Knotweed removal, plantings and drainage work awarded and completed by midlle of November.	190,000
Land Improve - Andrew's Pond Trail Development	completed	100%	Partnership with Wrights Creek Watershed Group	15,000
Land Improve - Acadian Drive Trail Development	completed	100%	Partnership with Cycling PEI	15,000
East Royalty Landfill Old Road Restoration & AT Pathway	Planning stage & engineering firm hired	2%	Hired professional services firm to complete design options and tender documents (Febraury), posting tender (tbd), tender award (tbd), and work to commence (tbd). Partnership firmed $225,000 approved.	650,000
Trails & Pathways Development and Upgrades	Unable to proceed with upgrades	0%	Southview Park, Evergreen Park, and River Ridge Park trail upgrades and new pathways to be carry-over to 2026/27 Budget.	30,000
Total Trails and Pathways				**900,000**

Water Access and Beach Development				
Confederation Landing	CADC was unalbe to proceed, since partnership funding ($75,000) was not approved	0%		100,000
Total Water Access and Beach Development				**25,000**

Total Parks and Recreation				7,672,000
Less External Partner Funding				-$1,015,000
Net Total Parks and Recreation				**6,657,000**

City of Charlottetown Committee Report

Report No: PR-2025-34

Date: December 8, 2025

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:
Finance

Prepared by:
Frank Quinn – Manager of Parks and Recreation
Christopher Drummond – Assistant Manager

Attachments:

- 2026-27 Parks and Recreation "DRAFT" Capital Budget
- P&R Capital Project Overview Sheets (23 sheets)

Report Title:
Review of the 2026-2027 Parks and Recreation "DRAFT" Capital Budget

Report Purpose:
To seek Committee input on the staff recommendations for the 2026-2027 Parks and Recreation "DRAFT" Capital Budget

Staff Recommendation:
That Committee reviews the 2026-2027 Parks and Recreation "DRAFT" Capital Budget and provides input, and that Council receives the committee supported 2026-27 Parks and Recreation "DRAFT" Capital Budget

Report Details:
Please see the attached documents: 2026-2027 Parks and Recreation "DRAFT" Capital Budget and the P&R Capital Project Overview Sheets for review.

Council or Committee History:
N/A

Financial Implications:
See attached documents

Public Engagement and Communication:
City Open Houses for the 2026-27 Budget were held on October 20th, 21st, 27th and 30th, 2025; and City Budget Survey Results received November 26, 2025.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Assistant Manager:	**CAO/Director**
CD – December 5, 2025	

Committee Recommendation: (if differing from staff)

)'s as of September 29, 2025

		Budget 2025/2026		2025/2026 Forecast						Carryover from 2025/2026		2026/2027 Budget			5 Year Capital Expenditure Plan								
		City's Budget	Partner Funding	Actual	Purchase Order (Commited)	Purchase Order (Pending)	Remaining Budget	Budget Change	MGMT Forecast	City's Budget	Partner Funding	City Budget	Partner Funding	City Budget (Net of P.F.)	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Project Total (5 Yrs)	Funding Total (5 Yrs)	Rank	Comment
Parks and Recreation:																							
Arenas:																							
011-6700-54015-4835	Simmons Capital Repairs	-		-	-	-	-		-	-	-	170,000		170,000	170,000	100,000	100,000	100,000	-	470,000	-	#10	
011-6700-54015-4836	Cody Bank Capital Repairs	100,000		1,456	-	-	98,544	-	100,000	-	-	120,000		120,000	120,000	140,000	160,000	180,000	-	600,000	-	#11	
011-6700-54015-4859	New Simmons Arena	400,000	75,000	431,710	39,224	-	(70,934)		400,000	-	-	-		-	-	-	-	-	-	-	-		
Total Arenas:		500,000	75,000	433,167	39,224	-	27,609	-	500,000	-	-	290,000	-	290,000	290,000	240,000	260,000	280,000	-	1,070,000	-		
Park Development and Playgrounds:																							
011-6700-54015-4839	Parks & Playground	300,000		31,918	-	-	268,082		300,000	-	-	475,000		475,000	475,000	500,000	525,000	550,000	-	2,050,000	-	#8	
011-6700-54015-4868	Parks, Rec.& Facilities Master Plan	140,000	150,000	-	39,046	-	100,954	(140,000)	-	140,000	150,000	10,000		10,000	10,000	-	-	-	-	10,000	-	#4	**Project underway**
011-6700-54015-4862	East Royalty Lagoon - Park Dev.	215,000		19,997	-	-	195,003		215,000	-	-	100,000		100,000	100,000	-	-	-	-	100,000	-	#13	
011-6700-54015-4863	Round House Park Development	-		-	41,812	-	(41,812)		-		-	-		-	-	-	-	-	-	-	-		
011-6700-54015-4880	Install E-Watch Camera	20,000		-	-	-	20,000		20,000		-	20,000		20,000	20,000	20,000	20,000	20,000	-	80,000	-	#18	
Total Park Development and Playgrounds:		675,000	150,000	51,915	80,858	-	542,227	(140,000)	535,000	140,000	150,000	605,000	-	605,000	605,000	520,000	545,000	570,000	-	2,240,000	-		
Victoria Park:																							
011-6700-54015-4858	Victoria Park Shoreline Protect	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		Completed
011-6700-54015-4840	Victoria Park Plan Development	120,000		1,855	297,294	-	(179,149)		120,000	-	-	200,000		200,000	200,000	200,000	200,000	200,000	-	800,000	-	#9	
011-6700-54015-4879	Victoria Park Tennis Courts	422,000		90,443	19,113	-	312,443	(44,000)	378,000	44,000	-	320,000		320,000	320,000	500,000	-	-	-	820,000	-	#7	
011-6700-54015-4811	Victoria Park Plan Development	-		-	286,393	-	(286,393)		-	-	-	-		-	-	-	-	-	-	-	-		
011-6700-54015-4877	Victoria Park Restoration	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		Completed
Total Victoria Park		542,000	-	92,298	602,800	-	(153,099)	(44,000)	498,000	44,000	-	520,000	-	520,000	520,000	700,000	200,000	200,000	-	1,620,000	-		
Sports Field Development and Upgrades:																							
011-6700-54015-4846	Sport Field Development	150,000		79,337	-	-	70,663		150,000	-	-	250,000		250,000	250,000	250,000	250,000	250,000	-	1,000,000	-	#12	
011-6700-54015-4876	Central 1 Ballfield Light Replacement	-		150	8,040	-	(8,190)		-	-	-	-		-	-	-	-	-	-	-	-		Completed
011-6700-54015-4832	City Diamond Light Poles	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		Completed
011-6700-54015-4886	Artificial Turf Development	3,400,000	500,000	-	-	-	3,400,000	(3,350,000)	50,000	3,350,000	500,000			-	-	-	-	-	-	-	-	#1	**Project underway**
	Land Acquisitions	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		
Total Sports Field Development and Upgrades:		3,550,000	500,000	79,487	8,040	-	3,462,473	(3,350,000)	200,000	3,350,000	500,000	250,000	-	250,000	250,000	250,000	250,000	250,000	-	1,000,000	-		
Sports Facilities and Buildings:																							
011-6700-54015-4851	Multi-Sport Outdoor Facility	1,100,000		-	-	-	1,100,000	(1,100,000)	-	1,100,000	-	-		-	-	-	-	-	-	-	-	#2	**Project underway**
011-6700-54015-4873	Buildings and Clubhouses	240,000	150,000	-	-	-	240,000		240,000	-	-	150,000		150,000	150,000	150,000	150,000	150,000	-	600,000	-	#14	
011-6700-54015-4882	Pickleball Courts	-		-	17,336	-	(17,336)		-	-	-	40,000		40,000	40,000	-	-	-	-	40,000	-	#15	
011-6700-54015-4883	Disc Golf Course	40,000		-	-	-	40,000	(40,000)	-	40,000	-	-		-	-	-	-	-	-	-	-	#5	**Project underway**
011-6700-54015-4885	Victoria Park Skatepark - Ramps	100,000		-	-	-	100,000	(90,000)	10,000	90,000	-	30,000		30,000	30,000	-	-	-	-	30,000	-	#3	**Project underway**
011-6700-54015-4887	Outdoor Basketball Court & Pads	200,000	50,000	117,000	-	-	83,000		200,000	-	50,000	50,000		50,000	50,000	20,000	20,000	20,000	-	110,000	-	#19	
		1,680,000	200,000	117,000	17,336	-	1,545,664	(1,230,000)	450,000	1,230,000	50,000	270,000	-	270,000	270,000	170,000	170,000	170,000	-	780,000	-		
Trails and Pathways:																							
011-6700-54015-4819	J. Frank McAulay Park-Pathway	-		-	-	-	-		-	-	-			-	-	-	-	-	-	-	-		Completed
011-6700-54015-4830	J. Frank McAulay Pathway 2	190,000		5,676	-	-	184,324		190,000	-	-	-		-	-	-	-	-	-	-	-		**Completed**
011-6700-54015-4855	Hermitage Creek Trail Development	-		-	83,483	-	(83,483)		-	-	-	150,000		150,000	150,000	-	-	-	-	150,000	-	#16	
011-6700-54015-4856	Andrews Pond Trail Development	15,000		566	-	-	14,434		15,000	-	-	15,000		15,000	15,000	15,000	15,000	15,000	-	60,000	-	#20	
011-6700-54015-4857	Acadian Drive Trail Development	15,000		-	-	-	15,000		15,000	-	-	15,000		15,000	15,000	15,000	15,000	15,000	-	60,000	-	#21	
011-6700-54015-4861	East Royalty Old Road & AT Path Dev.	650,000	225,000	-	15,620	-	634,380	(640,000)	10,000	640,000	225,000			-	-	-	-	-	-	-	-	#6	**Design & Tender underway**
011-6700-54015-4867	Shortcut Path (Terry Fox - Brighton)	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		Completed
011-6700-54015-4888	Trails and Pathways	30,000		-	-	-	30,000		30,000	-	-	250,000		250,000	250,000	50,000	50,000	50,000	-	400,000	-	#17	
Total Trails and Pathways:		900,000	225,000	6,242	99,104	-	794,654	(640,000)	260,000	640,000	225,000	430,000	-	430,000	430,000	80,000	80,000	80,000	-	670,000	-		
Water Access and Beach Development:																							
011-6700-54015-4841	Confederation Landing	100,000	75,000	-	-	-	100,000	(100,000)	-	100,000	-	100,000		100,000	100,000	100,000	100,000	100,000	-	400,000	-		
011-6700-54015-4884	Charlottetown Yacht Club	-		-	-	-	-		-	-	-	-		-	-	-	-	-	-	-	-		completed
Total Water Access and Beach Development:		100,000	75,000	-	-	-	100,000	(100,000)	-	100,000	-	100,000	-	100,000	100,000	100,000	100,000	100,000	-	400,000	-	#22	
Total Parks and Recreation		**7,947,000**	**1,225,000**	**780,110**	**847,362**	**-**	**6,319,529**	**(5,504,000)**	**2,443,000**	**5,504,000**	**925,000**	**2,465,000**	**-**	**2,465,000**	**2,465,000**	**2,060,000**	**1,605,000**	**1,650,000**	**-**	**7,780,000**	**-**		

Capital Budget Project Sheet



Simmons Capital Upgrades

Department

Parks and Recreation

Project Description

This facility has been operational for a full year. Staff have identified a few capital upgrades that will improve the facility to better meets the needs of users. Upgrades include: fully accessible private changing space within the pool common dressing room, professional evacuation plan, convert 2nd level storage room into a community room, wall of memories, and small contingency for other capital upgrades.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	170,000	100,000	100,000	100,000		470,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	170,000	100,000	100,000	100,000	-	470,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Cody Banks Arena Capital Upgrades

Department

Parks and Recreation

Project Description

We are in the process of completing a Building Condition Assessment (BCA)report. We expect to have the findings of this report by the end of January, which we will use to guide us in capital upgrades. We anticipate installing 5 heat pumps, completing ice plant upgrades, upgrading the back access driveway & dump area, and purchasing new tables & chairs.

Strategic Alignment

Community- Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

Continue to maintain this aging infrastructure, so that it can continue to operate

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	100,000	120,000	140,000	160,000	180,000		700,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	100,000	120,000	140,000	160,000	180,000	-	700,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Park and Playground Development

Department

Parks and Recreation

Project Description

New playground installs at Desbrisay Park (remove & replace medium structure), Rosedale Park (remove & replace medium structure), Skyview Park (remove & replace double-bay swing), J. Muise Park (remove & replace independent structure), Montgomery Heights Park (install new double bay swing), order new playground equipment (parks locations are in the process of being confirmed), landscaping at parks (around new playground equipment & Montgomery Heights Park), new park development (Horseshoe Hills Park, Towers Road Park, Park Concept Plans, & potential dog park), purchase amenities for new park(s), improving access to parks, construct sport court/pad at Montgomery Heights Park, install picnic shelters at Evergreen & River Ridge Parks, and replace fence at Malcolm Darrach playground.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and Environment

Results to be Achieved

Continue to replace playground equipment that are at the end of life, install playground equipment in new parks, add necessary park amenities, develop new parks, upgrade park infrastructure

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	300,000	475,000	500,000	525,000	550,000		2,350,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	300,000	475,000	500,000	525,000	550,000	-	2,350,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

Parks, Recreation & Facilities Master Plan



Department

Parks and Recreation

Project Description

Engage the services of a professional firm to develop a Parks, Recreation and Facilities Master Plan for the City, which will replace the previous plan (2007)

Strategic Alignment

Community-Building and Placemaking; Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Results to be Achieved

Parks and Recreation Facilities Master Plan that will guide the department and City for 10 - 15 years

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	10,000					10,000
Partner Funding Amount	150,000						150,000
Funding Program (CCBF, ICIP, ..)	HAF						
Net Expenditure	(150,000)	10,000	-	-	-	-	(140,000)
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

East Royalty Lagoon - Park Development



Department

Parks and Recreation

Project Description

Continue with the development of this new park. Construct a lookout & walkway for water access, and complete renovations to the old W & S Building for recreational use.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

Remediate the old lagoon site and develop into a district park that will be enjoyed by residents for years

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	215,000	100,000					315,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	215,000	100,000	-	-	-	-	315,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

Install E-Watch Cameras



Department

Parks and Recreation

Project Description

Continue with the E-Watch Camera initiative in parks to assist with vandalism and improve park safety. Currently we have 4 cameras installed. We plan to install an E-Watch Camera at two additional parks to be identified.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Increase the department's ability to monitor parks and the infrastructure within them

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	20,000	20,000	20,000	20,000	20,000		100,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	20,000	20,000	20,000	20,000	20,000	-	100,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Victoria Park Tennis Courts

Department

Parks and Recreation

Project Description

Address deficiencies from 2025 relating to courts 4 - 8 replacement project. Complete upgrades to courts 1 - 3, including crack repairs & asphalt top coat resurface of existing courts, added new Acrylic Court surfacing & court lining, and complete fence upgrades.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

Address deficiencies on courts 4 - 8 and complete upgrades to the remaining three (3) courts.

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	378,000	320,000	500,000		-	-	1,198,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	378,000	320,000	500,000	-	-	-	1,198,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Victoria Park Plan Development

Department

Parks and Recreation

Project Description

Install a new lift station for Kiwanis Canteen/Washrooms, construct a new accessible pathway to the Tennis Courts, and wayfinding signage for park

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

Continue to upgrade and renovate infrastructure within Victoria Park

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	120,000	200,000	200,000	200,000	200,000		920,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	120,000	200,000	200,000	200,000	200,000	-	920,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Sport Field Development and Upgrades

Department

Parks and Recreation

Project Description

Central 1 Ball Field Dugouts (infill existing & replace with chain link dugouts), complete further upgrades to address drainage at Central 1 field, complete upgrades to Kiwanis Ball Field, install irrigation system at Winsloe Lower Soccer Field & Coop Field and complete upgrades to other sport field(s) as deemed necessary.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

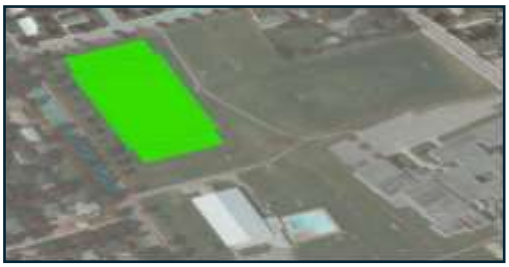
Results to be Achieved

Upgraded and Renovated aging infrastructure to continue meet the needs of users

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	150,000	250,000	250,000	250,000	250,000		1,150,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	150,000	250,000	250,000	250,000	250,000	-	1,150,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Simmons Artificial Turf Field

Department

Parks and Recreation

Project Description

In Nov 2025, we awarded the engineering services to complete the design drawings, tender package and provide Class C Estimates. Public Open House to be held in Feb 2026 to review design, go out to tender in March, award early April, commence with construction early May, and complete by end of July 2026.

Strategic Alignment

Community-Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment

Results to be Achieved

Construction of new artificial turf field that will enable that field to be used April 15 to Nov 30 for up to 2,500 hours of use per season

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	50,000	-	-				50,000
Partner Funding Amount	500,000						500,000
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	(450,000)	-	-	-	-	-	(450,000)
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Multi-Sport Outdoor Facility

Department

Parks and Recreation

Project Description

Elmer MacFadyen Outdoor Sport Facility is at the end of its life and it is becoming near impossible to maintain at a safe level for use. It needs to be completely rebuilt. We are recommending that it needs include a permanent artificial ice system with chiller unit, since ice making has become very difficult due to changing weather conditions. We are in the process of engaging engineering services to complete the design and tender documents. Post tender late March, award in April, constuction to commence in May and be completed by the end of July.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

New Multi-Sport Outdoor Facility with permanent artificial ice system

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	-					-
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	-	-	-	-	-	-
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Land Acquisitions

Department

Parks and Recreation

Project Description

Land Acquisitions is required for the future development of a sport field/facility complex

Strategic Alignment

Community-Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment

Results to be Achieved

In addition to parkland allocation the city would purchase additional property (totaling 20 -25 acres) to be used for sport field/facility complex

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	-					-
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	-	-	-	-	-	-
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Buildings and Clubhouses

Department

Parks and Recreation

Project Description

Replace & Upgrade Card/Alarm System at Clubhouses/Buildings which are becoming problematic. Complete other upgrades as deemed necessary.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Upgrade and renovate aging infrastructure and make them more accessible

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	240,000	150,000	150,000	150,000	150,000		840,000
Partner Funding Amount	150,000						150,000
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	90,000	150,000	150,000	150,000	150,000	-	690,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Pickleball Courts

Department

Parks and Recreation

Project Description

Complete upgrades to the Pickleball Courts at Jack "Bomber" Callaghan Park, which include adding permanent posts for the nets, and installing a permanent divider fence.

Strategic Alignment

Put Strategic Alignment here

Results to be Achieved

Put results to be achieved here

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	40,000					40,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	40,000	-	-	-	-	40,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Disc Golf Course

Department

Parks and Recreation

Project Description

Baskets have been purchased, we feel like we have identified a suitable course location, we are in the process of hiring an expert to complete the course design layout, and the course will constructed in April/May 2026.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

1st City operated Disc Golf Course in Charlottetown

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	-					-
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	-	-	-	-	-	-
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Victoria Park Skatepark - New Ramp

Department

Parks and Recreation

Project Description

The skate park is over 20 years old and it requires upgrades and modification to continue to be interesting and safe for the users. We have consulted with skate park experts, and Skateboard PEI. We are in the process of completing an expression of interest to engage a skate park company to complete upgrades to the existing park. Some of the existing ramps will removed and others will receive upgrades and new ramps will be added. We will contune to partnering with Skateboard PEI to obtain their input.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Upgraded Skate Park that will address safety concerns and better meet the needs of the users

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	10,000	30,000	-	-	-	-	40,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	10,000	30,000	-	-	-	-	40,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

Outdoor Sport Court and Pads



Department

Parks and Recreation

Project Description

Construct a new sports pad at Montgomery Heights Park, add court lines to existing sports pads, and purchase new uprights.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

Renovated existing court into Official Size Outdoor Basketball Court through a partnership with Buckets & Borders and Basketball PEI and engagement with the community. Upgrades to three basketball pads.

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	200,000	50,000	20,000	20,000	20,000		310,000
Partner Funding Amount	50,000						50,000
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	150,000	50,000	20,000	20,000	20,000	-	260,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

Hermitage Creek Trail Development



Department

Parks and Recreation

Project Description

Replace required culverts, fill in low spots and resurface 1100 meter of the trails (along Hermitage Creek and Ellen's Creek) with crushed asphalt.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Upgraded pathways that will be more accessible and easier to maintain

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	150,000					150,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	-	150,000	-	-	-	-	150,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Andrew's Pond Trail Development

Department

Parks and Recreation

Project Description

Continue to work with Wright's Creek Watershed Group to make improvements to the trails around Andrew's Pond and along Wright's Creek.

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Upgrade trials to improve accessible and the environment

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	15,000	15,000	15,000	15,000	15,000		75,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	15,000	15,000	15,000	15,000	15,000	-	75,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

Acadian Drive Trail Development



Department

Parks and Recreation

Project Description

Continue to work with Cycling PEI to make improvements to the trails

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

Upgrade trails to improve safety and the environment

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	15,000	15,000	15,000	15,000	15,000		75,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	15,000	15,000	15,000	15,000	15,000	-	75,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet

East Royalty Landfill Old Road and Active Transportation Pathway



Department

Parks and Recreation

Project Description

The scope of work includes refacing a large section of the old asphalt road (600 meters), constructing a gravel driveway for the remaining 450 meters, and constructing a 1.8 meter wide Active Transportation Pathway along the full length of the road and driveway. Construction was unable to take place in 2025. The design drawings and tender document are underway. We plan to go out to tender in March and award contract in April.

Strategic Alignment

Community-Building and Placemaking; Infrastructure and the Environment

Results to be Achieved

These upgrades will enable the public to access Parkman Soccer Complex, Acadian Forest & Trails, East Royalty Park, and the neighborhood of East Royalty from Acadian Drive.

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	10,000	-					10,000
Partner Funding Amount	225,000						225,000
Funding Program (CCBF, ICIP, ..)	PEI AT Fund approved						
Net Expenditure	(215,000)	-	-	-	-	-	(215,000)
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Park Trails and Pathways Development and Upgrades

Department

Parks and Recreation

Project Description

Replace the pathway at the Simmons Sports Complex (Kirkwood Drive to Col Gray School and Simmons Sports Centre), and construct new pathway connections at Evergreen Park and River Ridge Parks

Strategic Alignment

Infrastructure and the Environment

Results to be Achieved

New and upgraded trails/pathways that will make the parks more accessible

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	30,000	250,000	50,000	50,000	50,000		430,000
Partner Funding Amount							-
Funding Program (CCBF, ICIP, ..)							
Net Expenditure	30,000	250,000	50,000	50,000	50,000	-	430,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

Capital Budget Project Sheet



Confederation Landing

Department

Parks and Recreation

Project Description

Capital upgrades are in the process of being confirmed.

Strategic Alignment

Community-Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment

Results to be Achieved

New infrastructure that will create an improved connection that will draw locals and visitors to want to travel between the two locations (Founders Food Hall & Market and Peakes Wharf)

	Forecast to 3/31/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Total
Expenditure	-	100,000	100,000	100,000	100,000		400,000
Partner Funding Amount	75,000						75,000
Funding Program (CCBF, ICIP, ..)	Up to 7 partner groups						
Net Expenditure	(75,000)	100,000	100,000	100,000	100,000	-	325,000
Operating Costs							-

If this project is being partially or fully funded please include funding agreement

City of Charlottetown Committee Report

Report No: PR-2025-35

Date: December 8, 2025

Directed to Council through the following Committee:
Parks, Recreation and Leisure Activities

Reporting Department:
Parks and Recreation

Other Associated Departments:
Finance

Prepared by:
Frank Quinn – Manager of Parks and Recreation
Christopher Drummond – Assistant Manager

Attachments:

- 2026 - 27 Parks and Recreation "DRAFT" Operational Expenses

Report Title:
Parks and Recreation 2026 - 2027 "DRAFT" Operational Expenses Discussion.

Report Purpose:
To discuss with the Committee and seek input on the staff recommendations for the 2026 - 2027 Parks and Recreation "DRAFT" Operational Budget Expenses.

Staff Recommendation:
That the Committee members and staff discuss the proposed 2026 - 2027 Parks and Recreation "DRAFT" Operational Budget expenses and to provide input for further preparation of the budget document.

Report Details:
Please see the attached document relating to the 2026 - 2027 Parks and Recreation "DRAFT" Operational Budget.

Council or Committee History:
N/A

Financial Implications:
See attached documents

Public Engagement and Communication:
City Open House 2026 - 27 held on November 19, 2024; and City Budget Survey Results received December 10, 2024

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

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

Reviewed By:

Assistant Manager:	**CAO/Director**
CD – December 5, 2025	

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Parks and Recreation

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Administration			
Expenses			
Salaries and Benefits	300,292.98	300,525.98	314,341.23
Benefits	65,017	65,017	69,359
Mileage	2,000	2,000	2,000
Advertising	1,000	1,000	1,000
Staff Development	14,000	9,000	14,000
Seniors Engagement Committee	11,000	11,000	11,000
Meeting Expenses	2,000	2,000	2,000
Office	2,000	2,000	2,000
Miscellaneous	9,500	9,500	9,500
Insurance Claims			
Total Administration Expenses	**406,810**	**402,043**	**425,200**
Programs and Grants			
Revenue	**155,710**	**207,565**	**206,328**
Expenses			
Salaries	533,822	533,822	585,738
Benefits	57,918	57,918	65,017
Subsidies & Grants	216,399	211,649	213,144
Programs & Equipment	69,510	76,277	75,510
Special Events	4,750	4,250	7,500
Miscellaneous	500	500	500
Promotions (Brochures, Flyers, Ads)	5,612	5,612	6,500
Total Program and Grants Expenses	**888,511**	**890,028**	**953,909**
Net Programs and Grants Expenditures	**732,801**	**682,463**	**747,581**
Cody Bank Arena			
Revenue	**262,500**	**211,649**	**328,250**
Expenses			
Salaries	250,015	250,015	282,313
Beneifts	49,291	49,305	58,292
Staff Development	3,650	3,650	3,775
Utilities (Lights, Water, Phone, Fuel)	124,760	124,760	150,335
Repairs & Maintenance	57,500	57,500	57,750
Small Projects	14,500	14,500	14,500
Vehicle Repairs, Maintenance & Fuel	5,500	5,500	5,550
Miscellaneous	11,350	11,350	11,350
Total Cody Banks Arena Expenses	**516,567**	**516,581**	**583,865**
Net Cody Banks Arena Expenses	**254,067**	**304,932**	**255,615**

CITY OF CHARLOTTETOWN
2026/2027 Draft Operating Budget
Parks and Recreation

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Simmons Arena			
Revenue	**385,000**	**391,308**	**424,500**
Expenses			
Salaries	352,409	352,842	337,180
Beneifts	61,716	61,748	63,870
Staff Development	4,350	4,350	4,850
Utilities (Lights, Water, Phone, Fuel)	187,500	187,500	232,675
Repairs & Maintenance	64,600	64,600	66,800
Small Projects	15,000	15,000	15,000
Vehicle Repairs, Maintenance & Fuel	250	250	250
Miscellaneous	11,950	11,950	13,450
Total Simmons Arena Expenses	**697,775**	**698,240**	**734,074**
Net Simmons Arena Expenses	**312,775**	**306,932**	**309,574**
Parks			
Revenue	**73,250**	**73,250**	**78,215**
Expenses			
Salaries	1,842,349	1,842,349	1,890,306
Benefits	294,948	294,948	294,948
Staff Development & Consulting Fees	5,000	5,000	5,000
Parks Maintenance	428,555	441,524	464,228
Vehicle/Equipment Repairs, Maintenance & Fuel	205,875	207,833	205,875
Sportsfields & Facilities Maintenance	50,000	50,000	50,000
Trail Maintenance (Including Boardwalk)	30,000	30,518	30,000
Miscellaneous	9,000	9,000	9,000
Pools	20,500	20,500	30,500
Outdoor Rinks	30,000	30,000	30,000
Special Initiatives	39,000	39,000	51,500
Total Parks Expenses	**2,955,227**	**2,970,672**	**3,061,357**
Net Parks Expenditures	**2,881,977**	**2,897,422**	**2,983,142**
Total Net Parks and Recreation Expenditures	**4,588,430**	**4,593,791**	**4,721,112**

WATER & SEWER UTILITY
COMMITTEE REPORT TO COUNCIL
JANUARY 13, 2026

The Water & Sewer Utility Committee met on January 8, 2026. These minutes have been included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Thursday, January 8, 2026
Parkdale Room – City Hall, 199 Queen Street
12:00PM

DRAFT

Present: Councillor Bob Doiron, Chair
Councillor John McAleer, Member at Large
Mayor Philip Brown, Member at Large
Richard MacEwen, Director of Community Services
Joshua McInnis, Water & Sewer Utility Manager
Cindy MacMillan, Executive Resource & Privacy Coordinator II

Regrets: Councillor Justin Muttart, Vice-Chair

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

2. Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Councillor John McAleer to approve the agenda as circulated. Carried.

3. Declarations of conflict of interest
There were no conflicts declared.

4. Adoption of Minutes
It was moved by Mayor Philip Brown and seconded by Councillor Justin Muttart that the minutes of August 27, 2025, be approved.

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

6. Reports/Discussions

a. Request for Service – 529 Brackley Point Road
Joshua McInnis presented a request for water service at 529 Brackley Point Road (PID 1177096) to support a single residential dwelling. The property is located outside City limits, and all development-related costs would be borne by the property owner.

The Committee discussed the 25% surcharge applied to services delivered outside the City, noting that it is an ongoing surcharge implemented by Council several years ago. It was noted that wastewater surcharge arrangements differ due to provincial direction in earlier negotiations.

Committee members reviewed the submitted schematic and confirmed that staff would inspect the connection into the system, while the property owner is responsible for engaging a contractor.

Staff confirmed that sewer service is not available at this location, therefore connection to the wastewater system cannot be mandated in this instance.

It was moved by Councillor McAleer and seconded by Mayor Brown that a resolution will be forwarded to Council for their consideration. Carried.

b. Draft Capital and Operational Budgets (2026–2027)

Joshua McInnis presented the draft Operational and Capital Budgets for 2026–2027, noting that the proposed operational budget is slightly higher than the previous year due primarily to wage and benefit adjustments, inflationary pressures, and increased fuel, oil, electricity, and materials pricing. Tariff impacts on components were also referenced as a factor.

Key operational cost drivers were outlined, including estimated increases of:

- Wages & benefits: ~$215,000
- Electricity: ~$43,000
- Operating supplies (pollution control plant): ~$40,000
- Backhoe rental services: ~$19,000

Staff proposed the creation of a new Technician II position at the Wastewater Treatment Plant. This would increase capacity for maintenance and repairs, reduce overtime, distribute on-call/standby responsibilities, and support succession planning. The operational cost is approximately $90,000, and staff noted it could be accommodated with no net increase to the budget due to projected revenues and expense reductions elsewhere.

Staff also advised the Utility intends to increase water and sewer rates by CPI, anticipated at 1.6%, with the official CPI figure expected within the following one to two weeks.

Regarding the Capital Budget, staff noted a higher level of project carryover than previous years due to material and equipment delays, contractor availability, and pricing uncertainty. Major 2026 reconstruction projects discussed included Exhibition Drive and Spencer Drive Extension, in coordination with Public Works.

The estimate for Spencer Drive water/sewer contribution (~$1.22M), and that this figure represents the underground portion only. The possibility of funding support impacting the final cost and project sequencing.

Clarification that wage adjustments reflect the negotiated CUPE contract and that extraordinary expense reserves cover retroactive costs, while ongoing wages appear under salaries and benefits.

Increased water sales projections, based on CPI and consumption increases, including new development demand.

The Committee requested an update on progress regarding Wellfield Protection land acquisition. Staff advised that one (1) partial acquisition had been completed in the previous year. Another parcel remains under consideration.

DRAFT

Staff acknowledged capacity challenges prevented additional progress during the summer but confirmed intentions to advance this work.

Committee members encouraged staff to pursue a more coordinated approach involving the Province and local MLAs, noting the importance of wellfield protection as a critical asset. Staff agreed to update priority areas and explore initiating discussions with provincial partners.

Committee members noted the draft capital plan reflects a "wish list" and emphasized the importance of reviewing project priorities and debt servicing impacts as the budget is refined. Staff confirmed the budget will be tightened and does not anticipate the final request remaining at the higher figure presented in the draft.

c. Value for Money Audit – Communications Project Update

Joshua McInnis provided an update on the Value for Money Audit being conducted by Eagle Engineering and Consulting. Staff advised:

- Project data has been shared and reviewed
- A project call is scheduled for the following week to confirm fieldwork scope, dates, and components
- Fieldwork timelines will be shared once confirmed
- Work is proceeding, though slower than initially anticipated

Committee members asked for clarification regarding coordination with UCC and access to infrastructure such as underground vaults and fiber conduit. Staff explained that since the system has not been handed over to the City, vaults remain under UCC's responsibility, and the Utility must coordinate access to avoid inadvertently assuming ownership or interfering with equipment. It was noted there are over 100 vaults in the network and that ideally all would be inspected.

The Committee discussed the involvement of other project partners (including inspection services and legal supports) and requested clearer milestones and verification dates as the work progresses. Staff indicated updates would be brought forward to the Committee.

7. Introduction to New Business

There was no new business.

8. Adjournment

It was moved by Councillor John McAleer and seconded by Mayor Philip Brown to adjourn the meeting. Meeting adjourned at 12:45PM

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water & Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: January 13, 2026

Moved by Councillor Bob Doiron

Seconded by Councillor John McAleer

RESOLVED:

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

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

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

City of Charlottetown Committee Report

Report No: WSC 01-26

Date: January 8, 2026

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

Attachments:

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
529 Brackley Point Road – Request for Service

Report Purpose:
To inform Council of the Request for Service at 529 Brackley Point Road.

Staff Recommendation:
That council approves the Request for Service at 529 Brackley Point road.

Report Details:
A request for water service has been received from Eric Cudmore, representative for the owner, for 529 Brackley Point Road, PID No. 1177096.

The property is a single residence.

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 January 5, 2026	RDM January 6, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 03-26

Date: January 8, 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:
- 2026/2027 Draft Operational & Capital Budgets

Report Title:
2026/2027 Draft Operational & Capital Budgets

Report Purpose:
To inform Committee of the 2026/2027 Draft Operational & Capital Budgets

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility draft 2026/2027 Operational & Capital Budgets are attached. Contained within the Draft Budgets are the approved budget numbers for 2025/2026, current Operational & Capital forecasts and the proposed 2026/2027 budgets.

The proposed Operational budget for 2026/2027 is slightly greater this year due to increases in wages & benefits, inflation of fuel, oil and electricity costs and the pricing of materials and supplies. The budget document shows the areas of increases and areas where decreases were possible, the main drivers for increases are listed below (rounded to the nearest $1000):

- Wages: $215,000
- Electricity: $43,000
- CPCP Operating Supplies & Expenses: $40,000
- Backhoe Rental: $19,000

Additionally, the Utility is proposing one (1) new position:

1. Technician II – WWTP
    a. Additional Technician for WWTP. Increase capacity for maintenance and repair, decrease overtime, distribute on-call and stand-by duties, succession planning.

The Operational cost for this position is approximately $90,000. This position could be accommodated with no net increase to the budget based upon projected revenues and decreases in other areas of expense.

The Utility will be seeking to increase Water & Sewer rates by CPI, which is estimated to be 1.6%. This will allow the Utility to stay abreast of inflation and maintain existing service levels.

The proposed Capital Budget for 2026/2027 will see a greater amount of project carry over than in previous years, this being due to material & equipment delays, pricing uncertainty, contractor availability, etc. Additionally, the Utility and Public Works Department will be proposing a few full street reconstructions/projects for 2026, namely, Exhibition Drive and Spencer Drive Extension.

Council or Committee History:
Annual Budget Discussions.

Financial Implications:
Increased Operational Budget.

Public Engagement and Communication:
Community Outreach evenings and online.

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis January 6, 2026	RDM January 6, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

	2025/2026 Current Year Forecast		2026/2027 New Budget with New Initiative Requests				
	Original Budget	MGMT Forecast	Original Budget	Budget Change	Mitigation	Budget	Comments
Water and Sewer							
Revenue							
Water & Sewer:							
020-8000-45005-0000 UR-Administration-Metered Sales	12,596,801	12,800,000	12,596,801	803,199		13,400,000	Increased revenue based on CPI and consumption increases
020-8000-45010-0000 UR-Administration-Unmetered Sales	245,000	270,000	245,000	35,000		280,000	
020-8000-45020-0000 UR-Administration-Penalties	100,000	60,000	100,000			100,000	
020-8000-45050-0000 UR - Property Transfer Service Fees	30,000	25,000	30,000			30,000	
020-8000-45030-0000 UR-Administration-Non-Operating Revenue	38,500	38,500	38,500			38,500	
Total Water & Sewer	13,010,301	13,193,500	13,010,301	838,199	-	13,848,500	
Sludge Handling Fees:							
020-8000-45055-0000 UR-Administration-Sludge Handling Fees	340,000	400,000	340,000	84,000		424,000	Increase by CPI
Total Sludge Handling Fees	340,000	400,000	340,000	84,000	-	424,000	
Wastewater Treatment Plant:							
020-8000-45060-0000 UR-Administration-Wastewater Treatment Fees	541,660	510,000	541,660	(23,500)		518,160	Increase by CPI
Total Wastewater Treatment Plant	541,660	510,000	541,660	(23,500)	-	518,160	
Public Fire Protection:							
020-8000-45015-0000 UR-Administration-Public Fire Protection	1,340,899	1,340,899	1,340,899	21,454		1,362,353	Increase by CPI
Total Public Fire Protection	1,340,899	1,340,899	1,340,899	21,454	-	1,362,353	
Serviced Billed:							
020-8000-45025-0000 UR-Administration-Services Billed	220,000	100,000	220,000	(100,000)		120,000	
Total Serviced Billed	220,000	100,000	220,000	(100,000)	-	120,000	
Municipal Government Expenditure Grant Funding:							
020-8000-40019-0000 UR-Municipal Capital Expenditure Funding	600,000	600,000	600,000			600,000	
Total Municipal Government Expenditure Grant Funding	600,000	600,000	600,000	-	-	600,000	
Investment in Capital Infastructure Progects Funding:							

020-8000-40026-0000 UR-Infrastructure Funding Revenue	-	-		-		-	
Total Investment in Capital Infastructure Progects Funding	-	-		-	-	-	-
Total Revenue	16,052,860	16,144,399		16,052,860	820,153	-	16,873,013
Expenses							
Salaries & Benefits:							
020-8000-50010-0000 UR-Administration-Wages - Permanent - Non-Union	97,513	53,700		97,513	2,087	99,600	Senior Finance Officer Vacant, Assitant Manager started October 14th (LEP)
020-8000-50012-0000 UR-Administration-Wages - Permanent - Non-Union				-		-	•Computer clerk position vacant - assume fill date of January 4/2026
020-8000-50020-0000 UR-Administration-Wages - Permanent - Union - Re	114,642	64,900		114,642		114,642	
020-8000-50021-0000 UR-Administration-Wages - Permanent - Union - Ov	-	-		-		-	
020-8000-50105-0000 UR-Administration-Benefits - Health	15,697	15,697		15,697		15,697	
020-8000-50110-0000 UR-Administration-Benefits - Statutory	14,818	14,818		14,818		14,818	
020-8000-50115-0000 UR-Administration-Benefits - Pension	21,954	21,954		21,954		21,954	
020-8000-50120-0000 UR-Administration-Benefits - WCB	1,934	1,934		1,934		1,934	
020-8400-50010-0000 UR-W&E-Wages - Permanent - Non-Union	417,992	317,992		417,992	8,360	426,352	
020-8400-50011-0000 UR-W&E-Wages - Permanent - Non-Union	-	-		-		-	
020-8400-50020-0000 UR-W&E-Wages - Permanent - Union - Re	1,662,250	1,662,250		1,662,250	137,023	1,799,273	
020-8400-50021-0000 UR-W&E-Wages - Permanent - Union - Ov	221,359	221,359		221,359	18,240	239,599	
020-8400-50022-0000 UR-W&E-Wages - Permanent - Union - Ot	7,600	7,600		7,600		7,600	
020-8400-50025-0000 UR-W&E-Wages - Part-timer - Union - R	300,035	300,035		300,035	24,723	324,758	
020-8400-50040-0000 UR-W&E-Wages - Casual - Non-Union - R	40,009	40,009		40,009	3,297	43,306	
020-8400-50105-0000 UR-W&E-Benefits - Health	172,924	172,924		172,924		172,924	
020-8400-50110-0000 UR-W&E-Benefits - Statutory	177,571	177,571		177,571		177,571	
020-8400-50115-0000 UR-W&E-Benefits - Pension	232,704	232,704		232,704	19,175	251,879	
020-8400-50120-0000 UR-W&E-Benefits - WCB	61,143	61,143		61,143		61,143	
020-9200-50010-0000 UR-CPCP-Wages - Permanent - Non-Union	143,331	58,331		143,331	92,867	236,198	Proposed additional Tech. II at WWTP
020-9200-50020-0000 UR-CPCP-Wages - Permanent - Union - Re	667,932	667,932		667,932		667,932	
020-9200-50021-0000 UR-CPCP-Wages - Permanent - Union - Ov	148,227	148,227		148,227		148,227	
020-9200-50022-0000 UR-CPCP-Wages - Permanent - Union - Ot	20,000	20,000		20,000		20,000	
020-9200-50105-0000 UR-CPCP-Benefits - Health	45,689	45,689		45,689		45,689	
020-9200-50110-0000 UR-CPCP-Benefits - Statutory	58,591	58,591		58,591		58,591	
020-9200-50115-0000 UR-CPCP-Benefits - Pension	83,941	83,941		83,941		83,941	
020-9200-50120-0000 UR-CPCP-Benefits - WCB	21,290	21,290		21,290		21,290	
020-8400-50012-0000 UR-W&E-Wages - Permanent - Non-Union	1,450	1,450		1,450		1,450	
020-8400-50026-0000 UR-W&E-Wages - Part-timer - Union - O	36,005	36,005		36,005		36,005	
020-8400-50027-0000 UR-W&E-Wages - Part-timer - Union - O	1,450	1,450		1,450		1,450	
020-9200-50012-0000 UR-CPCP-Wages - Permanent - Non-Union	250	250		250		250	

Total Salaries & Benefits	4,788,299	4,509,744	4,788,299	305,771	-	5,094,070	
Solicitor & Consulting Fees:							
020-8000-50210-0000 UR-Administration-Fees - Solicitor - Administrat	8,000	5,000	8,000			8,000	
020-8400-50265-0000 UR-W&E-Fees - Consulting	3,500	3,500	3,500			3,500	
020-8000-50265-0000 UR-Administration-Fees - Consulting	18,600	18,600	18,600			18,600	
020-9200-50265-0000 UR-CPCP-Fees - Consulting	82,350	82,350	82,350			82,350	
Total Solicitor & Consulting Fees	112,450	109,450	112,450	-	-	112,450	
Office Supplies & Postage:							
020-8000-50305-0000 UR-Administration-Office Supplies - General	9,300	9,300	9,300			9,300	
020-8000-50310-0000 UR-Administration-Office Supplies - Postage	40,000	40,000	40,000			40,000	
020-8400-50305-0000 UR-W&E-Office Supplies - General	36,365	26,365	36,365			36,365	
020-9200-50305-0000 UR-CPCP-Office Supplies - General	12,315	9,315	12,315			12,315	
020-8000-50320-0000 UR-Administration-Office Supplies - Equipment	2,790	2,790	2,790			2,790	
Total Office Supplies & Postage	100,770	87,770	100,770	-	-	100,770	
Professional Auditing Services:							
020-8000-50270-0000 UR-Administration-Fees - Audit - Year End	32,550	32,550	32,550			32,550	
Total Professional Auditing Services	32,550	32,550	32,550	-	-	32,550	
Staff Development:							
020-8000-50505-0000 UR-Administration-Training Materials & Registrat	10,000	9,000	10,000			10,000	
020-8400-50505-0000 UR-W&E-Training Materials & Registrat	47,440	37,440	47,440			47,440	
020-9200-50505-0000 UR-CPCP-Training Materials & Registrat	35,000	15,000	35,000			35,000	
Total Staff Development	92,440	61,440	92,440	-	-	92,440	
Travel & Transportation:							
020-8000-50550-0000 UR-Administration-Travel - Staff	-	-	-	2,500		2,500	
020-8400-50550-0000 UR-W&E-Travel - Staff	35,000	20,000	35,000			35,000	
020-9200-50550-0000 UR-CPCP-Travel - Staff	12,650	9,650	12,650			12,650	
020-8400-50565-0000 UR-W&E-Travel - Elected Officials	5,000	-	5,000			5,000	
Total Travel & Transportation	52,650	29,650	52,650	2,500	-	55,150	
Advertising & Communications:							
020-8000-51005-0000 UR-Administration-Advertising - Media	4,650	2,650	4,650			4,650	
Total Advertising & Communications	4,650	2,650	4,650	-	-	4,650	

Meeting Expenses:							
020-8000-50605-0000 UR-Administration-Meals	-	172					
020-8400-50605-0000 UR-W&E-Meals	4,000	3,128	4,000			4,000	
020-9200-50605-0000 UR-CPCP-Meals	6,000	6,700	6,000	1,000		7,000	
Total Meeting Expenses	10,000	10,000	10,000	1,000	-	11,000	
Clothing:							
020-8400-50915-0000 UR-W&E-Clothing - Uniforms	47,069	30,000	47,069			47,069	
020-9200-50915-0000 UR-CPCP-Clothing - Uniforms	35,855	21,000	35,855			35,855	
Total Clothing	82,924	51,000	82,924	-	-	82,924	
Miscellaneous:							
020-8000-59005-0000 UR-Administration-Miscellaneous	-	-	-			-	
020-8400-59005-0000 UR-W&E-Miscellaneous	2,300	2,300	2,300			2,300	
020-4100-51705-0001 UR-EmergP- Services - Fiona	-	-	-			-	
Services Billed Expenditures	-	-	-			-	
Total Miscellaneous	2,300	2,300	2,300	-	-	2,300	
Insurance:							
020-8000-55705-0000 UR-Administration-General Liability Insurance	865	752	865	(37)		828	•Updated per Policy •Assume 10% Market Increase in 26-27 (LEP)
020-8400-55705-0000 UR-W&E-General Liability Insurance	67,000	58,280	67,000	(2,892)		64,108	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55710-0000 UR-W&E-Vehicle Insurance	19,100	23,875	19,100	7,163		26,263	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55725-0000 UR-W&E-Insur-Cyber Insurance	6,000	5,927	6,000	520		6,520	•Updated per Policy •Assume 10% Market Increase in 26-27
020-8400-55730-0000 UR-W&E-Policy Adjustments	25,000	21,746	25,000	(1,079)		23,921	•Updated per Policy •Assume 10% Market Increase in 26-27
020-9200-55705-0000 UR-CPCP-General Liability Insurance	26,200	22,790	26,200	(1,131)		25,069	•Updated per Policy •Assume 10% Market Increase in 26-27
Total Insurance	144,165	133,371	144,165	2,543	-	146,708	

Heating Fuel:							
020-8400-51205-0000 UR-W&E-Fuel	27,884	20,000	27,884			27,884	
020-9200-51205-0000 UR-CPCP-Fuel	30,000	30,000	30,000			30,000	
Total Heating Fuel	57,884	50,000	57,884	-	-	57,884	
Phones & Radios:							
020-8000-51215-0000 UR-Administration-Phones	5,000	-	5,000			5,000	
020-8400-51215-0000 UR-W&E-Phones	58,618	43,618	58,618			58,618	
020-9200-51215-0000 UR-CPCP-Phones	13,750	8,750	13,750			13,750	
020-8400-51235-0000 UR-W&E-Radios	7,480	-	7,480			7,480	
Total Phones & Radios	84,848	52,368	84,848	-	-	84,848	
Electric:							
020-8400-51220-0000 UR-W&E-Power	428,000	428,000	428,000			428,000	
020-9200-51220-0000 UR-CPCP-Power	140,047	140,047	140,047			140,047	
020-9200-51220-1000 UR-CPCP-18A Riverside Drive - Power	657,210	657,210	657,210	42,790		700,000	
020-8400-51410-0000 UR-W&E-Power - Sewer	103,719	103,719	103,719			103,719	
Total Electric	1,328,976	1,328,976	1,328,976	42,790	-	1,371,766	
Service Contracts:							
020-8000-51705-0000 UR-Administration-Contract Services	93,000	110,000	93,000	17,000		110,000	
020-8400-51705-0000 UR-W&E-Contract Services	55,953	55,953	55,953			55,953	
Total Service Contracts	148,953	165,953	148,953	17,000	-	165,953	
Committee Expenses:							
020-8000-52915-0000 UR-Administration-Stipends - Committees	180,000	180,000	180,000			180,000	
Total Committee Expenses	180,000	180,000	180,000	-	-	180,000	
Property Taxes:							
020-8400-51805-0000 UR-W&E-Property Taxes	31,100	31,100	31,100			31,100	
020-9200-51805-0000 UR-CPCP-Property Taxes	6,300	6,300	6,300			6,300	
Total Property Taxes	37,400	37,400	37,400	-	-	37,400	
Gas & Oil:							
020-8400-52115-0000 UR-W&E-Gas & Oil - Vehicles	105,474	85,474	105,474			105,474	
020-9200-52115-0000 UR-CPCP-Gas & Oil - Vehicles	6,508	4,508	6,508			6,508	
Total Gas & Oil	111,982	89,982	111,982	-	-	111,982	

Equipment Repairs & Rentals:							
020-8400-51105-0000 UR-W&E-New Equipment	-	9,500	-			-	
020-8400-52205-0000 UR-W&E-Repairs - Equipment	85,650	35,650	85,650			85,650	
020-8400-52205-0901 UR-W&E-Repairs - Equipment- 88-1 Fmc Sewer Flusher	-	2,223	-			-	
020-8400-52205-0903 UR-W&E-Repairs - Equipment- 215-4 '15 Cat Backhoe	-	351	-			-	
020-8400-52205-0904 UR-W&E-Repairs - Equipment- 2023 CAT Backhoe 420XE	-	957	-			-	
020-9200-52205-0000 UR-CPCP-Repairs - Equipment	601,710	501,710	601,710			601,710	
020-8400-52250-0000 UR-W&E-Gas & Oil - Equipment	13,773	7,773	13,773			13,773	
020-8400-52265-0000 UR-W&E-Small Tools	12,000	5,000	12,000			12,000	
020-9200-52250-0000 UR-CPCP-Gas & Oil - Equipment	8,590	10,000	8,590	1,410		10,000	
020-9200-52255-0000 UR-CPCP-Solid Waste Disposal	263,395	193,395	263,395			263,395	
020-9200-52260-0000 UR-CPCP-Operating Supplies & Exp.	53,295	84,295	53,295	40,000		93,295	
020-9200-52265-0000 UR-CPCP-Small Tools	45,275	45,275	45,275			45,275	
020-9200-52275-0000 UR-CPCP-Collection - Pumping Stations	75,525	75,525	75,525			75,525	
020-9200-52270-0000 UR-CPCP-Collection Mains	660	660	660			660	
020-9200-52285-0000 UR-CPCP-W.R.I.P. Monitoring	1,760	1,760	1,760			1,760	
Total Equipment Repairs & Rentals	1,161,633	974,074	1,161,633	41,410	-	1,203,043	
Vehicle Repairs & Maintenance:							
020-8400-52105-0000 UR-W&E-R/M-Vehicles	58,400	48,400	58,400			58,400	
020-8400-52105-0802 UR-W&E-R/M-Vehicles- 215-1 2016 Dodge Ram 1/2	-	-	-			-	
020-8400-52105-0803 UR-W&E-R/M-Vehicles- 215-2 2016 Dodeg Ram 1/2 Ton			-			-	
020-8400-52105-0805 UR-W&E-R/M-Vehicles- 2014 Ford 250 (3/4 ton) Crew	-	-	-			-	
020-8400-52105-0810 UR-W&E-R/M-Vehicles- 215-3 2016 Dodge Ram 1/2 Ton			-			-	
020-8400-52105-0813 UR-W&E-R/M-Vehicles- 2001 Ford F-250 ¾ ton Truck	-	-	-			-	
020-8400-52105-0814 UR-W&E-R/M-Vehicles- 21-1 4x4 Sport Vehicle	-	-	-			-	
020-8400-52105-0817 UR-W&E-R/M-Vehicles- 24-3 GMC 1/4 Ton	-	-	-			-	
020-8400-52105-0818 UR-W&E-R/M-Vehicles-WS219-1 Ford F550 c/w Crane	-	-	-			-	
020-8400-52105-0819 UR-W&E-R/M-Vehicles-WS219-2 Ford F550 4x2	-	-	-			-	
020-8400-52105-0821 UR-W&E-R/M-Vehicles-2020 Dodge Ram 5500	-	-	-			-	
020-8400-52105-0822 UR-W&E-R/M-Vehicles-2021 Chev Cargo Van	-	-	-			-	
020-8400-52105-0823 UR-W&E-R/M-Vehicles-2022 Dodge Ram 3500	-	-	-			-	
020-8400-52105-0824 UR-W&E-R/M-Vehicles-2022 Dodge Ram Crew Cab	-	-	-			-	
020-8400-52105-0825 UR-W&E-R/M-Vehicles-2022 Ford F150 Crew Cab 4X4	-	-	-			-	
020-8400-52105-0826 UR-W&E-R/M-Vehicles-2022 Ford F150 Crew Cab 4X4	-	-	-			-	
020-8400-52105-0827 UR-W&E-R/M-Vehicles-2022 Dodge Ram Promaster	-	-	-			-	
020-8400-52105-0828 UR-W&E-R/M-Vehicles-2024 Weberlane WS224-2	-	-	-			-	
020-8400-52105-0829 UR-W&E-R/M-Vehicles-2025 Ford F350 4x4	-	-	-			-	
020-9200-52150-0850 UR-CPCP-R/M-Vehicles - 2013 GMC Sierra 3/4 Ton	-	-	-			-	
020-9200-52150-0851 UR-CPCP-R/M-Vehicles - 2018 Dodge Ram 2500	-	-	-			-	
020-9200-52150-0852 UR-CPCP-R/M-Vehicles - 2024 Ford 250 Super Duty	-	-	-			-	
020-8400-52120-0000 UR-W&E-Fuel - PST Road Tax	2,755	2,755	2,755			2,755	

Total Vehicle Repairs & Maintenance	61,155	51,155	61,155	-	-	61,155	
Water & Sewer Infastructure Repairs & Maintenance:							
020-8400-52235-0000 UR-W&E-R/M -Infrastructure - Water	644,297	444,297	644,297			644,297	
020-8400-52240-0000 UR-W&E-R/M -Infrastructure - Sewer	130,350	70,350	130,350			130,350	
Total Water & Sewer Infastructure Repairs & Maintenance	774,647	514,647	774,647	-	-	774,647	
Repairs & Maintenance - Buildings:							
020-8400-52290-0000 UR-W&E-R/M -Buildings - Water	348,740	248,740	348,740			348,740	
020-8400-52295-0000 UR-W&E-R/M -Buildings - Sewer	185,320	115,320	185,320			185,320	
020-8400-52305-0000 UR-W&E-Maintenance	205,000	205,000	205,000			205,000	
020-9200-52305-0000 UR-CPCP-Maintenance	183,000	90,000	183,000			183,000	
Total Repairs & Maintenance - Buildings	922,060	659,060	922,060	-	-	922,060	
Grants:							
020-8400-52805-0000 UR-W&E-Grants	56,000	56,000	56,000			56,000	
Total Grants	56,000	56,000	56,000	-	-	56,000	
Infastructure Replacement:							
020-8400-58105-0000 UR-W&E-Infrastructure Replacement- Wa	108,403	78,403	108,403			108,403	
020-8400-58110-0000 UR-W&E-Infrastructure Replacement- Se	92,092	77,092	92,092			92,092	
Total Infastructure Replacement	200,495	155,495	200,495	-	-	200,495	
Asphalt:							
020-8400-58150-0000 UR-W&E-Asphalt - Water	24,892	34,892	24,892	10,108		35,000	
020-8400-58155-0000 UR-W&E-Asphalt - Sewer	6,808	5,808	6,808			6,808	
Total Asphalt	31,700	40,700	31,700	10,108	-	41,808	
Backhoe Rental:							
020-8400-58160-0000 UR-W&E-Backhoe Rental - Water	61,120	81,120	61,120	18,880		80,000	
020-8400-58165-0000 UR-W&E-Backhoe Rental - Sewer	11,613	19,613	11,613	7,387		19,000	
Total Backhoe Rental	72,733	100,733	72,733	26,267	-	99,000	
Chemicals:							
020-8400-58175-0000 UR-W&E-Chemicals	170,538	110,538	170,538			170,538	
020-9200-58175-0000 UR-CPCP-Chemicals	243,125	200,000	243,125			243,125	

Total Chemicals	413,663	310,538		413,663	-	-	413,663	
Interest on Long Term Debt:								
020-8800-58520-0000 UR-Debt Administration-Loan & Debt- Interest	1,455,879	1,316,881		1,455,879			1,455,879	Updated per new LTD schedule (RBC)
020-8800-58535-0000 UR-Debt Administration - Service Charges	75,000	75,000		75,000			75,000	
020-8800-58525-0000 UR-Debt Administration-Seriel Bond Loss	2,700	2,700		2,700			2,700	
Total Interest on Long Term Debt	1,533,579	1,394,581		1,533,579	-	-	1,533,579	
Depreciation:								
020-8800-58545-0000 UR-Debt Administration-Depreciation	3,322,300	3,322,300		3,322,300			3,322,300	
Total Depreciation	3,322,300	3,322,300		3,322,300	-	-	3,322,300	
Water Conservation:								
020-8400-59003-0000 UR-W&E-Water Conservation Officer	60,000	60,000		60,000			60,000	
Total Water Conservation	60,000	60,000		60,000	-	-	60,000	
Extraordinary Expenses:								
020-8000-57644-0000 UR-Administration Extraordinary Expense - Reserve	350,000	350,000		350,000			350,000	
Total Extraordinary Expenses	350,000	350,000		350,000	-	-	350,000	
Total Expenses	16,333,206	14,923,887		16,333,206	449,389	-	16,782,595	

)'s as of September 29, 2025

		Budget 2025/2026		2025/2026 Forecast			Carryover from 2025/2026		2026/2027 Budget			5 Year Capital Expenditure Plan							Comment
		City's Budget	Partner Funding	Actual	Purchase Order (Commited)	MGMT Forecast	City's Budget	Partner Funding	City Budget	Partner Funding	City Budget (Net of P.F.)	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Project Total	Funding Total	
Water and Sewer Utility:																			
021-8400-57704-4210	Miltonvale Wellfield Reservoir	-	-	809	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57704-4223	Mount Edward Road Booster	200,000	-	-	-	100,000	100,000	-	-	-	100,000	-	-	-	-	-	-	-	
021-8400-57704-4224	Eastern Gateway Water and Sewer	100,000	-	6,596	901	25,000	75,000	-		-	75,000	-	-	-	-	-	-	-	
021-8400-57704-4228	Seaview Reconstruction	100,000	-	275	-	50,000	50,000	-	-	-	50,000	-	-	-	-	-	-	-	
021-8400-57704-4229	Passmore Reconstruction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57756-0000	Lift Station Rehab	-	-	135,985	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-8400-57780-0000	Tangible Capital Asset Purchase	247,500	-	9,924	-	97,500	150,000	-		-	150,000	-	200,000	200,000	200,000	200,000	800,000	-	
021-9200-57706-4316	CPCP Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-9200-57780-0001	Primary Digester Roof Rehabilia	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-9200-57780-0002	Control System Upgrades	60,000	-	-	-	60,000	-	-	20,000	-	20,000	20,000	-	-	-	-	20,000	-	
021-8400-57705-0000	Residential Metering	395,500	-	78,071	11,064	95,500	300,000	-	-	-	300,000	-	395,500	395,500	395,500	395,500	1,582,000	-	routine replacement
021-8400-57770-0000	Motor Vehicles - W&E	290,000	-	205,924	215,108	290,000	-	-	200,000	-	200,000	-	240,000	240,000	240,000	240,000	960,000	-	
021-8400-57785-0000	Harley Street Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
021-9200-57705-4316	CPCP Upgrades - Resiliency	200,000	-	-	-	100,000	100,000	-	300,000	-	400,000	300,000	1,000,000	-	-	-	1,300,000	-	
021-9200-57770-0000	Motor Vehicles - CPCP	-	-	-	-	-	-	-	-	-	-	-	70,000	85,000	-	-	155,000	-	
021-9200-57780-0000	Other Capital Equipment	-	-	-	-	-	-	-	740,000	-	740,000	740,000	600,000	500,000	500,000	500,000	2,840,000	-	
021-8400-57703-0000	Water Supply - Contingincy	-	-	-	-	-	-	-	200,000	-	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	-	
021-8400-57704-4227	University Avenue Reconstructio	30,000	-	-	-	-	30,000	-	-	-	30,000	-	-	3,000,000	-	-	3,000,000	-	
021-8400-57704-4230	Wellfield Protection	1,000,000	-	164,669	-	500,000	500,000	-	500,000	-	1,000,000	500,000	500,000	500,000	500,000	500,000	2,500,000	-	
021-8400-57704-4231	Malpeque Station Refurbishment	200,000	-	-	-	-	200,000	-	-	-	200,000	-	100,000	50,000	-	-	150,000	-	Structural repairs.
021-8400-57704-4232	Capital Planning Engineering	250,000	-	5,220	13,229	100,000	150,000	-	100,000	-	250,000	100,000	250,000	250,000	250,000	250,000	1,100,000	-	
021-8400-57704-4233	Spencer Drive Extension	-	-	-	-	-	-	-	1,200,000	-	1,200,000	1,200,000	200,000	-	-	-	1,400,000	-	
021-8400-57704-4234	Water Distribution System Upgra	1,335,000	-	-	-	335,000	1,000,000	-	-	-	1,000,000	-	700,000	700,000	700,000	700,000	2,800,000	-	
021-8400-57706-4321	Collector Sewer Liftstations Re	700,000	-	-	628,590	-	700,000	-	500,000	-	1,200,000	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000	-	Lower Malpeque & Beach Grove Road lift station upgrades. Lwr Malpeque is ICIP funded. Both carried over to 2026 Spring.
021-9200-57003-0000	CPCP Contingency	-	-	-	-	-	-	-	200,000	-	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	-	
021-9200-57706-4317	Sewer Liftstation Rehab & Enhan	250,000	-	4,816	27,724	100,000	150,000	-	100,000	-	250,000	100,000	100,000	100,000	100,000	100,000	500,000	-	
021-9200-57706-4318	Aeration Tank Rehab	625,000	-	13,200	75,111	125,000	500,000	-	750,000	-	1,250,000	750,000	-	-	-	-	750,000	-	
021-9200-57706-4319	Polymer and Dewatering Upgrades	400,000	-	-	20,700	100,000	300,000	-	79,300	-	379,300	79,300	-	-	750,000	250,000	1,079,300	-	
	Water Street Reconstruction	200,000	-	-	-	-	200,000	-	-	-	200,000	-	2,000,000	200,000	-	-	2,200,000	-	
	Exhibition Drive Reconstruction		-	-	-	-	-	-	1,900,000	-	1,900,000	1,900,000	-	-	-	-	1,900,000	-	
	North River Road Phase 1	350,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Water and Sewer Utility		**6,933,000**	**-**	**625,487**	**992,426**	**2,078,000**	**4,505,000**	**-**	**6,789,300**	**-**	**11,294,300**	**6,589,300**	**7,755,500**	**7,620,500**	**5,035,500**	**4,535,500**	**31,536,300**	**-**	

City of Charlottetown Committee Report

Report No: WSC 02-26

Date: January 8, 2026

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

Attachments:
N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Communications Project - Value for Money Audit – Update

Report Purpose:
To inform Council of the results of the Value for Money Audit progress to date.

Staff Recommendation:
For Informational Purposes.

Report Details:
The Water & Sewer Utility had awarded an RFP to Eagle Engineering and Consulting to complete a Value for Money Audit of the Communication Project (Miltonvale Wellfield Development Phase 3B).

The Utility has been in communication with Eagle Engineering and Consulting and has shared project data for initial review / consideration prior to conducting field work. The Utility will be coordinating with UCC (Fibre contractor) and Eagle Engineering and consulting to facilitate access to the required facilities and equipment.

Exact timelines for the completion of field work will be determined and communicated in the coming weeks; a project call is slated for the second week of January to discuss particulars and schedule field days.

Council or Committee History:
January 3, 2024 – Notice of Motion to Council - recommending an audit
January 11, 2024 – Report to Committee regarding Notice of Motion recommending an audit
January 22, 2024 – Resolution to Council – Initiate procurement process for audit
April 23, 2024 – Resolution to Council – recommending award of RFP – Deferred
October 17, 2025 – Report to Committee – result of RFP
October 28, 2025 – Resolution to Council – recommending award of RFP

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

Strategic Alignment:
To be fiscally sustainable by maximizing Charlottetown's existing footprint, infrastructure and assets to accommodate a growing and changing population.

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis October 2, 2025	RDM January 6, 2026

Committee Recommendation: (if differing from staff)

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
January 13, 2026

The Public Works Committee met on Monday December 15, 2025, and the draft minutes are included in your package.

The Civic Board for Persons with Disabilities met on Tuesday December 16, 2025, and the draft minutes are included in your package.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Monday, December 15, 2025
12:00 PM, Parkdale Room, City Hall

DRAFT

Present: **Chair, Councillor Mitchell Tweel**
Mayor Philip Brown
Councillor Justin Muttart
Councillor John McAleer

Also: **Ylber Gashi, Public Works Manager**
Richard MacEwen, Director Community Services
Amber Robb, Public Works Administrative Assistant
Brad MacConnell, Chief Administrative Officer
Riley Taweel, Public Works Traffic Engineer

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:03 PM.

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

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

4. Approval of Minutes
Moved by Mayor Brown and seconded by Councillor Muttart that the draft minutes from November 6, 2025 be approved. Carried.

5. Business Arising from the Minutes
Sidewalk 5-Year Plan – key points from the discussion as follows:

- Plan is Year 3 of Implementation
- Some work is subcontracted
- Delays due to subcontractor scheduling and bad weather (rain & snow) have halted progress for the year.
- Two sidewalks and one multi-use pathway remain incomplete for this fiscal year and will be carried forward to 2026. Budget adjustments will be made for carry-over costs.
- The responsibility for fulfilling the contract terms lies with the primary contractor not the subcontractors.
- Communication between city and contractor remains formal; subcontractor involvement is secondary.
- Temporary remediation completed; all affected areas have clear access and residents were notified.
- Work will be completed in the spring with remaining deficiencies to be addressed when conditions permit.

Maple Ave and Mount Edward Rd Structure Removal – key points from the discussion as follows:

- Initial deadline for the removal was December 19, 2025.
- Work is ongoing; some structures have been removed.
- The contractor was awarded late but is expected to meet the deadline.
- Contractor is responsible for the removal of old foundations and bringing in proper fill.

6. Discussions/Reports

a) North River Road Master Plan

The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi asked PWTE Taweel to speak to the report. Key Points from the discussion as follows:

- Scope:
  - North River Road from Capital Drive to McGill Ave.
  - 20 year traffic growth modeling included.
  - Considered population estimates and anticipated development.
  - Plan aligns with the Official Plan and Growth Management Report.
- Purpose:
  - To address congestion, safety and accessibility on a critical north-south transportation corridor.
- Goals:
  - Improve road safety for all users.
  - Reduce traffic congestion and improve efficiency and create better transit reliability.
  - Enhance active transportation and transit facilities for all ages and abilities.
  - Reduce emissions, improve access to school, parks and commercial areas.
- Challenges:
  - Narrow roadway with pinch points.
  - Discontinuous bike lanes and sidewalks.
  - High delays at major intersections (Capitol Drive, Beach Grove Road)
  - Limited transit accessibility.
  - Heavy left turn volumes causing backups and safety risks.
- Community Feedback:
  - Strong public support for improvements.
  - Consensus on issues and need for upgrades.
- Recommended Upgrades:
  - Capital Drive Intersection:
    - Long- term - Multi-lane roundabout (best solution for traffic flow and left turn demand).
    - Interim – Signal upgrades, access management, restrict problematic left turns.
  - Corridor- wide:
    - Protected unidirectional bike lanes (northbound & southbound).
    - Sidewalks on both sides.
    - New pedestrian crossings.
    - Transit stop upgrades.
    - Targeted intersection improvements (e.g., left turn lanes at Burns Ave, Kirkwood Dr.).
    - Reconfigured school layby at Queen Charlotte Intermediate.
    - New signals at North River & Kirkwood Drive.

- Active Transportation:
  - Design choice: Dedicated bike lanes + sidewalks (not multi-use paths).
  - Rationale: Safety, commuter efficiency and alignment with AT Plan.
  - Integration: Public Works leads; collaboration with sustainability and transit teams.
- Cost & Funding:
  - Estimated $30 Million (conceptual; subject to change).
  - Influencing factors: detailed design, legal surveys, utility upgrades, stormwater management.
  - Seek provincial and federal contributions.
  - Use Canada Community Building Fund (CCBF).
- Timeline:
  - Multi-year phased approach (north to south).
  - Phase 1: Capital Drive/Beach Grove area improvements (construction targeted next year).
  - Prioritization required among major corridor projects.
- Next Steps:
  - Detailed design for Phase 1.
  - Secure funding approvals.
  - Develop year-by-year implementation roadmap.

b) 2026-2027 Draft Budgets – Operational and Capital
Moved by Mayor Brown and seconded by Councillor Muttart to defer the report to the next committee meeting. Carried

c) Department Update – Capital & Operational Summaries
Deferred due to timing - informational only, report will be updated prior to next committee meeting.

d) Civic Board for Persons with Disabilities
Deferred due to timing - informational only

7. Introduction of New Business
Request for an update on the signage at the east entry into Charlottetown.

8. Adjournment
Moved by Councillor Muttart and seconded by Mayor Brown that the meeting be adjourned. Carried. The meeting concluded at 12:56 PM.

City of Charlottetown Committee Report

Report No: PW-2025-12-15-001

Date: December 15, 2025

Directed to Council through the following Committee:
Public Works Standing Committee

Attachments:
- North River Road Concept Design Report

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Riley Taweel

Report Title:
North River Road Master Plan

Report Purpose:
For Council's information.

Staff Recommendation:
N/A – report for information purposes only.

Report Details:

In 2023, the Public Works Department began work on the North River Road Master Plan. Over the past two years, staff have worked closely with a consulting team to develop this project, which included extensive data collection, analysis, traffic modeling, public engagement, and ultimately culminated in a concept design report that outlines a roadmap for infrastructure upgrades along the corridor. This report serves to provide a brief summary of the key findings of this work. The final report is included as an attachment to this report, which can be referenced for further details.

Purpose of the Plan

The City of Charlottetown initiated the North River Road Master Plan to develop a comprehensive, long-term strategy for upgrading the 3.2 km corridor between Capital Drive and McGill Avenue. As growth pressures intensify and traffic volumes increase in the City and surrounding communities, the corridor must evolve into a safe, accessible, and multi-modal route that supports motorists, pedestrians, cyclists, transit, and adjacent land uses. Key objectives of the Master Plan include:

- Improving road safety for all travel modes.
- Enhancing the efficiency of the corridor and reducing traffic congestion.
- Making significant improvements to active transportation infrastructure and providing all-ages-and-abilities (AAA) facilities.

The plan aims to address issues such as discontinuous bike lanes, pedestrian facilities that force multiple road crossings, operational challenges at major intersections, and the need for enhanced transit accessibility.

Existing Conditions

Over its 3.2 km, North River Road covers a variety of land uses ranging from residential to commercial and institutional, with many intersecting streets, and numerous driveway accesses. It has a generally narrow right-of-way considering the amount of traffic volume the road handles on a daily basis. The most significant traffic congestion is experienced near the north end of the corridor, which not only serves as an access to one of the City's primary commercial areas, but also as a major gateway to the City from communities to the west.

A detailed existing conditions review carried out as part of this work confirmed several corridor-wide constraints and opportunities:

Constraints and Challenges

- Limited right-of-way. As with many projects in mature built-up environments, this constraint restricts the ability to add multiple new features or facilities without strategic widening or impact to adjacent properties.
- Discontinuous painted bike lanes create safety challenges, especially where they drop near intersections.
- Sidewalks exist on only one side for most of the corridor, forcing pedestrians to cross the street multiple times.
- Transit stops lack hard-surface pads, shelters, and accessibility upgrades.
- High delays and queuing occur at major intersections such as Beach Grove Road, Belvedere Avenue, and notably at Capital Drive.

Opportunities

- Strong connections to schools, parks, commercial areas, and existing active transportation make this corridor conducive for expanded active transportation.
- Connections to planned expansion of the active transportation facilities such as the Capital Drive multi-use path (MUP) provide an opportunity for network continuity.
- Public engagement revealed strong support for improved safety, efficiency, consistency, and accessibility along the corridor.

Recommended Infrastructure Upgrades

Capital Drive Intersection

This intersection experiences significant congestion and delay, particularly in the afternoon peak time, and contributes to cascading delay along much of the corridor. Due to severe congestion and queuing, three concepts were recommended to be explored for implementation:

1. Interim turn restrictions to remove left-turn conflicts at adjacent driveways (short term improvement option).
2. Multi-lane roundabout (preferred long-term option).
3. Modified signalized intersection with dual northbound left-turn lanes (medium-term improvement option).

The plan recommends a phased approach, starting with interim restrictions followed by future construction of a multi-lane roundabout, which is expected to provide the best long-term safety and operational performance. Option 3 could be explored as a medium-term solution to provide additional capacity and reduce congestion at a cost significantly lower than the cost of constructing a roundabout at this intersection.

Corridor-Wide Recommendations

Below is an overview of some of the recommended infrastructure upgrades outlined in the master plan.

- Protected uni-directional raised bike lanes from Beach Grove Road to McGill Avenue.
- New or upgraded pedestrian crossings, including relocation of crosswalks, addition of RRFBs, and improved accessibility features.
- Transit stop improvements including pads, shelters, and safer passenger loading areas.
- Roadway modifications including targeted left-turn lanes, lane widening, and intersection geometry changes.
- School lay-by reconfiguration at Queen Charlotte Intermediate School to improve student pick-up/drop-off safety.
- New traffic signals at Kirkwood Drive with added turning lanes.
- Stormwater upgrades, utility pole relocation, and potential tree removals where necessary.

Implementation Phasing

This project will involve significant capital costs that will need to be planned for and distributed over many years. Depending on the scope of each project, it is estimated that the full corridor revitalization would cost in the order of $30 million (2025 dollars), excluding any necessary property acquisition, utility relocation, or utility undergrounding. To manage funding, traffic disruption, and property impact mitigation, the report proposes a staged sequence of actions, including:

- Property surveys and confirmation of right-of-way needs.
- Interim intersection upgrades at Capital Drive, if required.
- Construction of the Capital Drive multi-lane roundabout (major future phase).
- Utility relocations or undergrounding along the entire corridor.
- Construction of protected bikeways and pedestrian facilities south of Beach Grove Road.
- Kirkwood Drive signalization and crosswalk relocation.
- MUP between Capital Drive and Beach Grove Road and roundabout construction at Beach Groce Road.
- Completion of raised bikeways from Beach Grove Road to Kirkwood Drive.

It is possible that these phases be executed not necessarily in sequence, depending on available budget and other factors. Detailed design exercises will confirm the viability and logistics of each prospective phase, and scopes will be adjusted accordingly.

Benefits of the Plan

Implementation of the Master Plan will deliver a wide range of benefits:

Safety

- Continuous, predictable AT facilities reduce conflict points.
- Intersection upgrades and protected crossings improve pedestrian and cyclist safety.
- Traffic flow improvements reduce stop-and-go conditions and rear-end collision potential, as well as reduced driver frustration.

Efficiency

- Turning lanes, roundabout installations, and signal improvements reduce queuing and delays.
- Transit performance improves through better stop spacing, safer boarding areas, and reduced congestion.

Accessibility

- AAA active transportation infrastructure accommodates children, seniors, and persons using mobility devices, which is critical in a corridor such as North River Road with its variety of land uses.
- Improved access to schools, commercial areas, parks and neighbourhoods.
- Accessible sidewalks and bikeways improve freedom of movement.

Sustainability

- Encourages mode shift from cars to walking, cycling, or transit, reducing greenhouse gas emissions.
- Improved drainage, streetscaping and street trees and planting where possible, and reduced congestion support climate goals.

Conclusion

The North River Road Master Plan establishes a forward-thinking framework for transforming one of Charlottetown's most important corridors into a safe, efficient, and multimodal route. Through targeted upgrades, protected active transportation infrastructure, and strategic intersection improvements, the plan supports projected growth while delivering community-wide benefits in accessibility, sustainability, and quality of life.
By adopting this plan as a guiding document and implementing the recommended projects, staff will be able to effectively plan and execute projects with meaningful impacts. Staff encourage the Public Works Committee members to review the full master plan concept design report which speaks everything discussed in this report in much greater detail. Staff are always happy to answer questions on this should they arise.

Council or Committee History:
None

Financial Implications:
None at this time. Implementation of projects will require significant capital investment, as discussed in the report.

Public Engagement and Communication:
None at this time. Extensive engagement activities were carried out in the development of the master plan, and there will be extensive engagement required during the implementation phases of this plan.

Legislative Authority:
Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**Director/CAO**
YG Dec 12, 2025	RDM December 11, 2025

Committee Recommendation: (if differing from staff)

North River Road Master Plan

Concept Design Report

SEPTEMBER 17, 2025



Prepared For

CHARLOTTETOWN
Great things happen here.

Prepared By

wsp

CA0004499.0938

EXECUTIVE SUMMARY

WSP has been retained by the City of Charlottetown to complete the development of a transportation master plan for the North River Road (NRR), which will establish a plan for infrastructure upgrades along the corridor between Capital Drive and McGill Avenue. The primary goal of this project is to develop a conceptual plan that will see NRR become a safer and more effective component of the region's multi-modal transportation network while aligning with the City's policies related to transit, active transportation, land use, the environment and geometric roadway design.

WSP prepared concept design options to present to the public and stakeholders at open house sessions. The project study area was separated into 4 segments: Capital Drive to Beach Grove Road, Beach Grove Road to Vista Street, Vista Street to Riverview Drive and Riverview Drive to McGill Avenue, respectively.

- Segment 1 has one option which includes a MUP on the west side of NRR, maintaining the sidewalk on the east side.
- Segments 2 and 3 have 2 options. Option 1 consists of a MUP on the west side and a sidewalk on the east side of NRR while Option 2 includes raised bikeways and sidewalk on both sides of NRR.
- Segment 4 also has 2 options. Option 1 includes a MUP on the west side of NRR and a sidewalk on the east side until Kirkwood Drive. After Kirkwood Drive the MUP switches to the east side with the sidewalk on the west side until McGill Avenue. Option 2 includes raised bikeways and sidewalk on both sides of NRR.

A set of qualitative design criteria was developed to identify the preferred option for each segment. Three main themes were selected for the evaluation of the preliminary concept options and are as follows:

- Active Transportation User Experience
- Non-Active Transportation User Experience
- Impacts

Based on feedback from the open house sessions and the overall scoring of the concept options, the following options were selected:

- Option 1 will be incorporated for Segment 1, Capital Drive to Beach Grove Road; and,
- Option 2 for segments 2-4, Beach Grove Road to McGill Avenue.

The selected options provide connectivity and cohesiveness to several destinations, improves safety for motorists, pedestrians and cyclists, and allows for other improvement to other infrastructure such as transit.

WSP recommends the City of Charlottetown complete the NRR modifications in a phased approach and are shown to the right with more information provided in Section 5.2.

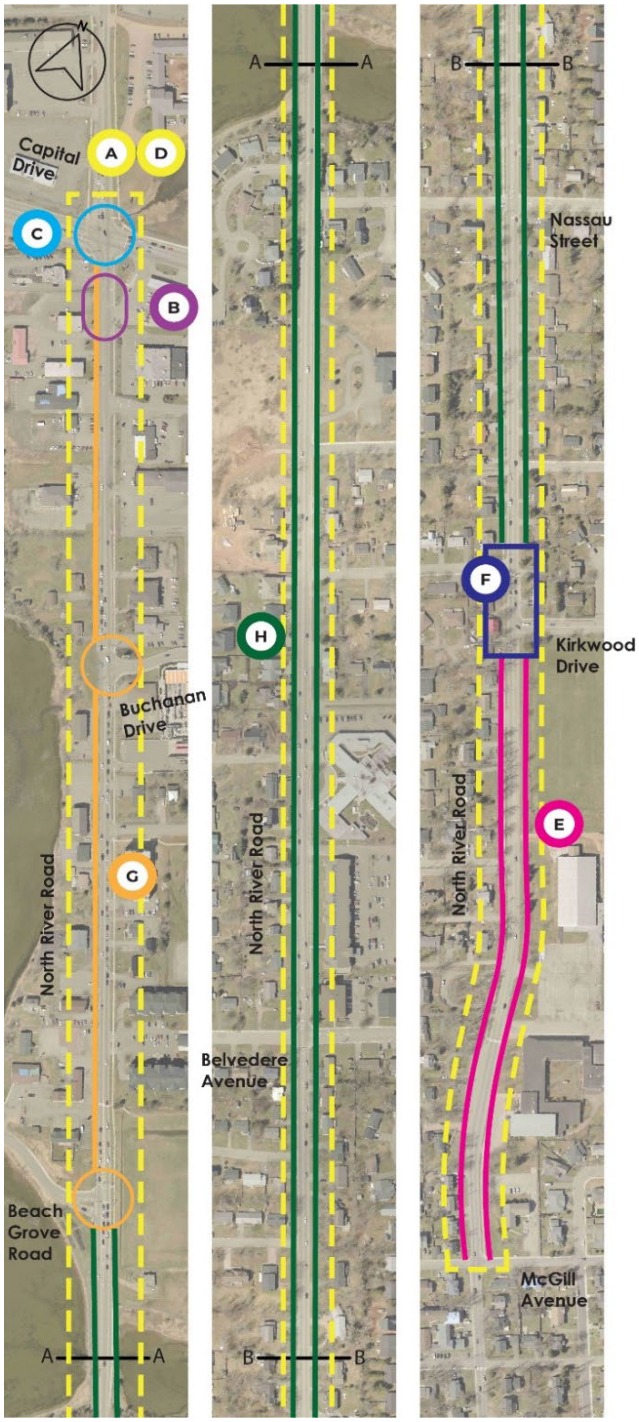


TABLE OF CONTENTS

EXECUTIVE SUMMARY I

1 INTRODUCTION 2
1.1 Active Transportation 2
1.2 Background and Project Objectives 2
1.3 Plans and Policy 4

2 EXISTING CONDITIONS REVIEW 6
2.1 Study Area 6
2.2 Active Transportation 9
2.3 Transit 11
2.4 Opportunities and Constraints 12
2.5 Existing Multi-modal Review 13

3 STAKEHOLDER AND PUBLIC ENGAGEMENT 14
3.1 Preliminary Concept Development 14
3.2 Public and Stakeholder Engagement 17
3.3 Evaluation Criteria 18

4 CAPITAL DRIVE INTERSECTION 21
4.1 Interim Option – Turn Restrictions 21
4.2 Option 1 – Multi-lane Roundabout 22
4.3 Option 2 – Modified Signalized Intersection 23
4.4 Recommendations 23

5 CONCEPT DESIGN 24
5.1 Recommended Option 24
5.2 Summary of Recommendations & Implementation Phasing 27

APPENDICES
A EXISTING CONDITIONS REPORT
B PUBLIC ENGAGEMENT BOARD
C WHAT WE HEARD REPORT
D CAPITAL DRIVE MEMO
E CONCEPT DESIGN

1 INTRODUCTION

1.1 BACKGROUND AND PROJECT OBJECTIVES

WSP has been retained by the City of Charlottetown to complete the development of a transportation master plan for North River Road corridor, which will establish a plan for infrastructure upgrades along the corridor between Capital Drive and McGill Avenue.

As the City of Charlottetown continues to flourish, infrastructure improvement planning projects are being pursued to establish plans to better accommodate both existing and future residents through road safety upgrades and improved mobility along strategic corridors, such as North River Road. The City is having the North River Road Master Plan prepared to establish a plan for infrastructure upgrades along the road corridor between McGill Avenue and Capital Drive. The four main goals of the Master Plan are to improve:



These goals are guided by policy within the City's Official Plan and aligns with the City's Strategic Plan for 2022-2026 and will be discussed further in the section below. The outcome of the master plan includes proposed concepts to assist the City in planning, design, and budgeting for implementation of identified improvements along the corridor.

1.2 ACTIVE TRANSPORTATION

Active Transportation (AT) is a term that describes human-powered forms of mobility including, but not limited to, walking, running, cycling, rollerblading, scootering, skateboarding and through the use of assistive mobility devices such as wheelchairs, walkers and canes.

There are a variety of benefits relating to active transportation including:

Mobility: Every four trips shifted to active transportation removed three vehicles from the road. This benefits all road users, including those who drive. Having multiple options for mobility allows people to choose the most efficient travel mode to meet their needs.

Health: Active transportation allows people to build physical activity into their daily lives. People who incorporate walking and bicycling into their regular transportation have reduced incidences of chronic diseases such as diabetes, heart disease and obesity.

Accessibility: Active transportation infrastructure, when designed in a barrier-free manner, helps improve freedom of movement for people with different abilities.

Economic: Numerous studies document the economic benefits related to active transportation such as increased residential property values near active transportation facilities, improved productivity of employees who commute actively, reduced personal commuting costs and reduced strain on the health care system.

Environment: Travelling actively does not emit greenhouse gases or other emissions that contribute to poor air quality.

Recreation: Active transportation infrastructure such as bicycle lanes and multi-use paths can double as recreational amenities.

Quality of Life: Using active transportation for commuting and everyday trips enhances personal well-being, opportunities for social interaction and the overall quality of life in communities.

Over the last decade, there has been increasing interest for North American cities to implement all ages and abilities (AAA) facilities to attract new users to use active transportation. All ages and abilities is a term used to describe active transportation facilities that are designed and maintained to be safe, comfortable and equitable for persons of all ages and of various physical abilities. Traditionally, active transportation facilities, particularly relating to bicycle facilities, favoured confident users who do not require enhanced infrastructure to feel comfortable using active transportation. Implementing infrastructure that include design features such as physical separation from motor vehicles, traffic calming, tactile walking surface indicators and accessible pedestrian signals, attracts and accommodates a broader range of users.

1.2.1 ACTIVE TRANSPORTATION FACILITY TYPES

There are a variety of facility options available for AT users, three of which were explored and evaluated at the preliminary concept design phase. These facilities include sidewalk, multi-use pathway and uni-directional bikeway.

A sidewalk is a bi-directional facility for pedestrian use that runs parallel to adjacent roadways. Under the Nova Scotia Motor Vehicle Act, only children are permitted to cycle on sidewalks; therefore, the sidewalk is a space dedicated to those who travel by foot and/or utilize an assistive mobility device, such as a wheelchair, walker or cane. This facility provides separation from motor vehicle traffic and accommodates users of all ages and abilities.

A multi-use pathway (MUP) is a bi-directional shared facility that accommodates the movement of various active transportation users, including cyclists. A multi-use pathway may have a marked centerline to help facilitate active transportation flow. This facility provides separation from motor vehicle traffic and accommodates users of all ages and abilities. As this is a shared active transportation facility, user conflict may occur due to differing speeds and uses.

A uni-directional bikeway is a raised protected one-way cycling facility that is located on both sides of a roadway. Raised bikeways are vertically separated from motor vehicle traffic and may be at a level adjacent to the sidewalk or at an intermediate level between the roadway and the sidewalk to separate the bike way from the pedestrian area.

1.3 PLANS AND POLICY

The Official Plan recognized that "*efficiency and safety are the hallmarks of good transportation planning (pg. 45)*" and acknowledged that this would include planning for various modes of transportation, such as transit and active transportation, as well as consideration for the environment. This understanding led to the creation of the Plan's transportation goal (pg. 45):

*"Our **Goal** is to secure the maximum efficiency and safety of Charlottetown's existing and proposed transportation system, increase opportunities for other modes of travel, ensure that urban transportation decisions protect and enhance the environment, and strive to realize the full potential of the City's harbour and airport."*

Specific policies that were developed to work towards achieving the Official Plan's transportation goal, as it relates to the North River Road Master Plan project, are presented in Table 1. The City of Charlottetown's Strategic Plan for 2022-2026 identified four pillars that represent the major parts of city life to guide strategic thinking about the Charlottetown now and into the future (pg. 6).

Table 1: Relevance of Official Plan Policies to the North River Road Master Plan

OFFICIAL PLAN POLICY	MASTER PLAN RELEVANCE
Our policy shall be to address important transportation issues presently facing the City including: … (4) reducing the current level of automobile use through further development of the green space connector system (pg. 45).	There is a corridor of designated green space connectors and open space land that links Queen Elizabeth Park to the Confederation Trail, which intersects North River Road just south of Beach Grove Road. It will be important for the Master Plan to incorporate active transportation infrastructure to provide a connection along North River Road between the green space access points on either side of the roadway.
Our policy shall be to employ recognized and uniform standards to develop and expand the existing network of sidewalks and recreational trails (pg. 45). *Our policy shall be to design roadway improvements using current Transportation Association of Canada guidelines* (pg. 46).	Transportation Association of Canada (TAC) has a series of guidelines for the geometric design of Canadian roads that is standard practice for transportation planners and engineers to use throughout Canada. Utilizing these guidelines for the Master Plan will be beneficial in the preparation of roadway concepts, as the guidance provided on roadway elements (e.g. lane widths, sidewalks, etc.) is widely accepted and used amongst professionals, and provides design consistency with many other roadways located within other jurisdictions throughout the country.
Our policy shall be to ensure that locations where pedestrians and bicycle networks cross roadways are convenient and safe (pg. 45).	North River Road currently has, and is anticipated to continue to have, both pedestrian and cycling infrastructure, including crossings. Within the Master Plan, there is an opportunity to review and provide recommendations for the location of active transportation crossings along North River Road as it relates to network connectivity and safety.

Our policy shall be to incorporate sidewalks and separate bicycle lanes into roadway designs when they are warranted (pg. 46).	As shown in the City's Dedicated Bike Lanes Map, the existing painted bike lanes provide a key north-south cycling corridor along North River Road, providing key connections to destinations (e.g. West Royalty Commercial Area and high schools) and other cycling corridors (e.g. bike lanes on Nassau Street). Additionally, due to the context of North River Road as a major street within the City's road network, providing safe infrastructure for pedestrians to travel along and connect to destinations is important. The preparation of a Master Plan for North River Road provides an opportunity to enhance and expand on the existing active transportation infrastructure along the corridor to improve user experience and promote the use of non-auto modes of transportation.
Our policy shall be to adjust traffic control devices periodically to meet current traffic demands (pg. 46).	Traffic control along North River Road consists of a combination of signalized and stop controlled intersections. Known vehicular operational performance challenges in the northern part of North River Road were identified within the West Royalty Commercial Area Transportation Master Plan (2021). The preparation of a Master Plan for North River Road will provide the opportunity to identify infrastructure and traffic control upgrades along the corridor to address the challenges previously identified as well as those identified through an additional assessment of projected traffic demand for a 20-year traffic growth horizon.

2 EXISTING CONDITIONS REVIEW

2.1 STUDY AREA

North River Road is a key north-south roadway within the City of Charlottetown's road network that is bounded on either end by the arterial / major streets of Capital Drive and Brighton Road. This connection of major streets provides links between surrounding communities to major employment hubs, such as the West Royalty Commercial Area and Downtown Charlottetown. The West Royalty Commercial Area can be accessed off of North River Road in the north where the surrounding land is zoned as Shopping Centre Commercial (C3) and Mixed Use Corridor (MUC). To support the movement of goods to/from this commercially zoned area, the City has designated North River Road between Capital Drive to the Walmart Entrance as a truck route, but plans to extend the truck route along North River Road in the future to and along Belvedere Avenue. Figure 2-1 and Figure 2-2 illustrate existing conditions along North River Road.

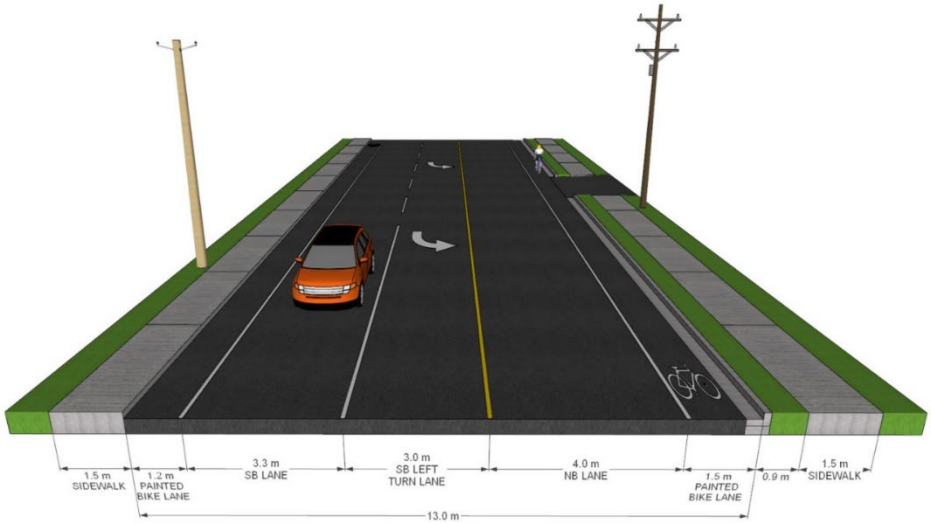


Figure 2-1: Typical cross section through commercial area (Buchanan Drive to Capital Drive)

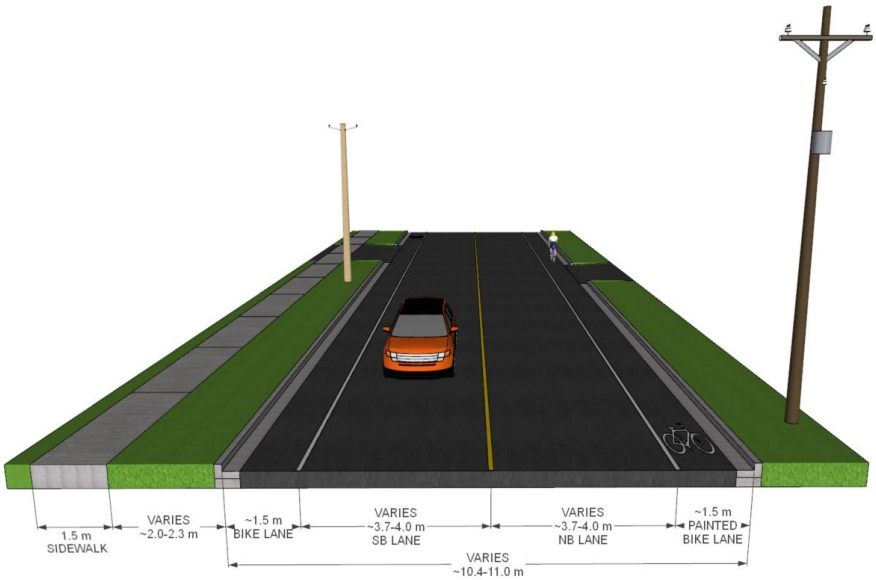


Figure 2-2: Typical cross section through residential area (McGill Avenue to Buchanan Drive)

There are seven key project intersections within the corridor, which are labeled as 1-7 on Figure 2-3.

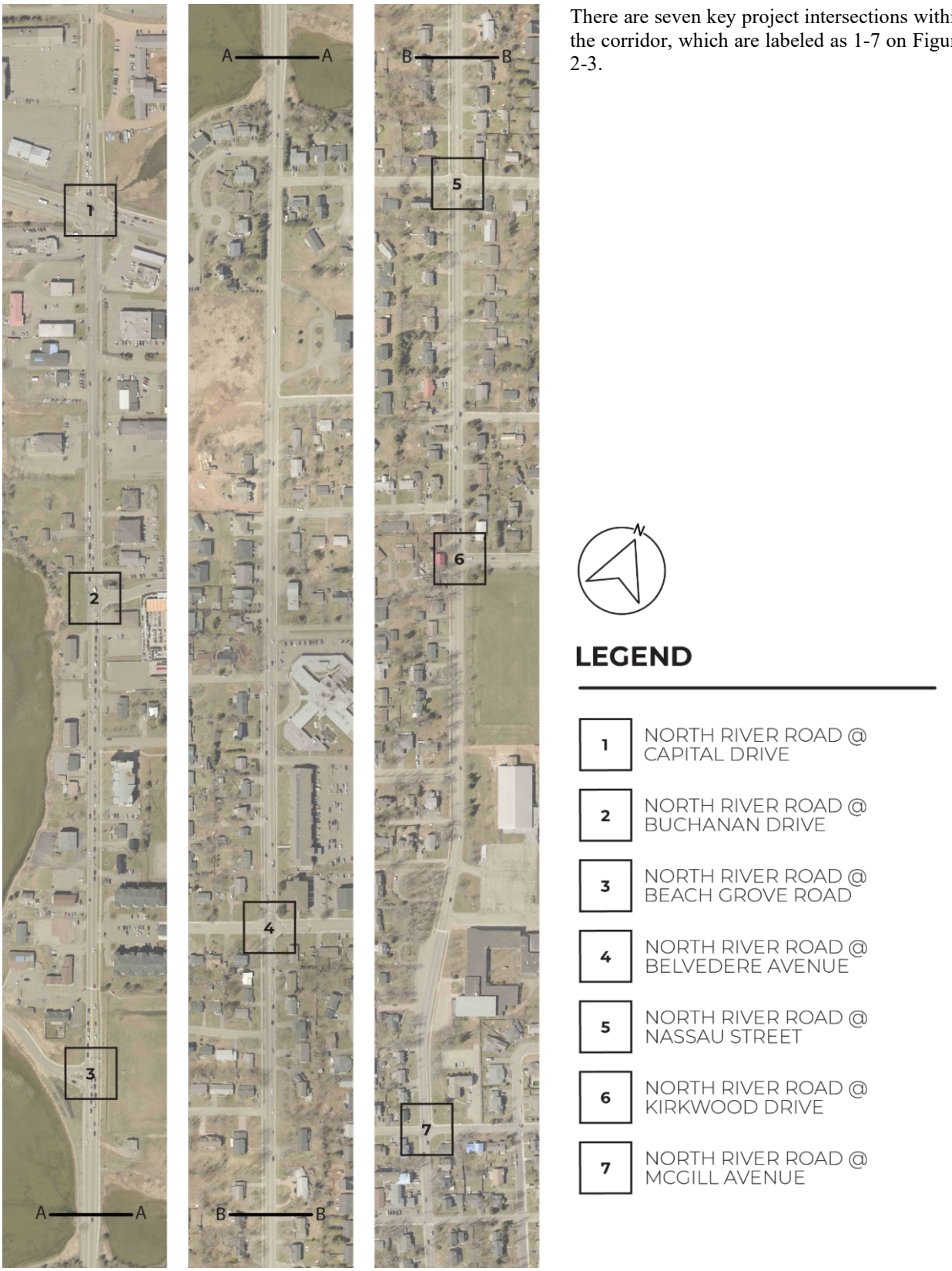


Figure 2-3: Project Area and Intersections

In the southern end of North River Road, the adjacent land use predominantly consists of Low-Density Residential (R2), Institutional (I) and Open Space (OS). Neighbouring parks and schools along the corridor include Victoria Park, Simmons Sports Field, Route for Nature and Health Park, Charlottetown Rural High School, Queen Charlotte Intermediate School, and Colonel Gray Senior High School. The defined green connector system within the City's Official Plan will help link the surrounding neighbourhoods to the parks and schools along North River Road, as well as destinations beyond the roadway corridor, such as the Confederation Trail and the downtown core, through the development of pedestrian and cycling facilities along the green connector routes. One such identified green connector route includes that which intersects North River Road just south of Beach Grove Road.

Currently, travel along most of North River Road is accommodated via two vehicular travel lanes (one lane in each direction), painted bike lanes and a sidewalk on one side of the street (See Figure 2-4). To reduce delay and improve vehicular performance and safety at signalized intersections, left turn auxiliary lanes are provided at several intersections. Painted bike lanes exist along a majority of North River Road from McGill Avenue to Capital Drive; however, they are dropped on the approaches to all the signalized intersections, except Beach Grove Road, providing a discontinuous cycling facility. The sidewalk along the road corridor switches sides, requiring pedestrians to cross the busy road to continue their travel. T3 transit Routes #2 and #3 are routed along North River Road between Brighton Road and Beach Grove Road.



Figure 2-4: Southbound View of North River Road at Colonel Gray Drive

2.2 ACTIVE TRANSPORTATION

The existing bike network along and surrounding North River Road consists of a multi-use pathway extending west along the south side of Capital Drive at the Capital Drive/ North River Road intersection and discontinuous segment of painted bike lanes along the corridor and on Nassau Street as shown in Figure 2-5. The gaps in the bike lanes along the corridor, mainly at intersections, creates an inconsistent experience for users.

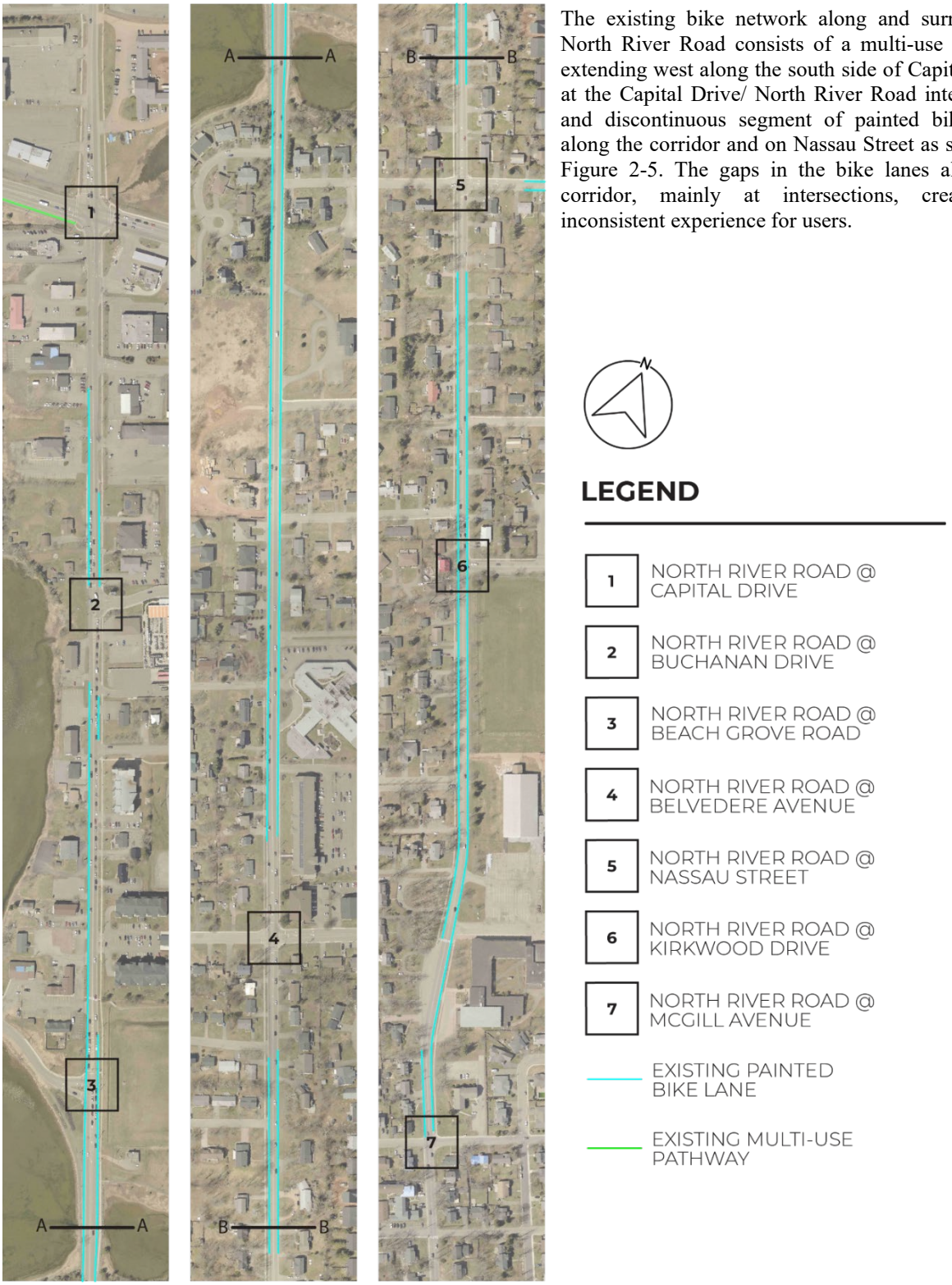


Figure 2-5: Existing Bike Network

Existing pedestrian facilities along the corridor consists of sidewalks along one side of the road for most of the corridor except in a few locations, shown in Figure 2-6. However, the existing sidewalk switches sides requiring pedestrians travelling along the entire length of the corridor to cross the road multiple times.

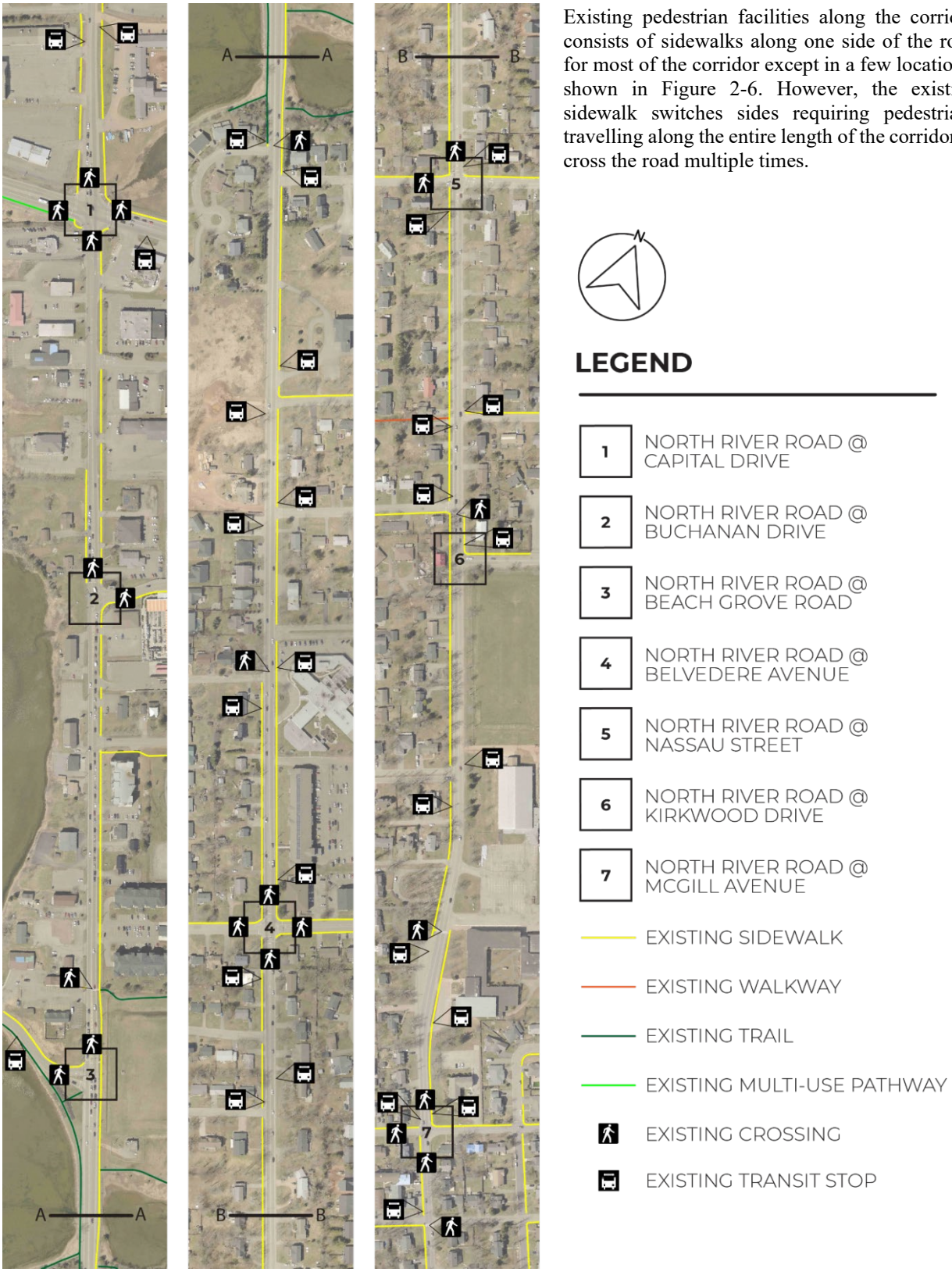


Figure 2-6: Existing Pedestrian Facilities

2.3 TRANSIT

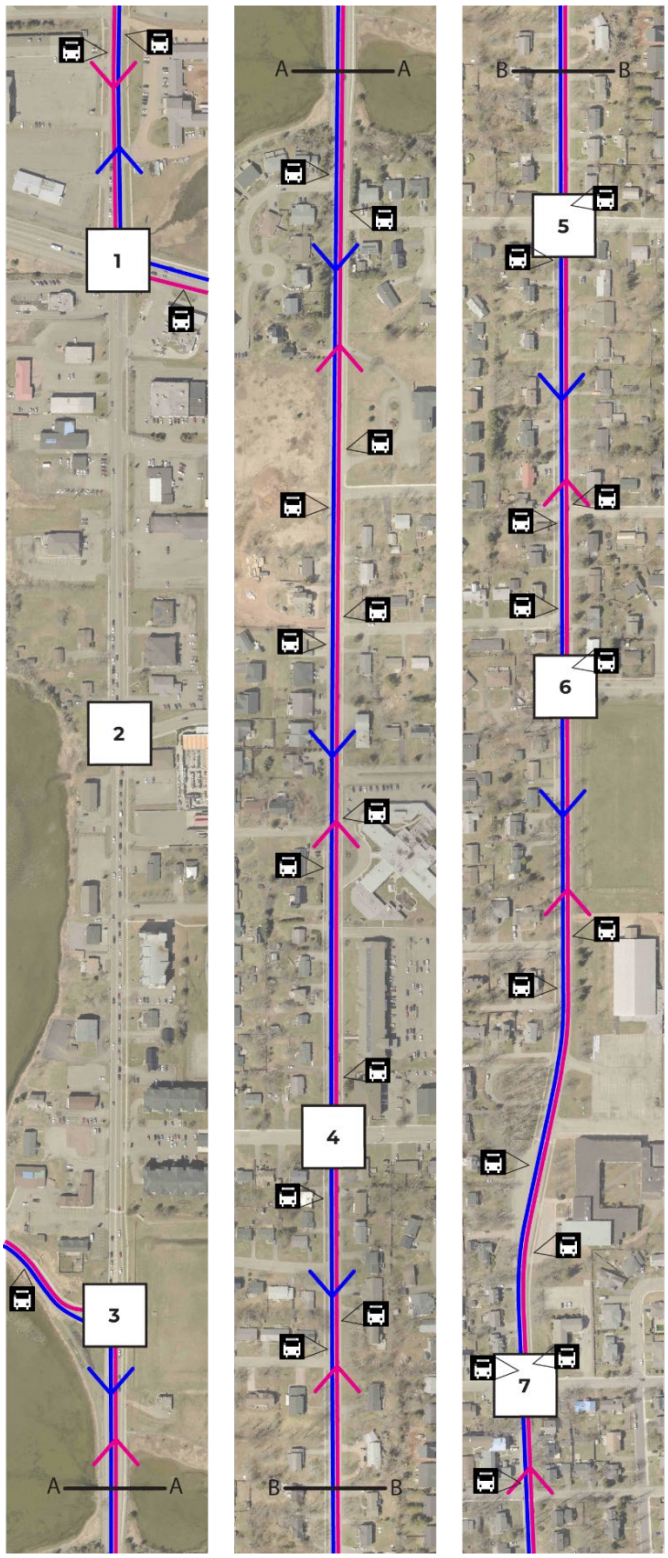


Figure 2-7: Transit routes and stops

The existing T3 Transit routes and stops in the study area are shown in Figure 2-7. There are currently two transit routes that operate along North River Road, Route #2 and #3. The study area does nit include existing transit lanes or priority measures.

Daily transit ridership for Routes #2 and #3 were provided by the City of Charlottetown. There was a significant variation of ridership with typical 2023 weekday daily ridership being between 220 and 550 daily riders. Route #2 had approximately a 10% higher ridership the Route #3 and approximately a 50% increase in ridership between May 2019 and May 2023. This daily ridership is equivalent to approximately 40-50 riders per bus.

2.4 OPPORTUNITIES AND CONSTRAINTS

The City identified areas of concern for consideration during WSP's meeting with City staff, some of which include queuing at key destinations, heavy left turn volumes at some intersections and shortcutting on local streets. The full list can be found in Appendix A.

There are several design constraints and opportunities that have been identified in constructing facilities along the corridor some of which include:

LIMITED RIGHT-OF -WAY

Based on aerial imagery showing property lines, the existing roadway width for most of the corridor will provide restrictions to what roadway elements can be implemented without further requirement for major land acquisition. The concepts developed for the corridor will have to balance needs and that the identification of associated trade-offs for each concept, such as impacts to utilities, will be important to inform concept evaluation.

DISCONTINUITY OF BIKE LANES

The existing bike lanes along North River Road drop on the approaches to all of the signalized intersections, except at Beach Grove Road, which creates uncomfortable conditions for cyclists. WSP, having worked on many active transportation projects and road corridor projects involving active transportation facilities, is very familiar with best practices relating to active transportation planning and design and sees the opportunity to implement improved cycling facilities along the roadway corridor, including intersections. Various bicycle facility types and treatments will be explored to incorporate into the roadway concepts and will include criteria specific to active transportation user experience within the concept evaluation.

PEDESTRIAN ACCESS TO DESTINATIONS & TRANSIT STOPS

As North River Road has sidewalk only on one side of the corridor, except at a few overlapping areas, access to transit stops and destinations on the side of the road without sidewalk can be challenging and unsafe, particularly for children and people with physical disabilities. Due to the context of North River Road as a major street within Charlottetown's road network, as well as the numerous key destinations (e.g. parks, schools, commercial area) along the corridor, WSP understands that it will be imperative to address pedestrian access issues along the corridor during concept development.

PROMOTING SUSTAINABILITY

Improving active transportation and transit access along North River Road through the implementation of connected and protected infrastructure would promote sustainability as a lifestyle. With there being numerous schools along and adjacent to North River Road, WSP recognizes the particular opportunity of attracting students to walk or cycle to school. In addition to the implementation of infrastructure, the City could support school programs or launch a campaign to promote active travel.

2.5 EXISTING MULTI-MODAL REVIEW

Transportation modes within this Project Corridor include personal vehicles, heavy vehicles, transit, bicyclists, and pedestrians. This section reviews the operations of motorized vehicles within the project corridor as well as the level of comfort expected for bicyclists and pedestrians.

AUTOMOBILES

Synchro analysis was prepared based on the existing geometry at the project intersections and the AM and PM design hourly volumes. Synchro analysis and tabulated results can be found in Appendix A.
Key points of the analysis for automobiles include:

- High through volumes and delay / queuing along North River Road at signalized intersections.
- High delays and queues along Kirkwood Drive.
- High delays and queues for northbound left turn to Beach Grove Road during the PM peak hour.

TRANSIT

Synchro analysis was prepared based on the existing geometry at the project intersections and the design hourly volumes. Synchro analysis and tabulated results are in Appendix A.
Key points of the analysis for transit include:

- High through volumes and delay / queuing northbound along North River Road at the Belvedere intersection during the PM peak hour.
- High delays and queues for northbound left turn to Beach Grove Road during the PM peak hour.

Additional transit considerations along the project area include:

- There are no transit lanes or priority treatments along North River Road.
- None of the transit stops along the project study corridor have dedicated landing pads for the boarding and alighting of passengers.
- Only the transit stop at the location of North River Road with Kirkwood Drive board and alight passengers directly onto a hard surface (e.g. concrete sidewalk). All other transit stops have passengers board and alight from either the road or soft surface (e.g. grass).
- Some of the transit stop locations are at or close to intersections, which is anticipated to cause blockages at the intersections when buses are at the stops.
- None of the transit stops include enhanced amenities such as bus shelters.

CYCLISTS AND PEDESTRIANS

- Existing painted bike lanes are discontinuous along the corridor and are generally of substandard width (<1.5m from edge of gutter to painted line).
- No physical protection or horizontal buffer is provided between cyclists and motor vehicles.
- No bikeway treatments (e.g. green conflict zebra markings) are provided at intersections.
- There are future plans to extend the existing multi-use pathway on Capital Drive to the east, providing an opportunity for a bike network connection point with bike facilities along North River Road.
- The existing painted bike lanes on Nassau Street provide an opportunity for a bike network connection point with bike facilities along North River Road.
- A pedestrian can travel along the entire length of North River Road within the project extents via sidewalk; however, they would need to cross the road two times as sidewalk is not provided continuously on a single side.
- The pedestrian facilities along North River Road do not provide connections to all transit stops.
- As most of North River Road only has sidewalk on one side of the street, some origins/destinations are not easily accessible by foot.
- The only signalized intersection with tactile walking surface indicators is the intersection of North River Road with Capital Drive.
- None of the signalized intersections have accessible pedestrian signals.

3 STAKEHOLDER AND PUBLIC ENGAGEMENT

The North River Road Master Plan included both stakeholder and public engagement, which were held in the Fall of 2023. Preliminary concept design options were developed and presented to the public on display boards to inform of the upcoming Plan. The display boards can be found in Appendix B. A "What We Heard" report was prepared to present engagement results which can be found in Appendix C.

3.1 PRELIMINARY CONCEPT DEVELOPMENT

Preliminary design options to showcase AT options along the corridor were developed and presented at two public open house sessions. For display purposes, the project study area was separated into 4 segments: Capital Drive to Beach Grove Road, Beach Grove Road to Vista Street, Vista Street to Riverview Drive and Riverview Drive to McGill Avenue, respectively. Design options were selected for each segment after analysis of existing conditions and a high-level review of the suitability and feasibility of the options. Cross sections for each option were created to show the footprint of the facilities as well as modifications to major intersections. Preliminary Concept design options can be found in Appendix B.

SEGMENT 1 – CAPITAL DRIVE TO BEACH GROVE ROAD

One design option was selected for this segment and includes a MUP on the west side of North River Road, maintaining the sidewalk on the east side, as shown in Figure 3-1. One vehicle lane will be maintained in each direction with dedicated left-turn lanes at selected streets and high-volume driveways. Modifications have also been proposed to the major intersections within this segment such as Capital Drive, Burns Avenue and Beach Grove Road.

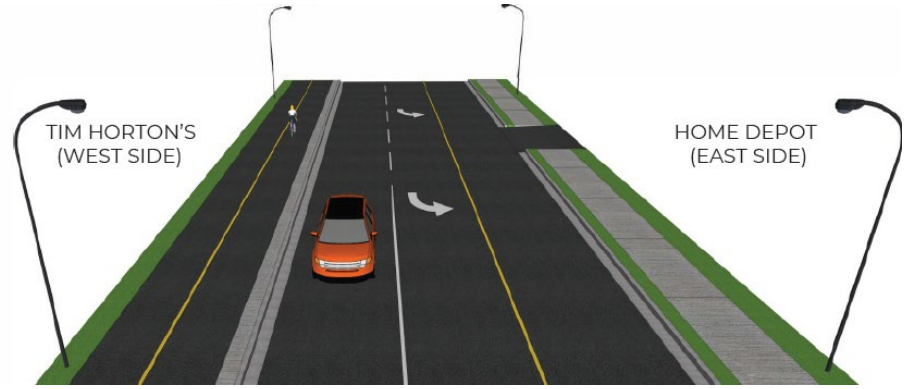


Figure 3-1: Option 1 - Cross Section

Modifications to Burns Avenue include a dedicated southbound left-turn lane on North River Road and left and right turn lanes on Burns Avenue, as shown in Figure 3-2. At Beach Grove Road a roundabout is proposed with a MUP on the west side and sidewalk on the east side along with a MUP to connect to the existing trail. For Capital Drive modifications refer to Section 4.



Figure 3-2: Proposed Intersection Modifications

SEGMENT 2 – BEACH GROVE ROAD TO VISTA STREET

Two design options were selected for Segment 2. Option 1 consists of a MUP on the west side and a sidewalk on the east side of North River Road. Option 2 includes raised uni-directional bikeways and sidewalk on both sides of North River Road, as shown in Figure 3-3. Boulevards to separate vehicles and bicycles and bicycles and pedestrians are also included. One vehicle lane will be maintained in each direction with dedicated left-turn lanes at selected streets and high-volume driveways for both options.

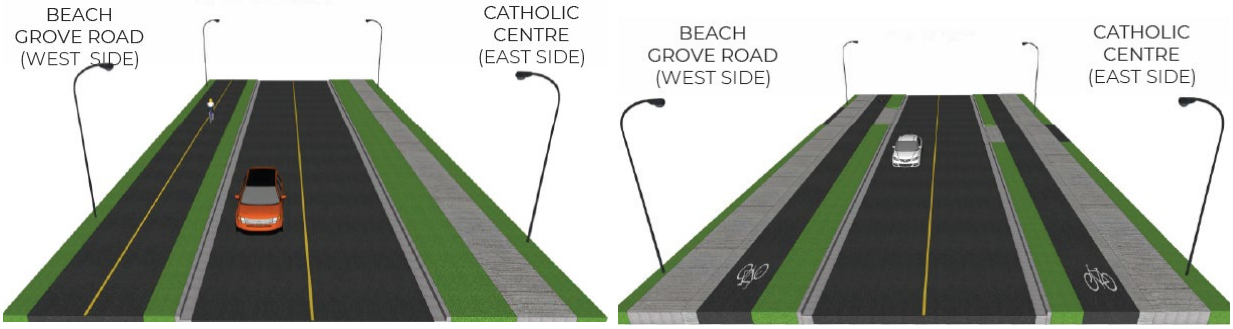


Figure 3-3: Option 1 (Left) and Option 2 (Right) Cross

SEGMENT 3 – VISTA STREET TO RIVERVIEW DRIVE

Segment 3 has the same options as Segment 2, with Option 1 including a MUP and sidewalk and Option 2 consisting of uni-directional bikeways and sidewalk, as shown in Figure 3-4.

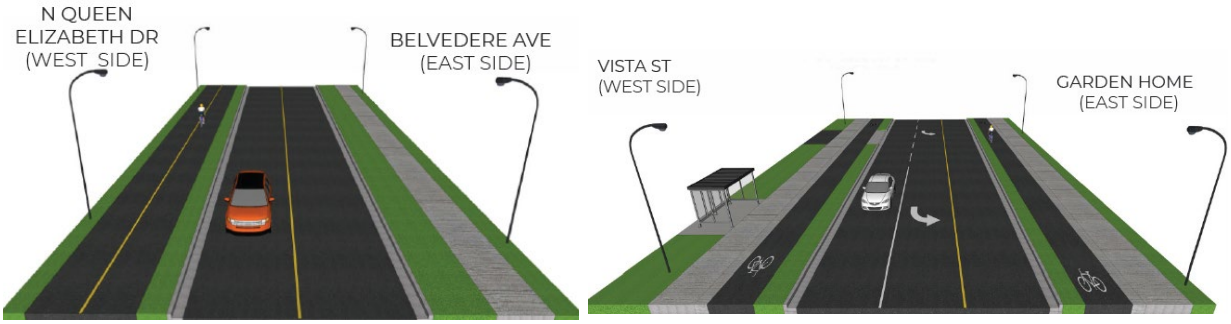


Figure 3-4: Option 1 (Left) and Option 2 (Right)

SEGMENT 4 – RIVERVIEW DRIVE TO MCGILL AVENUE

Two design options were selected for this segment. Option 1 consists of a MUP on the west side of North River Road and a sidewalk on the east side until Kirkwood Drive. After Kirkwood Drive the MUP switches to the east side with the sidewalk on the west side until McGill Avenue, as shown in Figure 3-5. Option 2 includes raised bikeways and sidewalk on both sides of North River Road. Boulevards to separate vehicles and bicycles and bicycles and pedestrians are also included. For both options, one vehicle lane will be maintained in each direction with dedicated left-turn lanes at selected streets and high-volume driveways.

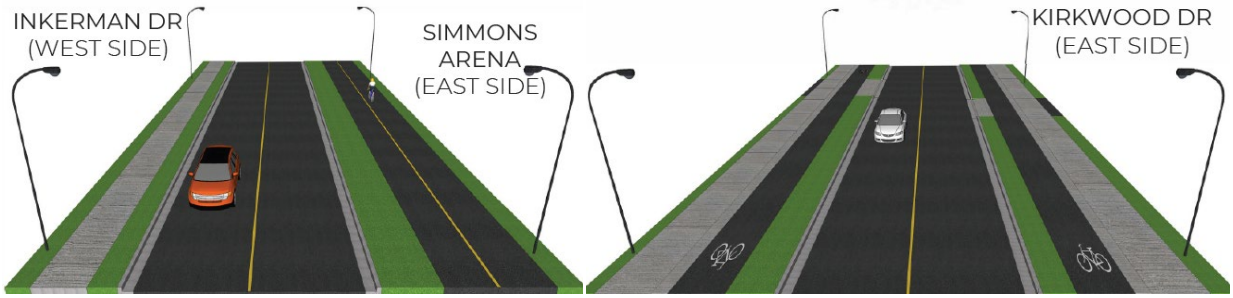


Figure 3-5: Option 1 (Left) and Option 2 (Right)

Modifications have also been proposed to the Kirkwood Drive intersection which include the addition of traffic signals with a dedicated southbound left turn lane on North River Road along with westbound left and right turn lanes on Kirkwood Drive as shown in Figure 3-6.



Figure 3-6: Proposed Kirkwood Drive Modifications

Two options were presented for modifications to the existing lay-by at Queen Charlotte Intermediate School. While both options involve narrowing the roadway to accommodate two vehicle lanes the purpose of the lay-by differs. One option has the lay-by relocated to the east side and used as a pick-up and drop-off area for the school. The existing crosswalk will remain with the addition of a curb extension. The second option proposes on-street parking on the west side and the existing crosswalk will remain as shown in Figure 3-7.

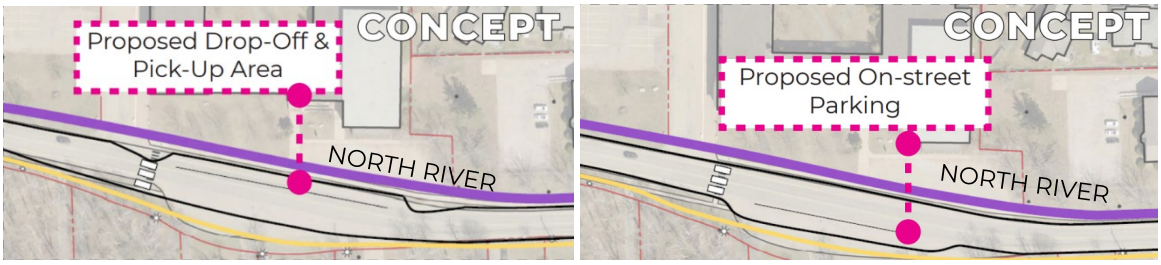


Figure 3-7: Lay-By Option 1 (Left) and Option 2 (Right)

3.2 PUBLIC AND STAKEHOLDER ENGAGEMENT

Two open house sessions were held in Charlottetown in October 2023 to allow the public and stakeholders the opportunity to engage with the city staff, view the concept options via display boards, ask questions and provide feedback. Approximately 124 people in total attended the sessions and a total of 112 comments were collected. A survey was launched on the day of the open house, October 25th, 2023 and closed on November 10th, 2023. The survey was available on-line as well as hard copy for attendees at the open house. The survey gathered information from residents about their usage on North River Road, identify gaps and needs along the corridor and priorities to consider for the proposed project. A total of 197 responses to the survey were received.

3.2.1 FEEDBACK

From the feedback received from the public there were five prominent key themes to support the development of the Master Plan. A few of the points are highlighted below and for the complete list of results, refer to Appendix C.

- Revitalizing Infrastructure for Safety
  - Focus on infrastructure that increases safety for all users and support different modes of transportation along North River Road.
  - Provide continuous, maintained, and well-lit facilities for pedestrians and cyclists.
  - Prioritize managing speed limits to reduce risk to pedestrians and cyclists.
  - Manage driveway accesses to mitigate unsafe left turns and traffic congestion.

- Prioritizing Pedestrian and Cyclists Accessibility
  - Prioritize year-round maintenance of facilities to ensure safe access for pedestrians and cyclists.
  - Develop a more pedestrian and cyclist friendly corridor that focusses on cyclists and pedestrians of all ages and abilities.

- Optimizing Traffic Flow Management
  - Address traffic congestion and speeding during peak periods through the implementation of turning restrictions and speed limit reductions.

- Managing growth
  - Ensure the City's infrastructure can accommodate future development focussing on managing traffic congestion, improving transit connectivity, and encouraging active transportation options.

- Integrating Transit Solutions
  - Improve on existing transit infrastructure and promote public transit to increase ridership and usage.

3.3 EVALUATION CRITERIA

A set of qualitative design criteria was developed to identify preferred facility options. The key factors that were considered in the preliminary selection of active transportation facility types were based on the existing conditions, such as right-of-way and curb to curb width, as well as topographical constraints such as utility poles and trees. Three main themes were selected for a high-level evaluation of the concept options and are as follows:

- **Active Transportation User Experience:** This criterion focuses on users of the facilities and the elements of the design that allow people of all ages and abilities to enjoy a safe recreational route that is as conflict-free as possible.
    - Design safety for all non-motorized users.
    - Provides quality views, has a high tourism potential and a high user amenity value (diversity, challenge, safety and balance).
    - Improving connectivity to destinations and transit stops.
    - Maximize percentage of active transportation users.

- **Non-Active Transportation User Experience:** This criterion focuses on non-users of the facilities, such as motorists.
    - Minimize traffic congestion.
    - Improve safety for motorists and other road users along the corridor.
    - Maintaining or adding to the number of vehicle travel lanes.
    - Provides opportunities to improve transit infrastructure.

- **Impacts:** This criterion focuses on impacts to infrastructure along the roadway.
    - Minimize impacts to trees, utility poles, storm infrastructure, fire hydrants and other infrastructure along the corridor.
    - Minimize property acquisition requirements.

3.3.1 SUMMARY OF OPTIONS

The proposed options were broken into two segments; Capital Drive to Beach Grove Road and Beach Grove Road to McGill Avenue.

CAPITAL DRIVE TO BEACH GROVE ROAD – ONE OPTION

Options were reviewed along NRR from Capital Drive to Beach Grove Road which included, on-street bike lanes with sidewalk, MUP and sidewalk, raised uni-directional bike lanes and MUP on both sides. Based on the number of higher volume driveways and three-legged intersections located on the east side of NRR and there being an existing sidewalk on the east side of NRR, the west side of NRR was selected to include a MUP and the sidewalk to remain on the east side. This MUP provides two-way movement of cyclists and pedestrians in the same space and will connect to the Capital Drive MUP. The summary of this option is below.

Active Transportation User Experience

- Provides a facility for users of all ages and abilities along the corridor.
- Serves both sides of the road providing connection to transit stops and other destinations.
- Provides physical separation from motor vehicle traffic increasing safety along the corridor.
- Can encourage more recreational walking and cycling and appeal to less experienced cyclists.
- May pose safety conflict between users on the facility and motor vehicles at intersections and mid-block crossings.

Non-Active Transportation User Experience

- The number of vehicle lanes will remain the same except for at key intersections where the addition of left turns lane and the addition of a northbound lane between Thompson Drive and Burns Avenue the will require road widening.
- Implementation of turn restrictions to improve safety and manage traffic congestion at access points.
- Potential conflict with cyclists at driveways that are travelling both ways on MUP.
- Potential to improve on transit infrastructure.

Impacts

- Will require upgrades to storm water infrastructure due to relocation of curb and gutter.
- Will require relocation of utility poles and other infrastructure such as fire hydrants along the corridor.
- Minimal property impact on the west side of the roadway to accommodate the MUP.

BEACH GROVE ROAD TO MCGILL AVENUE – TWO OPTIONS

Two options were considered for the section of NRR from Beach Grove Road to McGill Avenue, they include a MUP and sidewalk combination and a uni-directional bike lane and sidewalk combination. The summary of these two options is below.

	OPTION 1: MULTI-USE PATHWAY AND SIDEWALK	OPTION 2: UNI-DIRECTIONAL BIKE LANES AND SIDEWALK
AT User Experience	• Provides a combined facility for users of all ages and abilities along the corridor. • Provides physical separation from motor vehicle traffic increasing safety along the corridor. • May encourage more recreational walking and cycling and appeal to less experienced cyclists. • May pose safety conflicts between users on the facility and motor vehicles at intersections and mid-block crossings.	• Provides separate facilities for pedestrians and cyclists minimizing safety conflicts. • Provides vertical and physical separation between cyclists and pedestrians and between cyclists and motorists. • Serves both sides of the road providing connection to transit stops and other destinations. • Provides directional consistency with the existing unidirectional painted bike lanes. • May require different levels of maintenance pertaining to snow and ice removal.
Non AT User Experience	• The number of vehicle lanes will remain the same except at key intersections where the addition of left turns lane will require road widening. • Potential conflict with cyclists and motorists at driveways that are travelling two-ways. • Addition of traffic signals at Kirkwood Drive and RRFBs at mid-block crossing will improve safety for pedestrians and motorists. • Potential to implement speed reductions along the corridor. • Potential to improve on transit infrastructure.	• The number of vehicle lanes will remain the same except at key intersections where the addition of left turns lane will require road widening. • Potential conflicts with transit users boarding and alighting buses as passengers need to travel across the path of cyclists. • Potential conflict with cyclists at driveways. • Addition of traffic signals at Kirkwood Drive and RRFBs at mid-block crossing will improve safety for pedestrians and motorists. • Potential to implement speed reductions along the corridor. • Potential to improve on transit infrastructure.
Impacts	• Will require upgrades to storm water infrastructure due to relocation of curb and gutter. • Will require relocation of utility poles and other infrastructure such as fire hydrants along the corridor. • Minimal property impact on the west side of the roadway to accommodate the MUP. • May impact roots of existing trees and require tree removal. • May require the relocation of transit stops and/or shelters.	• Will require upgrades to storm water infrastructure due to relocation of curb and gutter. • Will require relocation of utility poles and other infrastructure such as fire hydrants and Transit shelters along the corridor. • Property impacts on both sides of the roadway to accommodate bike and pedestrian facilities. • May impact roots of existing trees and require tree removal. • May require the relocation of transit stops and/or shelters.

4 CAPITAL DRIVE INTERSECTION

The Capital Drive at North River Road intersection was added to the project scope to review opportunities to address operational and queueing concerns on the North River Road approach. The City of Charlottetown was interested in reviewing feasible options for modifications to the intersection with traffic analysis and concept designs for each option. The findings were presented in a memo which can be found in Appendix D.

The following modifications to the intersection were explored and evaluated on how they can expect to improve operations and reduce queueing:

a) Interim - Improve safety for drivers on North River Road and accesses to properties near Capital Drive, turn restrictions at driveways close to the intersection have been reviewed;
b) Option 1 - Multi-lane Roundabout; and,
c) Option 2 - Modified Signalized Intersection with exclusive dual northbound left turn lanes and signal timing changes.

The design hourly volume projections developed for this intersection as part of the North River Road corridor was used for the traffic analysis and concept design developments for this intersection. The traffic analysis was used to determine lane configurations for the options as well as recommend traffic signal timings for the signalized intersection.

4.1 INTERIM OPTION – TURN RESTRICTIONS

To improve the safety for drivers and driveway accesses, left-turning restrictions can be placed on one or both commercial driveways. This option with the McDonald's driveway includes restricted right-in, right out and the Tim Horton's driveway restricted to right-in, right-out, left-in only as shown in Figure 4-1. This improves the access challenges and allows the split phasing to be removed with the intersection operations similar to those identified in the modified signal option below.

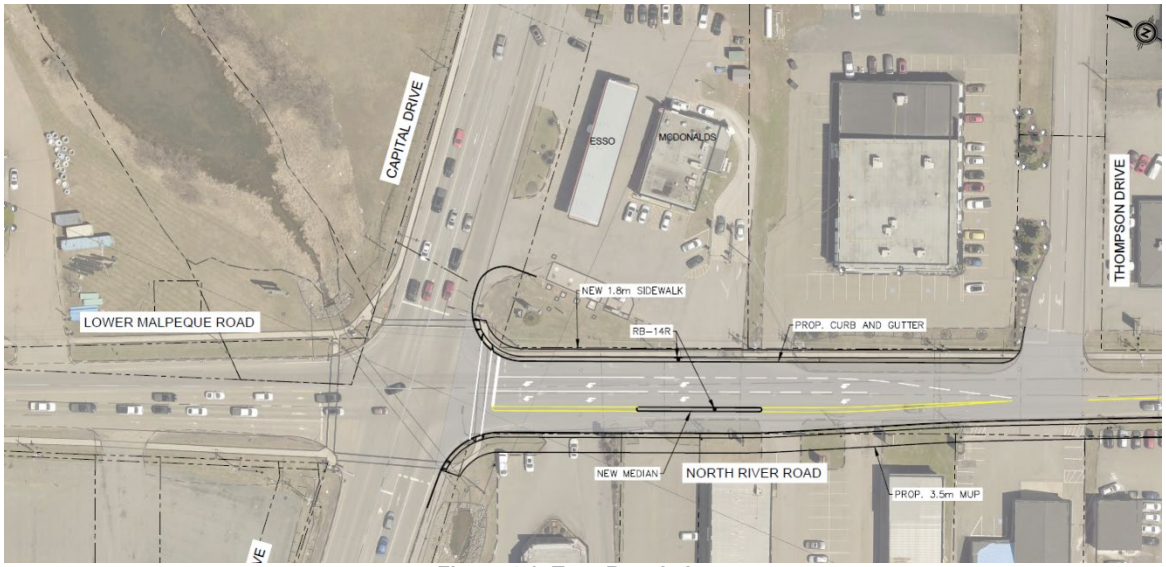


Figure 4-1: Turn Restrictions

Modifications include lane redesignations and constructing a median on North River Road to restrict left turns at the McDonald's driveway.

4.2 OPTION 1 – MULTI-LANE ROUNDABOUT

A roundabout can be a good option to consider when there are high left turn volumes such as northbound from North River Road. Multi-lane roundabouts are common in the area including on Capital Drive where the next intersection to the west is configured as a roundabout. The intersection was analyzed with the lane configurations shown in Figure 4-2.

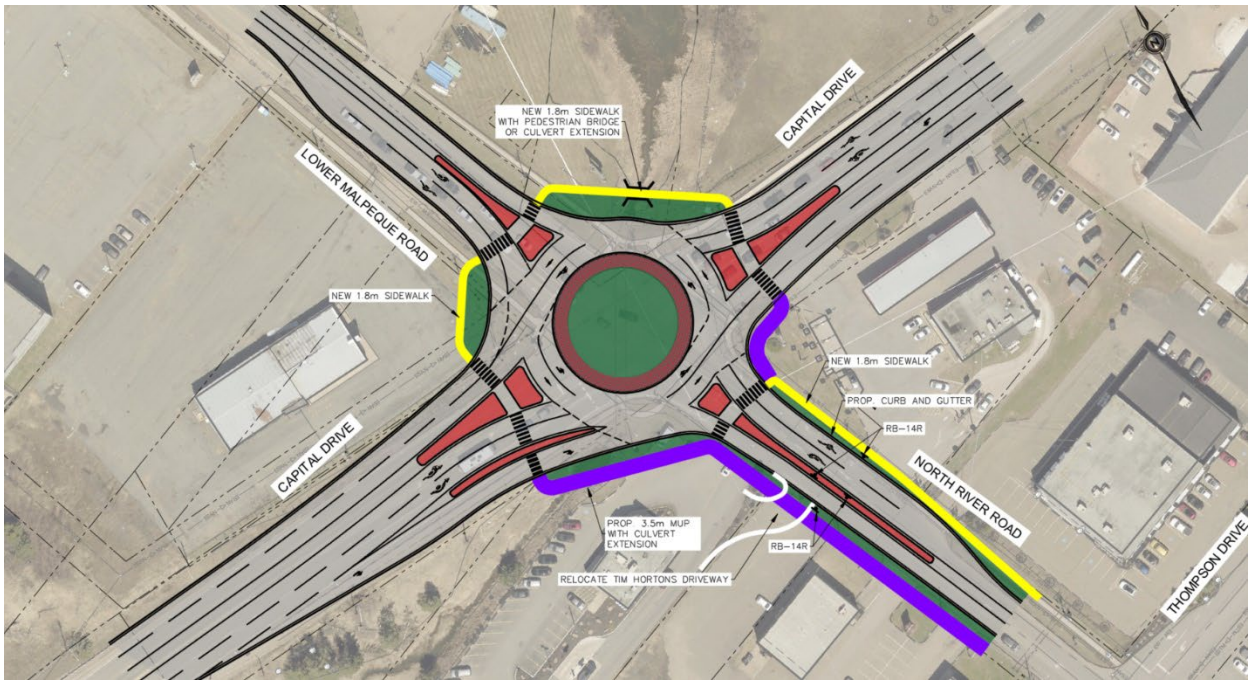


Figure 4-2: Multi-lane Roundabout Option

Modifications include constructing a multi-lane roundabout with two circulating lanes with consideration of an eastbound right turn channel from Capital Drive and lane alignments as shown.

4.3 OPTION 2 – MODIFIED SIGNALIZED INTERSECTION

At the North River Road / Capital Drive intersection there is a low volume on the northbound right turn lane and is currently underutilized. The northbound middle lane is a shared left turn / through lane, requiring the intersection to be split phased. Modifying the northbound approach to have two exclusive left turn lanes with the rightmost lane as through/right shared, provides better volume balance between the lanes and eliminates the need for split phasing the signals, allowing for the redistribution of green time to the remaining movements and improving the intersection operations. The intersection was analyzed with the lane configurations shown in Figure 4-3.

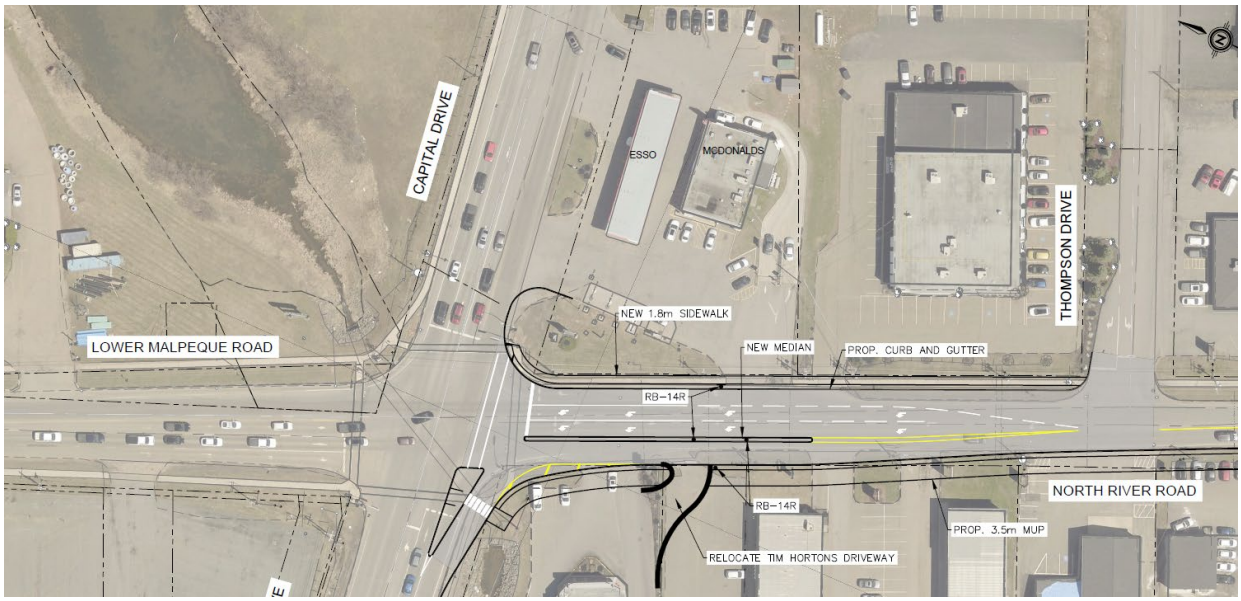


Figure 4-3: Modified Signalized Intersection Option

Modifications include:

- Modify northbound approach to two exclusive left-turn lanes and a shared through/right-turn lane.
- Widen northbound approach to extend curb lane.
- Remove split phasing.
- Consider channelization of the eastbound right turn.

4.4 RECOMMENDATIONS

It is recommended to proceed to the concept design phase of the project with the roundabout option, as this option is expected to provide the best balance between user operations, safety, as well as other impacts.

Due to the multi-year timelines associated with the design and construction of a multilane roundabout, the modifications could be phased where Interim Option, Turn Restrictions, is implemented in the near term with planned reconstruction of the intersection as a roundabout in the future (Option 2).

5 CONCEPT DESIGN

5.1 RECOMMENDED OPTION

Based on the analyses and evaluation of the concept options, Option 1 was selected for Capital Drive to Beach Grove Road and Option 2 was selected for Beach Grove Road to McGill Avenue. The concept design can be found in Appendix E.

The Option 1 cross section shown in Figure 5-1 consists of a 3.5m MUP with a 1.0m grass boulevard on the west side of North River Road and 1.8m sidewalk with a 1.0m grass boulevard on the east side. The recommended concept option includes 4 travel lanes north of Burns Avenue to Capital Drive, two northbound lanes and two southbound lanes, and 2 travel lanes south of Burns Avenue to Beach Grove Road. Curb lanes are 3.6m and left turn/inner lanes are 3.3m. Modifications to three intersections within this segment have been proposed, namely, Capital Drive, Buchanan Drive, Burns Avenue and Beach Grove Road. Interim improvements to Capital Drive include the addition of a northbound lane and a median to restrict left turns at Tim Horton's and McDonald's driveways. The ultimate option is a multi-lane roundabout as discussed in Section 4. The modifications at Buchanan Drive consist of the addition of a northbound lane and a southbound left turn lane on North River Road with roundabout being considered for future implementation. The modifications at Burns Avenue consist of the addition of a southbound left turn lane on North River Road and left and right turn lanes on Burns Avenue as shown in Figure 5-2. For Beach Grove Road, a roundabout is the proposed option with dual lanes on the northbound approach and single lanes on all other approaches.

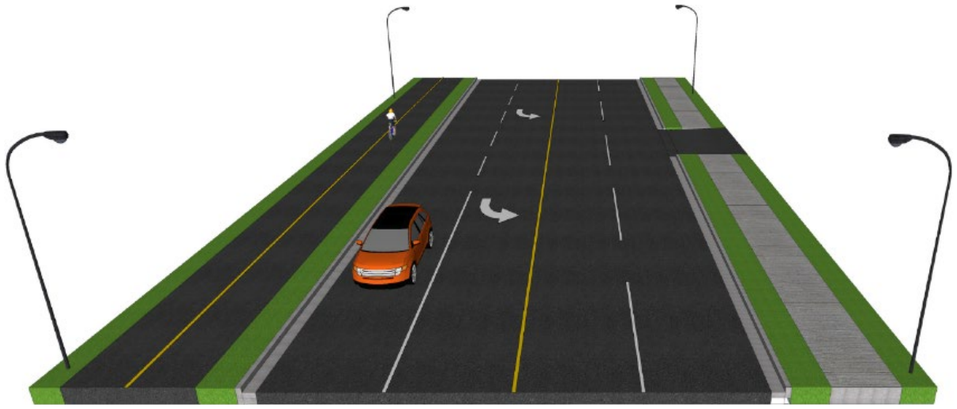


Figure 5-1: Option 1 – Cross Section

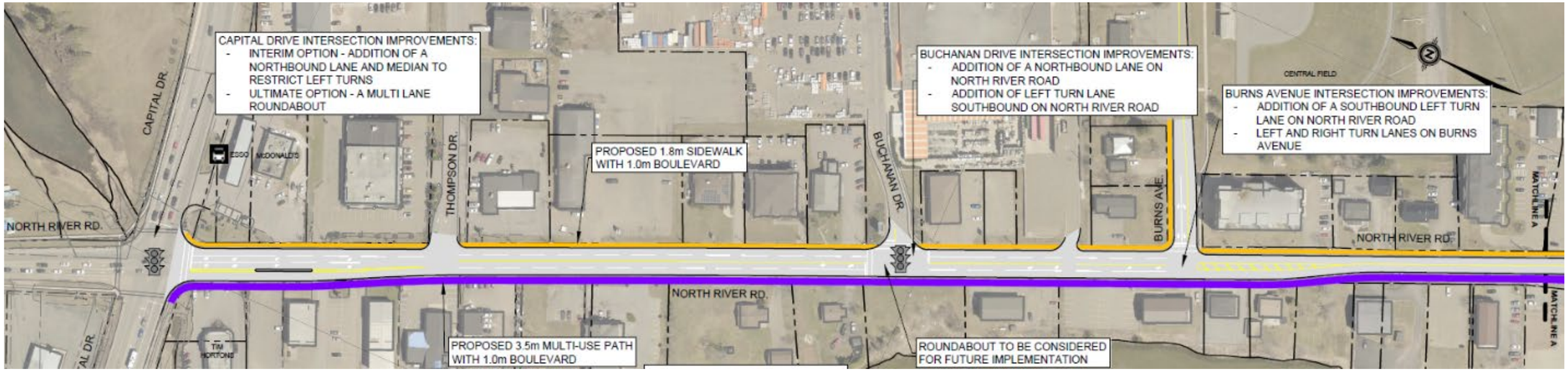


Figure 5-2: Option 1 – Capital Drive to Burns Avenue

The second section of North River Road, Beach Grove Road to McGill Avenue, includes a 1.8m raised bike lane and 1.8m sidewalk separated by a half height curb on each side of North River Road. A 1.0m grass boulevard separates the facilities from the two 4.0m travel lanes, as shown in Figure 5-3.

At intersections where left turn lanes are existing or required, the bike facilities will abut the curb i.e. there is no boulevard, to minimize property impacts due to limited right-of-way, as shown in Figure 5-4.

One such intersection is at Kirkwood Drive where the implementation of traffic signals along with a southbound left turn on North River Road and left and right turn lanes on Kirkwood Drive are proposed. The existing crosswalk at Colonel Gray Drive will be relocated to the Kirkwood Drive signalized intersection, while all other existing mid-block crossings will be modified with a rectangular rapid flashing beacon (RRFB) to improve safety for users.

Rectangular Rapid Flashing Beacons (RRFBs) are pedestrian activated crosswalk treatments that consist of two rapidly and alternately flashing rectangular amber beacons that are mounted above side-mounted pedestrian crosswalk signage. RRFBs are activated by pedestrian push buttons. These crossings are marked with zebra crosswalk markings and signed with RRFB and side mounted RA-4 signage.

Modifications to the existing lay-by at Queen Charlotte Intermediate School involves narrowing the roadway to accommodate two vehicle lanes relocating the lay-by to the east side to be used as a pick-up and drop-off area for the school through curb extensions. The existing crosswalk will be relocated and modified with a RRFB, as shown in Figure 5-5.

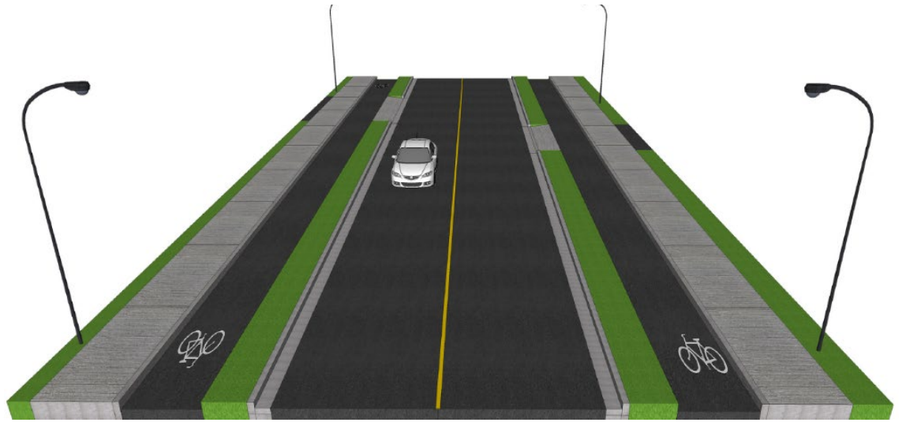


Figure 5-3: Option 2 – Cross Section

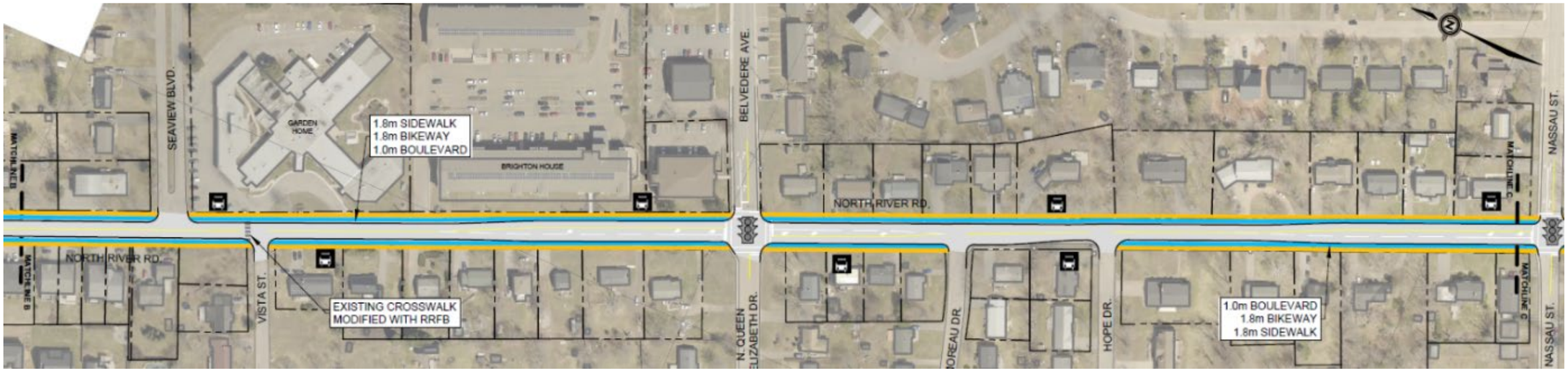


Figure 5-4: Option 2 - Seaview Boulevard to Nassau Street

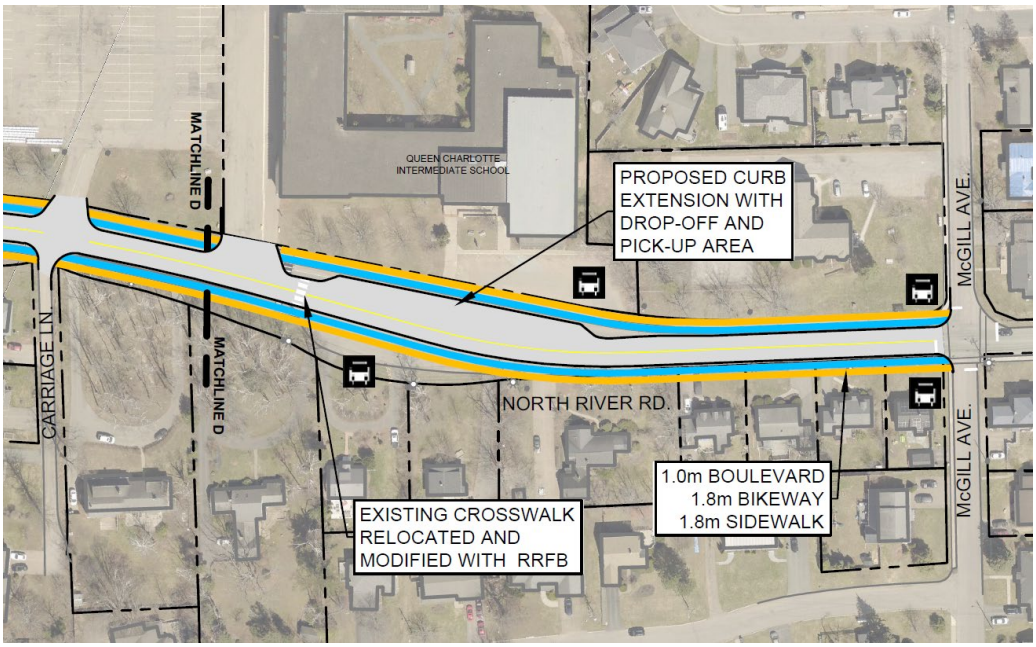


Figure 5-5: Lay-By Modifications

The implementation of the AT facilities and the roadway modifications will impact the existing infrastructure as well as property. Utility pole relocations will be required to accommodate the facilities along with other infrastructure such as fire hydrants and Transit shelters. Due to the relocation of curbs the existing storm infrastructure will require upgrades as well. It is anticipated that tree removals may be required at sections along the corridor based on their location in relation to the facilities and the proximity of their roots to the facilities during construction.

Majority of the impacted properties are on the west side of North River Road with minimal impacts on the east side. The property impacts are between Capital Drive and Burns Avenue and south of Beach Grove Road. There is potential to minimize impacts on the east side by reducing boulevard widths where applicable or shifting the road alignment which will increase impacts on the west side.

5.2 SUMMARY OF RECOMMENDATIONS & IMPLEMENTATION PHASING

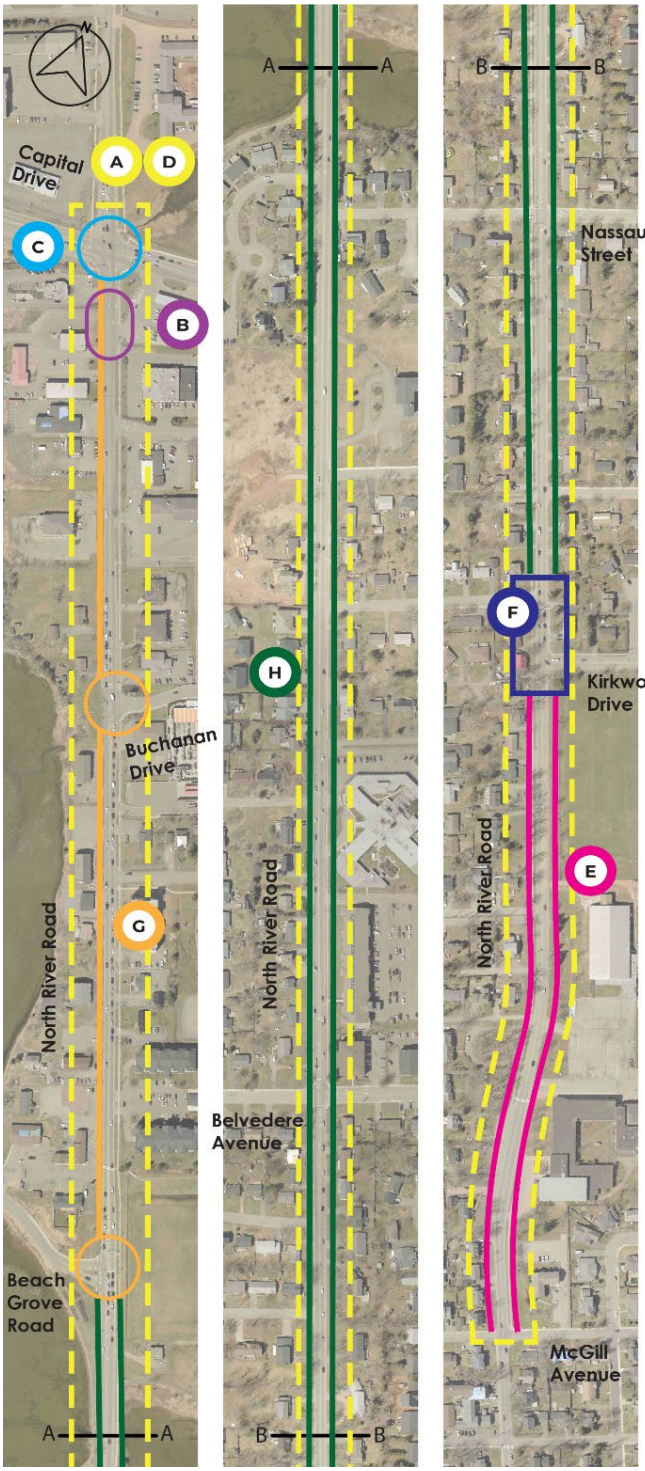


Figure 5-6: Summary of Recommendations

To assist the City of Charlottetown with implementation of the recommended corridor modifications, WSP has prepared a list of tasks and phases to complete the project. To implement recommendations along the corridor is expected to cost in the range of 30 million dollars (in 2025 dollars), not including property acquisition, cost for utility relocation or potential undergrounding of overhead utilities.

- **A** Collect legal survey within identified areas of property impact to review options for acquisition of right-of-way
- **B** Design and construct the Interim Option (if Project C completed first, skip B)
- **C** Design and construct the multi-lane roundabout at Capital Drive at North River Road
- **D** Design & plan utility pole relocation or undergrounding of overhead utilities along North River Road from Capital Drive to McGill Avenue
- **E** Design and construct protected uni-directional bikeways along North River Road, roadway and crosswalk modifications with the lay-by area near Queen Charlotte Intermediate School
- **F** Design and construct traffic signals with turn lane at Kirkwood Drive at North River Road intersection and relocate crosswalk from Colonel Gray Drive to the new signalized intersection
- **G** Design and construct the multi-use pathway, roadway and driveway modifications from Capital Drive to Beach Grove Road with a roundabout at Buchanan Drive and at Beach Grove Road on North River Road
- **H** Design and construct protected uni-directional bikeways along North River Road from Beach Grove Road to Kirkwood Drive

5.3 NEXT STEPS

To assist the City of Charlottetown with developing North River Road, WSP has identified several next steps to move the project forward.

ADOPT PLAN:

The City of Charlottetown should adopt the North River Road Master Plan to prioritize action items and infrastructure upgrades identified in the Plan's recommendations and phasing.

SURVEY:

One initial priority will be to collect topographical and legal surveys in areas with identified property impacts to confirm right-of-way requirements and inform property acquisition strategies, as well as determine existing widths, utilities, trees, property boundaries, etc. along the North River Road corridor.

DESIGN:

It is recommended that the City of Charlottetown prioritize the planning and design work for the project corridor, in order to determine the necessary future right-of-way conditions for project implementation.

MONITOR PROPERTIES:

Monitor any properties for redevelopment or for sale, acquiring right-of-way where possible and ensuring redevelopment projects would not encroach on proposed Master Plan project extents.

INFRASTRUCTURE UPGRADES:

As infrastructure upgrades occur along North River Road, the City of Charlottetown should consider implementing the new proposed cross-section. The city should coordinate closely with other City initiatives and with utility providers; if utility poles are up for upgrade/replacement, they could be set back to a location that would allow the Master Plan proposed infrastructure to fit.

IMPLEMENT PHASING PLAN:

Phasing will be critical to manage construction impacts and funding requirements. Opportunities to secure external funding, including provincial and federal infrastructure programs, should be pursued in parallel to design advancement. Public and stakeholder engagement will remain integral throughout implementation to ensure that each phase aligns with community needs and supports the long-term vision for North River Road as a safe, accessible, and multi-modal transportation corridor.

APPENDIX A
EXISTING CONDITIONS REPORT

North River Road Master Plan

Existing Conditions Report

July 17, 2023



Prepared For

CHARLOTTETOWN
Great things happen here.

Prepared By

wsp

CA0004499.0938

TABLE OF CONTENTS

1 INTRODUCTION 1
1.1 BACKGROUND 1
1.2 PROJECT SCOPE & CORRIDOR 4
2 EXISTING CONDITIONS 5
2.1 CORRIDOR DESCRIPTION 5
2.2 REVIEW OF PAST STUDIES 9
2.3 COLLISION DATA REVIEW 10
2.4 TRANSIT ROUTES AND RIDERSHIP DATA 11
2.5 ACTIVE TRANSPORTATION 12
2.6 EXISTING UTILITIES 14
2.7 TRANSPORTATION DEMAND PROJECTIONS 14
3 MULTI-MODAL REVIEW 15
3.1 OVERVIEW 15
3.2 AUTOMOBILES / HEAVY VEHICLES 15
3.3 TRANSIT 15
3.4 BICYCLISTS 15
3.5 PEDESTRIANS 16

APPENDICES

A TRAFFIC VOLUME DATA

B COLLISION DIAGRAMS

C INTERSECTION CAPACITY ANALYSIS

D EXISTING CONDITIONS PLAN

1 INTRODUCTION

WSP Canada Inc. has been retained by the City of Charlottetown to complete the development of a transportation master plan for the North River Road corridor between Capital Drive and McGill Avenue (an approximately 3.2km section of street). This is the existing conditions report that identifies and summarizes the new and historic information and data that were collected and reviewed at the outset of the project that will provide a baseline for the subsequent project phases, including: Development and Evaluation of Concepts; Public and Stakeholder Engagement; Concept Revisions and Preparation of a Concept Design Report.

1.1 BACKGROUND

As the City of Charlottetown continues to flourish, infrastructure improvement planning projects are being pursued to establish plans to better accommodate both existing and future residents through road safety upgrades and improved mobility along strategic corridors, such as North River Road. The City is having the North River Road Master Plan prepared to establish a plan for infrastructure upgrades along the road corridor between McGill Avenue and Capital Drive. The four main goals of the Master Plan are to improve:



These goals are guided by policy within the City's Official Plan and aligns with the City's Strategic Plan for 2022-2026. The Official Plan recognized that "*efficiency and safety are the hallmarks of good transportation planning (pg. 45)*" and acknowledged that this would include planning for various modes of transportation, such as transit and active transportation, as well as consideration for the environment. This understanding led to the creation of the Plan's transportation goal (pg. 45):

> Our **Goal** is to secure the maximum efficiency and safety of Charlottetown's existing and proposed transportation system, increase opportunities for other modes of travel, ensure that urban transportation decisions protect and enhance the environment, and strive to realize the full potential of the City's harbour and airport.

Specific policies that were developed to work towards achieving the Official Plan's transportation goal, as it relates to the North River Road Master Plan project are as presented in Table 1.

Table 1: Relevance of Official Plan policies to the North River Road Master Plan

OFFICIAL PLAN POLICY	MASTER PLAN RELEVANCE
Our policy shall be to address important transportation issues presently facing the City including: … (4) reducing the current level of automobile use through further development of the green space connector system (pg. 45).	There is a corridor of designated green space connectors and open space land that links Queen Elizabeth Park to the Confederation Trail, which intersects North River Road just south of Beach Grove Road. It will be important for the Master Plan to incorporate active transportation infrastructure to provide a connection along North River Road between the green space access points on either side of the roadway.
Our policy shall be to employ recognized and uniform standards to develop and expand the existing network of sidewalks and recreational trails (pg. 45). *Our policy shall be to design roadway improvements using current Transportation Association of Canada guidelines* (pg. 46).	Transportation Association of Canada (TAC) has a series of guidelines for the geometric design of Canadian roads that is standard practice for transportation planners and engineers to use throughout Canada. Utilizing these guidelines for the Master Plan will be beneficial in the preparation of roadway concepts, as the guidance provided on roadway elements (e.g. lane widths, sidewalks, etc.) is widely accepted and used amongst professionals, and provides design consistency with many other roadways located within other jurisdictions throughout the country.
Our policy shall be to ensure that locations where pedestrians and bicycle networks cross roadways are convenient and safe (pg. 45).	North River Road currently has, and is anticipated to continue to have, both pedestrian and cycling infrastructure, including crossings. Within the Master Plan, there is an opportunity to review and provide recommendations for the location of active transportation crossings along North River Road as it relates to network connectivity and safety.
Our policy shall be to incorporate sidewalks and separate bicycle lanes into roadway designs when they are warranted (pg. 46).	As shown in the City's Dedicated Bike Lanes Map, the existing painted bike lanes provide a key north-south cycling corridor along North River Road, providing key connections to destinations (e.g. West Royalty Commercial Area and high schools) and other cycling corridors (e.g. bike lanes on Nassau Street). Additionally, due to the context of North River Road as a major street within the City's road network, providing safe infrastructure for pedestrians to travel along and connect to destinations is important. The preparation of a Master Plan for North River Road provides an opportunity to enhance and expand on the existing active transportation infrastructure along the corridor to improve user experience and promote the use of non-auto modes of transportation.
Our policy shall be to adjust traffic control devices periodically to meet current traffic demands (pg. 46).	Traffic control along North River Road consists of a combination of signalized and stop controlled intersections. Known vehicular operational performance challenges in the northern part of North River Road were identified within the West Royalty Commercial Area Transportation Master Plan (2021). The preparation of a Master Plan for North River Road will provide the opportunity to identify infrastructure and traffic control upgrades along the corridor to address the challenges previously identified as well as those identified through an additional assessment of projected traffic demand for a 20-year traffic growth horizon.

The City of Charlottetown's Strategic Plan for 2022-2026 identified four pillars that represent the major parts of city life to guide strategic thinking about the Charlottetown now and into the future (pg. 6). The North River Road Master Plan aligns with these pillars as presented below.

Community-Building and Placemaking

To enhance Charlottetown as a great place to live and as a destination for visitors.

The North River Road Master Plan will enhance liveability & walkability, as well as work towards reducing green house gases (GHGs) by developing multi-modal concepts that both improve the existing vehicular network as well as the active transportation networks. Making improvements to the vehicular network (e.g. adding left turn lanes at strategic locations to reduce vehicular blockages along the corridor) will reduce the time that vehicles spend idling, while improvements to the active transportation networks (e.g. providing continuous and consistent bike infrastructure) will promote the use of non-motorized travel modes and increase the wellbeing of users.

Governance and Civic Engagement

To create a high performance and responsive government.

The North River Road Master Plan will use a combination of traditional (e.g. open house) and modern (e.g. online survey) engagement tactics to provide residents with various opportunities to provide feedback on the concepts produced for the road corridor. Providing multiple avenues to gather feedback increases the rates of participation, which will aid in developing a final concept that truly meets the needs of those who utilize it.

Inclusive Economic Growth

To foster inclusive growth related in terms of people and our economic sectors.

The North River Road Master Plan will help accommodate future population growth by designing a roadway corridor that accommodates projected transportation demand for a 20-year growth horizon and that focuses on efficiency and people capacity, rather than solely on vehicular movement. The plan will consider all modes to provide transportation options for residents and linkage to employment opportunities. The efficient movement of people and goods along the corridor is particularly important as this roadway is designated as a major road within the City's transportation network, which provides links between communities, such as Cornwall, to employment hubs such as the West Royalty Commercial Area and Downtown Charlottetown.

Infrastructure and the Environment

To address infrastructure challenges in our growing city and the issues arising from climate change adaptation and mitigation.

The North River Road Master Plan will identify transportation infrastructure challenges along the road corridor during the Existing Conditions Review phase of the project, which will be addressed within the Concept Development & Evaluation phase through proposed design and systems improvements that consider sustainability, community resilience and climate change management and mitigation.

1.2 PROJECT SCOPE & CORRIDOR

The primary goal of this project is to develop a conceptual plan that will see North River Road become a safer and more effective component of the region's multi-modal transportation network while aligning with the City's policies related to transit, active transportation, land use, the environment and geometric roadway design.

In working towards this goal, several project objectives have been identified:

- Complete an investigation of existing conditions within the project area. This inventory will include collision history, existing and planned utilities, and traffic volume and speed data;
- Define, document, and gain consensus on project parameters such as geometric design elements, design vehicle, storm design, capacity, and performance targets, etc.;
- Review previous studies and projects associated with this segment of North River Road;
- Identify and describe a broad suite of potential improvements to North River Road that achieve consistency and improve overall safety for all users; and,
- Undertake an assessment of alternative options to determine which should be included in the final concept design.

1.2.1 DATA REQUESTS

The following data was requested at the start of the project and has been received from the City of Charlottetown:

- GIS
- Ortho imagery
- Historical and Recent Traffic counts
- Collision data (2018-2022)
- Transit data (daily ridership by transit route)
- Signal timing plans for study intersections
- West Royalty Commercial Area Transportation Master Plan

WSP requested the following data from the City, that was determined to be unavailable:

- Transit boarding and alighting data at transit stops along the corridor.
- Transit ridership and travel time data by time of day.
- Pedestrian and bicycle counts along the corridor.

WSP collected the following data:

- Traffic data from the following intersections (considered the project intersections):
    1. North River Road at Buchanan Drive
    2. North River Road at Beach Grove Road
    3. North River Road at Belvedere Avenue / N Queen Elizabeth Drive
    4. North River Road at Nassau Street
    5. North River Road at Kirkwood Drive
    6. North River Road at McGill Avenue



2 EXISTING CONDITIONS

2.1 CORRIDOR DESCRIPTION

North River Road is a key north-south roadway within Charlottetown's road network that is bounded on either end by the arterial / major streets of Capital Drive and Brighton Road. This connection of major streets provides links between surrounding communities to major employment hubs, such as the West Royalty Commercial Area and Downtown Charlottetown. The West Royalty Commercial Area can be accessed off of North River Road in the north where the surrounding land is zoned as Shopping Centre Commercial (C3) and Mixed Use Corridor (MUC). To support the movement of goods to/from this commercially zoned area, the City has designated North River Road between Capital Drive to the Walmart Entrance as a truck route, but plans to extend the truck route along North River Road in the future to and along Belvedere Avenue. See Figure 2-1 for a typical cross section of the commercial area.



Figure 2-1: Typical cross section through commercial area (Buchanan Drive to Capital Drive)

In the southern end of North River Road, the adjacent land use predominantly consists of Low-Density Residential (R2), Institutional (I) and Open Space (OS). Neighbouring parks and schools along the corridor include Victoria Park, Simmons Sports Field, Route for Nature and Health Park, Charlottetown Rural High School, Queen Charlotte Intermediate School, and Colonel Gray Senior High School. The defined green connector system within the City's Official Plan will help link the surrounding neighbourhoods to the parks and schools along North River Road, as well as destinations beyond the roadway corridor, such as the Confederation Trail and the downtown core, through the development of pedestrian and cycling facilities along the green connector routes. One such identified green connector route includes that which intersects North River Road just south of Beach Grove Road.

Currently, travel along most of North River Road is accommodated via two vehicular travel lanes (one lane in each direction), painted bike lanes and a sidewalk on one side of the street (See Figure 2-2 & Figure 2-3). To reduce delay and improve vehicular performance and safety at signalized intersections, left turn auxiliary lanes are provided at several intersections. Painted bike lanes exist along a majority of North River Road from McGill Avenue to Capital Drive; however, they are dropped on the approaches to all the signalized intersections, except Beach Grove Road, providing a discontinuous cycling facility. The sidewalk along the road corridor switches sides, requiring pedestrians to cross the busy road to continue their travel. T3 transit Routes #2 and #3 are routed along North River Road between Brighton Road and Beach Grove Road.



Figure 2-2: Southbound view of North River Road at Colonel Gray Drive

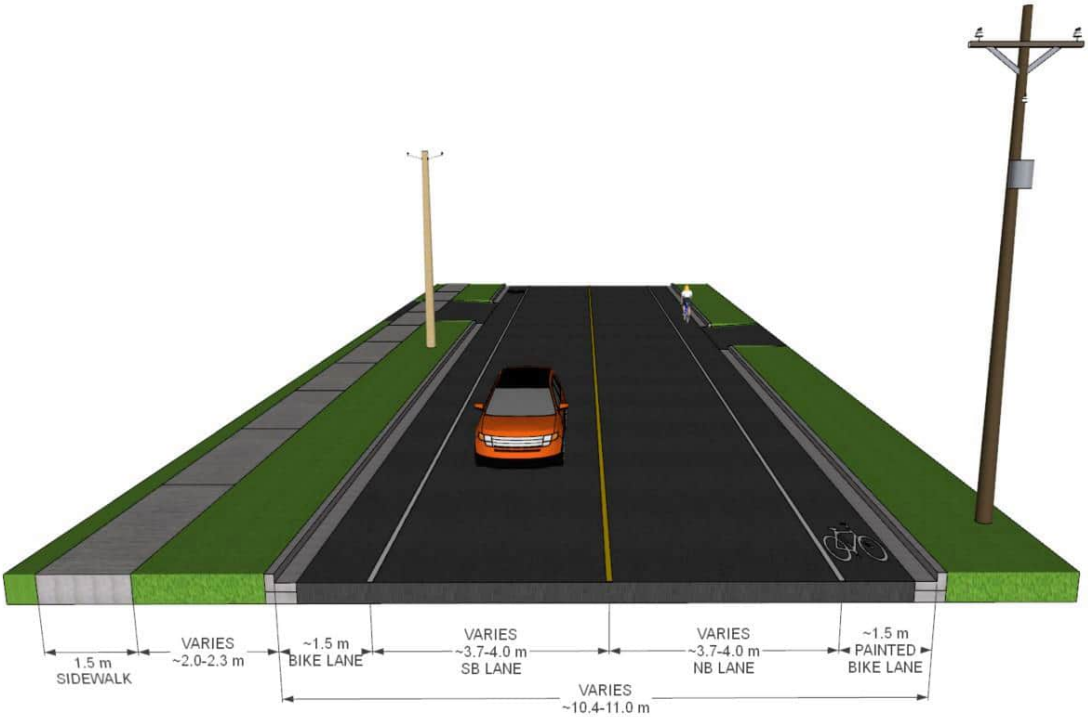
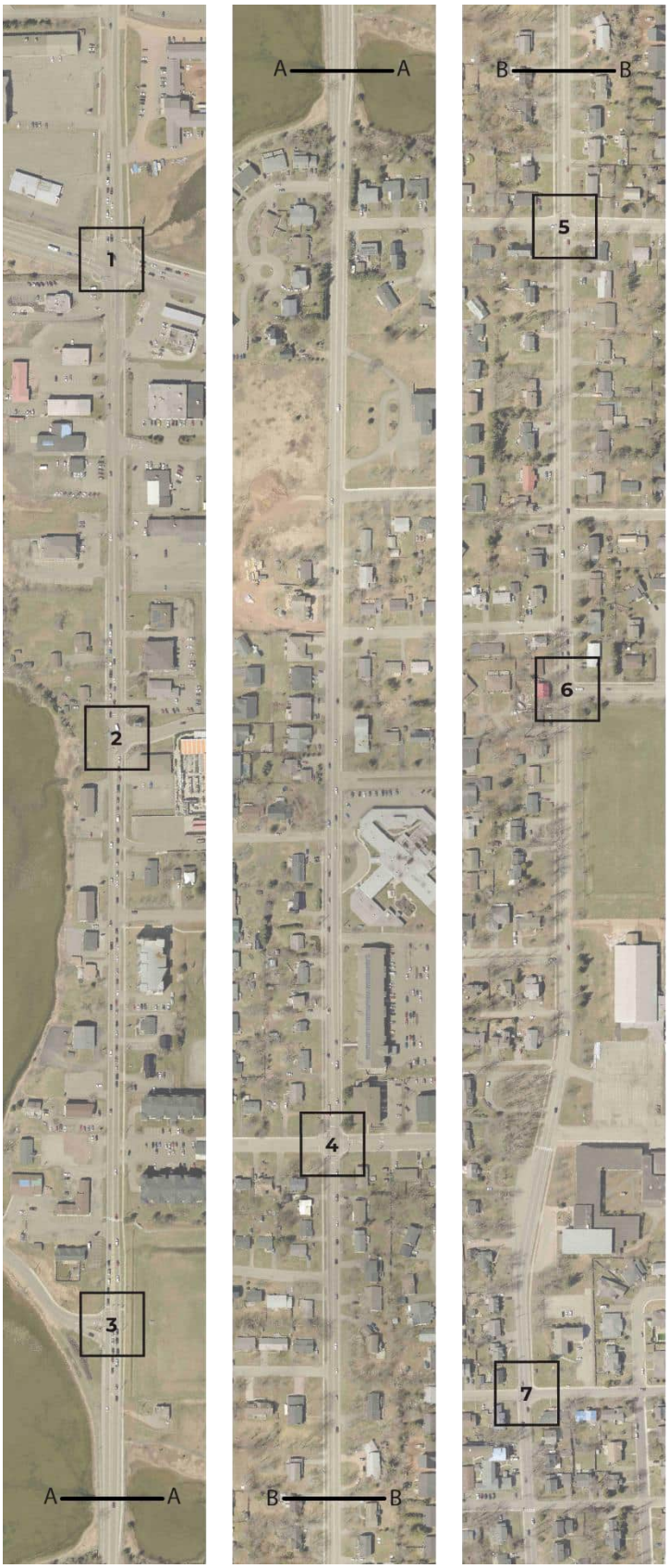


Figure 2-3: Typical cross section through residential area (McGill Avenue to Buchanan Drive)

There are seven key project intersections within the corridor, which are labeled as 1-7 on Figure 2-4.





LEGEND

1	NORTH RIVER ROAD @ CAPITAL DRIVE
2	NORTH RIVER ROAD @ BUCHANAN DRIVE
3	NORTH RIVER ROAD @ BEACH GROVE ROAD
4	NORTH RIVER ROAD @ BELVEDERE AVENUE
5	NORTH RIVER ROAD @ NASSAU STREET
6	NORTH RIVER ROAD @ KIRKWOOD DRIVE
7	NORTH RIVER ROAD @ MCGILL AVENUE

Figure 2-4: Project Area and Intersections

2.1.1 CITY IDENTIFIED AREAS OF CONCERN AND ONSITE OBSERVATIONS

WSP staff met with City staff at a Project Initiation Meeting on May 31, 2023. During that meeting, City staff identified several areas of concern for consideration during this project. Areas of concern that were identified by City staff include:

- Tim Hortons and McDonalds are located along North River Road just south of the Capital Drive intersection. There are heavy traffic volumes into and out of both sites and this can create queuing challenges, particularly of left turning traffic turning into the sites.
- The northbound left turning traffic along North River Road turning to Beach Grove Road is very heavy and can back up to Warburton Drive in the weekday PM peak period.
- There are concerns from the public on yield compliance at Waterview Heights crosswalk, near bus stops.
- Some drivers are avoiding Belvedere Avenue at North River Road by using Atlantic Road and turning down Westview Drive or Skyview Drive in the PM peak.
- Southbound left turning traffic along North River Road turning to Kirkwood Drive blocks traffic flow, particularly during the AM peak period.
- Some drivers are using Edinburgh to avoid North River Road at Nassau Street during the AM peak period.
- There is a layby / parking area across from Queen Charlotte Intermediate School.
- Is the All-Way STOP Warranted at McGill Avenue?
- At certain points of the day, it is noted that the transit main line is unable to accommodate all rider demand at bus stops.
- There are crosswalks with crossing guards at Colonel Gray Drive at North River Road and Queen Charlotte Intermediate School.

Prior to as well as following the Project Initiation Meeting with the City, WSP team members completed several site observations of the project area. Observations include:

- Left turn into McDonalds was observed to block traffic.
- Left turn into Tim Hortons is difficult. During northbound left turn phase at Capital Drive, the left turn to Tim Hortons may still have to wait due to heavy eastbound right turning traffic from Capital Drive.
- Turning out of Tim Hortons is difficult.
- Some locations with non-standard signage were observed along the corridor, such as:
    - Stop When Light Flashing
    - Ride With Traffic
    - Non-Standard Bike Lane Sign (vs the TAC standard diamond sign)
- Southbound left turning queues were observed along North River Road for traffic turning to Burns Avenue.
- The travel time at was measured at 8:44 AM between Capital Drive and McGill Avenue and found to be 9 minutes and 36 seconds. Free flow travel time is typically about 5 minutes.





2.2 REVIEW OF PAST STUDIES

A Transportation Master Plan was completed (March 2021) for the West Royalty Commercial Area and provided by the City of Charlottetown for consideration on this project. Figure 2-5 shows the future transportation conditions associated with the Master Plan's Recommendations. The Master plan estimated that new development just northeast of North River Road would generate:

- 1,152 trips (383 in and 789 out during the weekday AM peak hour.
- 1,624 trips (927 in, 697 out during the PM peak hour.
- 1,862 trips (961 in and 901 out during the Saturday peak hour.

The assignment of these development trips has been considered in the development of Transportation Demand Projections for this project.

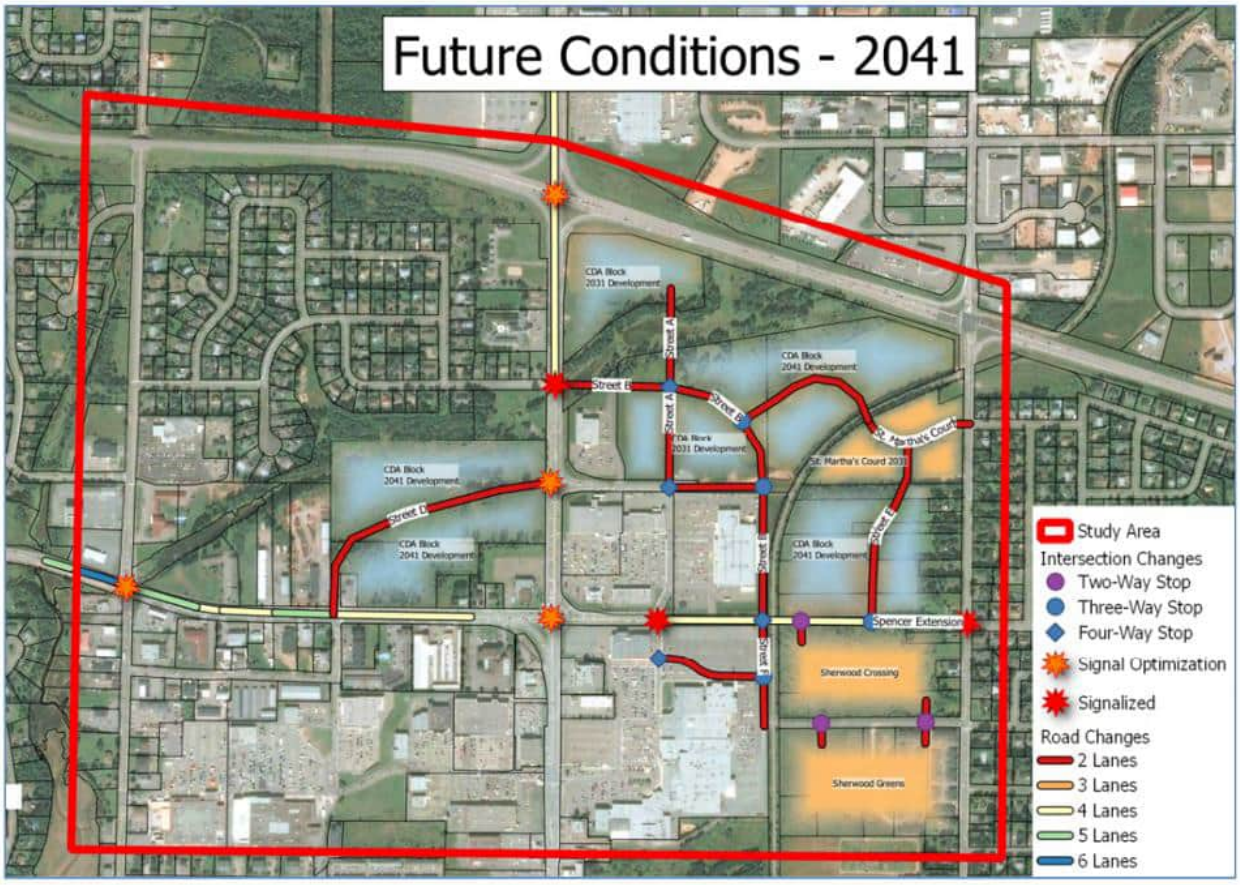


Figure 2-5: Future Conditions with West Royalty Commercial Area
Extracted from West Royalty Commercial Area Transportation Master Plan

2.3 COLLISION DATA REVIEW

In preparation for the North River Road Corridor Project, WSP reviewed historical collision data provided by the City of Charlottetown in the project area in 2017, 2108, 2019, and 2021. During the data period, reported collision data includes 174 total collisions with no fatal collisions, 10 injury collisions leading to 16 injuries, and 164 property damage only collisions. A summary of the available collision data is provided in Table 2-1 based information extracted from the provided Motor Vehicle Collision Reports and illustrated diagrammatically in Appendix B.

Table 2-1: Collision Data for Project Area (2017, 2018, 2019, 2021)

Collision Configuration	% of Collisions
Rear-End Collision	51%
Same Direction Sideswipe	6%
Head-On Collision	0%
Left Turn Across Opposing Traffic	19%
Right-Angle Collision	17%
Hit Parked Vehicle/Stationary Object	3%
Other	3%

Overall, it is noted that vehicle queueing and vehicle stopping to make a left turn can result in rear end collisions, while vehicles turning left can result in right angle collisions or classified as left turn across opposing traffic. This represents over 85% of the collisions reported along the corridor. 50% of the injury collisions along this corridor were turning or right-angle collisions with the remainder being rear-end (30%) or collisions involving bicyclists or pedestrians (20%).

2.4 TRANSIT ROUTES AND RIDERSHIP DATA

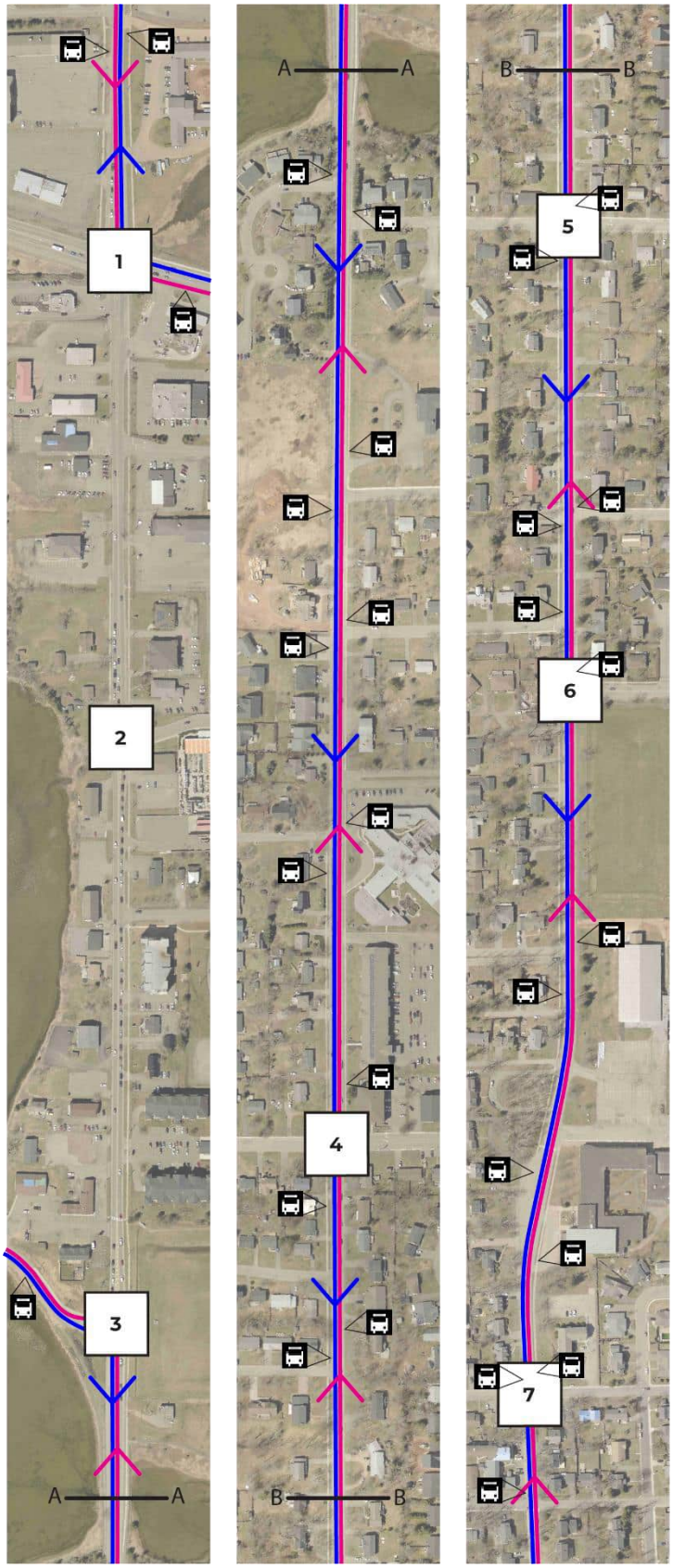
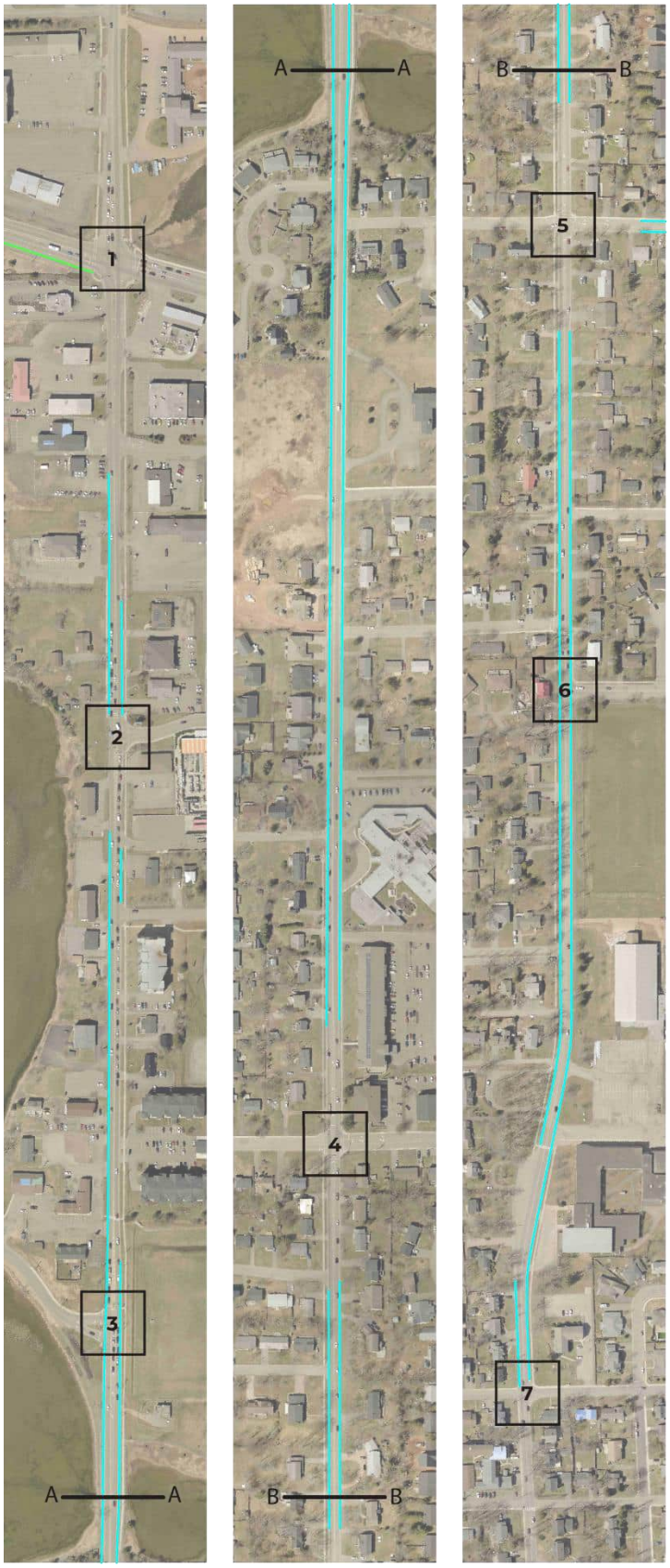


Figure 2-6: Transit routes and stops

The existing T3 Transit routes and stops within the project area are shown in Figure 2-6. There are two transit routes that operate along the North River Road project corridor: Route #2 and #3. The project area does not include any existing transit lanes or priority measures.

Daily transit ridership for Routes #2 and #3 were provided by the City of Charlottetown. There was significant variation of ridership for each weekday with typical 2023 weekday daily ridership between 220 and 550 daily riders. Route #2 has about 10% higher ridership than Route #3 and ridership has increased about 50% between May 2019 and May 2023. This daily ridership is equivalent to about 40-50 riders per bus.

2.5 ACTIVE TRANSPORTATION



The existing bike network along and surrounding the North River Road project study corridor is displayed in Figure 2-7. The network consists of discontinuous painted bike lanes along the corridor, painted bike lanes on Nassau Street approaching North River Road from the east, and a multi-use pathway extending west from the intersection of North River Road with Capital Drive on the south side of the street.

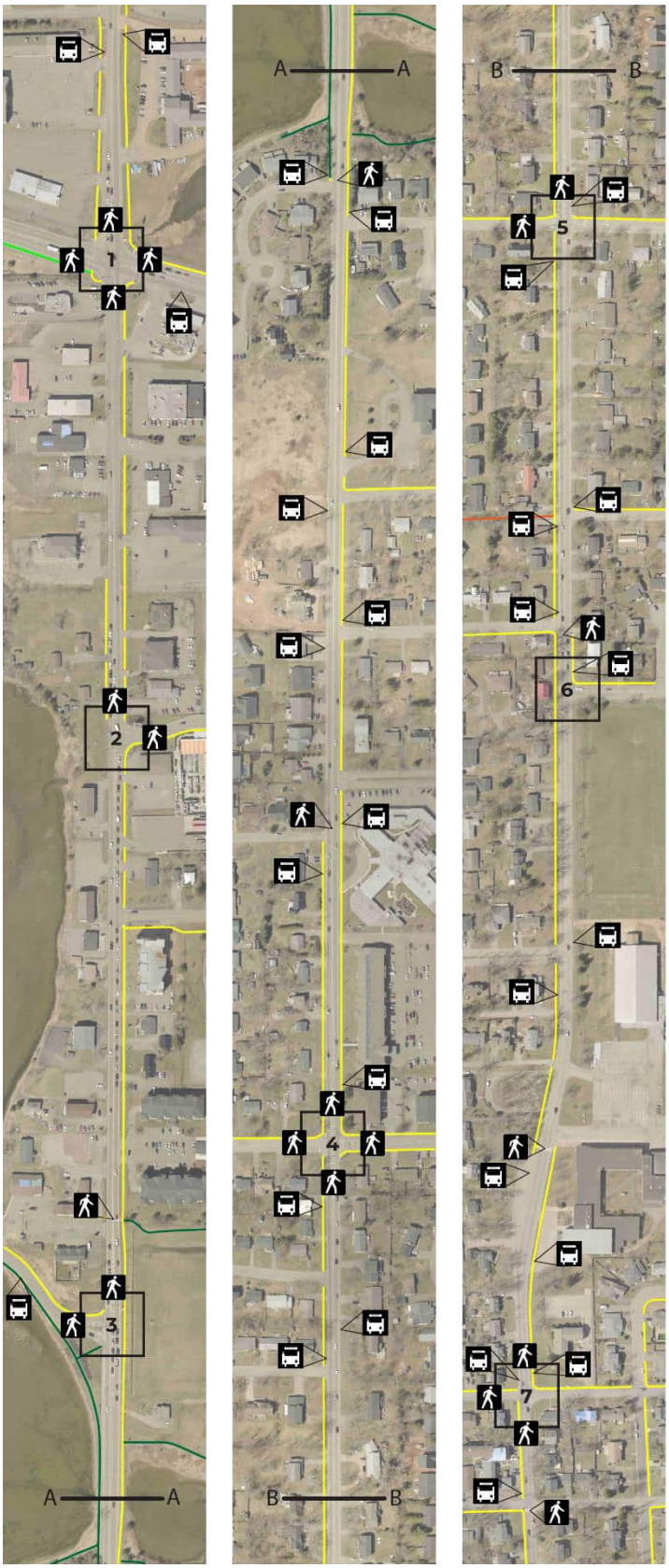
There are a number of gaps in the bike lanes along the corridor creating an inconsistent experience.



LEGEND

- 1 NORTH RIVER ROAD @ CAPITAL DRIVE
- 2 NORTH RIVER ROAD @ BUCHANAN DRIVE
- 3 NORTH RIVER ROAD @ BEACH GROVE ROAD
- 4 NORTH RIVER ROAD @ BELVEDERE AVENUE
- 5 NORTH RIVER ROAD @ NASSAU STREET
- 6 NORTH RIVER ROAD @ KIRKWOOD DRIVE
- 7 NORTH RIVER ROAD @ MCGILL AVENUE
- EXISTING PAINTED BIKE LANE
- EXISTING MULTI-USE PATHWAY

Figure 2-7: Existing bike network



Existing pedestrian facilities along and surrounding the North River Road project study corridor is displayed in Figure 2-8. Except at a few locations, sidewalk is provided on one side of the road for most of the corridor; however, it switches sides, requiring pedestrians traveling along the entire length of the corridor to cross the road multiple times.

LEGEND

- 1 NORTH RIVER ROAD @ CAPITAL DRIVE
- 2 NORTH RIVER ROAD @ BUCHANAN DRIVE
- 3 NORTH RIVER ROAD @ BEACH GROVE ROAD
- 4 NORTH RIVER ROAD @ BELVEDERE AVENUE
- 5 NORTH RIVER ROAD @ NASSAU STREET
- 6 NORTH RIVER ROAD @ KIRKWOOD DRIVE
- 7 NORTH RIVER ROAD @ MCGILL AVENUE
- EXISTING SIDEWALK
- EXISTING WALKWAY
- EXISTING TRAIL
- EXISTING MULTI-USE PATHWAY
- EXISTING CROSSING
- EXISTING TRANSIT STOP

Figure 2-8: Existing Pedestrian Facilities

2.6 EXISTING UTILITIES

There are existing utility poles, street lighting, and stormwater infrastructure along both sides of the majority of the corridor. The majority of the fire hydrants are along the west side of the street, however there are east side fire hydrants along North River Road near intersections with cross streets such as Westview Drive and Skyview Drive. Utility poles and street lighting are shown on the existing conditions plan in Appendix D.

2.7 TRANSPORTATION DEMAND PROJECTIONS

2.7.1 DATA COLLECTION AND REVIEW

MioVision Scout traffic counters were temporarily installed at multiple locations along North River Road in the project area to record data on Wednesday, May 31, 2023 (PM Period), Thursday, June 1, 2023, and Saturday, June 3, 2023. Pedestrian and bicycle counts were recorded during the count processing. Turning movement counts have been processed from the recorded data and are included in Appendix A.

2.7.2 TRANSPORTATION DEMAND PROJECTIONS

Vehicular Volumes: The turning movement counts consistently indicate that traffic volumes are highest at the study intersections during the PM peak hour with several side street turning movements highest during the AM peak hour. The AM and PM peak hours are considered the critical analysis periods and have been advanced for determining the transportation demand projections for the corridor intersections.

Transportation demand projections have been estimated using the observed turning movement counts and applying the following growth to the AM and PM peak hour volumes to obtain the AM and PM demand projections at the corridor intersections:

Growth	Volumes	Considerations
20%	• All through volumes on North River Road. • All volumes at the Beach Grove Road intersection.	• Growth in volume through the corridor • Added volumes with planned new development (West Royalty Commercial Area). • Potential new development / redevelopment in the area.
10%	• All remaining turning volumes at intersections.	• Potential new development / redevelopment in the area

Traffic volume figures showing the transportation demand projections for the AM and PM peak hours are included in Appendix A.

Transit Ridership: Considering the high rate of consistent transit ridership growth along Routes #2 and #3, the transit demand projection for this project is expected to be 500 daily riders on Route #2 and 450 daily riders on Route #3. This is equivalent to a peak of approximately 45-55 transit riders per bus.

Pedestrians: Pedestrian data were collected (June 2023) during the turning movement counts and summarized for each intersection in Appendix A. Typical pedestrian volumes at each crossing range from 0-5 at the northern end of the corridor, to 10-25 at some crossings at McGill Avenue. As development densifies along the corridor crossing demand at some locations may be reduced. Overall it is estimated that pedestrian crossing demand may increase by 20-40% as gaps in the sidewalk network are filled in.

Bicyclists: Bicycle data were collected (June 2023) during the turning movement counts and have been considered as vehicles in the summarized counts in Appendix A. Typical bicycle volumes along North River Road range from 0-7 bicyclists per hour during weekday peak hours. As development densifies along the corridor and as improvements are made to bicycle infrastructure, it is expected that bicycle volumes will increase.

3 MULTI-MODAL REVIEW

3.1 OVERVIEW

Transportation modes within this Project Corridor include personal vehicles, heavy vehicles, transit, bicyclists, and pedestrians. This section reviews the operations of motorized vehicles within the project corridor as well as the level of comfort expected for bicyclists and pedestrians. The multi-modal operations for each mode are included in the subsequent sections.

Aerial imagery and GIS data have been provided by the City of Charlottetown. This information has been compiled into a base plan showing the existing configuration and constraints (such as existing right-of-way) along the corridor and are shown in Figure 3-1. This base plan will be used in subsequent phases of the project.

3.2 AUTOMOBILES / HEAVY VEHICLES

Synchro analysis has been prepared based on the existing geometry at the project intersections and the AM and PM design hourly volumes. Synchro analysis and tabulated results are included in Appendix C.

Key points of the analysis for automobiles include:

- High through volumes and delay / queuing along North River Road at signalized intersections.
- High delays and queues along Kirkwood Drive.
- High delays and queues for northbound left turn to Beach Grove Road during the PM peak hour.

3.3 TRANSIT

Synchro analysis has been prepared based on the existing geometry at the project intersections and the design hourly volumes. Synchro analysis and tabulated results are included in Appendix C.

Key points of the analysis for automobiles include:

- High through volumes and delay / queuing northbound along North River Road at the Belvedere intersection during the PM peak hour.
- High delays and queues for northbound left turn to Beach Grove Road during the PM peak hour.

Additional transit considerations along the project area include:

- There are no transit lanes or priority treatments along North River Road.
- None of the transit stops along the project study corridor have dedicated landing pads for the boarding and alighting of passengers.
- Only the transit stop at the location of North River Road with Kirkwood Drive board and alight passengers directly onto a hard surface (e.g. concrete sidewalk). All other transit stops have passengers board and alight from either the road or soft surface (e.g. grass).
- Some of the transit stop locations are at or close to intersections, which is anticipated to cause blockages at the intersections when buses are at the stops.
- None of the transit stops include enhanced amenities such as bus shelters.

3.4 BICYCLISTS

- Existing painted bike lanes are discontinuous along the corridor and are generally of substandard width (<1.5m from edge of gutter to painted line).
- No physical protection or horizontal buffer is provided between cyclists and motor vehicles.
- No bikeway treatments (e.g. green conflict zebra markings) are provided at intersections.
- There are future plans to extend the existing multi-use pathway on Capital Drive to the east, providing an opportunity for a bike network connection point with bike facilities along North River Road.
- The existing painted bike lanes on Nassau Street provide an opportunity for a bike network connection point with bike facilities along North River Road.

3.5 PEDESTRIANS

- A pedestrian can travel along the entire length of North River Road within the project extents via sidewalk; however, they would need to cross the road two times as sidewalk is not provided continuously on a single side.
- The pedestrian facilities along North River Road do not provide connections to all transit stops.
- As most of North River Road only has sidewalk on one side of the street, some origins/destinations are not easily accessible by foot.
- The only signalized intersection with tactile walking surface indicators is the intersection of North River Road with Capital Drive.
- None of the signalized intersections have accessible pedestrian signals.

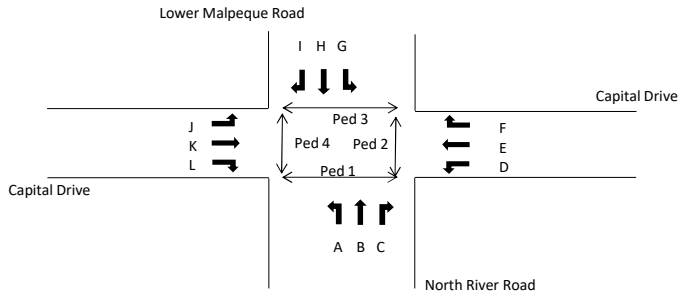
APPENDIX A
TRAFFIC VOLUME DATA

Table A-1

North River Road
@
Capital Drive

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	34	24	8	12	23	14	13	45	5	6	59	66	309
07:15	07:30	44	14	14	14	45	16	16	69	12	15	82	107	448
07:30	07:45	54	41	10	15	35	19	45	80	13	17	96	128	553
07:45	08:00	54	44	15	23	39	31	44	101	10	25	110	119	615
08:00	08:15	47	44	12	26	36	31	36	79	5	19	99	146	580
08:15	08:30	45	47	16	19	40	20	41	101	15	12	97	150	603
08:30	08:45	53	33	16	17	44	26	44	90	12	29	99	133	596
08:45	09:00	57	49	19	33	35	27	52	83	18	24	86	108	591
AM Peak Hour		**199**	**168**	**59**	**85**	**159**	**108**	**165**	**371**	**42**	**85**	**405**	**548**	**2394**
07:00	**08:00**	**186**	**123**	**47**	**64**	**142**	**80**	**118**	**295**	**40**	**63**	**347**	**420**	**1925**
08:00	**09:00**	**202**	**173**	**63**	**95**	**155**	**104**	**173**	**353**	**50**	**84**	**381**	**537**	**2370**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
13:00	13:15	69	49	25	26	105	25	33	48	10	8	82	106	586
13:15	13:30	62	52	14	16	94	33	25	52	14	13	109	90	574
13:30	13:45	83	59	20	31	86	30	29	70	19	16	76	90	609
13:45	14:00	69	44	22	30	94	33	32	76	17	14	66	117	614
14:00	14:15	71	56	35	20	98	26	25	49	8	11	99	87	585
14:15	14:30	58	30	33	38	108	29	28	52	4	8	85	101	574
14:30	14:45	72	44	37	22	96	37	28	52	7	10	76	75	556
14:45	15:00	77	41	25	21	103	23	29	58	8	5	94	64	548
Midday Peak Hour		**283**	**204**	**81**	**103**	**379**	**121**	**119**	**246**	**60**	**51**	**333**	**403**	**2383**
13:00	**14:00**	**283**	**204**	**81**	**103**	**379**	**121**	**119**	**246**	**60**	**51**	**333**	**403**	**2383**
14:00	**15:00**	**278**	**171**	**130**	**101**	**405**	**115**	**110**	**211**	**27**	**34**	**354**	**327**	**2263**

PM Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
16:00	16:15	77	81	21	31	108	43	40	69	22	21	70	76	659
16:15	16:30	121	86	27	28	118	51	39	66	29	16	81	70	732
16:30	16:45	93	68	19	23	109	50	46	79	28	20	87	64	686
16:45	17:00	83	79	13	26	167	50	37	58	17	7	79	75	691
17:00	17:15	93	77	19	28	131	39	36	81	29	13	65	58	669
17:15	17:30	97	70	21	34	130	36	37	63	26	8	97	76	695
17:30	17:45	93	81	16	16	99	39	36	62	10	15	74	86	627
17:45	18:00	59	58	18	28	97	19	22	93	20	11	75	60	560
PM Peak Hour		**390**	**310**	**78**	**105**	**525**	**190**	**158**	**284**	**103**	**56**	**312**	**267**	**2778**
16:00	**17:00**	**374**	**314**	**80**	**108**	**502**	**194**	**162**	**272**	**96**	**64**	**317**	**285**	**2768**
17:00	**18:00**	**342**	**286**	**74**	**106**	**457**	**133**	**131**	**299**	**85**	**47**	**311**	**280**	**2551**

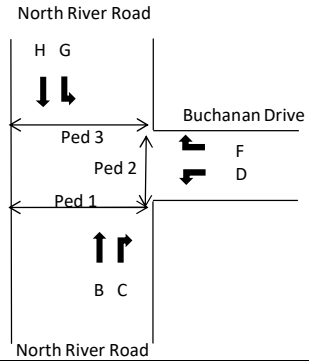
* Count completed by WSP

Table A-2

North River Road @ Buchanan Drive

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach		Buchanan Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
07:00	07:15	71	12	6	3	7	89	188
07:15	07:30	84	12	7	9	10	143	265
07:30	07:45	105	16	6	4	9	213	353
07:45	08:00	146	22	14	2	9	212	405
08:00	08:15	123	13	14	13	20	206	389
08:15	08:30	100	29	8	13	30	244	424
08:30	08:45	142	31	18	16	26	225	458
08:45	09:00	130	27	17	14	28	185	401
AM Peak Hour		**511**	**95**	**54**	**44**	**85**	**887**	**1676**
07:00	**08:00**	**406**	**62**	**33**	**18**	**35**	**657**	**1211**
08:00	**09:00**	**495**	**100**	**57**	**56**	**104**	**860**	**1672**
		Ped 1		**Ped 2**		**Ped 3**		**Total Peds**
07:00	**08:00**	**0**		**0**		**0**		**0**
08:00	**09:00**	**0**		**3**		**0**		**3**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach		Buchanan Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
13:00	13:15	115	56	37	51	42	119	420
13:15	13:30	116	36	40	28	34	113	367
13:30	13:45	127	52	37	37	40	141	434
13:45	14:00	120	51	41	41	47	160	460
14:00	14:15	109	64	33	33	38	126	403
14:15	14:30	122	62	28	43	51	121	427
14:30	14:45	112	61	30	47	38	104	392
14:45	15:00	107	50	30	41	43	104	375
Midday Peak Hour		**478**	**229**	**139**	**154**	**176**	**548**	**1724**
13:00	**14:00**	**478**	**195**	**155**	**157**	**163**	**533**	**1681**
14:00	**15:00**	**450**	**237**	**121**	**164**	**170**	**455**	**1597**
		Ped 1		**Ped 2**		**Ped 3**		**Total Peds**
13:00	**14:00**	**0**		**1**		**0**		**1**
14:00	**15:00**	**0**		**1**		**0**		**1**

Weekday PM Peak Period Volume Data

Time		North River Road Northbound Approach		Buchanan Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
15:30	15:45	188	35	31	34	27	138	453
15:45	16:00	140	35	26	31	21	130	383
16:00	16:15	192	34	24	27	15	171	463
16:15	16:30	188	25	20	21	27	145	426
16:30	16:45	173	38	34	35	17	160	457
16:45	17:00	172	35	32	34	12	173	458
17:00	17:15	159	21	37	35	23	157	432
17:15	17:30	188	32	29	30	26	177	482
PM Peak Hour		**692**	**126**	**132**	**134**	**78**	**667**	**1829**
15:30	**16:30**	**708**	**129**	**101**	**113**	**90**	**584**	**1725**
16:30	**17:30**	**692**	**126**	**132**	**134**	**78**	**667**	**1829**
		Ped 1		**Ped 2**		**Ped 3**		**Total Peds**
15:30	**16:30**	**0**		**3**		**0**		**3**
16:30	**17:30**	**0**		**1**		**0**		**1**

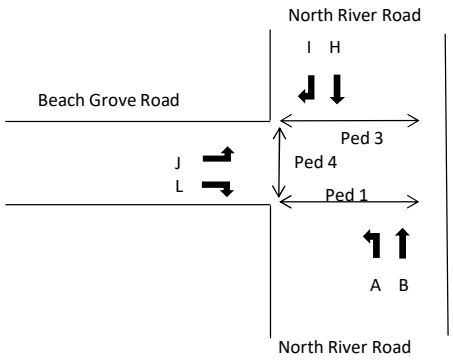
* Count completed by WSP

Table A-3

North River Road @ Beach Grove Road

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach		North River Road Southbound Approach		Beach Grove Road Eastbound Approach		Total Vehicles
		A	B	H	I	J	L	
07:00	07:15	12	66	86	7	12	31	214
07:15	07:30	15	88	132	6	9	54	304
07:30	07:45	28	103	191	5	19	85	431
07:45	08:00	37	132	184	4	27	95	479
08:00	08:15	26	102	162	7	31	119	447
08:15	08:30	47	106	201	7	21	111	493
08:30	08:45	32	153	219	12	19	122	557
08:45	09:00	44	141	189	14	16	107	511
AM Peak Hour		**149**	**502**	**771**	**40**	**87**	**459**	**2008**
07:00	**08:00**	**92**	**389**	**593**	**22**	**67**	**265**	**1428**
08:00	**09:00**	**149**	**502**	**771**	**40**	**87**	**459**	**2008**
		Ped 1		**Ped 3**		**Ped 4**		**Total Peds**
07:00	**08:00**	**0**		**0**		**0**		**0**
08:00	**09:00**	**0**		**3**		**0**		**3**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach		North River Road Southbound Approach		Beach Grove Road Eastbound Approach		Total Vehicles
		A	B	H	I	J	L	
13:00	13:15	41	143	142	13	22	44	405
13:15	13:30	44	145	129	26	15	41	400
13:30	13:45	33	160	156	27	19	37	432
13:45	14:00	73	138	174	19	23	42	469
14:00	14:15	63	124	130	25	11	38	391
14:15	14:30	51	158	129	17	28	41	424
14:30	14:45	44	153	121	14	19	34	385
14:45	15:00	60	131	119	14	25	42	391
Midday Peak Hour		**220**	**580**	**589**	**88**	**81**	**158**	**1716**
13:00	**14:00**	**191**	**586**	**601**	**85**	**79**	**164**	**1706**
14:00	**15:00**	**218**	**566**	**499**	**70**	**83**	**155**	**1591**
		Ped 1		**Ped 3**		**Ped 4**		**Total Peds**
13:00	**14:00**	**0**		**0**		**0**		**0**
14:00	**15:00**	**0**		**1**		**0**		**1**

Weekday PM Peak Period Volume Data

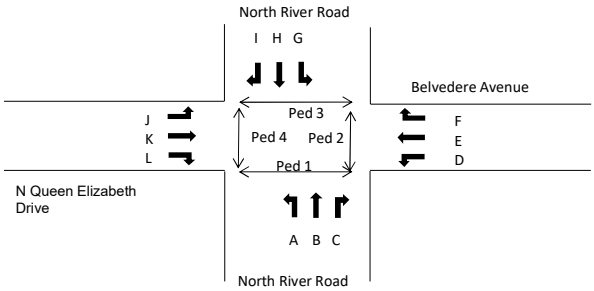
Time		North River Road Northbound Approach		North River Road Southbound Approach		Beach Grove Road Eastbound Approach		Total Vehicles
		A	B	H	I	J	L	
15:30	15:45	56	169	143	20	9	53	450
15:45	16:00	61	154	131	16	15	57	434
16:00	16:15	97	181	161	24	19	67	549
16:15	16:30	109	190	160	20	10	67	556
16:30	16:45	82	188	165	25	21	64	545
16:45	17:00	86	185	155	28	13	73	540
17:00	17:15	82	164	161	31	11	70	519
17:15	17:30	54	166	167	30	8	60	485
PM Peak Hour		**374**	**744**	**641**	**97**	**63**	**271**	**2190**
15:30	**16:30**	**323**	**694**	**595**	**80**	**53**	**244**	**1989**
16:30	**17:30**	**304**	**703**	**648**	**114**	**53**	**267**	**2089**
		Ped 1		**Ped 3**		**Ped 4**		**Total Peds**
15:30	**16:30**	**0**		**1**		**1**		**2**
16:30	**17:30**	**0**		**0**		**0**		**0**

* Count completed by WSP

Table A-4

North River Road
@
N Queen Elizabeth Drive / Belvedere Avenue

Charlottetown, PEI
Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach			Belvedere Avenue Westbound Approach			North River Road Southbound Approach			N Queen Elizabeth Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	2	43	5	2	0	29	26	85	1	0	1	0	194
07:15	07:30	0	67	4	3	1	21	37	130	2	0	1	1	267
07:30	07:45	0	78	8	4	2	33	62	175	10	2	3	1	378
07:45	08:00	0	95	12	16	0	54	57	243	3	5	1	0	486
08:00	08:15	1	96	10	8	1	33	60	198	2	3	5	1	418
08:15	08:30	0	85	12	9	0	52	69	225	3	2	1	0	458
08:30	08:45	1	125	16	7	0	40	72	214	8	4	5	1	493
08:45	09:00	0	116	7	7	2	53	87	217	3	0	4	1	497
AM Peak Hour		**2**	**422**	**45**	**31**	**3**	**178**	**288**	**854**	**16**	**9**	**15**	**3**	**1866**
07:00	**08:00**	**2**	**283**	**29**	**25**	**3**	**137**	**182**	**633**	**16**	**7**	**6**	**2**	**1325**
08:00	**09:00**	**2**	**422**	**45**	**31**	**3**	**178**	**288**	**854**	**16**	**9**	**15**	**3**	**1866**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
07:00	**08:00**	**3**			**1**			**5**			**2**			**11**
08:00	**09:00**	**2**			**2**			**8**			**7**			**19**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach			Belvedere Avenue Westbound Approach			North River Road Southbound Approach			N Queen Elizabeth Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
13:00	13:15	0	86	11	13	2	92	41	112	5	0	1	1	364
13:15	13:30	1	92	13	15	1	82	56	132	4	0	4	3	403
13:30	13:45	1	72	9	9	1	106	53	108	3	2	1	1	366
13:45	14:00	0	109	5	5	0	97	64	140	4	1	3	2	430
14:00	14:15	2	100	4	6	2	78	54	122	3	1	2	0	374
14:15	14:30	0	92	14	5	4	91	57	114	2	0	6	2	387
14:30	14:45	1	92	7	10	3	108	45	100	0	1	0	1	368
14:45	15:00	1	91	11	7	5	82	33	97	2	2	0	0	331
Midday Peak Hour		**4**	**373**	**31**	**35**	**4**	**363**	**227**	**502**	**14**	**4**	**10**	**6**	**1573**
13:00	**14:00**	**2**	**359**	**38**	**42**	**4**	**377**	**214**	**492**	**16**	**3**	**9**	**7**	**1563**
14:00	**15:00**	**4**	**375**	**36**	**28**	**14**	**359**	**189**	**433**	**7**	**4**	**8**	**3**	**1460**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
13:00	**14:00**	**0**			**0**			**0**			**0**			**0**
14:00	**15:00**	**3**			**0**			**2**			**3**			**8**

Weekday PM Peak Period Volume Data

Time		North River Road Northbound Approach			Belvedere Avenue Westbound Approach			North River Road Southbound Approach			N Queen Elizabeth Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
15:30	15:45	1	117	11	11	5	80	43	140	5	1	4	0	418
15:45	16:00	0	134	10	12	3	73	46	134	3	0	1	0	416
16:00	16:15	3	167	11	18	2	92	49	156	2	2	6	1	509
16:15	16:30	0	217	15	14	4	88	45	179	4	0	7	0	573
16:30	16:45	1	134	9	10	3	110	61	149	3	4	4	2	490
16:45	17:00	1	177	13	6	5	101	53	193	5	2	1	3	560
17:00	17:15	1	145	12	26	12	106	62	176	12	1	5	1	559
17:15	17:30	4	119	12	19	4	96	61	185	4	3	3	3	513
PM Peak Hour		**3**	**673**	**49**	**56**	**24**	**405**	**221**	**697**	**24**	**7**	**17**	**6**	**2182**
15:30	**16:30**	**4**	**635**	**47**	**55**	**14**	**333**	**183**	**609**	**14**	**3**	**18**	**1**	**1916**
16:30	**17:30**	**7**	**575**	**46**	**61**	**24**	**413**	**237**	**703**	**24**	**10**	**13**	**9**	**2122**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
15:30	**16:30**	**5**			**2**			**6**			**2**			**15**
16:30	**17:30**	**10**			**1**			**13**			**7**			**31**

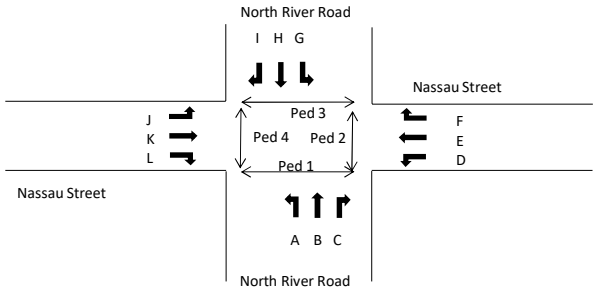
* Count completed by WSP

Table A-5

North River Road
@
Nassau Street

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



AM Peak Period Volume Data

Time		North River Road Northbound Approach			Nassau Street Westbound Approach			North River Road Southbound Approach			Nassau Street Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	1	40	1	3	6	5	10	79	0	3	5	0	153
07:15	07:30	0	60	8	9	3	6	10	123	0	3	1	1	224
07:30	07:45	0	64	5	5	4	8	12	173	1	6	7	5	290
07:45	08:00	0	91	8	8	4	12	29	224	3	12	15	3	409
08:00	08:15	0	79	8	21	4	18	20	189	2	11	13	1	366
08:15	08:30	1	83	10	21	8	17	26	197	6	8	15	2	394
08:30	08:45	1	92	10	20	7	9	17	175	2	13	8	2	356
08:45	09:00	1	103	15	12	10	9	23	205	5	12	13	2	410
AM Peak Hour		**3**	**357**	**43**	**74**	**29**	**53**	**86**	**766**	**15**	**44**	**49**	**7**	**1526**
07:00	**08:00**	**1**	**255**	**22**	**25**	**17**	**31**	**61**	**599**	**4**	**24**	**28**	**9**	**1076**
08:00	**09:00**	**3**	**357**	**43**	**74**	**29**	**53**	**86**	**766**	**15**	**44**	**49**	**7**	**1526**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
07:00	**08:00**	**0**			**0**			**1**			**0**			**1**
08:00	**09:00**	**0**			**1**			**16**			**0**			**17**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach			Nassau Street Westbound Approach			North River Road Southbound Approach			Nassau Street Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
13:00	13:15	3	88	7	15	5	7	14	106	3	4	11	1	264
13:15	13:30	1	73	8	2	10	11	19	118	6	5	7	1	261
13:30	13:45	2	71	3	3	7	10	10	96	5	1	5	1	214
13:45	14:00	0	84	1	7	8	17	22	123	5	9	3	0	279
14:00	14:15	0	78	5	7	5	10	9	104	4	4	6	3	235
14:15	14:30	0	91	1	12	6	11	6	99	5	6	7	1	245
14:30	14:45	2	75	4	7	3	10	17	86	6	7	2	0	219
14:45	15:00	0	96	6	9	4	7	15	93	2	5	3	0	240
Midday Peak Hour		**6**	**316**	**19**	**27**	**30**	**45**	**65**	**443**	**19**	**19**	**26**	**3**	**1018**
13:00	**14:00**	**6**	**316**	**19**	**27**	**30**	**45**	**65**	**443**	**19**	**19**	**26**	**3**	**1018**
14:00	**15:00**	**2**	**340**	**16**	**35**	**18**	**38**	**47**	**382**	**17**	**22**	**18**	**4**	**939**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
13:00	**14:00**	**0**			**1**			**0**			**0**			**1**
14:00	**15:00**	**0**			**1**			**9**			**0**			**10**

PM Peak Period Volume Data

Time		North River Road Northbound Approach			Nassau Street Westbound Approach			North River Road Southbound Approach			Nassau Street Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
15:30	15:45	3	101	2	13	13	14	16	124	6	5	9	1	307
15:45	16:00	0	115	10	6	6	14	9	122	7	10	6	2	307
16:00	16:15	5	172	7	11	13	8	20	144	7	5	6	2	400
16:15	16:30	1	181	4	6	9	22	14	146	8	4	8	0	403
16:30	16:45	0	113	5	8	12	18	18	137	7	7	9	1	335
16:45	17:00	0	139	3	9	6	21	14	160	6	3	7	2	370
17:00	17:15	2	130	3	7	11	19	19	156	10	7	6	2	372
17:15	17:30	0	102	6	3	6	12	15	163	7	5	2	1	322
PM Peak Hour		**6**	**605**	**19**	**34**	**40**	**69**	**66**	**587**	**28**	**19**	**30**	**5**	**1508**
15:30	**16:30**	**9**	**569**	**23**	**36**	**41**	**58**	**59**	**536**	**28**	**24**	**29**	**5**	**1417**
16:30	**17:30**	**2**	**484**	**17**	**27**	**35**	**70**	**66**	**616**	**30**	**22**	**24**	**6**	**1399**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
15:30	**16:30**	**0**			**0**			**10**			**5**			**15**
16:30	**17:30**	**0**			**1**			**9**			**7**			**17**

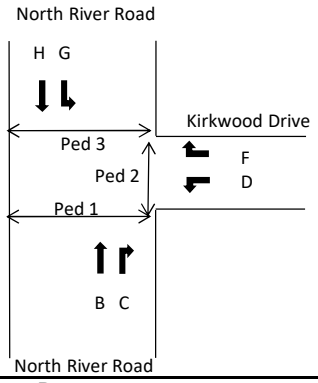
* Count completed by WSP

Table A-6

North River Road @ Kirkwood Drive

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach		Kirkwood Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
07:00	07:15	29	4	1	8	33	54	129
07:15	07:30	27	6	1	18	37	87	176
07:30	07:45	40	6	1	16	41	108	212
07:45	08:00	65	11	2	29	70	163	340
08:00	08:15	50	9	4	18	57	172	310
08:15	08:30	80	21	7	25	62	130	325
08:30	08:45	96	38	2	17	62	137	352
08:45	09:00	81	29	6	46	100	118	380
AM Peak Hour		**307**	**97**	**19**	**106**	**281**	**557**	**1367**
07:00	**08:00**	**161**	**27**	**5**	**71**	**181**	**412**	**857**
08:00	**09:00**	**307**	**97**	**19**	**106**	**281**	**557**	**1367**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach		Kirkwood Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
13:00	13:15	64	4	11	47	37	78	241
13:15	13:30	42	5	8	33	56	69	213
13:30	13:45	48	9	11	35	36	63	202
13:45	14:00	45	12	10	35	52	78	232
14:00	14:15	56	10	7	36	57	64	230
14:15	14:30	42	7	7	43	41	68	208
14:30	14:45	47	5	10	37	36	60	195
14:45	15:00	60	10	10	41	46	56	223
Midday Peak Hour		**199**	**30**	**40**	**150**	**181**	**288**	**888**
13:00	**14:00**	**199**	**30**	**40**	**150**	**181**	**288**	**888**
14:00	**15:00**	**205**	**32**	**34**	**157**	**180**	**248**	**856**
		Ped 1		**Ped 2**		**Ped 3**		**Total Peds**
13:00	**14:00**	**0**		**0**		**0**		**0**
14:00	**15:00**	**2**		**0**		**1**		**3**

Weekday PM Peak Period Volume Data

Time		North River Road Northbound Approach		Kirkwood Drive Westbound Approach		North River Road Southbound Approach		Total Vehicles
		B	C	D	F	G	H	
15:30	15:45	89	19	3	62	56	93	322
15:45	16:00	72	10	7	49	62	103	303
16:00	16:15	143	15	9	63	45	87	362
16:15	16:30	168	22	5	62	61	99	417
16:30	16:45	105	10	12	69	54	85	335
16:45	17:00	91	10	1	52	53	112	319
17:00	17:15	89	11	8	61	45	88	302
17:15	17:30	65	6	9	54	55	98	287
PM Peak Hour		**507**	**57**	**27**	**246**	**213**	**383**	**1433**
15:30	**16:30**	**472**	**66**	**24**	**236**	**224**	**382**	**1404**
16:30	**17:30**	**350**	**37**	**30**	**236**	**207**	**383**	**1243**
		Ped 1		**Ped 2**		**Ped 3**		**Total Peds**
15:30	**16:30**	**2**		**0**		**2**		**4**
16:30	**17:30**	**0**		**0**		**0**		**0**

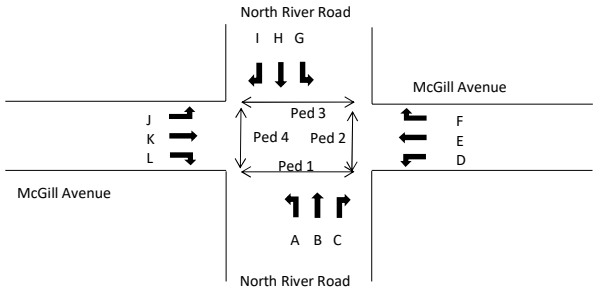
* Count completed by WSP

Table A-7

North River Road
@
McGill Avenue

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach			McGill Avenue Westbound Approach			North River Road Southbound Approach			McGill Avenue Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	0	47	1	1	0	0	1	30	0	0	0	2	82
07:15	07:30	6	76	0	2	1	3	0	37	1	1	1	2	130
07:30	07:45	4	117	0	1	0	0	0	44	1	0	0	1	168
07:45	08:00	3	152	1	4	4	0	0	47	0	2	1	9	223
08:00	08:15	4	118	1	4	1	6	1	64	1	2	0	13	215
08:15	08:30	7	107	1	4	6	5	0	58	1	6	1	14	210
08:30	08:45	6	99	1	3	3	1	0	55	4	3	3	13	191
08:45	09:00	6	97	2	2	6	4	1	61	5	1	4	17	206
AM Peak Hour		**20**	**476**	**4**	**15**	**14**	**12**	**1**	**224**	**6**	**13**	**5**	**49**	**839**
07:00	**08:00**	**13**	**392**	**2**	**8**	**5**	**3**	**1**	**158**	**2**	**3**	**2**	**14**	**603**
08:00	**09:00**	**23**	**421**	**5**	**13**	**16**	**16**	**2**	**238**	**11**	**12**	**8**	**57**	**822**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
07:00	**08:00**	**7**			**8**			**2**			**2**			**19**
08:00	**09:00**	**25**			**22**			**0**			**3**			**50**

Saturday Midday Peak Period Volume Data

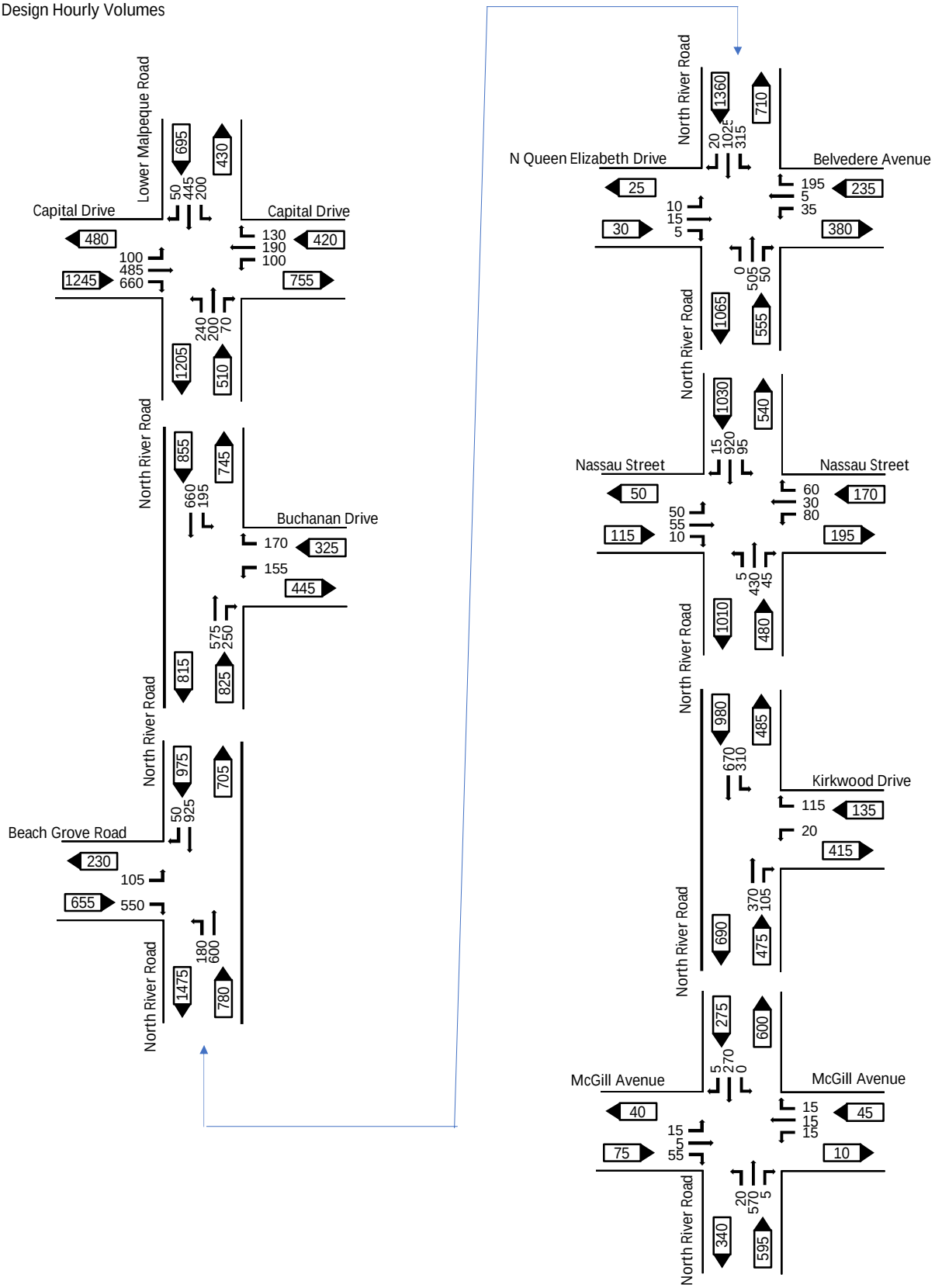
Time		North River Road Northbound Approach			McGill Avenue Westbound Approach			North River Road Southbound Approach			McGill Avenue Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
11:30	11:45	6	63	3	1	3	2	1	43	2	4	2	12	142
11:45	12:00	7	57	3	1	2	0	3	41	2	2	2	1	121
12:00	12:15	5	62	0	0	1	0	1	44	4	2	1	3	123
12:15	12:30	6	70	1	1	3	3	1	38	0	3	2	3	131
12:30	12:45	2	60	3	0	1	3	0	48	2	3	0	5	127
12:45	13:00	3	62	2	5	3	1	1	33	1	6	4	2	123
13:00	13:15	5	53	1	1	1	1	2	43	2	4	3	7	123
13:15	13:30	5	49	1	1	1	0	2	56	2	5	2	2	126
Midday Peak Hour		**24**	**252**	**7**	**3**	**9**	**5**	**6**	**166**	**8**	**11**	**7**	**19**	**517**
11:30	**12:30**	**24**	**252**	**7**	**3**	**9**	**5**	**6**	**166**	**8**	**11**	**7**	**19**	**517**
12:30	**13:30**	**15**	**224**	**7**	**7**	**6**	**5**	**5**	**180**	**7**	**18**	**9**	**16**	**499**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
11:30	**12:30**	**2**			**2**			**0**			**0**			**4**
12:30	**13:30**	**8**			**0**			**0**			**0**			**8**

Weekday PM Peak Period Volume Data

Time		North River Road Northbound Approach			McGill Avenue Westbound Approach			North River Road Southbound Approach			McGill Avenue Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
15:30	15:45	3	81	3	3	0	0	0	64	1	3	3	2	163
15:45	16:00	3	59	2	2	4	1	2	65	1	7	3	2	151
16:00	16:15	6	100	1	1	1	3	2	123	1	8	8	1	255
16:15	16:30	13	86	0	3	2	2	3	112	0	5	2	9	237
16:30	16:45	7	85	2	4	1	1	3	78	7	5	7	13	213
16:45	17:00	4	100	2	2	1	1	3	86	1	3	3	14	220
17:00	17:15	3	98	2	3	3	2	4	86	3	4	2	13	223
17:15	17:30	11	131	3	2	3	4	1	65	1	6	3	17	247
PM Peak Hour		**30**	**371**	**5**	**10**	**5**	**7**	**11**	**399**	**9**	**21**	**20**	**37**	**925**
15:30	**16:30**	**25**	**326**	**6**	**9**	**7**	**6**	**7**	**364**	**3**	**23**	**16**	**14**	**806**
16:30	**17:30**	**25**	**414**	**9**	**11**	**8**	**8**	**11**	**315**	**12**	**18**	**15**	**57**	**903**
		Ped 1			**Ped 2**			**Ped 3**			**Ped 4**			**Total Peds**
15:30	**16:30**	**9**			**9**			**0**			**0**			**18**
16:30	**17:30**	**14**			**9**			**0**			**0**			**23**

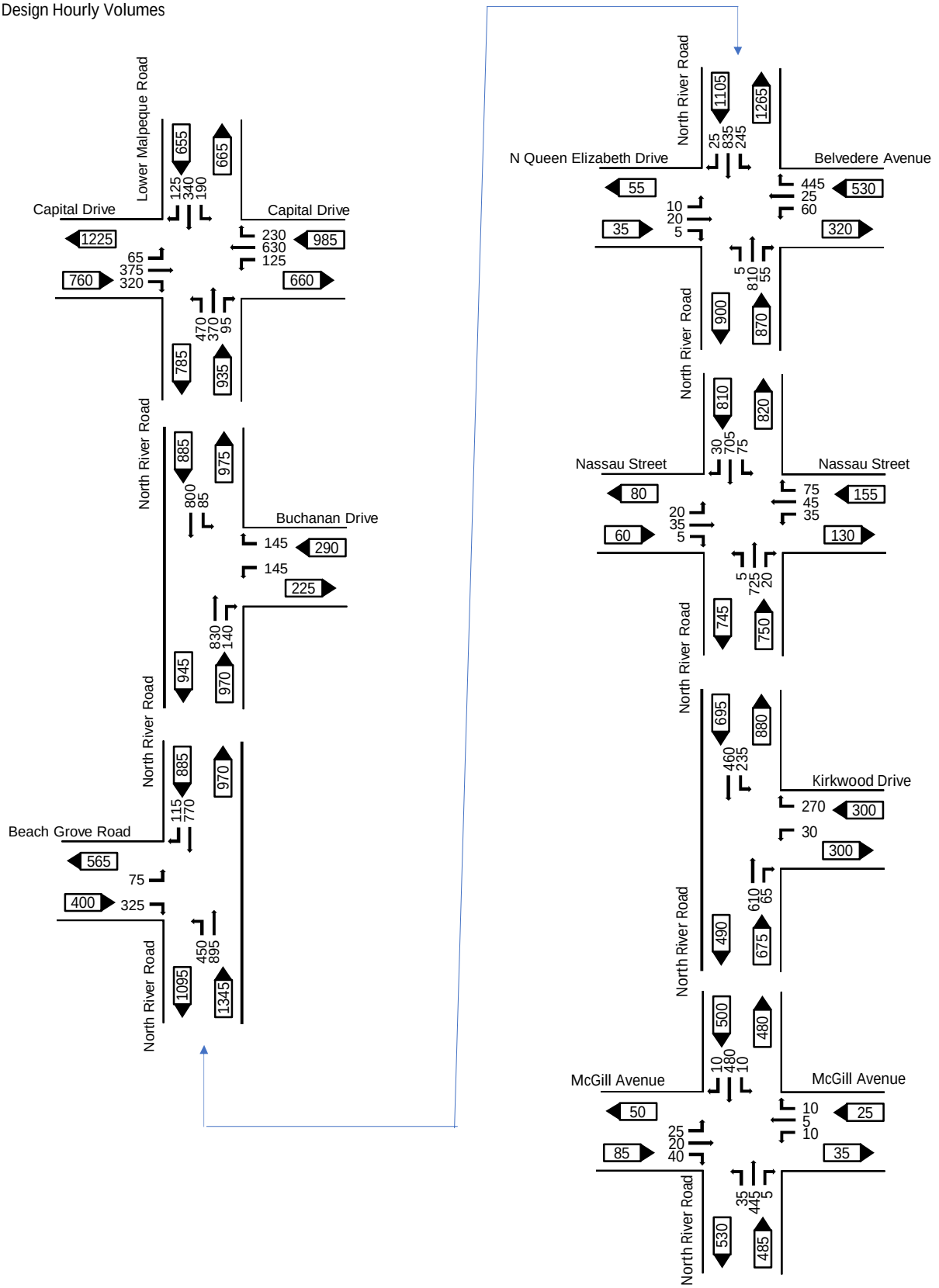
* Count completed by WSP

Weekday AM Peak Hour
Design Hourly Volumes



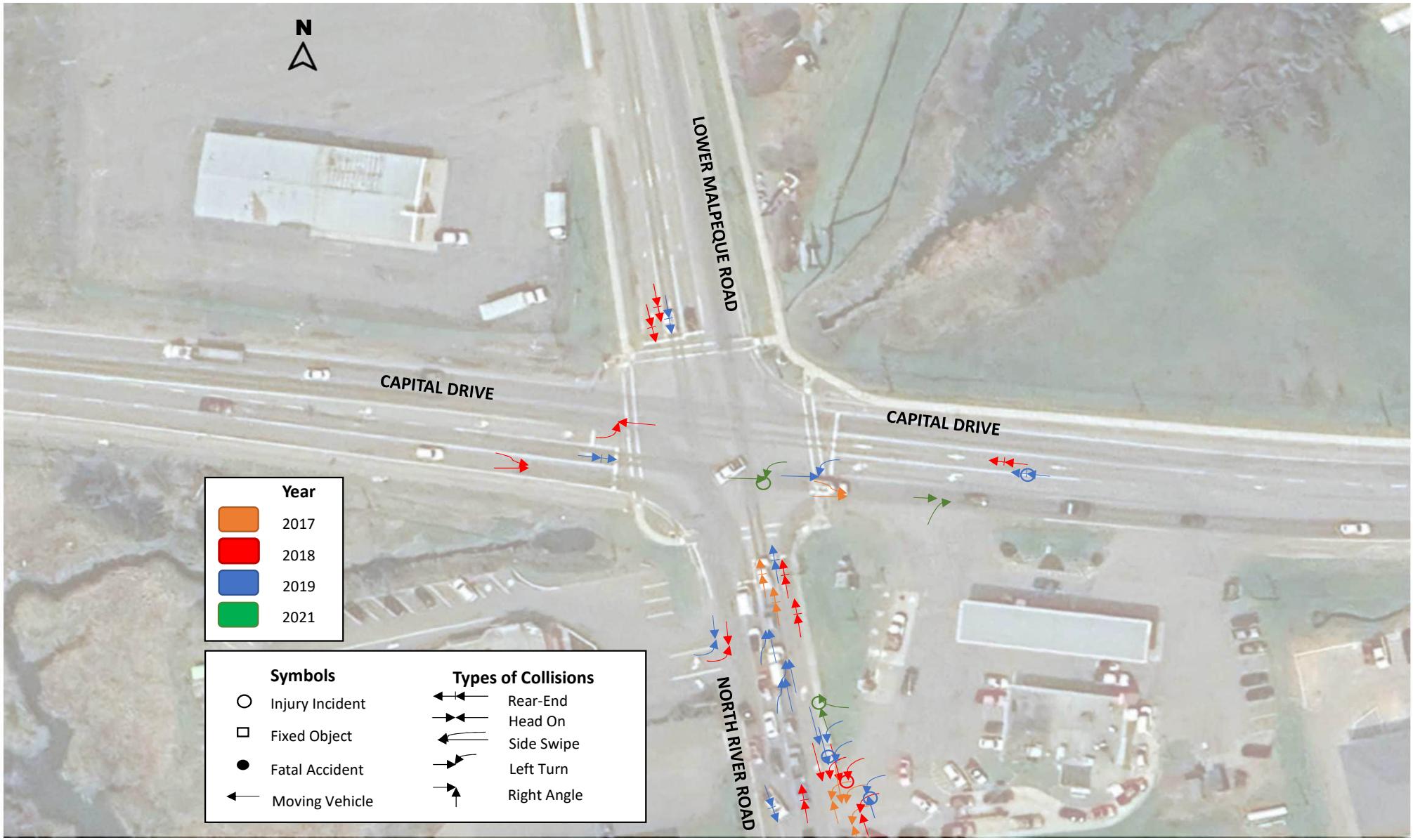
WSP	North River Road - Existing Conditions Report Charlottetown, PEI	Figure A-1A
	Weekday AM Peak Hour Design Hourly Volumes	July 2023

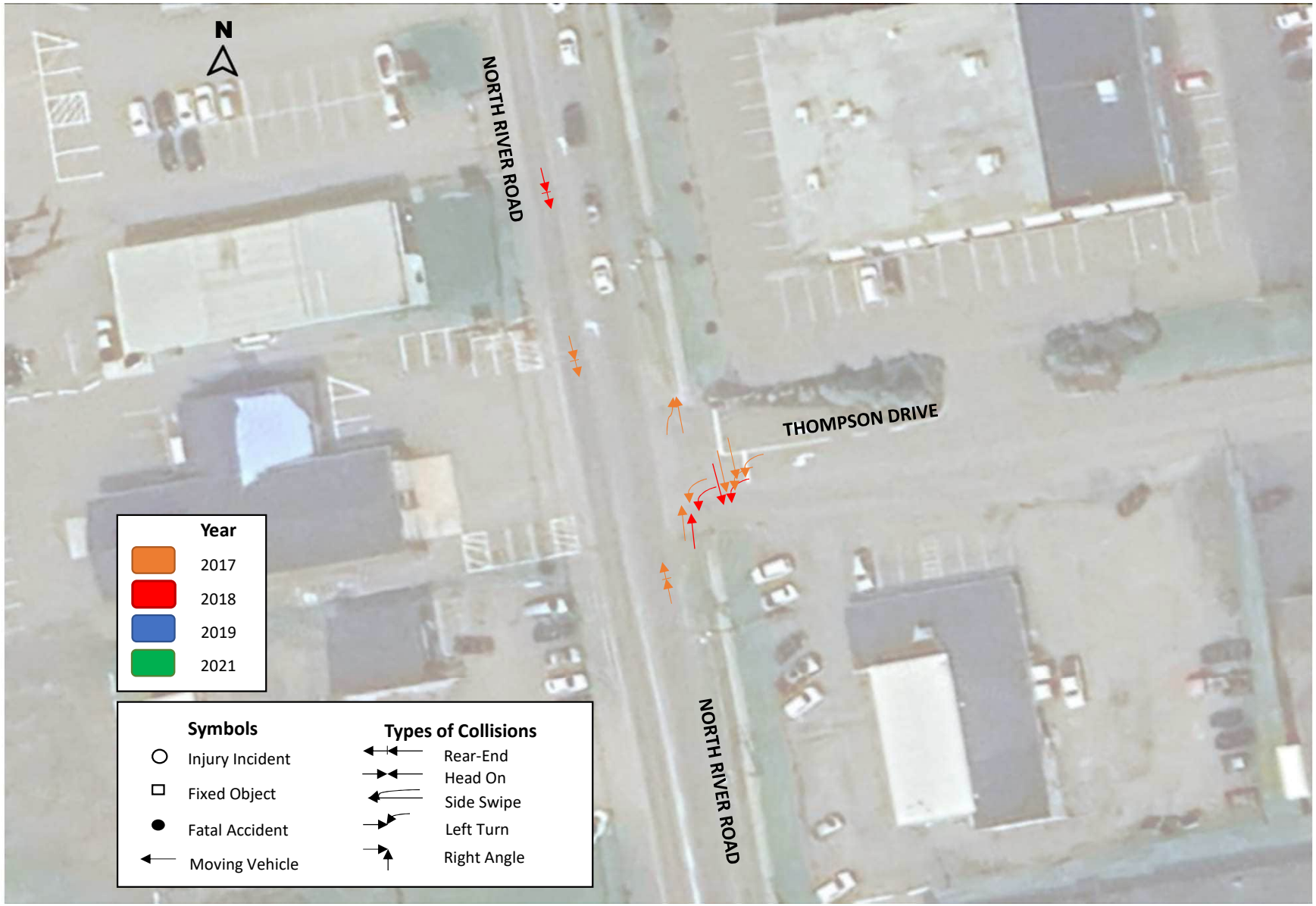
Weekday PM Peak Hour
Design Hourly Volumes

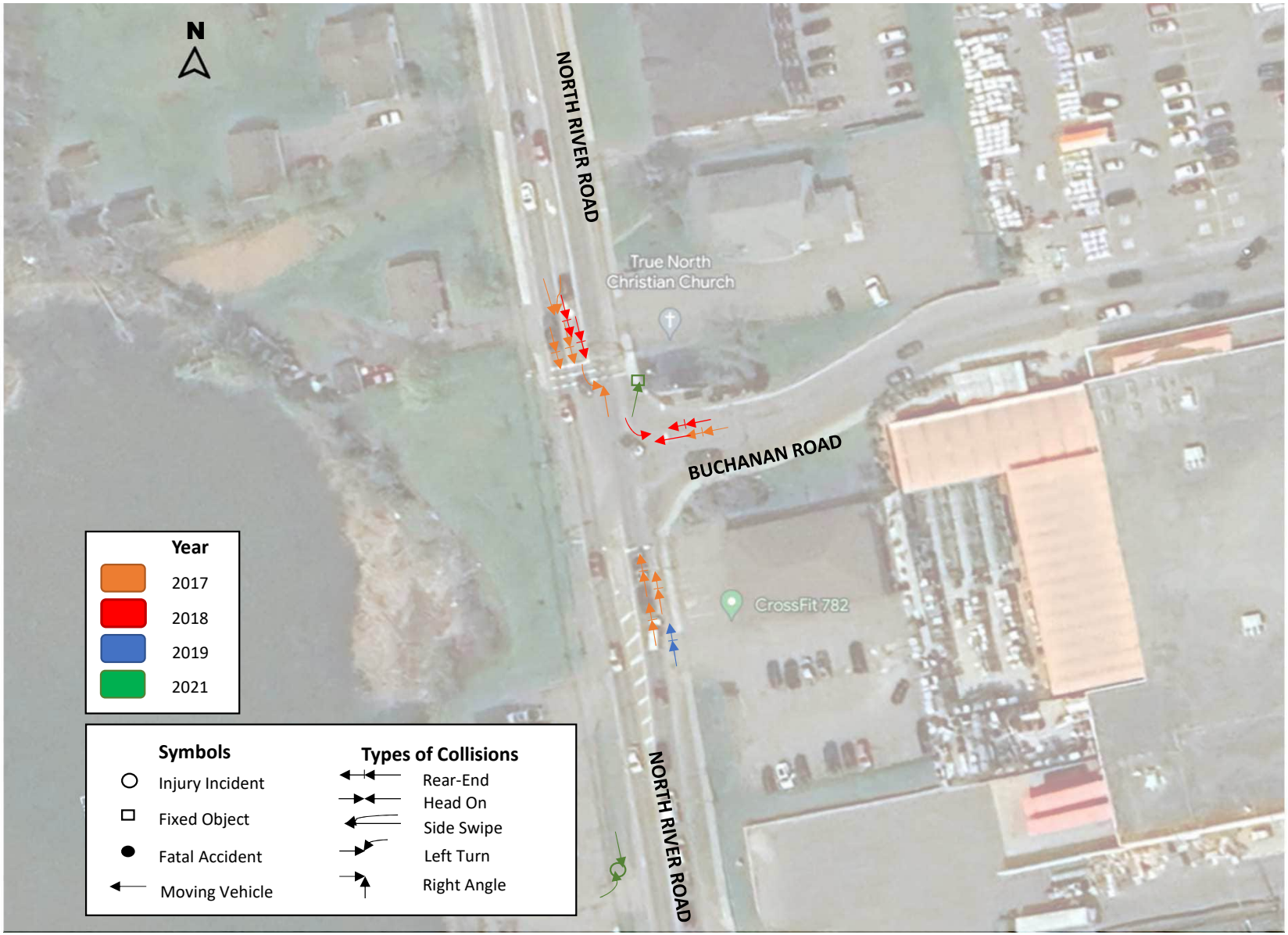


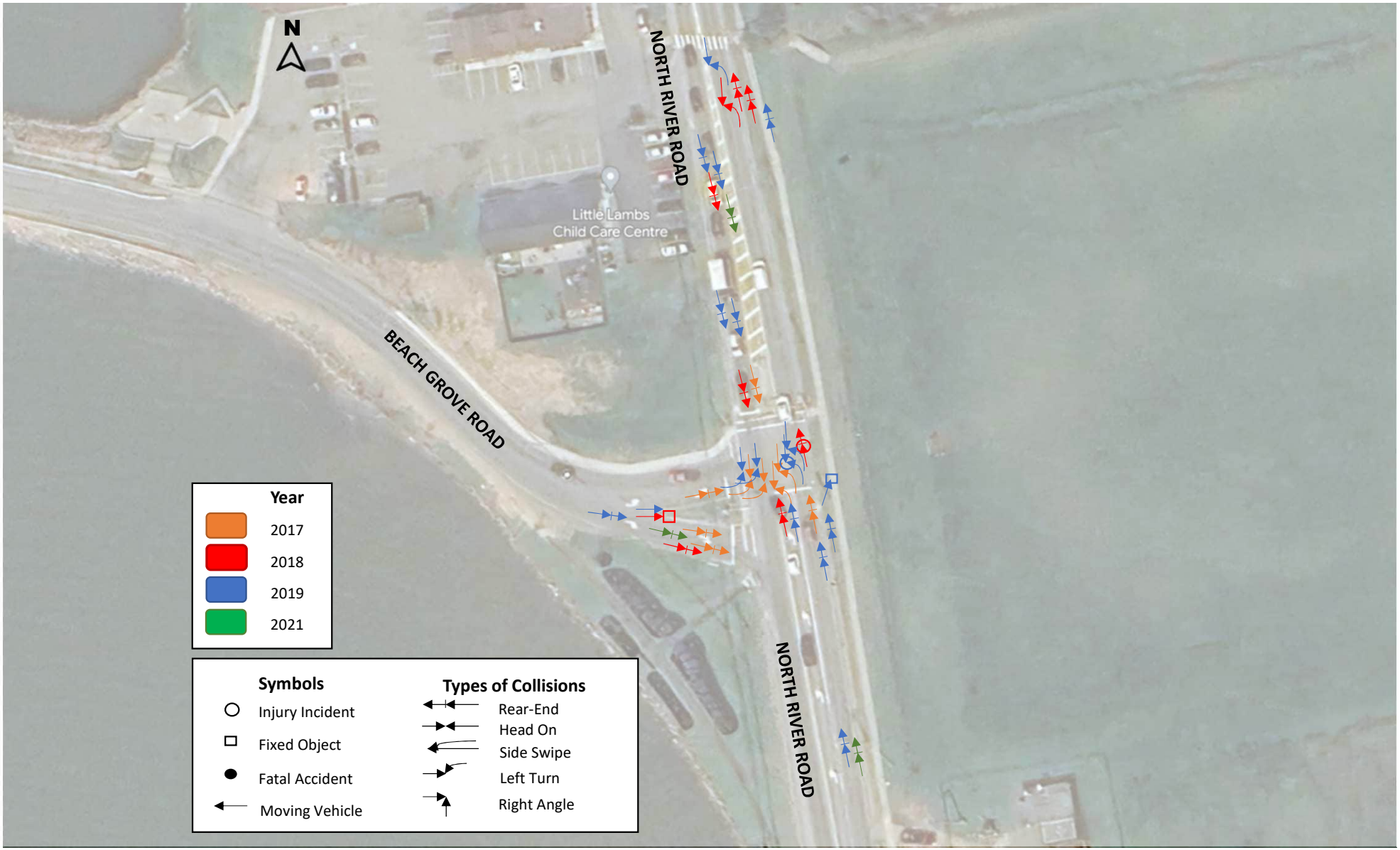
WSP	North River Road - Existing Conditions Report Charlottetown, PEI	Figure A-1B
	Weekday PM Peak Hour Design Hourly Volumes	July 2023

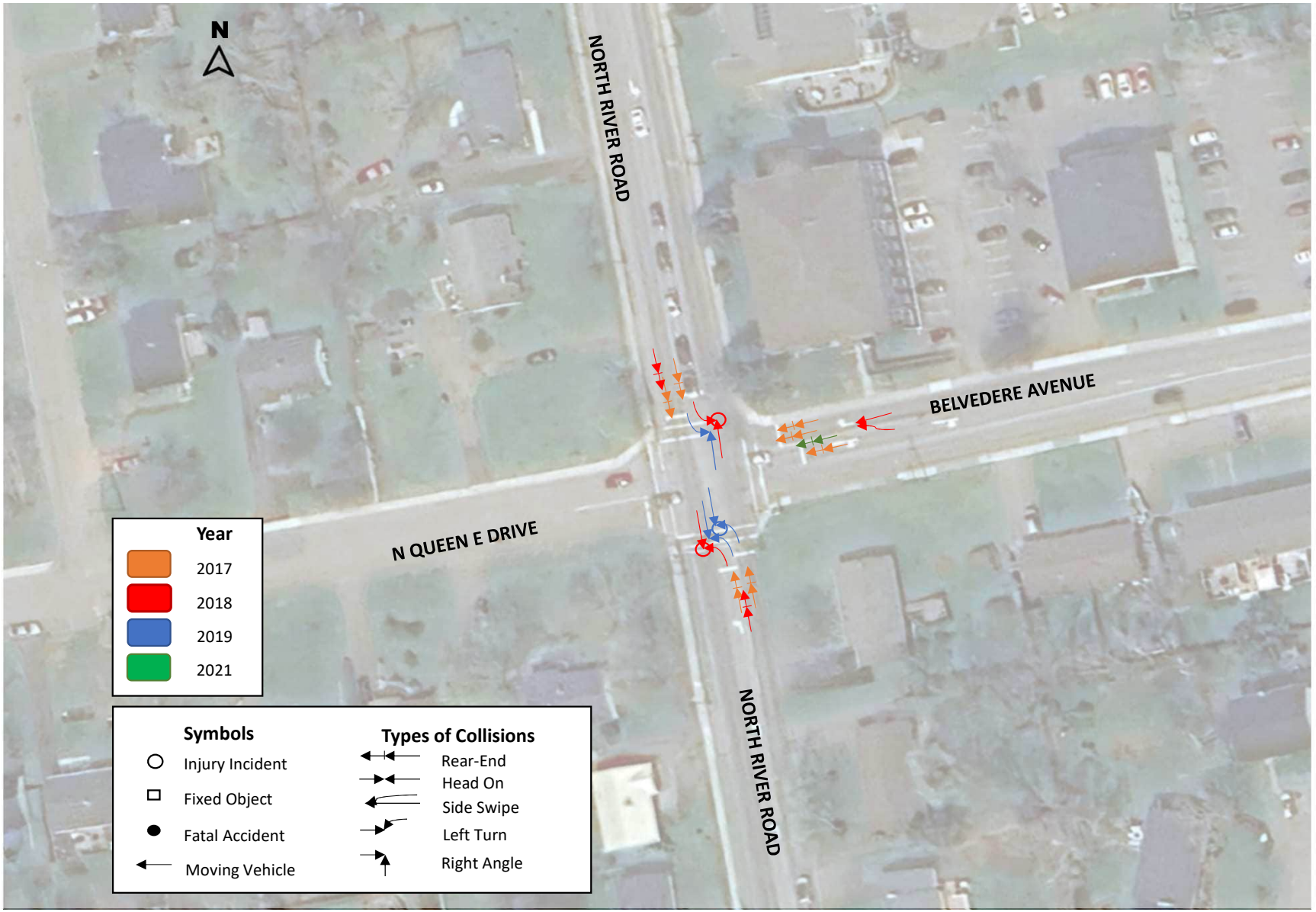
APPENDIX B
COLLISION DIAGRAMS


N
LOWER MALPEQUE ROAD
CAPITAL DRIVE
CAPITAL DRIVE
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle

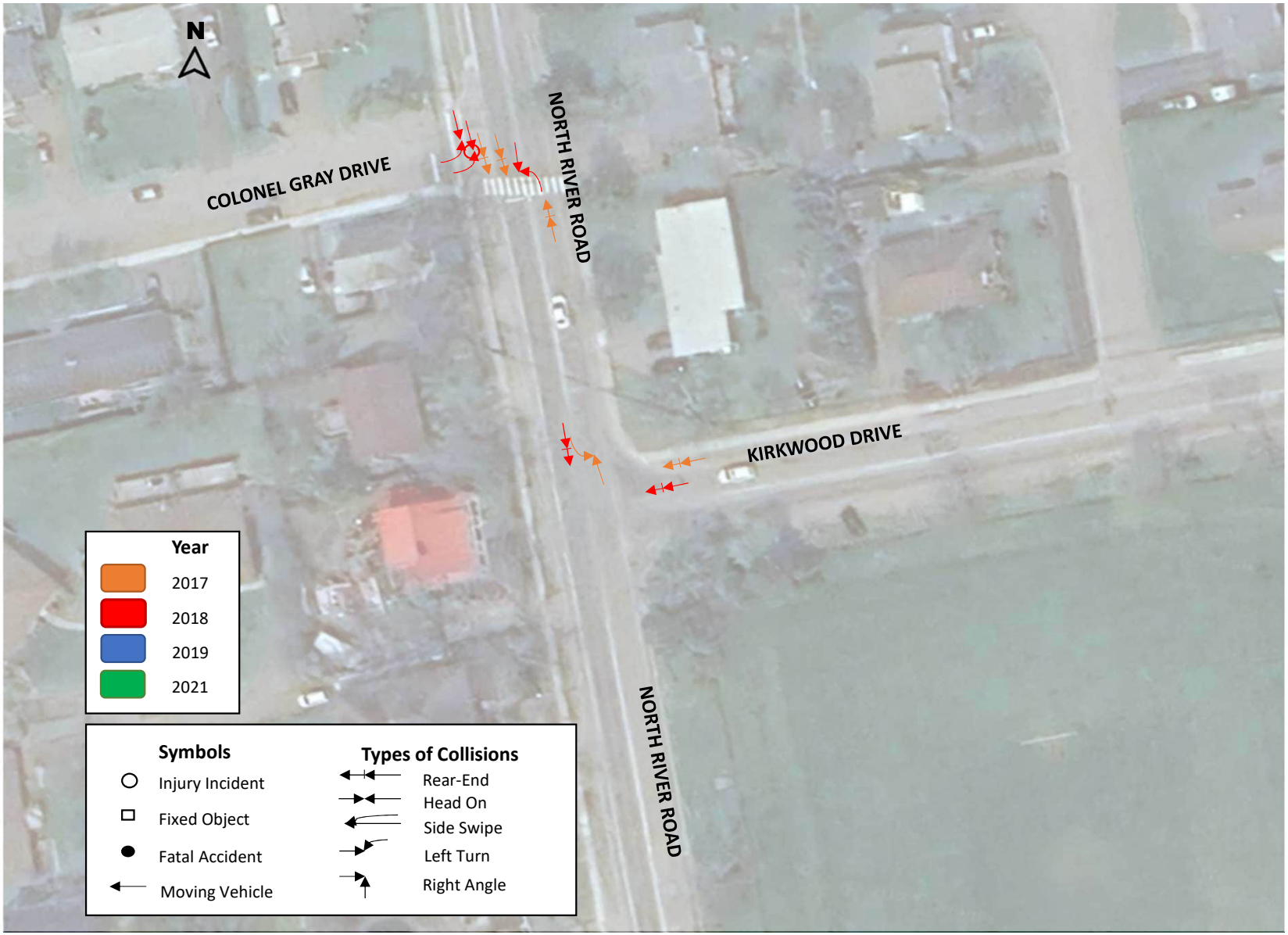

N
NORTH RIVER ROAD
THOMPSON DRIVE
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
NORTH RIVER ROAD
True North
Christian Church
BUCHANAN ROAD
CrossFit 782
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
NORTH RIVER ROAD
Little Lambs
Child Care Centre
BEACH GROVE ROAD
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
NORTH RIVER ROAD
BELVEDERE AVENUE
N QUEEN E DRIVE
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
NORTH RIVER ROAD
NASSAU STREET
NASSAU STREET
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
COLONEL GRAY DRIVE
NORTH RIVER ROAD
KIRKWOOD DRIVE
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle


N
NORTH RIVER ROAD
MICGILL AVENUE
MICGILL AVENUE
NORTH RIVER ROAD
Year
2017
2018
2019
2021
Symbols
Injury Incident
Fixed Object
Fatal Accident
Moving Vehicle
Types of Collisions
Rear-End
Head On
Side Swipe
Left Turn
Right Angle

APPENDIX C
INTERSECTION CAPACTIY ANALYSIS

CA0004499.0938

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement					Overall Intersection		Control
	Buchanan Drive		North River Road					
	WB-L	WB-R	NB-TR	SB-L	SB-T	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-7)								
Delay	51.6	10.1	32.2	21.3	7.0	22.5	C	
LOS	D	B	C	C	A			
v/c	0.64	0.47	**0.89**	0.62	0.52			
Queue	57.2	19.3	**285.7**	41.4	87.3			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-13)								
Delay	46.0	9.7	31.4	13.8	8.9	25.6	C	
LOS	D	A	C	B	A			
v/c	0.60	0.43	**0.92**	0.41	0.63			
Queue	49.0	17.0	**309.6**	16.2	**122.2**			

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement					Overall Intersection		Control
	Beach Grove Road		North River Road					
	EB-L	EB-R	NB-L	NB-T	SB-TR	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-8)								
Delay	37.6	45.7	35.8	10.3	**96.0**	56.1	**E**	
LOS	D	D	D	B	**F**			
v/c	0.28	**0.96**	0.69	0.52	**1.12**			
Queue	40.0	**148.7**	49.5	**90.0**	**387.5**			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-14)								
Delay	49.1	14.0	**122.4**	7.7	43.9	41.5	D	
LOS	D	B	**F**	A	D			
v/c	0.43	0.73	**1.15**	0.66	**0.96**			
Queue	30.8	27.1	**181.9**	**137.9**	**302.3**			

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement							Overall Intersection		Control
	N Queen E Drive	Belvedere Avenue		North River Road						
	EB-LTR	WB-LT	WB-R	NB-L	NB-TR	SB-L	SB-TR	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-9)										
Delay	35.5	44.8	14.5	-	12.2	5.6	9.7	11.1	B	
LOS	D	D	B	-	B	A	A			
v/c	0.21	0.34	0.63	-	0.52	0.54	0.77			
Queue	13.6	18.2	20.6	-	106.2	21.9	**168.0**			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-15)										
Delay	36.8	46.6	40.2	7.2	43.3	43.5	15.2	33.2	C	
LOS	D	D	D	A	D	D	B			
v/c	0.13	0.36	**0.92**	0.01	**0.93**	0.75	0.69			
Queue	16.8	36.9	98.9	1.6	**349.9**	88.0	**252.1**			

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement							Overall Intersection		Control
	Nassau Street			North River Road						
	EB-LTR	WB-LT	WB-R	NB-L	NB-TR	SB-L	SB-TR	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-10)										
Delay	28.5	29.9	8.2	6.0	7.1	6.8	16.2	14.6	B	
LOS	C	C	A	A	A	A	B			
v/c	0.48	0.48	0.21	0.03	0.40	0.18	0.78			
Queue	27.3	27.4	8.6	1.6	55.5	13.2	**204.0**			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-16)										
Delay	24.9	29.1	9.2	4.4	8.8	6.9	8.7	10.2	B	
LOS	C	C	A	A	A	A	A			
v/c	0.29	0.40	0.29	0.01	0.61	0.23	0.60			
Queue	16.1	21.1	10.1	1.3	96.9	10.9	93.9			

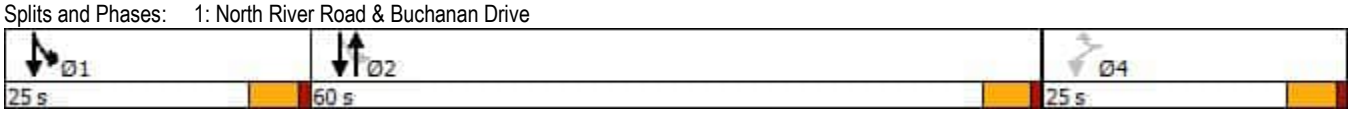
LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement			Overall Intersection		Control
	Kirkwood Drive	North River Road				
	WB-LR	NB-TR	SB-LT	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-11)						
Delay	**74.4**	0.0	10.0	8.3	A	
LOS	**F**	A	B			
v/c	**0.80**	0.30	0.32			
Queue	35.1	0.0	9.1			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-17)						
Delay	**167.7**	0.0	10.8	31.7	D	
LOS	**F**	-	B			
v/c	**1.22**	0.43	0.29			
Queue	**100.1**	0.0	7.8			

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement				Overall Intersection		Control
	McGill Avenue		North River Road				
	EB-LTR	WB-LTR	NB-LTR	SB-LTR	Delay	LOS	
Scenario 1 - 2023 Design Hourly Volumes - AM Peak Hour (Page C-12)							
Delay	9.8	9.8	27.1	11.9	20.8	C	4
LOS	A	A	D	B			
v/c	0.13	0.08	**0.84**	0.42			
Queue	0.5	0.3	9.5	2.1			
Scenario 1 - 2023 Design Hourly Volumes - PM Peak Hour (Page C-18)							
Delay	10.6	10.0	20.8	22.0	20.3	C	4
LOS	B	A	C	C			
v/c	0.16	0.05	0.74	0.75			
Queue	0.1	0.0	6.5	7.1			

Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	155	170	575	250	195	660
Future Volume (vph)	155	170	575	250	195	660
Satd. Flow (prot)	1770	1583	1774	0	1770	1863
Flt Permitted	0.950				0.108	
Satd. Flow (perm)	1770	1583	1774	0	201	1863
Satd. Flow (RTOR)		185	28			
Lane Group Flow (vph)	168	185	897	0	212	717
Turn Type	Perm	Perm	NA		D.P+P	NA
Protected Phases			2		1	1 2
Permitted Phases	4	4			2	
Total Split (s)	25.0	25.0	60.0		25.0	
Total Lost Time (s)	5.0	5.0	5.0		5.0	
Act Effct Green (s)	14.2	14.2	54.3		66.9	71.9
Actuated g/C Ratio	0.15	0.15	0.56		0.69	0.75
v/c Ratio	0.64	0.47	0.89		0.62	0.52
Control Delay	51.6	10.1	32.2		21.3	7.0
Queue Delay	0.0	0.0	0.0		0.0	0.0
Total Delay	51.6	10.1	32.2		21.3	7.0
LOS	D	B	C		C	A
Approach Delay	29.9		32.2			10.2
Approach LOS	C		C			B
Queue Length 50th (m)	31.6	0.0	140.0		14.0	47.7
Queue Length 95th (m)	57.2	19.3	#285.7		41.4	87.3
Internal Link Dist (m)	118.9		364.2			172.1
Turn Bay Length (m)	10.0				50.0	
Base Capacity (vph)	372	478	1037		477	1419
Starvation Cap Reductn	0	0	0		0	0
Spillback Cap Reductn	0	0	0		0	0
Storage Cap Reductn	0	0	0		0	0
Reduced v/c Ratio	0.45	0.39	0.86		0.44	0.51

Intersection Summary
Cycle Length: 110
Actuated Cycle Length: 96.3
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.89
Intersection Signal Delay: 22.5
Intersection LOS: C
Intersection Capacity Utilization 77.4%
ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

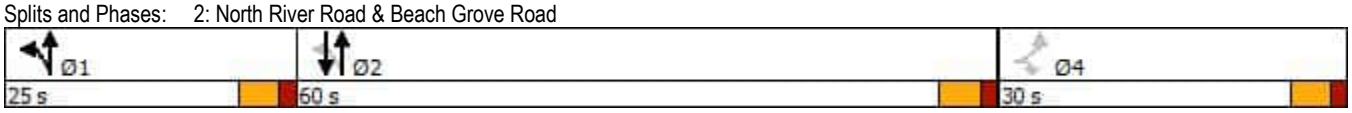
Splits and Phases: 1: North River Road & Buchanan Drive



Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	105	550	180	600	925	50
Future Volume (vph)	105	550	180	600	925	50
Satd. Flow (prot)	1770	1583	1770	1863	1850	0
Flt Permitted	0.950		0.073			
Satd. Flow (perm)	1764	1583	136	1863	1850	0
Satd. Flow (RTOR)		339			3	
Lane Group Flow (vph)	114	598	196	652	1059	0
Turn Type	Perm	Perm	D.P+P	NA	NA	
Protected Phases			1	1 2	2	
Permitted Phases	4	4	2			
Total Split (s)	30.0	30.0	25.0		60.0	
Total Lost Time (s)	5.0	5.0	5.0		5.0	
Act Effct Green (s)	24.9	24.9	68.2	73.2	55.1	
Actuated g/C Ratio	0.23	0.23	0.63	0.68	0.51	
v/c Ratio	0.28	0.96	0.69	0.52	1.12	
Control Delay	37.6	45.7	35.8	10.3	96.0	
Queue Delay	0.0	0.0	0.0	0.0	0.0	
Total Delay	37.6	45.7	35.8	10.3	96.0	
LOS	D	D	D	B	F	
Approach Delay	44.4			16.2	96.0	
Approach LOS	D			B	F	
Queue Length 50th (m)	20.8	63.8	24.9	64.7	~271.3	
Queue Length 95th (m)	40.0	#148.7	49.5	90.0	#387.4	
Internal Link Dist (m)	312.5			975.8	74.5	
Turn Bay Length (m)	23.0		98.0			
Base Capacity (vph)	408	627	393	1261	944	
Starvation Cap Reductn	0	0	0	0	0	
Spillback Cap Reductn	0	0	0	0	0	
Storage Cap Reductn	0	0	0	0	0	
Reduced v/c Ratio	0.28	0.95	0.50	0.52	1.12	

Intersection Summary
Cycle Length: 115
Actuated Cycle Length: 108.1
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 1.12
Intersection Signal Delay: 56.1 Intersection LOS: E
Intersection Capacity Utilization 94.1% ICU Level of Service F
Analysis Period (min) 15
~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

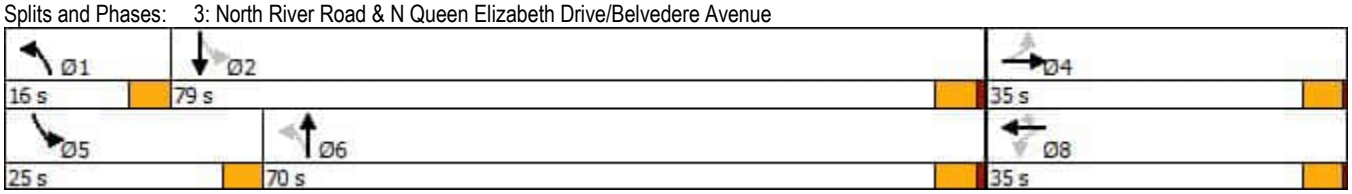
Splits and Phases: 2: North River Road & Beach Grove Road



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	10	15	5	35	5	195	0	505	50	315	1025	20
Future Volume (vph)	10	15	5	35	5	195	0	505	50	315	1025	20
Satd. Flow (prot)	0	1785	0	0	1785	1583	1863	1839	0	1770	1856	0
Flt Permitted		0.889			0.728					0.323		
Satd. Flow (perm)	0	1611	0	0	1346	1542	1863	1839	0	602	1856	0
Satd. Flow (RTOR)		5				212		5			1	
Lane Group Flow (vph)	0	32	0	0	43	212	0	603	0	342	1136	0
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA		pm+pt	NA	
Protected Phases		4			8		1	6		5	2	
Permitted Phases	4			8		8	6			2		
Total Split (s)	35.0	35.0		35.0	35.0	35.0	16.0	70.0		25.0	79.0	
Total Lost Time (s)		4.5			4.5	4.5	4.0	5.0		4.0	5.0	
Act Effct Green (s)		8.5			8.5	8.5		56.5		72.6	71.6	
Actuated g/C Ratio		0.09			0.09	0.09		0.63		0.81	0.80	
v/c Ratio		0.21			0.34	0.63		0.52		0.54	0.77	
Control Delay		35.5			44.8	14.5		12.2		5.6	9.7	
Queue Delay		0.0			0.0	0.0		0.0		0.0	0.0	
Total Delay		35.5			44.8	14.5		12.2		5.6	9.7	
LOS		D			D	B		B		A	A	
Approach Delay		35.5			19.6			12.2			8.7	
Approach LOS		D			B			B			A	
Queue Length 50th (m)		4.4			7.1	0.0		52.1		10.0	75.6	
Queue Length 95th (m)		13.6			18.2	20.6		106.2		21.9	168.0	
Internal Link Dist (m)		228.1			523.5			384.9			975.8	
Turn Bay Length (m)										75.0		
Base Capacity (vph)		552			458	665		1337		762	1535	
Starvation Cap Reductn		0			0	0		0		0	0	
Spillback Cap Reductn		0			0	0		0		0	0	
Storage Cap Reductn		0			0	0		0		0	0	
Reduced v/c Ratio		0.06			0.09	0.32		0.45		0.45	0.74	

Intersection Summary
Cycle Length: 130
Actuated Cycle Length: 89.6
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.77
Intersection Signal Delay: 11.1
Intersection LOS: B
Intersection Capacity Utilization 79.9%
ICU Level of Service D
Analysis Period (min) 15

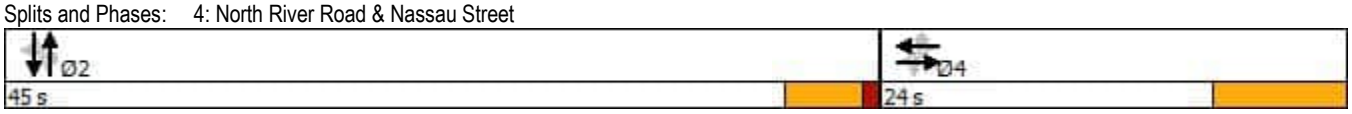
Splits and Phases: 3: North River Road & N Queen Elizabeth Drive/Belvedere Avenue



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	50	55	10	80	30	60	5	430	45	95	920	15
Future Volume (vph)	50	55	10	80	30	60	5	430	45	95	920	15
Satd. Flow (prot)	0	1802	0	0	1798	1583	1770	1837	0	1770	1858	0
Flt Permitted		0.805			0.784		0.140			0.433		
Satd. Flow (perm)	0	1473	0	0	1460	1526	261	1837	0	807	1858	0
Satd. Flow (RTOR)		7				65		13			2	
Lane Group Flow (vph)	0	125	0	0	120	65	5	516	0	103	1016	0
Turn Type	Perm	NA		Perm	NA	Perm	Perm	NA		Perm	NA	
Protected Phases		4			4			2			2	
Permitted Phases	4			4		4	2			2		
Total Split (s)	24.0	24.0		24.0	24.0	24.0	45.0	45.0		45.0	45.0	
Total Lost Time (s)		7.0			7.0	7.0	5.0	5.0		5.0	5.0	
Act Effct Green (s)		10.8			10.8	10.8	44.3	44.3		44.3	44.3	
Actuated g/C Ratio		0.17			0.17	0.17	0.70	0.70		0.70	0.70	
v/c Ratio		0.48			0.48	0.21	0.03	0.40		0.18	0.78	
Control Delay		28.5			29.9	8.2	6.0	7.1		6.8	16.2	
Queue Delay		0.0			0.0	0.0	0.0	0.0		0.0	0.0	
Total Delay		28.5			29.9	8.2	6.0	7.1		6.8	16.2	
LOS		C			C	A	A	A		A	B	
Approach Delay		28.5			22.3			7.1			15.3	
Approach LOS		C			C			A			B	
Queue Length 50th (m)		13.1			13.4	0.0	0.2	25.9		4.4	83.5	
Queue Length 95th (m)		27.3			27.4	8.6	1.6	55.5		13.2	#204.0	
Internal Link Dist (m)		195.1			281.4			357.7			384.9	
Turn Bay Length (m)						40.0	55.0			61.0		
Base Capacity (vph)		401			392	457	182	1289		564	1300	
Starvation Cap Reductn		0			0	0	0	0		0	0	
Spillback Cap Reductn		0			0	0	0	0		0	0	
Storage Cap Reductn		0			0	0	0	0		0	0	
Reduced v/c Ratio		0.31			0.31	0.14	0.03	0.40		0.18	0.78	

Intersection Summary
Cycle Length: 69
Actuated Cycle Length: 63.3
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.78
Intersection Signal Delay: 14.6
Intersection LOS: B
Intersection Capacity Utilization 101.9%
ICU Level of Service G
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 4: North River Road & Nassau Street



Intersection						
Int Delay, s/veh	8.3					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	20	115	370	105	310	670
Future Vol, veh/h	20	115	370	105	310	670
Conflicting Peds, #/hr	2	1	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	22	125	402	114	337	728

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	1863	460	0	0	516	0
Stage 1	459	-	-	-	-	-
Stage 2	1404	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	80	601	-	-	1050	-
Stage 1	636	-	-	-	-	-
Stage 2	227	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	37	600	-	-	1050	-
Mov Cap-2 Maneuver	37	-	-	-	-	-
Stage 1	636	-	-	-	-	-
Stage 2	104	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	74.4	0	3.2
HCM LOS	F		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	184	1050	-
HCM Lane V/C Ratio	-	-	0.797	0.321	-
HCM Control Delay (s)	-	-	74.4	10	0
HCM Lane LOS	-	-	F	B	A
HCM 95th %tile Q(veh)	-	-	5.4	1.4	-

Intersection	
Intersection Delay, s/veh	20.8
Intersection LOS	C

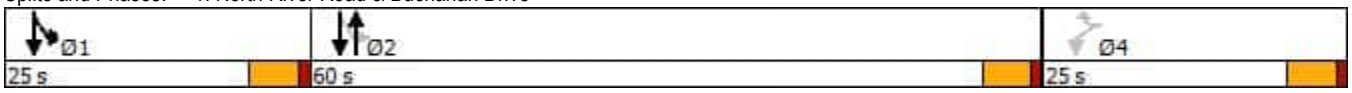
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	15	5	55	15	15	15	20	570	5	0	270	5
Future Vol, veh/h	15	5	55	15	15	15	20	570	5	0	270	5
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	16	5	60	16	16	16	22	620	5	0	293	5
Number of Lanes	0	1	0	0	1	0	0	1	0	0	1	0
Approach	EB			WB			NB				SB	
Opposing Approach	WB			EB			SB				NB	
Opposing Lanes	1			1			1				1	
Conflicting Approach Left	SB			NB			EB				WB	
Conflicting Lanes Left	1			1			1				1	
Conflicting Approach Right	NB			SB			WB				EB	
Conflicting Lanes Right	1			1			1				1	
HCM Control Delay	9.8			9.8			27.1				11.9	
HCM LOS	A			A			D				B	

Lane	NBLn1	EBLn1	WBLn1	SBLn1
Vol Left, %	3%	20%	33%	0%
Vol Thru, %	96%	7%	33%	98%
Vol Right, %	1%	73%	33%	2%
Sign Control	Stop	Stop	Stop	Stop
Traffic Vol by Lane	595	75	45	275
LT Vol	20	15	15	0
Through Vol	570	5	15	270
RT Vol	5	55	15	5
Lane Flow Rate	647	82	49	299
Geometry Grp	1	1	1	1
Degree of Util (X)	0.837	0.133	0.085	0.426
Departure Headway (Hd)	4.66	5.885	6.238	5.128
Convergence, Y/N	Yes	Yes	Yes	Yes
Cap	770	611	576	705
Service Time	2.755	3.902	4.257	3.128
HCM Lane V/C Ratio	0.84	0.134	0.085	0.424
HCM Control Delay	27.1	9.8	9.8	11.9
HCM Lane LOS	D	A	A	B
HCM 95th-tile Q	9.5	0.5	0.3	2.1

Lane Group	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (vph)	145	145	830	140	85	800
Future Volume (vph)	145	145	830	140	85	800
Satd. Flow (prot)	1770	1583	1822	0	1770	1863
Flt Permitted	0.950				0.072	
Satd. Flow (perm)	1770	1583	1822	0	134	1863
Satd. Flow (RTOR)		158	11			
Lane Group Flow (vph)	158	158	1054	0	92	870
Turn Type	Perm	Perm	NA		D.P+P	NA
Protected Phases			2		1	1 2
Permitted Phases	4	4			2	
Total Split (s)	25.0	25.0	60.0		25.0	
Total Lost Time (s)	5.0	5.0	5.0		5.0	
Act Effct Green (s)	13.2	13.2	55.6		61.4	65.2
Actuated g/C Ratio	0.15	0.15	0.63		0.69	0.74
v/c Ratio	0.60	0.43	0.92		0.41	0.63
Control Delay	46.0	9.7	31.4		13.8	8.9
Queue Delay	0.0	0.0	0.0		0.0	0.0
Total Delay	46.0	9.7	31.4		13.8	8.9
LOS	D	A	C		B	A
Approach Delay	27.9		31.4			9.3
Approach LOS	C		C			A
Queue Length 50th (m)	27.3	0.0	160.0		3.7	62.9
Queue Length 95th (m)	49.0	17.0	#309.6		16.2	122.2
Internal Link Dist (m)	118.9		364.2			172.1
Turn Bay Length (m)	10.0				50.0	
Base Capacity (vph)	404	483	1147		472	1373
Starvation Cap Reductn	0	0	0		0	0
Spillback Cap Reductn	0	0	0		0	0
Storage Cap Reductn	0	0	0		0	0
Reduced v/c Ratio	0.39	0.33	0.92		0.19	0.63

Intersection Summary
Cycle Length: 110
Actuated Cycle Length: 88.5
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.92
Intersection Signal Delay: 21.8 Intersection LOS: C
Intersection Capacity Utilization 77.4% ICU Level of Service D
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

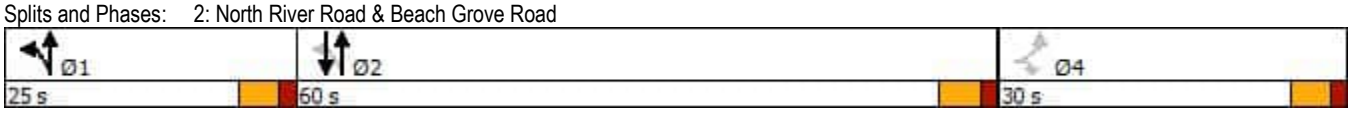
Splits and Phases: 1: North River Road & Buchanan Drive



Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (vph)	75	325	450	895	770	115
Future Volume (vph)	75	325	450	895	770	115
Satd. Flow (prot)	1770	1583	1770	1863	1829	0
Flt Permitted	0.950		0.073			
Satd. Flow (perm)	1764	1583	136	1863	1829	0
Satd. Flow (RTOR)		353			9	
Lane Group Flow (vph)	82	353	489	973	962	0
Turn Type	Perm	Perm	D.P+P	NA	NA	
Protected Phases			1	1 2	2	
Permitted Phases	4	4	2			
Total Split (s)	30.0	30.0	25.0		60.0	
Total Lost Time (s)	5.0	5.0	5.0		5.0	
Act Effct Green (s)	10.9	10.9	75.1	80.1	55.1	
Actuated g/C Ratio	0.11	0.11	0.74	0.79	0.55	
v/c Ratio	0.43	0.73	1.15	0.66	0.96	
Control Delay	49.1	14.0	122.4	7.7	43.9	
Queue Delay	0.0	0.0	0.0	0.0	0.0	
Total Delay	49.1	14.0	122.4	7.7	43.9	
LOS	D	B	F	A	D	
Approach Delay	20.6			46.1	43.9	
Approach LOS	C			D	D	
Queue Length 50th (m)	16.0	0.0	~101.1	63.5	174.1	
Queue Length 95th (m)	30.8	27.1	#181.9	137.9	#302.3	
Internal Link Dist (m)	312.5			975.8	74.5	
Turn Bay Length (m)	23.0		98.0			
Base Capacity (vph)	437	657	425	1477	1001	
Starvation Cap Reductn	0	0	0	0	0	
Spillback Cap Reductn	0	0	0	0	0	
Storage Cap Reductn	0	0	0	0	0	
Reduced v/c Ratio	0.19	0.54	1.15	0.66	0.96	

Intersection Summary
Cycle Length: 115
Actuated Cycle Length: 101
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 1.15
Intersection Signal Delay: 41.5 Intersection LOS: D
Intersection Capacity Utilization 91.6% ICU Level of Service F
Analysis Period (min) 15
~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

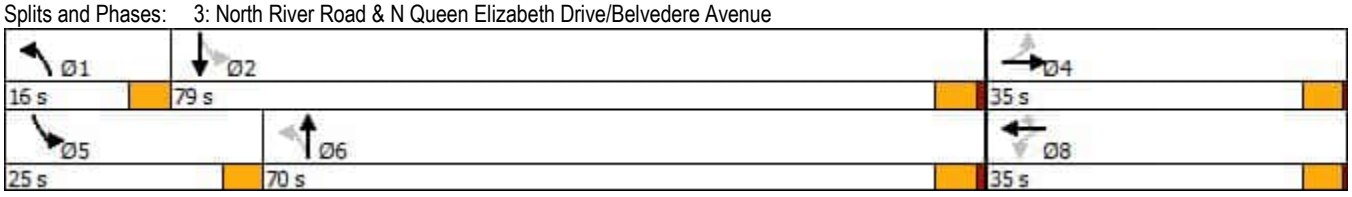
Splits and Phases: 2: North River Road & Beach Grove Road



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	10	20	5	60	25	445	5	810	55	245	835	25
Future Volume (vph)	10	20	5	60	25	445	5	810	55	245	835	25
Satd. Flow (prot)	0	1797	0	0	1799	1583	1770	1844	0	1770	1854	0
Flt Permitted		0.924			0.773		0.247			0.065		
Satd. Flow (perm)	0	1681	0	0	1431	1542	460	1844	0	121	1854	0
Satd. Flow (RTOR)		5				310		4			2	
Lane Group Flow (vph)	0	38	0	0	92	484	5	940	0	266	935	0
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA		pm+pt	NA	
Protected Phases		4			8		1	6		5	2	
Permitted Phases	4			8		8	6			2		
Total Split (s)	35.0	35.0		35.0	35.0	35.0	16.0	70.0		25.0	79.0	
Total Lost Time (s)		4.5			4.5	4.5	4.0	5.0		4.0	5.0	
Act Effct Green (s)		21.1			21.1	21.1	71.7	65.1		89.1	86.3	
Actuated g/C Ratio		0.18			0.18	0.18	0.60	0.55		0.75	0.73	
v/c Ratio		0.13			0.36	0.92	0.01	0.93		0.75	0.69	
Control Delay		36.8			46.6	40.2	7.2	43.3		43.5	15.2	
Queue Delay		0.0			0.0	0.0	0.0	0.0		0.0	0.0	
Total Delay		36.8			46.6	40.2	7.2	43.3		43.5	15.2	
LOS		D			D	D	A	D		D	B	
Approach Delay		36.8			41.2			43.1			21.5	
Approach LOS		D			D			D			C	
Queue Length 50th (m)		7.0			20.4	46.7	0.4	219.3		44.5	111.7	
Queue Length 95th (m)		16.8			36.9	#98.9	1.6	#349.9		#88.0	252.1	
Internal Link Dist (m)		228.1			523.5			384.9			975.8	
Turn Bay Length (m)							61.0			75.0		
Base Capacity (vph)		440			371	630	436	1022		385	1347	
Starvation Cap Reductn		0			0	0	0	0		0	0	
Spillback Cap Reductn		0			0	0	0	0		0	0	
Storage Cap Reductn		0			0	0	0	0		0	0	
Reduced v/c Ratio		0.09			0.25	0.77	0.01	0.92		0.69	0.69	

Intersection Summary
Cycle Length: 130
Actuated Cycle Length: 118.8
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.93
Intersection Signal Delay: 33.2
Intersection LOS: C
Intersection Capacity Utilization 90.9%
ICU Level of Service E
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

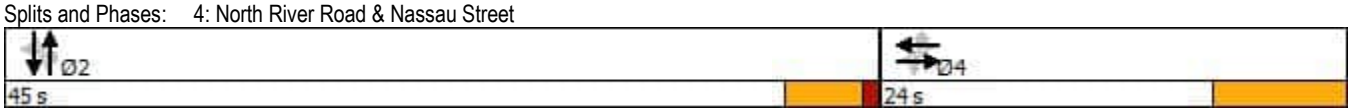
Splits and Phases: 3: North River Road & N Queen Elizabeth Drive/Belvedere Avenue



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	20	35	5	35	45	75	5	725	20	75	705	30
Future Volume (vph)	20	35	5	35	45	75	5	725	20	75	705	30
Satd. Flow (prot)	0	1813	0	0	1824	1583	1770	1855	0	1770	1850	0
Flt Permitted		0.853			0.828		0.275			0.269		
Satd. Flow (perm)	0	1565	0	0	1542	1526	512	1855	0	501	1850	0
Satd. Flow (RTOR)		5				82		3			5	
Lane Group Flow (vph)	0	65	0	0	87	82	5	810	0	82	799	0
Turn Type	Perm	NA		Perm	NA	Perm	Perm	NA		Perm	NA	
Protected Phases		4			4			2			2	
Permitted Phases	4			4		4	2			2		
Total Split (s)	24.0	24.0		24.0	24.0	24.0	45.0	45.0		45.0	45.0	
Total Lost Time (s)		7.0			7.0	7.0	5.0	5.0		5.0	5.0	
Act Effct Green (s)		8.7			8.7	8.7	44.1	44.1		44.1	44.1	
Actuated g/C Ratio		0.14			0.14	0.14	0.72	0.72		0.72	0.72	
v/c Ratio		0.29			0.40	0.29	0.01	0.61		0.23	0.60	
Control Delay		24.9			29.1	9.2	4.4	8.8		6.9	8.7	
Queue Delay		0.0			0.0	0.0	0.0	0.0		0.0	0.0	
Total Delay		24.9			29.1	9.2	4.4	8.8		6.9	8.7	
LOS		C			C	A	A	A		A	A	
Approach Delay		24.9			19.4			8.8			8.5	
Approach LOS		C			B			A			A	
Queue Length 50th (m)		6.4			9.4	0.0	0.2	46.6		3.2	45.3	
Queue Length 95th (m)		16.1			21.1	10.1	1.3	96.6		10.9	93.9	
Internal Link Dist (m)		195.1			281.4			357.7			384.9	
Turn Bay Length (m)						40.0	55.0			61.0		
Base Capacity (vph)		438			428	483	369	1337		361	1334	
Starvation Cap Reductn		0			0	0	0	0		0	0	
Spillback Cap Reductn		0			0	0	0	0		0	0	
Storage Cap Reductn		0			0	0	0	0		0	0	
Reduced v/c Ratio		0.15			0.20	0.17	0.01	0.61		0.23	0.60	

Intersection Summary
Cycle Length: 69
Actuated Cycle Length: 61.2
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.61
Intersection Signal Delay: 10.2
Intersection LOS: B
Intersection Capacity Utilization 82.2%
ICU Level of Service E
Analysis Period (min) 15

Splits and Phases: 4: North River Road & Nassau Street



Intersection						
Int Delay, s/veh	31.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	30	270	610	65	235	460
Future Vol, veh/h	30	270	610	65	235	460
Conflicting Peds, #/hr	2	1	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	33	293	663	71	255	500

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	1711	700	0	0	734	0
Stage 1	699	-	-	-	-	-
Stage 2	1012	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	100	439	-	-	871	-
Stage 1	493	-	-	-	-	-
Stage 2	351	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	59	439	-	-	871	-
Mov Cap-2 Maneuver	59	-	-	-	-	-
Stage 1	493	-	-	-	-	-
Stage 2	208	-	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	167.7	0	3.7
HCM LOS	F		

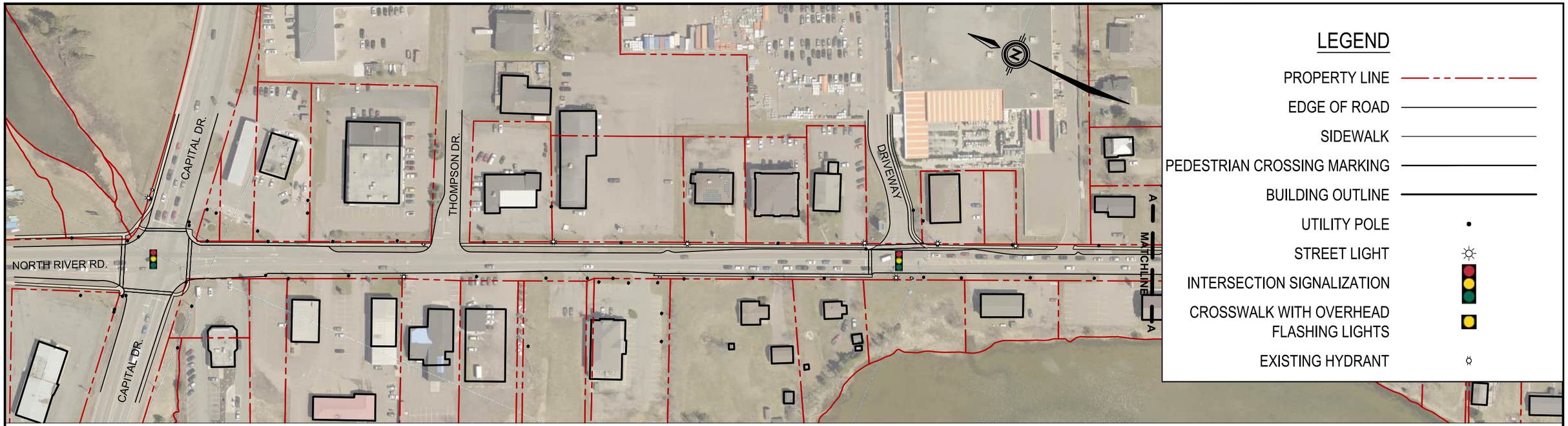
Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	267	871	-
HCM Lane V/C Ratio	-	-	1.221	0.293	-
HCM Control Delay (s)	-	-	167.7	10.8	0
HCM Lane LOS	-	-	F	B	A
HCM 95th %tile Q(veh)	-	-	15.4	1.2	-

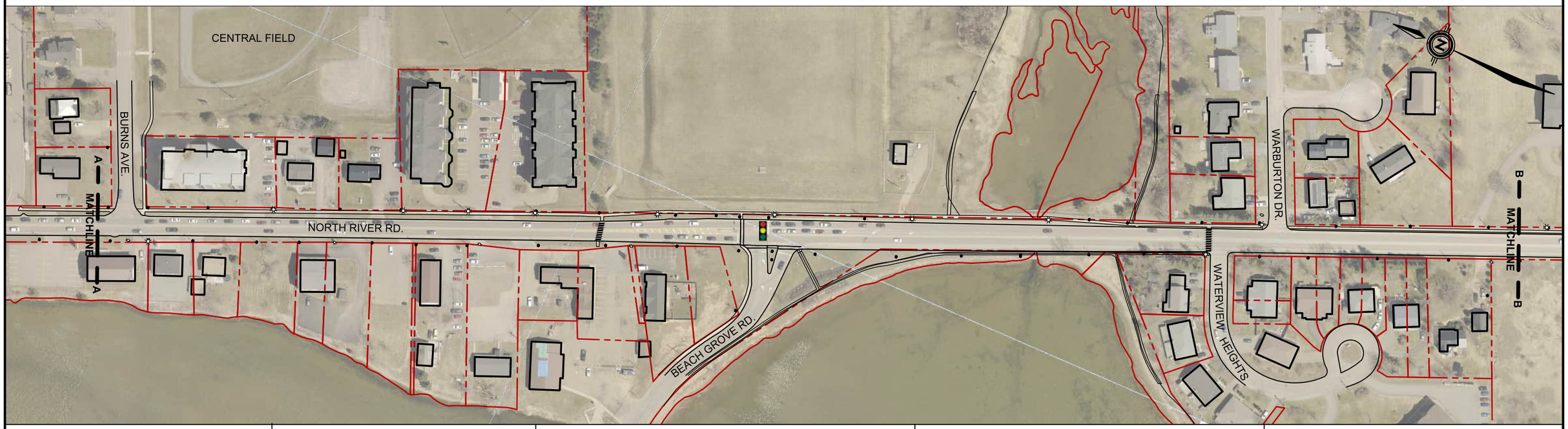
Intersection	
Intersection Delay, s/veh	20.3
Intersection LOS	C

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	25	20	40	10	5	10	35	445	5	10	480	10
Future Vol, veh/h	25	20	40	10	5	10	35	445	5	10	480	10
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	27	22	43	11	5	11	38	484	5	11	522	11
Number of Lanes	0	1	0	0	1	0	0	1	0	0	1	0
Approach	EB			WB			NB			SB		
Opposing Approach	WB			EB			SB			NB		
Opposing Lanes	1			1			1			1		
Conflicting Approach Left	SB			NB			EB			WB		
Conflicting Lanes Left	1			1			1			1		
Conflicting Approach Right	NB			SB			WB			EB		
Conflicting Lanes Right	1			1			1			1		
HCM Control Delay	10.6			10			20.8			22		
HCM LOS	B			A			C			C		

Lane	NBLn1	EBLn1	WBLn1	SBLn1
Vol Left, %	7%	29%	40%	2%
Vol Thru, %	92%	24%	20%	96%
Vol Right, %	1%	47%	40%	2%
Sign Control	Stop	Stop	Stop	Stop
Traffic Vol by Lane	485	85	25	500
LT Vol	35	25	10	10
Through Vol	445	20	5	480
RT Vol	5	40	10	10
Lane Flow Rate	527	92	27	543
Geometry Grp	1	1	1	1
Degree of Util (X)	0.736	0.162	0.05	0.758
Departure Headway (Hd)	5.026	6.295	6.575	5.023
Convergence, Y/N	Yes	Yes	Yes	Yes
Cap	717	568	542	723
Service Time	3.06	4.35	4.641	3.023
HCM Lane V/C Ratio	0.735	0.162	0.05	0.751
HCM Control Delay	20.8	10.6	10	22
HCM Lane LOS	C	B	A	C
HCM 95th-tile Q	6.5	0.6	0.2	7.1

APPENDIX D
EXISTING CONDITIONS PLAN





CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: C. MACPHERSON
Reviewed: P. HATTON
Project #: CA0004499.0938
Date: JUL 07, 2023

SCALE: 1:2000 METRIC
40 30 20 10 0 40 80 120

PROJECT:

NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

TITLE:

EXISTING CONDITIONS PLAN
FIGURE 1 OF 3



CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn:	C. MACPHERSON
Reviewed:	P. HATTON
Project #:	CA0004499.0938
Date:	JUL 07, 2023

SCALE: 1:2000 METRIC

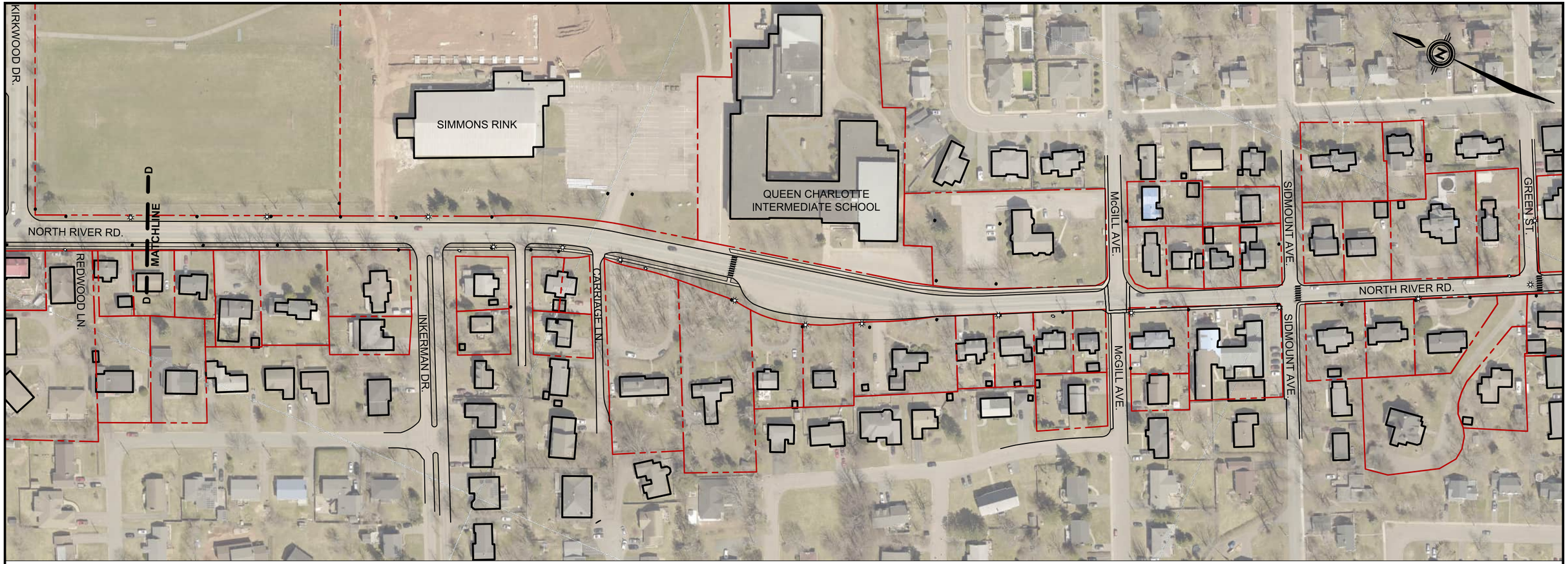
40 30 20 10 0 40 80 120

PROJECT:

NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

TITLE:

EXISTING CONDITIONS PLAN FIGURE 2 OF 3



CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: C. MACPHERSON
Reviewed: P. HATTON
Project #: CA0004499.0938
Date: JUL 07, 2023

SCALE: 1:2000 METRIC
40 30 20 10 0 40 80 120

PROJECT:

NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

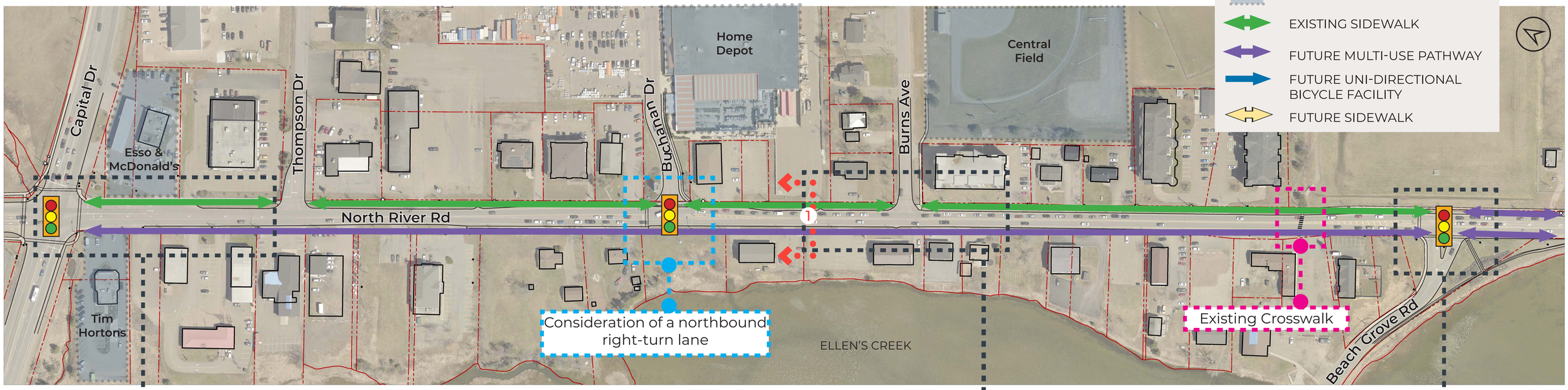
TITLE:

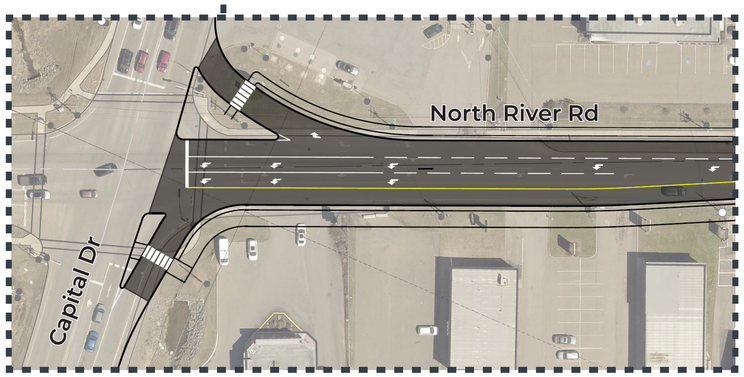
EXISTING CONDITIONS PLAN
FIGURE 3 OF 3

APPENDIX B
PUBLIC ENGAGEMENT BOARD

NORTH RIVER ROAD

Capital Drive to Beach Grove Road

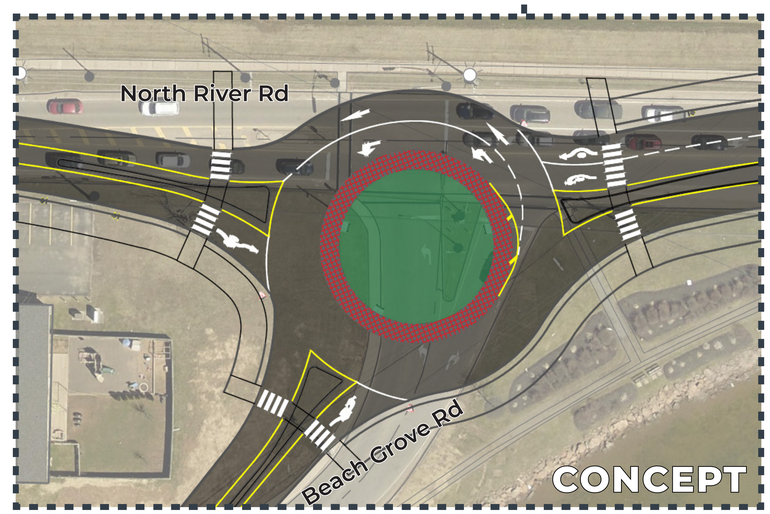




North River Road at Capital Drive Intersection

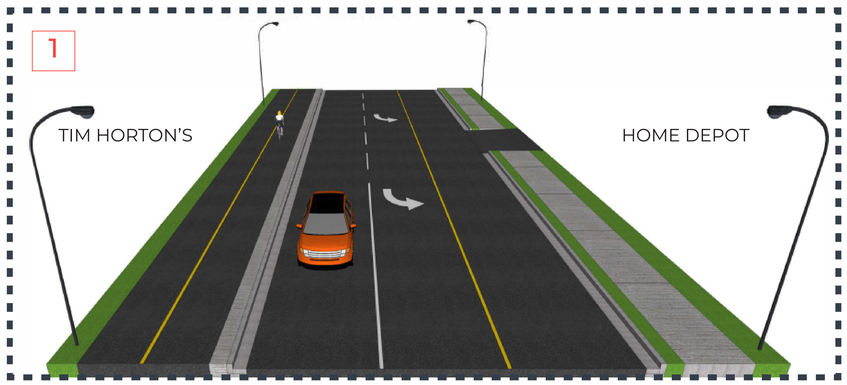
Proposed Modifications include:
- North River Road approach (northbound) to be re-painted to include a dual left-turn, through and channelized right-turn movement

Benefits:
- The queue length of vehicles is reduced
- Overall intersection performance improvement



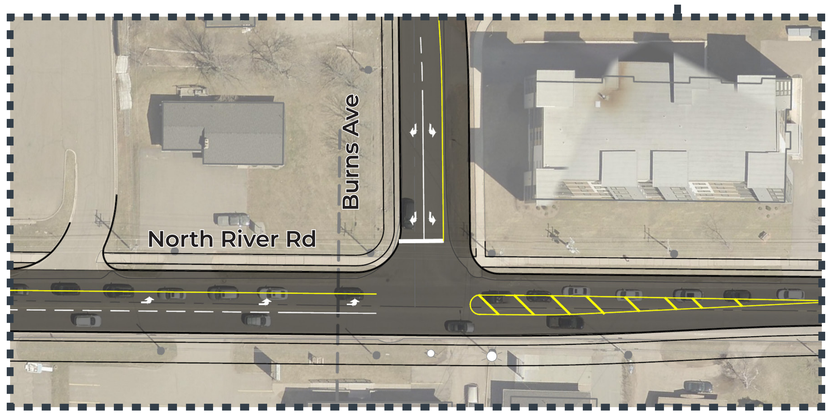
North River Road at Beach Grove Road Intersection

Proposed Roundabout with Multi-use Pathway Option:
- Multi-use Pathway on west side of North River Road
- Sidewalk on east side of North River Road with a portion of multi-use pathway from Roundabout to Trail connection
- Crossings provided at the roundabout



Proposed North River Road Cross Section (from Capital Drive to Beach Grove Road)

- Proposed Multi-Use Pathway on west side
- Maintain sidewalk on east side
- Maintain 1 vehicle lane in each direction
- Dedicated left-turn lane at selected streets and high-volume driveways

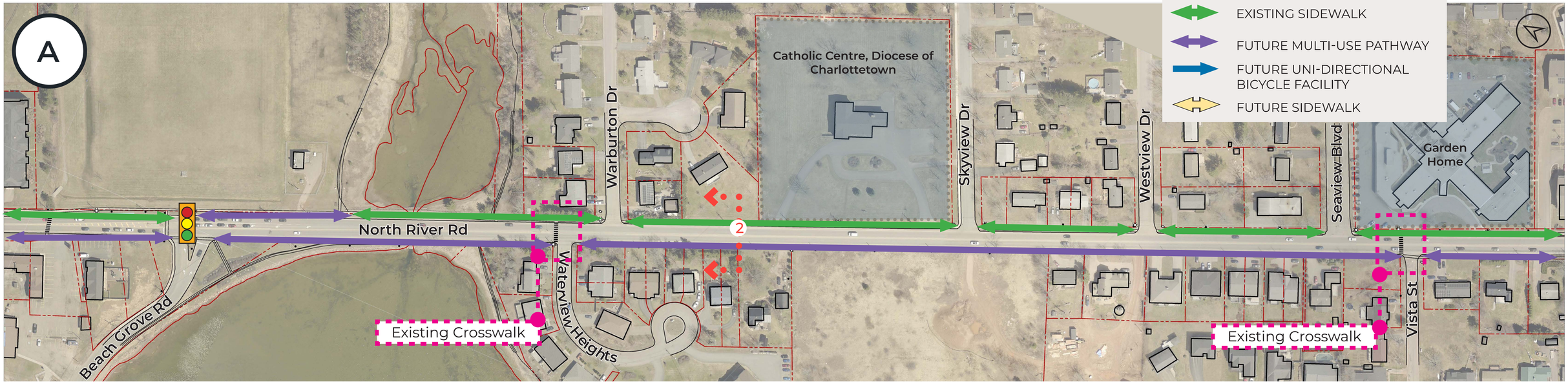


North River Road at Burns Avenue Intersection

Proposed Modifications include:
- Burns Avenue at North River Road intersection to have dedicated southbound left-turn lane on NRR
- Burns Avenue to have a left and right turn lane to NRR

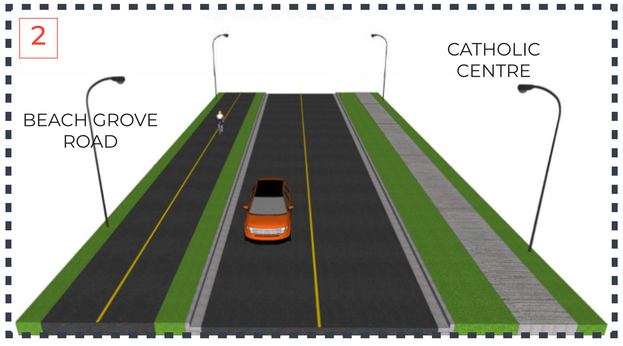
NORTH RIVER ROAD

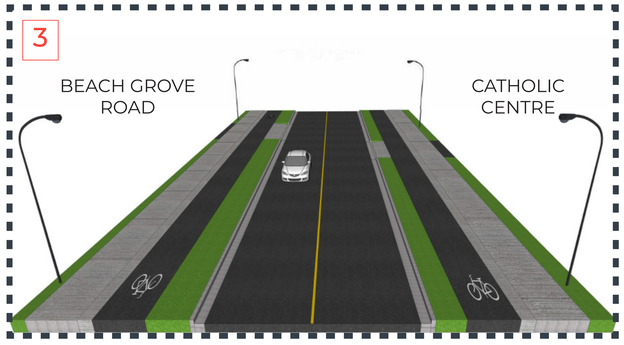
Beach Grove Road to Vista Street



Option A
Multi-Use Pathway & Sidewalk Option

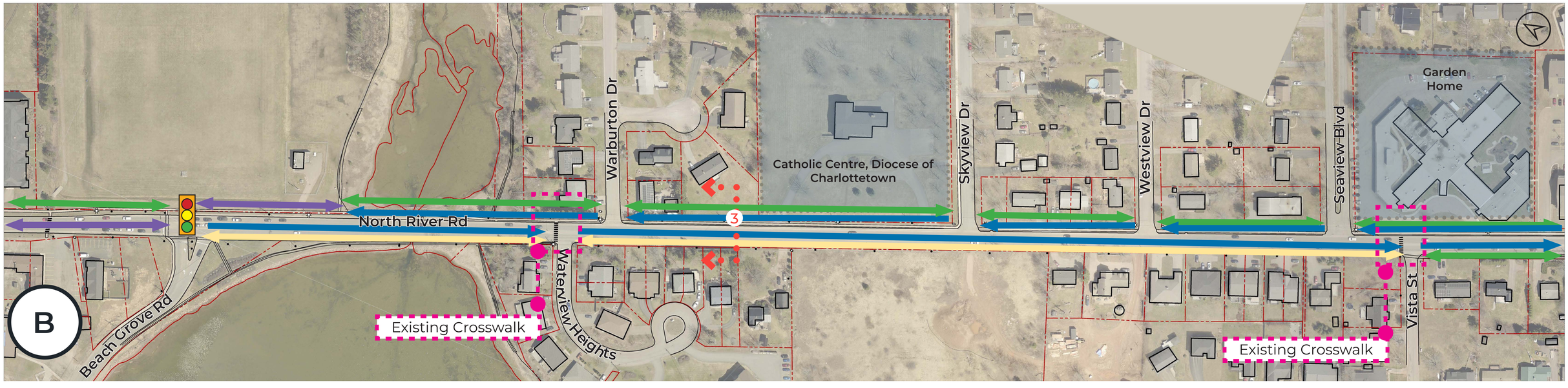
- Proposed Multi-Use Pathway on west side
- Maintain sidewalk on east side
- Maintain 1 vehicle lane in each direction
- Dedicated left-turn lane at selected streets





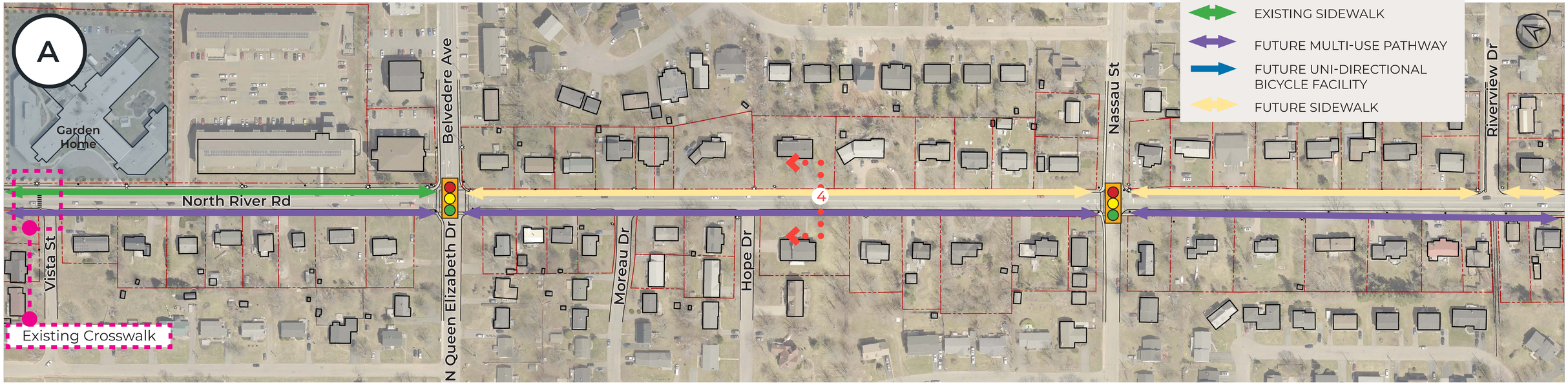
Option B
Raised Bikeway Option with sidewalk

- Proposed sidewalk on both sides of North River Road
- Proposed raised uni-directional bike facilities on both sides of North River Road
- Proposed buffer boulevard between vehicles and bicycles and bicycles and pedestrians



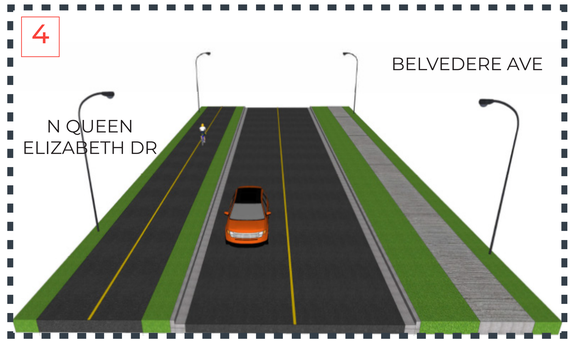
NORTH RIVER ROAD

Vista Street to Riverview Drive



LEGEND

- SIGNALIZED INTERSECTION
- LANDMARKS
- EXISTING SIDEWALK
- FUTURE MULTI-USE PATHWAY
- FUTURE UNI-DIRECTIONAL BICYCLE FACILITY
- FUTURE SIDEWALK



Option A

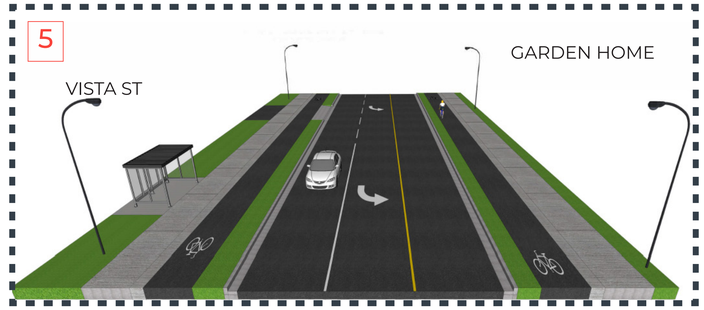
Multi-Use Pathway & Sidewalk Option

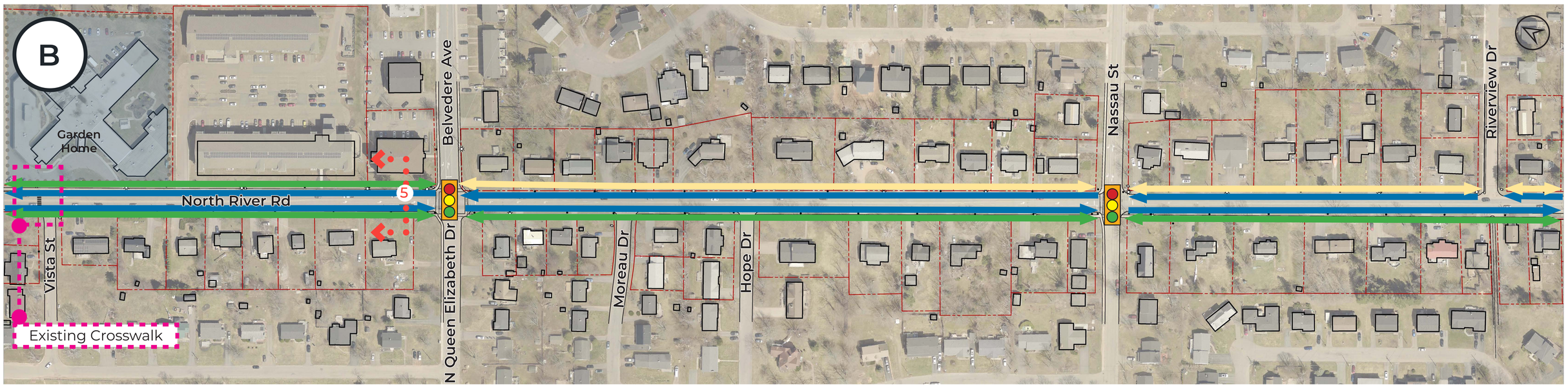
- Proposed Multi-Use Pathway on west side
- Maintain sidewalk on east side
- Maintain 1 vehicle lane in each direction
- Dedicated left-turn lane at selected streets

Option B

Raised Bikeway Option with Sidewalk

- Proposed sidewalk on both sides of North River Road
- Proposed raised uni-directional bike facilities on both sides of North River Road
- Proposed buffer boulevard between vehicles and bicycles and bicycles and pedestrians





NORTH RIVER ROAD

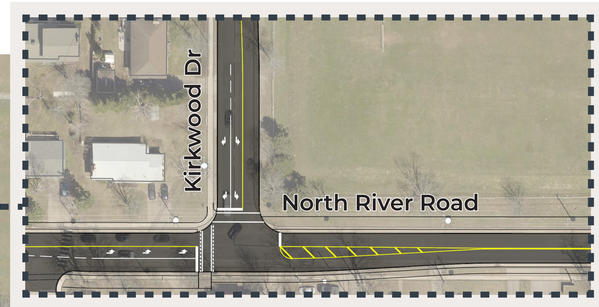
Riverview Drive to McGill Ave

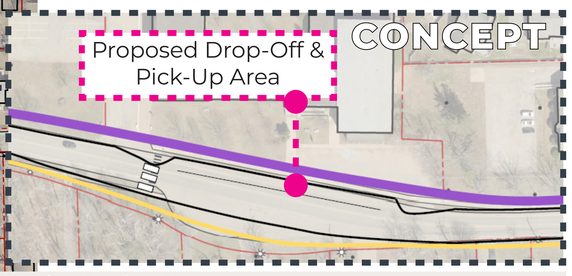
LEGEND

- SIGNALIZED INTERSECTION
- LANDMARKS
- EXISTING SIDEWALK
- FUTURE MULTI-USE PATHWAY
- FUTURE UNI-DIRECTIONAL BICYCLE FACILITY
- FUTURE SIDEWALK

North River Road at Kirkwood Drive Intersection
(Shown with Option A, applies to both options)

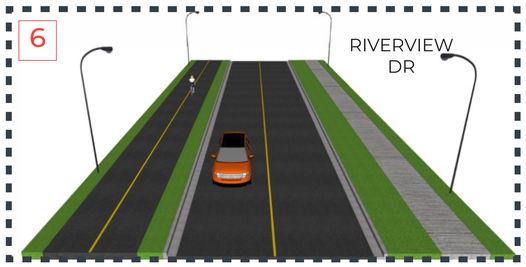
Proposed Modifications include:
- Traffic Signals at Kirkwood Drive at North River Road intersection with a dedicated southbound left-turn lane from NRR to Kirkwood Drive and westbound left and right turn lanes to NRR



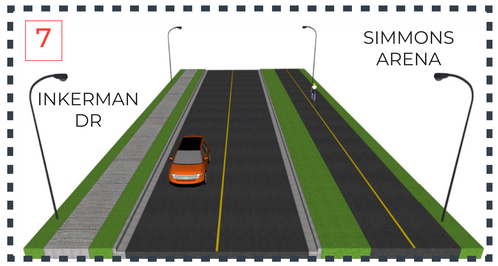


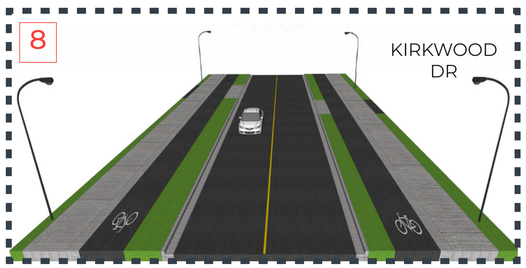
Lay-by Option 1 -
North River Road at Queen Charlotte Intermediate School
(Shown with Option A, applies to both options)

Proposed Modifications include:
- Narrow the roadway to accommodate two motor vehicle lanes with drop-off & pick-up area along Queen Charlotte Intermediate School
- Existing Crosswalk to remain with curb extensions
- Existing driveways would be extended to road



Option A
Multi-Use Pathway & Sidewalk Option
- Proposed Multi-Use Pathway on west side
- Maintain sidewalk on east side
- Maintain 1 vehicle lane in each direction
- Dedicated left-turn lane at selected streets



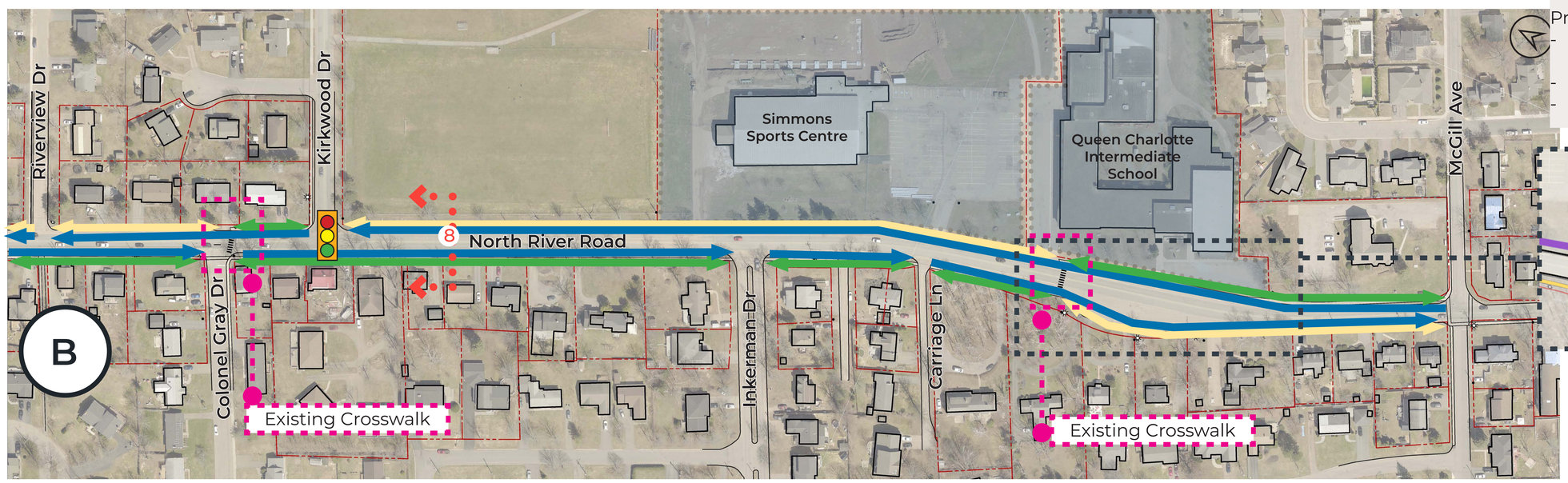


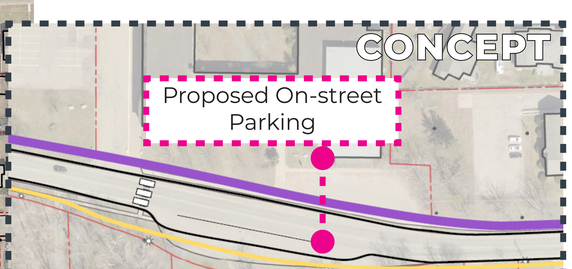
Option B
Raised Bikeway Option with sidewalk
- Proposed sidewalk on both sides of North River Road
- Proposed raised uni-directional bike facilities on both sides of North River Road
- Proposed buffer boulevard between vehicles and bicycles and bicycles and pedestrians

Option A
Multi-Use Pathway & Sidewalk Option
- Proposed Multi-Use Pathway on east side
- Maintain sidewalk on west side
- Maintain 1 vehicle lane in each direction
- Dedicated left-turn lane at selected streets

Lay-by Option 2 -
North River Road at Queen Charlotte Intermediate School
(Shown with Option A, applies to both options)

Proposed Modifications include:
- Narrow the roadway to accommodate two motor vehicle lanes with on-street parking
- Existing Crosswalk to remain
- Existing driveways would be extended to road





APPENDIX C
WHAT WE HEARD REPORT

1 WHAT WE HEARD

This "What We Heard" section provides a summary of the feedback received from the community as part of the Community Feedback Collection and Review phase. As part of the development of the North River Road Redevelopment Plan, public consultation took place throughout the Fall of 2023. The engagement activities conducted are meant to inform the upcoming Plan on current concept designs and to understand the current usage and types of upgrades needed. Consultation activities included:

— Public Open House (2)

— Community Survey

1.1 IN-PERSON PUBLIC OPEN HOUSE

Two (2) open house sessions were held at the West Royalty Community Centre on October 25th from 2:00-4:00pm and 6:00-8:00pm. The purpose of the Open House sessions was to provide the public and stakeholders an opportunity to engage with City staff, ask questions and provide feedback on the City's concept designs developed thus far. Each event was advertised through Charlottetown Hall (https://www.charlottetownhall.ca/northriverroad) and local news agencies. The events were attended as follows:

— 33 people attended the first session, 2:00-4:00pm.

— 53 people attended the second session, 6:00-8:00pm.

A number of Public Open House Display Boards were available at each of the open houses and attendees were encouraged to leave comments. A total of 112 comments were collected and can be found in Appendix A. The Public Open House Display Boards are posted on the project webpage.

1.2 COMMUNITY SURVEY

A Community Survey was launched on October 25th and was available until November 10th, 2023. The survey was available both online (Charlottetown Hall) and through hard-copy, which was made available for all Open House attendees. The objective of the survey was to gather information about residents' usage on North River Road, identify current gaps and needs, and priorities to take forward in the development of the Plan.

The survey was promoted on the City's engagement website and social media platforms in hopes to reach as many community members as possible. The survey received a total of 197 responses. A full summary of online survey responses can be found in Appendix B.

1.3 KEY THEMES

The engagement tactics used throughout Phase 1 resulted in valuable feedback to support the development of the North River Road Master Plan. Though the feedback received ranged, and certain key themes emerged, the five "Key Themes" heard throughout Phase 1 are presented individually, but many of the comments identified are intricately connected. This feedback will be used by the City and the Project Team to inform the Redevelopment Plan.



Revitalize Infrastructure for Safety

The NRR Master Plan should:

- Focus on infrastructure that not only increases the safety of all North River Road users, but also supports a variety of transportation modes. Nearly three-quarters (74%) of survey respondents utilize the corridor on a daily basis, with 58% using a personal vehicle.
- Consider safety concerns identified by participants related to walking, cycling and driving along North River Road:

Walking	Cycling	Driving
- Lack of continuous sidewalks. - Lack of safe crosswalks (e.g., no lighting, missing, etc.). - Lack of lighting along North River Road (along sidewalks, crosswalks, etc.). - Lack of proper bus stops (e.g., no bus shelters, lighting, etc.) - Poorly maintained sidewalks year-round. - Speed limits along the corridor.	- Lack of safe, separated, and well-maintained cycling infrastructure. ▪ Drain holes and potholes within current bike lanes pose safety threats to cyclists. ▪ Lack of lighting in some areas on the road making it difficult for vehicles to see cyclists. ▪ During the winter months, access is restricted due to uncleared snow in cycling lanes. - Unsafe behaviors from people driving, including those close-passing and aggressive driving. - Speed limits along the corridor.	- Vehicles crossing multiple lanes of traffic leading to congestion along corridor. - Unsafe left turns at the northern section of North River Road originating from nearby businesses (e.g., McDonalds/Esso, Tim Hortons, etc.) - Width of right-of-way to accommodate vehicles and cyclists. - Volume of traffic, leading to congestion at peak periods and more accidents. - Speed limits for vehicles leading to safety concerns for pedestrians and cyclists.



Prioritize Pedestrian and Cyclist Accessibility

The NRR Master Plan should:

- Develop a more walkable and bike-friendly corridor that prioritizes pedestrians and cyclists of all ages and abilities, as the existing lack of consistent sidewalks forces pedestrians to navigate a zig-zag route along the corridor, and cyclists are discouraged from using the corridor by the absence of safe, separated, dedicated bike lanes.
- Improve the existing cycling infrastructure, as almost half (44%) of respondents expressed interest in a Multi-Use Pathway and 38% favored a Raised Cycle Lane on North River Road.
- Prioritize other modes of transportation excluding vehicles, to actively active transportation (cycling, walking, rolling, etc.) as a viable transportation option for the community.
- Prioritize year-round maintenance to ensure safe access of sidewalks and cycling lanes.

Optimize Traffic Flow Management

The NRR Master Plan should:

- Address road congestion during peak periods and speeding concerns by implementing new infrastructure measures such as reducing speed limits, wayfinding to limit turns (i.e., no left turns), bus laybys, etc.
- Aim to create a safer and more efficient traffic environment through the collective implementation of proposed solutions.
- Prioritize infrastructure enhancements to meet the demands of growth and enhance the overall transportation experience for residents and users of North River Road.
- Consider widening roads and incorporating safety-oriented infrastructure such as medians, to address issues like left turns at problematic intersections/entrance points (e.g., Esso/McDonalds, Tim Hortons).
- Strategically reduce entrance points to North River Road to enhance traffic flow and alleviate congestion.
- Recognize the need for proactive measures to accommodate growth and improve overall traffic management.

Integrate Public Transit Solutions

The NRR Master Plan should:

- Seize the opportunity to improve the existing transit infrastructure and promote public transit to increase ridership and overall usage.
- Consider including infrastructure improvements such as, improved bus stop locations by providing bus shelters, proper lighting, and bus laybys, incorporating effective wayfinding systems to guide users, and adding transit priority lights to enhance travel times and make public transit more attractive.

Managing Growth

The NRR Master Plan should:

- Reflect the desire to manage the City's growth in a way that balances development with existing businesses and residential dwellings along the corridor.
- Maintain or improve separation and/or landscape buffers between commercial and residential areas to enhance visual screening, noise reduction and increased privacy for residents.
- Ensure the City's infrastructure can accommodate future development. This includes mitigating traffic congestions, encouraging active transportation options, improving connectivity to transit and pedestrian-oriented design.
- Explore the possibility of broadening the scope of the study to encompass additional bottleneck locations along the corridor, such as McGill Avenue and Capital Drive.

North River Road - Open House Sessions
Sticky Notes from Boards

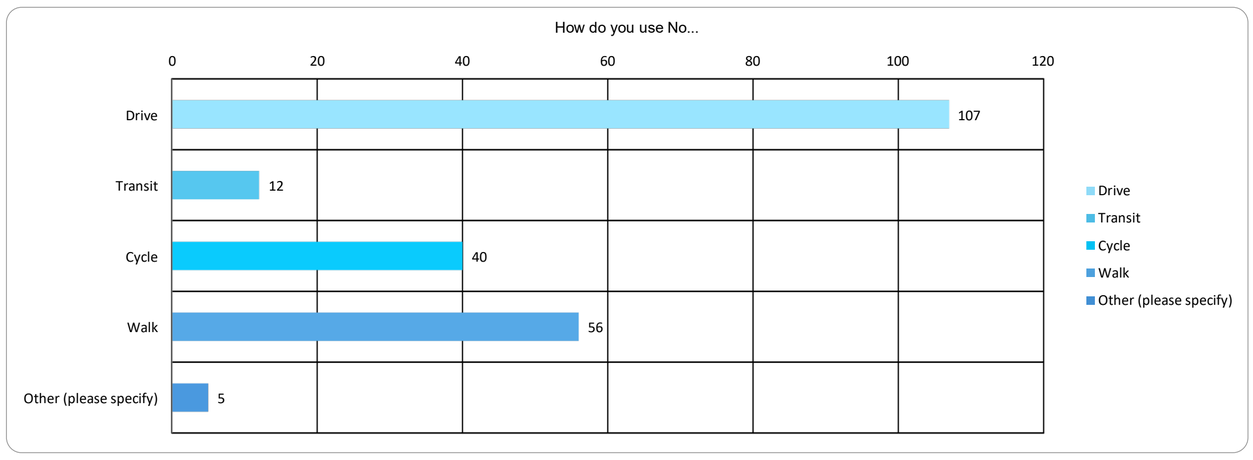
#	Session	Board & Segment	Theme	Sticky Note Comment
1	1	Intro Board	Pedestrians	What happens after Capital Dr?
2	1	Intro Board	MUP	Follow the Dutch Design Manual for Bicycle and Pedestrian Routes!!
3	1	Intro Board	MUP	Not recommended by NACTO.ORG on busy roads (multi-use). Bike path must be protected
4	1	Intro Board	Cycle Lane	X program needed for cyclists. Rules are not often followed
5	1	1 - Capital to Beach Grove	Turning	Apt building, hard to turn left or rt + left @ Capital Dr
6	1	1 - Capital to Beach Grove	Tim Hortons Access	No left turn sign needed here
7	1	1 - Capital to Beach Grove	Capital Intersection	No right turn on red at this intersection
8	1	1 - Capital to Beach Grove	Tim Hortons Access	(Diagram) Access to Tims/Car Wash not possible from NRR
9	1	1 - Capital to Beach Grove	Tim Hortons Access	Need barrier in front of Tim Horton's to prevent left turn by traffic into Esso
10	1	1 - Capital to Beach Grove	Tim Hortons Access	Agree! (Comment 9)
11	1	1 - Capital to Beach Grove	Tim Hortons Access	Agree (Comment 9)
12	1	1 - Capital to Beach Grove	Capital Intersection	Do not like right turns at intersections
13	1	1 - Capital to Beach Grove	Tim Hortons Access	Concerns @ Tim's about congestion
14	1	1 - Capital to Beach Grove	Tim Hortons Access	No left turn either way (McDonalds / Timmys)
15	1	1 - Capital to Beach Grove	Capital Intersection	Traffic backs up. Likes the RT
17	1	1 - Capital to Beach Grove	Trucks	What about truck traffic? Suppose to not exist Beyond Buchanan Dr.
18	1	1 - Capital to Beach Grove	Transit	Transit on NRR to be consistent
19	1	1 - Capital to Beach Grove	Transit	Prioritize transit and reduce vehicles
20	1	1 - Capital to Beach Grove	Transit / AT	Combination Lane?
21	1	1 - Capital to Beach Grove	Beach Grove Road	[Roundabout] Not a good idea
22	1	1 - Capital to Beach Grove	Beach Grove Road	[Roundabout] Agree (Comment 21)
23	1	1 - Capital to Beach Grove	Beach Grove Road	Concern about turning LT from BGR to NRR
24	1	1 - Capital to Beach Grove	Beach Grove Road	Concern about high tide in this area
25	1	2 - Beach Grove to Vista	Transit / AT	Bike parking for transit stops
26	1	2 - Beach Grove to Vista		Concern about rain quantities
27	1	2 - Beach Grove to Vista	Signals	Extension of waterview heights to Skyview Dr signals
28	1	2 - Beach Grove to Vista	AT	Concrete bollards along roadway
29	1	2 - Beach Grove to Vista	Option B	Love this (cross section 3)
30	1	2 - Beach Grove to Vista	Option B	Perfect! (cross section 3) - (comment 29)
31	1	2 - Beach Grove to Vista	Option B	Me too! (cross section 3) - (comment 29)
32	1	2 - Beach Grove to Vista	Property Impacts	Concern about property frontage loss (Option A)
33	1	2 - Beach Grove to Vista	Snow Clearing	Snow clearing policy needed (Option B)
34	1	3 - Vista to Riverview	Belvedere Intersection	Extremely dangerous intersection for pedestrians as traffic comes from behind pedestrians crossing east to weat from Belvedere on to North River Road
35	1	3 - Vista to Riverview	Traffic	No thru traffic beyond… (1) Belvedere? (2) Kirkwood?
36	1	3 - Vista to Riverview	Crosswalks	Adherence to crossings at crossings/x-walks
37	1	3 - Vista to Riverview	Transit	More spacing for bus stops
38	1	3 - Vista to Riverview	Speed	Speed concerns
39	1	3 - Vista to Riverview	Right Turns	Tight right turns from Nassau and Belvedere
40	1	3 - Vista to Riverview	Transit	Consider bus laybys
41	1	3 - Vista to Riverview	Option B	Definitely option B (cross section 5)
42	1	3 - Vista to Riverview	Option B	Definitely option B (cross section 5) + concrete bollards
43	1	3 - Vista to Riverview	Option B	Continuous sidewalk across intersections (same material as sidewalk + something like a speed bump)
44	1	4 - Riverview to McGill	Option B	Much prefer Option B (cross section 8) with continuous sidewalk (+ education for drivers coming out of their driveway)
45	1	4 - Riverview to McGill	Traffic Calming	Traffic calming needed McGill to Brighton
46	1	4 - Riverview to McGill	Turn Restriction	Consider prohibit left turn from Kirkwood
47	1	4 - Riverview to McGill	Speed	Will there be a speed limit change 40km/h?
48	1	4 - Riverview to McGill	Buffer	Buffer from parking lot
49	1	4 - Riverview to McGill	Driveway Access	Review driveway access for Simmons
50	1	4 - Riverview to McGill	Signals	Essential. No one stops at stop signs
51	1	4 - Riverview to McGill	Future	What do we want the corridor to look like in 20/30 years?
52	1	4 - Riverview to McGill	Queen Charlotte School	Why on street parking? Encourages car use - better use can be made of the public realm for the benefit of the public!
53	1	4 - Riverview to McGill	Turning	205 Northview. Bike lane, driveway, turning lane. How?
54	1	4 - Riverview to McGill	Signals	Light at Kirkwood. Great idea! Needed!!
55	1	4 - Riverview to McGill	Speed	Extended school 30km/h past McGill
56	1	4 - Riverview to McGill	McGill	What happens after McGill? Why not address it now?
57	1	4 - Riverview to McGill	McGill	Agree!! (Comment 56)
58	1	4 - Riverview to McGill	McGill	One way?
59	1	4 - Riverview to McGill	McGill	What happens after McGill Ave?
60	1	4 - Riverview to McGill	Routing	*"to Terry Fox Drive" diagram sticky*
61	1	4 - Riverview to McGill	Sidewalk	McGill to Brighton. Cross street multiple times. Need s/w
62	1	4 - Riverview to McGill	Queen Charlotte School	Is parking required? Garden water absorbing. Benches. (Option B)
63	1	4 - Riverview to McGill	McGill	McGill Avenue intersection - really bad intersection. People don't stop. Buses stop & three schools
64	1	4 - Riverview to McGill	Transit	If transit is prioritized and a fast, frequent, and convenient network is implemented soon, then people will be tempted to leave their cars at home or have their childern use transit to get to school. Fewer cars > less congestion.
65	1	4 - Riverview to McGill	McGill	Maybe have a 4-way stop. Diagonal stop for all 4 corners.
66	2	Intro Board	Riverview to McGill	Dangerous crosswalk
67	2	Intro Board	Riverview to McGill	Very dangerous crosswalk and lots of kids, seniors walk here - cars
68	2	Intro Board	Riverview to McGill	Don't stop
69	2	Intro Board	Riverview to McGill	Very dangerous crosswalk. Needs flashing lights
70	2	1 - Capital to Beach Grove	Turn Restriction	No left turn in North River Rd to Esso McDonalds
71	2	1 - Capital to Beach Grove	Turn Restriction	Median between north and south bound lanes on North River Road

72	2	1 - Capital to Beach Grove	Turn Restriction	Median is needed. No left turns. This is the most dangerous section of NRR
73	2	1 - Capital to Beach Grove	Turn Restriction	Median on North River Road here
74	2	1 - Capital to Beach Grove	Turn Restriction	Consider turn restriction at Thompson
75	2	1 - Capital to Beach Grove	Turn Restriction	Eliminate left turn to McDonalds
76	2	1 - Capital to Beach Grove	Traffic	Into town onto NRR vehicles are stick in int. Need help to get in to town
77	2	1 - Capital to Beach Grove	Roundabout	Consider roundabout at Buchanan
78	2	1 - Capital to Beach Grove	Turning Lanes	Left turn lanes [near cross section 1]
79	2	1 - Capital to Beach Grove	Burns Avenue	Need refugre island / RRFB coming from MUP to Burns Ave
80	2	1 - Capital to Beach Grove	Burns Avenue	Crossing access from multiuse to Burns Cres / Ch'town rural HS
81	2	1 - Capital to Beach Grove	Roundabout	Connect to University Ave
82	2	1 - Capital to Beach Grove	Beach Grove Road	Turn left from BGR to NRR going to be a concern
83	2	1 - Capital to Beach Grove	Roundabout	Option for cyclists in rdbt to go through easier
84	2	1 - Capital to Beach Grove	Transit	Add bus laybys
85	2	2 - Beach Grove to Vista	MUP	Double MUP?
86	2	2 - Beach Grove to Vista	Lane Narrowing	Narrower lanes along corridor
87	2	2 - Beach Grove to Vista	Maintenance	Clearing in the winter please
88	2	2 - Beach Grove to Vista	Transit	Move bus stops away from crosswalk
89	2	2 - Beach Grove to Vista	Crosswalks	Enhance x-walk for visibility for seniors
90	2	2 - Beach Grove to Vista	Option B	Safer for cyclists [cross section 3]
91	2	2 - Beach Grove to Vista	Option B	Hard surface area
92	2	2 - Beach Grove to Vista	Option B	New connection to Waterview Heights possible?
93	2	3 - Vista to Riverview	Pedestrians	Utility pole block pedestrians [near Garden Home]
94	2	3 - Vista to Riverview	Crosswalks	[by Vista] very dangerous crosswalk. Needs flashing lights
95	2	3 - Vista to Riverview	Transit	Visibility at bus shelter
96	2	3 - Vista to Riverview	Left Turns	Left turn lane on Queen Elizabeth?
97	2	3 - Vista to Riverview	Option A	Prefer multi-use - good for running, scooters, bikes
98	2	3 - Vista to Riverview	Option A	Prefer multi-use for more vaired use and consistency across city
99	2	3 - Vista to Riverview	Traffic	Review queues on Belvedere approach at Queen Elizabeth
100	2	3 - Vista to Riverview	Option A	Consider multi use trail both sides
101	2	3 - Vista to Riverview	Signals	Walk signal without pushing button?
102	2	3 - Vista to Riverview	Trail Connection	Need connection to trail here @ Nassau with protected bike lane
103	2	3 - Vista to Riverview	Signals	Cyclists will not trigger pavement sensors for signals on Nsaau entering or crossing NRR
104	2	3 - Vista to Riverview	Landscaping	Preserving existing greenery should be a priority
105	2	3 - Vista to Riverview	Option A	Prefer option A - multi-use better for safer bike use - avoids cyclists going in wrong direction - a common practice! And uses less space
106	2	4 - Riverview to McGill	Crosswalks	Need a crosswalk @ Riverview or extend the sidewalk on East side of NRR from Kirkwood to Riverview
107	2	4 - Riverview to McGill	Crosswalks	Need a crosswalk at Riverview to connect to path on West side
108	2	4 - Riverview to McGill	Crosswalks	Path can't cross street mid-way
109	Unknown			Need to be seen as a neighbourhood
110	Unknown			Re-aligned and add roundabout
111	Unknown			[comment 110] Yes!!
112	Unknown			Inkerman turn left onto NRR

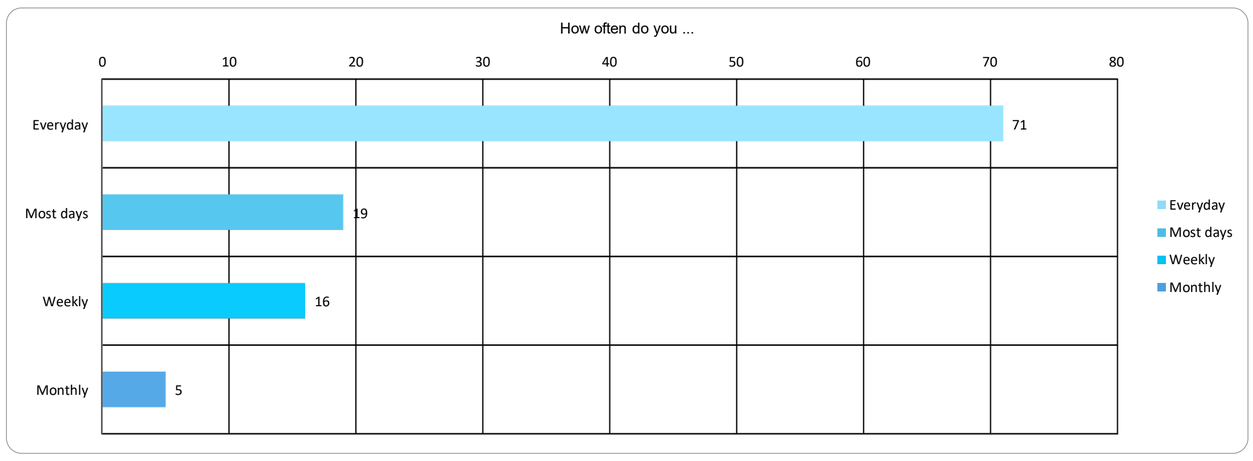
Survey Responses Graph

***special characters like '&' will be removed from options**

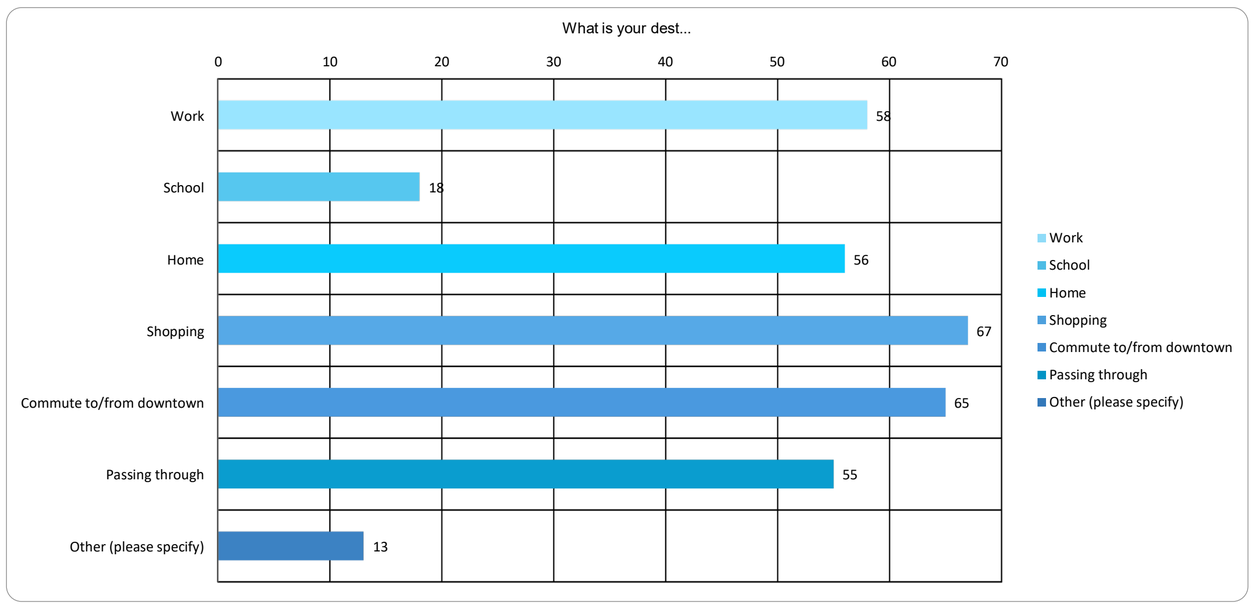
How do you use North River Road (select all that apply)?	
Drive	107
Transit	12
Cycle	40
Walk	56
Other (please specify)	5



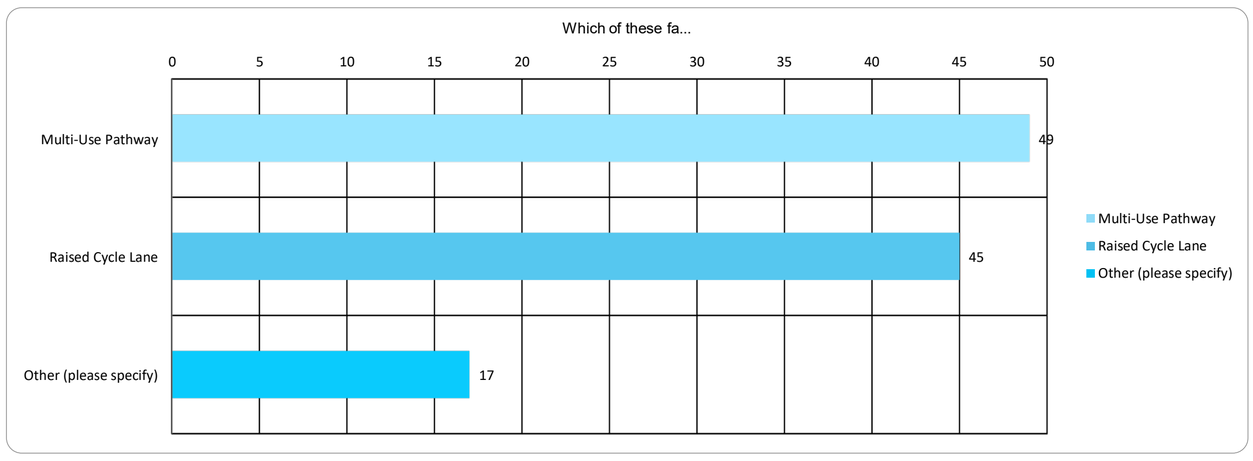
How often do you use North River Road (choose one)?	
Everyday	71
Most days	19
Weekly	16
Monthly	5



What is your destination on North River Road (select all that apply)?	
Work	58
School	18
Home	56
Shopping	67
Commute to/from downtown	65
Passing through	55
Other (please specify)	13



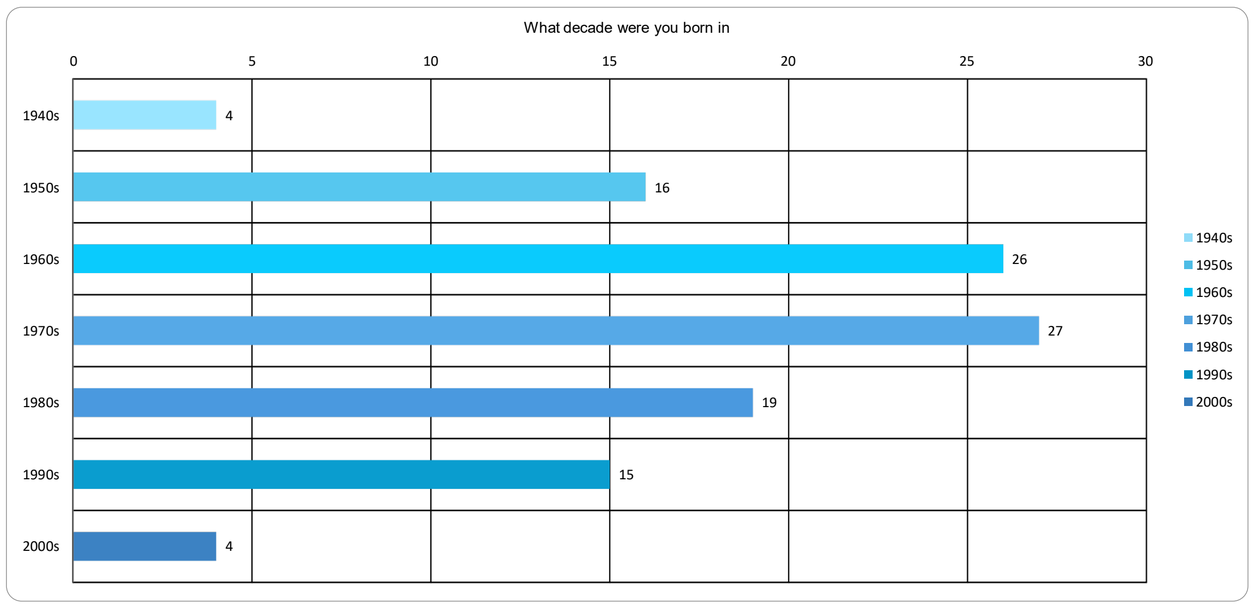
Which of these facility types would most encourage you to cycle on North River Road (choose one)?	
Multi-Use Pathway	49
Raised Cycle Lane	45
Other (please specify)	17



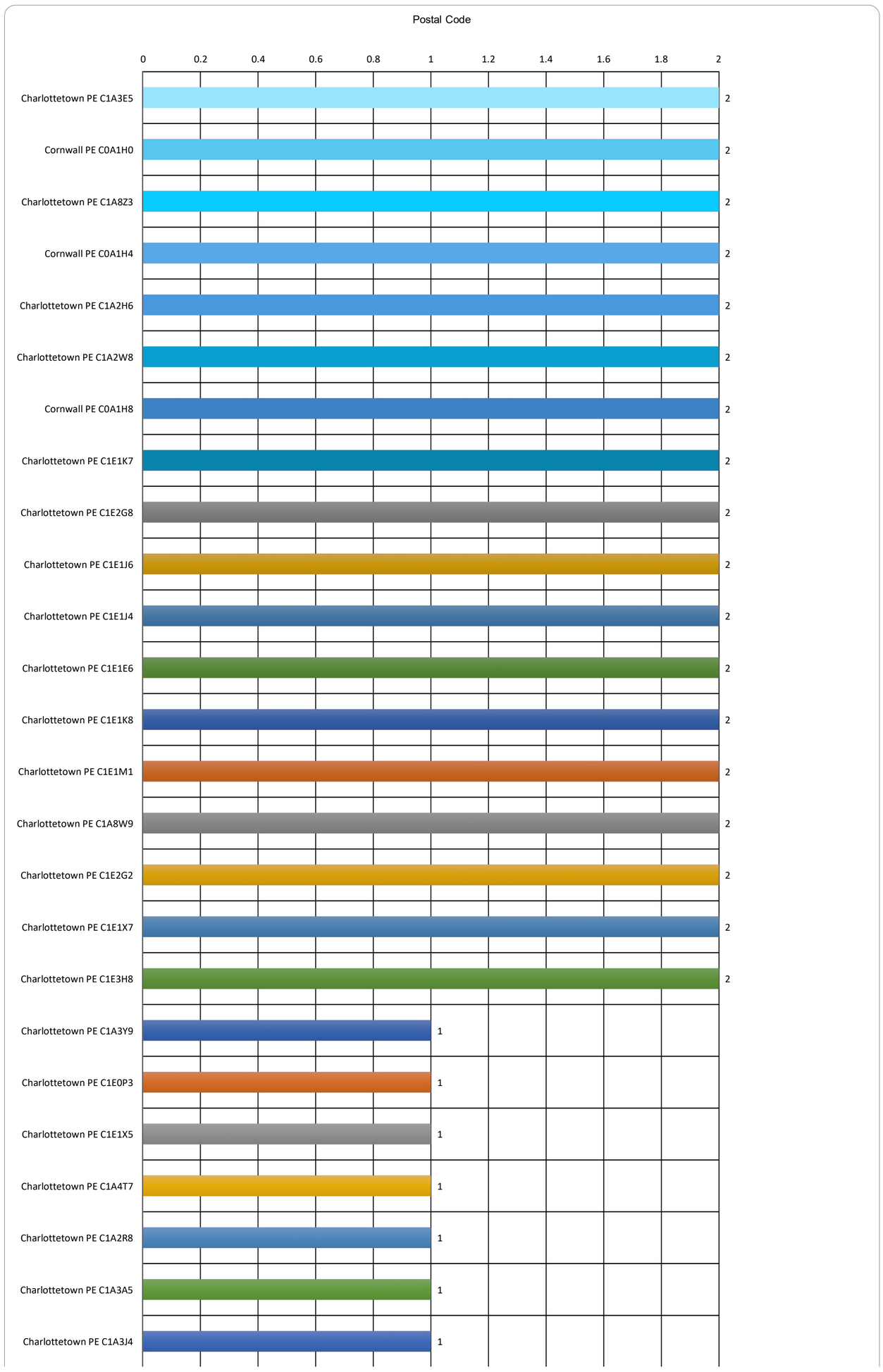
DEMOGRAPHIC ANALYSIS of Contributors - Based on Sign-up form responses

special characters like '&' will be removed from options

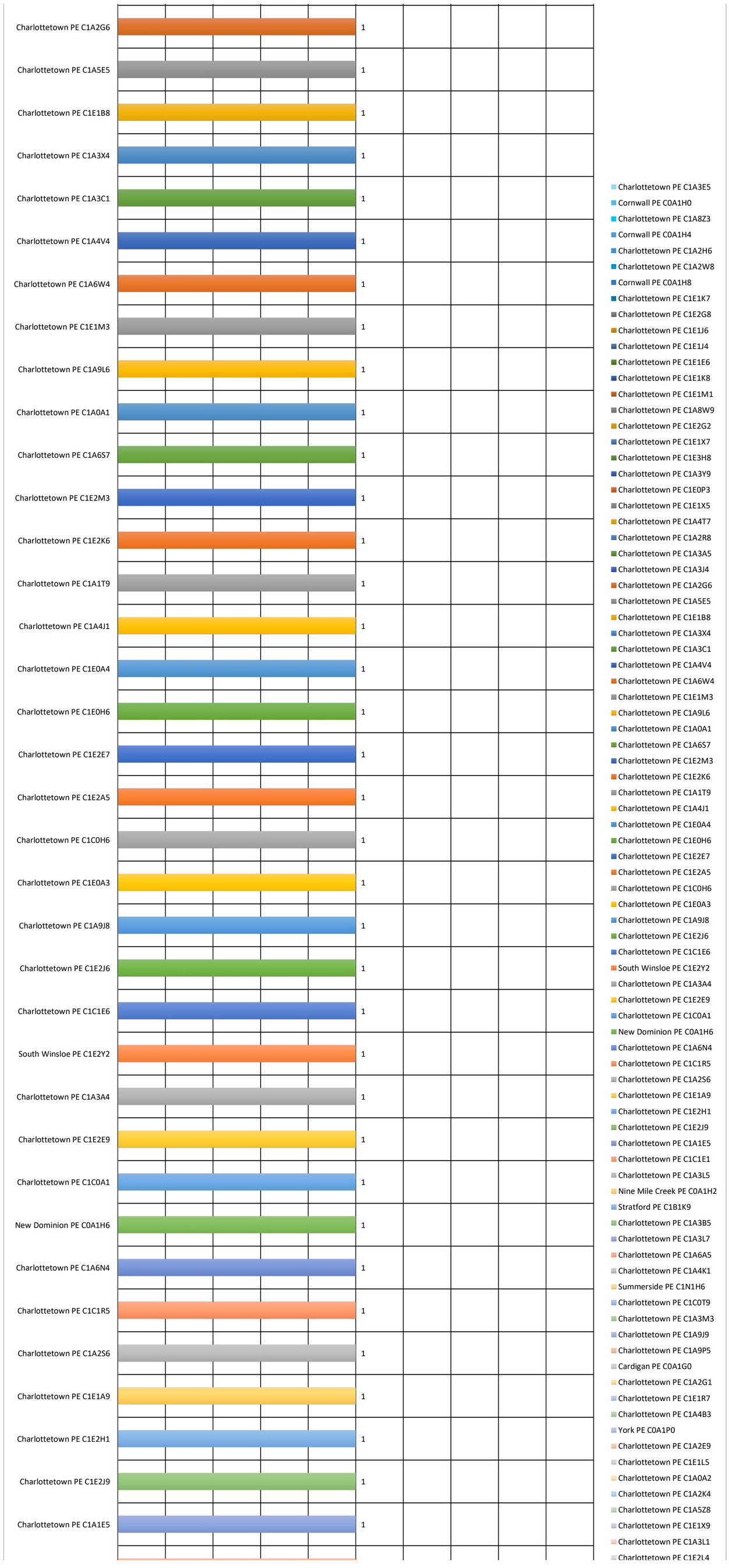
What decade were you born in?	
1940s	4
1950s	16
1960s	26
1970s	27
1980s	19
1990s	15
2000s	4



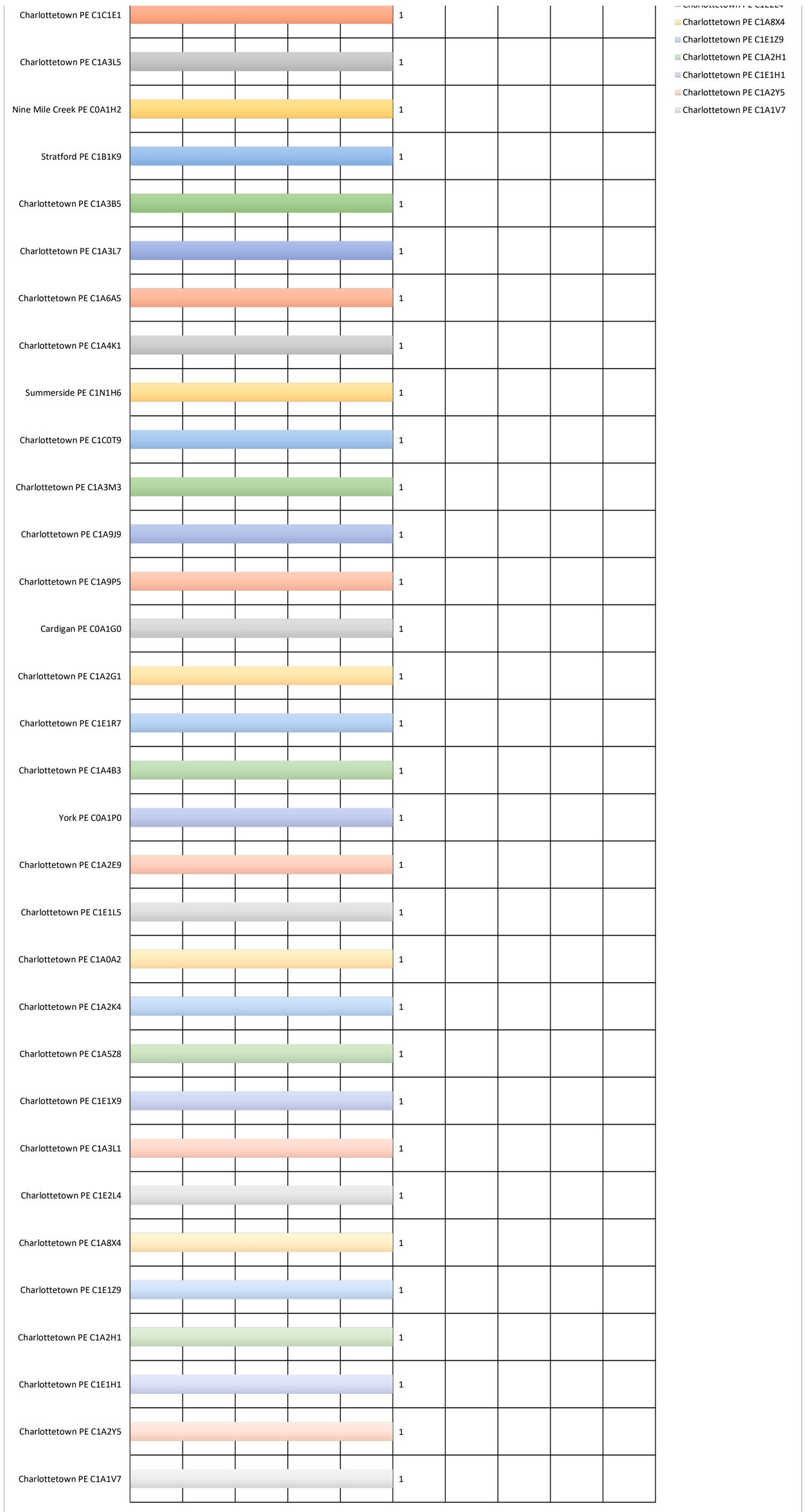
Postal Code	
Charlottetown PE C1A3E5	2
Cornwall PE C0A1H0	2
Charlottetown PE C1A8Z3	2
Cornwall PE C0A1H4	2
Charlottetown PE C1A2H6	2
Charlottetown PE C1A2W8	2
Cornwall PE C0A1H8	2
Charlottetown PE C1E1K7	2
Charlottetown PE C1E2G8	2
Charlottetown PE C1E1J6	2
Charlottetown PE C1E1J4	2
Charlottetown PE C1E1E6	2
Charlottetown PE C1E1K8	2
Charlottetown PE C1E1M1	2
Charlottetown PE C1A8W9	2
Charlottetown PE C1E2G2	2
Charlottetown PE C1E1X7	2
Charlottetown PE C1E3H8	2
Charlottetown PE C1A3Y9	1
Charlottetown PE C1E0P3	1
Charlottetown PE C1E1X5	1
Charlottetown PE C1A4T7	1
Charlottetown PE C1A2R8	1
Charlottetown PE C1A3A5	1
Charlottetown PE C1A3J4	1



Charlottetown PE C1A2G6	1
Charlottetown PE C1A5E5	1
Charlottetown PE C1E1B8	1
Charlottetown PE C1A3X4	1
Charlottetown PE C1A3C1	1
Charlottetown PE C1A4V4	1
Charlottetown PE C1A6W4	1
Charlottetown PE C1E1M3	1
Charlottetown PE C1A9L6	1
Charlottetown PE C1A0A1	1
Charlottetown PE C1A6S7	1
Charlottetown PE C1E2M3	1
Charlottetown PE C1E2K6	1
Charlottetown PE C1A1T9	1
Charlottetown PE C1A4J1	1
Charlottetown PE C1E0A4	1
Charlottetown PE C1E0H6	1
Charlottetown PE C1E2E7	1
Charlottetown PE C1E2A5	1
Charlottetown PE C1C0H6	1
Charlottetown PE C1E0A3	1
Charlottetown PE C1A9J8	1
Charlottetown PE C1E2J6	1
Charlottetown PE C1C1E6	1
South Winsloe PE C1E2Y2	1
Charlottetown PE C1A3A4	1
Charlottetown PE C1E2E9	1
Charlottetown PE C1C0A1	1
New Dominion PE C0A1H6	1
Charlottetown PE C1A6N4	1
Charlottetown PE C1C1R5	1
Charlottetown PE C1A2S6	1
Charlottetown PE C1E1A9	1
Charlottetown PE C1E2H1	1
Charlottetown PE C1E2J9	1
Charlottetown PE C1A1E5	1



Charlottetown PE C1C1E1	1
Charlottetown PE C1A3L5	1
Nine Mile Creek PE C0A1H2	1
Stratford PE C1B1K9	1
Charlottetown PE C1A3B5	1
Charlottetown PE C1A3L7	1
Charlottetown PE C1A6A5	1
Charlottetown PE C1A4K1	1
Summerside PE C1N1H6	1
Charlottetown PE C1C0T9	1
Charlottetown PE C1A3M3	1
Charlottetown PE C1A9J9	1
Charlottetown PE C1A9P5	1
Cardigan PE C0A1G0	1
Charlottetown PE C1A2G1	1
Charlottetown PE C1E1R7	1
Charlottetown PE C1A4B3	1
York PE C0A1P0	1
Charlottetown PE C1A2E9	1
Charlottetown PE C1E1L5	1
Charlottetown PE C1A0A2	1
Charlottetown PE C1A2K4	1
Charlottetown PE C1A5Z8	1
Charlottetown PE C1E1X9	1
Charlottetown PE C1A3L1	1
Charlottetown PE C1E2L4	1
Charlottetown PE C1A8X4	1
Charlottetown PE C1E1Z9	1
Charlottetown PE C1A2H1	1
Charlottetown PE C1E1H1	1
Charlottetown PE C1A2Y5	1
Charlottetown PE C1A1V7	1



APPENDIX D
CAPITAL DRIVE MEMO

MEMORANDUM

TO: Riley Taweel, MScE, EIT – City of Charlottetown
FROM: Greg O'Brien, P.Eng. – WSP Canada Inc.
SUBJECT: **Capital Drive at North River Road Intersection, Charlottetown, PE**
DATE: **March 20, 2024**

WSP was retained to prepare the Master Plan for the North River Road corridor between Capital Drive and McGill Avenue. During the project, the need for options for modifying the Capital Drive intersection was identified to address operational and queuing concerns on the North River Road approach, which cause access and safety concerns on North River Road near the intersection. The current intersection alignment and proximity of nearby driveways are shown in Figure 1. This Memorandum has been prepared to explore and evaluate the following modification options for this intersection and how they can be expected to improve operations and reduce queuing:

1. To improve safety for drivers on North River Road and accessing properties near Capital Drive, turn restrictions at driveways close to the intersection have been reviewed;
2. Modified signalized intersection with exclusive dual northbound left turn lanes and signal timing changes; and,
3. Reconstruct the intersection as a multi-lane roundabout.

WSP had prepared design hourly volume projections for this intersection as part of the North River Road project and these volume projections have been used for the Traffic Analysis and Conceptual Designs of the intersection options.

EXISTING INTERSECTION AND ROAD DESCRIPTIONS

Capital Drive is an arterial roadway running from North River across the bridge in the east to University Avenue in the west. The posted speed limit in the study area is 60 km/h east of North River Road and 70 km/h west of North River Road. There is a concrete sidewalk on the north side of the road, west of the North River Road intersection and a multi-use pathway on the south side of the road, east of the intersection.

North River Road is a collector roadway running from Capital Drive in the north to Brighton Road in the south. The posted speed limit in the study area is 50 km/h. There is a concrete sidewalk on the west side of the road.

Lower Malpeque Road is a collector roadway running from Malpeque Road in the north to Capital Drive in the south. The posted speed limit in the study area is 50 km/h. There is a concrete sidewalk on both sides of the road.

Capital Drive at North River Road/Lower Malpeque Road is a four-way signalized intersection with lane configurations shown in Figure 1.

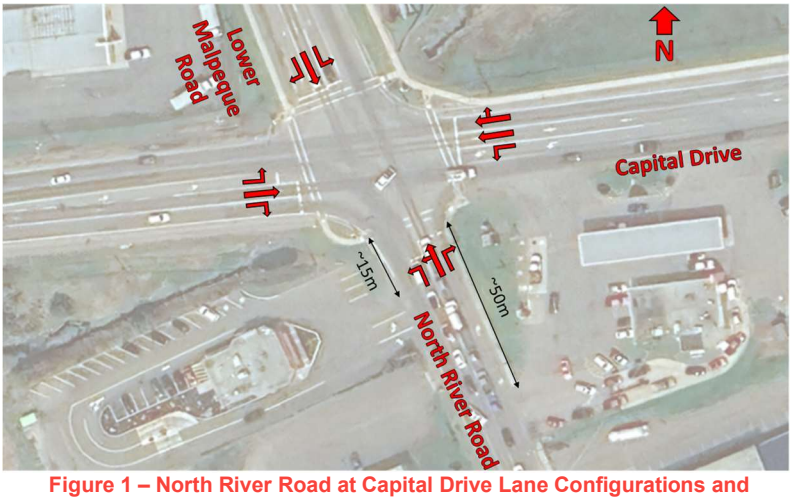


Figure 1 – North River Road at Capital Drive Lane Configurations and Spacing to Adjacent Commercial Driveways

195 MacEwen Road
Summerside, PE C1N 5Y4
T: +1 902 436-2669
F: +1 902 436-8601
www.wsp.com

TRAFFIC VOLUME DATA AND DESIGN HOURLY VOLUMES

AM and PM peak hourly traffic volumes were collected on Thursday, June 1, 2023 by the City of Charlottetown. Future design hourly volumes were estimated by applying a 20% increase to the counted volumes at the intersection. Design hourly volumes for this intersection are shown in Figure 2.

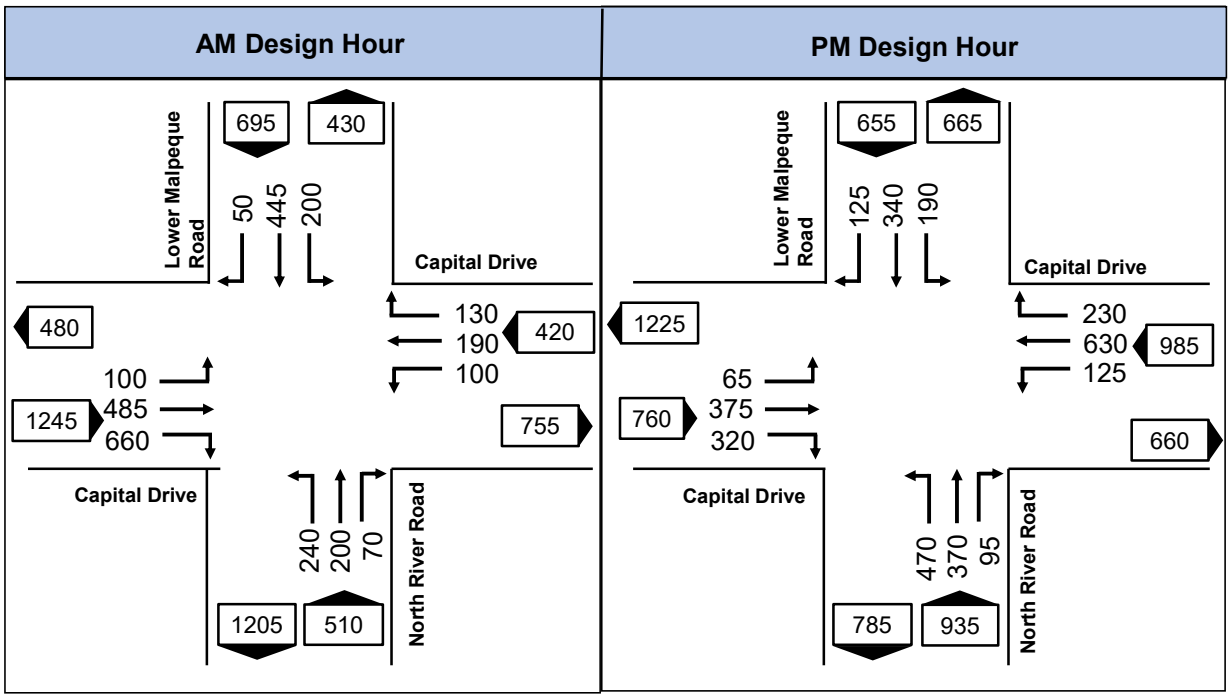


Figure 2 – AM and PM Design Hourly Volumes

ACCESS CONCERNS

Early in the North River Road Master Plan Project, operational concerns were identified with respect to the high-volume commercial driveways on North River Road just south of Capital Drive (Tim Horton's and McDonald's). The Tim Hortons access on the west side of North River Road is within 15 metres of the intersection and the McDonalds/Esso access on the east side of North River Road is within 50 metres of the intersection. Queuing along North River Road at the Capital Drive intersection was observed to extend through these driveways, impacting operations of turning movements at the driveways, particularly:

- Vehicles waiting to turn left into McDonald's / ESSO impede southbound traffic on North River Road;
- Vehicles turning left turns into Tim Horton's impede northbound left turns from North River Road to Capital Drive; and,
- Queued vehicles on North River Road impede sight distance for traffic turning to and from these driveways.

With modifications being planned for this corridor, it is recommended that these driveways be restricted to right-in, right-out to improve safety and traffic flow along this busy corridor.

MODIFIED SIGNALIZED INTERSECTION

There is currently a northbound right turn lane that has low volume and is currently underutilized and the middle lane is a shared left turn / through lane, requiring the intersection to be split phased. Modifying the northbound approach to have two exclusive left turn lanes with the rightmost lane as through/right shared (See Figure 3) provides better volume balance between the lanes and eliminates the need for split phasing the signals, allowing for the redistribution of green time to the remaining movements and improving the intersection operations.

The intersection was analyzed with the lane configurations shown in Figure 3.

Modifications include:

- Modify northbound approach to two exclusive left-turn lanes and a shared through/right-turn lane.
- Widen northbound approach to extend curb lane.
- Remove split phasing.
- Consider channelization of the eastbound right turn.

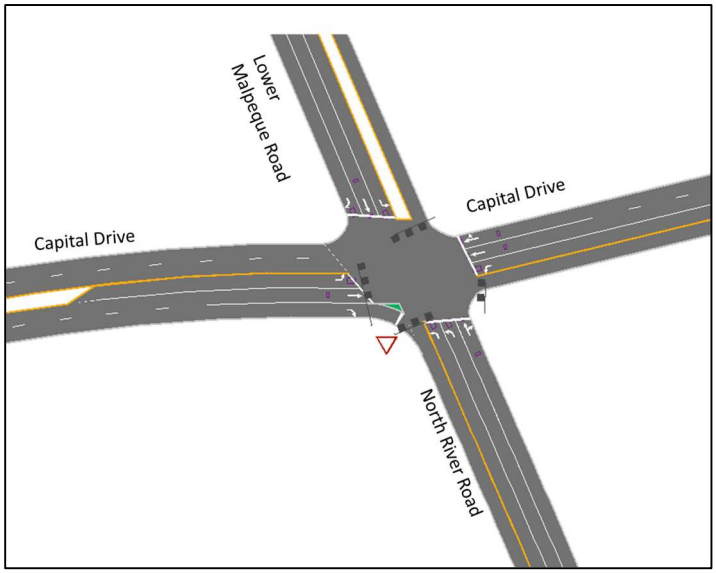


Figure 3 - Modified Signalized Intersection Concept

MULTI-LANE ROUNDABOUT

A roundabout can be a good option to consider when there are high left turn volumes such as northbound from North River Road. Multi-lane roundabouts are common in the area including on Capital Drive where the next intersection to the west is configured as a roundabout. The intersection was analyzed with the lane configurations shown in Figure 4:

Modifications include:

- Construct a multi-lane roundabout with two circulating lanes with consideration of an eastbound right turn channel from Capital Drive and lane alignments as shown.

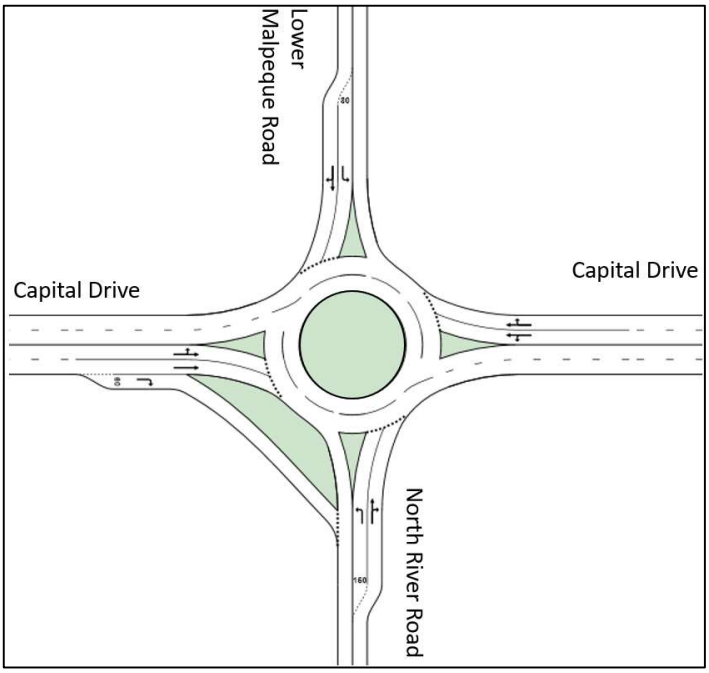


Figure 4 - Multi-Lane Roundabout Concept

INTERSECTION OPERATIONAL ANALYSIS

Synchro 11 has been used for performance evaluation of the signalized intersection, and *Sidra Intersection* has been used for performance evaluation of the roundabout intersection.

Table 1 - Level of Service Criteria

Signalized Intersections Control Delay (Seconds per Vehicle)	LOS Description	Roundabouts *and* Two Way Stop Controlled (TWSC) Intersections Control Delay (Seconds per Vehicle)
Less than 10.0	Very low delay; most vehicles do not stop **(Excellent)**	Less than 10.0
Between 10.0 and 20.0	Higher delay; most vehicles stop **(Very Good)**	Between 10.0 and 15.0
Between 20.0 and 35.0	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping **(Good)**	Between 15.0 and 25.0
Between 35.0 and 55.0	Congestion becomes noticeable; vehicles must sometimes wait through more than one red light; many vehicles stop **(Satisfactory)**	Between 25.0 and 35.0
Between 55.0 and 80.0	Vehicles must often wait through more than one red light; considered by many agencies to be the limit of **acceptable** delay	Between 35.0 and 50.0
Greater than 80.0	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection **(Unacceptable)**	Greater than 50.0

The level or quality of performance of an intersection in terms of traffic movement is determined by a level of service (LOS) analysis. LOS for intersections is defined in terms of delay, which is a measure of driver discomfort and frustration, fuel consumption, and increased travel time.

LOS criteria, as shown in Table 1, are stated in terms of average control delay per vehicle which includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay.

Summaries of the results are provided in Table 2 and detailed results of the analyses are included in Appendix B.

The projected 95th percentile vehicle queues for the existing signal configuration as well as the two options are displayed in Figure 5. This is the length that the projected queue is expected to be less than 95% of the time during the associated peak hour. Both options improve the queuing relative to existing conditions with substantial improvement anticipated with the roundabout option.

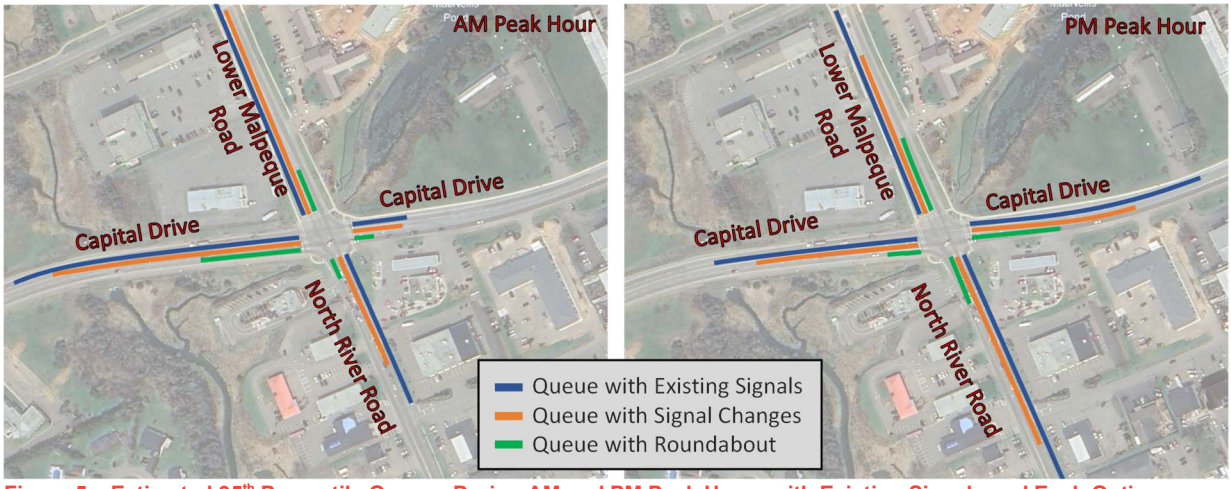


Figure 5 – Estimated 95th Percentile Queues During AM and PM Peak Hours with Existing Signals and Each Option

One other measure to compare intersection operations is the volume to capacity ratio (v/c). A v/c ratio of 1.00 indicates that the intersection or approach is operating at capacity while a v/c less than 1.00 indicates that the intersection is operating with additional available capacity for future growth.

Generally, v/c ratios of less than 0.85 indicate sufficient reserve capacity and the intersection will be performing within acceptable delays. Under its current configuration, the signalized intersection is expected to operate with a v/c ratio of 0.93-0.96 with delays for some movements exceeding 80 seconds. With the modified signals, the maximum v/c ratio is projected to be 0.88 (eastbound through and southbound through during the AM peak hour) with delays for each movement of 67 seconds or less. With reconstruction as a roundabout, the maximum v/c ratio is projected to be 0.84 (westbound approach during the PM peak hour) with delays less than 23 seconds.

Table 2 - Intersection Performance Analysis – Capital Drive at North River Road

LOS Criteria	Control Delay (sec/veh), Level of Service (LOS), v/c Ratio, and 95th %ile Queue (m) by Intersection Movement												Overall Intersection	
	Capital Drive						North River Road			Lower Malpeque Road				
AM DHVs	100	485	660	100	190	130	240	200	70	200	445	50	**Delay**	**Control**
Lane	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-TTR**		**NB-L**	**NB-LT**	**NB-R**	**SB-L**	**SB-T**	**SB-R**		
Existing - DHVs AM Peak Hour (Page B-1)														
Delay	25.8	**65.8**	28.7	36.6	22.9		**78.2**	**76.2**	5.6	43.3	**71.6**	0.5	48.5	
LOS	C	**E**	C	D	C		**E**	**E**	A	D	**E**	A		
v/c	0.26	**0.91**	0.88	0.58	0.31		0.83	0.82	0.22	0.44	**0.93**	0.10		
Queue	32.1	**213.6**	165.4	32.1	39.0		112.6	113.7	8.2	78.2	**206.5**	0.7		
Lane	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-TTR**		**NB-LL**	**NB-TR**		**SB-L**	**SB-T**	**SB-R**	**Delay**	**Control**
Signal Changes - DHVs AM Peak Hour (Page B-3)														
Delay	19.3	53.3	29.4	24.9	17.3		**66.8**	35.7		26.0	55.8	0.4	38.7	
LOS	B	D	C	C	B		**E**	D		C	**E**	A		
v/c	0.23	0.88	0.84	0.47	0.30		0.77	0.54		0.54	0.88	0.10		
Queue	26.3	180.8	187.7	26.3	31.3		55.4	85.2		51.1	168.6	0.0		
Movement	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-T**	**WB-R**	**NB-L**	**NB-T**	**NB-R**	**SB-L**	**SB-T**	**SB-R**	**Delay**	**Control**
Roundabout - DHVs AM Peak Hour (Page B-5)														
Delay	13.7	6.4	11.5	12.6	5.9	6.0	13.2	4.0	4.6	12.9	3.8	4.6	8.4	
LOS	B	A	B	B	A	A	B	A	A	B	A	A		
v/c	0.38	0.38	0.74	0.27	0.27	0.27	0.33	0.29	0.29	0.26	0.47	0.47		
Queue	15.4	16.1	72.6	9.6	9.7	9.7	12.6	11.6	11.6	9.5	22.4	22.4		
PM DHVs	65	375	320	125	630	230	470	370	95	190	340	125	**Delay**	**Control**
Lane	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-TTR**		**NB-L**	**NB-LT**	**NB-R**	**SB-L**	**SB-T**	**SB-R**		
Existing - DHVs PM Peak Hour (Page B-2)														
Delay	33.2	59.5	7.0	37.9	57.4		**80.1**	**80.4**	8.5	54.0	**81.9**	16.5	56.7	
LOS	C	**E**	A	D	**E**		**F**	**F**	A	D	**F**	B		
v/c	0.41	0.81	0.51	0.58	**0.91**		**0.95**	**0.96**	0.20	0.54	**0.93**	0.32		
Queue	23.4	148.3	26.4	40.8	174.0		**214.4**	**223.2**	15.3	81.5	167.7	27.2		
Lane	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-TTR**		**NB-LL**	**NB-TR**		**SB-L**	**SB-T**	**SB-R**	**Delay**	**Control**
Signal Changes - DHVs PM Peak Hour (Page B-4)														
Delay	24.1	47.7	7.2	26.0	42.9		59.3	43.5		40.3	52.3	3.5	40.7	
LOS	C	D	A	C	D		**E**	D		D	D	A		
v/c	0.34	0.78	0.38	0.48	0.85		0.85	0.80		0.75	0.78	0.26		
Queue	19.3	127.0	36.0	33.5	140.5		95.1	154.0		53.8	125.0	8.4		
Movement	**EB-L**	**EB-T**	**EB-R**	**WB-L**	**WB-T**	**WB-R**	**NB-L**	**NB-T**	**NB-R**	**SB-L**	**SB-T**	**SB-R**	**Delay**	**Control**
Roundabout - DHVs PM Peak Hour (Page B-5)														
Delay	12.9	5.8	6.0	22.3	15.1	14.6	12.8	5.6	6.3	18.2	13.9	14.6	11.8	
LOS	B	A	A	C	B	B	B	A	A	B	B	B		
v/c	0.28	0.28	0.35	0.84	0.84	0.84	0.47	0.56	0.56	0.42	0.73	0.73		
Queue	11.0	11.7	17.8	60.2	62.8	62.8	22.4	29.1	29.1	19.8	58.0	58.0		

ACCESS RESTRICTIONS AND REROUTING

There are high-volume accesses near the intersection which contribute to operational and safety concerns. To improve traffic flow along North River Road, both the modified signal and roundabout options would seek to restrict left turn movements from and to North River Road at both of these driveways. The final concepts also include a median along North River Road for signals or an extended splitter island for the roundabout.

Figure 6 and Figure 7 show vehicle access rerouting for the modified signals option and the multi-lane roundabout option, respectively. The roundabout option provides additional opportunities for access to / from these driveways via U-turns at the roundabout.

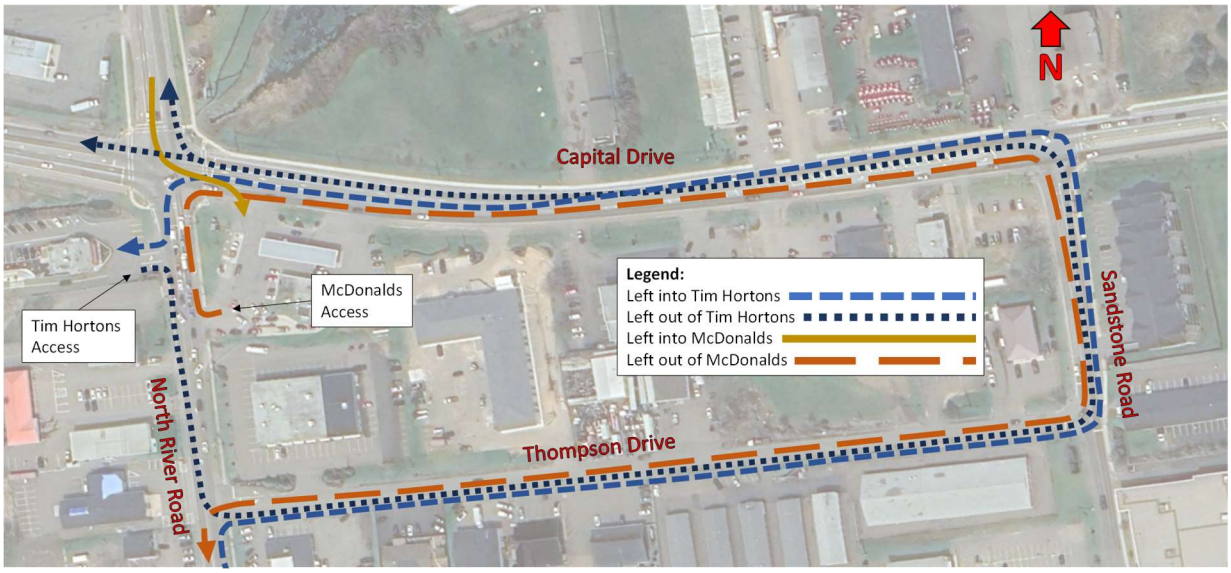


Figure 6 - Access Rerouting with Modified Signals Option

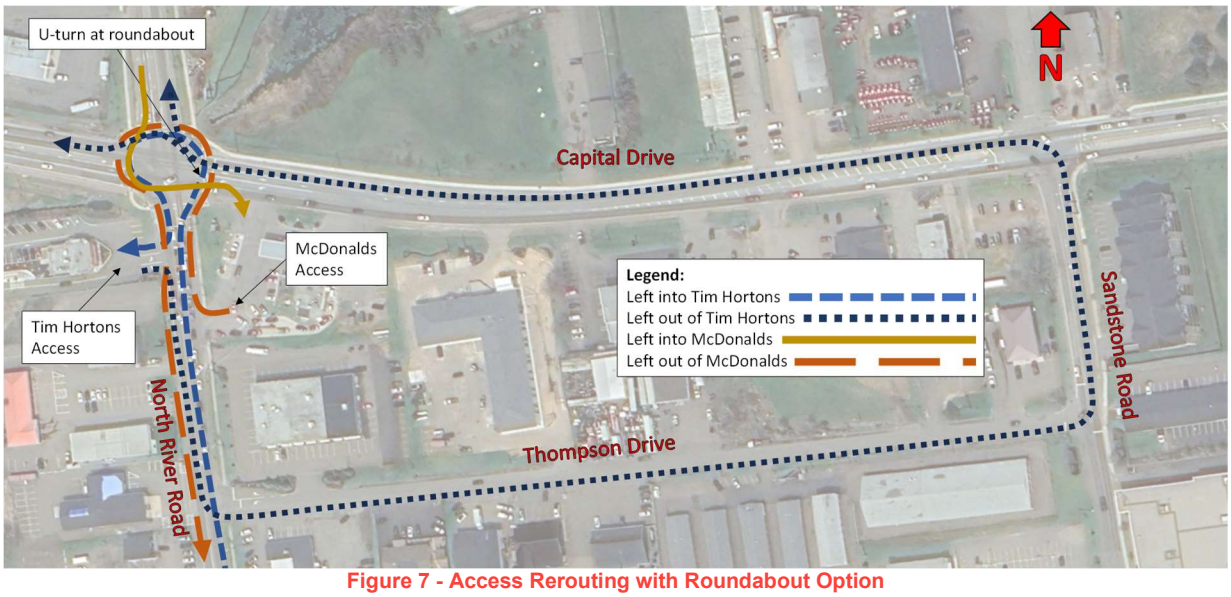


Figure 7 - Access Rerouting with Roundabout Option

CONCEPT DESIGNS

Concept designs for these two options have been prepared and are included in Appendix C.

RECOMMENDATION

WSP recommends proceeding to the functional design phase of the project with the **roundabout option**. This option is expected to provide the best balance between user operations, safety, as well as other impacts.

Due to the multi-year timelines associated with the design and construction of a multilane roundabout, the modifications could be phased where left-turning restrictions are placed on one or both commercial driveways and the modified signal option is implemented in the near term with planned reconstruction of the intersection as a roundabout in the future. This interim signalized option with the McDonald's driveway restricted to right-in, right out and the Tim Horton's driveway restricted to right-in, right-out, left-in only is shown in Appendix C and improves the access challenges and allows the split phasing to be removed with the intersection operations similar to those identified in the modified signal option.

APPENDIX A

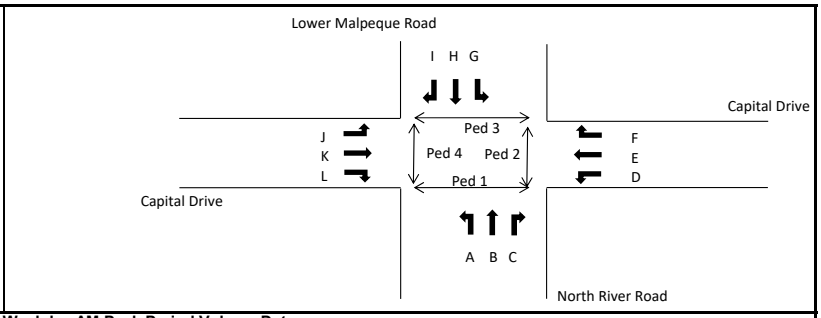
TRAFFIC VOLUME DATA

Table A-1

North River Road
@
Capital Drive

Charlottetown, PEI

Thursday, June 1, 2023 and Saturday, June 3, 2023



Weekday AM Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	34	24	8	12	23	14	13	45	5	6	59	66	309
07:15	07:30	44	14	14	14	45	16	16	69	12	15	82	107	448
07:30	07:45	54	41	10	15	35	19	45	80	13	17	96	128	553
07:45	08:00	54	44	15	23	39	31	44	101	10	25	110	119	615
08:00	08:15	47	44	12	26	36	31	36	79	5	19	99	146	580
08:15	08:30	45	47	16	19	40	20	41	101	15	12	97	150	603
08:30	08:45	53	33	16	17	44	26	44	90	12	29	99	133	596
08:45	09:00	57	49	19	33	35	27	52	83	18	24	86	108	591
AM Peak Hour		**199**	**168**	**59**	**85**	**159**	**108**	**165**	**371**	**42**	**85**	**405**	**548**	**2394**
07:00	**08:00**	**186**	**123**	**47**	**64**	**142**	**80**	**118**	**295**	**40**	**63**	**347**	**420**	**1925**
08:00	**09:00**	**202**	**173**	**63**	**95**	**155**	**104**	**173**	**353**	**50**	**84**	**381**	**537**	**2370**

Saturday Midday Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
13:00	13:15	69	49	25	26	105	25	33	48	10	8	82	106	586
13:15	13:30	62	52	14	16	94	33	25	52	14	13	109	90	574
13:30	13:45	83	59	20	31	86	30	29	70	19	16	76	90	609
13:45	14:00	69	44	22	30	94	33	32	76	17	14	66	117	614
14:00	14:15	71	56	35	20	98	26	25	49	8	11	99	87	585
14:15	14:30	58	30	33	38	108	29	28	52	4	8	85	101	574
14:30	14:45	72	44	37	22	96	37	28	52	7	10	76	75	556
14:45	15:00	77	41	25	21	103	23	29	58	8	5	94	64	548
Midday Peak Hour		**283**	**204**	**81**	**103**	**379**	**121**	**119**	**246**	**60**	**51**	**333**	**403**	**2383**
13:00	**14:00**	**283**	**204**	**81**	**103**	**379**	**121**	**119**	**246**	**60**	**51**	**333**	**403**	**2383**
14:00	**15:00**	**278**	**171**	**130**	**101**	**405**	**115**	**110**	**211**	**27**	**34**	**354**	**327**	**2263**

PM Peak Period Volume Data

Time		North River Road Northbound Approach			Capital Drive Westbound Approach			Lower Malpeque Road Southbound Approach			Capital Drive Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
16:00	16:15	77	81	21	31	108	43	40	69	22	21	70	76	659
16:15	16:30	121	86	27	28	118	51	39	66	29	16	81	70	732
16:30	16:45	93	68	19	23	109	50	46	79	28	20	87	64	686
16:45	17:00	83	79	13	26	167	50	37	58	17	7	79	75	691
17:00	17:15	93	77	19	28	131	39	36	81	29	13	65	58	669
17:15	17:30	97	70	21	34	130	36	37	63	26	8	97	76	695
17:30	17:45	93	81	16	16	99	39	36	62	10	15	74	86	627
17:45	18:00	59	58	18	28	97	19	22	93	20	11	75	60	560
PM Peak Hour		**390**	**310**	**78**	**105**	**525**	**190**	**158**	**284**	**103**	**56**	**312**	**267**	**2778**
16:00	**17:00**	**374**	**314**	**80**	**108**	**502**	**194**	**162**	**272**	**96**	**64**	**317**	**285**	**2768**
17:00	**18:00**	**342**	**286**	**74**	**106**	**457**	**133**	**131**	**299**	**85**	**47**	**311**	**280**	**2551**

* Count completed by WSP

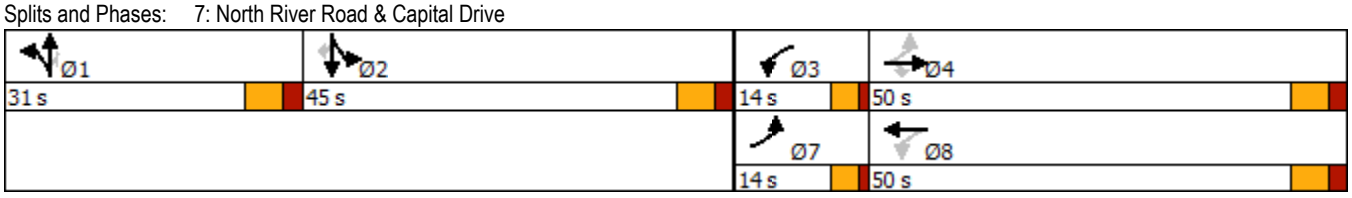
APPENDIX B

INTERSECTION CAPACITY ANALYSIS

Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	100	485	660	100	190	130	240	200	70	200	445	50
Future Volume (vph)	100	485	660	100	190	130	240	200	70	200	445	50
Satd. Flow (prot)	1770	1863	1583	1770	3323	0	1681	1761	1583	1770	1863	1583
Flt Permitted	0.487			0.108			0.950	0.995		0.950		
Satd. Flow (perm)	907	1863	1583	201	3323	0	1681	1761	1583	1770	1863	1583
Satd. Flow (RTOR)			466		126				101			101
Lane Group Flow (vph)	109	527	717	109	348	0	235	243	76	217	484	54
Turn Type	pm+pt	NA	Perm	pm+pt	NA		Split	NA	Perm	Split	NA	Perm
Protected Phases	7	4		3	8		1	1		2	2	
Permitted Phases	4		4	8					1			2
Total Split (s)	14.0	50.0	50.0	14.0	50.0		31.0	31.0	31.0	45.0	45.0	45.0
Total Lost Time (s)	4.0	6.0	6.0	4.0	6.0		6.0	6.0	6.0	6.0	6.0	6.0
Act Effct Green (s)	52.0	40.7	40.7	51.9	40.7		22.1	22.1	22.1	36.9	36.9	36.9
Actuated g/C Ratio	0.40	0.31	0.31	0.40	0.31		0.17	0.17	0.17	0.28	0.28	0.28
v/c Ratio	0.26	0.91	0.88	0.58	0.31		0.83	0.82	0.22	0.44	0.93	0.10
Control Delay	25.8	65.8	28.7	36.6	22.9		78.2	76.2	5.6	43.3	71.6	0.5
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	25.8	65.8	28.7	36.6	22.9		78.2	76.2	5.6	43.3	71.6	0.5
LOS	C	E	C	D	C		E	E	A	D	E	A
Approach Delay		42.9			26.2			67.4			58.4	
Approach LOS		D			C			E			E	
Queue Length 50th (m)	19.1	146.9	80.6	19.1	25.1		69.5	71.8	0.0	52.3	138.1	0.0
Queue Length 95th (m)	32.1	#213.6	#165.4	32.1	39.0		#112.6	#113.7	8.2	78.2	#206.5	0.7
Internal Link Dist (m)		770.4			196.2			166.0			337.8	
Turn Bay Length (m)	56.0			110.0			130.0		70.0	105.0		60.0
Base Capacity (vph)	432	634	846	202	1213		325	340	387	534	561	547
Starvation Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Reduced v/c Ratio	0.25	0.83	0.85	0.54	0.29		0.72	0.71	0.20	0.41	0.86	0.10

Intersection Summary
Cycle Length: 140
Actuated Cycle Length: 131.2
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.93
Intersection Signal Delay: 48.5
Intersection LOS: D
Intersection Capacity Utilization 85.0%
ICU Level of Service E
Analysis Period (min) 15
\# 95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 7: North River Road & Capital Drive



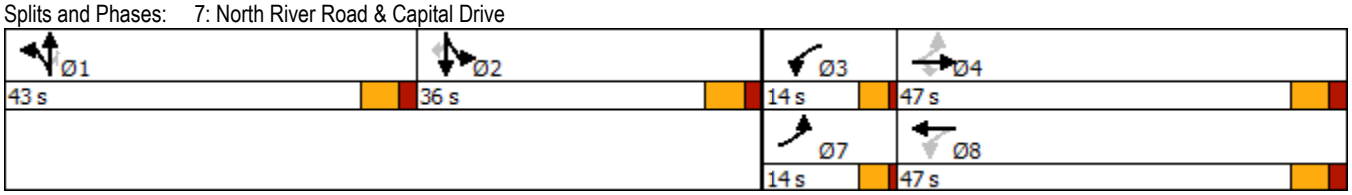
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	65	375	320	125	630	230	470	370	95	190	340	125
Future Volume (vph)	65	375	320	125	630	230	470	370	95	190	340	125
Satd. Flow (prot)	1770	1863	1583	1770	3398	0	1681	1757	1583	1770	1863	1583
Flt Permitted	0.108			0.193			0.950	0.993		0.950		
Satd. Flow (perm)	201	1863	1583	360	3398	0	1681	1757	1583	1770	1863	1583
Satd. Flow (RTOR)			341		38				101			102
Lane Group Flow (vph)	71	408	348	136	935	0	445	468	103	207	370	136
Turn Type	pm+pt	NA	Perm	pm+pt	NA		Split	NA	Perm	Split	NA	Perm
Protected Phases	7	4		3	8		1	1		2	2	
Permitted Phases	4		4	8					1			2
Total Split (s)	14.0	47.0	47.0	14.0	47.0		43.0	43.0	43.0	36.0	36.0	36.0
Total Lost Time (s)	4.0	6.0	6.0	4.0	6.0		6.0	6.0	6.0	6.0	6.0	6.0
Act Effct Green (s)	47.0	36.1	36.1	49.3	39.6		37.3	37.3	37.3	28.8	28.8	28.8
Actuated g/C Ratio	0.35	0.27	0.27	0.37	0.30		0.28	0.28	0.28	0.21	0.21	0.21
v/c Ratio	0.41	0.81	0.51	0.58	0.91		0.95	0.96	0.20	0.54	0.93	0.32
Control Delay	33.2	59.5	7.0	37.9	57.4		80.1	80.4	8.5	54.0	81.9	16.5
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	33.2	59.5	7.0	37.9	57.4		80.1	80.4	8.5	54.0	81.9	16.5
LOS	C	E	A	D	E		F	F	A	D	F	B
Approach Delay		35.1			54.9			73.0			61.3	
Approach LOS		D			D			E			E	
Queue Length 50th (m)	12.7	107.9	1.5	25.2	132.9		136.1	~143.7	0.4	53.7	105.8	8.0
Queue Length 95th (m)	23.4	148.3	26.4	40.8	#174.0		#214.4	#223.2	15.3	81.5	#167.7	27.2
Internal Link Dist (m)		770.4			196.2			166.0			337.8	
Turn Bay Length (m)	56.0			110.0			130.0		70.0	105.0		60.0
Base Capacity (vph)	190	574	723	238	1073		467	488	513	399	420	435
Starvation Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0		0	0	0	0	0	0
Reduced v/c Ratio	0.37	0.71	0.48	0.57	0.87		0.95	0.96	0.20	0.52	0.88	0.31

Intersection Summary
Cycle Length: 140
Actuated Cycle Length: 134
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.96
Intersection Signal Delay: 56.7
Intersection LOS: E
Intersection Capacity Utilization 91.7%
ICU Level of Service F
Analysis Period (min) 15

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

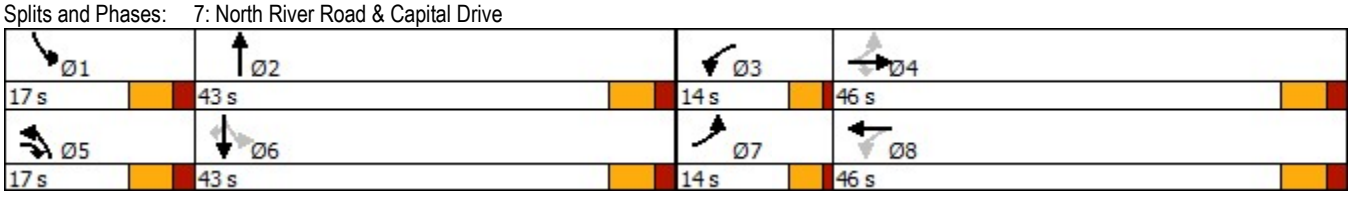
Splits and Phases: 7: North River Road & Capital Drive



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	100	485	660	100	190	130	240	200	70	200	445	50
Future Volume (vph)	100	485	660	100	190	130	240	200	70	200	445	50
Satd. Flow (prot)	1770	1863	1583	1770	3323	0	3433	1790	0	1770	1863	1583
Flt Permitted	0.506			0.141			0.950			0.425		
Satd. Flow (perm)	943	1863	1583	263	3323	0	3433	1790	0	792	1863	1583
Satd. Flow (RTOR)			190		141			15				118
Lane Group Flow (vph)	109	527	717	109	348	0	261	293	0	217	484	54
Turn Type	pm+pt	NA	pm+ov	pm+pt	NA		Prot	NA		pm+pt	NA	Perm
Protected Phases	7	4	5	3	8		5	2		1	6	
Permitted Phases	4		4	8						6		6
Total Split (s)	14.0	46.0	17.0	14.0	46.0		17.0	43.0		17.0	43.0	43.0
Total Lost Time (s)	4.0	6.0	6.0	4.0	6.0		6.0	6.0		6.0	6.0	6.0
Act Effct Green (s)	46.5	35.6	52.6	46.5	35.6		10.9	33.0		43.4	32.8	32.8
Actuated g/C Ratio	0.42	0.32	0.48	0.42	0.32		0.10	0.30		0.39	0.30	0.30
v/c Ratio	0.23	0.88	0.84	0.47	0.30		0.77	0.54		0.54	0.88	0.10
Control Delay	19.3	53.3	29.4	24.9	17.3		66.8	35.7		26.0	55.8	0.4
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0		0.0	0.0	0.0
Total Delay	19.3	53.3	29.4	24.9	17.3		66.8	35.7		26.0	55.8	0.4
LOS	B	D	C	C	B		E	D		C	E	A
Approach Delay		37.9			19.1			50.3			43.3	
Approach LOS		D			B			D			D	
Queue Length 50th (m)	14.9	119.6	116.1	14.9	18.9		33.0	56.3		32.8	111.3	0.0
Queue Length 95th (m)	26.3	#180.8	#187.7	26.3	31.3		#55.4	85.2		51.1	#168.6	0.0
Internal Link Dist (m)		770.4			196.2			166.0			337.8	
Turn Bay Length (m)	56.0			110.0			130.0			105.0		60.0
Base Capacity (vph)	483	684	850	252	1310		346	618		413	633	615
Starvation Cap Reductn	0	0	0	0	0		0	0		0	0	0
Spillback Cap Reductn	0	0	0	0	0		0	0		0	0	0
Storage Cap Reductn	0	0	0	0	0		0	0		0	0	0
Reduced v/c Ratio	0.23	0.77	0.84	0.43	0.27		0.75	0.47		0.53	0.76	0.09

Intersection Summary
Cycle Length: 120
Actuated Cycle Length: 110.5
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.88
Intersection Signal Delay: 38.7
Intersection LOS: D
Intersection Capacity Utilization 83.5%
ICU Level of Service E
Analysis Period (min) 15
95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

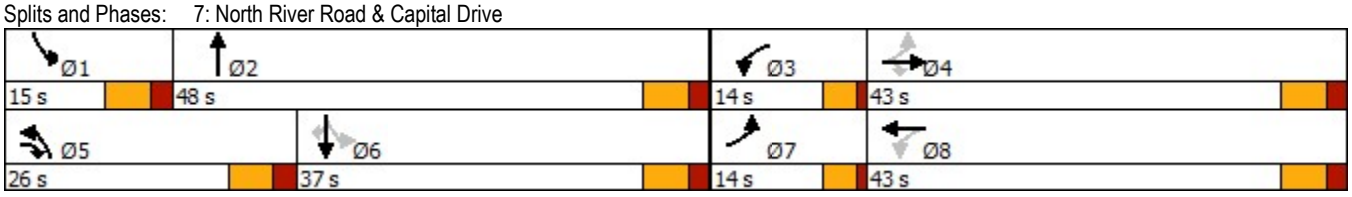
Splits and Phases: 7: North River Road & Capital Drive



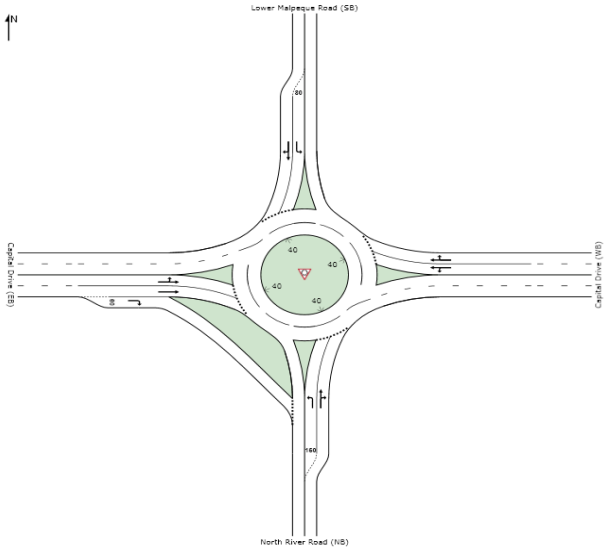
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	65	375	320	125	630	230	470	370	95	190	340	125
Future Volume (vph)	65	375	320	125	630	230	470	370	95	190	340	125
Satd. Flow (prot)	1770	1863	1583	1770	3398	0	3433	1805	0	1770	1863	1583
Flt Permitted	0.127			0.224			0.950			0.270		
Satd. Flow (perm)	237	1863	1583	417	3398	0	3433	1805	0	503	1863	1583
Satd. Flow (RTOR)			214		45			12				173
Lane Group Flow (vph)	71	408	348	136	935	0	511	505	0	207	370	136
Turn Type	pm+pt	NA	pm+ov	pm+pt	NA		Prot	NA		pm+pt	NA	Perm
Protected Phases	7	4	5	3	8		5	2		1	6	
Permitted Phases	4		4	8						6		6
Total Split (s)	14.0	43.0	26.0	14.0	43.0		26.0	48.0		15.0	37.0	37.0
Total Lost Time (s)	4.0	6.0	6.0	4.0	6.0		6.0	6.0		6.0	6.0	6.0
Act Effct Green (s)	41.1	30.7	55.9	43.8	34.3		19.1	37.7		36.8	27.7	27.7
Actuated g/C Ratio	0.38	0.28	0.51	0.40	0.31		0.18	0.35		0.34	0.25	0.25
v/c Ratio	0.34	0.78	0.38	0.48	0.85		0.85	0.80		0.75	0.78	0.26
Control Delay	24.1	47.7	7.2	26.0	42.9		59.3	43.5		40.3	52.3	3.5
Queue Delay	0.0	0.0	0.0	0.0	0.0		0.0	0.0		0.0	0.0	0.0
Total Delay	24.1	47.7	7.2	26.0	42.9		59.3	43.5		40.3	52.3	3.5
LOS	C	D	A	C	D		E	D		D	D	A
Approach Delay		28.6			40.8			51.5			39.5	
Approach LOS		C			D			D			D	
Queue Length 50th (m)	9.6	86.0	15.7	19.0	103.7		61.5	106.9		28.9	83.5	0.0
Queue Length 95th (m)	19.3	127.0	36.0	33.5	#140.5		#95.1	154.0		#53.8	#125.0	8.4
Internal Link Dist (m)		770.4			196.2			166.0			337.8	
Turn Bay Length (m)	56.0			110.0			130.0			105.0		60.0
Base Capacity (vph)	235	641	893	294	1199		638	712		275	537	579
Starvation Cap Reductn	0	0	0	0	0		0	0		0	0	0
Spillback Cap Reductn	0	0	0	0	0		0	0		0	0	0
Storage Cap Reductn	0	0	0	0	0		0	0		0	0	0
Reduced v/c Ratio	0.30	0.64	0.39	0.46	0.78		0.80	0.71		0.75	0.69	0.23

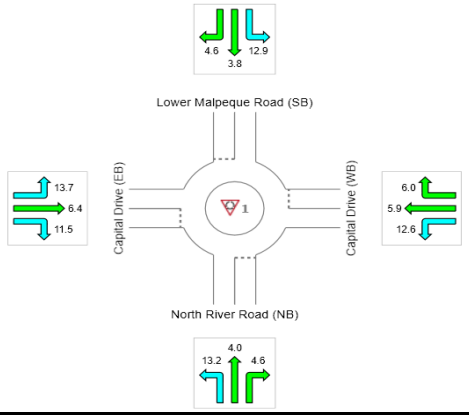
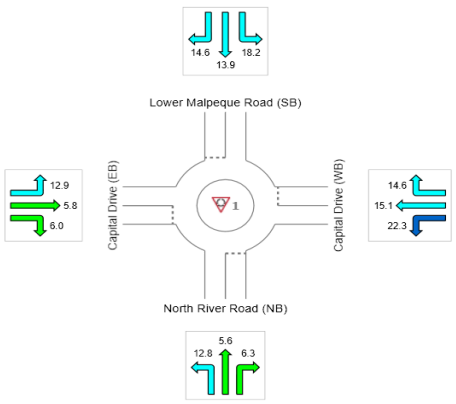
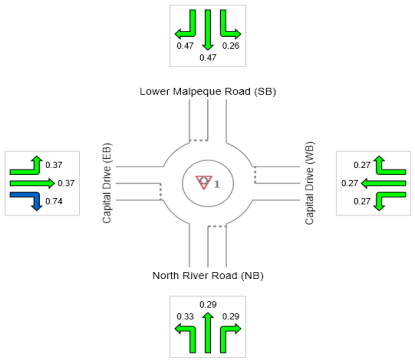
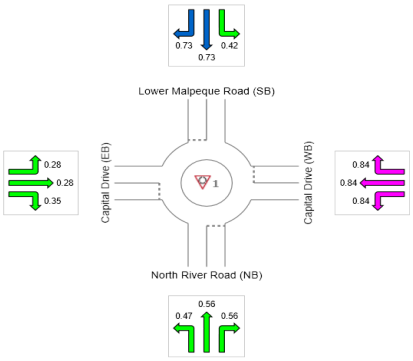
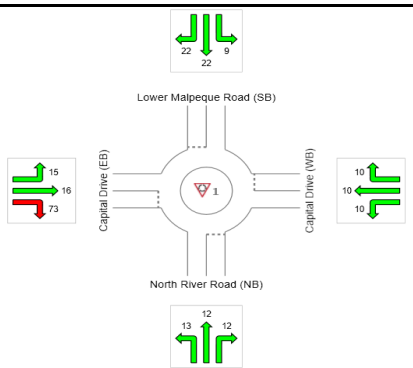
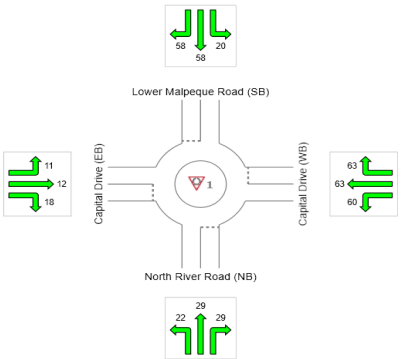
Intersection Summary
Cycle Length: 120
Actuated Cycle Length: 109.1
Control Type: Actuated-Uncoordinated
Maximum v/c Ratio: 0.85
Intersection Signal Delay: 40.7
Intersection LOS: D
Intersection Capacity Utilization 84.7%
ICU Level of Service E
Analysis Period (min) 15
\# 95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 7: North River Road & Capital Drive



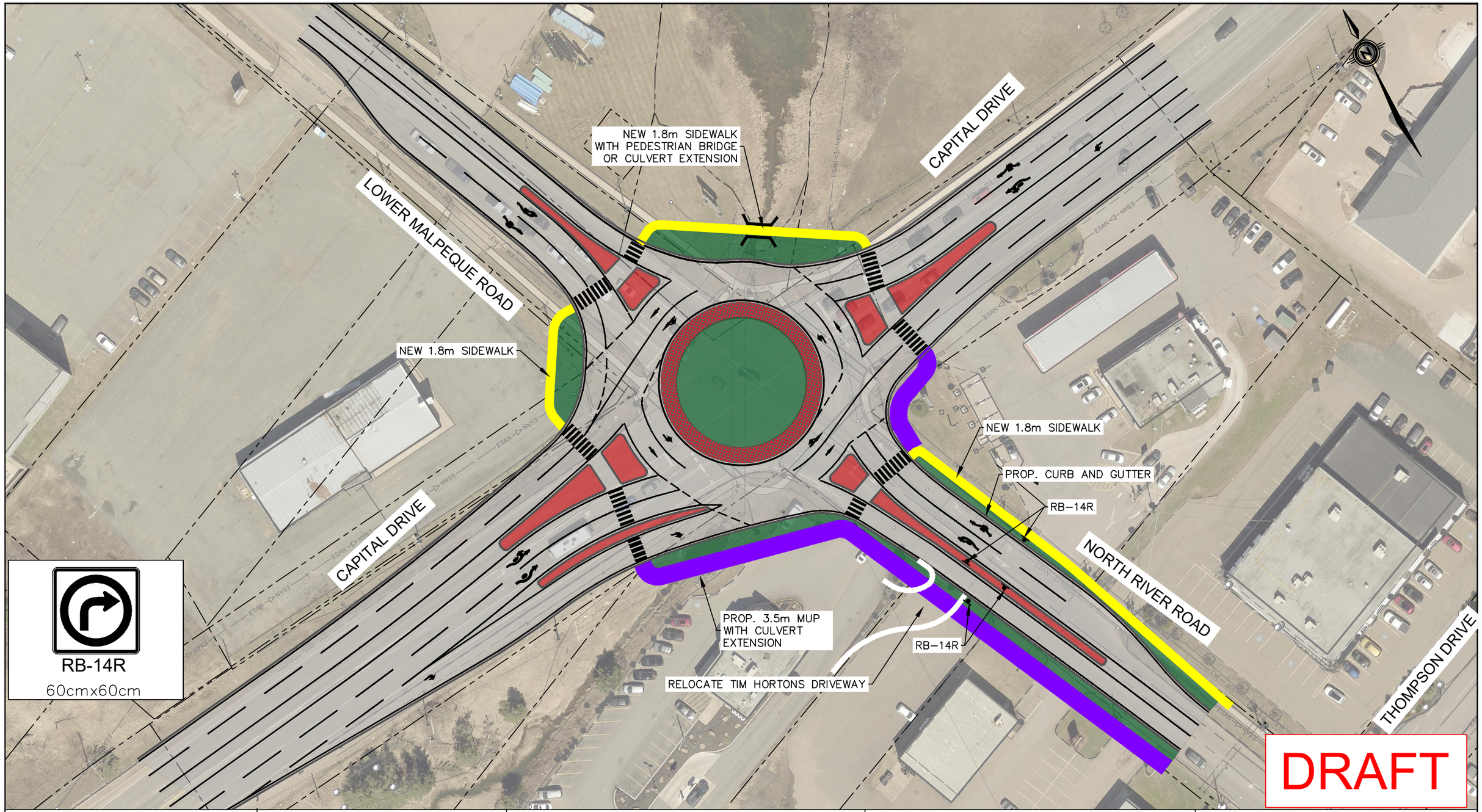
Capital Drive at North River Road/Lower Malpeque Road - 2023 Design Hourly Volumes
Preliminary Roundabout Lane Configuration



	AM Peak Hour	PM Peak Hour
Average Delay (Seconds)		
Volume-to-Capacity (V/C) Ratio		
95th Percentile Queue Length (m)		

APPENDIX C

CONCEPT DESIGNS



CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
195 MacEwen Road
Summerside, Prince Edward Island, Canada C1N 5Y4
T 902-436-2669 F 902-436-8601 www.wsp.com

Drawn:	S.HAY
Reviewed:	P.HATTON/G.OBRIEN
Project #:	CA0004499.0938
Date:	MAR 20, 2024

SCALE: 1:750 METRIC

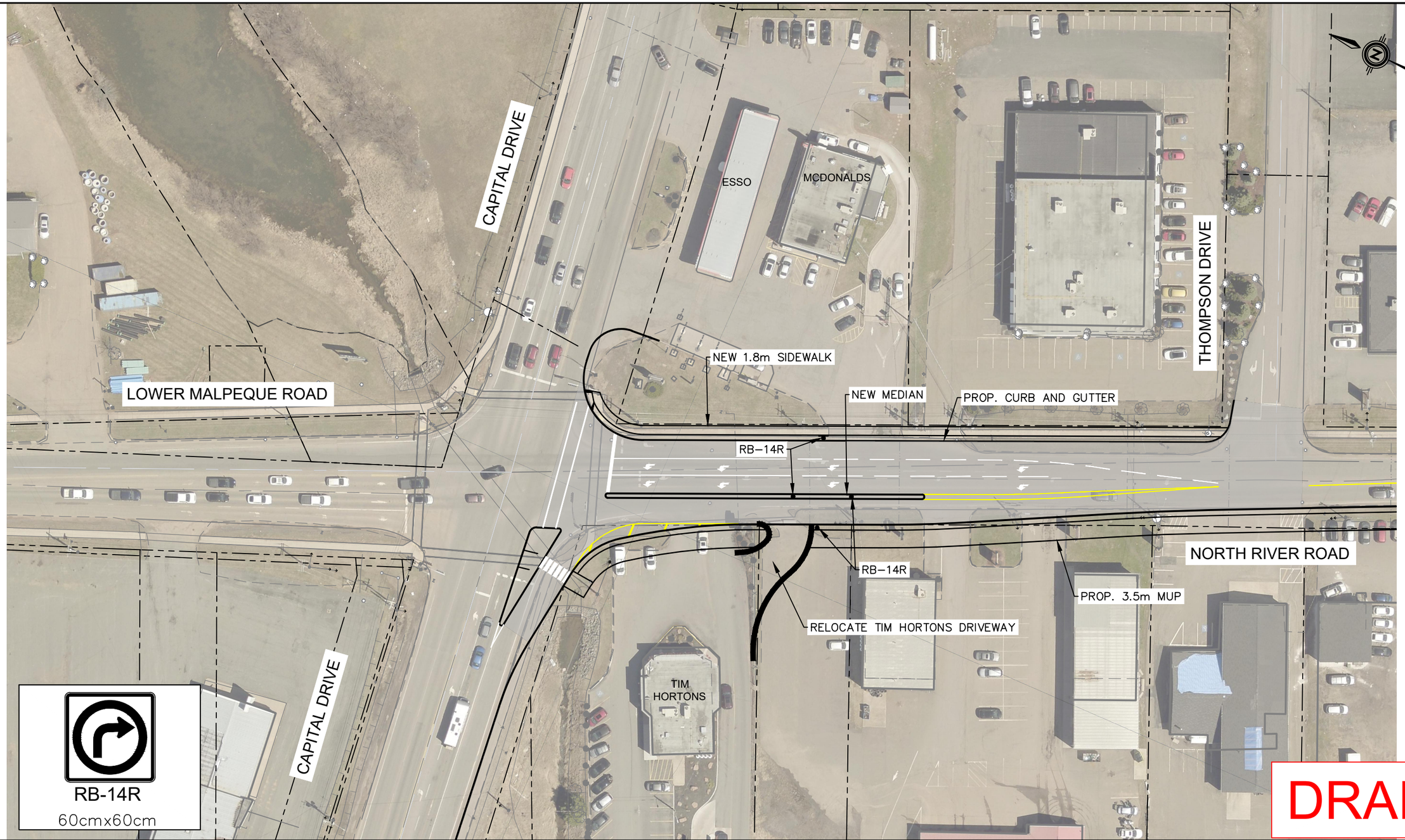
15 10 5 0 15 30 45

PROJECT:

NORTH RIVER ROAD AT CAPITAL DRIVE

TITLE:

**FIGURE C-1
ROUNDABOUT CONCEPT**



DRAFT

CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
195 MacEwen Road
Summerside, Prince Edward Island, Canada C1N 5Y4
T 902-436-2669 F 902-436-8601 www.wsp.com

Drawn:	S.HAY
Reviewed:	P.HATTON/G.OBRIEN
Project #:	CA0004499.0938
Date:	MAR 20, 2024

SCALE: 1:750 METRIC

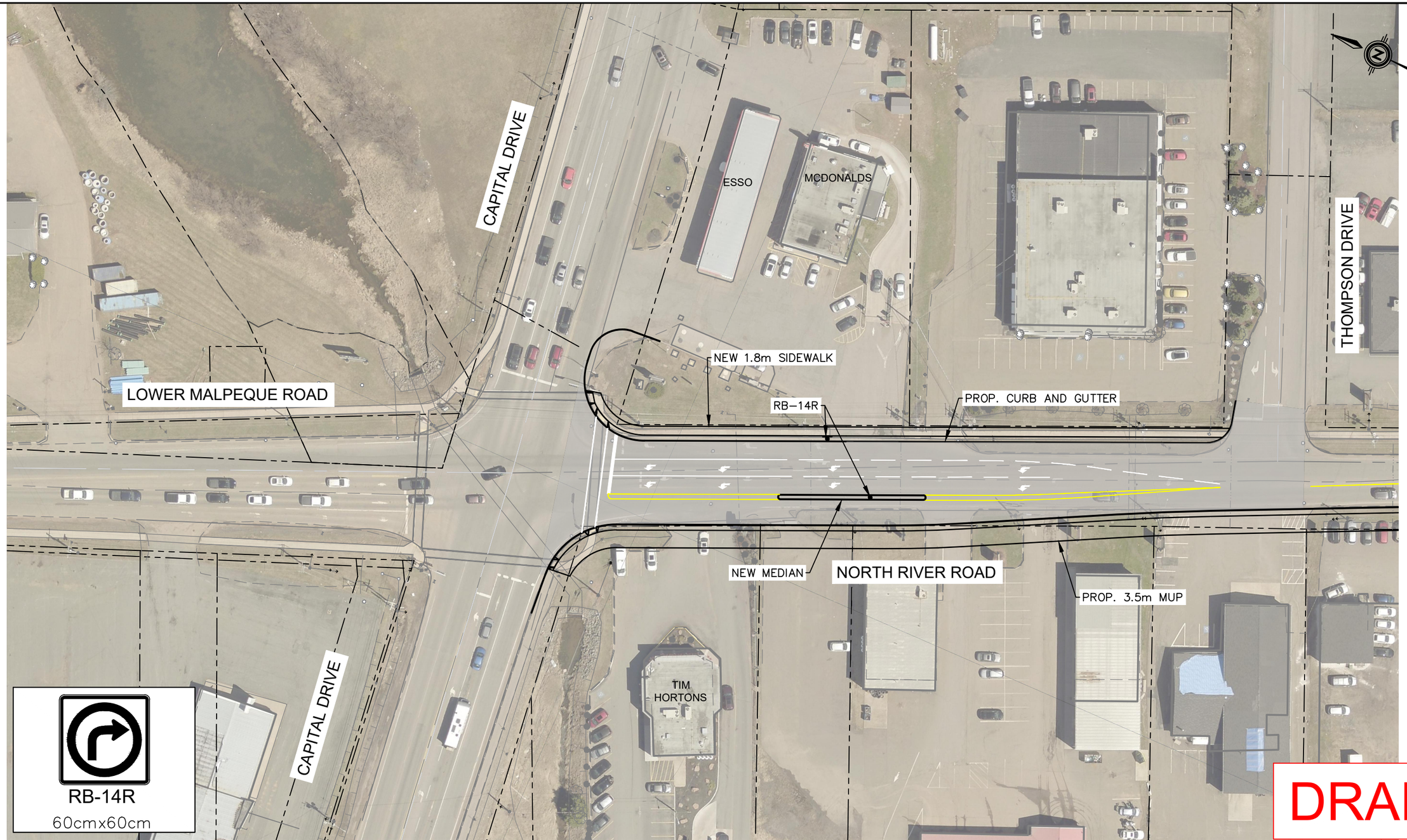
15 10 5 0 15 30 45

PROJECT:

NORTH RIVER ROAD AT CAPITAL DRIVE

TITLE:

FIGURE C-2
MODIFIED NORTHBOUND APPROACH AT SIGNAL



DRAFT

CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
195 MacEwen Road
Summerside, Prince Edward Island, Canada C1N 5Y4
T 902-436-2669 F 902-436-8601 www.wsp.com

Drawn: S.HAY
Reviewed: P.HATTON/G.OBRIEN
Project #: CA0004499.0938
Date: MAR 20, 2024

SCALE: 1:750 METRIC

15 10 5 0 15 30 45

PROJECT:

NORTH RIVER ROAD AT CAPITAL DRIVE

TITLE:

**FIGURE C-3
INTERIM SIGNAL OPTION**

APPENDIX E
CONCEPT DESIGN

CA0004499.0938

CAPITAL DRIVE INTERSECTION IMPROVEMENTS:
- INTERIM OPTION - ADDITION OF A NORTHBOUND LANE AND MEDIAN TO RESTRICT LEFT TURNS
- ULTIMATE OPTION - A MULTI LANE ROUNDABOUT

BUCHANAN DRIVE INTERSECTION IMPROVEMENTS:
- ADDITION OF A NORTHBOUND LANE ON NORTH RIVER ROAD
- ADDITION OF LEFT TURN LANE SOUTHBOUND ON NORTH RIVER ROAD

BURNS AVENUE INTERSECTION IMPROVEMENTS:
- ADDITION OF A SOUTHBOUND LEFT TURN LANE ON NORTH RIVER ROAD
- LEFT AND RIGHT TURN LANES ON BURNS AVENUE

PROPOSED 1.8m SIDEWALK WITH 1.0m BOULEVARD

PROPOSED 3.5m MULTI-USE PATH WITH 1.0m BOULEVARD

ROUNDABOUT TO BE CONSIDERED FOR FUTURE IMPLEMENTATION

LEGEND:
- SIDEWALK
- MULTI-USE PATHWAY
- CYCLE FACILITY
- EXISTING TRAFFIC SIGNAL
- EXISTING TRANSIT STOP

CAPITAL DR.
NORTH RIVER RD.
THOMPSON DR.
BUCHANAN DR.
BURNS AVE.
CENTRAL FIELD
ESSO
McDONALD'S
TIM HORTONS
MATCHLINE A

CONCEPT

PROPOSED 1.8m SIDEWALK WITH 1.0m BOULEVARD

PROPOSED 3.5m MULTI-USE PATH WITH 1.0m BOULEVARD

BEACH GROVE ROAD INTERSECTION IMPROVEMENTS:
- ROUNDABOUT WITH A DUAL LANE ON THE NORTHBOUND APPROACH AND SINGLE LANES FOR ALL OTHER APPROACHES

1.8m SIDEWALK
1.8m BIKEWAY
1.0m BOULEVARD

EXISTING CROSSWALK MODIFIED WITH RRFB

BEACH GROVE RD
GROVE RD
WARBURTON DR.
WATERVIEW HEIGHTS
SKYVIEW DR.
WESTVIEW DR.
NORTH RIVER RD.
MATCHLINE A
MATCHLINE B

CONCEPT

CLIENT:
CHARLOTTETOWN
Great things happen here.

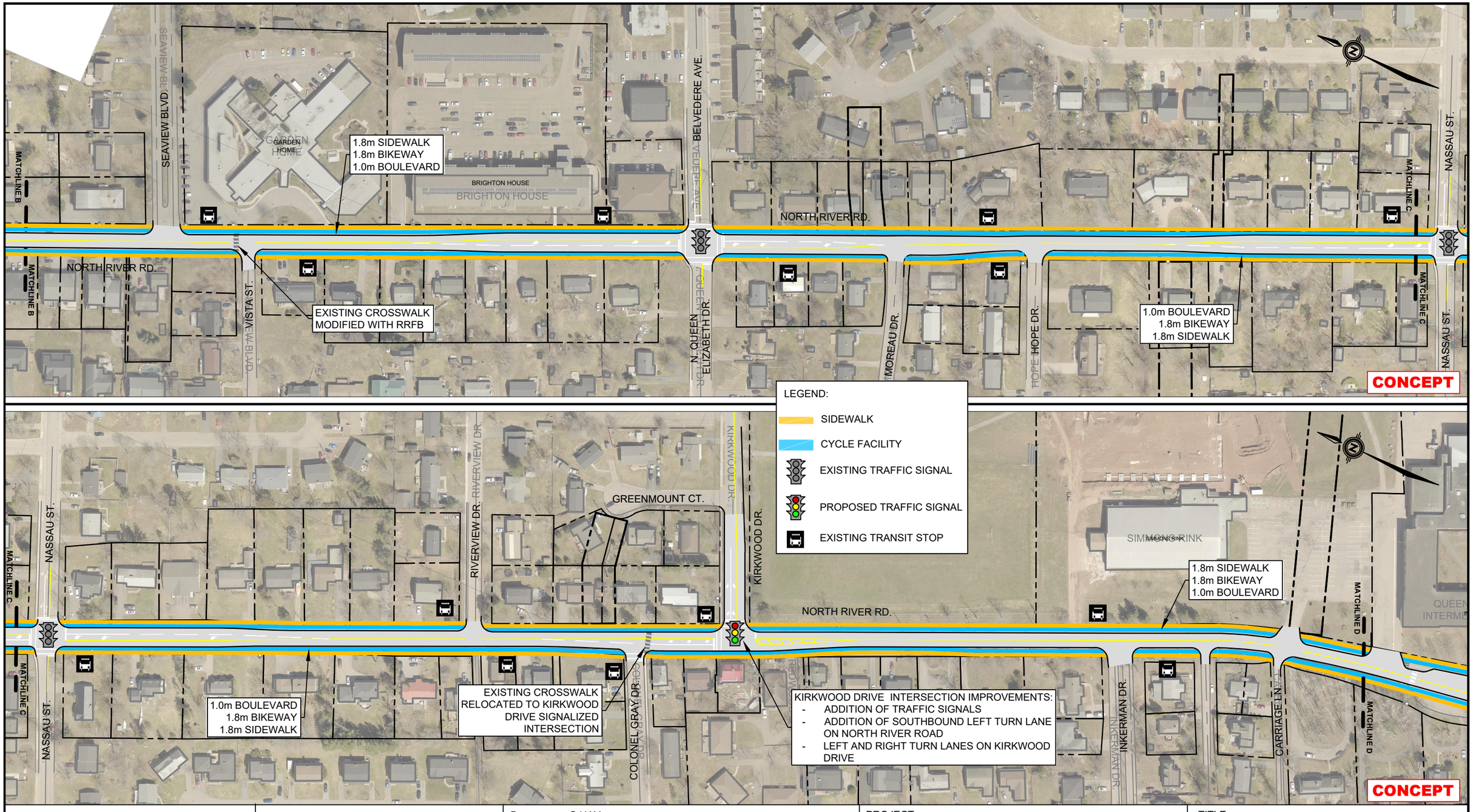
WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: S.HAY
Reviewed: C.PYNE
Project #: CA0004499.0938
Date: JUNE 07, 2024

SCALE: 1:2000 METRIC
0 40 80 120 160

PROJECT:
NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

TITLE:
CONCEPT DESIGN PLAN
SHEET 1 OF 3



CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: S.HAY
Reviewed: C.PYNE
Project #: CA0004499.0938
Date: JUNE 07, 2024

SCALE: 1:2000 METRIC

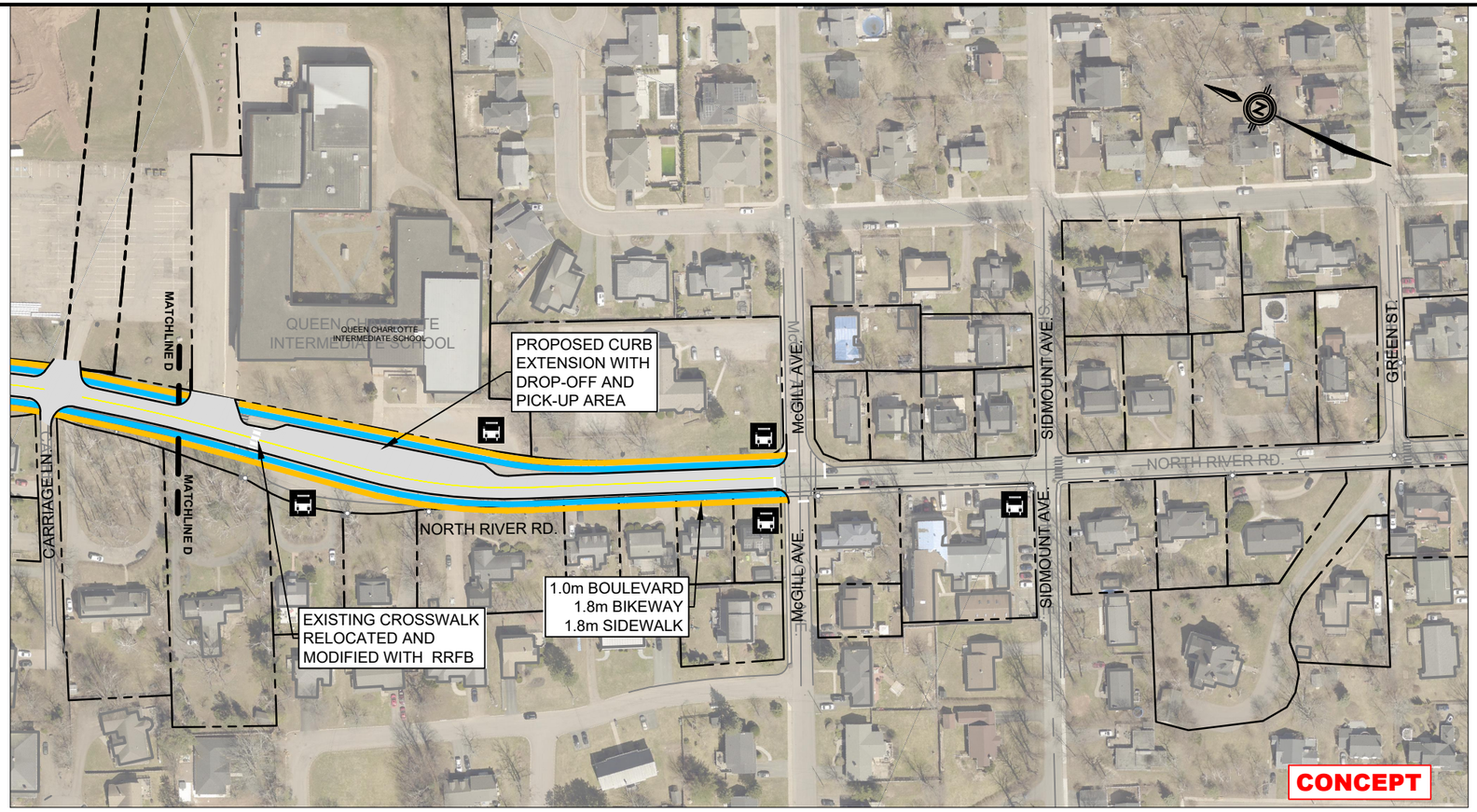
0 40 80 120 160

PROJECT:

NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

TITLE:

CONCEPT DESIGN PLAN SHEET 2 OF 3



LEGEND:

- SIDEWALK
- CYCLE FACILITY
- EXISTING TRANSIT STOP

CLIENT:

CHARLOTTETOWN
Great things happen here.

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, Nova Scotia, Canada B3B 1X7
T 902-835-9955 F 902-835-1645 www.wsp.com

Drawn: S.HAY
Reviewed: C.PYNE
Project #: CA0004499.0938
Date: JUNE 07, 2024

SCALE: 1:2000 METRIC

0 40 80 120 160

PROJECT:

NORTH RIVER ROAD TRANSPORTATION MASTER PLAN

TITLE:

CONCEPT DESIGN PLAN
SHEET 3 OF 3

DRAFT

Civic Board for Persons with Disabilities
Tuesday, December 16, 2025
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Linda Clark
Jeannie Poole
Anthony Welsh
Judith Bayliss

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:30 PM

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

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

4. Approval of Minutes
Moved by Judith, seconded by Jeannie that the draft minutes from November 18, 2025, be approved. Carried

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

6. Discussion Items

a.) Expo Lookback
Very positive response from all involved. If a similar event is to be planned, judging from the feedback of vendors and visitors, a bigger space would be needed. It would require space for presentations.
Do we need to send out a request for feedback from vendors?
This type of event is important for forming community connections and outreach.
Media coverage was good. CBC aired interviews and shared details on Compass following the event.
The committee feels the turnout was excellent for a 'snow day'
One comment to be recorded ~ a wheelchair user was disappointed that she was unable to view the action on the rink from the warm room. The level of the window was too high from a seated position. Also, the access to the mini ~ elevator on the second floor to the warm room was not user friendly and is dependent on someone knowing how to operate it. The hurdle was only overcome when a tech savvy volunteer figured it out.
Overall, it was an excellent day, well organized, reflecting the hard work of City staff.

b.) Award Nomination Update
There have been three nominations to date with a December 31, 2025, deadline.
Committee discussed the event date confirming that late April would be preferred to reduce any weather implications like the previous year.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Meeting adjourned at 4:00

Next meeting – January 20, 2026

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
January 13, 2026

The Environment & Sustainability Committee met on December 3 & 17, 2025. The draft meeting minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Wednesday, December 3, 2025, 04:30 PM
Parkdale Room, 199 Queen Street

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Mitchell Tweel
Councillor Normal Beck
Mayor Philip Brown

ALSO: **Brad MacConnell, CAO**
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant

REGRETS: **Richard MacEwen, Director of Community Services**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 04:39 PM.

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from November 25, 2025, be approved. Carried.

5) **Business Arising from the Minutes**

Mayor Brown raised questions regarding transit infrastructure funding. Concerns relayed were centered around sufficient funding support for bus fleet into the future.

Jessika Corkum-Gorrill explained that there are two ICIP projects, Project 10 and Project 11, provide approximately $8 million each in federal and provincial funding, totaling $16 million, not including the municipal contribution. Project 10 reflects planned spending between 2024 and 2029, while Project 11 covers spending between 2024 and 2027. She added that the Canada Public Transit Fund contributes $285,000

per year for five years, totaling roughly $1.5 million, between 2026 and 2035, with the potential for additional allocations starting 2031 based on future changes in population, service hours, and ridership. Within the five-year budget capital plan, there is significant funding allocated to fleet.

Anna Keenan highlighted that ICIP funding is enabling major renewal of the fleet. According to the 10-year fleet plan, after 2029, no new buses will need to be purchased for approximately four years because no retirements are scheduled during that period. She noted that about half the fleet are approaching retirement, and after those retirements, the next major bus renewal cycle will occur in 2034.

Mayor Brown further indicated that from 2016 onward, these funding programs have been a significant advantage, allowing the system to purchase buses and maintain operations without excessive reliance on other sources. Fleet costs remain substantial. He noted that electric buses currently cost between $1.2 and $1.5 million each. He emphasized the importance of being predictive and forward-looking as the city plans to grow the transit system and will require additional buses.

Staff noted that with fleet needs being addressed under ICIP funding, focus for future funding streams will shift toward service expansion and depot upgrades rather than new fleet acquisition.

Councillor Tweel sought confirmation that these matters had been discussed with the system's operator, Mr. Cassidy and stated that these partners have been instrumental in building a sustainable transit system over the past two decades. Staff confirmed that the operators are fully engaged in the planning process and are aware of fleet plans.

Jessika Corkum-Gorrill confirmed that staff work extremely closely with the operator on a daily basis. This collaboration informs fleet decisions and service planning. Service changes including proposed new routes and operational adjustments are developed jointly with the operator to ensure alignment. She emphasized that the planning process is coordinated and transparent, with all funding, fleet, and service strategies reviewed regularly with operators to ensure shared understanding and agreement on objectives.

6) <u>Move into a Closed Session</u>

It was moved by Mayor Brown and seconded by Councillor Tweel that motion to move into Closed Session as per Section 119 (1) (b), & (e) of the Municipal Governance Act of Prince Edward Island.

(b) information received in confidence which, if disclosed, would likely be prejudicial to

(e) a matter still under consideration, on which the council has not publicly announced a
a municipality's
ability to carry out its negotiations;

- DRAFT Public Transit Operating Budget

7) Business Arising from the Closed Session

There was no business arising from the closed session.

8) New Business

There was no new business.

Adjournment

It was moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. Carried.
The meeting adjourned at 05:55 PM.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Wednesday, December 17, 2025, 12:00 PM
Parkdale Room, 199 Queen Street

DRAFT

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Mitchell Tweel
Councillor Normal Beck – attended virtually
Mayor Philip Brown

ALSO: **Richard MacEwen, Director of Community Services**
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Climate Action Officer
Sydney Gillis, Project Coordinator
Alistair Ozon, Water Coordinator
Morgan Laverty, Urban Forest Technician
Taylor Dall, Environmental Project Coordinator
Julia Brown, Urban Forest Technician Assistant
Nick Walker, Energy Management Engineer – attended virtually

REGRETS: **Brad MacConnell, CAO**
Simon Wilmot, Forest and Environmental Officer

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:02 PM.

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from December 3, 2025, be approved. Carried.

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

6) Reports/Discussions

a. Climate Action Tracker Launch – ES 25-41

The meeting focused on formally introducing the Climate Action Tracker platform to Committee members, clarifying its purpose, and situating it within the broader Climate Action Plan adopted by Council in April 2025.

Kristen Gore explained that the Climate Action Tracker was developed to fulfill governance commitments in the Climate Action Plan, specifically the requirement for transparent monitoring, reporting, and public engagement. The tracker is a publicly accessible online platform that mirrors the structure of the approved Plan, organizing work across three focus areas, ten themes, twenty-five goals, and 111 actions. Its core function is to allow Council, staff, and residents to track implementation progress in real time, view timelines and responsibilities, and understand how individual actions contribute to overall climate targets in Charlottetown.

She presented the main features of the platform, including the homepage overview of corporate and community greenhouse gas emissions, progress toward long-term reduction targets, and high-level status indicators showing whether actions are ongoing, in planning, implemented, or not yet started. The tracker also visualizes progress against timelines, indicating whether actions are on time, completed, delayed, or postponed, and shows how recently actions have been updated, reinforcing accountability and up-to-date data

Councillors engaged in detailed discussion about the greenhouse gas data displayed on the platform, including the rationale behind the city's emissions reduction targets, year-to-year fluctuations in emissions, and how population growth and increased vehicle ownership affect progress. Nick Walker clarified that emissions data are based on established inventories drawing from provincial, federal, and utility sources, and that per-capita emissions and long-term trends are also important indicators of success. Anna Keenan continued; transportation is identified as the largest source of emissions, reinforcing the importance of delivering on the City's public transit, active transportation, and vehicle electrification strategies, which are each already embedded in the Climate Action Plan.

The presentation also explored how the Climate Action Tracker relates to broader policy and infrastructure questions, including land use planning, natural asset management, tree planting, energy systems, and collaboration with external partners such as Maritime Electric and the Province. Staff emphasized that while not all major external projects fall within municipal jurisdiction or are explicitly addressed in the current plan, the Climate Action Plan is a living document that can evolve as new priorities and issues arise. The tracker supports this adaptability by making gaps, emerging concerns, and public feedback visible and actionable.

DRAFT

In closing, Kristen gore highlighted that the Tracker has been publicly live since December 10, 2025, and has already seen strong engagement. The platform allows residents to explore actions and indicators in depth, submit feedback directly, and better understand how municipal initiatives connect to climate outcomes. The Committee acknowledged the Tracker as a significant step toward transparency, accountability, and informed public dialogue, reinforcing its role as a central tool for implementing and communicating Charlottetown's climate commitments over the five-year life of the Plan.

7) New Business

There was no new business.

Adjournment

It was moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. Carried.
The meeting adjourned at 01:02 PM.

DRAFT

City of Charlottetown Committee Report

Report No: ES 25-41

Date: December 17, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department: Environment and Sustainability

Other Associated Departments:
All City departments

Prepared by: Kristen Gore, Acting Climate Action Officer

Attachments:

- **Climate Action Tracker:** climateactiontracker.charlottetown.ca

Report Title:
Climate Action Tracker Launch

Report Purpose:
To inform Council of the launch of Charlottetown's new Climate Action Tracker platform.

Staff Recommendation:
That Council receives this report as information.

Report Details:
On December 10th, 2025, the City launched its new Climate Action Tracker (CAT), an online platform designed to monitor and report progress on Charlottetown's Climate Action Plan.

In April 2025, Council adopted Charlottetown's first Climate Action Plan (CAP), the City's guiding document for climate action. The CAP addresses both climate adaptation, preparing for predicted impacts, and climate mitigation, reducing greenhouse gas emissions. As departments implement the CAP's goals and actions, it is essential that Council, staff, community partners, and residents can easily stay informed and track progress.

Theme 9: Governance, Action 9.1.1 calls for the City to "develop a detailed monitoring, reporting, and engagement schedule for the Climate Action Plan, including specific Key Performance Indicators (KPIs), a virtual reporting platform, and opportunities for ongoing dialogue with the community regarding Plan implementation." Similarly, Theme 10: Education and Communication, Action 10.1.2 seeks to "ensure climate data and resources are easily accessible to the public." The launch of the new Climate Action Tracker platform fulfills these actions by providing a public platform where Council, staff, and residents can monitor implementation progress.

The Tracker mirrors the CAP's structure, allowing users to explore themes, goals, and actions of interest. Each action includes updates and links to related KPIs and targets, enabling visualization of measurable progress.

The Climate Action Tracker enables users to:

- Monitor progress on individual actions
- Explore KPIs that measure success
- Visualize achievements and milestones through interactive charts
- Engage with feedback opportunities as the Plan evolves

Previously, E&S staff, in collaboration with all City departments, produced an annual PDF report highlighting environmental and sustainability achievements. This process was time-consuming, costly, and resulted in lengthy documents that were rarely accessed by the public and became quickly out of date after production. Updates could not be easily incorporated throughout the year.

Replacing static PDF reports with the Climate Action Tracker enhances accessibility, transparency and accountability through more frequent updates. It also improves internal efficiency and collaboration by allowing departments to upload their own information and ensures timelier, higher-quality reporting compared to traditional paper-based methods. Each department has designated representative(s) trained to use the Climate Action Tracker's admin interface. These representatives update actions and indicators for which their department is listed as the lead department.

Throughout the Plan's lifetime (2025-2030), actions and indicators will be updated quarterly, at a minimum. The Tracker also provides engagement analytics, offering insights into site traffic and user interests. This helps the City better understand what information residents seek and can tailor communication accordingly.

Council or Committee History:
In 2019, City Council declared a climate emergency, recognizing the threat posed by climate change and the importance of taking rapid, ambitious action.

Beginning in 2023, annual budget has been allocated to support work towards completing a Climate Action Plan for Charlottetown.

Committee and Council were engaged during multiple rounds of engagement during Phase 1 and 2 of Plan development. In April 2025, Council formally adopted the Climate Action Plan.

Financial Implications:
The Climate Action Tracker platform (using Kausal software) costs $16,800 per year on a subscription basis, with no renewal commitment. Funds to cover this expense were approved in the 2025-26 E&S Operating Budget.

Public Engagement and Communication:
This platform, as a sub-domain of Charlottetown.ca, will increase efficiency, accountability, and transparency when communicating with the public regarding the implementation of the Climate Action Plan.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG Dec 9/25	RDM December 12, 2025

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2025

Sum of Charlottetown Ric		Route #																
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
11/01/2025	Sat	354	246	316	0	0	155	0	24	0	0	0	258	911	0	382		0	2,646
11/02/2025	Sun	495	0	0	0	0	0	0	0	0	0	0	0	639	0	0		0	1,134
11/03/2025	Mon	854	556	582	705	178	400	0	531	304	63	1	652	307	35	315		44	5,527
11/04/2025	Tue	756	637	420	488	201	373	0	473	246	60	3	517	256	22	306		36	4,794
11/05/2025	Wed	908	550	561	598	187	441	0	600	319	62	1	648	252	22	369		42	5,560
11/06/2025	Thu	736	383	330	564	111	383	0	477	241	32	1	605	242	28	333		27	4,493
11/07/2025	Fri	887	632	477	393	166	465	0	603	335	72	3	545	350	23	302		57	5,310
11/08/2025	Sat	569	282	292	0	0	211	0	26	0	0	0	225	656	0	340		0	2,601
11/09/2025	Sun	491	0	0	0	0	0	0	239	0	0	0	0	316	0	0		0	1,046
11/10/2025	Mon	842	509	395	562	168	458	0	436	281	74	1	602	274	19	323		40	4,984
11/11/2025	Tue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
11/12/2025	Wed	913	621	571	626	218	433	0	554	306	88	2	620	299	28	322		36	5,637
11/13/2025	Thu	823	497	465	639	192	393	0	496	288	89	3	582	273	24	312		34	5,110
11/14/2025	Fri	854	554	520	623	172	368	0	543	292	55	2	650	322	14	258		45	5,272
11/15/2025	Sat	499	335	368	0	0	230	0	15	0	0	0	264	905	0	461		0	3,077
11/16/2025	Sun	352	0	0	0	0	0	0	0	0	0	0	0	461	0	0		0	813
11/17/2025	Mon	806	480	486	535	207	395	0	476	249	51	0	575	259	14	341		36	4,910
11/18/2025	Tue	888	619	538	642	189	397	0	509	292	69	2	607	288	17	331		34	5,422
11/19/2025	Wed	824	574	543	658	190	505	0	545	283	62	3	641	277	32	414		32	5,583
11/20/2025	Thu	968	657	482	684	214	494	0	499	336	79	1	704	304	20	358		37	5,837
11/21/2025	Fri	973	552	505	659	166	509	0	587	319	48	0	583	281	31	332		39	5,584
11/22/2025	Sat	651	377	318	0	0	209	0	39	0	0	0	323	844	0	419		0	3,180
11/23/2025	Sun	467	0	0	0	0	0	0	0	0	0	0	0	728	0	0		0	1,195
11/24/2025	Mon	885	583	491	610	212	468	0	519	342	60	1	636	233	18	291		38	5,387
11/25/2025	Tue	888	618	494	664	200	451	0	534	295	65	1	604	276	30	401		34	5,555
11/26/2025	Wed	801	526	509	637	186	357	0	459	276	59	1	580	248	24	270		46	4,979
11/27/2025	Thu	883	465	473	752	178	464	0	548	315	55	2	509	337	24	344		38	5,387
11/28/2025	Fri	1,013	573	527	747	168	538	0	559	317	68	1	637	308	36	563		65	6,120
11/29/2025	Sat	465	249	327	0	0	368	0	28	0	0	0	267	696	0	334		0	2,734
11/30/2025	Sun	498	0	0	0	0	0	0	0	0	0	0	0	751	0	0		0	1,249
12/01/2025	Mon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Grand Total		**21,343**	**12,075**	**10,990**	**11,786**	**3,503**	**9,465**	**0**	**10,319**	**5,636**	**1,211**	**29**	**12,834**	**12,293**	**461**	**8,421**		**760**	**121,126**

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2025

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		5437	5,437
Mon		20808	20,808
Tue		15771	15,771
Wed		21759	21,759
Thu		20827	20,827
Fri		22286	22,286
Sat		14238	14,238
Grand Total		**121126**	**121,126**

		2025	**2024**	**2023**	**2022**
Total Ridership		121,126	128,147	133,296	101,213
Monday - Friday	Paying	101,451	108,911	119,573	88,291
	Non - Paying	-	-	-	-
	Working Da	19	20	22	21
	Average	5,340	5,446	5,435	4,204
Saturday	Paying	14,238	14,591	8,964	8,817
	Non - Paying	-	-	-	-
	Working Da	5	5	3	5
	Average	2,848	2,918	2,988	1,763
Sunday	Paying	5,437	4,645	4,759	4,105
	Non - Paying	-	-	-	-
	Working Da	5	4	4	4
	Average	1,087	1,161	1,190	1,026

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
January 13th, 2026

Finance, Audit Tendering & Administration Committee met on Thursday, December 11th for a Special Meeting and Wednesday, January 7th, for its regular meeting.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor John McAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Thursday, December 11th, 2025
12:00 pm. Council Chambers.

DRAFT

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

Guests: **Michelle Burge, MRSB**
Richard MacEwen, Director of Community Services
Councillor Julie McCabe (Teams)
Councillor Justin Muttart
Councillor Trevor MacKinnon

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

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

3. **Approval of Agenda.**
   Motion to approve the agenda was moved by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on December 3rdth, 2025 was put forward by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

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

6. **Discussions/Reports**
   a. **Presentation of Audited Financial Statements – Michelle Burge – MRSB Group.**

      Michelle Burge presented the audited financial statements for the Water & Sewer Corporation and the consolidated audited financial statements for the City of Charlottetown.

In the opinion of MRSB, the financial statements present fairly, in all material respects, the financial position of the City of Charlottetown and the Charlottetown Water & Sewer Corporation as of March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for the Public Sector.

Action Required: Audited Financial Statements will be forwarded to Council for their approval.
Lead: Isaac Ewuah

7. Introduction of New Business.
None.

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

Meeting adjourned at 1:34 pm

_____
Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, January 7th 2026
12:00 pm. Council Chambers.

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**
Melanie Bailey, Strategic Initiatives Officer
Nick Walker, Energy Management Engineer

1. **Call to Order.**
   The Chair called the meeting to order at 12:04 pm.

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

3. **Approval of Agenda.**
   Motion to approve the agenda was moved by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on December 3rdth, 2025 was put forward by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

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

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

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

      The Switch program successfully ran in Charlottetown between 2021 and 2024, providing homeowners with 743 loans for energy efficiency projects. The City provided over $9,660,000 worth of loans with funding from FCM and program administration provided by SwitchPACE Community Interest Corporation.

For fiscal year 2025/26, it was budgeted that the program would be operating solely with loan collections taking place, with SwitchPACE CIC continuing to administer the loan collection on behalf of the City. Since budget approvals, there has been a few clients that have required additional SwitchPACE support with finishing up their projects, with a few disagreements between homeowners and contractors that have created more admin work than expected.

Environment and Sustainability would like to request a budget transfer of $28,000 from the E&S Special Projects budget (010-5600-55250-0000) where there is a surplus, into the Switch GL (015-0000-56100-0000) to cover admin fees for the remainder of the fiscal year.

The program is expected to require less administration and less fees over the years as loans are paid off by homeowners.

Councillor Bernard asked for clarification on why the administration fees would be sent back to SwitchPACE if the disagreements would be between the homeowners and the contractors.

It was determined that administration hours were used to facilitate the disagreements.

The committee would like to see a detailed breakdown of the fees accrued so that they may make a more informed decision before passing this on to Council.

Action Required: Detailed breakdown of fees owing to be provided to Committee.
Lead: Nick Walker.

b. Report FIN-02-2026 - Tax Rate Groups Bylaw – Isaac Ewuah – Assistant Manager of Finance.

Report was presented to provide members of the Committee with an update on review of the bylaw, and guidance or direction on next steps.

The purpose of this bylaw is to establish a framework for setting and applying property tax rates within the municipality. It defines key terms, outlines the authority of Council to create tax rate groups based on property characteristics and service levels, and specifies the process for determining and approving annual tax rates. Additionally, it ensures proper notification to the Provincial Tax Commissioner regarding tax rates, restructuring, or changes to tax groups. Overall, the bylaw aims to provide a fair and organized system for municipal taxation that reflects differences in property use, location, and access to services. The tax groups are as follows.

a) commercial
b) non-commercial
c) agricultural
d) urban serviced
e) rural non-commercial
f) business improvement district

Councillor Bernard asked for clarification on why this was being brought up now as we have never had this bylaw in place before.

CAO MacConnell clarified that we were contacted by Municipal Affairs and informed that we should have this bylaw in place. This report is to start the discussion and give Committee a chance to review the information presented. He believes this is a formality and a housekeeping issue to have something formal in place.

Mayor Brown asked that we ensure that our groupings match what the Province has in place.

Action Required: More detailed information is to be collected before the bylaw is presented to Council .
Lead: Isaac Ewuah & CAO Brad MacConnell.

c. Report FIN-01-2026 – Update on Operational Matters of Interest – Isaac Ewuah – Assistant Manager of Finance.

Report was presented to provide members of the Committee with information regarding operational matters believed to be of interest.

FY2026-27 Budget Process:
Priority was given to Departmental heads to focus on the preparation of their Capital Budget in order to meet council's deadline. MRSB will take over the consolidation and roll-ups of the operations budget by end of this week Friday, January 9, 2026.

FY2024-25 Year End Audit:
Through the support of our Auditors (MRSB) we were able to meet the December 12, 2025, deadline for the submission of our audited financial statements to the province.

Update on Billing Backlog:

We were able to get bills out from the first week of December 2025. This week October cycle bills are going out, which is the last of the backlog. February 2026 we will resume regular billing cycle and then we will activate the late payment penalty charge in March 2026. We did experience a glitch where 190 customers had their payments uncaptured due to some data omissions from our bankers - RBC. Total amount involved was $21,248.97. We were able to sort them out and all payments were duly uploaded on December 24, 2025. Outstanding billing issues has to do with zero and negative reads, most of which have been investigated and work order sent to the technician for further action.

Action Required: Deadline is to be set for completed budget material from Department Heads.
Lead: CAO Brad MacConnell & Isaac Ewuah.

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

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

   Meeting adjourned at 12:42 pm

_____
Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report No: ES 26-01

Date: Jan 7, 2026

Directed to Council through the following Committee:
Finance Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Finance

Prepared by: Nick Walker, Energy Management Engineer

Attachments:

- Budget Transfer Form

Report Title:
Budget Transfer – Environment and Sustainability Switch Program

Report Purpose:
To request a transfer of funds for Switch program administration fees.

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

Report Details:
The Switch program successfully ran in Charlottetown between 2021 and 2024, providing homeowners with 743 loans for energy efficiency projects. The City provided over $9,660,000 worth of loans with funding from FCM and program administration provided by SwitchPACE Community Interest Corporation.

For fiscal year 2025/26, it was budgeted that the program would be operating solely with loan collections taking place, with SwitchPACE CIC continuing to administer the loan collection on behalf of the City. Since budget approvals, there has been a few clients that have required additional SwitchPACE support with finishing up their projects, with a few disagreements between homeowners and contractors that have created more admin work than expected.

Environment and Sustainability would like to request a budget transfer of $28,000 from the E&S Special Projects budget (010-5600-55250-0000) where there is a surplus, into the Switch GL (015-0000-56100-0000) to cover admin fees for the remainder of the fiscal year.

The program is expected to require less administration and less fees over the years as loans are paid off by homeowners.

Council or Committee History:

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

Financial Implications:
Budget transfer of $28,000 within the approved E&S budget, where there is a surplus forecasted.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the Future
Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: Accountable
Commitments: Sustainability, Transparency
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG December 23, 2025	RDM December 23, 2025

Committee Recommendation: (if differing from staff) It was recommended that more informaiton be provided before moving this on to Council.

City of Charlottetown

Transfer of Budget Funds Form

Department: Environment & Sustainability

Date: December 23, 2025

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

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

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

Manager

Director Dec 23, 2025

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

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

City of Charlottetown Committee Report

Report No: FIN-02-2026

Date: January 7, 2026

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

Reporting Department: Finance

Other Associated Departments: Mayor and Council

Prepared by:
- Mayor and Council

Attachments:
- Draft Tax Rate Groups Bylaw #2026-TRG-01

Report Title:
- Draft Tax Rate Groups Bylaw #2026-TRG-01

Report Purpose:
- To provide members of the Finance, Audit, Tendering and Administration Committee with update on review and seek guidance or direction on the way forward.

Staff Recommendation:
- That the Finance Committee supports this request, provide guidance and direction and recommends the request through to Council, as required, for final approval.

Report Details:

The purpose of this bylaw is to establish a framework for setting and applying property tax rates within the municipality. It defines key terms, outlines the authority of Council to create tax rate groups based on property characteristics and service levels, and specifies the process for determining and approving annual tax rates. Additionally, it ensures proper notification to the Provincial Tax Commissioner regarding tax rates, restructuring, or changes to tax groups. Overall, the bylaw aims to provide a fair and organized system for municipal taxation that reflects differences in property use, location, and access to services. The tax groups are as follows.

(a) commercial

(b) non-commercial

(c) agricultural

(d) urban serviced

(e) rural non-commercial

(f) business improvement district

Financial Implications:
- Nill

Public Engagement and Communication:

- Nill

Legislative Authority:

- Subsection 160 (1) of *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

Strategic Alignment:

Our Purpose:

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

Reviewed By:

Assistant Manager **Isaac Ewuah , January 7, 2026**	**CAO/Director**

Committee Recommendation: (if differing from staff)

City of Charlottetown
A Bylaw to Establish Tax Rate Groups
Bylaw #2026-TRG-01

DRAFT

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

1. Title

1.1. This bylaw shall be known and cited as the "Tax Rate Groups Bylaw."

2. Authority

2.1. Subsection 8(1) of the *Real Property Tax Act*, RSPEI 1988 c R-5, provides the authority for Council to establish tax rates.

2.2. Subsection 160(1) of *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the municipality.

2.3. Subsection 160(2) of the *Municipal Government Act* enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

3. Application

3.1 This bylaw applies to all real property within the boundaries of a municipality that is liable each calendar year to taxation by the municipality.

4. Definitions

4.1. "Act" means the *Municipal Government Act*.

4.2. "Capital Budget" is the annual budget of Council allocating money for the acquisition or maintenance of fixed assets such as land, buildings, and equipment.

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

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

4.5. "Councillor" means a member of Council other than the Mayor.

4.6. "Lien" means an encumbrance or charge on a property to secure the debt owed by the property owner to the City of Charlottetown.

4.7. "Operating Budget" is the annual budget of Council stated in terms of Budget Classification Code, functional categories and cost accounts.

4.8. "Tax rate group" means, in accordance with section 159 of the Act, commercial or non-commercial real property in a municipality that has similar specified attributes, including but not limited to

(a) access to municipal services not available in other areas of the municipality;

(b) access to a higher level of municipal services than that available in other areas of the municipality;

(c) geographic location in the municipality;

(d) property use; or

(e) property ownership.

5. General

5.1. Council, through this bylaw, establishes tax rate groups within the municipality and may apply different tax rates to each group to reflect the differences in services provided.

5.2. The rate or rates of tax that may be approved by Council shall consist only of one commercial rate and one non-commercial rate for each tax group.

5.3. Council will set tax rates within the municipality by resolution.

5.4. Council may set a different tax rate where it has created a tax rate group based on property use or type in accordance with subsection 160(2) of the Act.

6. Tax Groups

6.1 The City of Charlottetown establishes, under this bylaw, the following tax rate groups:

(a) commercial

(b) non-commercial

(c) agricultural

(d) urban serviced

(e) rural non-commercial

(f) business improvement district

7. Establishing Group Rates

7.1. The tax rates for each group shall be established by resolution of Council on an annual basis prior to March 31st. Tax rate groups established in this bylaw are identified in "Schedule A" of this bylaw.

8. Notification

8.1. Council shall notify the Provincial Tax Commissioner in writing regarding rate or rates of taxation to be set for the period of January to December prior to March 31 of the year to which rates apply.

DRAFT

8.2. Where the municipality is restructured, Council shall notify the Provincial Tax Commissioner of the restructuring on or before September 30 of the preceding calendar year.

8.3. Where Council has established or changed a tax rate group, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

9. Restrictions on Rate Setting

9.1. Council shall not approve a change to a tax rate to take effect at any time except on January 1 of the year in which the new tax rate applies.

9.2. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

10. Enforcement

10.1. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the City of Charlottetown

~~**11. Repeal of Existing Bylaw**~~

~~11.1. On adoption, this bylaw replaces Bylaw #123 _____.~~**(City of Charlottetown did not previously have a Tax Rate Groups Bylaw; therefore, no bylaw to be repealed.**

12. Effective Date

12.1. This Tax Rate Groups Bylaw, Bylaw# 2025-TRG-01, shall be effective on the date of approval and adoption below.

First Reading:

This Tax Rate Groups Bylaw (#2026-TRG-01) was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading:

This Tax Rate Groups Bylaw (#2026-TRG-01) was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of _____, 2026.

Approval and Adoption by Council:

This Tax Rate Groups Bylaw (#2026-TRG-01) was approved and adopted by a majority of Council members present at the Council meeting held on ____ day of _____, 2026.

13. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

This Tax Rate Groups Bylaw (#2026-TRG-01) adopted by the Council of the of the City of Charlottetown is certified to be a true copy.

_____ _____

Chief Administrative Officer (Signature) **Date**

DRAFT

Schedule A

Tax Rate Group Name	Description
Agricultural	Any property assessed for agricultural use.
Urban Serviced	All non-commercial properties identified on map in “Schedule B” of this bylaw where service levels are higher.
Residential 10+ Units	Any non-commercial properties including 10 or more units

DRAFT

City of Charlottetown Committee Report

Report No: FIN-01-2026

Date: January 7, 2026

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

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Isaac Ewuah, Assistant Manager of Finance

Attachments:
- Financial Report – November 2026

Report Title:
- Update to Committee on Operational Matters of Interest

Report Purpose:
- To provide members of the Finance, Audit, Tendering and Administration Committee with information regarding operational matters believed to be of interest to members of the committee.

Staff Recommendation:
No recommendation. This report is for information purposes only.

Report Details:

FY2026-27 Budget Process:
Priority was given to Departmental heads to focus on the preparation of their Capital Budget in order to meet council's deadline. MRSB will take over the consolidation and roll-ups of the operations budget by end of this week Friday, January 9, 2026.

FY2024-25 Year End Audit:
Through the support of our Auditors (MRSB) we were able to meet the December 12, 2025, deadline for the submission of our audited financial statements to the province.

Update on Billing Backlog:
We were able to get bills out from the first week of December 2025. This week October cycle bills are going out, which is the last of the backlog. February 2026 we will resume regular billing cycle and then we will activate the late payment penalty charge in March 2026. We did experience a glitch where 190 customers had their payments uncaptured due to some data omissions from our bankers -RBC. Total amount involved was $21,248.97. We were able to sort them out and all payments were duly uploaded on December 24, 2025. Outstanding billing issues has to do with zero and negative reads, most of which have been investigated and work order sent to the technician for further action.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Hostile Vehicle Mitigation Barricades	Closed	November 6, 2025	December 5, 2025	5		Will be awarded at the end of January
East Royalty Park – Maintenance Shed Restoration	Closed	November 17, 2025	November 27, 2025	8	Yes $32,945.69+hst	Awarded to B&S Construction
Reconciliation Roadmap Phase 1: Indigenous Partner Engagement and Scoping	Closed	October 27, 2025	November 28, 2025	6	Yes $40,000+hst	MQO Research
Upfit of Various Police Fleet	Closed	December 1, 2025	December 12, 2025	2		
70 Kent Street Main Entrance Upgrades	Upcoming					
Parks Playground Equipment 2025-26	Upcoming					
2026 Sidewalks	Upcoming					
City Hall Access Control	Open	December 19, 2025	January 15, 2026			
Central Field Announcers Building Renovation	Open	December 18, 2025	January 9, 2026			

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

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

Legislative Authority:

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

Strategic Alignment:

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

Reviewed By:

Assistant Manager **Isaac Ewuah , January 6, 2026**	**CAO/Director** **Brad MacConnell – January 6th 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Eight Months Ending November 30, 2025

	Original Budget	Current YTD	2025	Funds Available	% of Budget
City Revenues					
Property Taxes	$48,781,073	$32,805,622	$31,321,591	$15,975,451	67.25%
Provincial Grant	23,824,902	15,816,882	13,972,281	8,008,020	66.39%
CUSA 1999 Memorandum of Agreement	140,000			140,000	0.00%
Licenses	3,050,300	1,256,767	2,625,655	1,793,533	41.20%
Parking Garages	500,000	269,183	211,527	230,817	53.84%
Parking Meters	895,514	602,788	638,181	292,726	67.31%
Police	2,181,500	606,721	765,981	1,574,779	27.81%
Outside Fire Protection	30,000	30,000			100.00%
Utility Administration Fee	205,000	136,667	136,667	68,333	66.67%
Interest	50,000	84,315	433,170	(34,315)	168.63%
Recreation	876,460	579,432	354,974	297,028	66.11%
Tourism Accommodation Levy Administration Fee	2,000,000	1,925,922	1,648,046	74,078	96.30%
Municipal Capital Expenditure Grant	4,500,000	334,584	1,047,171	4,165,416	7.44%
Housing Accelerator Fund Revenue	1,777,379			1,777,379	0.00%
Other Revenue	1,133,913	2,093,216	672,919	(959,303)	184.60%
City Operating Revenue	89,946,041	56,542,099	53,828,163	33,403,944	62.86%
City Expenditures					
General Government Services:					
City Government	3,149,004	1,851,266	1,841,412	1,297,738	58.79%
Finance and Audit	1,192,229	628,201	579,278	564,028	52.69%
Municipal Buildings	2,360,000	1,438,684	1,197,593	921,316	60.96%
Insurance	1,073,971	526,933	503,512	547,038	49.06%
Communications	46,500	29,316	28,124	17,184	63.05%
Mayor and Council	880,255	491,783	570,726	388,473	55.87%
	8,701,959	4,966,183	4,720,645	3,735,776	57.07%
Protective Services:					
Fire Department	6,407,863	3,563,170	4,654,229	2,844,693	55.61%
Emergency Preparedness - Fiona Funding					0.00%
Emergency Preparedness - Fiona Expenses	47,669	16,157	174,166	31,512	33.89%
Police Department	15,932,370	9,199,545	8,481,366	6,732,824	57.74%
	22,387,902	12,778,872	13,309,761	9,609,029	57.08%
Public Works	18,180,000	9,318,157	9,992,019	8,861,843	51.25%
Fiscal Services	17,981,923	11,081,435	6,697,710	6,900,488	61.63%
Parks and Recreation	5,474,890	3,422,305	3,122,592	2,052,585	62.51%
Environmental Sustainability	1,742,153	1,087,303	285,037	654,850	62.41%
Planning	3,203,172	1,438,471	1,124,405	1,749,700	45.12%
Heritage	228,500	27,826	28,938	215,674	11.43%
Economic Development, Tourism and Culture	3,337,563	2,066,253	2,101,882	1,271,311	61.91%
Human Resources	1,493,816	763,647	614,993	730,170	51.12%
Strategic Priorites & Intergovernmental Cooperation	18,500	2,078	(14,661)	16,422	11.23%
Transit System	2,513,364	1,663,939	1,395,146	849,425	66.20%
Information Technology	1,396,400	655,981	612,223	740,419	46.98%
Other	5,518,085	2,725,697	2,728,510	2,792,388	49.40%
Tourism Accommodation Levy	2,000,000	2,160,661	1,354,019	(160,661)	108.03%
Total City Expenditures	**94,178,227**	**54,158,808**	**48,073,219**	**40,019,420**	**57.51%**
City Revenue less Expenditures	**(4,232,186)**	**2,383,291**	**5,754,944**	**(6,615,476)**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	(2,383,291)	(5,754,944)	6,615,476	
City Surplus (Deficit)	**(747,761)**	**0**	**0**	**0**	
Water and Sewer Annual Operations					
Water and Sewer Operating Revenue	16,052,860	7,149,769	11,469,765	8,903,091	44.54%
Water and Sewer Expenditures					
Administration	1,021,312	281,003	441,134	740,309	27.51%
Works & Engineering	6,726,244	2,558,328	3,411,629	4,167,916	38.04%
Debt Administration	4,855,879	3,228,217	3,156,104	1,627,662	66.48%
Charlottetown Pollution Control Plant	3,729,771	2,028,804	2,026,903	1,700,967	54.39%
Total Water and Sewer Expenditures	16,333,206	8,096,352	9,035,770	8,236,853	49.57%
Water and Sewer Revenue less Expenditures	**(280,346)**	**(946,583)**	**2,433,995**	**666,238**	
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	946,583	(2,433,995)	(666,238)	
Water and Sewer Surplus (Deficit)	**892,066**	**0**	**0**	**0**	
Current Year Consolidated Operating Surplus (Deficit)	**144,305**	**0**	**0**	**0**	

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

January 13, 2025

The Human Resources Committee met on January 6, 2026; the minutes of the meeting are included in your package.

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

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, January 6, 2026

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

Open Session

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

ALSO: **Emilee MacLeod, Manager, Human Resources**
Brad MacConnell, CAO*
Jason Doucette, EA, Human Resources
***attended virtually**

REGRETS: **None**

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:35 am.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councillor MacKinnon and seconded by Mayor Brown that the agenda for Tuesday, January 6, 2025, be approved. Carried.

4) Adoption of the Minutes:

Moved by Councillor MacKinnon and seconded by Councillor McCabe that the minutes of the December 2 meeting be approved. Carried.

5) Business Arising from Minutes:

None.

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

a) Recruitment Update HR-01-06-2026-01

Human Resources Manager Emilee MacLeod provided the committee with a recruitment update and stated that Owen Edwards was the successful candidate in the Arborist Foreperson competition and is effective January 5th and that there is a total of 52 applications for the Communications Officer competition and 84 applications for the Coordinator competition and that interviews for the Officer position are scheduled for this week, with Coordinator interviews taking place next week and that interviews for the Event Management & Tourism Officer competition will be held this afternoon. Human Resources Manager Emilee MacLeod stated that seven applications were received for the Water and Sewer Station Field Supervisor external competition, with interviews scheduled for next week.

Human Resources Manager Emilee MacLeod also stated that the external competitions for Building Inspector 2 with the Planning Department, Superintendent for the Wastewater Treatment Plant and Manager of Finance will remain open until successful candidates are selected and that the external competition for Police Constable closed on January 2nd.

Mayor Brown asked for confirmation on two roles being the Water and Sewer Field Supervisor and additional Foreperson with Utility. Human Resources Manager confirmed and will update with further details at a later date.

Councillor Beck asked about the status of the Finance Manager and the external recruitment that is taking place and also the Superintendent for the Wastewater Treatment role. Human Resources Manager Emilee MacLeod stated that in her follow up with the external firm, they have indicated they do have some candidates for the Finance Manager and are in the pre-screening process and will forward to the City soon.

Human Resources Manager Emilee MacLeod added that the Superintendent for the Wastewater Treatment plant and the Assistant Manager of Utility are niche roles and have been more of a challenge to secure as the City wants to ensure to get the right people in those roles.

Councillor Beck asked about the requirements being competence and experience that might be a challenge. Human Resources Manager Emilee MacLeod confirmed and agreed and also added that it will also require a strong leader.

b) Staffing Numbers HR-01-06-2026-02

Human Resources Manager Emilee MacLeod presented the current staffing numbers to the committee and invited questions from members.

Mayor Brown asked if there were 7 Unions and are they under the cost of living adjustment. Human Resources Manager Emilee MacLeod corrected that there are 6 Unions and one Management/Non Union group and confirmed that all are under the cost of living adjustment.

7) Introduction of New Business

None

8) 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-01-2026-03
b) Police Chief Recruitment Update HR-01-2026-04
c) CAO 1 Year Evaluation Process

Moved by Councillor MacKinnon and seconded by Mayor Brown. Carried.

9) Business Arising from the Closed Session

Two items being Police Chief Recruitment Update and CAO 1 Year Evaluation Process will be discussed at the next Regular meeting of Council on Tuesday, January 13, 2026

10) Adjournment

Moved by Mayor Brown and seconded by Councillor McCabe that the meeting be adjourned**.** The meeting was adjourned at 1: 35 pm.

City of Charlottetown

Report No: HR-01-06-2026-1

Date: January 6, 2026

Directed to Council through the following Committee:
Human Resources Committee

Attachments:
None

Department:
Human Resources

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.

Recommendation:
Recruitment Update – For information purposes only.

Report Details:
Below is an overview of current HR Recruitment activities.

Recruitment:

- Owen Edwards was the successful candidate in the Arborist Foreperson competition, effective January 5th.
- A total of 52 applications for the Communications Officer competition and 84 applications for the Coordinator competition. Interviews for the Officer position are scheduled for this week, with Coordinator interviews taking place next week.
- Interviews for the Event Management & Tourism Officer competition will be held this afternoon.
- Seven applications were received for the Water and Sewer Station Field Supervisor external competition, with interviews scheduled for next week.
- The external competitions for Building Inspector 2 with the Planning Department, Superintendent for the Wastewater Treatment Plant and Manager of Finance will remain open until successful candidates are selected.
- The external competition for Police Constable closed on January 2nd.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication: N/A	
Legislative Authority: MGA: Section 93. (1) (d) is responsible for hiring, directing, managing and supervising the activities of the municipality	
Strategic Alignment: Our Guiding Principles: People - focused always (Page 7).	
Reviewed By:	
Manager / Director **Emilee MacLeod, 06-Jan-26**	**Director** **Brad MacConnell, 06-Jan-26**

City of Charlottetown

Report No: HR-01-06-2026-2

Date: January 6, 2025

Directed to Council through the following Committee:
Human Resources Committee

Attachments:
- Staffing Numbers

Department:
Human Resources

Prepared by:
Emilee MacLeod, Human Resources Manager

Report Title:
Staffing Numbers

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

Recommendation:
For information purposes only.

Report Details:

Overview

November	2024	2025
Permanent	251	277
Contract	12	12
Casual	40	88
Part Time	7	19
Entry Level Seasonal	16	40
Seasonal	38	50
Project Staff	0	0
Total	364	486

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:

- Municipal Government Act: Section 147(1) Access to Information: A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality.

Strategic Alignment:

Governance and Civic Engagement: to create a high performance and responsive local government.

- Serve as leaders in creating a culture of community safety by protecting people, property and the environment.
- Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:	
Manager / Director **Emilee MacLeod, 6-Jan-26**	**CAO** **Brad MacConnell, 6-Jan-26**

	2025											
	Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
Permanent	264	268	259	266	267	268	251	251	255	254	277	277
Contract	10	10	10	12	12	12	9	10	9	8	12	12
Casual	67	70	74	76	112	114	129	133	101	106	88	70
Part Time	10	10	10	3	11	15	14	14	14	15	19	12
ELS	36	35	26	26	72	73	80	82	61	59	40	32
Seasonal	40	36	39	58	99	96	95	95	90	92	50	36
Project	0	0	0	0	0	0	0	0	0	0	0	0
Total	**427**	**429**	**418**	**441**	**573**	**578**	**578**	**585**	**530**	**534**	**486**	**438**

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
JANUARY 13, 2026

The Economic, Tourism & Cultural Development Committee met on December 10, 2025, and the Arts Advisory Board met on December 18, 2025. These minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Economic, Tourism & Cultural Development Committee Meeting
Wednesday, December 10, 2025
12:00 PM – Council Chamber

Present:	**Chair, Councillor Terry Bernard**	**Councillor Mitchell Tweel**
	Councillor Kevin Ramsay	**Mayor Philip Brown**
	Brad MacConnell, CAO	**Wayne Long, EG&AM**
	Cindy MacMillan, ER&PCII	
Regrets:	**Michael Ruus, DIG**	
Also:	**Doug Wright & Nick Wright – West Royalty Business & Bioscience Inc.**	

1. Call to Order
Councillor Bernard, Chair, called the meeting to order.

2. Declarations of conflict of interest
There were no conflicts of interest declared.

3. Approval of Agenda
It was moved by Councillor Ramsay and seconded by Councillor Tweel that the agenda be approved as presented. Carried.

4. Approval of Minutes
It was moved by Councillor Tweel and seconded by Councillor Ramsay that the minutes from October 16, 2025 be approved as circulated. Carried.

5. Business arising from minutes
Councillor Tweel stated that he would like to revisit the Downtown Farmers' Market in the new year to consider additional input from vendors. The Chair noted that staff had previously reached out to the market operator regarding interest in relocation, and staff indicated the operator had no desire to move based on existing survey results. The Chair indicated that there would be no further discussion on this item.

6. Presentation/Report

a) Business Improvement Area (BIA) – West Royalty Business & Bioscience Inc.
The Chair welcomed Doug Wright and Nick Wright of West Royalty Business & Bioscience Inc., who presented a proposal to establish a Business Improvement Area (BIA) encompassing both the West Royalty Business Park and the BioCommons Research Park.

The presenters outlined the intent to create a member-driven, self-governed organization operating with municipal oversight, aimed at supporting coordinated improvements and advocacy within the business park area. They described the role and structure of BIAs, noting that Charlottetown currently has one BIA (Downtown Charlottetown Inc.) and is well positioned to support additional BIAs.

The proposed BIA would cover more than 150 acres and over 75 businesses, with a strong concentration in manufacturing, processing, research and development, bioscience, and export-oriented industries. An initial annual levy of approximately $0.18 per $100 of assessed value was

proposed, generating an estimated first-year operating budget of $135,000–$140,000, subject to member approval.

Key focus areas identified included coordination of capital projects and infrastructure improvements, shared services, organizational support to enhance business attraction and retention, network development, and coordinated government relations. Committee members noted the quality of the presentation and the potential benefits of unified advocacy and infrastructure planning.

In discussion, the presenters referenced Burnside Industrial Park in Halifax as a comparable BIA model and addressed questions regarding limited industrial land availability in the area. Mayor Brown expressed strong support for the proposal and highlighted the success of the Downtown Charlottetown BIA.

EG&A Manager outlined the BIA establishment process under the City's bylaw, including a public meeting, feedback period from that meeting, staff report to Council and Council decision. The Committee thanked the presenters for their work and participation.

b) Draft 2026/27 Operational Budgets

The Chair introduced the draft 2026/27 operational budgets, noting Finance had requested preliminary figures for early planning. Staff advised the budget reflected a largely status quo approach, with increases identified and outlined in the supporting document. He noted the preliminary increase totals approximately $228,000 over the previous year. Staff highlighted that some increases, such as those related to growth and attraction and civic events, reflect rising production costs.

Staff further noted that additional figures will be refined early in the new year, including information dependent on provincial data and year-end budget forecasting. A 2% salary increase was included as an initial estimate consistent with CPI.

Councillor Tweel asked whether reductions were possible given budget pressures. Staff responded that much of the department's budget is tied to salaries, agreements, partnerships, multi-year commitments, and strategies already approved by Council. However, staff advised they would review the budget further if directed, while maintaining alignment with Council priorities.

It was moved by Councillor Ramsay and seconded by Councillor Tweel that the draft operational budgets be forwarded to Finance for further review. Carried.

7. New Business

There was no new business.

8. Motion to Adjourn

It was moved by Councillor Ramsay and seconded by Councillor Tweel that the meeting be adjourned. Carried.

Meeting adjourned 12:33 PM

DRAFT

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

DRAFT 2026-27 Operating Budget

Economic Development, Tourism and Culture

	2025/2026 Budget	2026/2027 Budget	Increase/Decrease
Economic Development, Tourism and Culture			
Economic Development - Business			
Expenses			
Salaries & Benefits	$ 589,981	$ 601,781	
Fees and Memberships	$ 268,500	$ 268,500	
Staff Development	$ 3,000	$ 3,000	
Travel and Transportation	$ 500	$ 500	
Equipment Repairs and Rentals	$ 1,500	$ 1,500	
Business Development	$ 121,000	$ 121,000	
Business Improvement Area (BIA)	$ 349,000	$ 349,000	
Marketing & Development	$ 25,000	$ 25,000	
Investment Program	$ 149,863	$ 62,550	
Miscellaneous	$ 3,000	$ 3,000	
Total Business and Growth Expenditures	**$ 1,511,344**	**$ 1,435,831**	***-$ 75,513***
Economic Development - Tourism and Civic Celebrations			
Expenses			
Memberships & Partnerships	$ 15,000	$ 15,500	
Tourism	$ 5,000	$ 5,000	
Staff Development	$ 14,000	$ 14,000	
Travel & Transportation	$ 500	$ 500	
Advertising & Communications	$ 18,000	$ 18,000	
Miscellaneous	$ 500	$ 500	
Equipment Repairs & Rentals	$ 1,500	$ 1,500	
Public Relations/Annual Civic Events	$ 261,200	$ 286,200	
Total Tourism and Civic Celebrations Expenditures	**$ 315,700**	**$ 341,200**	***$ 25,500***
Economic Development - Arts and Culture			
Expenses			
Miscellaneous	$ 750	$ 750	
Grants	$ 607,869	$ 659,130	
Cultural Initiatives	$ 120,000	$ 141,000	
Total Arts and Culture Expenditures	**$ 728,619**	**$ 800,880**	***$ 72,261***
Economic Development - Events Attraction and Hosting			
Expenses			
Staff Development	$ 3,000	$ 3,000	
Travel and Transportation	$ 15,000	$ 15,000	
Miscellaneous	$ 1,000	$ 1,000	
Equipment Repairs and Rentals	$ 1,500	$ 1,500	
Business/Community Development	$ 783,400	$ 989,400	
Total Events Attraction and Hosting Expenditures	**$ 803,900**	**$ 1,009,900**	***$ 206,000***
Net Economic Development, Tourism and Culture Expenditures	**$ 3,359,563**	**$ 3,587,811**	***$ 228,248***

Draft

As of 12.08.2025

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

DRAFT 2026-27 Operating Budget

Detailed Breakdown of Budget Item			Notes/Comments
Economic Development - Business			
Salaries & Benefits:			Based on estimated 2% increase, total likely to change
Manager of Economic Growth & Attraction			
Event Management & Tourism Officer			
Culture & Economic Coordinator			
Civic Engagement & Events Coordinator			
Civic Events & Tourism Assistant			
VIC Staff (3) - Casual			
	$	**601,781**	
Fees and Memberships:			
Charlottetown Islanders			As per agreement
Eastlink Centre: Game Day Expenses			As per agreement
Eastlink Centre: Marketing			As per agreement
EDAC|Chamber|APEC|etc.			Ongoing partnerships
	$	**268,500**	
Staff Development:			
Professional Development|Best Practices			
	$	**3,000**	
Travel and Transportation:			
Staff Mileage			
	$	**500**	
Equipment Repairs and Rentals:			
	$	**1,500**	
Business Development:			
Economic Development Strategy			
Growth & Attraction Missions and Partnerships			Federal partner funding pending
Newcomer Events			
Preparation of Reports, etc.			
	$	**121,000**	
Business Improvement Area (BIA):			
Downtown Charlottetown Inc.			Per Business Improvement Area Bylaw
New BIA - West Royalty			TBD
	$	**349,000**	
Marketing & Development:			
Destination Initiatives and Creative|Platform Fees|Web Enhancements|etc.			LocalIntel agreement and ongoing partnerships
	$	**25,000**	
Investment Program:			
102296 PEI Inc - Year 5 of 5			As per agreement
141 Kent Street - Year 10 of 10			As per agreement
150|152 Kent Street - Year 5 of 5			As per agreement
Arts Hotel - Year 3 of 5			As per agreement
CADC|BIO - Year 3 of 10			As per agreement
Kent St|Great George St - Year 1 of X			TBD
	$	**62,550**	
Miscellaneous:			
Committee Meals|etc.			
	$	**3,000**	

Draft

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

DRAFT 2026-27 Operating Budget

Detailed Breakdown of Budget Item			Notes/Comments
Economic Development - Tourism			
Memberships & Partnerships:			
Canadian Capital Cities Organization			Increase ($500) based on Annual Conference location
East Coast Music Association			
Event Atlantic			
Tourism Industry Association of PEI			
	$	**15,500**	
Tourism:			
Printing|Signage			
Staff Uniforms			
	$	**5,000**	
Staff Development:			
National Conferences			IFEA (1), Tourism Congress
Training Materials & Registration			IFEA (2), Webinars, FAM Tour participation
	$	**14,000**	
Travel & Transportation:			
Staff Mileage			
	$	**500**	
Advertising & Communications:			
Discover Charlottetown Travel Guide			
Social Media Promotional Support			
	$	**18,000**	
Miscellaneous:			
	$	**500**	
Equipment Repairs & Rentals:			
	$	**1,500**	
Public Relations/Annual Civic Events:			
Annual Civic Events			Increase ($25,000) due to rising Canada Day production costs
CIB|Make our Hometown Beautiful			
Floats & Parades			Christmas Parade Float, Gold Cup Parade
			Float|Ambassadors, Pride Parade Entry
HMCS Charlottetown			Run for Wishes
Mascot			Charlie Town Appearances, Cleaning
Misc. Promotions			
Student Visits			Ashibetsu Student Exchange - Japan
	$	**286,200**	

Draft

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

DRAFT 2026-27 Operating Budget

Detailed Breakdown of Budget Item			Notes/Comments
Economic Development - Culture			
Miscellaneous:			
	$	**750**	
Grants:			
Cultural Grants			Increase ($41,500) to align with Cultural Policy
Grant in Lieu of Taxes: Confederation Centre			Increase ($9,000) based on estimated 3% annual tax assessment increase
Grant in Lieu of Taxes: The Guild			Increase($761) based on estimated 3% annual tax assessment increase
Librarian Support			
Operating Grant: The Guild			
	$	**659,130**	
Cultural Initiatives:			
Advisory Board Projects			
Art in the Open			
Arts & Culture Micro-Initiatives			Increase ($1,000) to add a visual arts bursary, in aligment with Cultural Policy
Creative City Network of Canada			
Public Art Initiatives			Increase ($20,000) to align with Cultural Policy and Public Art Plan
Reconciliation Roadmap			
	$	**141,000**	

Draft

CHARLOTTETOWN

CITY OF CHARLOTTETOWN

DRAFT 2026-27 Operating Budget

Detailed Breakdown of Budget Item			Notes/Comments
Economic Development - Events Attraction			
Staff Development:			
Professional Development|Best Practices			
	$	**3,000**	
Travel & Transportation:			
Elected Official Travel			
Staff Mileage			
	$	**15,000**	
Miscellaneous:			
	$	**1,000**	
Equipment Repairs & Rentals:			
	$	**1,500**	
Business/Community Development:			
Community Initiatives			
Event Development|Bidding & Attraction			
Event Hosting			See Hosting Line Detail
Memberships			
Municipal Partnerships|Birthplace Initiatives			
Promotions & Materials			
Web|Video Hosting			
	$	**989,400**	

Draft

Event Hosting Line			
Item	**Budget**	**2025-26**	**Notes**
Grants	$ 350,000	$ -	
Grants & Hosting Fees	$ -	$ 474,000	New this year - grants program and hosting fees separated
Micro-Events	$ 15,000	$ 15,000	
Staff/Volunteer Meals	$ 10,000	$ 10,000	
Holiday/Winter Programming	$ 60,000	$ 60,000	
Hosting Reserve	$ 50,000	$ 50,000	
SCORE Servicing	$ 5,000	$ 5,000	
Eastlink Centre	$ 100,000	$ -	$125,000 hosting fee in 2025-26 budget
Hosting Fee - 2027 Scotties Tournament of Hearts	$ 140,000	$ -	
Hosting Fee - Athletes CAN Symposium	$ 10,000	$ -	
Hosting Fee - Canadian Cornhole Classic	$ 12,500	$ -	$12,500 hosting fee in 2025-26 budget
Hosting Fee - Atlantic Gymnastics Championship	$ 10,000	$ -	
Hosting Fee - Wrestling Canada Lutte U23 Championships	$ 5,000	$ -	
Hosting Fee - Atlantic Table Tennis Championships	$ 2,500	$ -	
Hosting Fee: Atlantic U18 Female Hockey Championship	$ 5,000	$ -	
Hosting Fee: International Soccer	$ 35,000	$ -	$35,000 hosting fee in 2025-26 budget
Hosting Fee: Wheelchair Basketball Canada League National Championship	$ 5,000	$ -	
Hosting Fee: Atlantic Planners Institute	$ 5,000	$ -	
Total	***$ 820,000***	***$ 614,000***	

Draft

CITY OF CHARLOTTETOWN ARTS & CULTURE GRANTS PROGRAM

The Arts & Culture Grants Program prioritizes initiatives or projects that increase public access to culture, support the development and retention of creative talent, enhance the cultural visibility of equity-deserving groups, maximize the economic and social impact of the arts, and demonstrate successful partnerships and additional public and industry investment

Program Streams:

1. Arts & Culture Operating Assistance
    a. Supports established and leading arts and culture organizations (non-profits, 3+ years of operation, paid staff, strong governance, full year or season of programs)
    b. Grant Amount: up to a maximum of $20,000 (max 25% of total budget)
2. Arts & Culture Project & Event Assistance
    a. Supports the production or presentation of a single event, program, project, show or series that recurs on a regular or annual basis, as well as one-time projects
    b. Open to non-profits, recognized community groups, or artist collectives
    c. Grant Amount: maximum $10,000 (max 35% of total budget)
    d. Community groups or events that are not registered as non-profits may be awarded grants up to a maximum of $5,000 (max 50% of total budget)
3. Strategic Agreements & Partnerships
    a. Major partnerships or organizations that advance City strategic priorities
    b. Grant Amount: Subject to Council approval
    c. Examples: The Guild, Confederation Centre of the Arts

Note: Just because organizations can apply for a maximum of $20,000, $10,000, or $5,000 (depending on the stream) does not mean that all applicants will receive this amount. This is just the maximum that they are able to apply for.

Recommended Initial Budget Allocation (to increase over time):

- Arts and Culture Operating Assistance and Project & Event Assistance: $150,000 total
- Strategic Agreements and Partnerships: Subject to Council approval through budget

Application and Decision-Making Process:

- Annual deadline: January 15. Decisions released: April 15.
- Reviewed and scored by staff according to the criteria.
- Future recommendation for an internal/external grant committee

Evaluation Criteria (100 points):

- **Strategic Alignment (20):** Aligns with City priorities (Strategic Plan, Cultural Policy)
- **Community Impact (30):** Benefits Charlottetown, supports artists, builds partnerships
- **Access & Inclusion (20):** Affordable, accessible, diversity, equity focus
- **Organizational Capacity (15):** Strong governance, strategic direction, and track record
- **Financial Sustainability (15):** Diverse revenue, sound budgets, good value for money

Key Considerations:

- Organizations can apply to either stream #1 or stream #2 in any given year, but not both.
- Organizations applying to Operating Assistance may also apply to a Tourism Event grant.
- The program is designed as a first phase. New streams can be added as resources grow.

CITY OF CHARLOTTETOWN FESTIVAL & EVENT GRANT PROGRAM

The Festival & Event Grant Program supports festivals and events that activate Charlottetown, celebrate community, attract visitors, drive economic impact, and strengthen the City's reputation as a premier year-round event destination. Priority is given to events that enhance the community, demonstrate measurable tourism/economic impact, and leverage City funding to secure additional investment.

Funding amount requested may not exceed 35% of the total event budget, up to a maximum of $30,000.

Recommended Annual Budget Allocation: $350,000 total

Intake Periods:

- *Intake 1*
    - Application deadline: January 15. Decisions released: Week of April 15
    - For events taking place April 1 through September 30.
- *Intake 2*
    - Application deadline: April 30. Decisions released: Week of July 15
    - For events taking place October 1 through March 31.

Evaluation Criteria (100 points):

Applications reviewed and scored by staff according to the criteria below.

- **Economic & Tourism Impact (25)**: Attendance, visitor draw, spend.
- **Community Impact (20)**: Public access, inclusivity, legacy.
- **Organizational Capacity & Risk Management (15)**: Delivery track record, safety plans, realistic.
- **Program Quality (15):** Compelling, authentic, EDIA integration.
- **Strategic Alignment (15)**: Alignment with City priorities and strategies, partnerships.
- **Financial Management & Sustainability (10):** Diverse revenue, budgeting.

Note:

- These are event hosting grants not hosting fees, which are separate and increase or decrease incrementally each year. It is recommended that an Event Hosting Reserve Fund continue to be annually allocated.
- Stacking other municipal grants for the same event should not be permitted; however, exceptions may be considered for operational funding vs. event funding.

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
December 18, 2025
12:00 pm Charlottetown City Hall, Parkdale Room

Present: Stephen MacInnis
Monica Lacey
Robert Tsonos
Carol Horne
Renée Laprise

Also Present: Doug Dumais, CEC

Regrets: Omar Broderick
Patricia Bourque

1. Call to Order
The meeting was called to order at 12:06 pm by Monica

2. Declarations of Conflict of Interest
No declarations of conflict of interest were noted.

3. Approval of the Agenda
Monica moved to approve the agenda; seconded by Renée.

4. Approval of the Minutes
It was moved by Monica and seconded by Robert to approve the minutes of the last AAB meeting.

5. Traffic Control Cabinet Artist Approval
The panel's recommendations were reviewed; Robert moved, and Monica seconded a motion to approve the selections as presented.

Moved by Robert and seconded by Monica that the Arts Advisory Board approve the peer selection panel's recommendation of Sofia Cervantes Romero, Trudy Spooner, Bhreagh Krszwda, and Maggie Whitten Henry as the successful artists for the call for artists for the traffic control cabinet wrap public art project. Carried.

The likely locations for this round are Allen St. at University Ave, Euston at Upper Prince, Beach Grove Road intersection, and Kent at Prince St. It is expected that the artwork will be delivered by March, with installation planned for June 2026.

6. Public Art Policy

Doug continues to work on the draft, with the intention of circulating it by the end of February. Discussions are underway on a workable means to implement the 1% for art policy. It is hoped that the 2027 budget year will fully reflect the Public Art Policy.
In a side discussion, Doug noted that he has communicated with regional partners regarding a possible collaboration on a mural project in the coming year.

7. Arts and Culture Awards

The Charlottetown Arts and Culture Awards will be held on March 11 at The Guild. The Board can settle further details at the January meeting. Board members considered various options around the "Late-Great" award, previously presented to Lionel Stevenson and Hilda Woolnough. That discussion will continue at the January meeting. The call for nominations will close in late January, and will include the "late-great" category, and the committee can consider how to approach this category once the submissions are received.

Jamilynn Wilson was selected as the winning design for the award itself.

8. City Update

The City has announced a new Arts and Culture grant program. The program offers funding for operating, projects, and events. The deadline to apply is January 15, 2026, followed by staff review and council decisions by April 15, 2026.

The Cenotaph restoration is now complete.

The Guild has released their new strategic plan.

The City is developing a Reconciliation Roadmap. Renee noted that care must be taken to avoid placing too many demands on the community during the process.

The Fiona Wood project is nearing completion.

9. New Business

No new business

10. Adjournment

The meeting was adjourned at 1:30 pm. The next meeting will be held on January 14.

DRAFT

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
JANUARY 13, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on January 5, 2026, and the draft minutes are included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Justin Muttart, Chair

DRAFT

Strategic Priorities, Communications &
Intergovernmental Cooperation Committee
Monday, January 5, 2026
12:00 PM – Council Chamber

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large (TEAMS)
Councillor Trevor MacKinnon, Member at Large

Also: Brad MacConnell, CAO
Rory Chaisson, SITO
Melanie Bailey, SIO
Jessica Bradley, SCO
Tracey McLean, PRC
Chantal Matheson, ERPC I

Regrets: Mike Ruus, DIG

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:00 PM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Councillor Trevor MacKinnon and seconded by Mayor Philip Brown that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the minutes from November27, 2025, be approved. Carried.

5) Business Arising from the minutes
Cellular Service**:** On-going concerns regarding poor cellular service in PEI were noted. Staff will review the status of drafting a formal letter through FPEIM/Capital Region municipalities advocating for improved service and report back.

Innovation Task Force/Fiber Network: The Mayor requested closer collaboration between the CAO Innovation Task Force and Water & Sewer to advance the fiber network initiative. Further discussion and coordination will be considered.

Strategic Plan: The 2026 Strategic Plan update was requested for the next meeting.

Update on the Monument Policy and first draft to come to a future meeting.

6) Discussion Items/Reports:

Budget

a) IT Budget

Rory Chaisson, Senior IT Officer presented the draft IT budget. The draft IT budget proposes $1.52M in operating funds (including $210K partner funding) and a $775K capital budget. Key capital projects include improving cellular coverage at Simmons Arena and redesigning the City website.

Operating budget increases are mainly driven by full staffing levels**,** higher licensing needs, periodic maintenance costs, and standard vendor rate increases. Savings from the Bell to Eastlink migration were partially offset by expanded services to new facilities.

A proposed cybersecurity initiative was not funded due to an unsuccessful federal grant application and has been deferred, though Council emphasized cybersecurity remains a critical priority and should be revisited, potentially through regional collaboration.

<u>New IT Initiatives</u>

The committee reviewed several IT-related initiatives, with strong emphasis on cybersecurity as a top corporate priority.

Cybersecurity: Current outsourced monitoring ($40,000 annually) is effective but insufficient for in-depth analysis and daily log review. Two internal cybersecurity infrastructure positions ($180,000 annually) were proposed to strengthen risk management, incident response, and business continuity. This initiative was ranked Department Priority #1**,** strongly supported, and identified as critical despite high costs. Cybersecurity expenses are shared across multiple departments, and a $210,000 funding request was confirmed. If funding is limited, the Second IT Specialist could provide incremental cybersecurity support.

IT Research & Advisory Services: Proposed to support data-driven IT planning and guide spending, including support for the Innovation Task Force. Gartner was noted as a potential provider.

Geospatial (GIS) Strategy: A 3-year GIS strategy was proposed to improve project prioritization, coordination, and alignment with innovation goals. External facilitation is required.

Agenda Management Software: Software for agenda management, live streaming, and public access was previously approved but deferred due to higher costs. Benefits are acknowledged, but it is a lower priority if budget reductions are needed.

Second IT Specialist (Emergency Services**):** Ranked Priority #3, this role would support emergency services systems such as CAD, body cameras, digital evidence, and reporting. It addresses high public demand but may be deferred due to budget constraints.

Overall, the committee emphasized prioritizing cybersecurity initiatives, acknowledging that not all initiatives may be funded at this time.

DRAFT

b) Communications Budget

Jessica Bradley, Senior Communications Officer, presented the draft Communications budget. Proposed status quo operating budget of $46,500. An increase in annual subscription cost for the city's digital engagement platform, "Charlottetown.ca" will be covered by a reallocation of staff development funds to the engagement line item. Therefore, no net increase to the department's operating costs; maintains status quo.

c) Strategic Priorities

Melanie Bailey, Strategic Initiatives Officer presented the drat Strategic Priorities budget. She advised that the budget includes status quo line items as well as two major proposed projects: a new community survey and the development of a draft 2026–2030 Strategic Plan.

Ms. Bailey explained that both projects are identified within the current 2022–2026 Strategic Plan and are intended to be completed in preparation for the in-coming Council. The proposed approach would result in a council-directed, staff-informed four-year Strategic Plan, supported by public engagement and a community survey to inform priorities, trends, and resident needs.

The estimated cost for the Strategic Plan project, including CPI adjustments and anticipated consultant expenses, is approximately $158,000, with additional out-of-scope costs related to travel and engagement. The community survey is estimated at $42,712, with options being explored regarding telephone, online, or hybrid survey methods.

Committee members discussed the overall cost, the potential to complete more of the work internally, and the importance of developing a Strategic Plan framework that could be reused and updated in future terms to reduce long-term costs. Ms. Bailey noted that the intent of the next Strategic Plan is to create a durable template with clear actions and milestones.

Further discussion addressed how Strategic Plan pillars are referenced in Council reports, the evolution of existing pillars, and lessons learned from the development of the current Strategic Plan, including the involvement of external consultants.

d) City Government

Brad MacConnell, Chief Administrative Officer, presented the City Government Services draft budget, noting that it is largely status quo with a proposed increase of $38,000. The increase reflects adjustments to office supplies, miscellaneous expenses, and an additional allocation for reports and studies related to the Innovation Task Force.

Clarification was provided that the City Government Services budget encompasses staff such as administration-level service staff, the Mayor and Council Office, Administration, Communications and Strategic support staff.

e) Ward Assignment – Annexed Area of Marshfield

Tracey McLean, Procedure & Records Coordinator presented a report regarding the ward assignment of the previously annexed lands in the Marshfield area. She explained that although the annexation was approved in 2022, the lands were never formally assigned to a ward.

Staff recommended that the annexed lands be assigned to Ward 9 (Stonepark), noting that the area contains only one residential dwelling and that the assignment would not significantly affect elector balance. Municipal Affairs has confirmed that the assignment may be made by Council resolution. Updates would be required to GIS mapping, Elections PEI notification, and

the City's Election Bylaw, with a full ward boundary review to follow the 2026 municipal election.

It was moved by Mayor Philip Brown and Seconded by Councillor Trevor MacKinnon that the matter would proceed to Council by resolution. CARRIED

7) Introduction of New Business

There was no new business.

8) Adjournment

It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the meeting be adjourned. CARRIED.

Meeting adjourned at 1:05 PM

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Strategic Priorities, Communications & Intergovernmental Cooperation Committee #1

MOTION CARRIED _____

MOTION LOST _____

Date: January 13, 2026

Moved by Councillor Justin Muttart

Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

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

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

City of Charlottetown Committee Report

Report No: SPC&IC-2026-01-05-005

Date: January 5, 2026

Directed to Council through the following Committee:
Strategic Priorities, Communications, and Intergovernmental Cooperation (SP,C&IC)

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Tracey McLean, Procedure and Records Coordinator

Attachments:

- SP,C&IC Resolution & Backgrounder (July 12, 2021)
- Order-in-Council (June 1, 2022)
- Municipal Ward #9-Stonepark Map (includes depiction of annexed lands)

Report Title:
Ward Assignment of Annexed Area of Marshfield.

Report Purpose:
Proposed assignment of the previously annexed property of Marshfield to an existing City Ward.

Staff Recommendation:
That Council approve that the annexed lands of Marshfield, identified as PID#s 140061, 140087, 1068873, 530972, 620989, 490573, and portion of PID# 992909, be assigned to Ward 9 – Stonepark, and that Polling Division #7 – East Royalty Road be designated as the polling division for these lands.

Report Details:
In 2018, landowners of 69 acres within the unincorporated community of Marshfield approached the City requesting that the City annex their lands as they were interested in developing the area for commercial/industrial use. Following a series of meetings involving City Staff, landowners as well as the community, the City applied to the Island Regulatory and Appeals Commission (IRAC) to restructure its municipal boundaries. An Order-in-Council approving the boundary change came into effect on June 1, 2022.

It has come to the attention of Staff that the properties annexed on June 1, 2022 have never been officially assigned to a Ward. The annexed lands are situated east of Ward 9 and share a geographic boundary with it. GIS Staff confirmed there is only one (1) single family dwelling (PID# 140061) with a residential tax assessment in the annexed area. In consultation with Municipal Affairs, they are confident that since there is only one (1) residential dwelling in the annexed area, any additional electors would not put Ward 9 over 10% of the average number of electors. Data shows the number of eligible electors in Ward 9 (taken around the 2022 municipal election) is approximately 2,487. Municipal Affairs also advised that since the Ward assignment was not addressed in the Order-in-Council, the parcels could be assigned via resolution of Council.

If the above noted parcels are assigned to Ward 9 , a new GIS map of the Ward's geographical area would need to be updated and provided to Elections PEI prior to the next municipal election in November 2026. Additionally, an amendment to the City's Election Bylaw (Schedule 1 – Electoral Wards) would be required to incorporate the proposed annexed lands into Ward 9. Following the 2026 municipal election, the City is required to conduct a Ward boundary review through an Electoral Boundaries Commission. The Commission may find that due to development in this Ward over the last number of years, there may be recommended adjustments needed.

Council or Committee History:
Sept 3, 2020 – SP&IC Committee Meeting (Closed)
Oct 20, 2020 – Special Meeting of Council (Closed)
July 12, 2021 – Regular Meeting of Council (Resolution – Proposal to IRAC)

Financial Implications:
None at this time.

Public Engagement and Communication:
N/A

Legislative Authority: Municipal Government Act of PEI

Strategic Alignment:

Our Commitments - Transparency to strengthen accountability and trust.

Reviewed By:

Staff: Tracey McLean	**Director/CAO B. MacConnell:**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

RESOLUTION

MOTION CARRIED 6-3 (DM Coady and Councillors Doiron & Tweel opposed)

MOTION LOST _____

Strategic Priorities & Intergovernmental Cooperation #1

Date: July 12, 2021

Moved by Councillor _____ Ramsay

Seconded by Councillor _____ Doiron

RESOLVED:

That as per Section 15(4) of the Municipal Government Act of PEI, the City of Charlottetown submit in writing to the Island Regulatory & Appeals Commission ("IRAC") a proposal to restructure the City of Charlottetown's boundaries so to include a portion of the unincorporated community of Marshfield as noted on the attached Map 1.

Councillor Rivard in conflict

CHARLOTTETOWN

Special Council Meeting
June 28, 2021

To:	Mayor Brown and Members of City Council
Submitted By:	Peter Kelly, CAO
Date:	June 25, 2021
Subject:	Annexation: Portion of the Community of Marshfield

ORIGIN

June 17, 2018, Directive of Council to hold a community meeting in Marshfield to discuss the potential annexation of a part of the Community adjacent to the City of Charlottetown's current boundary and subsequent October 20, 2020, Directive of Council to proceed in commencing the annexation process.

Legislative Authority

Section 15(2) PEI Municipal Government Act (MGA)

Recommendation

It is recommended that as per Section 15(4) of the PEI MGA, the City of Charlottetown submit in writing to the Island Regulatory & Appeals Commission ("IRAC") a proposal to restructure the City of Charlottetown's boundaries so to include a portion of the unincorporated community of Marshfield as noted in map 1 (attached).

Background

The Municipal Government Act (MGA) of Prince Edward Island allows an adjoining municipality to annex a portion of an adjoining municipality or unincorporated community as noted in section 15(2).

Proposal to restructure municipality

15(2) Subject to subsection (3), a proposal to restructure an existing municipality may be initiated by:

(a) the Minister; or

(b) the council of that municipality or another municipality affected by the restructuring.

Further, as per Section 15(4) any annexation proposal by the City must be filed with IRAC, who would lead the hearing process.

Proposal to be filed

(4) A proposal under subsection (1), (2) or (2.1) shall be in writing in the form approved by the Minister and filed with the Commission by the person or persons initiating the proposal.

The City's proposal must contain the information noted under section 15(5).

Contents of proposal

(5) A proposal shall include, at a minimum,

(a) a statement that the proposal is
(ii) to restructure an existing municipality, or

(b) the reason for the proposal;

(c) the name of each adjoining municipality or unincorporated area, and any other municipality or unincorporated area that, in the opinion of the person or persons initiating the proposal, may be affected by the establishment, dissolution or restructuring of the municipality, as the case may be;

(d) where the proposal is to establish a new municipality or restructure an existing municipality,
(iii) a map depicting, in detail, the new boundaries being proposed,

Community Engagement

The Community engagement process was strong, with the City Administration hosting three meetings for the Community of Marshfield and one with the affected property owners whose lands are to be annexed. (Attachments A, B, & C)

Discussion

The Lewis Brothers, who own 69 acres of land just outside the City's eastern boundary which borders St. Peters Road and York Road approached the City of Charlottetown to annex their lands into the city.

Upon review of the Lewis Brothers land holdings, it was determined that their lands were not immediately adjacent to the City's current boundary, and if the City were to move to annex their lands, it would have to conduct a more in-depth review so to determine what if any other land holdings should be included in a possible annexation.

To determine the City's best approach moving forward, Administration and Planning staff held three community meetings at the York Community Centre: those being September 10, 2018, October 16, 2018, and April 28, 2021.

At the September 10th meeting approximately 60 Marshfield residents attended, 3 representatives from the Province, and 2 from the City. After a brief presentation and discussions outlining the process that the City would have to undergo if it decided to proceed with an annexation of adjoining lands within the Community, the meeting was open to the residents to ask questions or to make comments. By the end of the 2-hour session it was clear that the majority of the Community were opposed to the City annexing any portion of Marshfield for the following reasons:

1.) Fear of increased taxes
2.) Loss of productive farmlands
3.) Concern of growth changing the Community's rural character
4.) Concern for increased traffic congestion along St. Peter's Road
5.) Affordability of water and sewer services

In my closing comments I did commit that after a more in-depth review of the Community that the City would host another meeting indicating the specific area that the City may wish to consider for annexation.

As a follow-up to the meeting of September 10th, Administration and Planning staff held a second meeting at the York Community Hall with 65 residents and 5 staff in attendance. The meeting started with a presentation outlining the area that was under review for possible annexation as noted on map 2 (attached). Upon completion of the presentation the meeting was opened to the residents for further question and/or comments.

For the most part, the same concerns that were raised at the September 10th meeting were raised again at the meeting on October 16, 2018, although several questions pertaining to possible zoning was raised as well, which staff indicated to be development dependent.

For those property owners who spoke in favor of the annexation, noted that the Community would benefit from enhanced community services.

As with the first meeting, Administration committed to review the Community's comments with Council, and depending on Council's directive, the City would host an additional Community meeting.

Ensuing the Community meeting of October 16th, staff discussed the matter with Council on October 20, 2020, and were subsequently directed to move forward with annexation of the revised area as noted in map 1.

Prior to going back to the Community of Marshfield, Administration met with the property owners of the lands to be annexed on the 22nd of April to garner their perspective and degree of support. Of the 8 property owners, all but one was in favor of the annexation going forward with an accommodation for the current greenhouse business to continue to use well water for their operation.

The one opposed was concerned with increased property taxes and the impact on his property and the community, noting that the City should not allow sprawl and that commercial operations should be located within the current commercial areas of the City.

The third Community meeting for Marshfield was held April 28, 2021, with 50 residents in attendance, including 4 staff and Minister Bloyce Thompson.

Administration provided an overview of the revised area to be annexed (Map 1) and indicated that a report would be going back to Council indicating the proposed lands to annex into the City. Again, for the majority of those in attendance, they were opposed to the proposed annexation of those properties noted as they felt it would alter the "country" feel of the community and bring additional development pressures, and the subsequent effect on their current taxes.

Financial Implications

The City of Charlottetown's cost associated with making an application to IRAC can be accommodated within the Strategic Priorities & Intergovernmental Co-operation. approved 2021- 2022 operating budget.

Risk Consideration

There are no significant risks associate with the recommendation contained within this report. City Council has the discretion to initiate the annexation of the noted lands, with the understanding, that it will entail a full IRAC hearing, where members of the public have the right to appear before the Board and make their comments and concerns known. Ultimately IRAC will determine the outcome.

Environmental Implications

There were no environmental implications identified.

Alternatives

1. City Council may choose not to go forward with all or part thereof with the properties noted on Map 1. This Alternative is not recommended as there is a need for developmental commercial and retail lands in the City of Charlottetown.

2. City Council may choose to expand the proposed annexation beyond the properties noted on Map 1. This Alternative is not recommended at this time as there would be the need for additional community consultation and study, although it is an alternative that should be explored in the future as development pressures continue to mount within the City.

Attachments

Map 1	Proposed properties to be annexed
Map 2	Initial lands reviewed for annexation
Attachment A	October 16, 2018, Community of Marshfield Meeting
Attachment B	April 22, 2021, Meeting with affected property owners
Attachment C	April 28, 2021, Community of Marshfield meeting

Marshfield Community Meeting
Tuesday, October 16, 2018
York Community Centre
7:00 PM

Present: In Attendance 65 Residents - Community of Marshfield
Peter Kelly, CAO – City of Charlottetown
Alex Forbes, Manager of Planning & Heritage – City of Charlottetown
Robert Zilke, Planner II – City of Charlottetown
Chantal Matheson, Executive Assistant – City of Charlottetown
Cindy MacMillan, Administrative Assistant – City of Charlottetown

Proposal Feedback

Financial

- Concerns were raised over the potential property tax increases.
- Farming concerns on how agricultural operations would be impacted or restricted for those lands that would be annexed into Charlottetown.

Development Growth

- Concerns that if Marshfield was annexed into Charlottetown the rural character would be lost. Various residents spoke to the fact that many choose Marshfield because of this rural character and that it is a defining trait of the community.
- Concerns that new development in the community would increase traffic congestion issues along St. Peter's Road.
- Local farmers raised concerns over the potential loss of farmland that could occur with urban development. Some local farming practices included sod farming, dairy/livestock and crops.
- Water and sewer services were generally favorable but on the condition of what these services would cost in terms of taxes.
- The majority of residents objected to the annexation proposal presented during the meeting.

Questions

- Further information was requested from residents on the different property tax schemes (i.e. farm, commercial, residential) that the city could potentially implement through the community
- Questions were asked about level of services that would be offered to residents if annexed into Charlottetown. More specifically what additional services would residents receive (i.e. sidewalks, recreational facilities, emergency services)
- Questions regarding how lands annexed into Charlottetown would be zoned and controlled through land use regulations. What would properties be rezoned for and would additional urban regulations restrict rural uses such as farming practices
- Questions regarding how additional congestion on St. Peter's Road would be addressed.
- There were requests for more detailed timelines on the annexation process if it was approved and moved ahead.
- Additional clarification on boundary line options.

Peter Kelly, CAO committed to hosting a future meeting within the community, based upon information required, the meeting will take place in January of 2019.

Discussions Adjourned 8:16 PM

CHARLOTTETOWN

Marshfield Property Owners Meeting
Thursday, April 22, 2021
5:00 PM – Council Chambers

Residents:	Scott Lewis	Martin Fobes (By phone)
	Jamie Lewis	Ally Murphy
	Ben Murphy	Josh McLean
	Rodney Chappell	Caden Chappell
Staff:	Peter Kelly, CAO	Alex Forbes, PM
	Chantal Matheson, ERPC	

Meeting Notes:

The City of Charlottetown called a meeting with property owners located within the new proposed boundary. The properties within this boundary are being considered for annexation. (note all property owners within the new boundary were in attendance).

Peter Kelly, CAO led the discussion. Peter advised that the process would go to Island Regulatory and appeals Commission (IRAC) and property owners would be able to go and speak on their behalf whether for or against the annexation.

Rodney Chappell asked if there were plans to extend East Royalty Road to York Road. The Planning Manager said there are no plans to do this, at this time. The Planning Manager has not seen anything come forward. There have been no provincial discussions to add roads elsewhere in this area. The focus seems to be on St. Peters Road with the Province o PEI spending millions on traffic upgrades, improvements and installations of 3 round abouts. The Chappell's are in favor of the annexation but have absolutely no desire for East Royalty Road to connect to York Road.

Scott & Jamie Lewis are in favor of the annexation. Scott believes this area of annexed property is an ideal site to service the area of East Royalty. He hopes residents will think of the future and looks forward to the land being incorporated into the City of Charlottetown.

Josh McLean – Josh is in favor of the annexation.

Ally and Ben Murphy are in favor of annexation. The Murphy's have questions surrounding the zoning.

The Planning Manager advised that every property would need to be rezoned once annexed into the city. The Planning Dept. will work with the landowners to rezone once annexed into the city. The Murphy's have questions on City Water. They have purchased Jewel's Country Market and would like to stay on their own well for greenhouse usages. In other jurisdictions, greenhouses are allowed the use of onsite wells. This item will have to be reviewed during the process.

Martin Fobes is objecting the annexation. Mr. Fobes is not interested, he is not wanting a tax increase on his property. Mr. Fobes asked if there was a "grandfather" tax rate for farmland annexed into the city.

Residents noted Mr. Fobes could potentially see an increase in his property value with the annexation. City staff advised that property taxes are based on zones. (i.e. Residential, Commercial)

Mr. Fobes asked the Lewis' what they were considering for land usage on their property. The Lewis' are planning Commercial/industrial and are not planning residential.

The City will be holding a public meeting for Marshfield residents April 28, 2021 at 7:00 PM at the York Community Centre. Public Notices have been posted in Marshfield and will be in the Guardian Saturday, April 24. The city also plans to send out a PSA on the meeting.

Meeting Adjourned 5:35 PM

Marshfield Annexation Information Meeting
Wednesday, April 28, 2021
7:00 PM – York Community Centre

Present: Peter Kelly, CAO
Robert Zilke, Planner II
Chantal Matheson, ERPC
Cindy MacMillan, AA
Marshfield Residents (Refer to Sign in Sheet)

Peter Kelly, CAO, welcomed the residents of Marshfield to the meeting. The CAO provided a map of the proposed annex area which would extend the boundary of Charlottetown to the Corner by Jewel's Country Market, a natural boundary at the intersection of York Road. The CAO read aloud a letter from Mr. Martin Forbes, a property owner who owns a piece of land in the proposed boundary being considered for annex into the City of Charlottetown. Mr. Fobes letter stated he was not in favor of the annex. The CAO advised that the other property owners within the boundary are interest in the annex to Charlottetown.

Robert Zilke, Planner II presented on the planning side of the annexation process. Robert Zilke presented a map "East Royalty Masterplan" as he explained the different zoning areas just before the current Charlottetown boundary. Robert explained the land's current designation under the Provincial Zoning – Special Planning Area (SPA). This zoning was described as an area to encourage large scale development to be located within the surrounding larger cities and towns rather than in the rural areas and to protect the area. Provisions for small-scale residential and small-scale commercial could be permitted in a SPA.

Peter Kelly, CAO opened the floor to the residents to speak and provide comments:

Resident Concern – Has Charlottetown looked within its current boundaries for available Commercial Zoning before considering annexing part of Marshfield.

- It was noted that if the land were annexed there would be subsequent public meetings held for the zoning, uses, etc. and that the City does not have plans for the land, that is the decision of the landowner who would have to go through an application process for use.

Resident Concern – Is there any reason for the City to say "no" to the Marshfield resident that is interested in having their land annexed?

- The CAO responded noting that there is no reason for the City to say "no" to the current landowner but that the City does not have final say in the matter.

Resident Concern – What would happen to the resident (Mr. Fobes) who is not in favor of his land/property becoming part of Charlottetown?

Robert Zilke explained that based on the East Royalty Masterplan that the land leading up to Marshfield is zoned as mixed-use Village Centre which would allow for things like commercial/residential uses (gas station, convenience store, offices, etc.)

Resident Concern – Voiced their wish to have farmland kept as farmland, keep Marshfield "country". Has a concern that seeing the number of apartment building going up in Charlottetown that this land would also be used for that purpose.

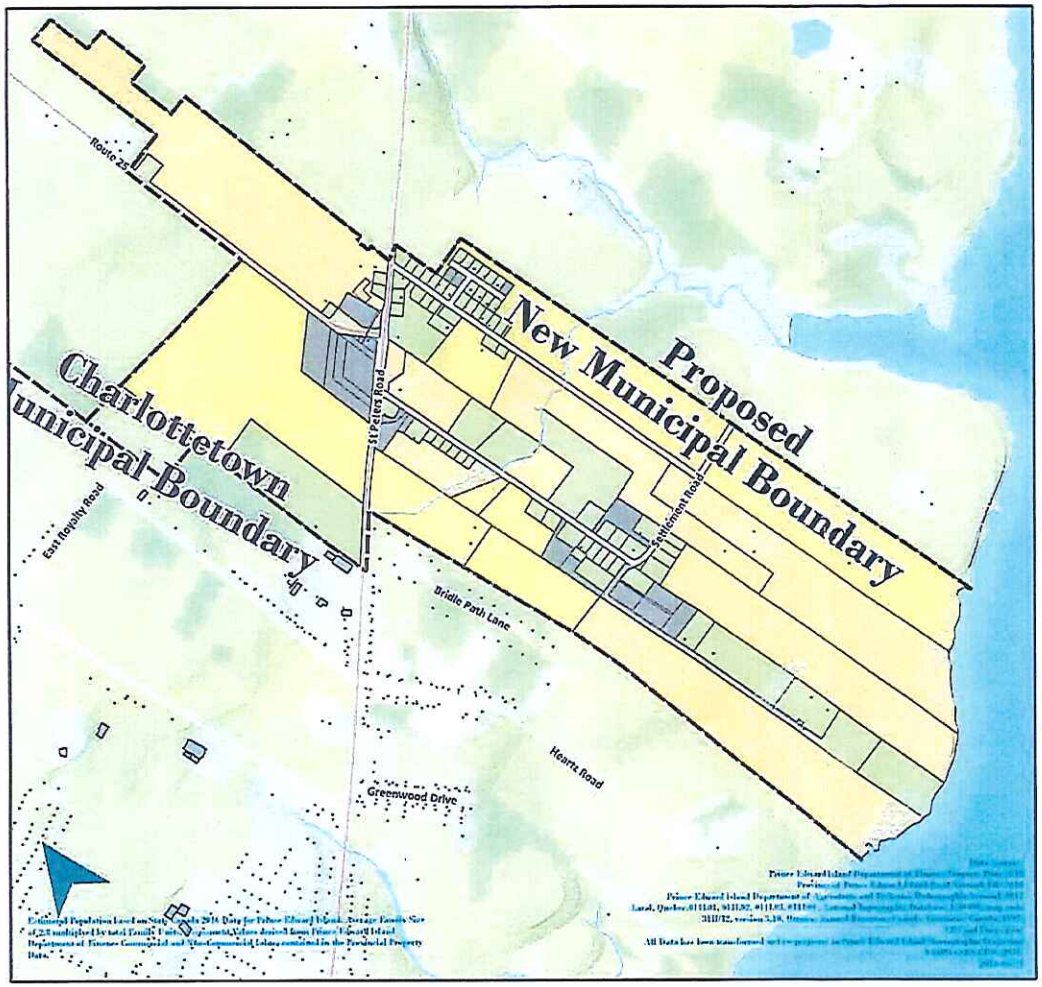
Scott Lewis (property owner) spoke on why he would like to have his land annexed into Charlottetown and the potential uses for it. (mentioned fire hall, curling club, recreation field)

Resident Concern – A resident spoke up to make it clear that by the comments being made at the meeting they felt that it was clear that the majority of those present were not in favor of the annexation.

There was a discussion about Incorporation and Minister Bloyce Thompson who was present noted that he has received inquiries about the process. When asked if the process could still move forward if Incorporation were initiated, the CAO advised that yes, the City could still proceed with the process.

There were some concerns raised pertaining to City water lines and the increase in property tax affecting those individuals that may currently struggle with their taxes which would be lower than if their property were in Charlottetown.

Adjourned 8:02 PM



City of Charlottetown Current Info Expansion Proposal Detail 1:15000

Property Information
Properties: 129
Non-Commercial Assessment: 20427900
Commercial Assessment: 555500
Bonified Farms: 8
Farm Use Property: 12
Farm Assessment: 1104100

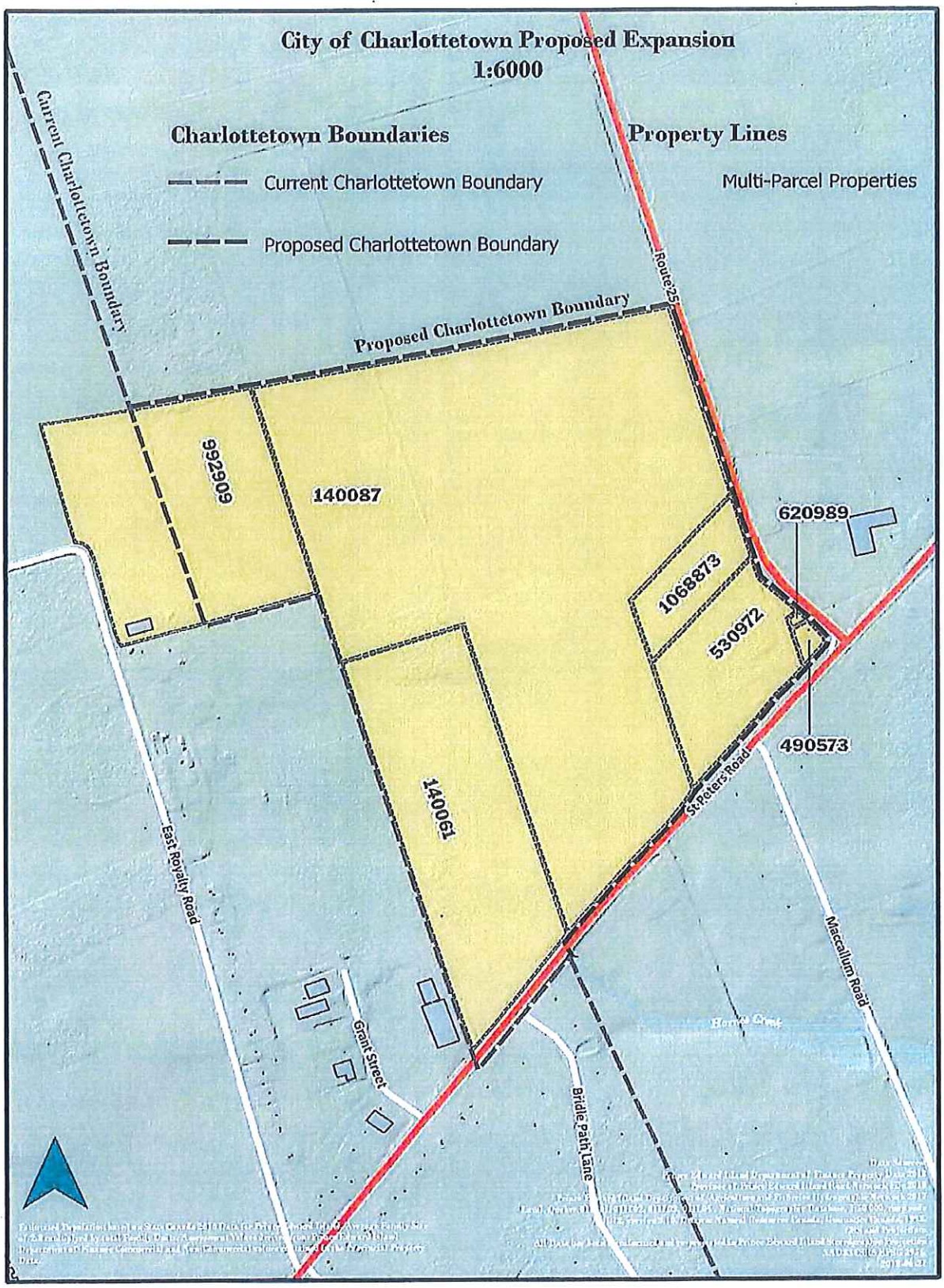
Expansion Proposal

- Current Charlottetown Boundary
- Proposed New Boundary

Property Type

- Bonified Farm
- Farm Use
- Residential Property
- Vacant Land

Map #1


City of Charlottetown Proposed Expansion
1:6000
Charlottetown Boundaries
Current Charlottetown Boundary
Proposed Charlottetown Boundary
Property Lines
Multi-Parcel Properties
Current Charlottetown Boundary
Proposed Charlottetown Boundary
Route 25
992909
140087
620989
1068873
530972
490573
140061
St. Peters Road
East Royalty Road
Grant Street
Bridle Path Lane
Maccallum Road

MEMORANDUM

TO: KRISTA POTTER – REGISTRY OF DEEDS
PAT TIDD – TAX ADMINSTRATION & COMPLIANCE SERVICES
EUGENE LLOYD – PROVINCIAL PLANNING BRANCH
SALLY FERGUSON – TAXATION & PROPERTY RECORDS
BOYCE COSTELLO – TAXATION & PROPERTY RECORDS
STEVEN DICKIE – PUBLIC SAFETY
ALAN AITKEN – TRANSPORTATION & INFRASTRUCTURE
PAUL ALAN – ELECTIONS PEI
TANYA MULLALLY – EMO
CATHY MORRISON – BUSINESS ANALYST
MICHEL CARLETON – STATISTICS CANADA
PEI HUMANE SOCIETY – ANIMAL CONTROL
DARLENE RHODENIZER – INFRASTRUCTURE PEI

FROM: DANNY JENKINS MANAGER, MUNICIPAL AFFAIRS

SUBJECT: CITY OF CHARLOTTETOWN RESTRUCTURING BY ANNEXATION

DATE: MONDAY JUNE 6, 2022

CC: CHRISTINE MACKINNON DIRECTOR, MUNICIPAL AFFAIRS

Please be advised that effective as of Wednesday June 1, 2022 the municipal boundary of the City of Charlottetown shall be extended by annexation to include the following properties from the unincorporated area of Marshfield, as is described in the attached Order of Executive Council;

- PID #140061
- PID #140087
- PID #1068873
- PID #530972
- PID #620989
- PID #490573
- PID #992909

Applicable legislation requirements:
Pursuant to section 160(7) of the M*unicipal Government Act*, *Where a new municipality is created pursuant to clause 21(1)(a), the Minister shall notify the Provincial Tax Commissioner and send to the Provincial Tax Commissioner any information required by the Provincial Tax Commissioner in respect of the new municipality on or before the date that is six months prior to its date of incorporation.*

Pursuant to section 21(3) of the *Municipal Government Act*, *The order of the Lieutenant Governor in Council shall be filed with the Registrar of Deeds for (3)every county in which the municipality is located and, when filed, the boundaries of the municipality as specified in the order become the boundaries of the municipality for all purposes and supersede any existing boundary description.*

Please provide confirmation of receipt and adjust your records in accordance with **EC2022-428**

Please call if you require any clarification (902) 569-7619.

Thank you

Danny Jenkins, Manager of Municipal Affairs
Department of Fisheries and Communities
Encl.

Executive Council
Prince Edward Island

Certified to be a true copy of an Order of Her Honour the Lieutenant Governor in Council dated May 24, 2022.

EC2022-428

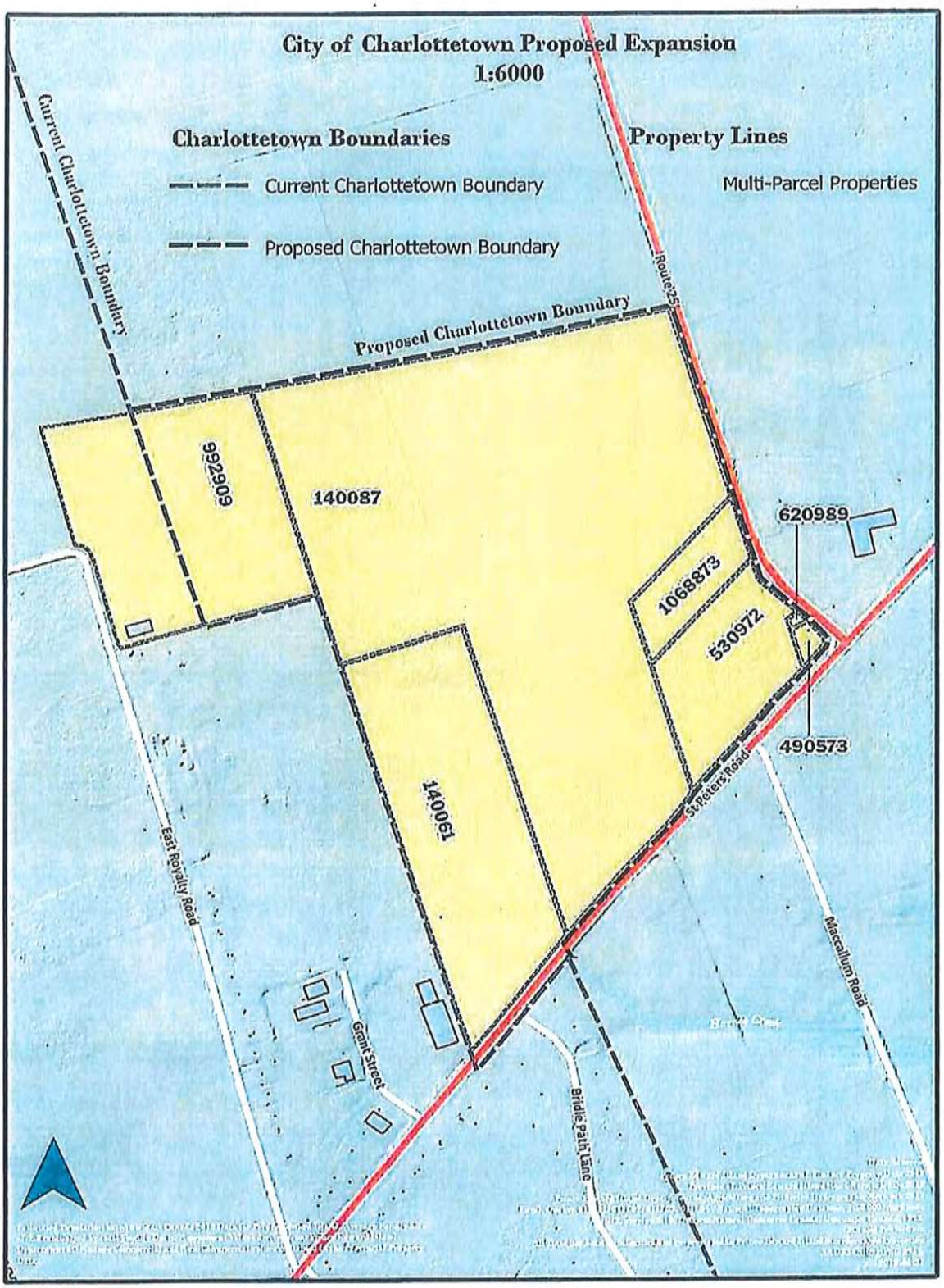
MUNICIPAL GOVERNMENT ACT
CITY OF CHARLOTTETOWN
EXTENSION OF MUNICIPAL BOUNDARY
(APPLICATION TO ANNEX 7 PARCELS, PROVINCIAL PROPERTY NOS. 140061,140087, 530972, 620989, 490573, 1068873, AND PART OF PROVINCIAL PROPERTY NO. 992909)
APPROVED

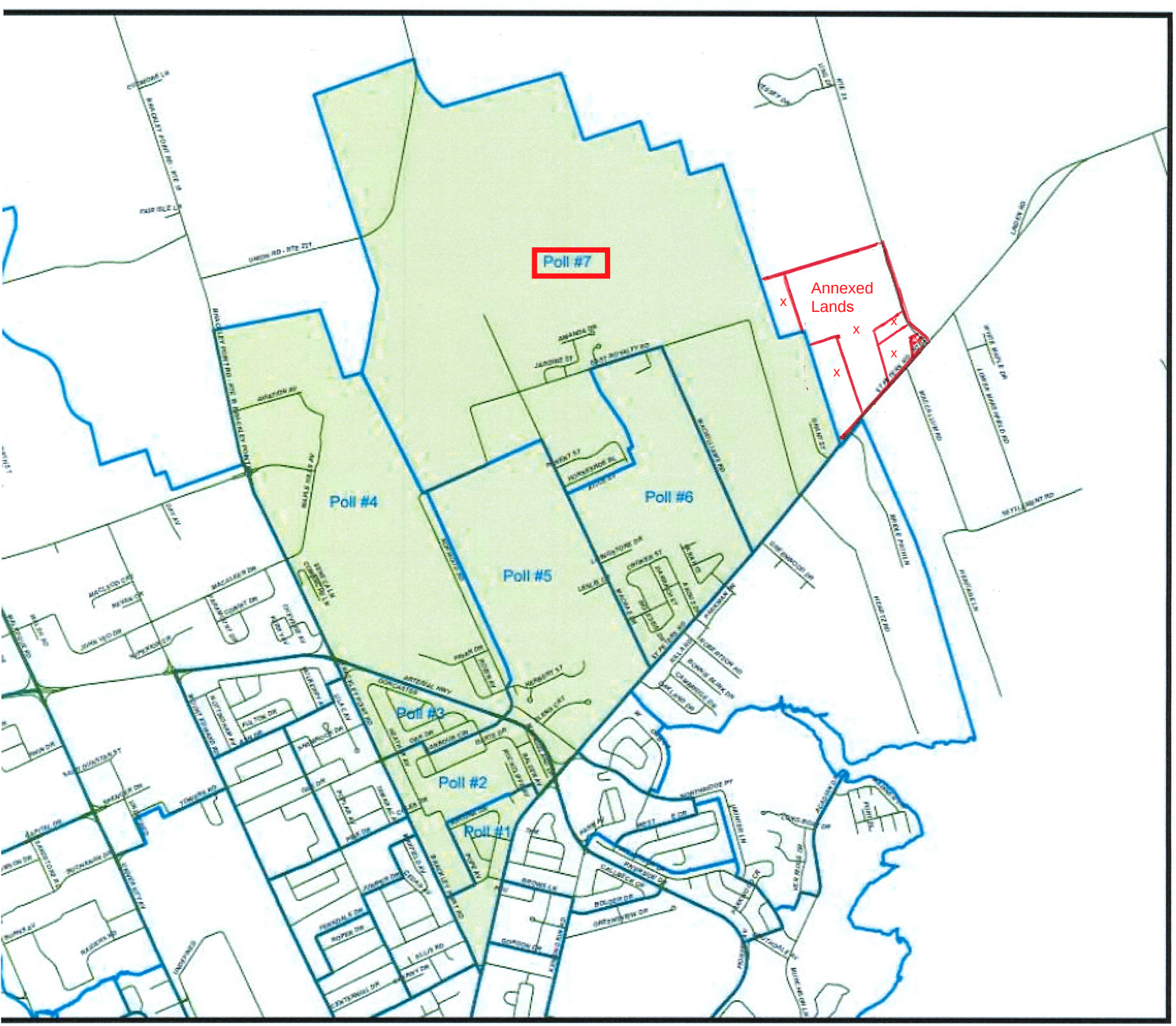
Having under consideration an application from the City of Charlottetown presented pursuant to subsection 15(2) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1 to extend its boundaries to include approximately one hundred sixteen decimal three (116.3) acres, being Provincial Property Nos. 140061, 140087, 530972, 620989, 490573, 1068873, and part of Provincial Property No. 992909 for which no municipal government is provided under the said Act, and having under consideration the recommendation of the Island Regulatory and Appeals Commission, Council under authority of clause 21(1)(b) of the aforesaid Act, approved the application to restructure as proposed and ordered that the boundary of the City of Charlottetown be extended to annex approximately one hundred sixteen decimal three (116.3) acres as aforesaid, effective June 1, 2022 in accordance with the said application and as indicated on a plan filed in the Registry Office for Queens County by the Minister of Fisheries and Communities pursuant to subsection 21(3) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

This Order-in-Council comes into force on June 1, 2022.

Daniel M. Campbell
Clerk of the Executive Council
and Secretary to Cabinet

Appendix A
Map - New Boundaries




Poll #7
Annexed Lands
Poll #4
Poll #5
Poll #6
Poll #3
Poll #2
Poll #1

City of Charlottetown Committee Report

Report No: SPC&IC-2026-01-05-001

Date: January 5th, 2026

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

Reporting Department:
Information Technology (IT)

Other Associated Departments:

Prepared by:
Rory Chaisson, Senior Information Technology Officer

Attachments:
- 2026-2027 Information Technology "DRAFT" Budgets
- IT New Initiative Forms

Report Title:
Review of 2026-2027 Information Technology "DRAFT" Budgets

Report Purpose:
To seek Committee input on staff recommendations for the 2026-2027 Information Technology "DRAFT" Budgets

Staff Recommendation:
That Committee reviews the 2026-2027 Information Technology "DRAFT" Budgets, and provide input and that Council receives the committee supported 2026-2027 Information Technology "DRAFT" Budgets

Report Details:
The attached documentation outlines the proposed budgets for IT. The operational budget of $1,523,500 represents an increase of $127,100 to cover increased licensing and maintenance agreement costs.
Operational budget summary, $1,523,500 before partner funding and new initiatives:

- Budget $1,523,500
- Partner Funding: -$210,000
- New Initiatives: +$405,000

Capital budget summary:

- The total capital budget is $775,000.
    - Includes a project to increase cell coverage within Simmons Arena
    - Includes a project to redesign the City's website and move to a new provider/platform

It is important to note that this budget is a draft. Several areas will continue to evolve as more detailed information becomes available. Updated forecasts will be provided as more accurate totals are confirmed.

Council or Committee History:
Annual Budget Process

Financial Implications:
Proposed budget of $1,523,500. Proposed New Initiatives of $405,000. Partner Funding of $210,000.

Public Engagement and Communication:
2026-2027 Budget Open House (4) and 2026-2027 Pre-Budget Consultation Survey

Legislative Authority:
Part 6, Division 1 (Financial Operations) of the Prince Edward Island *Municipal Government Act*

Strategic Alignment:
Infrastructure and the Environment; Enhance accessibility to information and data to guide decision making and provide information citizens require through investment in smart infrastructure, technology and tools, such as GIS;

Governance and Civic Engagement; Grow the use of technology to support citizen engagement and streamlined accessibility to municipal processes.

Reviewed By:

Manager / Director: Rory Chaisson	**CAO: B. MacConnell**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
Information Technology

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
City Government and Strategic Priorities			
Information Technology			
Expenses			
Computer Supplies	10,000	10,000	10,000
Network Support & Maintenance Agreements	729,000	729,000	830,000
Service Level Agreements/Hosting	73,000	73,000	84,000
Desktop Software Subscriptions/Purchases	140,400	140,400	175,000
Internet/Network	70,000	70,000	80,000
Staff Development	7,000	1,000	1,500
Travel & Transportation	7,000	7,000	7,000
Phones	360,000	360,000	336,000
Total Information Technology Expenditures	**1,396,400**	**1,390,400**	**1,523,500**

Information Technology
List of New Initiatives
Fiscal Year 2026-27

Reference:	Description	2026-27	2027-28
IT Initiative 1	IT Research and Advisory Services	50,000	50,000
IT Initiative 2	Geospatial strategy	40,000	-
IT Initiative 3	Cybersecurity/Critical Infrastructure Security	180,000	190,000
IT Initiative 4	Agenda Management Software	50,000	40,000
IT Initiative 5	IT Specialist	85,000	87,500
IT Initiative 6	0	-	-
	Total- New Initiatives	405,000	367,500

New Initiative Form

2026-27 Operational Budget

Department:	Information Technology
Title of New Initiative:	IT Research and Advisory Services
Description of New Initiative	Access to IT research data and advisory services. Services will be used to provide the City with informed opinions on direction for IT services. Data will be used to provide the City with relevant data to justify IT spending and more importantly, direction for future spending. Services include access to analysts with specialized focus, adjusting to the needs of the City quickly.

	2027	2028	2029	2030	2031
Projected Cost	50,000	50000	50000	55000	55000
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	2
Standing Committee Rating Code	
Committee Priority #	

Rating Chart

A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval ( ) Rejection ( )

Date Reviewed by Finance Committee: Approval ( ) Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Information Technology
Title of New Initiative:	Geospatial strategy
Description of New Initiative	This will see facilitated workshops across City departments with the goal of aligning GIS (Geographical Information Systems) with business objectives. The goal is to find the right solutions and opportunities for Geospatial data over a 3 year timeline and engage staff across all departments.

	2027	2028	2029	2030	2031
Projected Cost	40,000	0	0	0	0
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	C
Department Priority #	5
Standing Committee Rating Code	
Committee Priority #	

Rating Chart

A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval ( ) Rejection ( )

Date Reviewed by Finance Committee: Approval ( ) Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Information Technology
Title of New Initiative:	Cybersecurity/Critical Infrastructure Security
Description of New Initiative	Positions to work in tandem to first identify a prioritized list of security risks, then begin mitigating these risks. Deliverables include: Risk Assessment Report Quarterly Risk Mitigation Report Business Continuity Plan Disaster Recovery Plan Access Review Report Incident Response Report Currently hope to see these fully funded through the Cyber Security Cooperation Program

	2027	2028	2029	2030	2031
Projected Cost	180,000	190000	200000	200000	200000
Salary					
Non Salary					

Positions Required	Estimated Cost
Information Security Officer	95000
Critical Infrastructure Security Specialist	85000

Rating and Priority

Department Rating Code	A
Department Priority #	1
Standing Committee Rating Code	
Committee Priority #	

Rating Chart

A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval ( ) Rejection ( )

Date Reviewed by Finance Committee: Approval ( ) Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Information Technology
Title of New Initiative:	Agenda Management Software
Description of New Initiative	Meeting Agenda Software will allow staff and Council to better organize materials and documentation around meetings, agendas and packages. Meeting Agenda software focused on supporting municipal governments will also include options to expand civic engagement. These platforms typically include: - Reduced complexity around scheduling meetings and people - Improved transparency with information easily accessible from any device - A single portal to sort, manage and distribute minutes, agendas and other documents to the right people at the right time. Most platforms include apps which can be used to track roll-call and voting in person

	2027	2028	2029	2030	2031
Projected Cost	50,000	40000	42000	44000	46000
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	4
Standing Committee Rating Code	
Committee Priority #	

Rating Chart

A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval ( ) Rejection ( )

Date Reviewed by Finance Committee: Approval ( ) Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	Information Technology
Title of New Initiative:	IT Specialist
Description of New Initiative	Second IT Specialist position to expand IT services for emergency services. Expanded services allow Emergency Services to better utilize current and emerging technologies including: Digital evidence management Body worn cameras Live video capture Computer aided dispatch Incident/Occurrence reporting and documentation Data Visualization

	2027	2028	2029	2030	2031
Projected Cost	85,000	87500	90000	90000	90000
Salary					
Non Salary					

Positions Required	Estimated Cost
	85000

Rating and Priority

Department Rating Code	B
Department Priority #	3
Standing Committee Rating Code	
Committee Priority #	

Rating Chart

A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval ( ) Rejection ( )

Date Reviewed by Finance Committee: Approval ( ) Rejection ( )

Council Rating Code

ys as of September 29, 2025		Budget 2025/2026		2025/2026 Forecast						Carryover from 2025/2026		2026/2027 Budget			5 Year Capital Expenditure Plan								
		City's Budget	Partner Funding	Actual	Purchase Order (Commited)	Purchase Order (Pending)	Remaining Budget	Budget Change	MGMT Forecast	City	Partner Funding	New City Budget	Partner Funding	Total City Budget	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	Project Total	Funding	Rank	Comment
Information Technology:																							
011-6950-54045-4450	Finance Server GP Migration	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-		Completed
011-6950-54040-4409	Computers	120,000	-	30,148	51,893	-	37,960	-	120,000	-	-	160,000	-	160,000	160,000	135,000	140,000	170,000	150,000	755,000	-		#1 - Annual Computer refresh + Council Tablet Replacements
011-6950-54040-4449	Rugged Devices	90,000	-	34,937	-	-	55,063	(25,000)	65,000	25,000	-	(10,000)	-	15,000	(10,000)	16,000	16,000	17,000	17,000	56,000	-		#2 - CPS Rugged Tablets - Vehicles
011-6950-54040-4450	Learn LPR Server	-	-	-	120,669	-	(120,669)	-	-	-	-		-	-	-	-	-	-	-	-	-		Completed
011-6950-54040-4452	Network Hardware for Brackley	-	-	-	-	-	-		-	-	-		-	-	-	-	-	-	-	-	-		Completed
011-6950-54040-4454	Parkdale Streaming Technology	-	-	-	-	-	-		-	-	-		-	-	-	-	-	-	-	-	-		Completed
011-6950-54045-4443	Fiber Network Cabling	50,000	-	-	-	-	50,000	(50,000)	-	50,000	-	-	-	50,000	-	-	-	-	-	-	-		#8 - Connecting to Utility Fiber Network
011-6950-54045-4445	Network Modernization	40,000	-	29,787	-	-	10,213	-	40,000	-	-	45,000	-	45,000	45,000	-	-	-	-	45,000	-		#7 - Replacing City Hall Firewall
011-6950-54045-4453	Fire Inspection Record Database	-	-	-	-	-	-		-	-	-		-	-	-	-	-	-	-	-	-		Completed
011-6950-54045-4454	Police Forensic Server	-	-	-	-	-	-		-	-	-		-	-	-	-	-	-	-	-	-		Completed
011-6950-54050-0000	Contingency	-	-	-	-	-	-		-	-	-	40,000	-	40,000	40,000	45,000	45,000	50,000	50,000	230,000	-		#9 - Contingency
	Domain Controllers	-	-	-	-	-	-		-	-	-	50,000	-	50,000	50,000	50,000	100,000	75,000	75,000	350,000	-		#3 - Domain Controllers - GIS Servers - File Servers - rotating server replacements
	MacAleer Drive (Upgrades)	100,000	-	-	-	-	100,000	(35,000)	65,000	35,000	-	(35,000)	-	-	(35,000)	-	-	-	-	(35,000)	-		Completed
	CPS Camera Server	-	-	-	-	-	-		-	-	-	40,000	-	40,000	-	-	-	-	-	-	-		#4 - CPS Milestone Server - Video server for cameras, storage expansion
	Simmons Cellular Extension	-	-	-	-	-	-		-	-	-	120,000	-	120,000	-	-	-	-	-	-	-		#6 - Expand Cell coverage for Simmons Arena
	New Website	-	-	-	-	-	-		-	-	-	255,000	-	255,000	-	-	-	-	-	-	-		#5 - Full website redesign with a new provider/platform
Total Information Technology		**400,000**	**-**	**94,871**	**172,562**	**-**	**132,567**	**(110,000)**	**290,000**	**110,000**	**-**	665,000	-	775,000	250,000	246,000	301,000	312,000	292,000	1,401,000	-		

City of Charlottetown Committee Report

Report No: SPC&IC-2026-01-05-002

Date: January 5, 2026

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

Reporting Department: Communications

Other Associated Departments: N/A

Prepared by: Jessica Bradley, Senior Communications Officer

Attachments:

- 2026-2027 Communications Department DRAFT Budget Workbook

Report Title:
2026-2027 DRAFT Communications Budget

Report Purpose:
To provide a budget overview and seek Committee input on staff recommendations for the 2026-2027 DRAFT Communications budget.

Staff Recommendation:
That Committee reviews the 2026-2027 DRAFT Communications budget and provides input, and that Council receives the committee supported 2026-2027 DRAFT Communications budget.

Report Details:
The Communications Department is proposing a status quo operating budget of $46,500 for the 2026–2027 fiscal year.

The department is recommending a reallocation of funds to address an increase in the annual subscription cost for the City's digital engagement platform, CharlottetownHall.ca. Specifically, the Communications – Engagement line item would increase to $24,000, offset by a $2,000 reduction in the Communications – Staff Development budget. This adjustment does not result in any net increase to the department's overall operating budget.

Council or Committee History:
Annual Budget Process

Financial Implications:
Proposed budget of $46,500.

Public Engagement and Communication:
2026-2027 Budget Town Halls (4 in-person events) and 2026-2027 Pre-Budget Consultation Survey (online at CharlottetownHall.ca)

Legislative Authority:
Part 6, Division 1 (Financial Operations) of the Prince Edward Island *Municipal Government Act*.

Strategic Alignment:
The Communications Department supports the City's Strategic Plan priorities by using technology to inform the public and promote citizen engagement and advance an accountable and accessible City government. The department is responsible for delivering robust and effective internal and external communications.

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

Reviewed By:

Staff: Jessica Bradley	**CAO: B. MacConnell**

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: SPC&IC-2026-01-05-003

Date: January 5th, 2026

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

Reporting Department: Administration

Other Associated Departments:

Prepared by: Melanie Bailey, Strategic Initiatives Officer

Attachments:

- Proposed Budget for Strategic Initiatives 2026-2027
- Strategic Initiatives: New Initiatives Forms

Report Title:
Review of 2026-2027 "DRAFT" Budget for Strategic Initiatives

Report Purpose:
To seek Committee input on staff recommendations for the 2026-2027 "DRAFT" Budget for Strategic Initiatives

Staff Recommendation:
That Committee reviews the 2026-2027 Strategic Initiatives draft budget, provide input, and that Council receives the Committee supported 2026-2027 Strategic Initiatives draft budget.

Report Details:

The attached "proposed budget for Strategic Initiatives 2026-2027" outlines the *status quo* operational budget and the *proposed operational budget increase* through two new initiatives, providing rationale, outcomes, timelines, and cost calculations for each.

Operational Budget Summary:

- Standard budget line items remain status quo with a minor $3k increase.
- Two new initiatives that are due next year, to meet current Strategic Plan and to have draft work complete for a new Council, account for an additional budget ask of $226,712.

While this budget is a draft, these results are being presented to SPCIC following lengthy research into previous work and results of the work, previous proposals, consultations with staff and several municipalities, and reviewing the cost of consultant line item (by type of work required for each proposed project) to determine project plans and potential cost, meaning this cost estimate is as exact as possible. Additional research is currently underway seeking cost savings options within large-scale community survey's that are still expert-driven, third-party, and reputable offerings.

Council or Committee History:

- Annual Budget Process
- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – Apr 27, 2023
- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – Apr 20, 2022

Financial Implications:
Proposed budget of $248,712.

Public Engagement and Communication:
- 2026-2027 Budget Open House (4) and 2026-2027 Pre-Budget Consultation Survey
- Significant public engagement and communication would be required throughout 2026-2027 for a new community survey and throughout the development of a new strategic plan.

Legislative Authority:
Part 6, Division 1 (Financial Operations) of the Prince Edward Island *Municipal Government Act*

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

Reviewed By:

Staff:	**CAO or Director: B. MacConnell**
M. Bailey, SIO – Jan 2, 2026	

Committee Recommendation: (if differing from staff)

Draft Budget Proposed for Strategic Initiatives 2026-2027

New Initiative Forms

New Initiative 1: Development of New 4-yr Strategic Plan

New Initiative Form

2026-27 Operational Budget

Department:	General Government & Strategic Priorities
Title of New Initiative:	New Strategic Plan
Description of New Initiative	**Development of a resident, council, and staff informed new four-year strategic plan, with actions that has advanced from initiation to completion of all process steps required to prepare draft recommendations (April 2025 - Oct 2026) in time for a new Council (Nov 2026) who will inform, deliberate and determine their final four-year Strategic Plan with actions (Nov 2026 - Feb 2027) - guiding priorities and strategic direction for elected and staff over the next four years (2027-2031).** // **Strategic Plan development cost** of **$156,000 in consultant fees** and **$28,000 for out of scope consultant travel, expenses, public engagement, focus groups, and Council planning sessions** for strategic plan development. Engagement includes staff focus groups, all-staff engagement feedback session, strategic planning session with current Council (1 session), strategic visioning and final review sessions with new Council (2), public engagement sessions, and several pop-up engagement activities. // **New Council input and direction:** is a core requirement and includes 1. incorporate election platform priorities during draft of Plan, 2. following election, an in-person Council engagement strategic visioning session, and 3. a final in-person planning session with Council or Council and staff to finalize the 2027-2031 Strategic Plan // **Consultant:** leads visioning and engagement processes in collaboration with staff project lead, documentation review (City and external), facilitate events and gather insights and recommendations from each (strategic visioning, focus groups, planning sessions, and public engagement), record and summarizes results at each step, provides progress updates to council and staff, oversee several drafts of the Strategic Plan - which includes actions by dept and strategic pillar - and prepares professionally designed and professionally written Strategic Plan, with Action Plan that includes desired outcomes of each action, timeline, and associated strategic pillar. With final documents in hand, delivers presentation to staff and Council. // **Assigned staff coordinator** provides dedicated support in monitoring consultant milestones, reviewing progress reports, coordinating consultant requirements to advance process steps, relaying feedback and direction, timely review/feedback of documents submitted by consultant, and ongoing liasion between elected/ staff & consultant throughout the development of a new Strategic Plan. // **Cost calculation**: 2022 Strategic Plan that went to RFP in Mar 2022 cost **$136,121** x **2022** CPI increase for 75% of the year (**6.67%** vs. the full 8.9% CPI), **2023** CPI (**2.9%**), **2024** CPI (**1.8%**), **2025** CPI (estimate **2%**). With CPI accounted for, the estimated cost of new Strategic Plan, rounded up to account for 3 mos of CPI increases is equal to **$156,000** by Mar-Apr 2026. This **doesn't** account for **standard** out of consultant fees for travel and expenses (estimate $15,000) nor cost of all engagement sessions ($13,000), which totals + **$28,000** in out of scope fees. The total for out of scope cost and consultant fees is **$184,000**

	2027	2028	2029	2030	2031
Projected Cost	4,500	4,500	4,500	4,500	TBD
Salary					
Non Salary					

Positions Required	**Estimated Cost**
N/A consultant cost	$156,000
N/A event and standard out of scope costs	$28,000

Total Cost for Strategic Plan 2022		
Group ATN	$130,743.51	Strategic Plan
Upland	$5,378.00	Action Plan
	$136,121.51	Consultant fees, not accounting for out of scope travel, expenses, and stra

Rating and Priority	
Department Rating Code	A
Department Priority #	1a
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval ( )	Rejection ( )
Date Reviewed by Finance Committee:		Approval ( )	Rejection ( )

Council Rating Code

New Initiative 2: Repeat Large-Scale Community Survey

New Initiative Form

2026-27 Operational Budget

Department:	General Government & Strategic Priorities				
Title of New Initiative:	Community Survey 2026				
Description of New Initiative	The previous Community Survey was completed in 2023 and the Strategic Plan 2022-2026 requires one additional survey before the end of 2026. The current recommendation is to repeat the survey every two years, this survey represents a 3-year interval. // **Community Survey benefits:** 1. gather current priorities, challenges, recommendations, and feedback from residents; 2. enable comparitive analysis of 2023 vs. 2026 results - surfacing trends/changes/insights; 3. a professional survey company ensures required response amount and validity of responses 4. a 2026 community survey is critical in allowing **high quality survey results will support a resident-informed four-year Strategic Plan**- resident-informed priorities, considerations,and recommendations. // **Requirement stated in RFP:** survey consultant will be required to collaborate with Strategic Plan consultant, ensuring survey questions and data collected provides best possible insight and feedback for a resident-informed Strategic Plan. Finaly survey results will be vetted and discussed during public engagement session, organized through StratPlan consultant, prior to incorporation of recommendations into Strategic Plan. // **Cost of Community Survey** is estimated at **$42,712** which is the median amount quoted in early 2023 RFP of **$39,975** x 2023 CPI (**2.9%**) x 2024 CPI (**1.8%**) x 2025 CPI (**2.0%** estimate). // **Notes on previous community survey work and impact:** 1. 500 telephone surveys (that consultant advised is representative of the population through process of survey'ing for demographic distribution), 2. online survey and a postcard delivered to all homes inviting survey participation led to an additional 920-980 responses, 3 .ongoing collaboration and communication with staff and consultant in developing and monnitoring the survey and 4. following completion of the survey, consultant delivered a presentation to staff and Council with professionally designed presentation and documentation to share survey findings, results, and analysis of quantitative and coded qualitative results from both the telephone and online survey.				

	2027	2028	2029	2030	2031
Projected Cost	n/a	n/a	n/a	n/a	n/a
Salary					
Non Salary	42,712				

Positions Required	**Estimated Cost**
n/a - consultant	42,712

Rating and Priority

Department Rating Code	A				
Department Priority #	1b				
Standing Committee Rating Code					
Committee Priority #					

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval ( )	Rejection ( )		
Date Reviewed by Finance Committee:		Approval ( )	Rejection ( )		
Council Rating Code					

Draft Budget Proposed for Strategic Initiatives 2026-2027

Proposed 2026-2027 Budget:

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
City Government Services

	2025/2026 Budget	2026/2027 Budget
City Government and Strategic Priorities		
Strategic Priorities		
Expenses		
Professional Services	10,000	13,000
Meeting Expenses	3,000	3,500
Advertising and Communications	5,000	5,000
Projects	-	226,712
Miscellaneous	500	500
Total Strategic Priorities Expenses	**18,500**	**248,712**

Proposed Projects that total $226,712:

I. Project 1/2: New Four-Year Strategic Plan

Overview: Development of a resident, council, and staff informed new four-year strategic plan, with action plan, from project initiation (April 2025), to public engagement activities, to consideration of incoming Council's election platforms, to a draft strategic plan for submission to *incoming* Council (Oct 2026), who would then be supported through consultant-led Strategic Planning sessions discuss, plan, and decide on the final four-year Strategic Plan with Actions (Nov 2026 - Feb 2027).

Timeline: Draft development, research, and all public/staff engagement sessions (April – Oct 2026); new Council's finalization of final 4 year Strategic Plan with Actions (Nov 2026 – Feb 2027).

Strategic Plan Impact: Guide priorities, action, and strategic direction for elected and staff over the next four years (2027-2031).

Strategic Plan Cost: Is estimated at **$156,000** in consultant fees plus **$28,000** for (moderate) out of scope consultant travel, expenses and (major) out of scope public engagement, focus groups, and staff and Council strategic planning sessions required during the strategic plan development process.

Engagement includes staff focus groups (2 sessions), all-staff engagement feedback session, strategic advisory session with ***current*** Council (1 session, plus individual interviews), strategic visioning and final planning sessions with ***new*** Council (2 sessions), public engagement sessions, and several pop-up public engagement activities.

New Council input and direction: is a core requirement and includes 1. incorporate election platform priorities during draft of Plan prior to submission to new Council, 2. following elections, in-person Council engagement strategic visioning session(s) or session plus interviews, and 3. a final in-person session with Council and staff to review/ finalize the City's 2027-2031 Strategic Plan.

Consultant: leads visioning and engagement processes in collaboration with staff project lead, documentation review (City and external), facilitate events and gather insights and recommendations from each (strategic visioning, focus groups, planning sessions, and public engagement), record and summarizes results at each step, provides progress updates to council and staff, oversee several drafts of the Strategic Plan - which includes actions by dept and strategic pillar - and prepares professionally designed and professionally written Strategic Plan, with Action Plan that includes desired outcomes of each action, timeline, and associated strategic pillar. With final documents in hand, delivers presentation to staff and Council.

Assigned staff coordinator provides dedicated support in monitoring consultant milestones, reviewing progress reports, coordinating consultant requirements to advance process steps, relaying feedback and direction, timely review/feedback of documents submitted by consultant, and ongoing liaison between elected/ staff & consultant throughout the development of a new Strategic Plan.

Cost calculations:

- 2022 Strategic Plan that went to RFP in Mar 2022 cost **$136,121** x **2022** CPI increase for 75% of the year (**6.67% vs.** the full **8.9%** CPI), **2023** CPI (**2.9%**), **2024** CPI (**1.8%**), **2025** CPI (estimate **2%**). With CPI accounted for, the estimated cost of new Strategic Plan, rounded up to account for 3 mos. of CPI increases during Jan-Mar 2026 is equal to **$156,000.**
- The cost calculation above **doesn't** account for **standard** out of consultant fees for travel and expenses nor the additional out of scope cost for all public, council, and staff engagement sessions which equates to **+ $28,000** in out-of-scope fees.

The total for out-of-scope cost of $28k *plus* consultant fees of $156k equals **$184,000.**

II. Project 2/2: Community Survey 2026

Overview: The previous Community Survey was completed in 2023 and the Strategic Plan 2022-2026 requires one additional survey before the end of 2026. The current recommendation is to repeat the survey every two years, this survey represents a 3-year interval.

Timeline: March/April 2026 – June/July 2026

Community Survey benefits:

1. gather current priorities, challenges, recommendations, and feedback from residents;

2. enable comparative analysis of 2023 vs. 2026 results - surfacing trends/changes/insights;

3. working with a professional survey company ensures required responses, validity of responses, expert coding and weighting, and third-party, neutral, expert analysis and reporting of results.

4. a 2026 community survey will provide high quality public input and advice as a segway into the development of a new resident-informed four-year Strategic Plan.

5. Survey results will provide the foundation, launching off point for Strategic Plan development and public engagement session (enable vetting/discussions of survey results and focused next steps discussions to glean recommended action in response to resident priorities, recommendations, and insights).

Requirement: Survey consultant will be required to collaborate with Strategic Plan consultant, ensuring the data being collected will provide best possible actionable insight and feedback for consideration in development of a new Strategic Plan.

Cost of Community Survey is estimated at **$42,712** which is the median amount quoted in early 2023 RFP of $39,975 x 2023 CPI (2.9%) x 2024 CPI (1.8%) x 2025 CPI (2.0% estimate).

Notes on previous community survey work:

1. 500 telephone surveys, 2. Around 960 online survey responses following mailout invitation to all Charlottetown homes and significant advertising, 3. ongoing collaboration and communication with staff and consultant in developing and then monitoring the survey, and 4. following completion of the survey, consultant delivered a presentation to staff and Council with professionally designed presentation and documentation to share survey findings, results, and analysis of quantitative and qualitative results from both the telephone and online survey.

City of Charlottetown Committee Report

Report No: SPC&IC-2026-01-05-004

Date: January 5th, 2026

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

Reporting Department:
Administration

Other Associated Departments:

Prepared by:
Chantal Matheson, ERPCI & Brad MacConnell, CAO

Attachments:
- Proposed Budget for City Government 2026-2027

Report Title:
Review of 2026-2027 "DRAFT" Budget for City Government

Report Purpose:
To seek Committee input on staff recommendations for the 2026-2027 "DRAFT" Budget for City Government.

Staff Recommendation:
That the Committee review the 2026-2027 draft budget, provide input, and that Council receives the Committee supported 2026-2027 draft budget.

Report Details:
The attached "proposed budget for City Government 2026-2027" outlines the *status quo* operational budget.

Council or Committee History:
- Annual Budget Process
- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – Apr 27, 2023
- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – Apr 20, 2022

Financial Implications: $ 3,187,004 operational budget

Public Engagement and Communication:
- 2026-2027 Budget Open House (4) and 2026-2027 Pre-Budget Consultation Survey

Legislative Authority:
Part 6, Division 1 (Financial Operations) of the Prince Edward Island *Municipal Government Act*

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

Reviewed By:	
Staff: Chantal Matheson	**CAO or Director: B. MacConnell :**
Committee Recommendation: (if differing from staff)	

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
City Government Services

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
City Government and Strategic Priorities			
City Government			
Expenses			
Salaries & Benefits	2,594,004	2,594,004	2,594,004
Solicitors' Fees	370,000	370,000	370,000
Fees & Memberships	70,000	70,000	70,000
Office Supplies	30,000	30,000	30,000
Staff Developement	25,000	25,000	35,000
Miscellaneous	15,000	15,000	18,000
New Equipment	2,500	2,500	2,500
Reports & Studies	25,000	25,000	50,000
FOIPP Implementation	2,500	2,500	2,500
Infastructure & Asset Management	15,000	15,000	15,000
Total City Government Expenses	**3,149,004**	**3,149,004**	**3,187,004**
Strategic Priorities			
Expenses			
Professional Services	10,000	5,500	13,000
Meeting Expenses	3,000	2,630	3,500
Advertising and Communications	5,000	-	5,000
Projects	-	-	226,712
Miscellaneous	500	500	500
Total Strategic Priorities Expenses	**18,500**	**8,630**	**248,712**

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
January 13, 2026

The Protective & Emergency Services Committee met on December 16, 2025, and December 19, 2025, and the minutes for both are included in your package.

2nd reading of City of Charlottetown Enforcement and Summary Proceedings Bylaw #2024-ESP- 01 is attached.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, December 16, 2025
11:30 AM – Parkdale Room

Present: Mayor Phillip 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
Sean Coombs DCP
Tim Mamye, FC
Kent Mitchell, DFC
Jackie Torraville, EA

Regrets: Jennifer McCarron, APC
Jill Stewart, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:31 AM.

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

3) Approval of Agenda
It was moved by Councillor Ramsay and seconded by Mayor Brown that the agenda be approved. Carried.

4) Approval of Minutes
It was moved by Councillor Ramsay and seconded by Mayor Brown that the minutes from November 18, 2025, be approved. Carried.

5) Business Arising from Minutes – Are we discussing the vacant building report and addressing dangers and unsightly issues? Yes, we are receiving that update later in the report to get a clearer direction regarding dangers and unsightliness.

6) Reports/Discussions:

a) Body-Worn Cameras – Purchase and
Deputy Chief of Police Sean Coombs began his review of his report. The purpose of this request is approval for a sole source from Motorola Solutions Canada Inc. for 12 month commitment as part of the Real-Time Operations Centre pilot project, at a total of $23,280; body cameras(10) for the real-time operation center pilot.

Currently, the Charlottetown Police Services General Patrol Unit is testing and using four body-worn cameras as part of an initiative to enhance transparency, accountability, and evidence collection. Given the positive results from the current testing and the increasing use of such technology by police departments across Canada, CPS is seeking Council approval to sole-source the purchase of ten body-worn cameras. This acquisition would support a 12-month commitment to continue the testing phase and the Real-Time Operations Centre (RTOC) pilot project.

The service fee for the body-worn camera includes the cloud-based Command Central Aware (CCA) and digital evidence management solution (DEMS), along with support from the Canadian project team, Canadian-based Network Operations Centre, and Service Desk. The service fee for a 12-month commitment is $23,280.00. This is just to let you know we are going to move forward, as it was already approved in the budget for the IT department for the current budget, and it is under $25,000.00.

b. Budget Presentation and Discussions

Sean Coombs, DPC, presented the report.

Budget Highlights are a 6% increase to the Capital Budget requested to address five key areas, including specialized equipment, communication equipment, investigative tools and technology, vehicle equipment, and community safety equipment. Due to the lifecycle of equipment and rapidly changing technology, these areas require continued and ongoing investment. The total proposed Capital Budget is $677,000, up from $640,000(2025/26)

Operating Budget a 2% increase was applied across all expense-related items, with the exception of Salaries and Benefits, Uniforms, Advertising & communications, and Ammunition. APA collective Agreement expires December 31, 2025. The department's Operating Budget will be updated by City's Human Resources department, which is responsible for allocating the appropriate resources based on negotiated agreements, along with annual indexing related to Salaries & Benefits.

For staffing, four new positions are being requested:
Constable, Tech Services, Dispatcher, and Records Clerk.

For security and facility-related investments (submitted to public works) are exterior security improvements, interior security improvements, parking lot repaving, fleet, and exterior signage. Longer- term items also note to Public Works included the need for additional parking, and a long-term facility plan, including land acquisition for new headquarters.

During the budget discussion, Chair Julie McCabe requested additional data on the number of calls the City police receive for assistance at both Charlottetown schools. She also suggested exploring whether this data could be expanded to include other schools on the island in Nova Scotia, so we can have a more comprehensive analysis.

c. Report Vacant Building Report

Kent Mitchell, DFC, presented the report.

Reviewed the list of abandoned (Vacant) buildings within the City of Charlottetown, which are listed in the report. Some are still active, and some will be removed from the list shortly as buildings have had work done to them or a new building is now on site. Deputy Chief Mitchell will continue to provide updates. Clarity was requested regarding when it is appropriate to consider the demolition of a home, particularly in cases where it is deemed unsafe, such as after a fire. Deputy Kent Mitchell confirmed that this is correct: if a home is vacant and unsafe, demolition is a possibility. He also noted that the 15-month timeframe would restart only if a permit is obtained. The permit process through planning allows the homeowner one year to complete the necessary work.

d. Report Operational Report

Kent Mitchell, DFC, presented the report.

During the period from November 1 to November 30, 2025, we will review the total number of fire inspections conducted, as outlined in the report. Regular weekly training continues, including live-fire vehicle extrication, engine, and ladder operations. Also specialized training, such as advanced Thermal Imaging and Hi-Rise fire training. As well, Blue Card Incident Command training continues. During this period, specialized training, such as Advanced Thermal Imaging and High-Rise, was conducted. 8 new firefighters are set to begin Level 1 training in January. And 10 firefighters are set to begin Level 2 training in January.

The Relief FF Competition was completed with FF Lynsey Barch being successful in this competition. Congratulations!

Volunteer Firefighter recruitment drive completed with 10 new members ready to start FF level 1 training in January.

The department participated in the Christmas Parade, Remembrance Day, and the McDonald's Change the Clock event.

On November 15th, 2025, the Annual Firefighters' Ball and Awards Banquet took place:

Receiving long service awards:

-5 Years FF Deborah MacInnis, FF Konnor Rooney, FF Rakesh Uthaman, FF Andrew MacRae

-10 Years Chaplain Paula Hamilton

-15 Years FF Jonathan Chandler, FF Sarah Jane Bell, Deputy Chief Kent Mitchell

-20 Years FF Danny Jenkins, FF Scott McCourt

-25 Years Captain Robert MacLean

-30 Years Fire Chief Tim Mamye

-35 Years FF Randy Flanagan FF Tim Jenkins

7) Introduction of New Business - None

8) Adjournment

Moved by Councilor Ramsay and seconded by Mayor Brown that the meeting be adjourned. Carried.

The meeting adjourned at 12:45 pm

DRAFT

Protective & Emergency Services Committee
Friday, December 19, 2025
3:00 PM – Parkdale Room

Present: Mayor Phillip Brown, Member at Large
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large

Also: Brad MacConnell, CAO
Tim Mamye, FC
Kent Mitchell, DFC
Jackie Torraville, EA

Regrets: Jennifer McCarron, APC
Jill Stewart, EA
Councillor Bob Dorion, Member at Large

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 3:03 PM.

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

3) Approval of Agenda
It was moved by Councillor Ramsay and seconded by Mayor Brown that the agenda be approved. Carried.

4) Business Arising from Minutes – Are we discussing the vacant building report and addressing dangers and unsightly issues? Yes, we are receiving that update later in the report to get a clearer direction regarding dangers and unsightliness.

5) Reports/Discussions:

a. Draft Fire And EMO Capital Budgets
Fire Chief Mamye reviewed the Capital budget for both Fire and EMO, which was broken down in the report provided for the council. After discussion, it was recommended to forward it to the Finance Committee for advancement to Council for final approval. **Motion Carried**

b. Draft Fire Operational Budget
Fire Chief Mamye reviewed the Fire operation budget. Both the Fire and EMO operational budgets began as status-quo budgets and show nominal 2%

increases due to the annual cost-of-living increases estimated. Increasing difficulties associated with rising costs, delayed deliveries, and staffing requirements associated with the provision of safe, reliable, and effective Fire and Emergency Services are cause for all additional increases to Staff Development, Travel for Training, Clothing, Advertising and Communications, Small Equipment and Air Supply, and Service line items. The new initiatives presented for six (6) Firefighter IIs, one (1) Training Officer, a Communication System Review, Records Management System trials and purchase, are deemed essential to safely providing the level of fire and life safety services the department is responsible for providing for the City's residents and visitors now and into the future.

After discussion, it was recommended to forward it to the Finance Committee for advancement to Council for final approval. **Motion Carried**

c. Draft Emergency Management Operational Budget

Tim Mamye, FC, presented the report.

Reviewed the report for 2026-2027 operational budgetary requirements of the Emergency Management Organization. The City of Charlottetown Emergency Management Organization has been very limited in the past years in proactively preparing for and dealing with daily non-emergency or non-criminal interventions with our vulnerable population, and has had no staffing component. Due to the lack of staff, we have experienced difficulties in opening and operating our city-owned Comfort Center, Reception Center, and Shelter occupancies during and in preparation for emergency events. This New Initiative will have financial implications in the range of $360,000.00 for the hiring of four Community Care Team (CCT) officers, clothing, PPE, and training as detailed in the NI form.

After discussion, it was recommended to forward it to the Finance Committee for advancement to Council for final approval. **Motion Carried**

6) Introduction of New Business - None

7) Adjournment

Moved by Councilor Ramsay and seconded by Mayor Brown that the meeting be adjourned. Carried.

The meeting adjourned at 3:45 pm

City of Charlottetown

Committee Report

Report No: 12-16- 02

Date: December 16, 2025

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Attachments:

- Attachment 1: Service Agreement

Report Title:
Body-Worn Cameras – Purchase and Service Agreement

Report Purpose:
To request approval for the sole source of Motorola's Body-Worn Cameras for the Real-Time Operations Centre pilot project.

Staff Recommendation:
That Council approve the sole sourcing of ten (10) Body-Worn Cameras from Motorola Solutions Canada Inc. for a 12-month commitment as part of the Real-Time Operations Centre pilot project, at a total cost of $23,280; and,

That the report be shared with the Strategic Priorities, Communications and Intergovernmental Cooperation Committee for information;

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

Report Details:

Four (4) body-worn cameras are currently being tested and used by Charlottetown Police Services General Patrol Unit as a mechanism to support transparency, accountability and evidence gathering. Based on the current testing, and increase in use by police in Canada, CPS is seeking Council approval to sole source the purchase 10 body-worn cameras for a 12-month commitment to support the continuation of its testing phase and the Real-Time Operations Centre (RTOC) pilot project.

The service fee for the body-worn cameras includes the cloud-based CommandCentral Aware (CCA) and digital evidence management solution (DEMS), along with support from the Canadian project team, Canadian-based Network Operations Centre and Service Desk. The service fee for the 12-month commitment is $23,280.

The RTOC pilot project will integrate new and existing technology for Charlottetown Police Services into one unit. As diagramed below, the RTOC will utilize Motorola's CommandCentral Aware (CCA) software, a unified solution to bring together e-Watch, automated license plate readers, the P25 radio system, but also body-worn cameras and in-car video (including vehicle GPS). Additionally, CCA includes a digital evidence management system to help gather, store and disclose evidence video footage. Motorola is the only provider that can connect 100% of the ecosystem.



Council or Committee History:
N/A

Financial Implications:
The $23,280 service fee is within the IT department's approved 2025-26 Operating Budget.

Public Engagement and Communication:
N/A

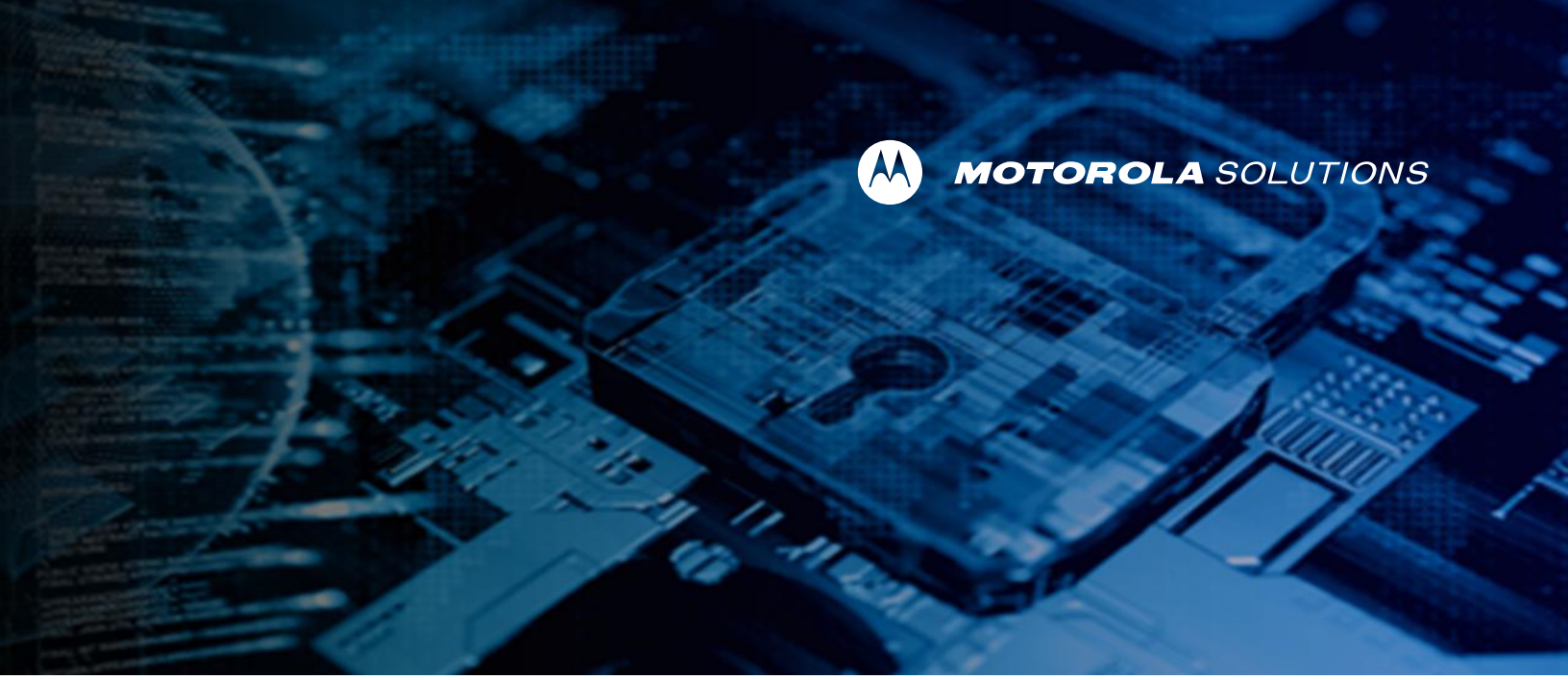
Legislative Authority:
N/A

Strategic Alignment: Governance and Civic Engagement

Guiding Principles: Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.

Reviewed By:	
Manager / Director / Chief J. McCarron	**CAO**

Committee Recommendation: (if differing from staff)



Proposal

Charlottetown Police Services

Mobile Video Managed Service

Advanced Service Tier (BWC Only)

December 10, 2025

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola Solutions, Inc.

MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2025 Motorola Solutions, Inc. All rights reserved.

Table of Contents

Section 1
Service Summary 1-1
1.1 The Motorola Managed Service Advantage 1-1
1.2 Technology and Service Ecosystem 1-1
1.2.1 Device Availability Guarantee 1-1
1.2.2 SVX Video Remote Speaker Microphone 1-2
1.2.3 M500 Interview Recording System 1-2
1.2.4 Cloud-Based Digital Evidence Management System (DEMS) 1-3
1.2.5 Real-Time Situational Awareness with CommandCentral Aware 1-4
1.2.6 Canadian-Based Operations and Support 1-4
1.3 Service Workflows 1-5
1.4 Motorola-Exclusive Capabilities and Deliverables 1-5
1.5 Solution Architecture 1-6
1.5.1 Key Operational Roles 1-6
1.5.2 Motorola Network Operation Center (NOC) Operations 1-7

Section 2
Price Proposal 2-9
2.1 Initial Service Order 2-9
2.2 Service Fees 2-9
2.3 Invoicing and Payment Terms 2-9
2.4 Renewals and Early Termination 2-10

Section 3
Statement of Work 3-1
3.1 Initial Service Provisioning 3-1
3.1.1 Infrastructure 3-1
3.1.2 Configuration 3-1
3.1.3 Training 3-2
3.2 Fielded Equipment 3-3
3.2.1 Body Worn Camera Equipment 3-3
3.2.2 In-Car Video System Equipment 3-3
3.2.3 Device Software Maintenance 3-4
3.2.4 Customer Responsibilities 3-4
3.3 Cloud-Based DEMS 3-4
3.3.1 Motorola Responsibilities 3-5
3.3.2 Customer Responsibilities 3-5
3.4 Service Desk Operations 3-5
3.5 Device Administration Processes 3-6
3.5.1 Device Assignment / De-Assignment 3-6

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.5.2 Device Fault Handling 3-7
3.5.3 Device Lifecycle 3-8
3.5.4 BWC Accessories Fault Handling 3-8
3.5.5 Transfer Station / Smart Dock Fault Handling 3-8
3.5.6 Customer-Owned Equipment Support 3-8
3.6 Change Management Processes 3-8
3.6.1 Change in User Count 3-8
3.6.2 Software and Cloud Infrastructure Change Management 3-9
3.7 Managed Service Performance Requirements 3-9
3.7.1 General 3-9
3.7.2 Equipment Availability 3-11
3.7.3 DEMS Availability 3-12
3.7.4 Operations Services Performance 3-12
3.7.5 Incident Response Performance 3-13

Section 4
Contracting Documents 4-1

MOTOROLA SOLUTIONS

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Section 1

Service Summary

Motorola Solutions Canada Inc. (“Motorola”) is pleased to present Charlottetown Police Services (“CPS”) our Mobile Video Managed Service solution, a truly comprehensive offering designed to meet the mission-critical needs of Canadian public safety agencies.

1.1 The Motorola Managed Service Advantage

Motorola’s Managed Service uniquely combines advanced technology, robust operational rigour, and total accountability for the performance of your mobile video and digital evidence ecosystem.

The Service enables you to flexibly equip your organization with Motorola’s entire portfolio of advanced technologies in body-worn camera, video remote speaker microphone, in-car video, video interview room, digital evidence management system, and real-time operations centre software.

While all of these components offer market-leading capabilities in their own right, Motorola’s Service goes beyond the products, delivering an approach that eliminates the need for significant upfront capital expense and removes the ongoing burden of technology and logistical support operations.

With the Motorola Mobile Video Managed Service, you have control and choice over the technology you want to employ, while Motorola bears the responsibility for asset ownership, service lifecycle, asset logistics, and contractually guaranteed system performance and availability. This partnership approach enables your organization to focus on your core public safety mission, while transferring operational and technology complexities and risks to Motorola.

1.2 Technology and Service Ecosystem

The Motorola Managed Service is a fully integrated ecosystem of advanced technology and robust operational support, designed to provide a seamless experience for every stakeholder.

1.2.1 Device Availability Guarantee

The Service ensures that end-user equipment is managed, supported and maintained to maximize availability, including guaranteed service levels for device advanced replacement in the event of an issue. Furthermore, the Service is designed to enable any mix of devices.

- Rugged and reliable V700 body worn cameras
- Converged SVX video remote speaker microphone
- Advanced, multi-camera M500 in-car video system
- Accessories & Infrastructure: All necessary mounting hardware, accessories, and on-site transfer stations and smart-docks for charging and video offload of V700 and SVX.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- Proactive Lifecycle Management: Our service includes the continuous upkeep of all equipment, from proactive hardware replacements to managing all software upgrades. This ensures your technology is never obsolete and always operates at peak performance.



CommandCentral DEMS and Aware

1.2.2 SVX Video Remote Speaker Microphone

The SVX is a transformative device that marries a mission-critical remote speaker microphone (RSM) and a high-definition body-worn camera in a single, cord-free unit. It leverages the advanced capabilities of Motorola's APX NEXT and N70 radios to enhance officer safety and streamline evidence capture. Key benefits include:

- Mission-Critical Audio: The SVX delivers exceptionally clear audio HDR microphones, advanced wind-porting, and intelligent noise suppression, ensuring you can hear and be heard in any environment.
- Dual Audio Streams: This revolutionary technology captures both environmental audio and radio communications simultaneously, adding critical context to your evidence.
- Integrated Evidence Capture: The SVX captures a natural, distortion-free field of view and integrates with ViQi Voice Control for hands-free, voice-activated video tagging.

1.2.3 M500 Interview Recording System

The M500 Interview Recording System enables efficient recording, supervision, and management of the interview process, from capture to case closure. The Managed Service integrates all the equipment and operational elements needed to ensure every interaction is captured, monitored, securely stored, and managed in the same Motorola DEMS and CommandCentral Aware software ecosystem as the rest of the video evidence recording devices. The Service consists of three elements.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Camera Hardware for each Interview Room

- Dedicated M500 DVR with display
- Omnidirectional Louroe microphone
- Choice of Camera configuration
  - Two (2) Pelco Sarix Pro 4 dome cameras for comprehensive room coverage, or
  - Two (2) Pelco Sarix Modular covert cameras for discreet surveillance, or
  - Mix of one (1) Pelco Sarix Pro 4 dome and one (1) Pelco Sarix Modular cover camera, or
  - One (1) M5F and one (1) M5P camera combination

DEMS, Storage, and Streaming Subscription

A monthly per-interview room service fee provides for the same full-featured access to the Motorola cloud-based DEMS, CommandCentral Aware, and unlimited storage as body worn and in-car video system users. This ensures capabilities and experience that is consistent with the entire mobile video ecosystem, namely:

- Centralized secure storage, transcription, redaction, annotation, and case management of interview sessions in the Motorola DEMS (as described below)
- Real-time interview streaming through Motorola's CommandCentral Aware application. This includes the ability to authorize user to remotely live-stream from internet-connected computers.

Managed Service Operations

In keeping with the simplified operational value of the Managed Service, the same NOC and Service Desk is leveraged for ongoing operational support of the interview recording solution. Extended warranty for the interview equipment is purchased up-front with the equipment, and warranty repair cases are processed through the same Service Desk.

1.2.4 Cloud-Based Digital Evidence Management System (DEMS)

Evidence is managed within our Canadian Centre for Cyber Security (CCCS) Assessed cloud platform, ensuring a secure and compliant chain of custody from capture to courtroom. The DEMS is provided with unlimited storage and a comprehensive suite of advanced features with no additional licensing or hidden costs, including:

- AI-Assisted and Manual Video Redaction
- AI-Assisted and Manual Audio Redaction
- Audio Transcription
- Assisted Narrative to auto-generate detailed incident narratives from your evidence.
- Case File Collections and secure Judicial Sharing
- Device Management and Configuration
- SmartControl mobile application for in-field video review and tagging

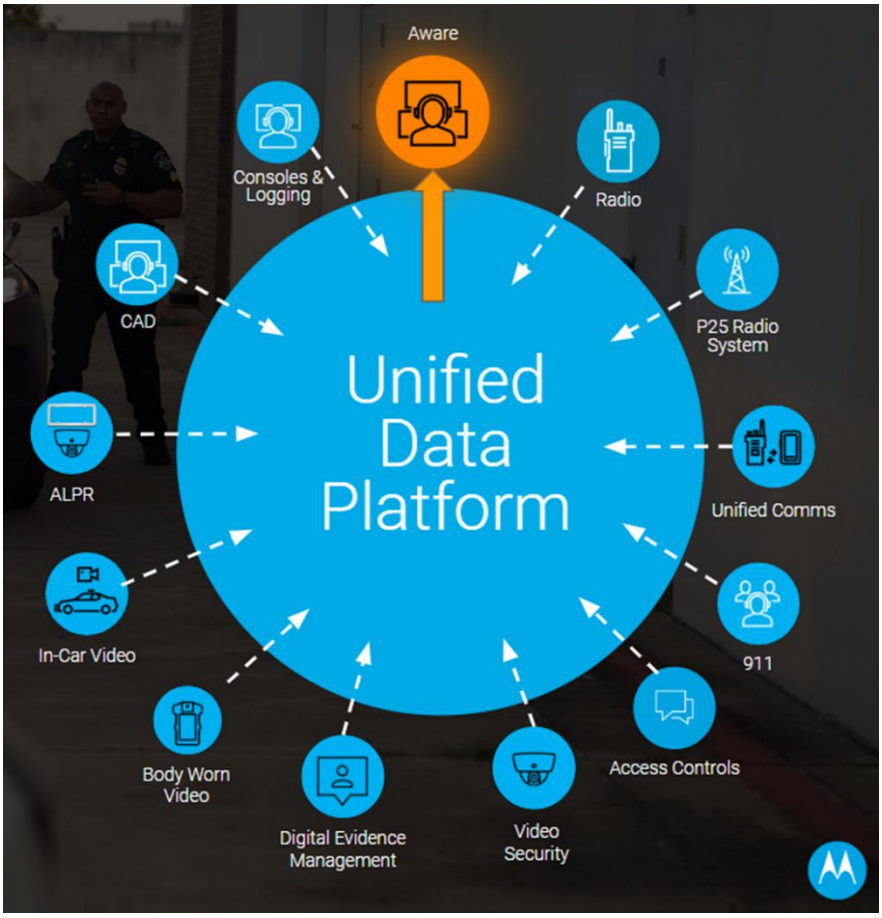
Furthermore, the Motorola DEMS is architected for 99.9% guaranteed system availability.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1.2.5 Real-Time Situational Awareness with CommandCentral Aware

The Service includes access to Motorola's CommandCentral Aware software application, providing real-time awareness through live video streaming and GPS mapping from both body-worn and in-car cameras. This capability offers command staff with enhanced operational oversight during evolving incidents. LTE connectivity for the V700 body-worn camera and the SVX video remote speaker microphone is included in the Service.

CommandCentral Aware is the heart and keystone element of Motorola's overarching Public Safety Ecosystem shown below. Incorporating CC Aware into your mobile video and evidence management strategic architecture positions your organization for long-term evolution in the state-of-the-art technologies for public safety.



1.2.6 Canadian-Based Operations and Support

The Service is supported by our dedicated Canadian project team and our Canadian-based Network Operations Centre (NOC) and Service Desk, providing comprehensive local support and a single point-of-contact for all service needs. Our established Canadian presence, including dedicated infrastructure and expert personnel, ensures we are fully equipped to support successful and rapid rollout.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1.3 Service Workflows

The Motorola Managed Service is built upon proven, structured processes designed to rapidly deploy the solution and simplify ongoing management. These workflows cover the entire operational lifecycle, ensuring a smooth and effective rollout and ongoing management.

- Initial Provisioning and Onboarding: Motorola manages the complete onboarding process, including infrastructure planning, system configuration, and delivering comprehensive "train-the-trainer" sessions for all user roles.
- Device Administration Processes: Established protocols govern device assignment and fault handling to ensure end-user service is restored quickly and seamlessly.
- Change Management: Formal processes address changes in user counts and locations, as well as the lifecycle management of software and cloud infrastructure, including all patches and enhancements.
- Incident Response and Management: A formal framework for classifying incidents by priority, ensuring a structured response and resolution within contractually committed timeframes.
- Service Level Measurement: Our service is built on delivering clear, measurable outcomes, with every critical activity measured against defined Service Level Requirements (SLRs).

1.4 Motorola-Exclusive Capabilities and Deliverables

The Motorola Service and its constituent products includes the following market unique aspects:

- **Record-After-The-Fact (RATF)**. The Motorola V700 body worn camera, the SVX video remote speaker microphone, and the M500 In-Car Video System can recover critical evidence days after an incident, even when a recording was not initiated by the user at the time of the incident.
- **APX P25 public safety portable radio integration**. When combined with a Motorola APX P25 portable radio, the portable's emergency button and fall alert can be set to automatically Trigger recording on both the SVX and V700 cameras, enhancing officer safety.
- **SVX Video and Radio Convergence.** The SVX video remote speaker microphone takes integration to another level by merging APX Next and APX N70 portable radio remote speaker microphone functionality and body-worn camera functionality into a single device, reducing the equipment an officer carries.
- **Swappable Battery**. The battery on both the V700 and SVX is removable, enabling the user to extend their shift simply through the use of a spare battery.
- **Motorola's managed services business model** enables an agency to deploy and use a complete end-to-end mobile video solutions with no upfront capital expense, no asset ownership and related operations obligations.
- **Open, cloud-native API (Application Programming Interface)**. Motorola welcomes seamless integration to third party video, evidence, records, and other external systems through its open API, including platforms like Axon's Evidence.com. This ensures that Customers gain access to robust and unified capabilities for file upload, download, tagging and searching, all built on industry-standard REST protocol with secure authentication and encryption.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1.5 Solution Architecture

The figure below is a high-level illustration of the product and service ecosystem that underpins the managed service. This diagram is provided to assist in visualizing the key roles and system components involved in the provisioning and ongoing delivery of the Service, as described below.

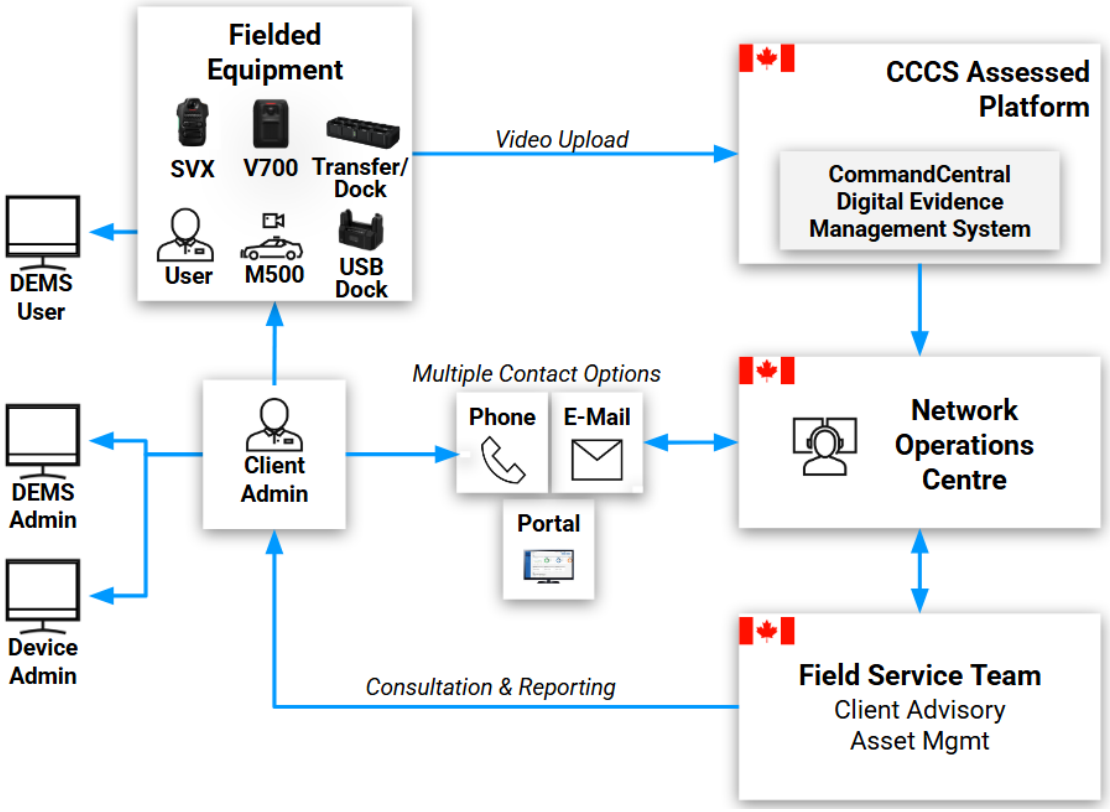


Figure 1-1: Product and Service Ecosystem

1.5.1 Key Operational Roles

The Service is designed to provide CPS with operational control of the solution. The diagram illustrates CPS roles involved (an individual may perform more than one role):

- BWC/ICV User: The individual who wears/operates the camera, records and uploads video.
- DEMS User: The individual who reviews and manages the uploaded video asset(s)
- Device Administrator: The individual who assigns/de-assigns cameras to Users
- DEMS System and Policy Administrator. This individual sets overall configuration and usage rules for the DEMS and BWCs/ICV systems (including device profiles).

It is important to note that there is no separate, additional charge for DEMS Users and/or Administrators, as they are enabled entirely through the individual device user Service fee.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1.5.2 Motorola Network Operation Center (NOC) Operations

Motorola today is the world's leading and largest Managed Services provider dedicated to Public Safety. Harnessing almost a century of product innovation and a deep understanding of Public Safety operations, Motorola delivers a unique range of mission-critical services and outcomes to over 6,000 Public Safety clients worldwide. The figure below demonstrates the scale of our managed services footprint. The NOC is housed within this organization and is designed and operated with the global standards and service technologies of Motorola's Centralized Managed Support Organization (CMSO).

Motorola's Network Operations Centre for the Mobile Video Managed Service is a Canadian-based operation.

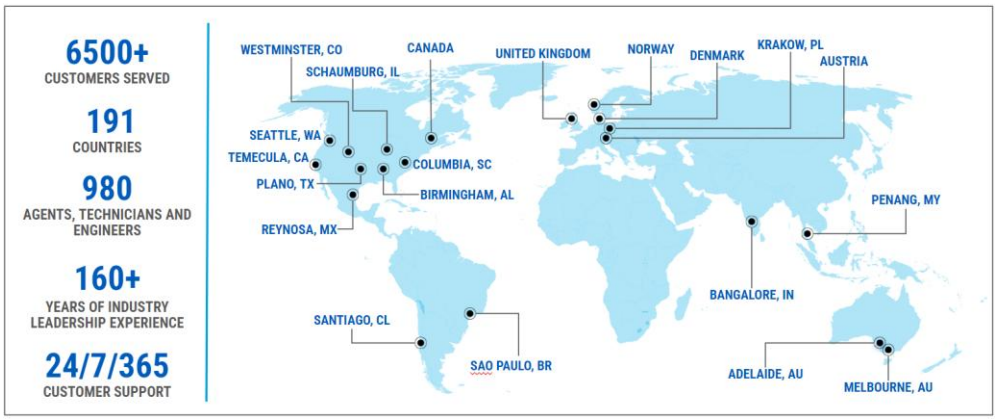


Figure 1-2: Motorola Overview

CMSO has made and continues to make multi-million dollar investments in its NOC tools, enabling the evolution of proactive identification, automated event correlation, near real-time customer notification, and quick resolution when customers experience service degradation or unplanned outages. CMSO continues the development of these capabilities, driving towards artificial intelligence, cloud-based Operational Support Systems (OSS), and invaluable Management Information (MI) at the fingertips of our customers.

Motorola's Service design and delivery adheres to the ITIL (Information Technology Infrastructure Library) framework and is powered by a standardized tool set known as the Managed Services Suite of Tools (MSST).

Finally, CMSO's adoption of ITIL has facilitated our accreditation to the following standards:

- ISO20000: International Standard for Service Management
- ISO27001: International Standard for Information Security Management
- ISO9000: International Standard for Quality Management
- ISO31000: International Standard for Risk Management

1.5.2.1 Service Desk

The NOC's Service Desk is CPS's primary point of contact for all matters concerning the Service. CPS authorized representative will be able to contact the NOC via telephone, web portal, and e-mail.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

The Service Desk operates from 7am to 8pm Eastern Standard Time, Monday to Friday, excluding holidays, in English and French, and provides a convenient single point of entry for all product logistics matters, including, but not limited to:

- General inquiries
- Service requests (e.g. add/move BWC users)
- Technical support
- Incident reporting and case raising for camera issues
- Equipment replacements & returns
- Client Portal account creations
- Billing queries and updates

1.5.2.2 Client Portal

Complementing the NOC Service Desk, the Motorola Client Portal is a web-based platform that provides CPS-authorized representatives with real-time access to information about all active services.

Client Portal uses include:

Case Management

Open, view, and edit cases online. With the portal providing real-time access to cases, authorized users can access status updates directly through the Case Management page of the portal. Whenever the Motorola Service Desk or support teams update a case, those updates are automatically visible within the portal, providing CPS efficient access to the required information.

Confirmations

Whether system or CPS generated, calls and cases are raised within the ITSM system to ensure an accurate, chronological record of all interactions, with a unique reference (tracking) number assigned upon case creation. The unique reference number will be used for all interactions related to the request. The Motorola portal is integrated with the ITSM system and will provide CPS with near real-time visibility and interaction with all cases related to the Service.

Service Order Management

Authorized Users can submit service orders to onboard additional users with BWCs, as well as other related actions such as adding new sites or moving users from one site to another.

Document Centre

An available central repository of CPS -specific documents.

Knowledge Management

Motorola publishes a knowledge articles library that can be accessed through the Portal.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Section 2

Price Proposal

2.1 Initial Service Order

Customer's initial Service order is for:

- Cloud-based DEMS and CommandCentral Aware
- Ten (10) BWC Users
- Two (2) Locations with BWC Transfer Station(s) for video upload/recharge

2.2 Service Fees

Description	Monthly Service Fee per User	Annual Service Fee per User	Service Period (Months)	Quantity of Users	Extended Total Annual Fee	Extended Total Fee
V700 Body Worn Camera & DEMS User Service (Advanced)	$194	$2,328	12	10	$23,280	**$23,280**
			Total Service Fee		**$23,280**	**$23,280**

Notes

- Initial service term is one (1) year. **This is a one-time offer to CPS, not to be extended.**
- Initial service term commences on the day when a user is provisioned onto the DEMS and ready for use, per the Device Administration utility.
- Fees exclude taxes.
- Fees quoted above are valid until December 19, 2025.

2.3 Invoicing and Payment Terms

- Service fee is invoiced annually in advance, upon contract signature.
- Customer replacement charges, as described in the SOW, will be invoiced on a quarterly basis if applicable.
- All invoices are due Net 30 days from the invoice date.
- Additional users added beyond the above quantities will be contracted separately and carry their own initial service term and invoice.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- Customer affirms they have signatory authority to execute this contract. The Contract Price shown in Section 2.2, excluding taxes, is fully committed and identified, including all subsequent years of contracted services, if applicable. The Customer will pay all invoices as received from Motorola subject to the terms of this Agreement and any changes in scope will be subject to the change order process as described in this Agreement.
- Motorola acknowledges the Customer may require the issuance(s) of a purchase order or notice to proceed as part of the Customer's procurement process. However, Customer agrees that the issuance or non-issuance of a purchase order or notice to proceed does not preclude the Customer from its contractual obligations as defined in this Agreement.
- At the time of execution of the Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement, in addition to the below:

Bill To:	Ship To:
_____	_____
_____	_____
_____	_____

2.4 Renewals and Early Termination

Following the initial service term, the Agreement will automatically renew for additional twelve (12) month periods (each, a "Renewal Year"), unless either Party notifies the other Party of its intent not to renew at least thirty (30) days before the conclusion of the then-current service term.

If Customer terminates the Agreement prior to the end of the initial service term set forth herein, Customer will pay Motorola, within 90 days of the date of termination, an early termination fee equal to the remainder of the fees due for the initial service term.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Section 3

Statement of Work

This Statement of Work ("SOW") is subject to the terms and conditions of the Motorola Solutions Customer Agreement ("MCA" or "Agreement") in effect between the parties and is defined as an Ordering Document in the MCA. The terms of this SOW are an integral part of an Agreement with Customer to which this SOW is appended and is made a part thereof by this reference. In the event of a conflict between the terms and conditions of an Agreement and the terms and conditions of this SOW, this SOW will control the inconsistency only. This SOW applies to the device(s) specifically named in the Agreement.

3.1 Initial Service Provisioning

3.1.1 Infrastructure

At the outset of the Service, Motorola works with Customer to plan and execute the initial set-up, integration, and configuration of the Customer's IT network to the Motorola CCCS Assessed DEMS platform.

This includes Motorola providing the information necessary to enable Customer to:

- Determine an optimal IP Plan
- Set up Active Directory access to the DEMS, to conform to CCCS security control requirements
- Configure Customer firewall rules for connection from the mobile video systems (BWC, ICV, Interview Recording) to the DEMS
- Determine the location of Motorola-supplied BWC transfer stations at field Locations
- Ensure sufficient mounting space along with network and power drops to accommodate Transfer Stations at each Location.

3.1.2 Configuration

Leveraging Motorola-provided training and user manuals, Customer's technical personnel will be responsible for creating their own tailored configuration of the mobile video system (devices and DEMS) based on their own operating preferences. The primary areas requiring initial setup and configuration are described below.

3.1.2.1 BWC/ICV Profile

The functionality of any given BWC/ICV system is based on a BWC or ICV Profile. This profile defines which features are active on the cameras, and how these features will function. Multiple profiles are possible if the operating policy requires that different users have different functioning profiles. Customer has authority over the definition and the creation of camera profiles.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Once camera profile(s) have been defined and entered into the DEMS by Customer, the profile will be available for selection and assignment to any BWC/ICV system as desired by the Customer device administrator.

3.1.2.2 DEMS Configuration

The Service provides Customer with a full-featured DEMS solution that includes a highly flexible utility for defining role-based access and fine-grained user permissions. It is the responsibility of the Customer to enter device and DEMS user accounts into the DEMS, together with their assigned roles(s), group(s), and permissions.

Motorola will have one Administrative Account in the DEMS, limited only to parameters that affect system level entitlements. This account will enable Motorola to remotely troubleshoot Customer issues with the DEMS, if necessary. Motorola's account will not have any rights or visibility to Customer's user accounts, personally identifiable data, or video assets.

3.1.3 Training

At initial Service provisioning, Motorola will deliver a training session intended to assist Customer administrators and users to become productive and proficient in the use of the mobile video solution.

The training sessions will address the needs of the primary Customer roles, as described below. An individual may perform more than one role. The training class will be delivered remotely (virtually), will be a full day in duration, and support up to 5 students.

BWC / ICV / Interview Room User

This is the user of the camera(s), who will be recording and tagging video as it is generated. The training for this role is structured as "train-the-trainer", so that the individuals attending the class will be enabled to train others.

DEMS User

This role manages video assets after uploading to the DEMS. Tasks include reviewing videos, adding annotations, creating case/incident files, sharing, and redaction of videos in response to external inquiries.

BWC / ICV Device Administrator

This role is responsible for assigning/de-assigning cameras to specific users. This role uses the camera administrative utility within the solution to assign/de-assign cameras and profiles to each User. The Device Administrator is also the principal point of contact with Motorola's Service Desk in the event of a device malfunction, served-user change requests, and general service requests.

DEMS System and Policy Administrator

This role sets the overall configuration of the DEMS environment and BWC/ICV usage rules (profiles). The DEMS administrator is responsible for translating Customer's organizational and operating policies into the DEMS configuration, such as individual/group permissions and video retention settings.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.2 Fielded Equipment

3.2.1 Body Worn Camera Equipment

The Motorola service will supply the following equipment, included in the Service fee, at each Customer Location from which Managed Service BWC Users will operate:

- V700 Body Worn Camera / SVX Video Remote Speaker Microphone. Motorola will supply one (1) device for each subscribed active user at that location.
- V700 / SVX Accessories. Motorola will supply one (1) Molle Locking Mount and one (1) Heavy Jacket Magnetic Mount per subscribed user.
- V700 Ethernet Transfer Station(s) or single-unit Desktop USB Dock(s). One or more transfer stations or desktop USB docks will be supplied for each Customer video upload Location, based on the number of subscribed V700 cameras at that Location.
- SVX Ethernet Smart Dock(s) or single-unit Desktop USB Dock(s). One or more smart docks or desktop USB docks will be supplied for each Customer video upload Location, based on the number of subscribed SVX cameras at that Location.

Note: For Customer video upload Locations with less than five cameras, Motorola may supply single-unit Desktop USB Docks instead of transfer stations/smart docks. The single-unit dock connects via USB to a Customer-supplied Windows computer with network connectivity. Customer must install Motorola's SmartControl application in order to establish communications and video upload between the V700/SVX and the DEMS.

3.2.2 In-Car Video System Equipment

The Motorola service will supply the following equipment, included in the Service fee, for each subscribed vehicle:

- M500 with 1TB SSD DVR
- Display with Control panel
- Front camera with 4K sensor
- Infrared cabin camera
- Additional cabin camera (if optioned)
- Rear-facing camera (if optioned)
- External camera(s) (If optioned)
- HiFi wireless microphone kit
- Wi-Fi interface
- V700 dock

3.2.2.1 Exclusions

The Motorola Service fee does not include:

- Wireless LAN infrastructure at ICV offload Location
- Initial ICV system vehicle installation and subsequent de-install/re-installation.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- In-Vehicle LTE modem equipment, installation, and LTE airtime service

3.2.3 Device Software Maintenance

Throughout the life of the Service, Motorola will provide Software Updates for the fielded V700 BWCs, SVX Video Remote Speaker Microphones, M500 ICV systems, and M500 Interview Recording Systems, consisting of bug fixes and/or security patches. Motorola will make the Software Updates available through the device administration utility. Software Updates will also be provided to Customer-owned V700/SVX/M500 devices that are subscribed to the services as DEMS/Storage-only users.

Once positioned in the utility, the Software Update will automatically download to V700 BWCs (once placed in the Transfer Station), SVXs (once placed in the Smart Dock), and the M500 ICV and Interview Recording systems (once connected to the DEMS for video upload). Devices will need to be power-cycled in order for the Software Update to be in operation on the device.

Additionally, Motorola may from time to time introduce new device features, functionality, or capabilities that were not available at the time of Service start. Motorola, at its sole discretion, reserves the right to include these enhancements in the Service or make them available for an incremental fee.

3.2.4 Customer Responsibilities

At each Customer Location, Customer will provide:

- Space, commercial power, and Ethernet connectivity for the V700 Ethernet Transfer Station(s) and cameras that will be in service for offloading of BWC video and deployment of Software Upgrades to BWCs.
- Wireless LAN infrastructure for the offloading of video from ICV system.
- In-vehicle LTE modem and service, if LTE streaming from ICV is provisioned by Customer.

Customer is responsible for assessing the throughput performance of their wireless and wired LAN, so as to determine its suitability for offloading, directly to the cloud DEMS, the per-shift estimated volume of in-car video within the desired offload time. If the wireless/wired LAN is found to have insufficient throughput to effect offload of vehicles' video at time of shift change, LTE offload should be considered, since LTE connectivity permits offload of video during the vehicle's active shift.

For SVX Video Remote Speaker Microphones, Customer is responsible for the initial and ongoing radio pairing and remote speaker microphone configuration of the SVX devices.

3.3 Cloud-Based DEMS

The Motorola Service will provide a Customer agency in the Motorola cloud-based DEMS.

The DEMS provides full-featured evidence management capabilities, including:

- AI-Assisted and Manual Video Redaction
- AI-Assisted and Manual Audio Redaction
- Audio Transcription
- Assisted Narrative to auto-generate detailed incident narratives from your evidence.
- Case File Collections and secure Judicial Sharing

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- Device Management and Configuration
- SmartControl mobile application for in-field video review and tagging

Furthermore, the DEMS is interfaced to Motorola's CommandCentral Aware platform, enabling live video streaming from body worn cameras and broadband-equipped vehicles.

There is no limitation on the number of users granted access to the DEMS and CC Aware applications, as this access is included within the per-user BWC and ICV service fee.

3.3.1 Motorola Responsibilities

Throughout the life of the Service, Motorola will provide ongoing software updates for all applications within the DEMS. See the Change Management Process section of this SOW for the governance of this lifecycle management.

The DEMS will provide unlimited storage for BWC and ICV system video assets, provided:

- Video recordings are recorded in an event-based manner, where users are not recording an entire shift under one video footage
- Recordings are at 720p maximum resolution
- Customer's data retention policies and practices do not result in the retention of data beyond the statutory minimums set forth by the country, province, or region in which Customer resides.

In the event Customer does not meet the above conditions, Motorola shall have the right to charge Customer for excess data storage at the prevailing actual usage data rates.

Digital assets produced externally from the BWC/ICV system and imported into the DEMS are not included in the Service pricing, unless otherwise noted.

3.3.2 Customer Responsibilities

While the Service makes the DEMS software applications available to Customer, Customer has responsibility for the configuration and use of the applications, in accordance with Customer's own operating policies. This includes responsibility for setting the desired video asset retention policies, and role-based controls for individual users' video evidence access and sharing rights. Motorola's Service Desk is available to be consulted for support in matters of application settings and/or operation.

3.4 Service Desk Operations

The Motorola Service Desk is Customer's primary point of contact for all Service matters.

The Service Desk is available via telephone to receive and log requests from Customer, in matters including, but not limited to:

- General inquiries
- Service requests (e.g. add/move Managed Service users)
- Technical support
- Incident reporting and case raising for camera issues (e.g. trouble/lost/damaged) for Managed devices

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- Equipment replacements & returns for Managed devices
- Client Portal account creations
- Billing queries and updates

Motorola's Service Desk responsibilities:

- Maintain availability of the Motorola Service Desk via telephone (800-MSI-HELP) to receive, log, and classify Customer requests for support.
- Respond to incidents and technical service requests per Service Level Requirements (see SOW section below)
- Provide the caller with a plan of action outlining additional requirements, activities, or information required to achieve restoral/fulfillment.
- Maintain communication with Customer in the field as needed until resolution of the case.
- Escalate support issues to additional Motorola technical resources, as applicable.
- The Service Desk's technical support is limited to issue resolution and does not extend to technical training. If technical training needs are identified through Customer / Motorola service interaction, Motorola will collaborate with Customer to determine a course of action.

3.5 Device Administration Processes

3.5.1 Device Assignment / De-Assignment

Once Motorola has provisioned the subscribing mobile video equipment onto the DEMS, a Customer authorized representative ("Device Admin") will be able to self-administer the subscribed devices using the DEMS' administrative features provided by the Motorola Service.

The Device Admin will have the ability to:

- Pick and assign a configuration profile for the BWC/ICV device
- Manage the list of users who are to be assigned a BWC
- Manage a list of users or create a group of users that may be assigned an ICV system
- Assign/de-assign a BWC to/from an end-user
- Assign/de-assign an ICV to/from a vehicle
- See in real-time all users who are assigned to a device
- Record the date a BWC was received by a user and first registered in the system
- View all asset numbers for devices assigned to users or available as un-assigned spare devices
- Review an audit log of every action taken by the Device Admin within the device utility

The Device Admin will be responsible for setting the status of each BWC and ICV system, which entails ensuring that each device is correctly identified to the system.

- Assigned: The BWC is permanently assigned to a specific end-user. The ICV system is permanently assigned to a specific vehicle

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

- Unassigned: These are devices that are provisioned to the DEMS and available for use, but not assigned to an individual or vehicle.

A monthly Service fee applies to all BWC and ICV systems in Assigned and Unassigned status. Names of status tags may change over time as Motorola deploys regular enhancements to the Service.

3.5.2 Device Fault Handling

If a user's BWC or ICV system is rendered inoperable, the Device Admin will be able to request a replacement for the inoperable device.

In this situation, the Device Admin and the Motorola Service Desk will take the following steps.

1. Device Admin withdraws the inoperable device from operation.
2. Device Admin generates a "device service request" to the Motorola Service Desk. This can be done either by telephone, by Client Portal, or by email.
3. Motorola Service Desk contacts the Device Admin to confirm the inoperable state of the device. If necessary, Motorola ships a replacement unit and/or component to replace the failed equivalent. The replacement is to be delivered within the stated SLR.
4. Device Admin wipes* the inoperable device of content and returns it, excluding the battery, to Motorola using the box and shipping label provided by Motorola. The Device Admin is to effect this return shipment within three (3) business days of receipt of the BWC replacement. **

* If the video cannot be removed due to the nature of the malfunction, Motorola will coordinate with the Device Admin to establish a case exception for handling this device's return, including the potential requirement for Video Evidence Recovery.

** Motorola will inspect the inoperable unit upon receipt. If the cause of the inoperability appears due to factors not related to proper use or normal wear-and-tear, Motorola will notify the Device admin of this finding.

Causes that may result in Customer device replacement charges include:

- Damage caused by natural or manmade disasters, including but not limited to fire, theft, and floods that would cause internal or external component damage or destruction.
- Damage caused by third-party Software, accessories, or peripherals not approved in writing by Motorola for use with the device.
- Damage caused by using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
- Damage caused by unauthorized alterations or attempted repair.

For any device that is removed from operation due to loss, theft, damage, or held for evidence by Customer, the Customer device replacement charge will be equal to the then-current published list price of the device less 1/60 times the price of the item times the number of months that the item has been subscribed.

- For example: If the item's list price is $1,000 and the item was subscribed for 3 months, the reimbursement to Motorola is $950.00, calculated as $1,000 - ($1,000 x 1/60 x 3)

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.5.3 Device Lifecycle

Throughout the term of the Service, Motorola will assess the performance of the BWC and ICV devices to ensure their continued suitability for meeting the Service's availability goals. This includes providing replacement batteries, accessories, replacement components or entire BWC/ICV assemblies should it prove necessary. In the context of the Service, this essentially provides Customer a continuous equipment refresh commitment, not constrained to any set time period. If Motorola and Customer identify the need to execute a device or component replacement, Motorola will use the Device Fault Handling process to coordinate the transition with Customer.

3.5.4 BWC Accessories Fault Handling

If a user's BWC accessory is rendered inoperable the Device Admin shall generate an "accessory service request" to request a replacement for the failed accessory.

3.5.5 Transfer Station / Smart Dock Fault Handling

If a Motorola-supplied V700 Ethernet Transfer Station or SVX Smart Dock experiences a malfunction, the Device Admin will generate a "transfer station service request" case to the Motorola Service Desk.

The Service Desk will engage in diagnosing the issue with Customer. If the faulty unit cannot be restored to operation, Motorola shall take measures to restore service at the affected Customer Location.

3.5.6 Customer-Owned Equipment Support

The above fault handling processes are not applicable to Customer-owned devices that are subscribed to the Service for DEMS/Storage only. The Service fully supports software and cloud operations for these devices. In the event that a Customer-owned devices becomes inoperable, the Device Admin and the Motorola Service Desk will take the following steps.

1. Device Admin identifies an inoperable device and generates a "device service request" to the Motorola Service Desk.
2. The Motorola Service Desk will provide technical support to troubleshoot the issue and determine if the root cause is software or device related. If the root cause is equipment related, the Service Desk will counsel Device Admin on a suggested course of action.
3. Repair and replacement of the Customer-owned equipment are the Customer's sole responsibility and are governed by the original hardware purchase, warranty, or a separate hardware maintenance agreement. The DEMS/storage only Service does not provide for equipment repair or replacement.

3.6 Change Management Processes

3.6.1 Change in User Count

After the initial Service starts, Customer may need to add or move user(s) to be served. Such Service changes can be requested by opening a "user change service request", using standard email, Client Portal, or telephone access to the Motorola Service Desk.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.6.1.1 Addition of Served User

Through the service request, the Customer authorized representative indicates the quantity of additional user(s) to be served, their associated BWC and/or ICV functionality, and their Location(s).

Motorola will assess the request, in coordination with the Customer representative. This assessment includes determining if the increased user(s) at the Location drives downstream Service effects such as requiring incremental V700 Ethernet Transfer Station(s) or SVX Smart Dock(s).

This assessment and fulfillment of the Customer request will be executed per the SLRs in this SOW. Additional users will be contracted per Section 2.3 of this document.

3.6.1.2 Move of Served User

Through the service request, the Customer authorized representative indicates the quantity of user(s) whose Service needs to be moved from one Location to another Location, as well as their associated BWC and/or ICV functionality.

Motorola will assess the request's impact on each of the affected Customer Locations. The move request may affect the distribution of assets between Locations. Customer will collaborate to execute such equipment shifts in a reasonable and mutually agreed time.

3.6.2 Software and Cloud Infrastructure Change Management

Throughout the Service period, Motorola will maintain the performance and security of all DEMS applications and underlying cloud infrastructure.

To ensure the ongoing integrity of the environment, Motorola will introduce bug fixes, security patches, software enhancements, and cloud infrastructure changes as necessary. Motorola operates a mature, standardized Change Management process and policy to govern these changes.

All changes, whether routine maintenance or emergency restoral actions, will be executed by Motorola without prior notification to or involvement from Customer.

3.7 Managed Service Performance Requirements

3.7.1 General

Motorola will deliver the Service Level Requirements (SLRs) detailed herein.

3.7.1.1 SLR Monitoring and Measurement

Motorola will continuously monitor its Service and identify, report, and correct SLR failures to ensure that Motorola is meeting the SLRs.

Motorola's performance against the SLRs will be exempt from impact by events that are outside of Motorola's control (e.g. WAN outage), or constraints related to availability of Customer resources.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.7.1.2 Definitions

The following definitions apply to all SLRs in this appendix:

- “Responded to” means an answer or a notification from Motorola to Customer describing the action that Motorola is taking, or has taken, to address a question or issue and not simply an acknowledgment of receipt; and
- “Incident resolution” means the point at which a service is returned to its normal operating parameters, achieved either through a permanent fix or temporary workaround.

3.7.1.3 Categories of SLRs

The SLRs are organized into four categories:

1. Equipment Availability
2. DEMS Availability
3. Operations Services Performance
4. Incident Response Performance

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.7.2 Equipment Availability

SLR #	Description	Target Performance	Measurement Interval
SLR 1.1 **Change in BWC Users Served**	Measures Motorola's responsiveness to a service ticket requesting the addition or move of a BWC user to a Customer Location. Calculates the cycle time to conduct the change assessment described in Section 3.6.1.	Change assessment completed within 3 calendar weeks of request. Assessment completion permits preparation of quotation for contracting new Users.	Monthly
SLR 1.2 **BWC Equipment Availability**	Availability of a fully functional BWC with all required accessories at the start of a subscribing user's shift. Calculation: SLR is met if the failed equipment is replaced within the requisite timeframe.	95% of failed BWC units with associated accessories are replaced within three (3) business days of confirming with Motorola's Service Desk that a BWC has failed.	Monthly
SLR 1.3 **Change in ICV Users Served**	Measures Motorola's responsiveness to a service ticket requesting the addition or move of an ICV user to a Customer Location. Calculates the cycle time to conduct the change assessment described in Section 3.6.1.	Change assessment completed within 3 calendar weeks of request. Assessment completion permits preparation of quotation for contracting new Users.	Monthly
SLR 1.4 **ICV Equipment Availability**	Availability of a fully functional ICV kit at the start of a subscribing user's shift. Calculation: SLR is met if the failed equipment is replaced within the requisite timeframe.	95% of failed ICV equipment is replaced within three (3) business days of confirming with Motorola's Service Desk that an ICV component has failed.	Monthly

* Availability SLRs not applicable to Users subscribed to the DEMS/storage only service and equipment that is owned by Customer; such equipment is covered by warranty as purchased by Customer.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.7.3 DEMS Availability

SLR #	Description	Target Performance	Measurement Interval
SLR 2.1 Solution Availability	The availability of the DEMS applications.	The DEMS and its constituent applications must be available for their intended use 24 hours a day, 7 days a week, and 365 days per year with 99.9% uptime per year. The calculation for the uptime excludes pre-planned and approved downtime for maintenance and downtime requested by the Customer.	Annual
SLR 2.2 Planned Downtime	Planned system downtime of the DEMS and its constituent applications due to pre-scheduled and pre-approved maintenance activities.	Planned system downtime must not exceed 4 hours per month per application.	Monthly

3.7.4 Operations Services Performance

SLR #	Description	Target Performance	Measurement Interval
SLR 3.1 Call Answer Time[1]	Percentage of calls answered within target performance.	80% of all calls were answered* within 30 seconds. and 98% of all calls answered* within 5 minutes. * Answered means the call has been picked up by a person who engages with the caller to capture or address the purpose of the call.	Monthly
SLR 3.2 Email Response Time	Percentage of emails responded to within target performance	80% of all emails received during Service Desk hours responded to within 4 hours and 98% of emails received during Service Desk hours responded to within 24 hours	Monthly
SLR 3.3 Client Service Portal Availability	Availability of the portal for authorized users to raise and track help desk tickets.	The Client Service Portal must be available for its intended use 24 hours a day, 7 days a week, and 365 days per year with 99.9% uptime per year. The calculation for the uptime excludes pre-planned and approved downtime for maintenance and downtime requested by the Customer.	Annual

[1] Service Desk Hours of Operation: 7am to 8pm Eastern Standard Time, Monday to Friday, excluding holidays.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

3.7.5 Incident Response Performance

3.7.5.1 Incident Priority Definition

The following table outlines the priority levels relevant to the incident response SLRs that follow.

Priority Level	Description
Priority 1 Conditions	▪ Issue affecting the entire system ▪ System down or operating in a materially degraded state; ▪ Data integrity at risk; or ▪ Widespread access interruptions. Examples: CommandCentral DEMS total outage; All Transfer Stations unable to communicate to DEMS Cloud Infrastructure as a result of the DEMS outage.
Priority 2 Conditions	▪ Multiple primary component failures that materially impair performance; or ▪ Data entry or access is materially impaired for a limited user base, due to Motorola Equipment failure. Example: Multiple application services within CommandCentral fail, materially impeding a DEMS workflow
Priority 3 Conditions	▪ Service is operating with minor issues that can be addressed with an acceptable temporary workaround. ▪ Individual device failure Example: Individual transfer station outage; Individual BWC/ICV outage; software bug in one DEMS application that impedes one function in the application but does not cause an application outage
Priority 4	Request for assistance, information, or services that are routine.

3.7.5.2 Incident SLRs

SLR #	Description	Target Performance	Measurement Interval
SLR 4.1 **P1 Incident Response Time**	Elapsed time from the time Motorola is notified by Customer of the incident or the incident is identified by Motorola up to the time the incident is responded to by Motorola.	30 minutes response	Monthly
SLR 4.2 **P2 Incident Response Time**	Elapsed time from the time Motorola is notified by Customer of the incident or the incident is identified by Motorola up to the time the incident is responded to by Motorola.	60 minutes response	Monthly
SLR 4.3 **P3 Incident Response Time**	Elapsed time from the time Motorola is notified by Customer of the incident or the incident is identified by Motorola up to the time the incident is responded to by Motorola.	Next business day response	Monthly
SLR 4.4 **P4 Incident Response Time**	Priority 4 is reserved for Service Requests.	Next business day response	Monthly

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Section 4

Contracting Documents

This Service Summary and Statement of Work document constitutes an Ordering Document, as defined in the Motorola Solutions Customer Agreement ("MCA"). The agreements and licenses available at the links listed below, and the Ordering Document collectively form the entire Agreement between Motorola Solutions Canada Inc. and the Customer (the "Agreement"). By signing below, the Customer accepts and agrees to the terms of the Agreement. The Agreement is effective as of the date of the last signature below.

CUSTOMER	MOTOROLA
BY: _____	BY: _____
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
DATE: _____	DATE: _____

Document	**Link**
Motorola Solutions Customer Agreement	**Master Customer Agreement Canada - Motorola Solutions**
Subscription Software Addendum	**Subscription Software Addendum - Motorola Solutions**
Mobile Video Addendum	**Mobile Video Addendum - Motorola Solutions**
Hardware as a Service Addendum	Attached
Data Processing Addendum – Global	**Data Processing Addendum – Global**
Bell Mobility Service Terms	Attached

Any references to Motorola Solutions, Inc. in the above-mentioned contractual documents shall be read as referenced to Motorola Solutions Canada, Inc.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Hardware as a Service Addendum

This Hardware as a Service Addendum (this "**HSA**") is entered into between Motorola Solutions, Inc., with offices at 500 W. Monroe Street, Suite 4400, Chicago, IL 60661 ("**Motorola**") and Customer (as defined in the MCA), and will be subject to, and governed by, the terms of the Motorola Solutions Customer Agreement, available at www.motorolasolutions.com/product-terms (the "**MCA**"), and the applicable Addenda. Capitalized terms used in this HSA, but not defined herein, will have the meanings set forth in the MCA or the applicable Addenda.

1. Addendum. This HSA, available at www.motorolasolutions.com/product-terms, governs Customer's purchase of any Motorola Hardware as a Service, including participation in Motorola's Hardware-as-a-Service program ("**HaaS**"). "**Hardware as a Service** " means hardware or device and the right to use as applicable, and services as further described in the applicable Ordering Document. "**Hardware**" means hardware or a device provided by Motorola as part of the HaaS. In addition to the MCA, other Addenda may be applicable, including the Subscription Software Addendum ("**SSA**"), with respect to Subscription Software, the Software Products Addendum ("**SPA**"), with respect to Software Systems, and the Equipment Purchase and Software License Addendum ("**EPSLA**"), with respect to Licensed Software and purchased Equipment, as each of those terms are defined therein, and as further described below. This HSA will control with respect to conflicting or ambiguous terms in the MCA or any other applicable Addendum, but only as applicable to the HaaS purchased under this HSA and not with respect to other Products or Services.

2. Services; Applicable Terms and Conditions.

2.1 Hardware as a Service. Pursuant to the terms and conditions of this HSA, the MCA, and applicable Addenda, Motorola will provide Customer with the Hardware set out in the Ordering Document and the right to use the Hardware for the Commitment Term (as defined below).

2.2 Hardware. The Hardware provided as part of this HSA will be the sole property of Motorola. Customer will have no rights whatsoever in or to the Hardware other than the right to use during the Commitment Term. Customer acknowledges and agrees this is an agreement for services and nothing herein will be deemed or construed as a lease or other grant or transfer of any real or personal property. Specifically, Customer acknowledges and agrees that Customer has not been granted any real property interest in any Hardware listed in the applicable Ordering Document and Customer has no rights under any real property or landlord/tenant laws, regulations, or ordinances. The Hardware will remain in good condition, less normal wear and tear. Unless otherwise stated in an Ordering Document, Motorola will be responsible for the maintenance and repair of the Hardware unless the Hardware is damaged as a result of the action or inaction of Customer or its employees, agents, customers, or contractors, in which case Customer will reimburse Motorola for the cost of any necessary repairs or replacement of the Hardware as determined by Motorola in its sole discretion. Customer will provide Motorola reasonable access to the Hardware for purposes of repair, maintenance, removal or otherwise. Customer will pack and ship the Hardware to a location of Motorola's choosing, in such a way so as to limit and/or avoid damage to the Hardware. In the event the Hardware is damaged in shipping, Customer will be responsible for the

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

cost to replace the Hardware. Customer will continuously maintain adequate protection of the Hardware from damage and will protect the Hardware from injury and loss arising in connection with this HSA. Unless otherwise set out in the Ordering Documents, Customer will have complete responsibility and bear any and all risk of loss or damage to the Hardware. Customer is responsible for ensuring that any Customer-Provided Equipment and any alterations to the applicable network with which the Hardware is to be used is compatible with the Hardware.

2.3. Services. Any Services purchased in connection with, or included as a part of, HaaS are subject to the MCA, and as described in the applicable Ordering Document.

3. Payment. Customer will pay invoices for the HaaS covered by this HSA in accordance with the invoice payment terms set forth in the MCA. Customer will prepay a service fee as set out in the Ordering Document. Fees for HaaS will be invoiced as of the Service Commencement Date, unless another payment process, schedule or milestones are set forth in an Ordering Document or applicable Addendum.

4. Commitment Term. Customer accepts that following the delivery of any Hardware under the HaaS, Customer commits to a service term as specified in the Ordering Document for such Hardware at the rate provided in the Ordering Document (the "**Commitment Term**"). If Customer, for any reason, terminates any of its obligations to Motorola prior to expiration of the applicable Commitment Term (as defined below), Customer will be subject to the payments described in **Section 5.3 – Termination** hereunder.

5. HaaS Term and Termination.

5.1. HaaS Term. Customer's participation in the HaaS will commence upon the Service Commencement Date under this HSA, and will continue through the end of the Commitment Term hereunder. Following the end of any Commitment Term, where applicable Customer's access to a Software System with respect to the Hardware will expire, and Customer must download or transfer all Customer Data associated with the applicable Hardware within thirty (30) days following expiration unless Customer purchases extended access to the Software System from Motorola at the prevailing rates. Motorola has no obligation to retain Customer Data for expired Hardware beyond thirty (30) days following expiration of the applicable Commitment Term.

5.2 Service Commencement Date. Any HaaS sold hereunder will be deemed delivered upon Customer's (or the applicable Authorized User's) receipt of the applicable Hardware (the "**Service Commencement Date**"). Motorola will, using commercially reasonable practices, pack the Hardware and ship such Hardware to the Customer address set forth in the applicable Ordering Document or otherwise provided by Customer in writing, using a carrier selected by Motorola. This Section applies to Hardware provided under the HSA notwithstanding the delivery provisions of an Addendum applicable to such Hardware, such as the SSA or EPSLA, and this Section will control over such other delivery provisions to the extent of a conflict.

5.3. Termination. The termination provisions applicable to the HaaS will be those set forth in the MCA, EPSLA, SPA and SSA, as applicable. If Customer terminates its participation in the HaaS prior to the

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

end of the Commitment Term, Customer will pay Motorola, within 90 days of the date of termination, an Early Termination Fee equal to the remainder of the fees due for the Commitment Term, unless otherwise set out in the Ordering Documents. At termination, at Customer's cost, Customer will return the Hardware to an address of Motorola's choosing within 90 days of the date of termination. Customer will pay Motorola an additional penalty fee, as set out in the applicable Ordering Document, for any Hardware not returned to Motorola within 120 days of the date of termination, unless otherwise agreed to by Motorola in writing.

Notwithstanding and in lieu of the termination provisions of the MCA, EPSLA, SPA and SSA, Motorola may terminate this HSA or suspend delivery of HaaS, immediately upon notice to Customer if (a) Customer breaches **Section 3.3 - Customer Restrictions** of the EPSLA or **Section 3.2 - Customer Restrictions** of the SSA, or any other provision related to Subscription Software or Licensed Software license scope or restrictions set forth in an Addendum or Ordering Document, or (b) it determines that Customer's use of the Hardware poses, or may pose, a security or other risk or adverse impact to any Subscription Software, Licensed Software, Software System, Motorola, Motorola's systems, or any third party (including other Motorola customers).

6. Liability.

6.1. ADDITIONAL EXCLUSIONS. IN ADDITION TO THE EXCLUSIONS FROM DAMAGES SET FORTH IN THE MCA, AND NOTWITHSTANDING ANY PROVISION OF THE AGREEMENT TO THE CONTRARY, MOTOROLA WILL HAVE NO LIABILITY FOR AND WILL NOT BE RESPONSIBLE FOR MAINTENANCE DUE TO (A) DEFECTS IN OR DAMAGE TO HARDWARE RESULTING FROM USE OTHER THAN IN THE NORMAL AUTHORIZED MANNER, OR FROM ACCIDENT, LIQUIDS, OR NEGLECT; (B) TESTING, MAINTENANCE, REPAIR, INSTALLATION, OR MODIFICATION BY PARTIES OTHER THAN MOTOROLA; (C) CUSTOMER'S OR ANY AUTHORIZED USER'S FAILURE TO COMPLY WITH INDUSTRY AND OSHA OR OTHER LEGAL STANDARDS; (D) HARDWARE WITH NO SERIAL NUMBER; (E) BATTERIES OR CONSUMABLES; (F) FREIGHT COSTS FOR SHIPMENT TO REPAIR DEPOTS; (G) COSMETIC DAMAGE THAT DOES NOT AFFECT OPERATION; (H) NORMAL WEAR AND TEAR; (I) ISSUES OR OBSOLESCENCE OF LICENSED SOFTWARE DUE TO CHANGES IN CUSTOMER OR AUTHORIZED USER REQUIREMENTS, HARDWARE, OR SYSTEMS; (J) TRACKING AND LOCATION-BASED SERVICES; OR (K) BETA SERVICES.

7. Survival. The following provisions will survive the expiration or termination of this HSA for any reason: **Section 1 – Addendum**; **2 – Services; Applicable Terms and Conditions**; **Section 3 – Payment**; **Section 6 - Liability**; **Section 7 – Survival**.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Bell Mobility Service Terms

1. Definition. For the purpose of this agreement, Company shall mean the reseller of wireless services and "Customer" shall mean the natural or legal person that is the end user of Services.
2. Services. Services are available in Company's supplier's and roaming partners' coverage areas on compatible Devices where technology permits. Company's supplier and roaming partners may (i) make changes to the network or other facilities (including changing technology, and, to provide a good experience for the majority of their customers and minimize capacity issues and degradation in network performance, Company's supplier may take measures including temporarily reducing data throughput for a subset of customers who use a disproportionate amount of bandwidth); (ii) enlarge, reduce or change coverage areas; and (iii) change or end roaming partner relationships, all at their discretion and without notice. Company, its supplier, and roaming partners are not liable for any changes in Customer's ability to use the Services or the Device resulting from such changes. Customer can refer to bell.ca/coverage for maps and other information about coverage and roaming, including roaming and long distance charges. If Customer's Device roams in a roaming partner's coverage area (including Wi-Fi hotspot use) Customer is also subject to the terms and conditions of the roaming partner including any limitation or exclusion of liability. Customer will be given 45 days advance written notice of material changes that Company or its supplier make to Services to which Customer subscribes. A SIM card provided by Company is locked to the Device provided by Company and cannot be used on any other device. Non- Company SIM cards cannot be activated on Company's supplier's network. Customer is responsible for charges that arise if Customer changes the settings of a Device or SIM card. Data-only Devices do not provide access to 911 services. SIM cards will work only on the Devices for which they were purchased. Subscription to any feature offering the ability to attain higher data speeds where technology permits does not guarantee the achievement of peak speeds, and actual speeds may vary due to network availability and environmental factors. Customer may be required to pay an additional fee to subscribe to this feature, even if the Device is used in areas where technology does not support higher peak speeds.
3. Use of Service. Customer is responsible, and Company and its supplier are not responsible or liable, to prudently protect and safeguard the Device (including any SIM card) against loss, abuse, theft or damage, and for the use of the Device and the Services by Customer and any other persons. Customer shall not use or allow others to use the Services or the Device if such use:
• is for, or results in, any illegal, abusive, annoying or offensive activities, including making available offensive content, the commission or encouragement of a criminal offence, stalking, harassment, spamming, disrupting or interfering with the Internet, any network, computer or other devices, transmission of a virus or other harmful component, defamation, intellectual property infringement, or interference with other customers' service;
• is significantly higher than average or consumes excessive network capacity in Company's or its supplier's reasonable opinion, or causes Company's supplier's network, or Company's or its supplier's ability to provide services to others, to be adversely affected;
• is for multi-media streaming, continuous data transmission or broadcasts, automatic data feeds, peer-to-peer (P2P) file sharing, voice over Internet protocol or any other application which uses excessive network capacity that is not made available to Customer by Company or its supplier;
• is to provide a substitute or back-up for private lines or dedicated data connections such as DSL;
• is to operate an email, web, server farm, news, chat or other service.
Customer shall not threaten, abuse or harass any employee or representative of Company or its supplier. Customer shall not (a) commit, attempt to commit, or allow others to commit or attempt to commit, any fraud against Company or its supplier, including fraudulently obtaining Services or Devices, or (b) transform outbound communications into incoming communications or otherwise attempt to avoid applicable charges, or (c) otherwise abuse the Services or allow others to do any of the foregoing. Customer shall not resell, transfer, distribute, share or exploit for commercial purposes any Services or engage in or allow any alteration, copying, reproduction of or tampering with electronic serial numbers, or other identification, signaling or transmission functions or components of the Device. In addition, Customer must follow all other service regulations issued or adopted by Company or its supplier. Company or its supplier may immediately suspend, restrict, change or terminate all or part of Customer's Services and this Agreement and deactivate Customer's Device or take other necessary actions, if Company or its supplier reasonably believes there is a breach by Customer of any of these "Use of Service" provisions.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

4. LIMITS ON LIABILITY. COMPANY'S SUPPLIER IS NOT LIABLE TO CUSTOMER OR ANYONE USING THE DEVICE OR THE SERVICES, OR ANY THIRD PARTIES, FOR THE FOLLOWING:
I. DEFECTS, FAILURES OR INTERRUPTIONS IN SERVICE, INCLUDING TRANSMISSION;
II. ANY DAMAGES, INCLUDING LOSS OF PROFITS, LOSS OF PROPERTY, LOSS OF EARNINGS, LOSS OF BUSINESS OPPORTUNITIES, OR ANY OTHER LOSS, HOWEVER CAUSED, ARISING DIRECTLY OR INDIRECTLY FROM USE OF THE SERVICES OR THE DEVICE;
III. ANY CONTENT TRANSMITTED ON OR RECORDED BY COMPANY'S SUPPLIER'S FACILITIES, INCLUDING CONTENT THAT MAY BE ILLEGAL, DANGEROUS, DEFAMATORY, OFFENSIVE OR ANNOYING OR WHICH MAY INFRINGE UPON OTHERS' INTELLECTUAL PROPERTY, PRIVACY OR OTHER RIGHTS, OR ANY CONTENT, APPLICATION OR SERVICES PROVIDED TO CUSTOMER BY A THIRD PARTY FOR USE WITH THE DEVICE OR THE SERVICES, EVEN IF COMPANY BILLS CUSTOMER FOR SUCH CONTENT, APPLICATION OR SERVICES ON BEHALF OF SUCH THIRD PARTY;
IV. ANY BREACH BY CUSTOMER OF THE AGREEMENT, CUSTOMER'S NEGLIGENCE, OR ACTS OR OMISSIONS IN CONNECTION WITH THE SERVICES, OR THE DEVICE;
V. LOSS, THEFT, DAMAGE TO OR UNAUTHORIZED USE OF THE SERVICES, THE DEVICE, ANY EQUIPMENT, ANY PREPAID CARDS PROVIDED BY COMPANY, VOUCHERS, COLLATERAL, ELECTRONIC RECEIPTS OR THE PERSONAL IDENTIFICATION NUMBER; AND
VI. ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE PROVISION OF SERVICES (INCLUDING LOST PROFITS, ANTICIPATED OR LOST REVENUE, LOSS OF DATA, LOSS OF USE OF ANY INFORMATION SYSTEM, FAILURE TO REALIZE EXPECTED SAVINGS OR ANY OTHER COMMERCIAL OR ECONOMIC LOSS, OR ANY THIRD PARTY CLAIM), WHETHER ARISING IN NEGLIGENCE, TORT, STATUTE, EQUITY, CONTRACT, COMMON LAW, OR ANY OTHER CAUSE OF ACTION OR LEGAL THEORY EVEN IF COMPANY'S SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. COMPANY'S SUPPLIER'S TOTAL CUMULATIVE LIABILITY FOR DAMAGES, EXPENSES, COSTS, LIABILITY OR LOSSES (COLLECTIVELY, "DAMAGES") ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE PROVISION OF SERVICES, IF ANY, WHETHER ARISING IN NEGLIGENCE, TORT, STATUTE, EQUITY, CONTRACT, COMMON LAW, OR ANY OTHER CAUSE OF ACTION OR LEGAL THEORY EVEN IF COMPANY'S SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF THOSE DAMAGES, IS LIMITED TO DIRECT, ACTUAL, PROVABLE DAMAGES AND WILL IN NO EVENT EXCEED AN AMOUNT EQUAL TO THE TOTAL AGGREGATE MONTHLY FEES (LESS ALL DISCOUNTS AND CREDITS) PAID BY THE CUSTOMER FOR THE SPECIFIC SERVICE(S) THAT GAVE RISE TO THE DAMAGES, DURING THE ONE-MONTH PERIOD BEFORE THE EVENT GIVING RISE TO THE DAMAGES, LESS AMOUNTS PAID FOR PREVIOUS CLAIMS, IF ANY. THIS SECTION WILL APPLY EVEN IF THERE IS A BREACH OF CONDITION, A BREACH OF AN ESSENTIAL OR FUNDAMENTAL TERM, OR A FUNDAMENTAL BREACH OF THIS AGREEMENT. CUSTOMER AGREES THAT THE LIMITATIONS OF LIABILITY SET OUT IN THIS SECTION ARE FAIR AND REASONABLE IN THE COMMERCIAL CIRCUMSTANCES OF THIS AGREEMENT.

The following applies when Company's supplier provides e9-1-1 Services (provision of wireless phone number and location information to emergency service providers). (A) Company's supplier's liability is not limited by the limitations set out below in cases of Company's supplier's deliberate fault, gross negligence or anti-competitive conduct or in cases of breach of contract where the breach results from Company's supplier's gross negligence. (B) Except in cases where Company's supplier's negligence results in physical injury, death or damage to Customer's property or premises, Company's supplier's liability for negligence related to Company's supplier's provision of e9-1-1 Services is limited to the greater of $20 and three times the amount Customer would otherwise be entitled to receive as a refund for the provision of defective service under this agreement. (C) In addition, in respect of Company's supplier's provision of e9-1-1 Services, Company's supplier is not liable for: (i) libel, slander, defamation or the infringement of copyright arising from material or messages transmitted over Company's supplier's telecommunications network from Customer's property or premises or recorded by the Device or Customer's or Company's supplier's equipment; (ii) damages arising out of Customer's acts, default, neglect or omission in the use or operation of the Device or equipment Company's supplier has provided to Customer; and (iii) any act, omission or negligence of other companies or telecommunications systems when facilities of such other companies or telecommunications systems are used in establishing connections to or from Customer's facilities and Device and equipment.

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

5. Third Party Beneficiary. The Customer acknowledges that Company's supplier can enforce the foregoing sections as a third party beneficiary.

6. Protection of User's Privacy. All information that Bell keeps about Users is protected under the Bell Privacy Policy (view at bell.ca/privacy). If Bell's Privacy Policy or applicable law requires Bell to obtain express consent from User for any activity, express consent is deemed to be given by User where an objective documented record of User's consent is created at the time such consent is given. Unless User provides express consent or disclosure is pursuant to a legal power, Bell will not disclose User's personal information to anyone other than to:

I. User;

II. Client or an authorized representative of User or Client (if permitted by express consent of User);

III. Another telecommunications service provider to provide Client/User with efficient and cost-effective telecommunications service; and/or

IV. A public authority if it appears there is imminent danger to life or property.

7. Monitoring. Bell has no obligation, but has the right at any time, as part of the management of its network, to monitor use of the Services (electronically or otherwise) and collect or modify any transmission data as necessary to satisfy any law, regulation or investigate any information, data, files, pictures or content in any form or use of Services as necessary to operate the Services or to protect the rights or property of itself or others that are directly relating to providing the Services, including to ensure compliance with the Section entitled "Use of Service".

Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

City of Charlottetown Committee Report

Report No: 12-16-03

Date: December 16, 2025

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs

Attachments:

- Attachment 1: 2026/27 Proposed Budget Presentation

Report Title:
Budget Presentation and Discussion

Report Purpose:
To provide Council with an overview of the proposed 2026-27 Budget for CPS.

Staff Recommendation:
That the Report be received for information.

Report Details:

CPS is committed to promoting and maintaining the safety and well-being of our community through crime prevention, enforcement and education. The department is also committed to continued collaboration with other police agencies, government and community partners, businesses and residents to address community safety.

The Charlottetown area continues to see significant growth in terms of call volume, population growth, commuter traffic, tourism and seasonal residents. Increased pressures including but not limited to mental health, impaired driving, assault, child-related sexual interference, as well as road safety and guns and gang activity.

As the city continues to grow, the safety needs and demands of the community is evolving. Investment in policing is essential to support public safety and quality of life in our community today and into the future.

The proposed 2026-27 Budget is therefore focused on strengthening the frontline and investigative needs, more community presence, targeted crime prevention and upgrades to infrastructure and equipment. The proposed budget will sustain progress, manage growth, and ensure policing remains adequate, effective, and responsive to community needs.

The 2026-27 proposed operating and capital budgets are being presented to Committee for approval, as part of the budget process. The proposed budget is summarized below and further detailed in Attachment 1.

Budget Highlights

Proposed Capital Budget:

A 6 % increase to the Capital Budget is being requested to address five key areas including: specialized equipment, communication equipment, investigative tools and technology, vehicle equipment and community safety equipment. Due to the lifecycle of equipment and rapidly changing technology, these areas require continued and ongoing investment. The total proposed Capital Budget is $677,000, up from $640,000 (2025/26)

Proposed Operating Budget:

A 2% increase was applied across all expense-related items, with the exception of Salaries & Benefits, Uniforms, Advertising & Communications and Ammunition.

Of note, the APA Collective Agreement expires December 31, 2025. The department's Operating Budget will be updated by City's Human Resources department who is responsible for allocating the appropriate resources based on negotiated agreements, along with annual indexing related Salaries & Benefits.

Staffing Requests:

The staff compliment must continue to grow in order to support the growing demands of our community and legislated responsibilities.

Four new positions are being requested:

- Constable – to address workload and provide dedicated expertise that requires specialized training/technology in the Tech Crime Unit
- Tech Services – to address workload and provide support to (Police and Fire) radios, e-watch cameras, automated license plate readers, body-worn cameras, in-car cameras, vehicle GPS, requests for digital evidence, etc.
- Dispatcher – to support Real-Time Operations Centre
- Records Clerk – to address workload and compliance

Security and Facility-Related Investments (submitted to Public Works):

- Exterior security improvements, such as fencing/gate system for designated parking and cameras
- Interior security improvements – main lobby, and specifically reception desk
- Parking lot repaving
- Fleet – unmarked vehicles
- Exterior signage

Longer-term items also noted to Public Works included the need for additional parking and a long-term facility plan, including land acquisition for a new headquarters.

Council or Committee History:
N/A

Financial Implications:
To be considered as part of the 2026-27 Budget discussions.

Public Engagement and Communication: City-led community engagement efforts on the 2026-27 Budget.	
Legislative Authority: MGA, Police Act	
Strategic Alignment: Governance and Civic Engagement **Guiding Principles:** Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.	
Reviewed By:	
Manager / Director / Chief J. McCarron	**CAO**
Committee Recommendation: (if differing from staff)	

CHARLOTTETOWN
POLICE
OUR CITY · OUR COMMUNITY · OUR RESPONSIBILITY
SERVICES

2026-27 PROPOSED BUDGET

P&E Committee – December 16, 2025

POLICING IN CHARLOTTETOWN

A custom, local approach is needed to serve:

- PEI's largest municipality and its growing population
- Charlottetown Airport Authority (400,000+ passengers in 2024)
- Port Charlottetown (131,000 passengers)
- Demand on roads and infrastructure (107,414 avg cars per day)
- Intersecting arterial highway and bridge connection

2025 HIGHLIGHTS

- Approximately 20,000 calls for service each year
  - 42% of all calls to PEI law enforcement (2023)
- Continued effort and priority on crime prevention, education and enforcement
- Body-worn cameras added to patrol unit
- Continued focus on road safety, mental health and wellbeing, community outreach and vulnerable populations
- Community engagement opportunities at events, school presentations, Trucks for Kids and Canada Day
- Real-Time Operations Centre pilot project initiated

2026/27 BUDGET PRIORITIES

- Strengthen frontline (officer and dispatch) response and support
- Targeted crime prevention, specifically guns and drugs
- Investments in technology, cameras and related-infrastructure
- Technology integrations, including Real-Time Operations Centre
- Dedicated focus on Tech Crime Unit to address child-related sexual interference, sextortion, etc
- Road safety initiatives and community engagement opportunities
- Upgrades to security and infrastructure (facility)

OPERATING BUDGET

- 2% increase applied across all expense-related items, with the exception of:
  - **Salaries & Benefits**
    - to be completed by HR, Collective Agreement expires Dec 31, 2025
  - **Uniforms**
    - To address cost increases and new hires
  - **Advertising & Communications**
    - To enhance and deliver new opportunities such as the website, photography and videography, signage and promotional materials
  - **Ammunition**
    - To address cost increases and new hires

CAPITAL BUDGET

- 6% increase from 2025/26 that includes:
  - **Investigative tools and technology**
    - $349,000 for cameras, RTOC, surveillance and forensic equipment
  - **Specialized equipment**
    - $208,000 for protective gear and tactical equipment
  - **Communication equipment**
    - $93,000 for radios, chargers, microphones, dispatch equipment
  - **Community safety equipment**
    - $14,000 for speed enforcement and road-side testing equipment
  - **Vehicle equipment**
    - $13,000 for gear and tools to equip vehicles

STAFFING

- Staffing request necessary to address growing population, call volumes and increasing complexity in crime.

- Four new positions:
  - Constable (Tech Crime Unit)
  - Tech Services
  - Dispatcher
  - Records Clerk

SECURITY AND FACILITY-RELATED

Submitted to Public Works:

- Exterior security improvements, such as fencing/gate system for designated parking and cameras
- Interior security improvements – main lobby, and specifically reception desk
- Parking lot repaving
- Fleet – replace unmarked vehicles
- Exterior signage

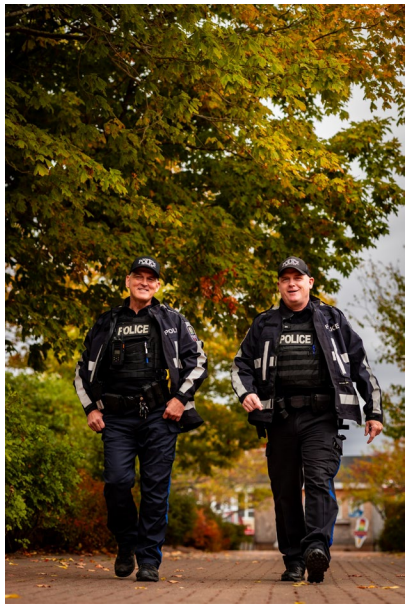
Longer-term items identified: additional parking and a long-term facility plan, including land acquisition for a new headquarters

















CHARLOTTETOWN
POLICE
SERVICES

CHARLOTTETOWN
POLICE
OUR CITY · OUR COMMUNITY · OUR RESPONSIBILITY
SERVICES

QUESTIONS?

City of Charlottetown Committee Report

Report No: 12-2025-04

Date: December 16, 2025

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:

Prepared by:
Deputy Chief Kent Mitchell

Report Title:
Vacant Building Inventory

Report Purpose:
For information.

Staff Recommendation:
That Council receive this report as information.

Report Details:

List of Abandoned (Vacant) Buildings Within the City of Charlottetown

31 Kirkwood Drive **File is Still Active.** **PID # 397083**
Building has had work done to it with a new Roof. Inspectors are following up with the owners.
Building Secured March 17, 2025

54 Maple Ave. **File is still Active.**

15/17 Sydney St – File Active **Building secured. November 28-2024**

334,336,338 University Ave. File Active. Building Secured April 10, 2025

Financial Implications:
- Not at this time.

Public Engagement and Communication:
- N/A

Legislative Authority:
- MGA

DRAFT

Strategic Alignment:

- Accountability

Reviewed By:

Manager / Director	**CAO**
K. Mitchell	

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 12-16-05

Date: December 16, 2025

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:

Prepared by:
Deputy Chief Kent Mitchell

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receive this report as information.

Report Details:

November 1-30-2025

Total Fire Inspections	
General Inspections	11
Inspections with Hazard Compliance Orders Issued	9
Inspections Closed	7
Plan Reviews, Permits, Consults	17
Fire Investigations	4
Education Session, Fire Drills	16
Emergency Responses:	
Total number of calls	103
Station 1	15
Engine 1	51
Station 2	36
Inspector call-outs	2

Training:

Regular weekly training continues, including live-fire vehicle extrication, engine, and ladder operations. Also specialized training, such as advanced Thermal Imaging and Hi-Rise fire training. As well, Blue Card Incident Command training continues. During this period, specialized training, such as Advanced Thermal Imaging and High-Rise, was conducted. 8 new firefighters are set to begin Level 1 training in January. And 10 firefighters are set to begin Level 2 training in January.

Department Activities:

The Relief FF Competition was completed with FF Lynsey Barch being successful in this competition. Congratulations!
Volunteer Firefighter recruitment drive completed with 10 new members ready to start FF level 1 training in January.

The department participated in the Christmas Parade, Remembrance Day, and the McDonald's Change the Clock event.

On November 15th, 2025, the Annual Firefighters' Ball and Awards Banquet took place:
Receiving long service awards:
-5 Years FF Deborah MacInnis, FF Konnor Rooney, FF Rakesh Uthaman, FF Andrew MacRae
-10 Years Chaplain Paula Hamilton
-15 Years FF Jonathan Chandler, FF Sarah Jane Bell, Deputy Chief Kent Mitchell
-20 Years FF Danny Jenkins, FF Scott McCourt
-25 Years Captain Robert MacLean
-30 Years Fire Chief Tim Mamye
-35 Years FF Randy Flanagan FF Tim Jenkins

Chief Mamye will provide a timeline on releasing information on the Fire Underwriters Survey

Council or Committee History:

- Updated at every monthly meeting.

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- **MGA**

Strategic Alignment:

- Accountability

Reviewed By:

Manager / Director	**CAO**
K. Mitchell	

Committee Recommendation: (if differing from staff)

DRAFT

City of Charlottetown Committee Report

Report No: 12-19-2025

Date: December 19, 2025

Directed to Council through the following Committee:
Protective and Emergency Services Committee

Reporting Department: Fire

Other Associated Departments: Finance

Prepared by: Fire Chief Tim Mamye

Attachments:
1

Report Title:
Draft Emergency Management Operational Budget

Report Purpose:
This report will identify the 2026-2027 operational budgetary requirements of the Emergency Management Organization.

Staff Recommendation:
That the Protective Services Committee supports these budget proposals; forward to Finance Committee for advancement to Council for final approval.

Report Details:
The draft operational budget summary and New Initiative explanation is included in the package for review.

Council or Committee History:
Budget preparations and discussions within Committee and input of Council's top priorities.

Financial Implications:
The City of Charlottetown Emergency Management Organization has been very limited in past years from proactively preparing for and dealing with daily non-emergency or non-criminal interventions with our vulnerable population, and has had no staffing component. Due to the lack of staff, we have experienced difficulties in opening and operating our city-owned Comfort Center, Reception Center, and Shelter occupancies during and in preparation for emergency events. This New Initiative will have financial implications in the range of $360,000.00 for the hiring of four Community Care Team (CCT) officers, clothing, PPE, and training as detailed in the NI form.

Public Engagement and Communication:
Public engagement via online and in-person open house feedback.

Legislative Authority:
MGA

Strategic Alignment: This budget is a reasonable and practical use of public funds required for the safe, effective, and efficient delivery of emergency management services to the community. Increasingly focused on an ever-changing social and political reality to adjust expectations and capabilities with a community-first focus.
Reviewed By:

Manager / Director **Fire Chief Tim Mamye**	**CAO**
Committee Recommendation: (if differing from staff)	

,

		City's Budget	Partner Funding	Actual	Purchase Order (Commited)	ase Order (Pending)	Remaining Budget	Budget Change	MGMT Forecast	City	Partner Funding	New City Budget	Total City Budget
YTD's as of September 29, 2025		**Budget 2025/2026**		**2025/2026 Forecast**						**Carryover from 2025/2026**		**2026/2027 Budget**	
Fire Department/Emergency Preparedness:													
011-3700-5	New Fire Station	2,000,000	-	-	-	-	2,000,000		2,000,000	-	-	12,000,000	12,000,000
011-3700-5	Engine 2 Replacement	1,000,000	-	-	1,000,000	-	-		1,000,000	1000000	-	2,000,000	2,000,000
	New Radio Comms Equiipment	-	-	-	-	-	-		-	-	-	320,000	320,000
011-3700-5	Firefighter Turnout Gear	-	-	-	-	-	-		-	-	-	250,000	250,000
011-3700-5	Small Equipment	130,000	-	47,922	143,405	-	-61,327	100,000	230,000	-100,000	-	200,000	100,000
011-3700-5	Self-Contained Breathing Aparat	-	-	-	-	-	-		-	-	-	240,000	240,000
011-3700-5	Fast Response Craft	100,000	-	-	-	-	100,000	-100,000	-	100,000	-	400,000	500,000
	New Fitness Equipment	-	-	-	-	-	-		-	-	-	100,000	100,000
011-4100-5	City Hall Electrical Upgrades	-	-	-	-	-	-		-	-	-		-
011-4100-5	80 kW Generator - Station 1	-	-	-	-	-	-		-	-	-		-
011-4100-5	80 kW Generator - Station 2	-	-	-	-	-	-		-	-	-		-
011-4100-5	CARI Eastlink Generators	-	-	-	-	-	-		-	-	-		-
011-4100-5	Cody Bank Generator	-	-	-	-	-	-		-	-	-		-
011-4100-5	Emergency Shelter Supplies	-	-	-	-	-	-		-	-	-		-
011-4100-5	Sherwood Hall Generator	-	-	-	-	-	-		-	-	-		-
Total Fire Department/Emergency Preparedness		**3,230,000**	**-**	**47,922**	**1,143,405**	**-**	**2,038,673**	**-**	**3,230,000**	**-**	**-**	**15,510,000**	**15,510,000**

City of Charlottetown Committee Report

Report No: 12-19-01

Date: December 19, 2025

Directed to Council through the following Committee:
Protective and Emergency Services Committee

Reporting Department: Fire

Other Associated Departments: Finance

Prepared by: Fire Chief Tim Mamye

Attachments:
1

Report Title:
Draft Fire and EMO Capital Budgets

Report Purpose:
This report will identify the 2025-26 draft capital budgetary requirements of the Fire Department and Emergency Management Organization.

Staff Recommendation:
That the Protective Services Committee supports these budget proposals; forward to Finance Committee for advancement to Council for final approval.

Report Details:
The draft capital budget summary and project preliminary information are included in the package for review.

Council or Committee History:
Budget preparations and discussions within Committee and input of Council's top priorities.

Financial Implications:
Both the Fire and EMO Capital budgets are reflective of the challenges and opportunities presented with the provision of safe, reliable, and effective Fire and Emergency Services to the residents and visitors of our City. The new projects are deemed essential to obtaining the resources needed to safely provide fire and life safety services to the City's residents and visitors now and into the future.

Public Engagement and Communication:
Public engagement via online and in-person open house feedback.

Legislative Authority:
MGA

Strategic Alignment:
These budgets are a reasonable and practical use of public funds required for the effective and efficient delivery of fire and emergency measures services to the community. Increasingly focused on an ever-changing social and political reality to adjust expectations and capabilities with a community-first focus.

Reviewed By:

Manager / Director	**CAO**
Fire Chief Tim Mamye	

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
2026/2027 Operating Budget
Fire Services

	2025/2026 Budget	2025/2026 Forecast	2026/2027 Budget
Fire Services			
Expenses			
Salaries & Benefits	4,411,497	4,411,497	5,299,727
Office Supplies	9,182	9,182	9,365
Staff Development	152,506	152,506	210,000
Travel & Transportation	10,020	10,020	10,220
Meeting Expenses	10,000	10,000	10,200
Clothing	70000	70,000	78,500
Advertising & Communications	9,525	9,525	15,000
Miscellaneous	13,499	13,499	215,000
Small Equipment	45,000	45,000	75,000
Radio System	12,000	12,000	12,240
Gas & Oil	35,000	35,000	35,700
Equipment Repairs & Rentals	114,437	114,437	116,725
Vehicle Maintenance & Repairs	127,271	127,271	129,816
Volunteer Programs	47,413	47,413	50,000
Water Department Services	1,310,677	1,310,677	1,336,890
Fire Prevention Bureau	35,145	35,145	35,847
Air Supply & Service	14,300	14,300	18,226
Emergency Operations	28,060	28,060	50,000
Net Fire Services Expenditures	**6,455,532**	**6,455,532**	**7,708,456**

Fire
List of New Initiatives
Fiscal Year 2026-27

Reference:	Description	2026-27	2027-28
Fire Initiative 1	Six (6) Firefighter IIs	750,000.00	
Fire Initiative 2	Complete Communications System Review	125,000.00	-
Fire Initiative 3	Records Management System Replacement	75,000.00	-
Fire Initiative 4	One (1) x Training Officer	130,000.00	-
	Total- New Initiatives	1,080,000	810,000

City of Charlottetown Committee Report

Report No: 12-19-25

Date: December 19, 2025

Directed to Council through the following Committee:
Protective and Emergency Services Committee

Attachments:
2

Reporting Department:
Fire

Other Associated Departments:
Finance

Prepared by:
Fire Chief Tim Mamye

Report Title:
Draft Fire Operational Budget

Report Purpose:
This report will identify the 2026-27 operational budgetary requirements of the Fire Department and Emergency Management Organization.

Staff Recommendation:
That the Protective Services Committee supports these budget proposals, forward to Finance Committee for advancement to Council for final approval.

Report Details:
The draft operational budget summary and New Initiative priorities are included in the package for review.

Council or Committee History:
Budget preparations and discussions within Committee and input of Council's top priorities.

Financial Implications:
Both the Fire and EMO operational budgets began as status-quo budgets and show nominal 2% increases due to the annual cost of living increases estimated. Increasing difficulties associated with rising costs, delayed deliveries and staffing requirements associated with the provision of safe, reliable and effective Fire and Emergency Services are cause for all additional increases to Staff Development, Travel for Training, Clothing, Advertising and Communications, Small Equipment and Air Supply and Service line items. The new initiatives presented for six (6) Firefighter IIs, one (1) Training Officer, a Communication System Review, Records Management System trials and purchase, are deemed essential to safely providing the level of fire and life safety services the department is responsible for providing for the City's residents and visitors now and into the future.

Public Engagement and Communication:
Public engagement via on-line and in-person open house feedback.

Legislative Authority:
MGA

Strategic Alignment:
These budgets are a reasonable and practical use of public funds required for the safe, effective and efficient delivery of fire and emergency measures services to the community. Increasingly focused on an ever-changing social and political reality to adjust expectations and capabilities with a community first focus.

Reviewed By:

Manager / Director	**CAO**
Fire Chief Tim Mamye	

Committee Recommendation: (if differing from staff)

New Initiative Form

2026-27 Operational Budget

Department:	Emergency Management Organization
Title of New Initiative:	Community Care Team (CCT)
Description of New Initiative	The Community Care Team (CCT) is a proactive, non-criminal response unit operating under the Emergency Management Organization designed to engage with vulnerable populations in a compassionate, coordinated, and solutions-focused manner. The CCT will reduce unnecessary police and emergency service involvement, provide timely assitance to individuls experienceing crisis or instability, connect community members to appropriate health, housing, and social supports, and improve overall community safety, wellbeing and system efficiency. This initiative would see four (4) CCT members hired in year one with the potential to expand the CC Team in future years to eight (8) CCT members and one (1) supervisor.

	2027	2028	2029	2030	2031
Projected Cost	380,000				
Salary					
Non Salary	80,000				

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	1
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee:		Approval (Rejection ( )
Date Reviewed by Finance Committee:		Approval (Rejection ( )

Council Rating Code

New Initiative Form

2026-27 Operational Budget

Department:	FIRE
Title of New Initiative:	Increase in Volunteer FF Recruitment and Retention Benefits
Description of New Initiativ	Our Volunteer Firefighters, in accordance with Department Administrative Procedure #126 - Retirement, receive a one time retirement benefit of $200.00 for each year served up to a maximum of $5,000.00 after 20 years service. This amount has been in place for over 21 years and has not been adjusted to account for inflation, the doubling of our emergency call volume, the increase in required training hours annually nor the added physical and mental stresses these positions are exposed to daily. A reasonable, fiscally responsibile method to incrementally increase the amount over the next several years starting with an increase to $400.00 for every year served up to a maximum of $8,000.00 after 20 years is proposed. We will further develop and improve the Retirement administrative procedure to better account for our longer serving members as we overhaul and improve our recruitment and rentention initiatives.

	2027	2028	2029	2030	2031
Projected Cost	50,000	75,000	100,000		
Salary					
Non Salary					

Positions Required	Estimated Cost

Rating and Priority

Department Rating Code	B
Department Priority #	4
Standing Committee Rating Code	
Committee Priority #	

Rating Chart
A = Critical/Legislated/OHS Driven
B= High Public Demand/Important/SP Driven
C= Priority within next 5 years
D = Nice to do but not strategic

Date Reviewed by Standing Committee: Approval (Rejection ( )

Date Reviewed by Finance Committee: Approval (Rejection ( )

Council Rating Code

CITY OF CHARLOTTETOWN
ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW
AMENDMENT BYLAW #2024-ESP-01A

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

RESOLVED: That the bylaw to amend the "CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01" be read a **first** time.

10-0 (Carried)

Moved by Councillor Julie McCabe X **Julie McCabe**

Seconded by Councillor Kevin Ramsay X **Kevin Ramsay**

Date: December 9, 2025

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01" and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor Julie McCabe X **Julie McCabe**

Seconded by Councillor Kevin Ramsay X **Kevin Ramsay**

Date: December 9, 2025

THEREFORE, BE IT RESOLVED: that the "CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01" which was read a first time on December 9, 2025, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____ **Julie McCabe**

Seconded by Councillor _____ **Kevin Ramsay**

Date:

This City of Charlottetown Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 20__.

_____
Philip Brown, Mayor

_____
Brad MacConnell, CAO

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Enforcement and Summary Proceedings Bylaw
Bylaw # 2024-ESP-01A

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 "Enforcement and Summary Proceedings Amendment Bylaw."

2. **Purpose**
   2.1. The purpose of this bylaw is to amend the City of Charlottetown's Enforcement and Summary Proceedings Bylaw to improve alignment with the Municipal Government Act of PEI Sections 236 and 238, strengthen enforcement provisions, clarify summary conviction offense, and expand on proceedings that can be processed through the Justice of Peace vs. Provincial Court judge.

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, the Provincial Court Act, Police Act,* or the City of Charlottetown *Enforcement and Summary Proceedings Bylaw* has the same meaning as in that Act or bylaw.

5. **Section 4 – Definitions – of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:**
   5.1. Revise definition as follows:

   "council" means the Mayor~~, ***Deputy Mayor***~~ and other members of Council of the City.

6. **Section 5 – Municipal Offence Tickets – of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:**
   6.1. Add wording to subsection 5.1 (h):

   The amount of the penalty entered on a Municipal Offence Ticket shall be the amount specified in the "Amount" Column of Schedule "B" hereto for the specific section of the relevant bylaw which has been violated ***and the administrative charge.***

7. **Section 6 – Laying an Information – of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:**
   7.1. That new subsection 6.2 be added as follows:

   "Except as otherwise provided by any bylaw, where imprisonment, fine, penalty or other punishment prescribed by a bylaw may be enforced or recovered upon summary

conviction or by summary proceedings, the bylaw shall be enforced or recovered before a Provincial Court Judge in the manner provided by this bylaw."

and that all subsequent subsections be renumbered sequentially.

7.2. Delete the following wording from subsection 6.3:

The penalties and/or corrective actions associated with any bylaw may be imposed upon a guilty plea or finding of guilt by a ~~**Provincial Court Judge or**~~ Justice of the Peace.

7.3. That new subsection 6.11 be added as follows:

"Upon receipt of the summons with a plea of guilty made thereon in accordance with subsection 6.9(a), a Provincial Court Judge or Justice of the Peace may convict the person to whom the summons is directed of the offense described in the summons."

and that all subsequent subsections be renumbered sequentially.

7.4. Revise wording to subsection 6.13(a) as follows:

Where the information is sworn by the Informant and is complete and regular on its face, ~~**issue a warrant for the arrest of the accused to whom the summons is directed for failure to attend.**~~ ***enter a conviction on that information and impose the minimum penalty authorized by law for the offence or, where a different amount of the fine is stated on the ticket, impose a fine for that amount; or,***

7.5. Move subsection 6.15 (a) & (b) to section 10 – Notices for Inspection and Enforcement

8. Section 9 – Powers and Duties of a Bylaw Enforcement Officer - of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:

8.1. Add wording to subsection 9.1(e) as follows:

Issuing notices, ***orders*** and Municipal Offence Tickets;

8.2. Add wording to subsection 9.1(k) as follows:

Liaise with community groups and organizations concerning safety issues ***as directed by the Chief Administrative Officer or his/her or delegate***;

8.3. Add new subsection 9.1(m) as follows:

"Issuing orders in accordance with section 238 of the Act."

9. Section 10 - Notices for Inspection and Enforcement - of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:

9.1. New subsection 10.6 as follows:

"Where a Bylaw Enforcement Officer determines that a person is contravening a provision of any enactment which the City is authorized to enforce, the Bylaw Enforcement Officer may issue any order provided by Section 238 of the Act."

9.2. New subsection 10.7 as follows:

In accordance with section 240(2) of the Act, where an order has been issued under section 238 of the Act:

(a) the costs of an action or measure taken by the City under this bylaw are an amount owing to the City by the person who contravened the provisions of this bylaw or another bylaw, and the costs relating to real property, including any expenses or costs incurred by the City in taking the action or measure, and any accrued interest, constitute a lien on the real property.

(b) The lien referred to in subsection (a) has priority over every claim, privilege or encumbrance of every person, except the Crown, against the real property until payment in full is made.

9.3. New subsection 10.8 as follows:

"This section does not apply to a building official carrying out any inspection, enforcement, or remedial action authorized by the Building Codes Act, RSPEI 1988, c B-5.1, Building Codes Regulations, PEI Reg EC177/20, or the Building Code Bylaws (PH-BC.3)."

10. Section 13 – Notification and Appeal – of the City of Charlottetown Enforcement and Summary Proceedings Bylaw is hereby amended by the following:

10.1. New subsection 13.7 as follows:

"The Council has authority to decide any matter of procedure not otherwise provided for in this bylaw."

PART II – APPROVAL AND ADOPTION

11. Effective Date

11.1. This Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A shall be effective on the date of approval and adoption below.

First Reading:
This Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A, 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 Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A, 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 Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A was approved and adopted by a majority of Council members present at the Council meeting held on the ___ day of_____, 20__.

12. Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Enforcement and Summary Proceedings Amendment Bylaw, #2024-ESP-01A, adopted by the Council of the City of Charlottetown on ____ day of _____, 20__ is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**