CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 14, 2026, at 5:00 PM

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, July 14th

16 RESOLUTIONS	5 BYLAW READINGS	1 NOTICE OF MOTION

❖ **Land Acknowledgement**

1. **Call to Order**

2. **Declaration of Conflict of Interest**

3. **Approval of Agenda**

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

   - Regular Meeting of Council – June 9, 2026
   - Special Meetings of Council – June 18 & 23, 2026
   - Public Meeting of Council – June 18, 2026

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

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

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

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

- Monthly Report
- Nine (9) Resolutions
- Four (4) 1st Readings to amend the Zoning & Development Bylaw (&/or OPA)
  - o Rezone from R-2 to C-1 Zone at 307 Patterson Drive (PID# 676585)
  - o Rezone from CDA to C-3 Zone at PID# 390534 & CDA Zone to MUC Zone at PID# 1179670
  - o Rezone from R-1L to CDA Zone at PID# 440545 on Mt. Edward Road
  - o From un-zoned lands to ER-MUVC (East Royalty - Mixed Use Village Centre Zone) at PID# 140087

7.2. Human Resources – Councillor Norman Beck, Chair

- Monthly Report
- One (1) Resolution

7.3. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair

- Monthly Report
- One (1) Resolution

7.4. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions
- 2nd Reading to Establish the Feeding Wild Birds Bylaw

7.5. Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
- Monthly Report
- Two (2) Resolutions

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

7.7. Public Works – Councillor Mitchell Tweel, Chair
- Monthly Report
- One (1) Resolution

7.8. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Summary Report
- No Resolutions

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

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

7.11. New Business
- One (1) Resolution

8. Notice of Motion
- Request to create a CAO Bylaw

9. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JUNE 9, 2026 at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Bob Doiron**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck (T/C)	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	David Gundrum, PDM	**Donna Miller Ayton, PPHM**
	Frank Quinn, PRM	**Sean Coombs, APC**
	Tim Jenkins, AFC	**Jessika Corkum-Gorrill, ESM**
	Wayne Long, EGAM	**Ylber Gashi, PWM**
	Emilee MacLeod, HRM	**Joshua McInnis, UM**
	Amy McQuillan, FM	**Natalie Munn, PHO**
	Melanie Bailey, SIO	**Charlotte Nicholson, EMTO (T/C)**
	Brad Vince, PDO	**Jessica Bradley, SCO**
	Rory Chaisson, SITO	**Meaghan Hughes, CS**
	Tracey McLean, PRC	

Regrets: Richard MacEwen, DCS

(T/C indicates present via teleconference)

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

- The Mayor indicated that June is National Stroke Awareness Month in Prince Edward Island and highlighted the impact stroke has on individuals, families, and communities, and emphasized the importance of recognizing the signs of stroke and seeking immediate medical attention.

- Bren Simmers, PEI Poet Laureate, was introduced and asked to recite her poem titled, The Charm of Two-Story Brick. Ms. Simmers was invited to read her poem as part of the Canadian Capital Cities Organization National Poetry Initiative that showcases the unique spirit of the nation, and each provincial and territorial capital, reflecting on what it means to be Canadian.

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**
   It was requested that Economic, Tourism & Cultural Development be moved to the beginning of the

.../2

committee reports. Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the agenda be approved as amended. Carried.

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 of Council – May 12, 2026
- Special Meeting of Council – May 26, 2026

CARRIED

5. Business Arising out of the Minutes

• Regular Meeting of Council (May 12, 2026)

Re: Conflict of Interest
A request for a legal and/or jurisdictional review regarding potential conflicts of interest was initially made in May and reintroduced. It was requested that the matter be reviewed thoroughly by the Strategic Priorities, Communications and Administration Committee (SP,C&IC). Councillor Muttart, Chair of SP,C&IC, took this under advisement.

Re: Boulder Park
Concern was raised, once again, regarding the uncertainty over the City's authority to make decisions about the property, the role of the Provincial Legislative Assembly in approving uses of the grounds, and the lack of City representation in the development of the grounds-use policy. Staff confirmed that follow-up discussions with provincial representatives would continue.

Re: Housing Report
An update with respect to a comprehensive, data-driven report clarifying whether Charlottetown is experiencing a housing crisis was requested. Deputy Mayor Jankov indicated she would take this to an upcoming Planning & Heritage Committee meeting.

Re: CUPE 501 Backpay
In response to an update request, the Human Resources Manager confirmed that CUPE 501 Permanent and Seasonal employees have received their backpay.

Re: Euston Street Irving Redevelopment Project
In response to the status regarding a report pertaining to the heritage component (if any) of this redevelopment, Deputy Mayor Jankov indicated the item was on the June 2 Planning & Heritage Committee meeting agenda; however, due to time constraints the discussion was deferred to the June 11, 2026 meeting.

6. Council Inquiries to be taken Under Consideration

No inquiries were received.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READINGS

• Councillor Beck left the meeting via teleconference.

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

Councillor Bernard indicated his Committee report was included in the weekend package. He reported that Charlottetown is hosting the Canada Celebrates FIFA World Cup 2026 fan experience on Monday, June 15 at Confederation Landing Park, Capital City Canada Day events happening all day at Victoria Park July 1 and many other events/festivals to take place this summer.

A question was raised about whether the curling facility survey limited respondents to a single submission per IP address, and if not, could this restriction affect the reliability and accuracy of the survey results. Councillor Bernard referred to the Senior Communications Office who indicated that anyone who registered on the Charlottetownhall.ca website would have the ability to fill out the survey multiple times.

Moved by Councillor Terry Bernard
Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council adopts the new City of Charlottetown Festivals and Events Policy P-ED-7, as attached, effective June 9, 2026.

Councillor Bernard noted that the proposed policy would not apply to routine facility and park rentals, small-scale gatherings requiring no municipal coordination, community-run events managed through existing City processes, or protests, demonstrations, and marches managed through police and public safety protocols.

CARRIED 9-0

7.2 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package. She noted that the June 23 Special Meeting of Council will have a single agenda item: "What We Heard" report on the draft Zoning and Development Bylaw. She further noted that the meeting will be dedicated to reviewing feedback gathered through ongoing public engagement process on the draft bylaw.

Council discussed the proposed four-units-as-of-right provision in the draft Zoning and Development Bylaw, noting it has generated significant public interest, concern and feedback as part of the ongoing consultation process. Deputy Mayor Jankov stressed that is why it is so important for the public, stakeholders, etc to attend scheduled public consultations.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request of a height and density variance for a proposed mixed use building at 600 North River Road (PID#s 444679 & 600817) to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metre (54,240 sq. ft.) lot in order to construct a 5-storey apartment building with commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement subject to a Traffic Impact Study (TIS) and to the satisfaction of the Manager of Public Works.

CARRIED 9-0

DRAFT

Deputy Mayor Jankov advised that the following resolution, which was in the Council package, was incomplete and moved a friendly amendment (shown in red below); seconded by Councillor Bernard. Carried.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request for site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for a transitional housing facility accommodating eleven (11) individuals whereas this land-use is not otherwise permitted within the existing zoning, and

This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued,

And Further that, the Province will commit to the funding and implementation of a City E-watch camera system in regard to the use.

Concerns were raised regarding the suitability of 147 Hillsborough Street as a location for transitional housing, including potential impacts on neighbouring properties and the need for a broader strategic approach in determining appropriate locations for such facilities within the city.

CARRIED 7-2
Councillor Doiron & Tweel opposed

1st Reading to Amend the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-111, A Bylaw to amend the Zoning & Development Bylaw, "By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at 147 Hillsborough Street (PID# 342907), in the Downtown Mixed-Use Neighbourhood (DMUN) Zone, to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the "Bylaw to Amend the City of Charlottetown Zoning and Development Bylaw, (PH-ZD.2-111, as it pertains to the subject property at **147 Hillsborough Street (PID# 342907)**)", as attached, be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 7-2
Councillors Doiron & Tweel opposed

7.3 <u>Finance, Audit, Tendering & Administration</u> – Councillor John McAleer, Chair
Councillor McAleer indicated his Committee met earlier today and the minutes would be included in July's Regular Meeting package.

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7.4 Human Resources – Councillor Norman Beck, Chair
Councillor McCabe, on behalf of Councillor Beck, indicated the Committee did not meet since the last Regular Meeting of Council.

7.5 Strat. Priorities, Comms & Intergovernmental Cooperation - Coun. Justin Muttart, Chair
Councillor Muttart indicated his Committee report was included in the weekend package.

- Councillor McAleer was not in the Chamber during the following reading**.**

1st Reading to Amend the City of Charlottetown Election Bylaw - Amend the City of Charlottetown Election Bylaw, #2018-08 to include updated definitions and provisions consistent with the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations (MGA), revise electoral ward map to include the annexed lands of Marshfield, authority to revise Schedules by Resolution of Council and general housekeeping revisions to improve clarity, consistency, and alignment throughout the bylaw.

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:
That the bylaw to amend the "CITY OF CHARLOTTETOWN ELECTION BYLAW, #2018-08", be read a **first** time.

CARRIED 8-0

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:
That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN ELECTION BYLAW, #2018-08" and that it be read a **second** time at the next public meeting of Council.

CARRIED 8-0

7.6 Protective & Emergency Services – Councillor Julie McCabe, Chair
Councillor McCabe indicated her Committee report was included in the weekend package. She indicated that the May 19 draft minutes referenced legislation being passed in late May; however, this would have taken place after the committee meeting; she requested that the draft minutes be revised.

It was noted that Council directed a Community Action Plan nearly three years ago, but residents still have not seen a public-facing plan with timelines, measurable outcomes, and regular reporting, despite ongoing policing and community safety efforts. It was noted that public safety concerns such as illicit drug use in the Park Street and Beach Street areas continue to be problematic. Councillor McCabe indicated that new PEI Policing Standards will require regular community safety surveys and annual public reporting on policing priorities and outcomes.

7.7 Parks, Recreation & Leisure Activities – Councillor Kevin Ramsay, Chair
Councillor Ramsay indicated his Committee report was included in the weekend package.

In response to a question regarding the next steps following the curling club survey, Councillor Ramsay advised that the matter will be discussed at the next meeting of the Parks, Recreation and Leisure Activities Committee.

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7.8 Water & Sewer Utility – Councillor Bob Doiron, Chair
Councillor Doiron indicated his Committee report was included in the weekend package.

At a previous Water & Sewer Utility Committee meeting, Mayor Brown inquired whether the City's water and electrical infrastructure had the capacity to support a potential AI data centre. Subsequent media coverage took the inquiry out of context, resulting in numerous calls and emails from the public expressing concerns that an AI data centre was being proposed for Charlottetown. It was confirmed that no application, proposal, or development plans exist, and that previous comments were limited to inquiries about the City's infrastructure capacity to support such a use. It was suggested that City Communications issue a statement from the Mayor to clarify the matter and address public concerns.

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

Moved by Councillor Mitchell Tweel
Seconded by Councillor Kevin Ramsay

RESOLVED:

That, Council receives the "Sherwood Sport and Recreation Complex Master Plan" and "What We Heard Report" and approves staff's recommendation for the Public Works Department to proceed with the schematic and detailed design tender for the design of a new community centre to replace the existing Sherwood Rec Hall,

And that Council receives the "Cody Banks Arena – Building Condition Assessment (BCA) Report" and approves staff's recommendation for the Parks and Recreation Department to use the BCA Report as a guiding document to proceed with capital upgrades for Cody Banks Arena to be brought forward during the 2027-2028 Capital Budget Process and future budget years,

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

CARRIED 9-0

Moved by Councillor Mitchell Tweel
Seconded by Councillor Kevin Ramsay

RESOLVED:

That, Council approves the sole sourcing of JSF Technologies AB-9400-20W Rectangular Rapid Flashing Beacons,

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

CARRIED 9-0

7.10 Environment & Sustainability – Councillor Trevor MacKinnon, Chair
Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that Bike Week 2026 activities were underway, Gardening in the Classroom program reached more than 250 students in Grades 4–6 and the expanded East Royalty transit route recorded 1,155 rides in May, indicating continued growth as residents become more familiar with the service.

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Moved by Councillor Trevor MacKinnon
Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council support the City entering into an agreement with the Federation of Canadian Municipalities (FCM), for Safe and Active School Routes Funding as part of the Green Municipal Fund, and

That Council acknowledges that:

- FCM funds cover up to 50% of total eligible capital expenses, up to a maximum of $125,000;
- Matching funds will be provided through municipal budgets; and
- Funds will be used to upgrade cycling infrastructure along bike bus routes, with the design process to include consultation with school communities and residents of neighbourhoods along the chosen routes,

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

CARRIED 9-0

7.11 New Business
There was no New Business.

8. Motion to Move into a Closed Session as per the MGA of PEI (7:41 PM)

119(1)(e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations;

a) Proposed Funding Agreement

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

9. Business Arising from the Closed Session (9:20 PM)
No business arose.

10. Adjournment
Moved by Councillor Muttart and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. Meeting concluded at 9:20 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
THURSDAY, JUNE 18, 2026 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Mitchell Tweel	**Councillor Kevin Ramsay**
	Councillor Julie McCabe (T/C)	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Amy McQullan, FM	**Wayne Long, EGAM**
	Tracey McLean, PRC	
Guests:	**Allan Wood, Jim Coady, and Peter Taylor (Bell Aliant Centre/CARI)**	
Regrets:	**Councillor Norman Beck**	**Councillor Bob Doiron**
	Councillor Trevor MacKinnon	

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 Deputy Mayor Alanna Jankov and seconded by Councillor Ramsay that the agenda be approved as presented. Carried.

4. **Discussion Items:**

   a) 1st Reading to Establish the Feeding Wild Birds Bylaw - The purpose of establishing this Bylaw is to regulate the feeding of wild birds in order to prevent nuisances, protect public health and safety, minimize the attraction of pests and wildlife, and maintain clean and enjoyable properties within the City of Charlottetown.

   Moved by Councillor Julie McCabe
   Seconded by Councillor Kevin Ramsay

   RESOLVED:
   That the City of Charlottetown Feeding Wild Birds Bylaw, #2026-FWB-01 be established and read a first time.

Debate occurred regarding whether the bylaw should be amended to include broader provisions related to wildlife rather than being limited solely to birds. It was also suggested that public education be promoted with regard to responsible bird feeding practices and raise awareness of the impacts of excessive feeding.

It was noted that the request for the bylaw originated from the Bylaw Enforcement Officer, who identified a need to address ongoing excessive feeding activities occurring within the city. It was further noted that expanding the bylaw to address matters beyond the feeding of wild birds would alter the scope of the proposed bylaw, which was originally developed in response to concerns regarding excessive bird feeding.

CARRIED 7-0

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 Feeding Wild Birds Bylaw, #2026-FWB-01 and that it be read a second time at the next public meeting of Council.

CARRIED 7-0

b) 2nd Reading to Amend the Election Bylaw - Amend the City of Charlottetown Election Bylaw, #2018-08 to include updated definitions and provisions consistent with the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations (MGA), revise electoral ward map to include the annexed lands of Marshfield, authority to revise Schedules by Resolution of Council and general housekeeping revisions to improve clarity, consistency, and alignment throughout the bylaw.

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That the City of Charlottetown Election Bylaw, #2018-08 which was read the first on June 9, 2026 be read a second time and that the said Bylaw now be approved and adopted**.**

CARRIED 7-0

c) 2nd Reading to Amend the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-111, A Bylaw to amend the Zoning & Development Bylaw, "By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at **147 Hillsborough Street (PID# 342907)**, in the Downtown Mixed-Use Neighbourhood (DMUN) Zone, to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw (PH-ZD.2-111) be read a second time and approved.

CARRIED 7-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the said Bylaw (PH-ZD.2-111) be adopted.

CARRIED 7-0

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d) One (1) Finance, Audit, Tendering & Administration Resolution

Moved by Councillor John McAleer
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve the Bell Aliant Centre obtaining a loan through the Cities of Prince Edward Island Refinancing and Recovery Authority (CORRA), in the amount of $10,470,000, subject to final loan terms acceptable to the City, and

That Council approve of the City of Charlottetown, in partnership with the University of Prince Edward Island, providing additional capital funding to the Bell Aliant Center, in an amount equal to the annual debt payments of $969,210.84, over the 15-year term of the CORRA loan,

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

Mayor Brown welcomed Allan Wood, GM Bell Aliant Centre, and asked him to speak to the item. Mr. Wood provided Council an overview of the capital funding request highlighting that the refrigeration and dehumidification replacement project involves replacing the aging ammonia refrigeration systems in both arenas with CO_2 systems and upgrading air handling/dehumidification equipment that has reached end-of-life. Mr. Wood described this as a critical project necessary to keep the arenas operational; the project is scheduled to commence next spring.

The Finance Manager (FM) explained that allowing the Bell Aliant Centre to borrow the funds would significantly reduce the City's immediate cash flow requirements. Some Councillors were concerned that the City would be effectively guaranteeing the loan and if the Bell Aliant Centre defaults, the City remains responsible; therefore, the City is still exposed to the debt even if it technically sits on the Bell Aliant Centre's books.

The FM further explained that if the City funded the project directly, it would need to dedicate much larger amounts of capital funding over the next several years. By contrast, under the proposed arrangement, the Bell Aliant Centre would obtain the loan and the City would contribute its normal share of the annual debt payments.

CARRIED 7-0

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 6:25 PM.

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Public Meeting of Council
Thursday, June 18, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Terry Bernard Councillor Kevin Ramsay Councillor Justin Muttart	Councillor Julie McCabe* Councillor Mitchell Tweel Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Michael Ruus, DIG	Tracey McLean, PRC**
Applicants/ Representatives:	Kevin Reynolds [Item 4(a)] Cain Arsenault [Item 4(b)]	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board*	
Regrets:	Councillor Norman Beck Councillor Trevor MacKinnon	Councillor Bob Doiron Jason Doucette, IO/AA

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, June 19, 2026 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:07 PM.

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

3. **Approval of Agenda**
   Moved and seconded that the agenda for the June 18 Public Meeting on, 2026 be approved.

CARRIED

4. Discussion Items:

a) Rezoning – 307 Patterson Drive (PID 676585)

David Gundrum, Development Planning Manager

Request: Rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Property Information: Rezoning from R-2 Zone to C-1 Zone
Staff Presenter: David Gundrum, DPM
Applicant: 102461 PEI Inc.
Reference: Public Meeting Package

Summary: The DPM indicated that the subject property is an interior residential lot developed with portion of an existing 1-storey commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585).

The property is bounded to the east by property also in the (R-2) Zone and to the north by property in the (R-3) Zone containing sixteen (16) (3 to 35 Westridge Crescent). Bounding to the north are City-owned lands containing a City community park in the Open Space (OS).

The requested rezoning is intended to harmonize zoning across both parcels containing an existing commercial building (convenience store) within the (C-1) zone so permissions are consistent across the site linking with an established historical pattern of use for the two (2) properties. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Comments: A question was raised as to why the zoning was not changed earlier because previous owners continued operating the existing convenience store and apparently had no need to alter the zoning. The DPM indicated the issue has arisen now because a prospective new owner wants the site's zoning harmonized to commercial use across both parcels, and the pending sale is partly dependent on that rezoning approval.

b) Rezoning – Unaddressed Properties Towers Road (PID#s 390534 & 1179670)

David Gundrum, Development Planning Manager

Request: Rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Property Information: CDA to C-3; CDA to MUC
Staff Presenter: David Gundrum, DPM
Applicant: Pan American Properties Inc. and Killam Properties.
Reference: Public Meeting Package

Summary: The DPM indicated that Subject property identified as PID# 390534 is a vacant interior lot of 2.79 hectares (6.90 acres) in area with 164 metres (538 feet) of frontage to the south along Towers Road. This parcel abuts the Confederation Trail to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. Property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development.

The second subject property identified as PID# 1179670 is a vacant corner lot 0.32 hectares (0.8 acres) in area with 45 metres (147 feet) of frontage to the south along Towers Road and 70 metres (230 feet) of frontage to the east along Mount Edward Road. The property abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented development in the form of a commercial plaza. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Cain Arsenault, APM (Killam Properties), then presented a PowerPoint presentation with respect to the Sherwood Crossing development.

Comments: Discussion focused mainly on zoning history, traffic/access concerns, future development plans, and flexibility under the proposed zoning. Mr. Arsenault indicated the land was originally rezoned from residential to Comprehensive Development Area (CDA) as part of the Sherwood Crossing development and that the corner lot at Mount Edward Road and Towers Road was intended for a small community-oriented commercial plaza. Later, the corner lot to R3 was successfully rezoned to accommodate a proposed three-storey apartment building. He further noted that with the apartment project no longer proceeding, the applicant is seeking to rezone the property to Mixed Use (MUC), which would allow commercial development and potentially residential uses above commercial space in the future.

The DPM added that the current CDA zoning is restrictive because any changes require amendments and Council approval. The applicant's desire is to move away from CDA zoning because it provides greater flexibility and avoids repeated public processes for minor changes.

5. New Business

There was no new business.

6. Adjournment of Public Session

Moved by Councillor Ramsay and seconded by Councillor Muttart that the Public Meeting adjourned. The meeting concluded at 7:40 PM.

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
TUESDAY, JUNE 23, 2026 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Kevin Ramsay	**Councillor Bob Doiron (T/C)**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Michael Ruus, ACAO/DIG**	**Donna Miller-Ayton, PPHM**
	David Gundrum, PDM (T/C)	**Laurel Palmer, PDO III**
	Brad Vince, PDO	**Jessica Bradley, SCO**
	Rory Chaisson, SITO	**Chris Oliver, ITSS**
	Tracey McLean, PRC	
Guest:	**Jacob Ritchie, Consultant, Fathom Studio**	
Regrets:	**Brad MacConnell, CAO**	**Councillor Terry Bernard**
	Councillor Julie McCabe	

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.

- The Mayor noted that the City of Charlottetown Service Awards were presented earlier today he congratulated the staff as well as recent retirees: Vaughn Doyle, Paul Johnston, Trent MacDonald, Linda Gallant, John Harper, Jennifer McCarron, Gregory Misener, Blaine Parkman, Brooke Gregory, Kevin MacArthur and Wendy MacRae.

1. **Call to Order**
   Mayor Brown called the meeting to order at 5:09 PM.

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

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

4. Discussion Item

a) Zoning and Development Bylaw Update Presentation – What We Heard Report Phase II
Deputy Mayor Jankov, Chair of Planning & Heritage, introduced the item and asked Jacob Ritchie, Fathom Studio Consultant, to begin the presentation.

The Consultant indicated that the presentation provides a high-level overview of the Zoning and Development Bylaw update, how it implements the City's planning direction, what has changed from the current regulation, and how community input shaped the revised draft. The Official Plan has already been updated and adopted by the City and now the Zoning and Development Bylaw is undergoing review to reflect changes to the Official Plan. Primary project purpose is to implement the new Official Plan direction, modernize the current bylaw, provide clearer rules for applicants, staff, Council, and the public, support more predictable development review and provide for many possible futures for housing in Charlottetown.

The Consultant spoke to the following key changes from the current Zoning and Development Bylaw to the draft bylaw:

- Simplified Zoning Structure – 37 zones to 18 proposed zones.
- Revised Building Permits & Development Pathways (Approval Process) – 1) As-of-Right 2) Site Plan and 3) Development Agreement.
- Reducing/Eliminating Parking Minimums – Reduce barriers to development in areas with transit, walking and cycling options.
- Development Streamlining - Built-form standards manage compatibility through clear rules instead of subjective review.
- Accessory Dwelling Units (ADUs) - Housing and ADU permissions reduce the need for repeated rezonings for small-scale housing additions in existing neighbourhoods.
- Administrative Variances – Would allow technical issues to be resolved without unnecessary Council decisions.
- Environmental and Flood Risk Framework - Environmental constraints mapping identifies risk earlier and supports better site-specific review.

The Consultant noted that during public engagement, the main themes of discussion related to housing density (Four Units As-of-Right), ADUs, conservation zones, parking/transportation, environmental protections, and zoning map corrections. Primary changes made to the draft include the removal of the Eastern Gateway Zone, Conservation Zone removed and replaced with an Environmental Constraints Overlay, ADU permissions refined, flood risk data updated, refinement of policies and corrections to mapping.

In closing, the Consultant indicated that the draft is moving from technical refinement toward formal consideration. The draft has been through a second round of review from City departments and is currently being reviewed by the City's legal team. He anticipates the draft bylaw would be presented to Planning Board in July/August, onto a Public Meeting of Council in September and brought to Council for first reading in early October 2026. The floor was opened to Council for questions, comments, and discussion.

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Significant discussion primarily related to Accessory Dwelling Units/Four Units As-a-Right. Council focused on the potential impact on established neighbourhoods and that the policy could change neighbourhood character, increase density in areas that were originally developed as single-family neighbourhoods, and permit four-unit developments on a number of larger residential lots. There were also concerns about the long-term implications of allowing this density "as-of-right," regardless of whether current conditions such as owner occupancy, parking, lot size, and setback requirements are met. Questions were raised about whether the proposal is truly "appropriate" for all affected neighbourhoods and whether residents fully understand the scale of the change being proposed. The Consultant and Planning staff emphasized that the intent is to increase housing supply while managing impacts through requirements such as minimum lot sizes, parking standards, setback rules, bedroom limits, and owner-occupancy provisions.

Noted below were other topics discussed in relation to the draft Zoning and Development Bylaw:

- The Reconsideration Process is not in the new draft bylaw; appeals would proceed directly through IRAC.

- Questions were raised about the transparency of the stakeholder meeting process and the extent to which stakeholder input may have influenced the draft bylaw. The Consultant indicated that feedback from stakeholder meetings was documented and included in the public consultation record presented to Council. Planning staff to circulate the list of stakeholders to Council.

- When asked to explain the new residential zones, the Consultant stated that RN (Residential Neighbourhood) is intended to function much like a traditional R1 neighbourhood, focused on single-detached, semi-detached and duplex housing, with limited additional density through accessory dwelling units. RM (Residential Medium Density) is intended for a broader range of housing forms, including townhouses and small apartment buildings, and is generally focused on larger lots and areas already accommodating higher residential densities.

- With increased density around UPEI and other institutional areas, it was stressed that the Experimental Farmlands remain protected from future development. The Mayor noted that the property is federally owned Crown land and subject to a federal duty-to-consult process.

Mayor Brown expressed appreciation to the Consultant and Planning staff for their presentation and efforts on the file. The Deputy Mayor then reiterated the formal process that would be followed leading up to the adoption of the new Zoning and Development Bylaw in October.

5. Adjournment

Moved by Councillor Muttart and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 8:01 PM.

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PLANNING AND HERITAGE
REPORT TO COUNCIL

July 14, 2026

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

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

The Affordable Housing Advisory Committee met on Tuesday, June 9, 2026; copies of the minutes are included in your package.

The Heritage Board met on Monday, June 22, 2026; copies of the minutes and report are included in your package.

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

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

Resolutions: Nine (9)

Planning Board:

1. **180 Kent Street (PID# 342626)**

This is a request for a Major Variance to allow for the installation of a vinyl-wrap mural on an existing structure (traffic control cabinet)

2. **247 Prince Street (PID# 346247)**

This is a request for a Major Variance to allow for the installation of a vinyl-wrap mural on an existing structure (traffic control cabinet)

3. **27 Summer Street (PID# 547810)**

This is a request for a Major Variance to allow for an appointment-based home occupation (small electronics repair business)

4. **65 Carraigbrook Lane (PID# 1192483)**

This is a request for a Major Variance to allow for an increased maximum height of 17.25 metres (56.60 feet) for a proposed 4-storey apartment building

5. **307 Patterson Drive (PID# 676585)**

This is a request to rezone the subject property from the existing Low Density Residential (R-2) Zone and place it in the Business Office Commercial (C-1) Zone

6. **Towers Road – Unaddressed Property (PID#s 390534, 1179670)**

This is a request to rezone the subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC)

7. **Mount Edward Road – Unaddressed Property (PID# 440545)**

This is 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 un der the Official Plan to the Nodes designation

8. **St. Peters Road – Unaddressed Property (PID# 140087)**

This is a request to amend the City of Charlottetown Official Plan and a request to amend the Zoning & Development Bylaw to place the subject property within the Village Centre Commercial land-use designation of the Official Plan and the East Royalty Mixed Use Village Centre (ER-MUVC) Zone of the Zoning & Development Bylaw

9. **7 Pond Street (PID# 367631)**

This is a request to construct a 30 metre (98.42 feet) tall slim monopole antenna tower with ancillary radio equipment (telecommunications tower) on subject property identified as 7 Pond Street (PID# 367631)

Reading Papers:

First Readings: Four (4)
Second Readings: None (0)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

Tuesday, June 9, 2026

Planning and Heritage: Affordable Housing Committee

Present: Ryan Cooke -Chair, Anne Macrae-Townsend- Vice-Chair and JW Bill Campbell

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

Regrets: Donna Miller-Ayton, Mgr Policy and Heritage

Call to Order

Ryan called the meeting to order at 12:05 pm

Declaration of Conflicts

None

Approval of Agenda

Moved by Bill and seconded by Anne that the agenda for Tuesday, June 9, 2026 be approved. CARRIED

Adoption of Minutes

Moved by Anne and seconded by Bill that the minutes of the last meeting as circulated, be approved. CARRIED

Business arising from Minutes

None

Discussion

Update on initiatives by Digen

The city's loss of some federal funding will not affect the following initiatives

- Redevelopment for higher density mult-unit apartments
- Clarify design requirements to promote multi missing middle dwelling units
- Implement density bonusing and clarify design standards for affordable units
- Remove exclusionary zoning/promote higher density and permit up to 4 units as of right as appropriate in order to fulfil need for a variety of housing

Further discussion on money, there is a risk of losing more.

Discussion around what can be done to pass zoning and development bylaw, which can be amended if necessary. Initiatives that have been completed include provincial approval for the new Official Plan and Zoning bylaw, the accessory dwelling unit program will wrap up in early July and move to development and it is expected the implementation of e-permitting will be ready for testing at the end of June.

All the initiatives are linked to zoning by-law approval which has to go to committee, the public, then council. A What We Heard report will go on the city website and on Charlottetown YouTube channel. Feedback is still being accepted. The survey is open on Charlottetown City Hall site.

Staff recommended the committee read the draft and feedback form.

12:45 - Deputy Mayor Alanna Jankoff left the meeting.

New Business

Beach Street - still working with Habitat for Humanity . Will need to go to committee and council to consider a sale and the properties being declared surplus

Montgomery Heights - an agreement with the developers includes a commitment to green space.
In order for part of the development to be used for affordable housing, if the city agreed, would have to go through the process of committee and council

Ryan suggests discussing what city can do with surplus property

Former curling club/outreach centre property. There are no known plans but committee agreed it may be a good choice for Co-op housing or affordable housing

Adjournment of Meeting

Moved by Anne and seconded by Bill that the meeting be adjourned.
The meeting was adjourned at 1pm. CARRIED

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, JUNE 22, 2026, at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM**
	Councillor Norman Beck	**Lucas MacArthur, RM**
		Sharon Larter, RM
		Tara Maloney, RM
		Ken McInnis, RM
Also:	**Mike Ruus, Dir. Int. Growth**	
	Donna Miller-Ayton, Mgr, P&H	
	Natalie Munn, HO	
Applicants:		
Regrets:	**Brad MacConnell, CAO**	**Simon Moore, RM**
	Mayor Phillip Brown	**Aaron Stavert, RM**
	Councillor Julie McCabe	

1. **Call to Order**

Deputy Mayor Jankov called the meeting to order at 4:30 PM.

2. **Declaration of Conflicts**

Chair Jankov asked if there were any conflicts; there being none, moved to the approval of the agenda.

3. **Approval of Agenda**

Moved by Sharon Larter and seconded by Tara Maloney that the agenda for Monday, June 22, 2026, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Lucas MacArthur and seconded by Ken McInnis that the minutes of Monday, May 25, 2026, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business arising from the minutes.

6. **Reports:**

Request: Exterior Renovations to Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336)
Property Identification: Low Density Residential (R-2) and Open Space (OS)
Presenters: Natalie Munn, HO
Reference: Heritage Board Package

Summary:

- Purpose is to review the proposed replacement of a barrier free access ramp to the main entrance, the addition of wood steps at the north (or St Peters Rd side) and replacement of wood steps and the addition of a guardrail on the south side of the designated heritage resource at 2 Robertson Road (PID 1068535 and 192336) and to seek Heritage Board's approval for these alterations to the building.
- The additions will improve the building's accessibility and maintain the heritage character of the property.
- Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336) is a Designated Heritage Resource located in Ward 10, East Royalty. The PIDs are zoned R2 and OS respectively.In 2023, approval was granted to rotate and relocate the building to face Robertson Road and in 2025, approval was granted to add a door on the north (St. Peter's Road) side to meet building code, as well as replace wood siding, trim, doors, and windows.
- The ramp, constructed of pressure treated wood, will provide direct access to the parking area and easier access to the building. It will be smaller and more direct than the previous ramp, as the previous ramp was longer and required a turn midway.
- Neither set of steps affects the character-defining elements.
- Heartz Hall was built by Frank Richard Heartz who served as Lieutenant Governor of PEI from 1924 to 1930 and the building was constructed on land that was once part of the Heartz family farm.
- In 1927, the hall was placed in trust for the district of East Royalty and ownership later passed to the City of Charlottetown following amalgamation in 1995. Heartz Hall remains a landmark with ongoing community uses.
- The building's style is Carpenter's Gothic. Common features of the style include buildings with white wooden construction, dark trim, vertical proportions, steep roof lines, and pointed or arched windows.
- A concrete ramp had originally been considered however it was determined that a concrete pad could damage the building where it meets the entrance.
- To preserve the integrity of the building, a pressure-treated wood ramp is proposed instead.
- The new steps on the north side provide access to the previously approved entrance.
- The replacement of the steps on the southeast side of the property and the addition of a wood landing and a railing will allow for a historic look while complying with modern safety and accessibility standards.
- All work avoids impact on character-defining elements.
- The proposed work will improve the longevity and accessibility of the building in the long term and will conserve the building's form, character-defining elements, and heritage integrity.

Discussion:

- Concern was raised about the cost of the building renovations.
- Question posed: Are the proposed changes part of the original approved costs, or are they additional expenses?
    - Response from staff:
    - The proposed work is in addition and was not included in the original permit.

- The exact cost is currently unknown, however cost details can be obtained from the Public Works department and shared with the board.

MOTION:

Moved by Emile Gallant and seconded by Tara Maloney that the Heritage Board approves the proposed replacements and additions of the barrier free access ramp and wood steps to the designated heritage resource located at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336).

CARRIED
(6-0)

7. New Business

It was asked if staff could check into the appearance of the recently installed handrail at the Kirk of St. James church as it is stainless steel and provide an update.

8. Adjournment

Moved by Ken McInnis and seconded by Tara Maloney that the meeting be adjourned.

CARRIED
(6-0)

The meeting was adjourned at 4:45 PM

_____
Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-06-04

Date:
June 22, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Applicant: Public Works Department**,** City of Charlottetown

Attachments:

- Appendix A Previous Ramp and Steps – Photos
- Appendix B Proposed Exterior Renovations

Report Title:
Exterior Alterations to a Designated Heritage Property at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336) formerly 400 St Peters Road (PID# 192336)

Report Purpose:
To review the proposed replacement of a barrier free access ramp to the main entrance, the addition of wood steps at the north (or St Peters Rd side) and replacement of wood steps and the addition of a guardrail on the south side of the designated heritage resource at 2 Robertson Road (PID 1068535 and 192336) and to seek Heritage Board's approval for these alterations to the building. The additions will improve the building's accessibility and maintain the heritage character of the property.

Staff Recommendation:
That the Heritage Board approves the proposed replacements and additions of the barrier free access ramp and wood steps to the designated heritage resource located at Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336).

Report Details:

Background

Heartz Hall, 2 Robertson Road (PID# 1068535 and 192336) is a Designated Heritage Resource located in Ward 10, East Royalty. The PIDs are zoned R2 and OS respectively. Following a 2023 Heritage Board approval to rotate and relocate the building to face Robertson Road, and a 2025 Heritage Board approval to add a door on the north (St Peters Road) side of the building to meet the National Building Code, replace the wood siding and trim, and replace the doors and windows, the applicant is now proposing to replace a pressure treated wood barrier free entrance ramp that had been on the side of the building when it was oriented toward the St Peters Road, as well as add steps to the entrances on the sides of the building.

Report Details Cont'd:

Application

The application includes:

- Replacement of a barrier free ramp to access the main entrance of the building. The ramp and guardrails will be constructed of pressure treated wood and the handrail will be painted steel pipe. This ramp will provide direct access to the parking area and easier access to the building. It will also be smaller in size than its predecessor and will not impede the character-defining elements of Heartz Hall.
- Replacement of steps and addition of a landing and guard rail on the south side of the building. All components will be constructed of pressure-treated wood.
- Addition of wood steps and landing to access the north (St Peters Road) side of the building. All will be constructed of pressure-treated wood.

PROPERTY HISTORY

Description of Historic Place

Heartz Hall is a Carpenter's Gothic inspired, wood framed former community hall. Lieutenant Governor Frank Heartz (1871-1955), a prominent businessman and farmer, built the community hall in the 1920s and gave it to the community of East Royalty. The designation includes the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of Heartz Hall lies in its association with Lieutenant Governor Frank Richard Heartz, its importance to the former community of East Royalty which is now part of the City of Charlottetown since amalgamation in 1995, and its Carpenter Gothic architectural style.

Hon. Frank Richard Heartz built the Heartz Hall in the 1920s for the district of East Royalty. It was built on land that was once part of the large Heartz Family Farm. The Heartz family was a Loyalist family who came to Prince Edward Island from the United States. A descendant of the family, Frank Richard Heartz was a successful banker, business director and rancher. Active politically, he ran unsuccessfully for the district of 1st Kings in 1909. Heartz was appointed Lieutenant Governor on 8 September 1924 and served until 29 November 1930.

Heartz's father, Benjamin was a successful businessman but also an avid farmer, who imported livestock. Among his imported livestock were Percheron horses and what was said to be the first herd of Holstein cattle on the Island. The beautiful farm eventually passed into the hands of Frank

Richard Heartz. Unfortunately, the farm was hit hard when one of the barns was destroyed by fire in 1908. Damage was estimated at twenty thousand dollars ($20, 000). Whether this financial loss prompted Heartz to offer the farm for sale in 1909 is unclear. The 12 January 1909 edition of the local newspaper, the Daily Examiner, described the farm as being 72 acres with a stable and a home. An auction sale of Heartz's Clydesdale horses was advertised in the same newspaper.

The property did not sell in 1909, and it was re-offered for sale a second time in 1915. The Parkman family purchased the land, but Heartz carved out a small piece of the property that ran along the St. Peters Road where he constructed a community hall. On the 16 February 1927, Heartz created a trust and gave the building to the District of East Royalty. Later in 1977, the Village Commissioners of East Royalty became the legal trustees of the building via a private act of the Legislative Assembly. Once the City of Charlottetown amalgamated with surrounding areas, including East Royalty, the title of the property automatically became the property of the City of Charlottetown. A beautiful gift to the community, the Heartz Hall is a monument to the generosity of Frank Richard Heartz.

The Heartz Hall was influenced by the Carpenter Gothic style. The style is a Canadian adaptation of the Gothic style in which the buildings are constructed of wood. Very popular in the Maritime Provinces, it was used a great deal for churches. The buildings are generally white with black or blue trim and contain Gothic elements such as the emphasis on vertical proportions, steeply pitched roofs and pointed arched windows. The Heartz Hall is a well-preserved example of this style in the city.

Character-Defining Elements

The following character-defining elements illustrate the Carpenter Gothic inspired heritage value of Heartz Hall:

- The wooden construction of the building, with its various types of siding including a pediment of board and batten at the top of the tower
- The style and placement of the windows, including the paired windows with round arches above, as well as the centrally placed window with a pointed arch transom light
- The placement of the door at the south side of the centrally placed porch. The door is a replacement, and the sidelight has been filled in with a panel, but the scale has been maintained.
- The steep gable roofs
- The tower on the front of the building, with its steeply pitched roof and board and batten siding near the roof
- The addition on the back of the building
- The plain black and white sign on the front of the building that reads "Heartz Hall East Royalty"

Other character-defining elements of Heartz Hall include:

- The location of the building on the St. Peters Road

POLICY FRAMEWORK

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, this application is considered a Non-Substantive Application, ss. a. iii. Decks and other projections.

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

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;
e. The size and alignment of existing doors and windows;
f. The material and style of existing windows and doors, including details such as the casements, sashes, mullions, muntins, trims, and glazing;
g. The pitch, direction and arrangement of the roof and any associated chimney;
h. The significance of the accessory Building to the historic nature of the property and the original design elements of the accessory structure; and
i. Any other historical elements or architectural design considerations as deemed relevant by the Heritage Officer.

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 10

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

Standard 11

Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.

Standard 12

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

ANALYSIS:

The reinstatement of a ramp to the property will make the building accessible for all individuals in the community while preserving the character defining elements of the historic resource. While it was originally proposed to have a concrete pad at the main entrance with a concrete path and grading up to the main building, the applicants determined that the concrete pad would damage the building's structure where it met the entrance to the building, and that due to the steep grade, the concrete ramp would require handrails and guardrails. In order to preserve the integrity of the building, a replacement pressure-treated wood ramp leading to the main entrance from the parking lot is proposed. The replacement ramp will be much shorter and provide a more direct route, which is an improvement over the former, much larger and longer, ramp that ran along the side of the building and required an individual using it to turn mid-way. The shorter, direct path to the main entrance will remove the barrier to the entrance for individuals of all abilities while using more historically sympathetic materials.

The replacement of the steps on the southeast side of the property and the addition of a wood landing and a railing will allow for a historic look while complying with modern safety and accessibility standards.

To facilitate access to the new entrance on the north side, approved by Heritage Board in October 2025, a set of wood steps is proposed. Since the elevation difference is less than 600mm, no provisions for hand or guardrails at this entrance have been made. Neither sets of steps affect the character defining elements and will be built with historically appropriate materials.

Conclusion:
The proposed work to Heartz Hall, 2 Roberston Road (PID# 1068535 and 192336), will improve the longevity and accessibility of the building in the long term while conserving its form, character-defining elements and heritage integrity.

Council or Committee History:
Heritage Board approved the relocation and reorientation of the building in 2023.
Heritage Board approved the exterior renovations, wood siding and trim, door and window replacement, addition of a flat panel door on the north side in September 2025.

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

Attachments:

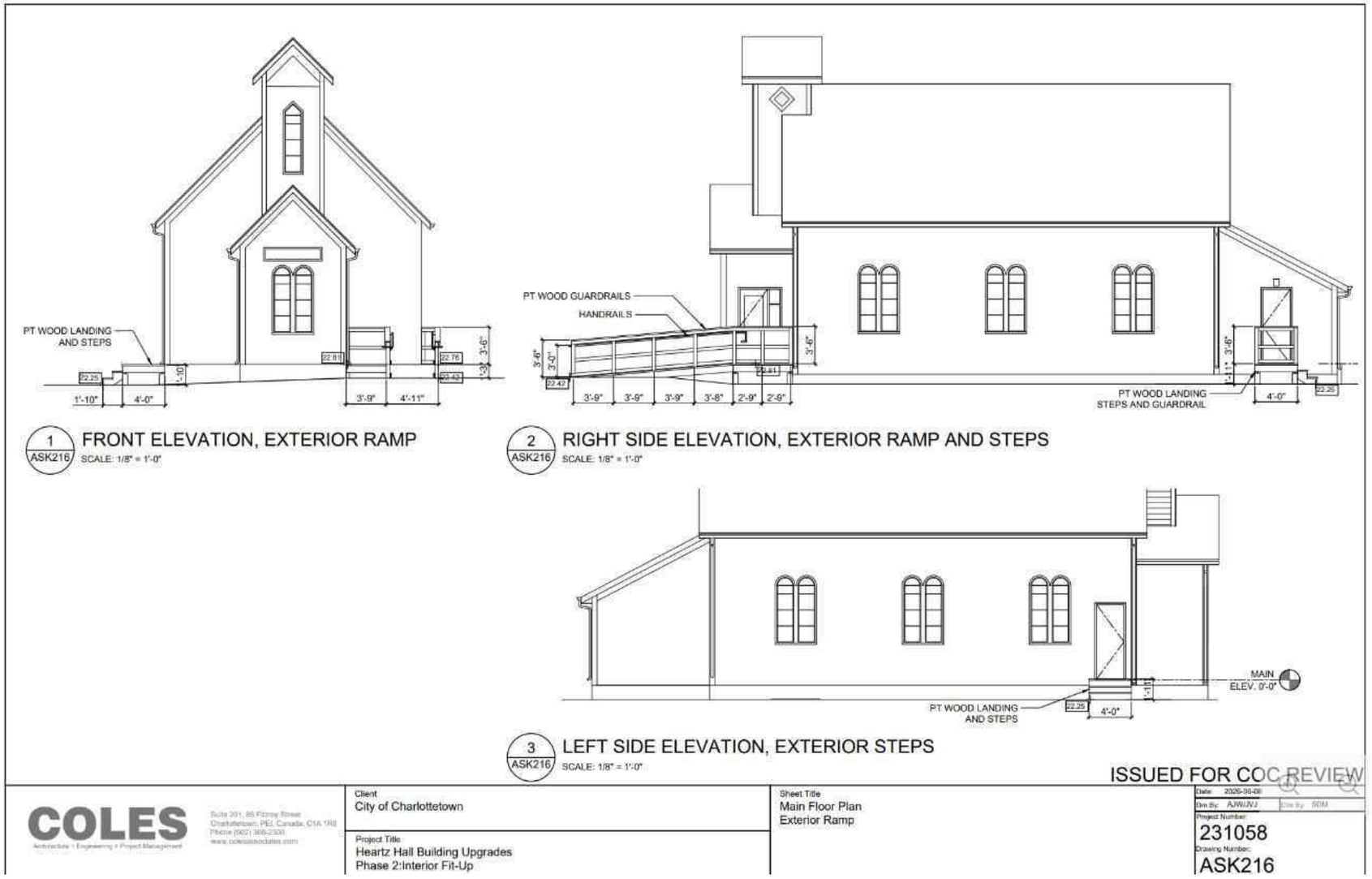
Attachment “A” – Previous Ramp and Steps

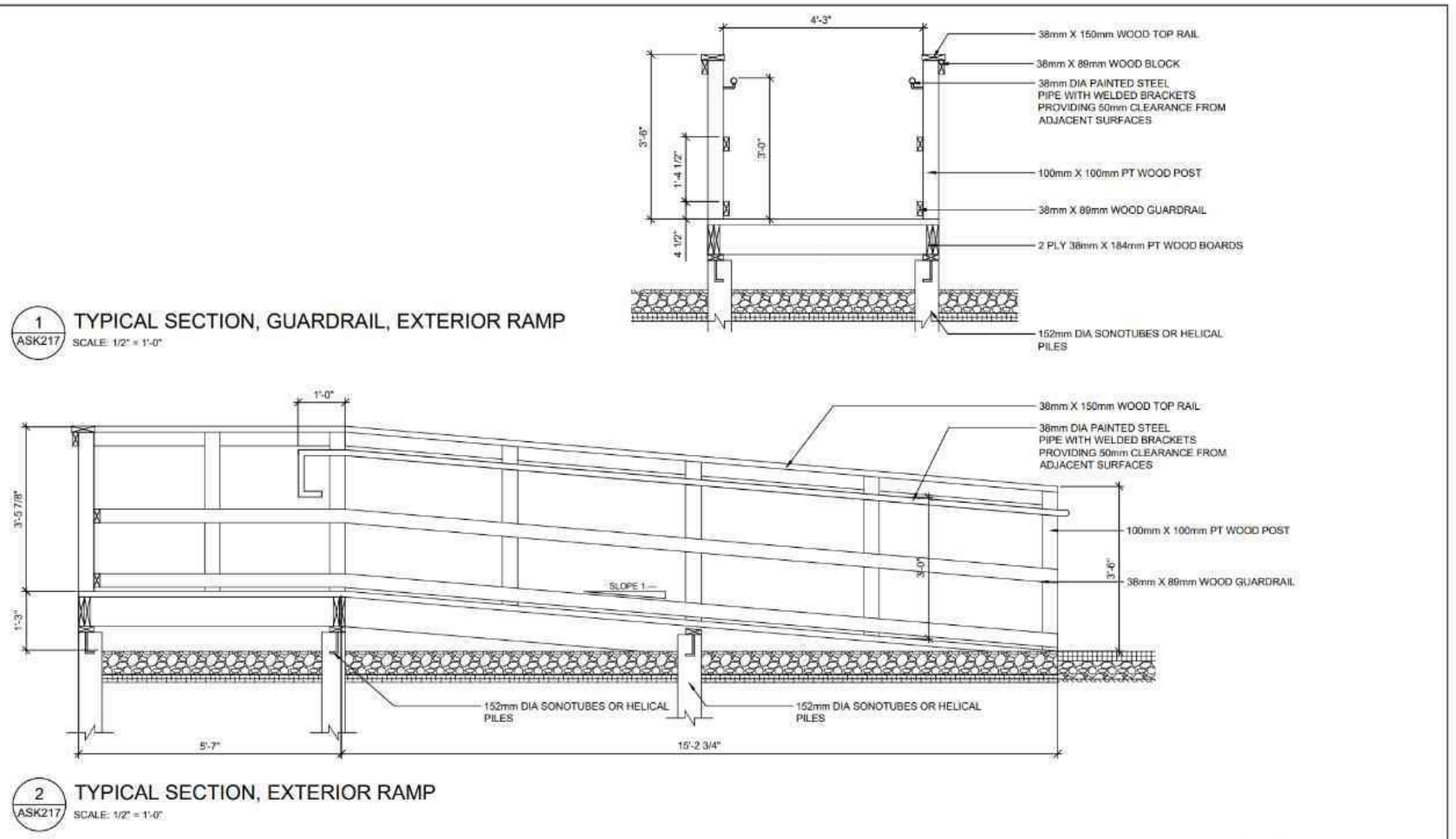



HEARTZ HALL
EAST ROYALTY


HEARTZ HALL
EAST ROYALTY

Attachment “B’ – Proposed Exterior Renovations




4'-3"
38mm X 150mm WOOD TOP RAIL
38mm X 89mm WOOD BLOCK
38mm DIA PAINTED STEEL PIPE WITH WELDED BRACKETS PROVIDING 50mm CLEARANCE FROM ADJACENT SURFACES
100mm X 100mm PT WOOD POST
38mm X 89mm WOOD GUARDRAIL
2 PLY 38mm X 184mm PT WOOD BOARDS
152mm DIA SONOTUBES OR HELICAL PILES
3'-6"
3'-0"
1'-4 1/2"
4 1/2"
1 ASK217
TYPICAL SECTION, GUARDRAIL, EXTERIOR RAMP
SCALE: 1/2" = 1'-0"
1'-0"
38mm X 150mm WOOD TOP RAIL
38mm DIA PAINTED STEEL PIPE WITH WELDED BRACKETS PROVIDING 50mm CLEARANCE FROM ADJACENT SURFACES
100mm X 100mm PT WOOD POST
38mm X 89mm WOOD GUARDRAIL
3'-5 7/8"
1'-3"
SLOPE 1:—
3'-0"
3'-6"
152mm DIA SONOTUBES OR HELICAL PILES
152mm DIA SONOTUBES OR HELICAL PILES
5'-7"
15'-2 3/4"
2 ASK217
TYPICAL SECTION, EXTERIOR RAMP
SCALE: 1/2" = 1'-0"
ISSUED FOR COC REVIEW
COLES
Architecture + Engineering + Project Management
Suite 201, 85 Fitzroy Street
Charlottetown, PEI, Canada, C1A 1R6
Phone (902) 368-2300
www.colesassociates.com
Client
City of Charlottetown
Project Title
Heartz Hall Building Upgrades
Phase 2:Interior Fit-Up
Sheet Title
Detail Section
Exterior Ramp
Date: 2026-06-08
Drn By: AJW/JVJ
Chk By: SDM
Project Number:
231058
Drawing Number:
ASK217

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, JULY 7, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

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

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

3. **Approval of Agenda**
   Moved by Paul Connolly and seconded by Dave Essery that the agenda for Tuesday, July 7, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Bobby Kenny and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, June 7, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

   a) Variances:

   1. 180 Kent Street (PID# 342626)
   Stephanie MacDonald, Planner 1

Property Information: Downtown Mixed Use Neighborhood (DMUN) Zone
Staff Presenter: Stephanie MacDonald, PI
Applicant: Brad MacConnell, c/o City of Charlottetown
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for the installation of a vinyl-wrap mural on an existing structure (traffic control cabinet) located within the public right-of-way abutting the subject parcel within the 500 Lot Area. As per Section 47.3.1(p) of the Zoning & Development Bylaw, murals or any signs painted on a building or structure within the 500 Lot Area require Council consideration through the Major Variance process.

Summary:

Staff stated that the proposal requests approval to allow a vinyl wrap artwork within the 500 Lot Area. The artwork is intended to be installed on an existing traffic control box.

It was stated the subject property is located within the downtown 500 Lot Area. Staff noted that the artwork would be placed on a traffic control cabinet and provided site context and visuals of the proposed location and artwork.

Stephanie stated that in accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on June 17, 2026, to eighteen surrounding property owners within 100 metres (328.1 feet) of the subject property requesting written comments on the proposed variance. No objections were received.

Planning staff identified several positive aspects of the proposal. The installation is not expected to impact surrounding properties or traffic visibility, and the artwork is considered to contribute to the vibrancy of the downtown area.

The primary shortcoming identified was that the proposal does not comply with the current Zoning and Development Bylaw and therefore requires a Major Variance approval. No neutral considerations were identified.

Discussion:

It was noted there was a clerical error in the report regarding an image and that it would be corrected before being sent to Council in the next package.

MOTION:

Moved by Paul Connolly and seconded by Councillor McCabe that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 180 Kent Street (PID# 342626) to allow for the installation of a vinyl wrap artwork to be affixed to a traffic control cabinet within the 500 Lot Area.

CARRIED
(6-0)

2. 247 Prince Street (PID# 346247)

Stephanie MacDonald, Planner 1

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Stephanie MacDonald, Planner 1
Applicant: Brad MacConnell, c/o City of Charlottetown
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for the installation of a vinyl-wrap mural on an existing structure (traffic control cabinet) located within the public right-of-way abutting the subject parcel within the 500 Lot Area. As per Section 47.3.1(p) of the Zoning & Development Bylaw, murals or any signs painted on a building or structure within the 500 Lot Area require Council consideration through the Major Variance process.

Summary:

The subject location is situated within the downtown 500 Lot Area. Planning staff provided site context and images showing both the proposed location and the artwork that would be displayed on the traffic control cabinet.

In accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting was circulated on June 17, 2026, to thirty-one (31) surrounding property owners located within 100 metres (328.1 feet) of the subject property requesting written comments on the variance application. No objections were received.

Planning staff noted several positive aspects of the proposal, including that the artwork would have no impact on surrounding properties or traffic visibility and would contribute to the vibrancy of the downtown area.

The principal shortcoming identified was that the proposal does not comply with the current Zoning and Development Bylaw and therefore requires approval of a Major Variance. No neutral considerations were identified.

The recommendation presented to the Planning Board was that Council approve the proposed Major Variance for 247 Prince Street (PID# 346247) to allow the installation of a vinyl wrap artwork affixed to a traffic control cabinet within the 500 Lot Area.

Discussion:

It was asked for clarification whether the wraps are temporary or permanent and was confirmed that it would be provided when it comes to Council for a vote.

MOTION:

Moved by Councillor Beck and seconded by Dave Esesery that Planning Board recommend that Council approve the proposed Major Variance for the subject property addressed as 247 Prince Street (PID# 346247) to allow for the installation of a vinyl wrap artwork to be affixed to a traffic control cabinet within the 500 Lot Area.

CARRIED
(6-0)

3. 27 Summer Street (PID# 547810)

David Gundrum, Manager of Development Planning

Property Information: Mixed-Use Corridor (MUC) Zone
Staff Presenter: David Gundrum,
Applicant: Baljeet Sharma
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for an appointment-based home occupation (small electronics repair business) proposed to be located within an existing single-detached dwelling within the Mixed-Use Corridor (MUC) Zone for property addressed as 27 Summer Street (PID# 547810). As per Section 5.9.3(g) of the Zoning & Development Bylaw, home occupation uses operating on an appointment basis may be considered following the review of a Major Variance with Planning Board and Council.

Summary:

The subject property contains an existing two-storey single-detached dwelling and is located within the Mixed-Use Corridor (MUC) Zone. The property is situated approximately 71 metres (233 feet) west of University Avenue and directly abuts commercial properties fronting onto the University Avenue corridor.

Staff stated that the proposal would establish a small electronics repair business operating by appointment. Clients would drop off items for repair and return at a later scheduled time to collect completed repairs. Under Section 5.9.3.f of the Zoning Bylaw, appointment-based home

occupations may be considered through the Major Variance process, while Section 5.9.1.k provides that Council is to determine the maximum number of client visits permitted at any one time.

Planning staff noted that the proposal may marginally increase traffic along Summer Street, where parking is already limited. However, the property contains a long driveway along the east side of the dwelling that can accommodate several parking spaces in tandem in accordance with Zoning Bylaw requirements. Staff indicated that limiting daily and weekly client visits would further mitigate any off-site impacts.

It was said that the evaluation identified several benefits, including the creation of a new economic opportunity for the homeowner and the provision of an additional service to the community. The property's location within the Mixed-Use Corridor Zone and its proximity to existing commercial development were also viewed positively.

A noted shortcoming was that the appointment-based home occupation is not permitted as-of-right and may result in limited increases in local traffic. It was also noted that a Development Permit application would be required to confirm the change of use if the variance is approved.

Staff noted that in accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the application was circulated on June 23, 2026, to twenty-eight (28) surrounding property owners within 100 metres (328.1 feet) of the subject property. No written responses were received.

The Planning & Heritage Department recommended approval of the Major Variance to allow the appointment based home occupation. The recommendation further requested that Council establish the approved number of client visits per day, the maximum number of business-related visits per week, and the required amount of on-site parking for the proposed use.

Discussion:

It was asked if the whole dwelling would be used for the business and it was confirmed that a limited portion of the house would be used for the operation.

A question was posed if the homeowner has to live in the residence or if there can be staff. It was confirmed that home based occupations can hire one full time staff member or two part time staff.

Extensive discussion was had around the expected number of daily and weekly visits and it was decided that staff would ask the applicant for some information to provide to Council so they can make an informed decision and will be provided before the next Council meeting.

MOTION:

Moved by Councillor Beck and seconded by Paul Connolly that Planning Board recommend to Council that the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

1. **To allow an appointment-based home occupation for a small electronics repair business.**

And that Council establish:

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

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

CARRIED
(6-0)

4. 65 Carraigbrook Lane (PID# 1192483)

David Gundrum, Manager of Development Planning

Property Information: Apartment Residential (R-4) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Fay El Hage c/o Archworks Studios c/o Sachin Malik
Reference: Planning Board Meeting Package

Request:

This is a request for a Major Variance to allow for an increased maximum height of 17.25 metres (56.60 feet) for a proposed 4-storey apartment building on property within the (R-4) Zone whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted and also for an increased maximum density of 59 apartment units based on lot size whereas 56 units would otherwise be permitted.

Summary:

Staff said the subject property is currently vacant and undeveloped and is located within the recently approved Hidden Valley greenfield subdivision. The site fronts onto Carraigbrook Avenue and is surrounded primarily by other R-4 zoned properties, with lower-density R-1 residential development located further east and across Malpeque Road.

It was also said the proposed development consists of a four-storey apartment building containing 59 units. The increased density represents approximately a 5% increase over the maximum otherwise permitted in the R-4 Zone. The additional height is attributed primarily to elevated roof pitches, which staff indicated would have only a marginal effect on the building's overall appearance and massing.

In accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the application was circulated on June 23, 2026, to eight (8) surrounding property owners located within 100 metres (328.1 feet) of the subject property. No responses were received.

Planning staff noted that the proposed density remains generally consistent with the intent and purpose of the R-4 Zone, which is intended to accommodate multi-unit residential apartment buildings. Staff also noted that the requested increase in building height is related to the proposed roof design rather than additional occupied floor area.

The primary shortcoming identified was that the proposal does not meet the current R-4 Zone requirements respecting minimum lot area per unit and maximum building height, thereby necessitating a Major Variance. It was also noted that future Building and Development Permits would be required should the application be approved.

The recommendation presented to the Planning Board was that Council approve the proposed Major Variance to permit a maximum of 59 apartment units and a maximum building height of 17.25 metres, where the zoning regulations would otherwise permit 56 units and a maximum height of 15 metres.

Discussion:

Discussion was had around the number of units potentially being monitored as the property gets developed as originally it was posed that there would be 600 units.

MOTION:

Moved by Paul Connolly and seconded by Councillor Beck that that Planning Board recommend that Council approve the proposed Major Variance for the subject property identified as 65 Carraigbrook Avenue (Lot 162) in the Hidden Valley Subdivision (PID# 1192483) to:

1. **Increase the maximum number of apartment units on the site to be 59 units whereas current maximum density under zoning would allow for 56 apartment units and to increase maximum allowed buildable height to be 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone**

CARRIED
(6-0)

b) Rezonings:

1. **<u>307 Patterson Drive (PID# 676585)</u>**
   David Gundrum, Manager of Development Planning

Property Information: Low Density Residential (R-2) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: 102461 PEI Inc.
Reference: Planning Board Meeting Package

<u>Request:</u>

This is a request to rezone the subject property from the existing Low Density Residential (R-2) Zone and place it in the Business Office Commercial (C-1) Zone for the purpose of harmonizing existing zoning across a common site containing an existing commercial building (convenience store).

<u>Summary:</u>

It was said that the application requests rezoning of 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize zoning across two abutting parcels containing an existing one-storey commercial convenience store that is currently bisected by a property boundary.

It was also stated that the subject property is developed with a portion of the existing commercial building and shares the same PID as the adjoining property at 311 Patterson Drive. The property is surrounded by residentially zoned lands, including R-2 and R-3 zoned properties, and is located adjacent to City-owned open space containing a community park.

Staff indicated that the proposed rezoning is intended solely to harmonize zoning permissions across both parcels and to reflect the historical commercial use of the site, ensuring consistent zoning regulations for the entire property.

It was said that, in accordance with Section 3.10 of the Zoning & Development Bylaw, notice of a Public Meeting was circulated on June 10, 2026, to one hundred and fifteen (115) surrounding property owners within 100 metres of the subject property. The Public Meeting was subsequently held on June 18, 2026.

It was also stated that no responses were received from the circulation letter in either support of or opposition to the application. Furthermore, no members of the public attended the Public Meeting to speak either for or against the proposed rezoning.

Staff indicated that the only question raised at the Public Meeting related to the timing of the rezoning request and why it had not been pursued by previous owners. Staff clarified that the application is associated with a pending property sale and that the prospective owners wish to harmonize commercial zoning across the entire site based on its long-standing commercial use.

It was said that planning staff reviewed the proposal against the policies of the new Official Plan approved on March 13, 2026. Section 4.1.1 of the Official Plan encourages a mix of urban forms that contribute to thriving neighbourhoods and support a broad range of daily needs for residents.

It was also stated that the proposed rezoning would reinforce the long standing neighbourhood commercial function of the property and would secure opportunities for neighbourhood-oriented commercial uses permitted within the C-1 Zone. Staff concluded that the rezoning is consistent with the intent of the Official Plan.

Staff indicated that the property is also subject to the East Royalty Master Plan, where it is designated as part of a Mature Neighbourhood. While no new development is proposed at this time, the size and frontage of the property would ensure that any future commercial development remains compatible with the low-density residential character of the surrounding area.

It was said that Planning staff recommended that Planning Board recommend approval of the rezoning request to Council in order to harmonize zoning across 307 and 311 Patterson Drive and recognize the existing commercial use that has historically operated on the site.

Discussion:

There was no discussion.

MOTION:

Moved by Councillor McCabe and seconded by Bobby Kenny that Planning Board recommend that Council approve the request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

CARRIED
(6-0)

2. Towers Road – Unaddressed Property (PID#s 390534, 1179670)

David Gundrum, Manager of Development Planning

Property Information: Comprehensive Development Area (CDA) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Cain Arsenault c/o Pan American Properties Inc and Killam Properties
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the purpose of developing both sites in future with retail commercial uses.

Summary:

It was said that the application requests the rezoning of two unaddressed properties on Towers Road, identified as PID# 390534 and PID# 1179670. The proposal seeks to rezone PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and PID# 1179670 from the CDA Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

It was also stated that PID# 390534 is a vacant 2.79-hectare property with frontage on Towers Road. The site is intended to accommodate larger-scale retail and commercial development and is bordered by the Confederation Trail, undeveloped lands, and partially developed residential lands.

Staff indicated that PID# 1179670 is a vacant corner lot located at Towers Road and Mount Edward Road. The property is intended to accommodate a neighbourhood-oriented commercial plaza and is situated adjacent to existing commercial and residential development.

It was said that the proposed rezonings are intended to support larger-scale retail development on PID# 390534 and smaller-scale neighbourhood commercial development on PID# 1179670, while providing a zoning framework better suited to future development opportunities.

It was also stated that, in accordance with Section 3.10 of the Zoning & Development Bylaw, notice of the Public Meeting was circulated on June 10, 2026, to forty-six (46) property owners within 100 metres of the subject properties. The Public Meeting was held on June 18, 2026.

Staff indicated that no responses were received through the circulation process and no members of the public attended the Public Meeting to speak either in support of or in opposition to the application.

It was said that questions raised during the Public Meeting focused on zoning history, traffic and access concerns, and future development flexibility. It was noted that the lands were previously zoned for residential use before being rezoned to the Comprehensive Development Area Zone.

It was also stated that the corner property identified as PID# 1179670 was originally intended to support a small community-oriented commercial plaza. Planning staff and the applicant advised that the purpose of the current rezoning request is to provide greater flexibility for future development and reduce the need for additional Planning Act processes for minor modifications in the future.

Staff indicated that planning analysis was conducted using the new Official Plan approved on March 13, 2026. PID# 390534 is located within the Nodes designation, where policies support landmark development, gateway features, and a broad mix of commercial land uses. Staff concluded that rezoning the property to the C-3 Zone would be consistent with these objectives and strengthen the commercial node in the area.

It was said that PID# 1179670 is located within the Neighbourhoods designation of the Official Plan, where policies encourage small-scale commercial uses serving local neighbourhood needs and support complete communities. Staff found that the proposed neighbourhood-oriented commercial plaza would align with the intent, scale, and location envisioned by the Official Plan.

It was also stated that Planning staff recommended approval of the rezonings, including the rezoning of PID# 390534 to the C-3 Zone and PID# 1179670 to the MUC Zone, to facilitate future commercial development on both properties.

Discussion:

There was no discussion.

MOTION:

Moved by Councillor Beck and seconded by Councillor McCabe that Planning Board recommend that Council approve the request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

CARRIED
(6-0)

3. Mount Edward Road – Unaddressed Property (PID# 440545)

David Gundrum, Manager of Development Planning

Property Information: Comprehensive Development Area (CDA) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Steve Birt c/o Ellis and Birt Limited
Reference: Planning Board Meeting Package

Request:

This is 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 the Nodes designation 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.

Summary:

It was said that an application was submitted for the unaddressed property on Mount Edward Road (PID# 440545) seeking both a rezoning and an Official Plan Amendment to facilitate the future development of three apartment buildings containing a maximum combined total of 87 dwelling units.

It was also stated that the subject property is vacant and undeveloped and is located at the edge of an established residential neighbourhood. The site is currently zoned R-1L, is bounded by the bypass highway to the north and Mount Edward Road to the west, and contains an existing easement in favour of the City for buried public infrastructure.

Staff indicated that the proposed development would consist of three apartment buildings and that the concept plan complies with the standard height limits applicable to apartment development within the R-4 Zone, with no additional zoning relief anticipated at this time.

It was said that notice of the Public Meeting was circulated on February 6, 2026, to thirty-two property owners within 100 metres of the site, with the Public Meeting subsequently held on February 19, 2026.

It was also stated that the City received twenty-seven written responses, all in opposition to the application, and that several members of the public spoke at the Public Meeting expressing opposition to the proposal.

Staff indicated that the primary concerns raised by residents related to the scale and density of the proposed development, compatibility with the surrounding low-density neighbourhood, and potential impacts on traffic volumes and traffic flow, particularly associated with the proposed access onto Lilac Avenue.

It was said that in response to public concerns, the applicant retained Coles Associates and Englobe Corp. to complete a Traffic Impact Statement using City traffic count data. The report was received by the City on May 20, 2026.

It was also stated that the Traffic Impact Statement estimated approximately 388 additional vehicle trips per day generated by the development. The study concluded that traffic impacts on Mount Edward Road would be modest and that increases on local streets would remain within reasonable levels for local roadways.

Staff indicated that the study recommended localized traffic-calming measures and roadway improvements and concluded that the surrounding road network could accommodate the proposed development. City Public Works reviewed the study and advised that it had no concerns with the methodology, findings, or conclusions.

It was said that planning staff reviewed the proposal against the new Official Plan approved on March 13, 2026. Staff noted that the property is currently located within the Neighbourhoods designation but is proposed to be redesignated to the Nodes designation in support of the proposed Comprehensive Development Area zoning and higher-density residential development.

It was also stated that the Nodes designation encourages a broad mix of land uses and supports some of the highest residential densities within the City. Staff concluded that extending the Nodes designation to this property would be logical and consistent with nearby lands located across Mount Edward Road.

Staff indicated that the site's location adjacent to a major arterial road and the bypass highway makes it appropriate for higher-density residential development. Staff further noted that the property's lower elevation relative to surrounding residential lands would mitigate privacy concerns and that the development would not create significant shadow impacts on neighbouring homes.

It was said that planning staff concluded the proposal is supported by the completed Traffic Impact Statement, the review conducted by Public Works, and the objectives of the new Official Plan. Staff therefore recommended approval of the rezoning from R-1L to CDA, approval of the Official Plan Amendment from the Neighbourhoods designation to the Nodes designation, and approval of the associated concept plan permitting three five-storey apartment buildings containing up to 87 dwelling units.

Discussion:

Discussion was had regarding whether the developer would be required to provide financial support for the traffic measures that might be required and was confirmed that would fall under the responsibility of Public Works to determine that through the Permitting process.

MOTION:

Moved by Paul Connolly and seconded by Councillor Beck that that Planning Board recommend that Council approve the 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 from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.

It is also recommended that Planning Board recommend to Council to approve the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

CARRIED
(6-0)

It was noted that Michael Fraser, Planner II, was away on a work-related conference and Senior Planner, Planner III, Laurel Palmer would be presenting his presentation for PID 140087 on his behalf.

4. St. Peters Road – Unaddressed Property (PID# 140087)
Laurel Palmer, Planner 3

Property Information: Unzoned
Staff Presenter: Laural Palmer, Planner 3
Applicant: Samantha Murphy c/o 101523 PEI Inc. c/o Lewis Brothers
Reference: Planning Board Meeting Package

Request:

This is a request to amend the City of Charlottetown Official Plan and a request to amend the Zoning & Development Bylaw to place the subject property within the Village Centre Commercial land-use designation of the Official Plan and the East Royalty Mixed Use Village Centre (ER-MUVC) Zone of the Zoning & Development Bylaw in order to facilitate future development of the subject property.

Summary:

It was said that an application was submitted for the unaddressed parcel identified as PID# 140087 seeking an Official Plan Amendment from the Urban Expansion designation to the Corridor designation and a rezoning from unassigned lands to the East Royalty Mixed Use Village Centre (ER-MUVC) Zone.

It was also stated that the subject property consists of approximately 69 acres (27.920 hectares) located near the northwest corner of St. Peters Road and York Road with frontage along both roadways. The lands are bounded by municipal boundary lands to the north and east, St. Peters Road to the south, and industrial and mixed-use properties to the west.

Staff indicated that the application forms part of a longer planning process that began in 2018 when the City considered servicing and annexation opportunities for the area. The lands were annexed into the City in 2022 and were added to Ward 9 earlier this year.

It was said that the property is currently unzoned and therefore contains no development rights. The purpose of the application is to establish the base zoning framework under which future development applications may be considered.

It was also stated that if the application is approved, future subdivision, development permit, and building permit applications would still be required and would be reviewed for compliance with applicable zoning regulations.

Staff indicated that the recently adopted Official Plan contains significant policy support for growth along major corridors and encourages a balance between infill development and higher-density growth within designated nodes and corridors.

It was said that Official Plan policies specifically identify St. Peters Road as a corridor where future growth and commercial development should be encouraged. Planning staff noted that corridor designations are intended to support medium and larger-scale commercial destinations that contribute to daily community needs.

It was also stated that the previous Official Plan also supported the proposal through policies encouraging prosperity, mixed-use development, and commercial growth along major urban corridors, including St. Peters Road.

Staff indicated that the East Royalty Master Plan envisions lands adjacent to St. Peters Road as forming part of a Village Centre and supports commercial and mixed-use development within this area. The proposed ER-MUVC zoning is already applied to several nearby properties and permits a mix of commercial, office, and residential uses.

It was said that no specific development proposal is being advanced at this time. The application is intended to provide certainty regarding permitted uses and development standards while allowing future development to proceed through subsequent approvals.

It was also stated that any future development would be governed through a development agreement addressing servicing, site design, parkland dedication, and conformity with the East Royalty Master Plan, the Official Plan, and future zoning regulations.

Staff indicated that letters were circulated to fifteen property owners within 100 metres of the site on June 25, 2024. No written responses were received, and while three residents spoke at the Public Meeting, the discussion focused on questions regarding future uses, greenspace, and coordinated development rather than objections to the proposal.

The conclusion was that the Planning and Heritage Department recommended approval of the Official Plan Amendment to redesignate the lands from Urban Expansion to Corridor and approval of the rezoning from un-zoned lands to the East Royalty Mixed Use Village Centre (ER-MUVC) Zone for PID# 140087.

Discussion:

It was asked if the property would be zoned residential and it was confirmed that it was not and is to add to the village centre in East Royalty.

MOTION:

Moved by Councillor McCabe and seconded by Dave Essery that the Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to amend Figure 7 – Future Land Use Map (Section 3.2 Land Use Designations) of the City of Charlottetown from Urban Expansion (UE) to Corridor (C) and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087.

CARRIED
(6-0)

c) Other:

1. **7 Pond Street (PID# 367631)**
   David Gundrum, Manager of Development Planning

Property Information: Institutional (I) Zone
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant: Bell Canada
Reference: Planning Board Meeting Package

Request:

This is a request to construct a 30 metre (98.42 feet) tall slim monopole antenna tower with ancillary radio equipment (telecommunications tower) on subject property identified as 7 Pond Street (PID# 367631) that is within the Institutional (I) Zone containing an existing place of worship (Holy Redeemer Catholic Parish).

Summary:

It was said that Bell Canada submitted a request for concurrence for the installation of a new telecommunications tower at 7 Pond Street (PID# 367631). The proposal involves the construction of a 30-metre tall monopole antenna tower and associated radio equipment on lands occupied by Holy Redeemer Catholic Parish within the Institutional Zone.

It was also stated that the subject property is a corner lot containing an existing place of worship and is bounded by Spring Park Road to the west and Pond Street to the south.

Staff indicated that the proposed antenna system would occupy an approximately 10 metre by 10 metre compound on the site and would be enclosed by a locked eight-foot security fence. The tower would be setback approximately 38 metres from Spring Park Road and approximately 60 metres from Pond Street and would be accessed using an existing driveway.

It was said that the City adopted the Federation of Canadian Municipalities telecommunications tower protocol in 2019 and that applications of this nature are processed in accordance with the City of Charlottetown Antenna System Siting Protocol.

It was also stated that the protocol requires public notification to affected property owners within a radius equal to three times the height of the proposed tower. Staff established a 90-metre notification area around the proposed installation site and identified seven affected properties.

Staff indicated that notification packages were distributed on April 16, 2026. One written response was received and was neither supportive nor opposed to the proposal, instead seeking information regarding the potential for service interruptions during construction.

It was said that Planning staff reviewed the application against the requirements of the City's Antenna System Siting Protocol and were satisfied that the required consultation and notification process had been completed.

It was also stated that the Municipality's role under the protocol is to review land-use compatibility, public feedback, and adherence to the consultation process before providing either a statement of concurrence or non-concurrence to Industry Canada and the proponent.

Staff indicated that where concurrence is granted, the Municipality may request conditions, including construction securities, fencing, landscaping, tower sharing commitments, and any other conditions identified within the concurrence letter.

It was said that staff were confident the proponent had fulfilled the requirements of the Antenna System Siting Protocol and advised that any decision by Council to reject the application would require supporting rationale for submission to Industry Canada.

It was also stated that Planning staff recommended that Planning Board recommend to Council that a statement of concurrence be issued to Industry Canada in support of the proposed Bell Canada telecommunications tower at 7 Pond Street.

Discussion:

It was asked if there will be an approved level of service for cellular uses and what the range might be. It was answered that yes the intention is to provide better cellular service and the range is about a 2km radius for significant improvement and can be up to 10km.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend that Council direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) at 7 Pond Street (PID# 367631).

CARRIED
(6-0)

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

8. **Adjournment of Public Session**
   Moved by Councillor Beck and seconded by Paul Connolly that the meeting be adjourned. The meeting was adjourned at 6:56 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

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

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning & Heritage

Other Associated Departments:
Public Works

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Art Location & Site Plan
D. Arts and Advisory Board Approval
E. Circulation Letter (June 17, 2026)
F. Public Responses to Circulation

Report Title:
Major Variance to accommodate a temporary vinyl wrap artwork on a traffic control cabinet within the 500 Lot Area. The application has been made by CAO Brad MacConnell on behalf of the City of Charlottetown.

Report Purpose:
Request to allow for a vinyl wrap artwork within the 500 Lot Area.

Staff Recommendation:
That Planning Board recommends that Council:

Approve the proposed Major Variance for the subject property addressed as 180 Kent Street (PID# 342626) to allow for:

- the installation of a vinyl wrap artwork to be affixed to a traffic control cabinet within the 500 Lot Area.

Report Details:
The Major Variance application was submitted by the City of Charlottetown on April 22, 2026, for the subject property. The proposed artwork will be affixed to a traffic control cabinet located at the southwest corner of Kent Street and Prince Street.

Section 47.3.1 (p) of the *Zoning & Development Byl*aw prohibits murals or signs painted upon a building or structure within the 500 Lot Area unless they have been reviewed by the Arts Advisory Board and followed by Council approval. On March 13, 2026, the Arts Advisory Board reviewed the proposed installation of the artwork at the subject location and received support to proceed with requesting Council approval (Attachment D). Additionally, the applicant consulted with Public Works and received approval to affix the artwork to the traffic control cabinet.

The proposed Major Variance would not have any negative impact on the subject property or the surrounding area and would add to the vibrancy of the downtown area. The artwork is proposed as a temporary fixture making it easily removeable, if necessary.

Council or Committee History:
On April 13, 2026, the Arts Advisory Board reviewed the proposed installation of the artwork at the subject location and received support to proceed with requesting Council approval.

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on June 17, 2026, to thirty-one (31) surrounding property owners within 100 m (328.1 ft) of the subject property (see Attachment E). The deadline for affected property owners to submit written comments was 4:00pm on July 2, 2026.

No responses were received.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

Submitted by Planner:
Stephanie MacDonald, B.Sc.



Planner 1

Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 07/02/2026	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment "B" – Zoning Map:


DMUN
346320
PRINCE ST
FITZROY ST
346213
DMUN
344556
344564
344531
344549
344523
DMUN
344440
344440
344440
344432
344424
344416
344408
344390
344580
344598
KENT ST
342931
342949
343087
DMUN
342956
342790
342790
342790
342790
342790
343053
342790
DMUN
343012
342980
342998
342972
342222
CLARKE ST
344317
344309
344291
344283
DMS
DMUN
344234
344267
344234
344242
344358
344226
DC
344218
344200
344374
342382
KENT ST
342626
342600
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342709
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342758
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Attachment “C” – Proposed Art Location & Site Plan

TRAFFIC CONTROL CABINET WRAP – KENT STREET / PRINCE STREET



Sofia Cervantes Romero, *Untitled*, 2026



Attachment "D" – Arts and Advisory Board Approval:

6. Traffic Control Cabinet Year 2 Artwork Approval

The details and final artworks for year 2 of the traffic control cabinet project were shared with the AAB:

Moved by Renée and seconded by Omar that the Arts Advisory Board approve the four artworks submitted by the following artists for year two of the Traffic Control Cabinets:

- *Trudy Spooner,* Here I Come*, 2026: Cabinet at Allen St / Upper Prince St*
- *Bhreagh Krszwda,* Vesper Vulpines*, 2026: Cabinet at Euston St / Prince St*
- *Sofia Cervantes Romero,* Bodies in Motion*, 2026: Cabinet at Kent St / Prince St*
- *Maggie J. Whitten Henry,* Nemtaqaq*, 2026: Cabinet at North River Rd / Beach Grove Rd*

And further, that the artworks and locations be advanced to the City of Charlottetown's Planning Board for further consideration. Carried.

It is expected that the cabinets should be wrapped in the next couple of months. Omar suggested that a set of standard design guidelines, especially regarding traffic safety, could be prepared and shared with artists to streamline the process.

Attachment "E" – Circulation Letter (June 17, 2026):

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

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

June 17, 2026

RE: 180 Kent Street (PID #342626)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance to install a vinyl-wrap mural on the exterior of a traffic control cabinet adjacent to 180 Kent Street (PID #342626).

As per Section 47.3.1.p) of the *Zoning & Development Bylaw*, a mural or sign painted upon a building or structure within the 500 Lot Area is otherwise prohibited unless it has been reviewed by the Arts Advisory Board and approved by Council through the Major Variance process.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance, please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Thursday, July 2, 2026.** Please email written comments to the reporting Planner at stmacdonald@charlottetown.ca.

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

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, July 7, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sincerely,

Stephanie MacDonald, BSc
Planner I

Attachment “F” – Responses to Public Circulation:

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property addressed as 180 Kent Street (PID# 342626) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.

City of Charlottetown Committee Report

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

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning & Heritage

Other Associated Departments:
Public Works

Prepared by:
Stephanie MacDonald, Planner 1

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Site Plan & Artwork Location
D. Arts and Advisory Board Approval
E. Circulation Letter (June 17, 2026)
F. Public Circulation Responses

Report Title:
Major Variance to accommodate a temporary vinyl wrap artwork on a traffic control cabinet within the 500 Lot Area. The application has been made by CAO Brad MacConnell on behalf of the City of Charlottetown.

Report Purpose:
Request to allow for a vinyl wrap artwork within the 500 Lot Area.

Staff Recommendation:
That Planning Board recommends that Council:

Approve the proposed Major Variance for the subject property addressed as 247 Prince Street (PID# 346247) to allow for:

- the installation of a vinyl wrap artwork to be affixed to a traffic control cabinet within the 500 Lot Area.

Report Details:
The Major Variance application was submitted by the City of Charlottetown on April 22, 2026, for the subject property. The proposed artwork will be affixed to a traffic control cabinet located at the southwest corner of Euston Street and Prince Street.

Section 47.3.1 (p) of the *Zoning & Development Byl*aw prohibits murals or signs painted upon a building or structure within the 500 Lot Area unless they have been reviewed by the Arts Advisory Board and followed by Council approval. On March 13, 2026, the Arts Advisory Board reviewed the proposed installation of the artwork at the subject location and received support to proceed with requesting Council approval (Attachment D). Additionally, the applicant consulted with Public Works and received approval to affix the artwork to the traffic control cabinet.

The proposed Major Variance would not have any negative impact on the subject property or the surrounding area and would add to the vibrancy of the downtown area. The artwork is proposed as a temporary fixture making it easily removeable, if necessary.

Council or Committee History:
On April 13, 2026, the Arts Advisory Board reviewed the proposed installation of the artwork at the subject location and received support to proceed with requesting Council approval.

Financial Implications:
N/A

Public Engagement and Communication:
Notification of the proposed development and associated Planning Board meeting was circulated on June 17, 2026, to eighteen (18) surrounding property owners within 100 m (328.1 ft) of the subject property (Attachment E). The deadline for affected property owners to submit written comments was 4:00pm on July 2, 2026.

No responses were received.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

Submitted by Planner:
Stephanie MacDonald, B.Sc.



Planner 1

Reviewed By:

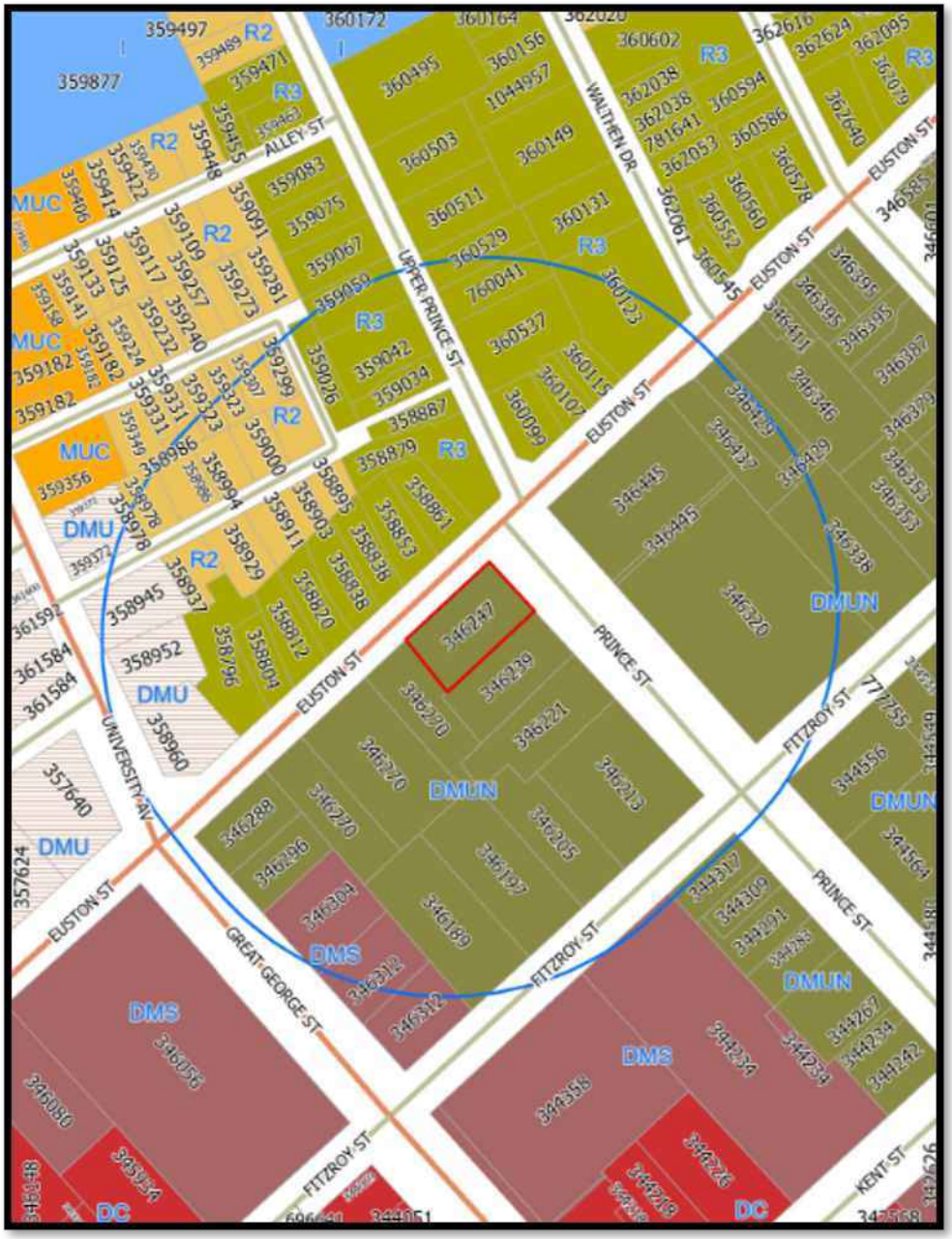
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 07/02/2026	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



Attachment "C" – Proposed Site Plan & Artwork Location

TRAFFIC CONTROL CABINET WRAP – EUSTON STREET / PRINCE STREET



Bhreagh Krszwda, *Vesper Vulpines*, 2025



Attachment "D" – Arts and Advisory Board Approval:

6. Traffic Control Cabinet Year 2 Artwork Approval

The details and final artworks for year 2 of the traffic control cabinet project were shared with the AAB:

Moved by Renée and seconded by Omar that the Arts Advisory Board approve the four artworks submitted by the following artists for year two of the Traffic Control Cabinets:

- *Trudy Spooner,* Here I Come*, 2026: Cabinet at Allen St / Upper Prince St*
- *Bhreagh Krszwda,* Vesper Vulpines*, 2026: Cabinet at Euston St / Prince St*
- *Sofia Cervantes Romero,* Bodies in Motion*, 2026: Cabinet at Kent St / Prince St*
- *Maggie J. Whitten Henry,* Nemtaqaq*, 2026: Cabinet at North River Rd / Beach Grove Rd*

And further, that the artworks and locations be advanced to the City of Charlottetown's Planning Board for further consideration. Carried.

It is expected that the cabinets should be wrapped in the next couple of months. Omar suggested that a set of standard design guidelines, especially regarding traffic safety, could be prepared and shared with artists to streamline the process.

Attachment "E" – Circulation Letter (June 17, 2026):

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

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

June 17, 2026

RE: 247 Prince Street (PID #346247)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance to install a vinyl-wrap mural on the exterior of a traffic control cabinet adjacent to 247 Prince Street (PID #346247).

As per Section 47.3.1.p) of the *Zoning & Development Bylaw*, a mural or sign painted upon a building or structure within the 500 Lot Area is otherwise prohibited unless it has been reviewed by the Arts Advisory Board and approved by Council through the Major Variance process.
Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance, please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Thursday, July 2, 2026.** Please email written comments to the reporting Planner at stmacdonald@charlottetown.ca.
Please be advised that any written comments received will become part of the public record.

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, July 7, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sincerely,

Stephanie MacDonald, BSc
Planner I

Attachment “F” – Public Circulation Responses:

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#2

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property addressed as 247 Prince Street (PID# 346247) to allow for the installation of vinyl wrap artwork to be affixed to a nearby traffic control cabinet within the 500 Lot Area.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6A-3
27 Summer Street (PID# 547810)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Circulation Letter (June 23, 2026)
D. Public Responses to Circulation

Report Title:

Major Variance to permit an appointment-based home occupation (small electronics repair business) within a single-detached dwelling present on the subject property identified as 27 Summer Street (PID# 547810).

The application has been submitted by Baljeet Sharma who is also owner of the property.

Report Purpose:

To evaluate a request for a small electronics repair business as an appointment-based home occupation within an existing dwelling.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

1. To allow for an appointment-based home occupation in the form of a small electronics repair business.

and request that Council establish:

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

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

Report Details:

The proposed Major Variance application for the subject property identified as 27 Summer Street in the Mixed Use Corridor (MUC) Zone, was submitted by the property owner Baljeet Sharma on March 23, 2026. The intent of the application is to allow for an appointment-based business for a small electronics repair business that would be located within a portion of the existing single-detached dwelling.

Development Context:

The subject property is located on the north side of Summer Street and is two lots over from to the west of the major intersection with University Avenue. The subject property is located approximately 71 metres (233 feet) west from this intersection. The subject property and all surrounding abutting properties are all within the (MUC) Zone of the Zoning and Development Bylaw and contain a mix of single-detached dwellings and commercial buildings (see Attachment A). To the west side of the city block to which 27 Summer Street belongs are a collection of properties all within the (R-2) Zone predominately containing single-detached dwellings on approach to the intersection with Queen Street. The subject property abuts commercial properties fronting onto the main University Avenue commercial corridor.

Analysis:

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

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

While the proposed business has potential to marginally increase traffic counts to a limited extent along Summer Street where street parking is already limited, the existing single-detached dwelling contains a long drive aisle along the east side of the dwelling that would be sufficient to accommodate several parking spaces in tandem based on the dimensional requirements in the Zoning Bylaw.

It is noted in this context that the single-detached dwelling itself only requires 1 legal parking space for its own use as per the parking requirements of the Zoning & Development Bylaw. Further, any impacts can be addressed through Council setting an appropriate maximum number of daily visits and an overall maximum number of weekly visits to the business and requesting on-site parking for clients which could be physically accommodated based on existing site characteristics. It is also noted that the use would be limited to accommodating 1 client visit at a time so on a continual basis, only 1 parking space should be needed for the additional home occupation use at any given time.

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

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

Positives	Neutral	Shortcomings
The proposed home occupation would create a new economic opportunity for the existing homeowner and provide a new service to the wider community. The property is noted as being in a mixed-use Zone (MUC) and is adjacent to existing established commercial development along the University Avenue corridor.	The proposed home occupation would require submission of a Development Permit to the City to confirm the change of use should the Major Variance be approved.	The proposed home occupation is not otherwise allowed as-of-right due to its appointment-based nature and may cause limited traffic increases within the local road network.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw on June 23, 2026, notice of the Major Variance application for 27 Summer Street (PID# 547810) was circulated to twenty-eight (28) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance (see Attachment C). The deadline to submit written comments was 4:30pm on Tuesday, July 7, 2026.

As of the writing of this report (July 2, 2026), no written responses were received.

Conclusion:
The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

1. To allow for an appointment-based home occupation in the form of a small electronics repair business.

and request that Council establish:

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

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

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Circulation Letter (June 23, 2026)

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

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

June 23, 2026

RE: 27 Summer Street (PID# 547810)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance seeking permission to operate an appointment-based home occupation (small electronics repair business) at 27 Summer Street (PID# 547810) within an existing single-detached dwelling.

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

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance, please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Tuesday, July 7, 2026.** Please email written comments to the reporting Planner at dgundrum@charlottetown.ca

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

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, July 7, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “D” – Public Responses to Circulation

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#3

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That the following Major Variance for the subject property addressed as 27 Summer Street (PID# 547810) be approved:

1. **To allow an appointment-based home occupation for a small electronics repair business.**

And that Council establish:

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

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

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6A-4

Date:
July 7, 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 (submitted by applicant)
D. Building Elevations (submitted by applicant)
E. Hidden Valley Subdivision Plan
F. Circulation Letter (June 23, 2026)
G. Public Responses to Circulation

Report Title:

Major Variance for increased apartment unit density and building height for property addressed as 65 Carraigbrook Avenue (PID# 1192483) within the Hidden Valley subdivision. The application has been made by Fay El Hage, licensed Architect of Archwork Studios on behalf of the property owner Sachin Malik.

Report Purpose:

Request for Major Variance to allow for a maximum of 59 apartment units on site (56 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 162 in the Hidden Valley subdivision (PID# 1192483) otherwise addressed as 65 Carraigbrook Street. Also request to increase maximum building height to 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.

Staff Recommendation:

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 65 Carraigbrook Avenue (Lot 162) in the Hidden Valley Subdivision (PID# 1192483) to:

1) Increase the maximum number of apartment units on the site to be 59 units whereas current maximum density under zoning would allow for 56 apartment units and to increase maximum allowed buildable height to be 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.

Report Details:

The Major Variance application was submitted by applicant Fay El-Hage, licensed Architect of Archwork Studios on behalf of owner Sachin Malik on April 13, 2026. The subject property is located within the Apartment Residential (R-4) Zone and is primarily surrounded by undeveloped parcels or parcels under recent active development all intended for future multi-residential development (see Attachment B). The applicant is requesting approval to increase maximum allowable density and building height to develop a 4-storey apartment building having 59 apartment units (see Attachments C & D).

Section 18.2 of the *Zoning & Development Bylaw* requires apartment buildings to have a minimum lot area of 115 square metres (1,237.9 square feet) per apartment unit for interior lots. The applicant is proposing a maximum density of 59 units on the subject property identified as 65 Carraigbrook Avenue (Lot 162) whereas a maximum of 56 apartment units would otherwise be permitted. Additionally, due to roof pitches and building elevations, the applicant is also requesting an increased maximum allowable building height of 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.

On the basis of maximum permitted lot area for 65 Carraigbrook Avenue (Lot 162), the proposed density of 59 units represents an increase of 5% over the existing limit, all based on available existing lot area for the site.

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 subject property. There would still exist sufficient land base on the lots to meet all setback requirements and provide for required parking on the property (see Attachment C).

The proposed density would still generally be consistent with the intent and purpose of the (R-4) zone which permits multi-unit residential apartment buildings to be developed. It is also noted that the proposed maximum building height limit of 17.25 metres (56.60 feet) would otherwise be consistent with already-proposed building heights for other multi-residential developments on neighbouring lots in the Hidden Valley subdivision. The request for additional building height can be entirely attributed in this case to proposed elevated roof pitches and proposed grades for the site (see Attachment D).

The proposed Major Variance can therefore be considered as consistent with the intent of the Zoning & Development 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 developments and associated Planning Board meeting was circulated on June 23, 2026, to eight (8) surrounding property owners within 100 m (328.1 ft) of the subject property. The deadline for circulated property owners to submit written comments was 4:30pm on Tuesday, July 7, 2026.

As of the writing of this report (July 2, 2026), no responses have been received.

Any responses received following publication of this report will be forwarded to Planning Board and Council for their consideration.

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

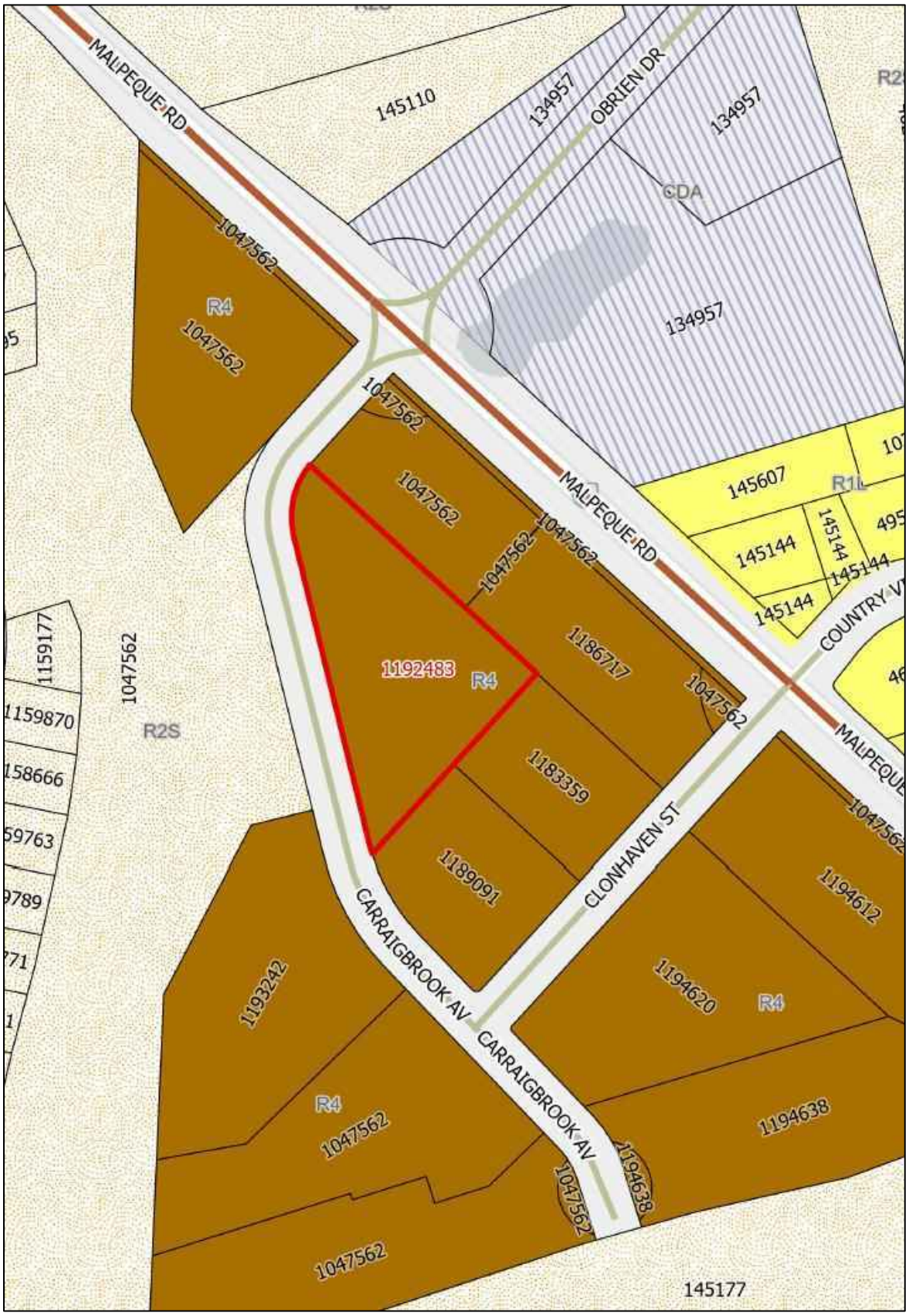
Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 07/02/2026

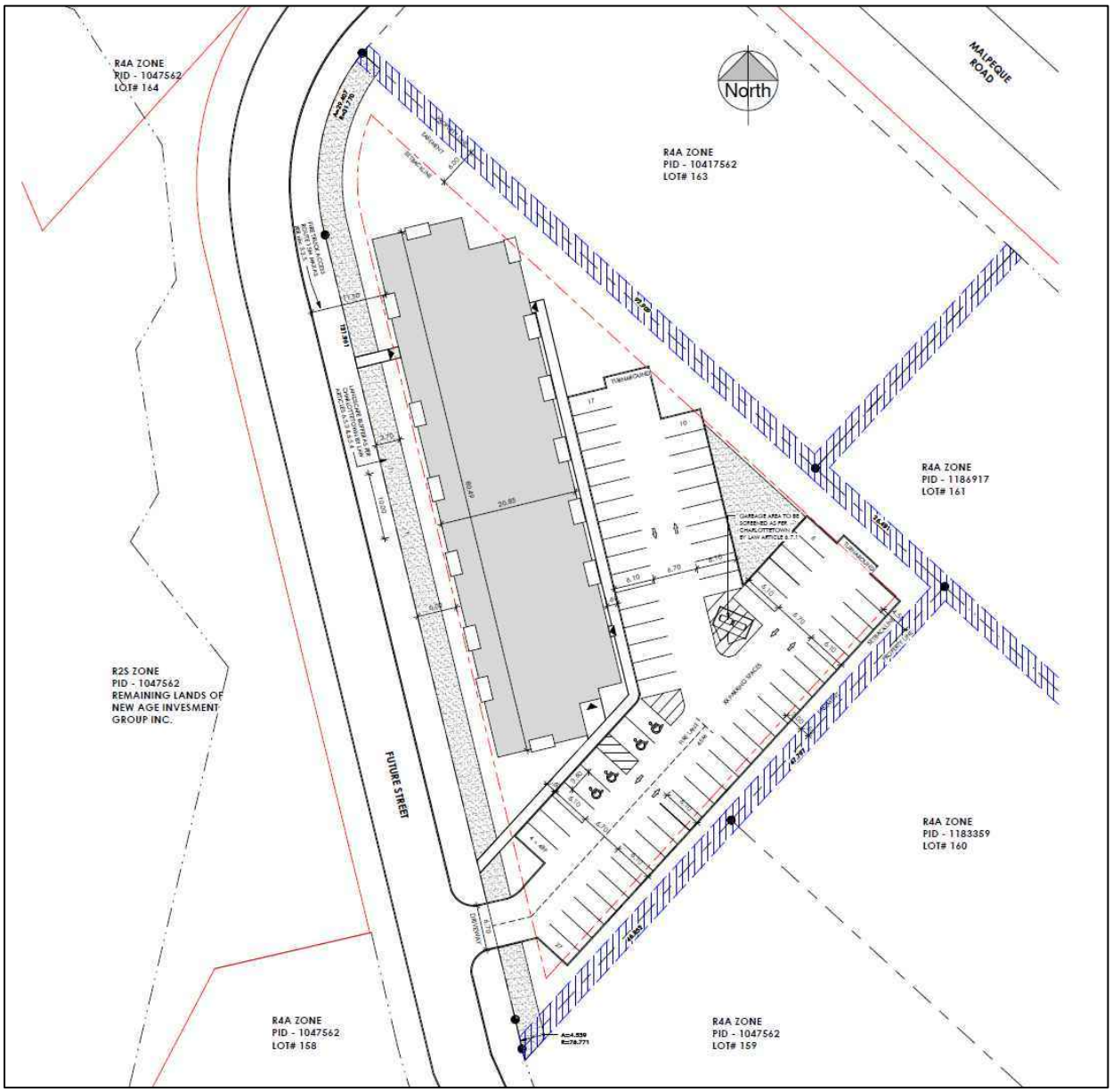
Attachment “A” – Air Photo:



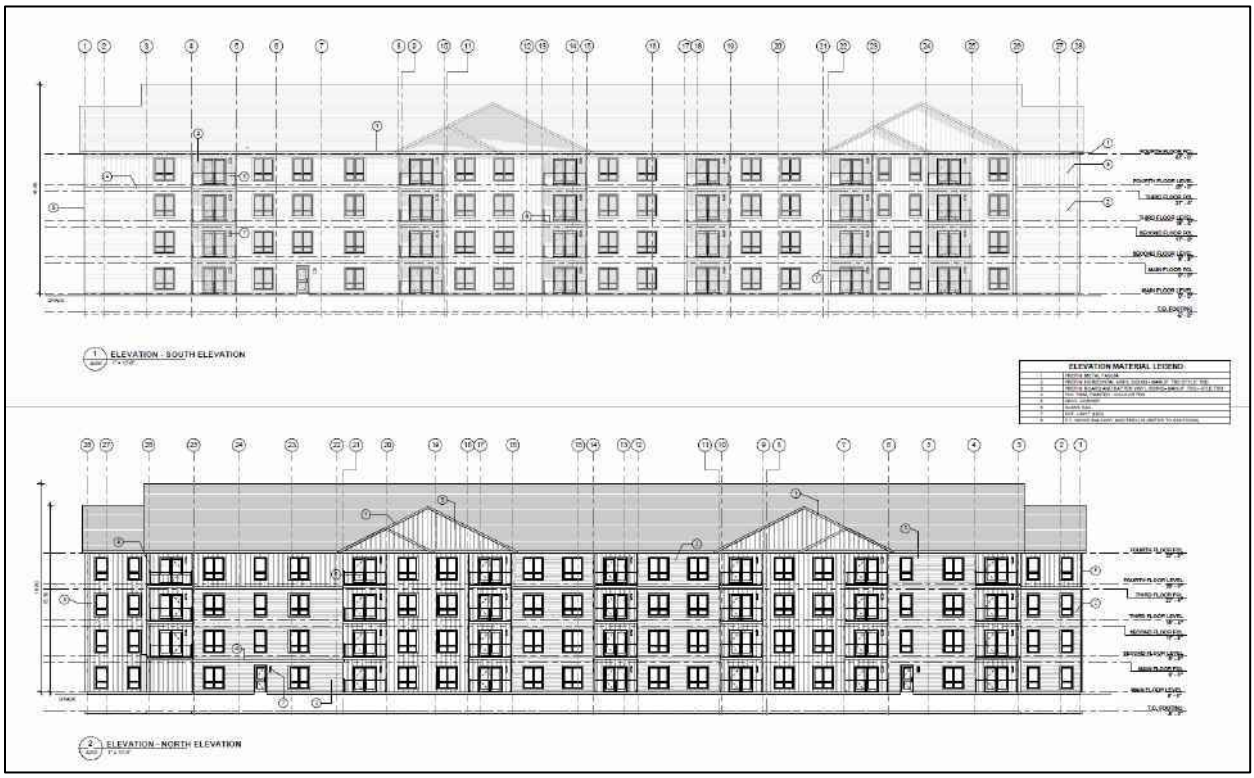
Attachment "B" – Zoning Map:



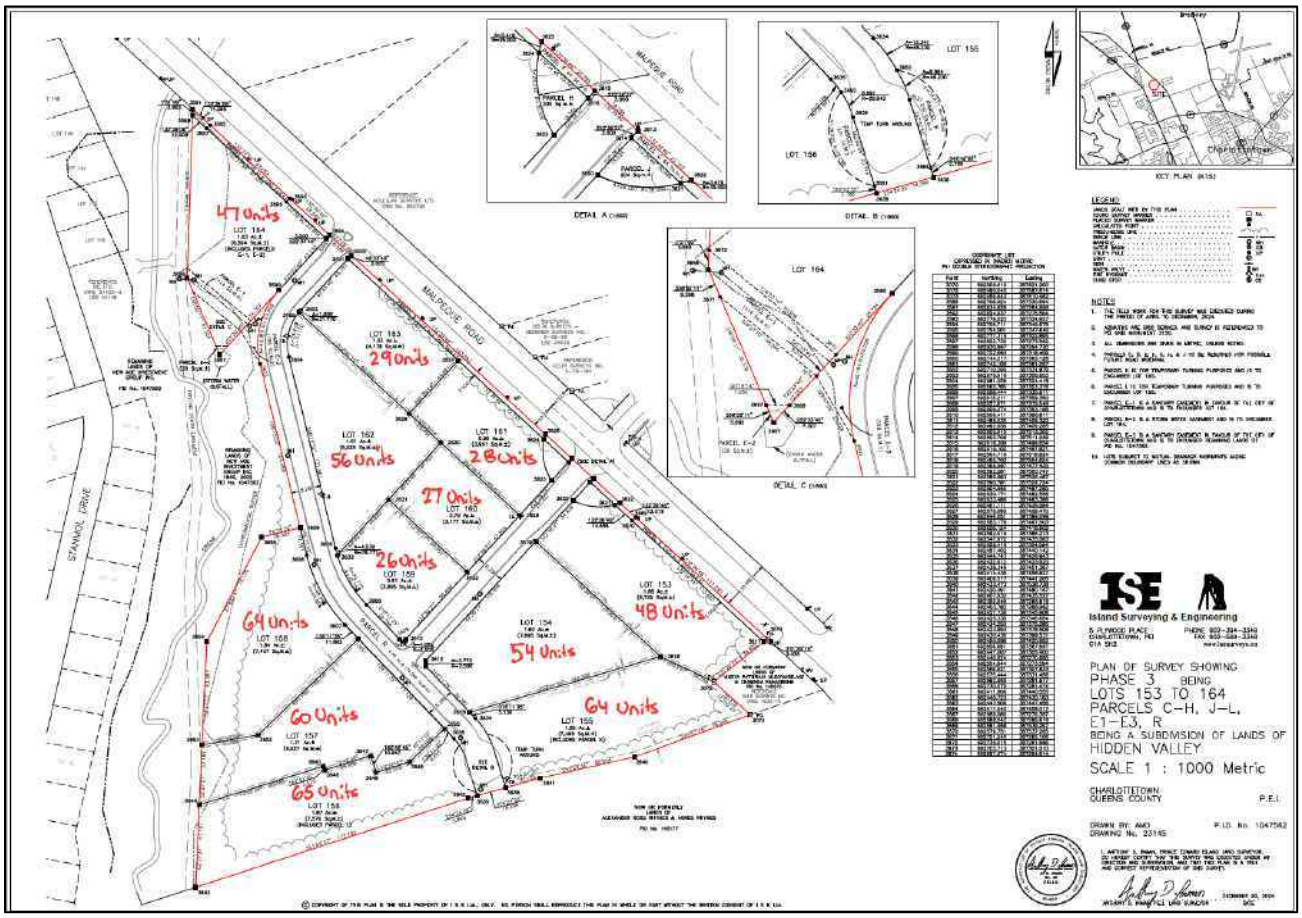
Attachment “C” – Building Site Plan (submitted by applicant)



Attachment “D” – Building Elevations (submitted by applicant)



Attachment “E” – Hidden Valley Subdivision Plan



Attachment "F" – Circulation Letter (June 23, 2026)

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

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

June 23, 2026

RE: 65 Carraigbrook Lane (PID# 1192483)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Major Variance seeking permission to construct a new apartment building (4-storeys, 59 units) on property identified as 65 Carraigbrook Lane (PID# 1192483) that would have a building height of 17.25 metres whereas a maximum height of 15 metres is otherwise permitted for apartment buildings in the (R-4) Zone. The variance is also proposing to increase the maximum allowable density or unit count on the property from 56 apartment units to 59 apartment units.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance, please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Tuesday, July 7, 2026.** Please email written comments to the reporting Planner at dgundrum@charlottetown.ca

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

In accordance with Section 3.9.4 (Major Variances) of the *Zoning and Development Bylaw*, the Major Variance will be referred to Planning Board which shall consider the request and any comments received in response to the notice and shall make a recommendation to Council. Council may, without prejudice, approve or reject the Major Variance. City of Charlottetown Planning Board will consider this application at its meeting at **4:30pm, Tuesday, July 7, 2026 in City Council chambers (2nd Floor) at City Hall** and may then recommend to Council to grant or deny this variance.

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment “G” – Public Responses to Circulation

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#4

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property identified as 65 Carraigbrook Avenue (Lot 162) in the Hidden Valley Subdivision (PID# 1192483) to:

1. **Increase the maximum number of apartment units on the site to be 59 units whereas current maximum density under zoning would allow for 56 apartment units and to increase maximum allowed buildable height to be 17.25 metres (56.60 feet) whereas a maximum building height of 15 metres (49.21 feet) is otherwise permitted in the (R-4) Zone.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6B-1
307 Patterson Drive (PID# 676585)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Council Resolution (May 12, 2026)
D. Public Notification Letter (June 10, 2026)
E. Public Meeting Minutes (June 18, 2026)
F. Public Circulation Responses
G. East Royalty Master Plan Land Use Map

Report Title:
Request to rezone the subject property from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two parcels of land under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store). The application has been made by 102461 PEI Inc. on behalf of the current owners.

Report Purpose:
Evaluation of a request for rezoning from the (R-2) Zone to the (C-1) Zone to harmonize existing zoning among abutting parcels of land under the same PID number containing an existing 1-storey commercial building (convenience store) that is currently bisected by an existing property boundary. Consideration at this point is for recommendation to City Council.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Report Details:

The request for rezoning was submitted by the applicant (102461 PEI Inc.) representing the owners on April 15, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of changing the zoning for the property identified as 307 Patterson Drive (PID# 676585) from (R-2) to (C-1) in order to harmonize said zoning with that of the abutting parcel identified as 311 Patterson Drive (also PID# 676585) across the extents of both combined parcels which contain an existing 1-storey commercial building (convenience store) having an exterior footprint of approximately 172 square metres (1,851 square feet).

Development Context:

The subject property is an interior residential lot that is developed with a portion of an existing 1-storey neighbourhood commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585). Of the 172 square metre (1,851 square feet) footprint of the existing commercial building, approximately 49% of its coverage is present on the property subject to the proposed rezoning (307 Patterson Drive) while the remaining 51% of its coverage is present across on the abutting property to the west at 311 Patterson Drive.

The property is bounded to the east by residential property also in the (R-2) Zone containing an existing single-detached dwelling (303 Patterson Drive) and to the north by residential property in the (R-3) Zone containing a set of sixteen (16) townhouses arranged in 3 separate physical blocks (3 to 35 Westridge Crescent). Bounding also to the north are City-owned lands containing a City community park in the Open Space (OS) Zone and to the south the property fronts onto Patterson Drive (see Attachments A & B).

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on June 10, 2026, notice of a Public Meeting was circulated to one hundred and fifteen (115) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on June 18, 2026 requesting any comments and feedback concerning the proposed rezoning of the property identified as 307 Patterson Drive (PID# 676585).

Public Feedback:

In response to the City's 100-metre circulation letter (see Attachment D), the City did not receive any responses to the letter either in support or in opposition to the application (see Attachment F).

At the Public Meeting held June 18, 2026 no members of the public came to speak at the meeting either for or against the application.

The only question raised at the Public Meeting by a member of Council concerned timing of the request for rezoning at the present time and why this request was not made in the past by previous property owners who continued to operate the commercial use (convenience store) on the subject property. Planning staff clarified during the meeting that the request for rezoning has now arisen due to a pending sale of property that is conditional upon the requested rezoning as the new prospective owners wish to harmonize the existing commercial zoning across the entire site given the historical pattern of land use on the property and that there will be no issues in future with regard to the property being operated continuously into the future subject to ongoing permissions of the (C-1) Zone.

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land or rezoning any parcel of land, Council shall conduct a Public Meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a Public Meeting, but if an application goes to a Public Meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the Public Meeting.

On May 12, 2026 Council passed Resolution to proceed to public consultation (see Attachment C). As noted, a 100-metre letter was sent to all notified property owners on June 10, 2026 and subsequently the Public Meeting was conducted on June 18, 2026. As noted, no members of the public responded to the letter circulation nor did any attend the Public Meeting to respond to the application. With the Public Meeting concerning this application having been held on June 18, 2026, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for proposed rezoning to the (C-1) Zone that would apply to the subject property at 307 Patterson Drive (PID# 676585).

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, Section 4.1.1 (Urban Form) states under Policy e) states that an intent of the new OP is to foster a mix of urban forms contributing to the creation of thriving neighbourhoods that cover a wide range of residents' daily needs.

The proposed rezoning of a portion of the existing site from (R-2) to (C-1) to harmonize existing Zoning to reflect the historical pattern of commercial use on the property would be consistent with the intent and purpose of Section 4.1.1 of the new OP whereby the rezoning would solidify the existence of a long-standing neighbourhood commercial site within an established residential area thereby securing a wider range of neighbourhood-oriented non-residential use into the future based on the permissions of the (C-1) Zone.

Additionally the subject property has been identified as belonging to the East Royalty Master Plan (ERMP) area (see Attachment G) whereby the additional policies of this Secondary Plan area also apply. The subject property and wider neighbourhood along Patterson Drive are designated as Mature Neighbourhood within the ERMP Secondary Plan.

As per Section 4.2.2 (Mature Neighbourhood Designation) of the ERMP, the Mature Neighbourhood designation is intended to recognize existing development within the neighbourhoods of East Royalty which is predominately of a low-density residential character. New development within this designation shall be consistent with the predominant character and built form of existing adjacent and nearby development and also, the Mature Neighbourhood designation shall be implemented through the existing categories of the Zoning Bylaw that apply to these designated properties.

With regard to these policy statements under Section 4.2.2 of the ERMP, 307 Patterson Drive exists within a mature neighbourhood being predominately of a low-density residential character. While it is noted that no new immediate development or re-development is proposed through the requested rezoning, the lot size (1,228 square metres or 0.30 acres) and frontage (36 metres or 118 feet) of the subject property are such that any future development or re-development through harmonized permissions of the (C-1) Zone across the entire site would still ensure that the scale of potential commercial development in future that could be possible would still be consistent with the low-density

character of the existing residential neighbourhood for what historically has been and will be, an integrated neighbourhood-oriented commercial use.

Planning staff are of the opinion that the proposed rezoning of the subject property identified as 307 Patterson Drive (PID# 676585) from the (R-2) Zone to the (C-1) Zone is supportable through the policies of both the new Official Plan and the accompanying secondary East Royalty Master Plan and therefore has been found to meet the intent of both policy documents.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for rezoning of the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two parcels of land under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) as the request has been found to be consistent with the intent and purpose of the policies of the new Official Plan and the East Royalty Master Plan, where they apply.

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:

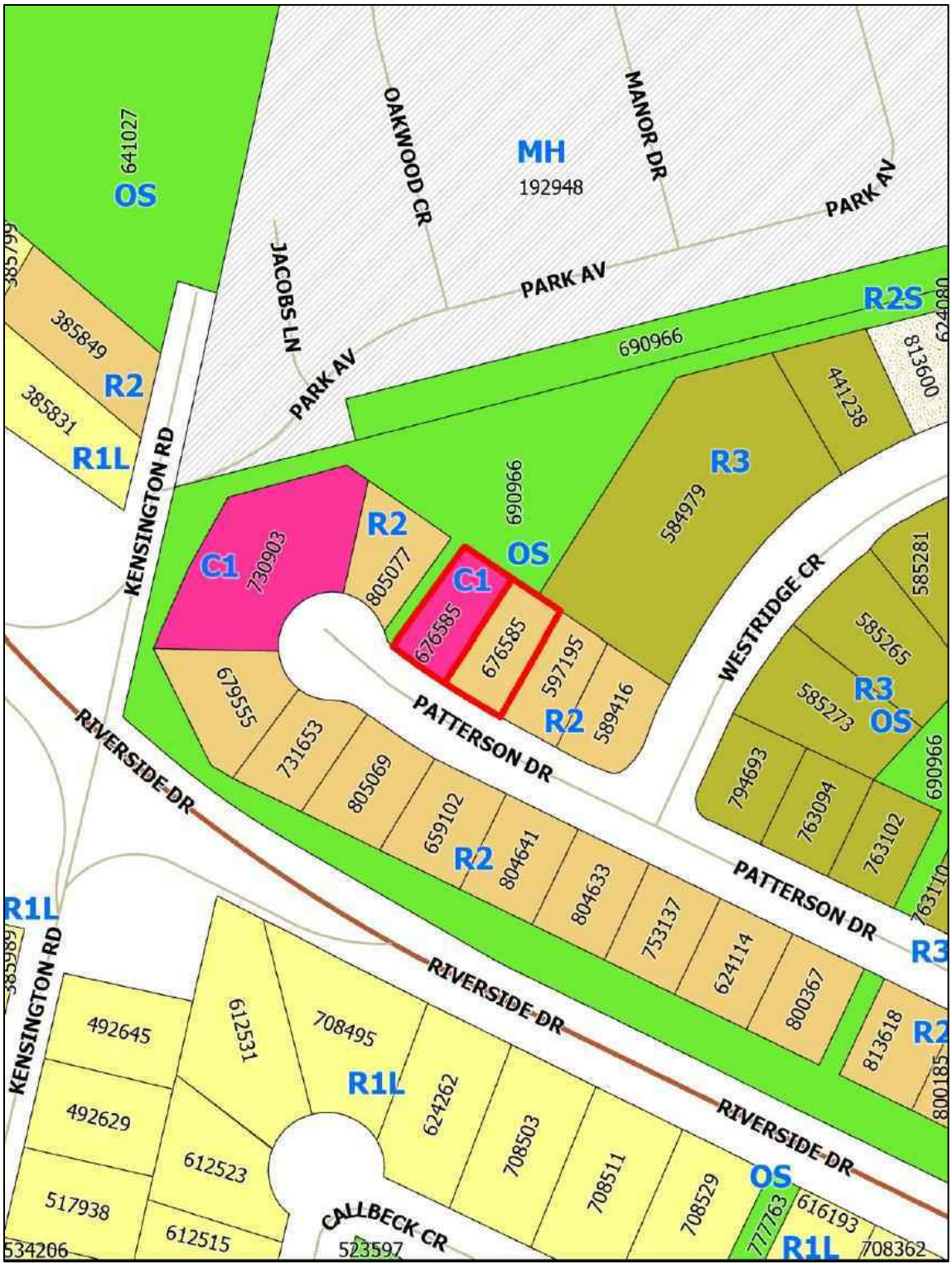
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Council Resolution (May 12, 2026)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #2026-COCR-0056

Planning & Heritage #3

MOTION CARRIED 10-0 (Carried) (CB)

MOTION LOST _____

Date: May 12, 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 subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Attachment "D" – Public Notification Letter (June 10, 2026)

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

CHARLOTTETOWN

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

June 10, 2026

Re: 307 Patterson Drive (PID# 676585)

Dear Property Owner:

The Planning and Heritage Department has received a request for rezoning relating to subject property identified as 307 Patterson Drive (PID# 676585).

The purpose of the request is to rezone the subject property from the existing Low Density Residential (R-2) Zone and place it within the Business Office Commercial (C-1) Zone to harmonize existing zoning among abutting parcels of land being 311 Patterson Drive and 307 Patterson Drive being under the same PID number containing an existing 1-storey commercial building (convenience store) that is currently bisected by an existing property boundary

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Thursday, June 18, 2026 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:30 p.m. on Wednesday, June 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact interested participants on Thursday, June 18, 2026, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to dgundrum@charlottetown.ca on or before **12:00 noon on Friday June 19, 2026.** All responses received will become part of the public record.

CHARLOTTETOWN

Oral submissions or comments may be made at the public meeting, but residents are required to keep their oral submissions to a maximum of five (5) minutes.

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

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "E" – Public Meeting Minutes (June 18, 2026)

DRAFT

Public Meeting of Council
Thursday, June 18, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Terry Bernard Councillor Kevin Ramsay Councillor Justin Muttart	Councillor Julie McCabe* Councillor Mitchell Tweel Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Michael Ruus, DIG	Tracey McLean, PRC**
Applicants/ Representatives:	Kevin Reynolds [Item 4(a)] Cain Arsenault [Item 4(b)]	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board*	
Regrets:	Councillor Norman Beck Councillor Trevor MacKinnon	Councillor Bob Doiron Jason Doucette, IO/AA

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, June 19, 2026 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:07 PM.

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

3. **Approval of Agenda**
   Moved and seconded that the agenda for the June 18th Public Meeting on, 2026 be approved.

CARRIED

4. Discussion Items:

a) Rezoning – 307 Patterson Drive (PID 676585)

David Gundrum, Development Planning Manager

Request: Rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Property Information: Rezoning from R-2 Zone to C-1 Zone
Staff Presenter: David Gundrum, DPM
Applicant: 102461 PEI Inc.
Reference: Public Meeting Package

Summary: The DPM indicated that the subject property is an interior residential lot developed with portion of an existing 1-storey commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585).

The property is bounded to the east by property also in the (R-2) Zone and to the north by property in the (R-3) Zone containing sixteen (16) (3 to 35 Westridge Crescent). Bounding to the north are City-owned lands containing a City community park in the Open Space (OS).

The requested rezoning is intended to harmonize zoning across both parcels containing an existing commercial building (convenience store) within the (C-1) zone so permissions are consistent across the site linking with an established historical pattern of use for the two (2) properties. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Comments: A question was raised as to why the zoning was not changed earlier because previous owners continued operating the existing convenience store and apparently had no need to alter the zoning. The DPM indicated the issue has arisen now because a prospective new owner wants the site's zoning harmonized to commercial use across both parcels, and the pending sale is partly dependent on that rezoning approval.

b) Rezoning – Unaddressed Properties Towers Road (PID#s 390534, 1179670)

David Gundrum, Development Planning Manager

Request: Rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Property Information: CDA to C-3; CDA to MUC
Staff Presenter: David Gundrum, DPM
Applicant: Pan American Properties Inc. and Killam Properties.
Reference: Public Meeting Package

Summary: The DPM indicated that Subject property identified as PID# 390534 is a vacant interior lot of 2.79 hectares (6.90 acres) in area with 164 metres (538 feet) of frontage to the south along Towers Road. This parcel abuts the Confederation Trail to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. Property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development.

The second subject property identified as PID# 1179670 is a vacant corner lot 0.32 hectares (0.8 acres) in area with 45 metres (147 feet) of frontage to the south along Towers Road and 70 metres (230 feet) of frontage to the east along Mount Edward Road. The property abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented development in the form of a commercial plaza. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Cain Arsenault, APM (Killam Properties), then presented a PowerPoint presentation with respect to the Sherwood Crossing development.

Comments: Discussion focused mainly on zoning history, traffic/access concerns, future development plans, and flexibility under the proposed zoning. Mr. Arsenault indicated the land was originally rezoned from residential to Comprehensive Development Area (CDA) as part of the Sherwood Crossing development and that the corner lot at Mount Edward Road and Towers Road was intended for a small community-oriented commercial plaza. Later, the corner lot to R3 was successfully rezoned to accommodate a proposed three-storey apartment building. He further noted that with the apartment project no longer proceeding, the applicant is seeking to rezone the property to Mixed Use (MUC), which would allow commercial development and potentially residential uses above commercial space in the future.

The DPM added that the current CDA zoning is restrictive because any changes require amendments and council approval. The applicant's desire is to move away from CDA zoning because it provides greater flexibility and avoids repeated public processes for minor changes.

5. New Business
There was no new business that arose.

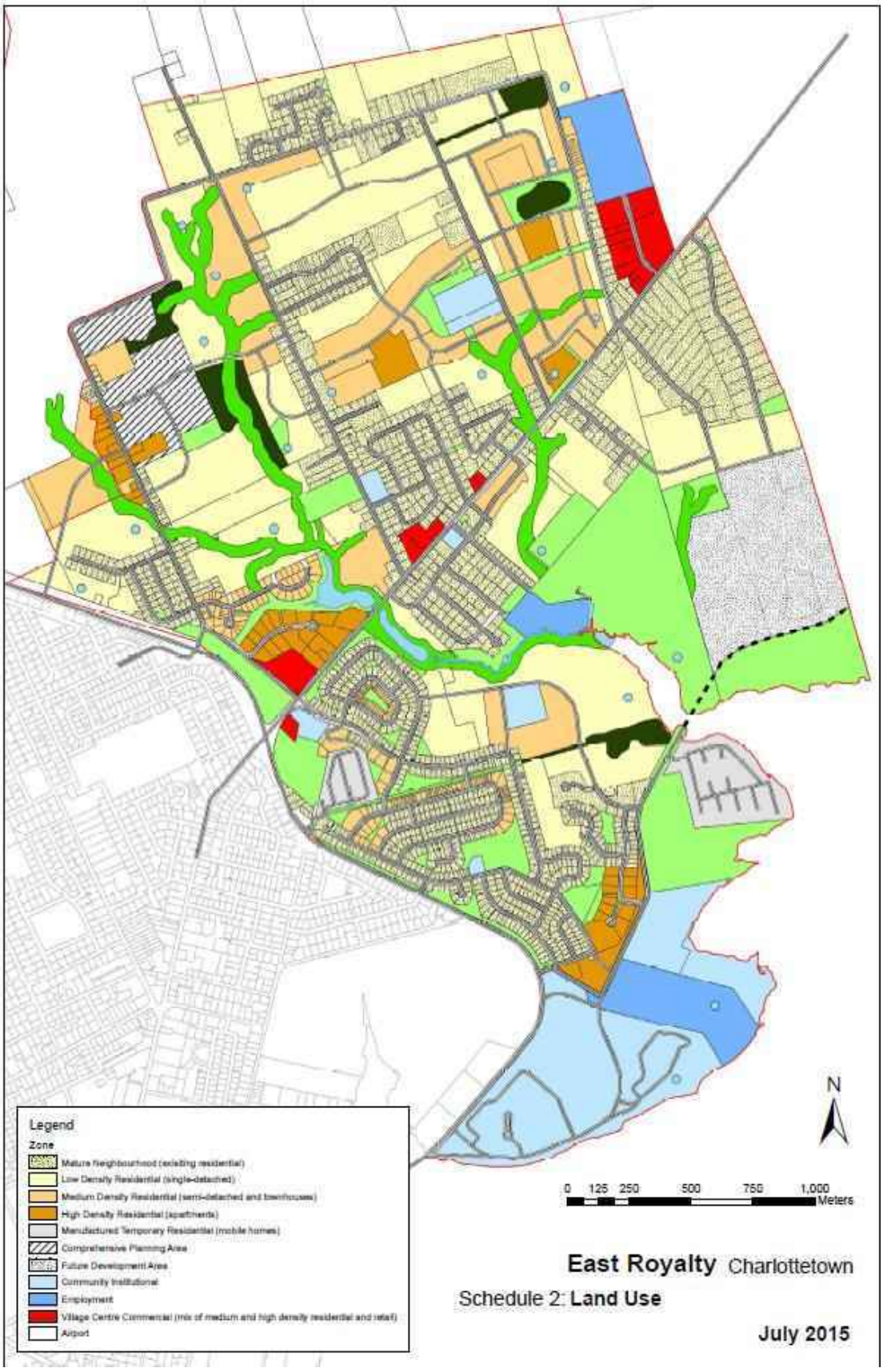
6. Adjournment of Public Session
Moved by Councillor Ramsay and seconded by Councillor Muttart that the Public Meeting adjourned. The meeting concluded at 7:40 PM.

DRAFT UNTIL APPROVED BY COUNCIL

Attachment “F” – Public Circulation Responses

None.

Attachment "G" – East Royalty Master Plan Land Use Map



DRAFT

Public Meeting of Council
Thursday, June 18, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Terry Bernard Councillor Kevin Ramsay Councillor Justin Muttart	Councillor Julie McCabe* Councillor Mitchell Tweel Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Michael Ruus, DIG	Tracey McLean, PRC**
Applicants/ Representatives:	Kevin Reynolds [Item 4(a)] Cain Arsenault [Item 4(b)]	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board*	
Regrets:	Councillor Norman Beck Councillor Trevor MacKinnon	Councillor Bob Doiron Jason Doucette, IO/AA

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, June 19, 2026 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:07 PM.

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

3. **Approval of Agenda**
   Moved and seconded that the agenda for the June 18tj Public Meeting on, 2026 be approved.

CARRIED

4. Discussion Items:

a) Rezoning – 307 Patterson Drive (PID 676585)

David Gundrum, Development Planning Manager

Request: Rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Property Information: Rezoning from R-2 Zone to C-1 Zone
Staff Presenter: David Gundrum, DPM
Applicant: 102461 PEI Inc.
Reference: Public Meeting Package

Summary: The DPM indicated that the subject property is an interior residential lot developed with portion of an existing 1-storey commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585).

The property is bounded to the east by property also in the (R-2) Zone and to the north by property in the (R-3) Zone containing sixteen (16) (3 to 35 Westridge Crescent). Bounding to the north are City-owned lands containing a City community park in the Open Space (OS).

The requested rezoning is intended to harmonize zoning across both parcels containing an existing commercial building (convenience store) within the (C-1) zone so permissions are consistent across the site linking with an established historical pattern of use for the two (2) properties. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Comments: A question was raised as to why the zoning was not changed earlier because previous owners continued operating the existing convenience store and apparently had no need to alter the zoning. The DPM indicated the issue has arisen now because a prospective new owner wants the site's zoning harmonized to commercial use across both parcels, and the pending sale is partly dependent on that rezoning approval.

b) Rezoning – Unaddressed Properties Towers Road (PID#s 390534, 1179670)

David Gundrum, Development Planning Manager

Request: Rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Property Information: CDA to C-3; CDA to MUC
Staff Presenter: David Gundrum, DPM
Applicant: Pan American Properties Inc. and Killam Properties.
Reference: Public Meeting Package

Summary: The DPM indicated that Subject property identified as PID# 390534 is a vacant interior lot of 2.79 hectares (6.90 acres) in area with 164 metres (538 feet) of frontage to the south along Towers Road. This parcel abuts the Confederation Trail to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. Property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development.

The second subject property identified as PID# 1179670 is a vacant corner lot 0.32 hectares (0.8 acres) in area with 45 metres (147 feet) of frontage to the south along Towers Road and 70 metres (230 feet) of frontage to the east along Mount Edward Road. The property abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented development in the form of a commercial plaza. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Cain Arsenault, APM (Killam Properties), then presented a PowerPoint presentation with respect to the Sherwood Crossing development.

Comments: Discussion focused mainly on zoning history, traffic/access concerns, future development plans, and flexibility under the proposed zoning. Mr. Arsenault indicated the land was originally rezoned from residential to Comprehensive Development Area (CDA) as part of the Sherwood Crossing development and that the corner lot at Mount Edward Road and Towers Road was intended for a small community-oriented commercial plaza. Later, the corner lot to R3 was successfully rezoned to accommodate a proposed three-storey apartment building. He further noted that with the apartment project no longer proceeding, the applicant is seeking to rezone the property to Mixed Use (MUC), which would allow commercial development and potentially residential uses above commercial space in the future.

The DPM added that the current CDA zoning is restrictive because any changes require amendments and council approval. The applicant's desire is to move away from CDA zoning because it provides greater flexibility and avoids repeated public processes for minor changes.

5. New Business

There was no new business that arose.

6. Adjournment of Public Session

Moved by Councillor Ramsay and seconded by Councillor Muttart that the Public Meeting adjourned. The meeting concluded at 7:40 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#5

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6B-2
Unaddressed Properties – Towers Road
(PID#s 390534, 1179670)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Rezoning Master Plan (submitted by applicant)
D. Council Resolution (May 12, 2026)
E. Public Notification Letter (June 9, 2026)
F. Public Meeting Minutes (June 18, 2026)
G. Public Circulation Responses

Report Title:

Request to rezone the unaddressed subject property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and request to rezone the unaddressed subject property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites. The application has been made by Cain Arsenault on behalf of the owners Pan American Properties Inc. and Killam Properties.

Report Purpose:

Evaluation of a request for rezoning of separate parcels from the (CDA) Zone to the (C-3) Zone and from the (CDA) Zone to the (MUC) Zone, respectively, which form part of the same overall master-planned mixed use development. Consideration at this point is for recommendation to City Council.

Staff Recommendation:

That Planning Board recommend that Council:

Approve the request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Report Details:

The request for rezoning was submitted by the applicant representing the owners on March 10, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of changing the zoning for the unaddressed property identified as PID# 390534 from (CDA) to (C-3) to facilitate future development of a new retail shopping development (60,240 square feet) and new restaurant (4,500 square feet) on a common site as well as rezoning the unaddressed property identified as PID# 1179670 from (CDA) to (MUC) to facilitate future development of a new retail plaza (10,340 square feet).

Development Context:

The subject property identified as PID# 390534 is currently a vacant undeveloped interior lot measuring approximately 2.79 hectares (6.90 acres) in area with approximately 164 metres (538 feet) of frontage to the south along Towers Road. The unaddressed parcel (PID# 390534) abuts the Confederation Trail immediately to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. This property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development (see Attachment C).

The subject property identified as PID# 1179670 is currently a vacant undeveloped corner lot measuring approximately 0.32 hectares (0.8 acres) in area with approximately 45 metres (147 feet) of frontage to the south along Towers Road and approximately 70 metres (230 feet) of frontage to the east along Mount Edward Road. The unaddressed parcel (PID# 1179670) abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented commercial development in the form of a commercial plaza (see Attachment C).

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on June 10, 2026, notice of a Public Meeting was circulated to forty-six (46) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on June 18, 2026 requesting any comments and feedback concerning the proposed rezoning of the unaddressed properties identified as PID# 390534 and PID# 1179670, both having frontage onto Towers Road.

Public Feedback:

In response to the City's 100-metre circulation letter (see Attachment E), the City did not receive any responses to the letter either in support or in opposition to the application (see Attachment G).

At the Public Meeting held June 18, 2026 no members of the public came to speak at the meeting either for or against the application.

The only questions raised at the Public Meeting by members of Council were in relation to zoning history, local traffic and access concerns as well as future development plans and flexibility under the proposed zoning. It was indicated as captured in the June 18, 2026 Public Meeting minutes that the lands in question were originally zoned for residential use and rezoned to Comprehensive Development Area (CDA) in the recent past. It was noted that the corner lot at Towers Road and Mount Edward Road being PID# 1179670 was originally intended for a small

community-oriented commercial plaza which is still the primary intent under the proposed new (C-3) Zone. It was clarified by both the applicant and Planning staff that the intent with respect to the current rezoning request is to allow for greater development flexibility in future and to avoid the risk of having to engage again with a Planning Act process through the restrictive nature of the (CDA) Zone for any potential future minor changes to the development concept (see Attachment F).

ANALYSIS:

As per Section 3.10.3 of the Zoning & Development Bylaw, before amending the zoning of any parcel of land or rezoning any parcel of land, Council shall conduct a Public Meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a Public Meeting, but if an application goes to a Public Meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the Public Meeting.

On May 12, 2026 Council passed Resolution to proceed to public consultation (see Attachment D). As noted, a 100-metre letter was sent to all notified property owners on June 10, 2026 and subsequently the Public Meeting was conducted on June 18, 2026. As noted, no members of the public responded to the letter circulation nor did any attend the Public Meeting to respond to the application. With the Public Meeting concerning this application having been held on June 18, 2026, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for proposed rezoning to the (C-3) Zone that would apply to the unaddressed subject properties identified as PID# 390534 and PID# 1179670.

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, the subject properties are within the Nodes designation (PID# 390534) and within the Neighbourhoods designation (PID# 1179670) of the new OP.

For the parcel identified as PID# 390534 that is envisioned to accommodate larger-scale retail commercial and food-pad development (see Attachment C), a stated objective of the Nodes designation under Section 3.2.4 is to create landmark-built environments to frame major gateways and intersections as well as to accommodate a broad mix of land-uses. By migrating this parcel to the (C-3) Zone, this will achieve those aims as the (C-3) Zone would allow this parcel which does exist at the eastern periphery of the localized Nodes designation to act as a primary gate for traffic entering from the east off of Mount Edward Road and into the existing commercial hub currently occupied by Canadian Tire to the north and the Royalty Crossing shopping centre to the south (see Attachment A). The proposed rezoning to (C-3) for this parcel would not only satisfy this objective of the new OP land-use designation in this regard but also allow for a more firmly defined and broad range of permitted land-uses via the (C-3) Zone. It is noted that the (C-3) Zone allows for a broad spectrum that comes to include dozens of permitted land-uses spanning commercial, residential and institutional formats.

For the parcel identified as PID# 1179670 that is envisioned to accommodate a neighbourhood-oriented commercial plaza (see Attachment C), a stated objective of the Neighbourhoods land-use designation in the new OP under Section 3.2.5 is to allow for small-scale commercial development to serve local neighbourhood needs as well, another objective being to create complete communities with a range of amenities and services within easy walking, cycling or transit access proximity. As the subject property (PID# 1179670) would front onto a main arterial road (Mount Edward Road) and is found centered in immediate proximity to a mix of existing low-density and medium-density

neighbourhoods, some located directly adjacent to the site, the proposed neighbourhood-oriented commercial plaza development for this site would satisfy the stated objectives of the Neighbourhoods land-use designation given overall proposed development scope, scale, type and location.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for the rezoning of unaddressed property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to also approve the request for the rezoning of unaddressed property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites.

The proposed rezonings have both been met to meet the intent and purpose of the related Official Plan policies for the noted land-use designations belonging to the two (2) sites.

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:

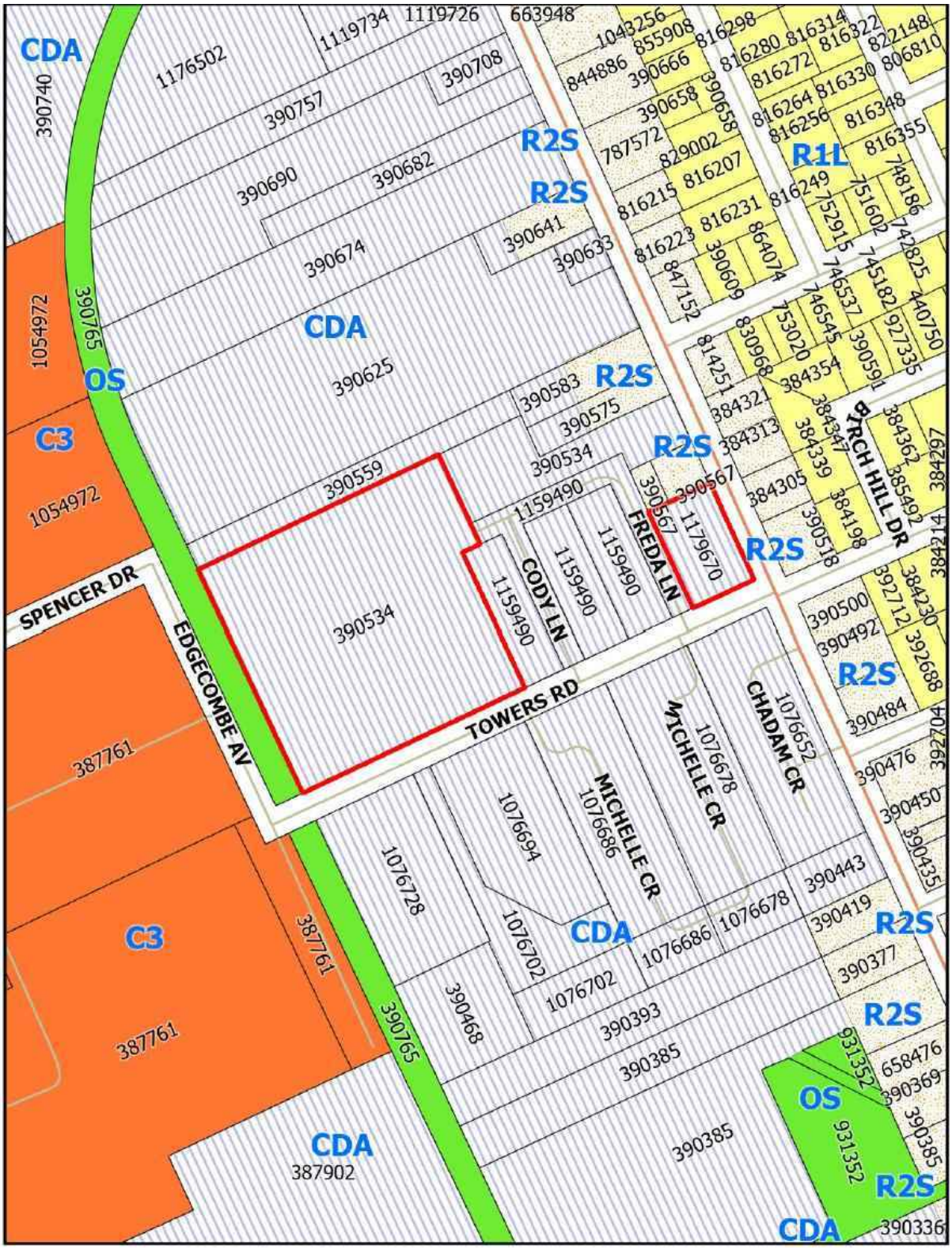
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

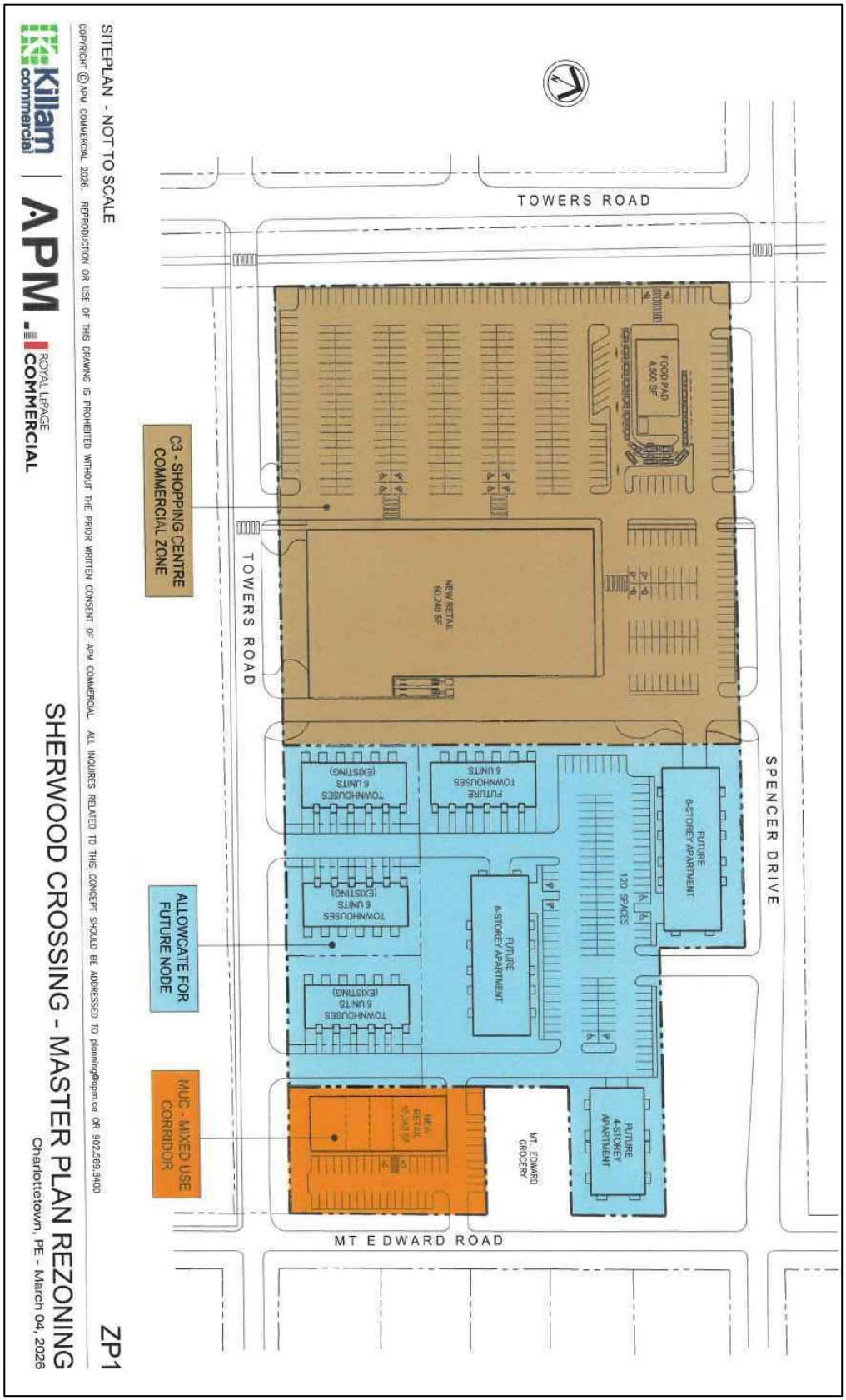
Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Rezoning Master Plan (submitted by applicant)



Attachment "D" – Council Resolution (May 12, 2026)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL # 2026-COCR-0057

Planning & Heritage
#4

MOTION CARRIED 10-0 (Carried)
MOTION LOST _____

Date: May 12, 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 PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Attachment "E" – Public Notification Letter (June 9, 2026)

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

CHARLOTTETOWN

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

June 9, 2026

Re: Unaddressed Properties – Towers Road (PID#s 390534, 1179670)

Dear Property Owner:

The Planning and Heritage Department has received a request for rezoning relating to two (2) existing parcels of land both within the Comprehensive Development Area (CDA) Zone.

The purpose of the request is to rezone the unaddressed subject property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and also to rezone the unaddressed subject property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites.

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Thursday, June 18, 2026 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:30 p.m. on Wednesday, June 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact interested participants on Thursday, June 18, 2026, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or

CHARLOTTETOWN

comments may be emailed to dgundrum@charlottetown.ca on or before **12:00 noon on Friday June 19, 2026.** All responses received will become part of the public record.

Oral submissions or comments may be made at the public meeting, but residents are required to keep their oral submissions to a maximum of five (5) minutes.

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

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Meeting Minutes (June 18, 2026)

DRAFT

Public Meeting of Council
Thursday, June 18, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Mayor Phillip Brown Presiding

Council Members present:	Deputy Mayor Alanna Jankov Councillor Terry Bernard Councillor Kevin Ramsay Councillor Justin Muttart	Councillor Julie McCabe* Councillor Mitchell Tweel Councillor John McAleer
Staff:	David Gundrum, Mgr, PD Michael Ruus, DIG	Tracey McLean, PRC**
Applicants/ Representatives:	Kevin Reynolds [Item 4(a)] Cain Arsenault [Item 4(b)]	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board*	
Regrets:	Councillor Norman Beck Councillor Trevor MacKinnon	Councillor Bob Doiron Jason Doucette, IO/AA

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, June 19, 2026 at 12:00pm Noon.

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:07 PM.

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

3. **Approval of Agenda**
   Moved and seconded that the agenda for the June 18th Public Meeting on, 2026 be approved.

CARRIED

4. Discussion Items:

a) Rezoning – 307 Patterson Drive (PID 676585)

David Gundrum, Development Planning Manager

Request: Rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

Property Information: Rezoning from R-2 Zone to C-1 Zone
Staff Presenter: David Gundrum, DPM
Applicant: 102461 PEI Inc.
Reference: Public Meeting Package

Summary: The DPM indicated that the subject property is an interior residential lot developed with portion of an existing 1-storey commercial building (convenience store) which continues onto an abutting property to the west identified as 311 Patterson Drive (PID# 676585).

The property is bounded to the east by property also in the (R-2) Zone and to the north by property in the (R-3) Zone containing sixteen (16) (3 to 35 Westridge Crescent). Bounding to the north are City-owned lands containing a City community park in the Open Space (OS).

The requested rezoning is intended to harmonize zoning across both parcels containing an existing commercial building (convenience store) within the (C-1) zone so permissions are consistent across the site linking with an established historical pattern of use for the two (2) properties. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Comments: A question was raised as to why the zoning was not changed earlier because previous owners continued operating the existing convenience store and apparently had no need to alter the zoning. The DPM indicated the issue has arisen now because a prospective new owner wants the site's zoning harmonized to commercial use across both parcels, and the pending sale is partly dependent on that rezoning approval.

b) Rezoning – Unaddressed Properties Towers Road (PID#s 390534, 1179670)

David Gundrum, Development Planning Manager

Request: Rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

Property Information: CDA to C-3; CDA to MUC
Staff Presenter: David Gundrum, DPM
Applicant: Pan American Properties Inc. and Killam Properties.
Reference: Public Meeting Package

Summary: The DPM indicated that Subject property identified as PID# 390534 is a vacant interior lot of 2.79 hectares (6.90 acres) in area with 164 metres (538 feet) of frontage to the south along Towers Road. This parcel abuts the Confederation Trail to the west, undeveloped lands to the north and partially-developed lands to the east containing rowhouses. Property is proposed to be placed within the (C-3) Zone to facilitate larger-scale retail and commercial development.

The second subject property identified as PID# 1179670 is a vacant corner lot 0.32 hectares (0.8 acres) in area with 45 metres (147 feet) of frontage to the south along Towers Road and 70 metres (230 feet) of frontage to the east along Mount Edward Road. The property abuts existing legal non-conforming commercial development (Mount Edward Grocery) to the north in the (R-2S) Zone and abuts Freda Lane to the west which provides access into a recent townhouse development further west. This property is proposed to be placed within the (MUC) Zone to facilitate neighbourhood-oriented development in the form of a commercial plaza. The DPM spoke to the legislative requirements and next steps (Planning Board July 7 and Council July 14, 2026).

Cain Arsenault, APM (Killam Properties), then presented a PowerPoint presentation with respect to the Sherwood Crossing development.

Comments: Discussion focused mainly on zoning history, traffic/access concerns, future development plans, and flexibility under the proposed zoning. Mr. Arsenault indicated the land was originally rezoned from residential to Comprehensive Development Area (CDA) as part of the Sherwood Crossing development and that the corner lot at Mount Edward Road and Towers Road was intended for a small community-oriented commercial plaza. Later, the corner lot to R3 was successfully rezoned to accommodate a proposed three-storey apartment building. He further noted that with the apartment project no longer proceeding, the applicant is seeking to rezone the property to Mixed Use (MUC), which would allow commercial development and potentially residential uses above commercial space in the future.

The DPM added that the current CDA zoning is restrictive because any changes require amendments and council approval. The applicant's desire is to move away from CDA zoning because it provides greater flexibility and avoids repeated public processes for minor changes.

5. New Business
There was no new business that arose.

6. Adjournment of Public Session
Moved by Councillor Ramsay and seconded by Councillor Muttart that the Public Meeting adjourned. The meeting concluded at 7:40 PM.

DRAFT UNTIL APPROVED BY COUNCIL

Attachment “G” – Public Circulation Responses

None.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#6

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6B-3

Date:
July 7, 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
E. Council Resolution (January 13, 2026)
F. Public Notification Letter (February 6, 2026)
G. Public Meeting Minutes (February 19, 2026)
H. Public Circulation Responses
I. Provincial DTI Comments c/o Doug Coles
J. Public Works Direction RE: TIS (April 13, 2026)
K. Traffic Impact Statement (May 20, 2026)
L. Public Works Response to TIS (May 26, 2026)

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 Node 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. Consideration at this point is for recommendation to City Council.

Staff Recommendation:
That Planning Board recommend that Council:

Approve the 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 from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.

It is also recommended that Planning Board recommend to Council to approve the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

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

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on February 6, 2026, notice of a Public Meeting was circulated to thirty-two (32) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on February 19, 2026 requesting any comments and feedback concerning the proposed rezoning and Official Plan Amendment (OPA) concerning the unaddressed subject property identified as Mount Edward Road (PID# 440545).

Public Feedback:

In response to the City's 100-metre circulation letter (see Attachment F), the City received twenty-seven (27) responses to circulation, all in opposition to the application (see Attachment H).

At the Public Meeting held February 19, 2026 several members of the public spoke at the meeting, all in opposition to the application. A copy of the Public Meeting minutes can be found under Attachment G to this report.

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.

On January 13, 2026 Council passed Resolution to proceed to public consultation (see Attachment E). As noted, a 100-metre letter was sent to all notified property owners on February 6, 2026 and subsequently the Public Meeting was conducted on February 19, 2026. As noted, there were twenty-seven (27) members of the public who provided written opposition to the application by the deadline for accepting comments of February 20, 2026 and there were several members of the public who attended the Public Meeting on February 19, 2026 to speak in opposition to the proposal.

A major point of concern raised at the Public Meeting and in written comments received was concern for increased vehicular traffic from the proposed development of 87 apartment units, particularly with respect to a proposed road access connection between the development and Lilac Avenue. Several members of the public asked if an independent traffic study could be undertaken by the applicant out of immense concern for potential traffic impacts that were expressed.

Notwithstanding that City Public Works commented to City Planning on June 25, 2025 that they would generally supportive of the proposed development with no major concerns with respect to traffic impacts or physical structure of the existing road network, City Planning further consulted and followed-up with City Public Works following the Public Meeting held February 19, 2026 and on April 13, 2026 received further update and direction from Public Works that an independent professional Traffic Impact Statement (TIS) to be conducted by the applicant on hiring of a third-party qualified professional was advisable (see Attachment J).

Following this advice from City Public Works, City Planning advised the applicant that in order to move the application forward for recommendation to Planning Board and City Council, that an independent TIS would be required. On May 20, 2026, City Planning received copy of a third-party professional TIS (see Attachment K) which was then further commented on and accepted by City Public Works on May 26, 2026 (see Attachment L).

In summary, the TIS commissioned by Cole Associates Ltd. and conducted by Englobe Corp. estimated that the proposed development (87 apartment units) would generate an additional 388 vehicle trips per day with approximately 60% of all new vehicle trips estimated to use the proposed Mount Edward Road access while the remaining 40% of all new vehicle trips would use the Lilac Avenue access. Of the 40% of new vehicle trips utilizing the Lilac Avenue access, half of these are forecast to access Mount Edward Road via Ferngarden Drive which according to the TIS would translate to an additional 78 vehicle trips per day utilizing Ferngarden Drive.

The main recommendations and findings of the TIS as noted in Attachment K to this report are that the proposed 87-unit residential development on Mount Edward Road will generate modest traffic and have minimal impact on overall

roadway operations. Approximately 388 additional daily trips are expected, representing only about a 4% increase on Mount Edward Road, which is not expected to have a significant effect on congestion or delays. While local roads such as Lilac Avenue and Fern Garden Drive will experience higher vehicle percentage increases due to lower existing volumes, overall traffic levels will remain reasonable for local roadways. The proposed right-in/right-out driveway on Mount Edward Road and secondary access on Lilac Avenue will help distribute traffic and reduce congestion on Mount Edward Road.

In their response comments to City Planning based on the results and findings of the TIS, City Public Works is in agreement with the results and advised that separate to the TIS, when a future street access comes in, Public Works will look at how best the Lilac Avenue access can be implemented as it may require the existing curve on Lilac to be squared up with the new driveway for the proposed development forming a third leg of a T-intersection with an all-way stop otherwise the existing curve and adjacent trees will pose a challenge for sight lines and visibility at the driveway entrance (see Attachment L).

With the Public Meeting concerning this application having been held on February 19, 2026 and with request for an independent traffic study having been satisfied which has produced supporting results for the proposed development that have subsequently been reviewed and confirmed as acceptable to City Public Works, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for proposed rezoning and Official Plan Amendment that would apply to the unaddressed subject property having frontage onto Mount Edward Road identified as PID# 440545.

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, the subject property (PID# 440545) is currently within the Neighbourhoods land-use designation of the new OP but is proposed to be transitioned to be within its own Comprehensive Development Area to facilitate the envisioned development.

Stated objectives of the new Neighbourhoods designation under Section 3.2.5 of the new OP include allowance for gentle infill development and alternative forms of low-rise housing compatible with their neighbourhoods as well as enabling residents to live all stages of life in their neighbourhood of choice. A policy of the Neighbourhoods designation is to develop regulations that ensure that infill and intensification is contextually sensitive.

As the implementing regulations of the new Official Plan are not yet in place at this point in time through the related new Zoning Bylaw, the stated request is to change the existing Zoning from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone whereby Council may approve any uses or mix of uses permitted in any Zone of the current Zoning Bylaw for the subject property. This transition is appropriate so long as the intended new land-use designation under the new Official Plan is transitioned to the Node designation as the pre-existing Comprehensive Development Area (CDA) land-use designation no longer exists under the new OP.

Reading from Section 3.2.4 of the new OP, stated objectives of the Nodes designation include accommodation of a broad mix of land-uses and support for the highest densities in the city. This would be the appropriate designation to migrate the subject lands to in order to lend policy support to the proposed development that is intended to be implemented through the Comprehensive Development Area (CDA) Zone regulations of the existing Zoning & Development Bylaw. The new Nodes designation would be the most appropriate land-use designation to substitute in this case given the removal of the pre-existing (CDA) land-use designation under the former OP when the new OP was approved by the Province on March 13, 2026. Migrating the subject lands to the Nodes designation would also

be a logical extension of lands found to the west on the opposite side of Mount Edward Road which are within this designation as well now currently under the new OP.

In this case, the applicant is proposing to develop the property with three (3) apartment buildings having a combined total maximum of up to 87 dwelling units based on existing lot size where each apartment building is proposed to be a total of 5-storeys in height.

Given the periphery location of the property at the edge the existing lower-density residential neighbourhood to the south and east and that it abuts both a major arterial road (Mount Edward Road) to the west and the Bypass Highway to the north, the positioning of higher-density residential development at this location is both logical and timely. It is noted that the topography of the site sits several metres lower than abutting low-density residential development to the east and south such that overlook and privacy concerns would be tempered in this case, notwithstanding the suggested 5-storey height of the proposed apartment buildings. The development would also be placed to the north of the existing surrounding low-density residential development to the south and east and therefore would not cause an immediate shadowing impacts to nearby sensitive residential uses and may assist with buffering for noise due to traffic from the highway to the north.

As noted, through the completed traffic study (see Attachment K), that study did not find any overwhelming concern for traffic impacts and concluded that the surrounding local road network could be accommodating to the proposed development with limited physical adjustments to the road network needed. To reiterate, City Public Works is in agreement with the noted study and has been accepting of the recommendations and conclusions of the study in support of the development.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a Zoning Bylaw Amendment (Rezoning) and Official Plan Amendment to rezone 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 and to change the Official Plan land-use designation from Neighbourhoods to Nodes to facilitate the future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.

It is also recommended that Planning Board recommend to Council to approve the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

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:

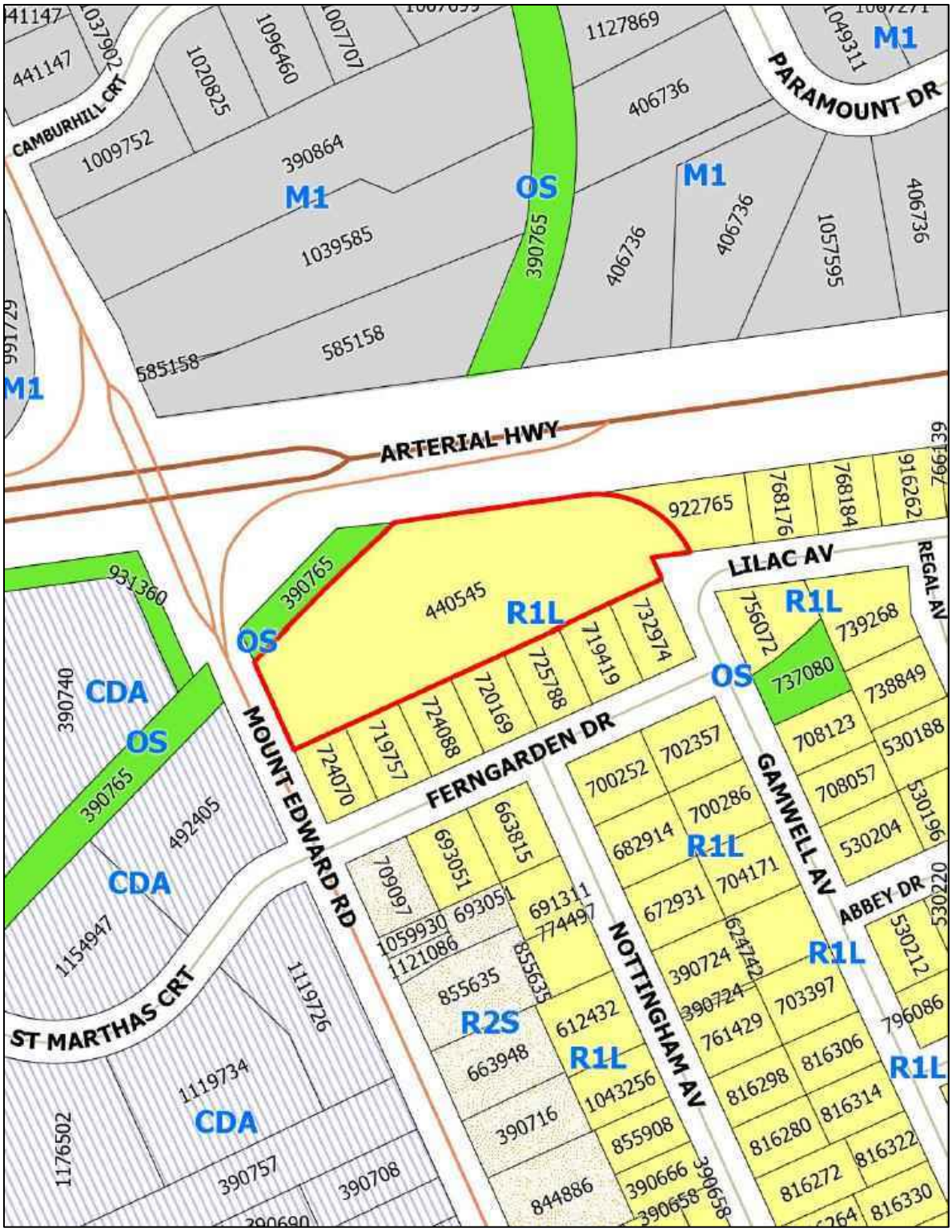
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

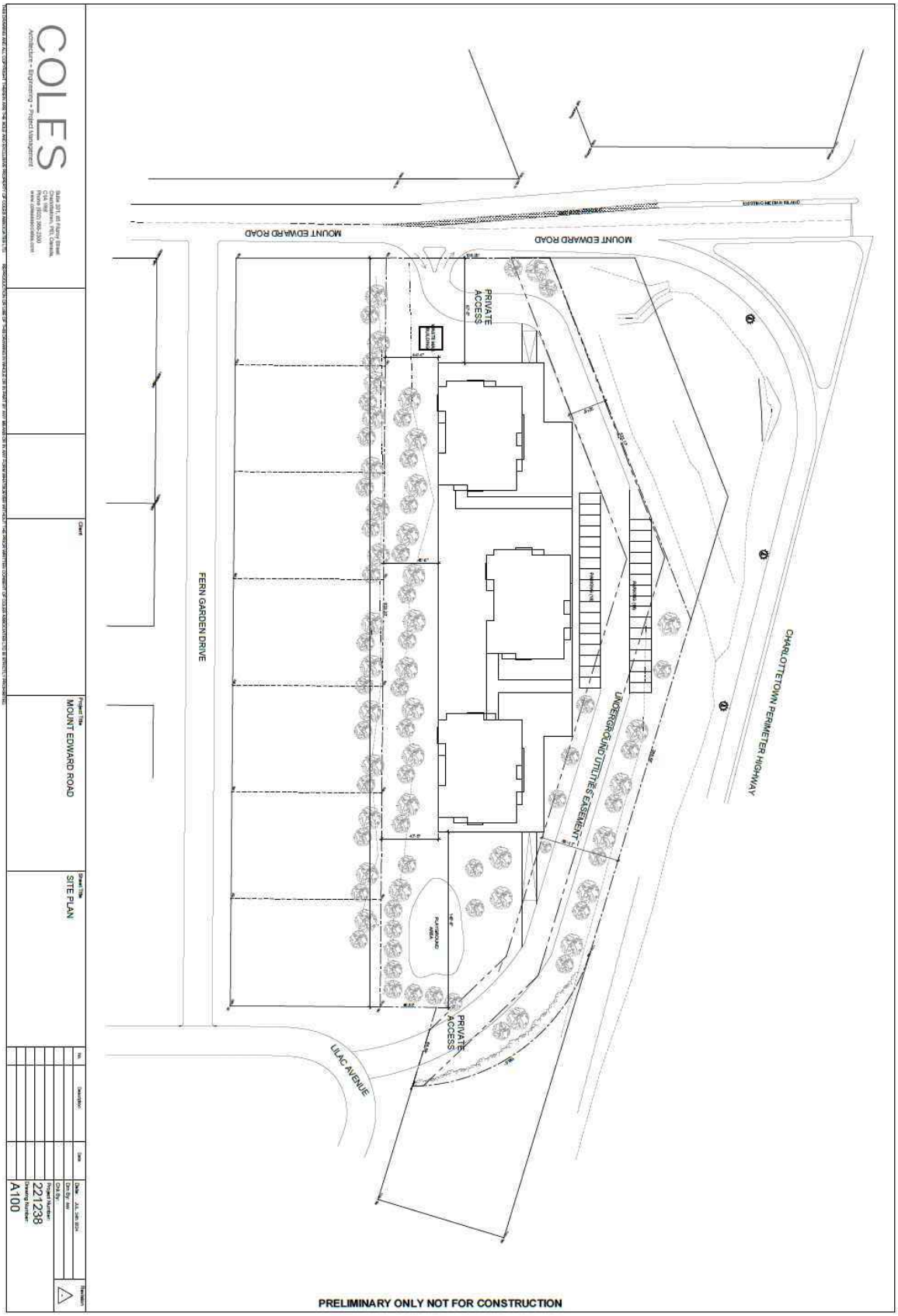
Attachment "A" – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Concept Site Plan



Attachment “D” – Building Renderings



Attachment "E" – Council Resolution (January 13, 2026)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #2026-COCR-0002

Planning & Heritage #2

MOTION CARRIED 10-0 (Carried) CB

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.

Attachment "F" – Public Notification Letter (February 6, 2026)

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

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

THE CANADIAN RED CROSS SOCIETY
400 COOPER ST
OTTAWA, ON
K2P 2H8

February 6, 2026

RE: Unaddressed Property – Mount Edward Road (PID# 440545)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for rezoning of 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 to Comprehensive Development Area in order to allow for the future development of the property with three (3) apartment buildings having a combined total of eighty-seven (87) dwelling units.

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

For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 on or before 4:00 p.m. on Tuesday, February 17, 2026 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:30 PM, Monday – Friday. Staff will contact participants no later than noon, 12:00pm on Wednesday, February 18, 2026 with details on how to participate in the meeting. The live meeting can be viewed at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. All written submissions may be delivered to the Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to Planner David Gundrum at dgundrum@charlottetown.ca on or before noon on Thursday, February 20, 2026. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting where residents will be granted opportunity for oral submissions to a maximum of five (5) minutes for consideration by City Council.

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

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

DRAFT

Public Meeting of Council
Thursday, February 19, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Interim Chair Councillor Bernard Presiding

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

*Participated via Teams
**Minute Taker

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

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

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

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

DRAFT UNTIL APPROVED BY COUNCIL

3. Approval of Agenda

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

CARRIED (8-0)

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

Request:

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

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

Summary:

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

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

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

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

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

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

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

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

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

Comments:

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

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

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

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

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

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

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

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

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

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

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

Request:

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

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

Summary:

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

Attachment "H" – Public Circulation Responses

Gundrum, David

From: Pam Josey [redacted]
Sent: Wednesday, February 11, 2026 8:39 AM
To: Gundrum, David
Subject: Letter of Concern Regarding Proposed 87-Unit Apartment Development - PID#440545

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

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

Dear Mr. Gundrum, City Council, and Planners,

I am writing to formally express my concern and opposition to the proposed 87-unit apartment development planned 328.1 feet from my home at 9 Ferngarden Drive.

While I recognize the need for housing development in Charlottetown, the scale, height, and proximity of these proposed buildings raise serious concerns regardig safety, traffic congestion property value, and the overall impact on our neighbourhood's quality of life.

The proposed buildings will significantly tower over our backyard, resulting in a substantial loss of privacy, reduced enjoyment of our propery, and a dramatic change to the established residential character of the area. Due to the size and closeness to existing single-family homes, this development is likely to negatively affect nearby property values. Loss of privacy (including bright external lights shining in our bedroom windows through the night), increased density, traffic congeston, and changes to neighbourhood character are all well-recognized factors that contribute to residential property devaluation.

Traffic remains a major and ongoing concern. Our road already functions as a throughway, and traffic volume has noticeably increased over the years. Children regularly play on this street, and residents - including myself - raised safety concerns years ago, even prior to the construction of the apartments buildings on Mount Edward Road. Unfortunately, those concerns were not adequately addressed and the conditions have worsened since that development was completed.

The new apartment buildings on Mount Edward Road have already had significant impact on traffic flow on Mount Edward Road and our street. Morning and evening travel has become increasingly congested, making it difficult and, at times, unsafe during peak hours. Adding an additional 87 units in such close proximity will inevitably intensify traffic congestion and further strain road infrastructure that is already under pressure.

I respectfully request that the planning authority reconsider this proposal, particularly its size, height, and placement relative to existing homes. At a minimum, I ask that a meaningful review of the potential impact on neighbouring property values and a traffic and safety impact assessment be conducted.

Thank you for your time and consideration. I trust these concerns will be carefully reviewed before decisions are made that will permanently affect our neighbourhood, property owners, and the safety and comfort of residents.

Sincerely,
Mike Trainor and Pam Josey
9 Ferngarden Drive
(902) 940-2602

Gundrum, David

From: eddie0070 [redacted]
Sent: Saturday, February 14, 2026 7:20 PM
To: Gundrum, David
Subject: PID #440545 Development

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

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

To whom it may concern:

First I would like to thank you for your letter of notice and your interest in the opinions of area residents. It is my hope that this interest is more than just procedural but comes from genuine concern for the Sherwood neighbourhood.
This letter is written in the express intent to lodge a vote of no to changing any part of Sherwood from Single detached Residential (R-1L). This area of sherwood between Brackley Point Road and Mount Edward Road and south of the Bypass Highway was designated R-1L for a reason.

This area was originally a Suburb of Charlottetown that was developed to provide a quiet area for families to own a home with space for a yard and a garden if desired and a community park for your children to access on quiet streets. In other words a community

These streets are no longer quiet. There is already too much high speed through traffic on Lilac Avenue and Ferngarden Drive for it to be safe for a child to ride a bike to the Park. Also at the current levels of residential street use by residents and through traffic there is often a half a block of vehicles lined up to try to make a left turn onto Mt. Edward Road from Ferngarden. This process can regularly take 2 -20 minutes.

87 more living units in this end of Sherwood with a single entrance and exit point at the corner of Lilac Avenue and Gamwell avenue would create an unsafe traffic nightmare for residents.

Also the current zoning ensures that the Homes on the Northside of Fernwood drive would butt up to either the backyard of a neighbour or a street that services them. When one purchases a home in a R-1L zoned area that is the expected level of privacy in your backyard. Rezoning this land to allow an 87 unit Apartment development essentially removes any privacy that is currently in place.

There is a place for apartment buildings in all city planning. I would like to take issue with any city planner that thinks High rise apartment buildings should be built next door and on the same street as a large block of R-1L area homes. Additionally if this has already been approved in a different section of Sherwood R-1L zoning, it was a big mistake. There is a need for both zonings but they should never ever be mixed for many reasons. The most important one being the sense of community that residents of a R-1L have.

I suggest if City planners want to allow development in this area that improves the community in both aesthetic and safety to consider the following.

(1)This land looks like it could accommodate 7 or more very attractive and modern single detached homes.

(2) Secondly, this new development and all the residents that have homes that border on the Bypass highway should have proper protection from highway pollution. This highway was not part of the original plan for Sherwood and when it was constructed the developers omitted placing a wall to prevent noise and air pollution from the highway affecting bordering residents.

This pollution affects both Physical and mental health of residents.
Noise pollution negates any type of backyard activity and constantly disrupts sleep.
Salt, asphalt, rubber tire particles and other road dirt on a wet highway becomes an aerosolized fog of toxin that is constantly bombarding residents and their homes. All well planned cities in the world do not allow their highways to affect residents in this way

In conclusion:
No to the current application for the development of PID #440545
Yes to a safe and healthy development of PID # 4405445 as suggested in this letter.

Kind Regards
Ed MacAulay

Gundrum, David

From: Eileen MacAulay [redacted]
Sent: Sunday, February 15, 2026 9:32 AM
To: Gundrum, David
Subject: Letter

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

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To whom it may concern:

First I would like to thank you for your letter of notice and your interest in the opinions of area residents. It is my hope that this interest is more than just procedural but comes from genuine concern for the Sherwood neighbourhood.
This letter is written in the express intent to lodge a vote of no to changing any part of Sherwood from Single detached Residential (R-1L). This area of sherwood between Brackley Point Road and Mount Edward Road and south of the Bypass Highway was designated R-1L for a reason.

This area was originally a Suburb of Charlottetown that was developed to provide a quiet area for families to own a home with space for a yard and a garden if desired and a community park for your children to access on quiet streets. In other words a community

These streets are no longer quiet. There is already too much high speed through traffic on Lilac Avenue and Ferngarden Drive for it to be safe for a child to ride a bike to the Park. Also at the current levels of residential street use by residents and through traffic there is often a half a block of vehicles lined up to try to make a left turn onto Mt. Edward Road from Ferngarden. This process can regularly take 2 -20 minutes.

87 more living units in this end of Sherwood with a single entrance and exit point at the corner of Lilac Avenue and Gamwell avenue would create an unsafe traffic nightmare for residents.

Also the current zoning ensures that the Homes on the Northside of Fernwood drive would butt up to either the backyard of a neighbour or a street that services them. When one purchases a home in a R-1L zoned area that is the expected level of privacy in your backyard. Rezoning this land to allow an 87 unit Apartment development essentially removes any privacy that is currently in place.

There is a place for apartment buildings in all city planning. I would like to take issue with any city planner that thinks High rise apartment buildings should be built next door and on the same street as a large block of R-1L area homes. Additionally if this has already been approved in a different section of Sherwood R-1L zoning, it was a big mistake. There is a need for both zonings but they should never ever be mixed for many reasons. The most important one being the sense of community that residents of a R-1L have.

I suggest if City planners want to allow development in this area that improves the community in both aesthetic and safety to consider the following.

(1)This land looks like it could accommodate 7 or more very attractive and modern single detached homes.

(2) Secondly, this new development and all the residents that have homes that border on the Bypass highway should have proper protection from highway pollution. This highway was not part of the original plan for Sherwood and when it was constructed the developers omitted placing a wall to prevent noise and air pollution from the highway affecting bordering residents.

This pollution affects both Physical and mental health of residents.
Noise pollution negates any type of backyard activity and constantly disrupts sleep.
Salt, asphalt, rubber tire particles and other road dirt on a wet highway becomes an aerosolized fog of toxin that is constantly bombarding residents and their homes. All well planned cities in the world do not allow their highways to affect residents in this way

In conclusion:
No to the current application for the development of PID #440545
Yes to a safe and healthy development of PID # 4405445as suggested in this letter.

Kind Regards
Eileen MacAulay

Sent from my iPhone

Gundrum, David

From: Tiffany Wonnacott <[redacted]
Sent: Monday, February 16, 2026 1:44 PM
To: Gundrum, David
Subject: Opposing the Rezone

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To whom it may concern,
I am email in regards to the rezoning of the area along Mt Edward road near the by pass. I live in the neighbourhood and I am opposing this rezoning.

Thank you
Tiffany Wonnacott

Gundrum, David

From: Brynn VanWiechen [redacted]
Sent: Tuesday, February 17, 2026 10:29 AM
To: Planning Department; Gundrum, David
Subject: Oppose Rezoning #440545

Some people who received this message don't often get email from [redacted] Learn why this is important

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

Dear Mr. Gundrum,

I am writing to formally express my opposition to the proposed rezoning of property PID #440545 on Mount Edward Road from R-1L to CDA Zone.

My primary concerns relate to traffic, street safety, and parking capacity, mostly on Lilac, Ferngarden and Gamwell. These three streets are currently housed in a quiet subdivision where children regularly play and families walk safely. A development of three apartment buildings with 87 units will inevitably lead to a significant increase in vehicle traffic entering and exiting the area at an already dangerous sharp turn.

Based on the proposed plan, the number of parking spaces appears limited relative to 87 dwelling units. In practice, many apartment units are occupied by two+ adults, which could reasonably mean well over 150 residents. Even with conservative estimates of vehicle ownership, this could translate into 100 or more vehicles associated with this development.

If on-site parking is insufficient, even if there is underground parking, overflow parking will likely occur on surrounding streets. We can look to the apartment building at 53 Towers Road as an example of how additional units can result in street congestion and vehicles lining residential roads, impacting traffic flow and visibility. The entrance on the corner of Gamwell/Lilac Avenue will result in increased on-street parking near the already dangerous corner which would create further safety hazards by narrowing the roadway and reducing sightlines.

Currently, on-street parking on Ferngarden, Gamwell, and Lilac Avenue is minimal, which allows for safe and predictable traffic flow. Introducing consistent overflow parking and higher traffic volumes will significantly change the safety and character of this residential neighbourhood. Traffic safety is already a serious issue locally. Increasing density without clear evidence that infrastructure and parking are sufficient risks the safety of the children and members of Sherwood.

The Mount Edward Road - Bypass - Brackley Point Road - Belevedere Avenue block does not currently contain any properties with CDA zoning. The land use for nearly this whole block is low density residential, especially when focusing on the areas surrounding Ferngarden Drive, Lilac Avenue, and Gamwell Avenue. Having the subject property rezoned to CDA would not blend with the surrounding property zonings within the block.

Many neighbouring property owners built their homes 20+ years ago knowing their neighbours would be similar style of housing. Having the subject property rezoned to CDA would likely impact property values negatively for neighbouring properties to the proposed development.

I am also concerned as to why the developer is specifically looking to have the subject property rezoned to CDA. The bylaw states that use in the CDA zone may include any uses or mix of uses permitted in any Zone of the bylaw. If the intention is to have a development with three apartment buildings (87 units), could this not be granted in a R3 or R4 zoning? CDA zoning seems too open ended and it appears like it could be easier for the developer to revise their plans for development after the fact if the rezoning request is approved by council.

Thank you for your time and consideration.

Sincerely,

Brynn VanWiechen

Gundrum, David

From: Pressed 4 Time [redacted]
Sent: Tuesday, February 17, 2026 2:06 PM
To: Gundrum, David
Cc: Pressed 4 Time
Subject: 3 apartment buildings on Arterial Hwy

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Dear Members of Council,

I am writing to express my concerns regarding the proposed rezoning application to permit a future apartment building and the addition of a new private road behind our property.

We understand that growth and increased housing are important for our city, and we are not opposed to development in principle. However, this proposal represents a significant change to the existing residential character of our neighbourhood, and we have serious concerns about its current design — particularly with respect to traffic, safety, and access points.

Traffic and pedestrian safety are already ongoing concerns in this area. The surrounding streets are frequently used as an unofficial throughway, despite not being designed for that level of traffic. There are currently no sidewalks or clearly marked shoulders, yet the neighbourhood is very active with pedestrians, including many children who use the nearby parks. Introducing additional vehicle access in this context — especially without meaningful infrastructure upgrades — presents a clear safety risk.

We are particularly concerned about the proposed second entrance onto Lilac Avenue. Lilac is a quiet residential street that is not designed to function as a feeder or collector road. Adding an access point there would inevitably increase traffic volume and cut-through driving, further compromising pedestrian safety and neighbourhood liveability.

In contrast, we would be far more amenable to a single entrance configuration from Mount Edward Road, which is better suited to handle higher traffic volumes and would minimize disruption within the residential streets. Concentrating access onto a more appropriate roadway would reduce the impact on existing homeowners and better align with sound planning principles.

Additionally, the placement of a private road directly behind our property will materially impact privacy, noise levels, lighting, and the quiet enjoyment of our home. These effects should not be understated.

We respectfully ask Council to carefully consider whether the current proposal adequately addresses pedestrian safety, traffic management, and neighbourhood impact. At minimum, we urge that the Lilac Avenue access be removed from consideration and that any approval be contingent upon meaningful safety improvements and mitigation measures.

Thank you for your time and consideration.

Sincerely,

Clair & Cathy Dunsford

Gundrum, David

From: Erin [redacted]
Sent: Tuesday, February 17, 2026 11:51 AM
To: Gundrum, David
Subject: Rezoning property #4040545From R-1L to CDA Zone

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Good morning David,

I writing to you with huge concerns with the proposed 3 apartment buildings complex to be built behind Fern Garden drive and off mount Edward Road.
I've lived at Fern Garden Drive for 19 years and when we purchased our house, I inquired about development in the field behind but was told that the exit/ entrance to lilac ave was not big enough and would never be further developed. What has changed?

The exit/ entry on lilac ave that is being proposed is already a narrow turn when 2 cars meet . I can't imagine adding extra congestion to this area. I implore you to just take a drive down lilac ave to the corner of gamwell and see how narrow it is. It's a disaster waiting to happen!

I'm also very concerned with the traffic that will be on fern garden, lilac and Gamwell.

The developer who is trying to rezone has had apartments buildings in the past and doesn't maintain the properties. They tend to get run down, which of course, will take down our property value.

I'm really hoping you oppose the rezoning property of #440545FromR-1L to CDA zone.

Chat soon
Erin McGonnell

Gundrum, David

From: Mcgonnell, Glen [redacted]
Sent: Tuesday, February 17, 2026 12:06 PM
To: Gundrum, David
Subject: Subject: Concerns Regarding Proposed Rezoning and Development PROPERTY#440545

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Subject: Concerns Regarding Proposed Rezoning and Development on Lilac Avenue

Dear David,

I am writing to express my concerns about the proposed rezoning and development that would add approximately 87 new dwellings in our area. While I understand the need for housing growth, I am very worried about the significant safety and infrastructure challenges this project would create for existing residents.

1. Traffic and Safety Concerns
Lilac Avenue and the surrounding streets already struggle with traffic flow and limited road width. Even in their current state, these streets are not safe for pedestrians—my own children are unable to walk up Lilac Avenue safely due to the lack of adequate infrastructure. Introducing the traffic associated with 87 additional dwellings would greatly increase congestion and heighten the risk of accidents.

I strongly encourage members of council to personally drive down Lilac Avenue during peak times to see firsthand how difficult and unsafe the roadway already is. It is hard to imagine how the current infrastructure could support the substantial increase in traffic that this development would bring.

2. Concerns Regarding Long-Term Property Maintenance
I also have concerns about the developer's track record. In past developments in Charlottetown, several apartment buildings owned by this developer were not well maintained and became visibly run down. The prospect of a poorly maintained building becoming an eyesore in our neighborhood—within just a few years of construction—is very troubling.

As residents, we want to ensure that any new development contributes positively to the community, both in design and in long-term upkeep.

3. Request for Careful Consideration
I respectfully ask council to take these concerns into account when evaluating the rezoning application. Safe roads, proper infrastructure, and responsible long-term property management are essential for protecting the well-being of the families who already call this area home.

Thank you for your time and consideration. I appreciate the work you do on behalf of our community.

Glen Mcgonnell,
7 Fern Garden Drive Charlottetown PE, C1A9A1
(902)441-0189

Glen McGonnell (HE/HIM), CFP / Financial Planner
Scotiabank | Scotia Financial Planning
T 902-441-0189
[redacted]
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Ver la traducción al español

Gundrum, David

From: MacDonald Family [redacted]
Sent: Tuesday, February 17, 2026 7:36 PM
To: Gundrum, David
Subject: Opposition to Rezoning of Property ID #440545

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Hello Mr Gundrum,

We live on the corner lot on Lilac Avenue directly across from the property being considered for rezoning. Our children regularly bike and play on our street, and traffic already cuts through the neighbourhood at unsafe speeds.

Allowing apartment buildings on this lot would significantly increase traffic and make an already unsafe situation worse for families living here.

For these reasons, we strongly oppose this rezoning request for the property on Mount Edward (PID # 440545) from a R-1L to a CDA zone.

Thanks,
Christine & Adam MacDonald

Sent from my Galaxy

Gundrum, David

From: VEER VERMA [redacted]
Sent: Tuesday, February 17, 2026 6:26 PM
To: Gundrum, David
Subject: Objection to Rezoning Application #44045 from R1L

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Respected Authority

I am writing in response to the recent notice regarding Rezoning Application #44045 from R1L. I would like to formally express my opposition to this proposed rezoning.

In my view, there is currently no demonstrated need for additional rezoning or higher-density development, particularly when there are already numerous apartment units in the area that remain vacant and unrented. Increasing housing density under these circumstances does not appear justified.

As a resident of this community, I also have serious concerns about the potential impact on traffic and safety. The R1L traffic light intersection is already heavily congested. Over the years, I have personally observed multiple traffic incidents and accidents at this location. Any additional development will likely increase vehicle volume, worsening congestion and creating further safety risks.

Furthermore, the proposed rezoning would contribute to increased traffic congestion, air pollution, and noise pollution, negatively affecting the quality of life for existing residents.

In addition, I would like to express a personal concern. When I purchased my property, it was specifically marketed and valued based on the privacy and open surroundings behind my home. This privacy was an important factor in my decision to purchase, and I paid a premium price accordingly. Although the proposed rezoning may not directly affect my property lot, the construction of taller buildings nearby would significantly reduce my family's privacy and negatively impact our enjoyment of our home.

For these reasons, I respectfully request that the authority carefully reconsider this decision and take into account the concerns of current residents before proceeding.

Thank you for your time and consideration.

Sincerely,
Mahavir Verma

3 Fern Garden Drive

Gundrum, David

From: toli ca [redacted]
Sent: Tuesday, February 17, 2026 9:15 PM
To: Gundrum, David
Subject: #440545 from R-1L to CDA Zone

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Dear David Gundrum,

I am writing to formally express my opposition to the proposed rezoning of the property located at PID # 440545 to allow for the construction of an 87 dwelling -unis apartment development.

I believe this proposal raises significant concerns that should be carefully reconsidered before any approval is granted.

Specifically, I am concerned about:

- Increased traffic congestion and safety risks on surrounding roads
- Number of kids are increasing every year in our neighborhood and they do spent lots of times outdoors during the summer. Potential overflow into neighbouring streets will increase the risk of our kids life elders and people that walk their PETs especially with having Mulberry Park around the corner and knowing how busy it is.
- Strain on existing infrastructure, including water, sewer, and public services
- Impact on local schools and emergency times
- Incompatibility with the existing character and density of the neighborhood
- Potential decrease in nearby property values

An 87-unit multi-family development represents a substantial increase in density that appears inconsistent with the current zoning and established residential pattern of this area.

I respectfully request that the Planning Commission carefully evaluate the long-term impact of this proposal and consider alternatives that are more compatible with the surrounding community.

Thank you for your time and consideration of residents' concerns. I ask that this letter be entered into the public record for the upcoming public meeting.

Sincerely,

Mentor Gashi

80 Lilac Ave

[redacted]

Sent from my iPhone

Gundrum, David

From: neelam verma [redacted]
Sent: Tuesday, February 17, 2026 6:37 PM
To: Gundrum, David
Subject: Oppose to Rezoning Application #44045 from R1l

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

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

Respected Authority,

I am writing to oppose Rezoning Application #44045 from R1L. There is no clear need for increased density given existing vacant units, and the already congested R1L intersection would face greater traffic and safety risks. The proposed development would also reduce privacy and negatively affect the quality of life for nearby residents.

I respectfully request that you reconsider this proposal.

Sincerely,
Neelam Verma
3 Fern Garden Drive

Gundrum, David

From: Ryan Legault [redacted]
Sent: Tuesday, February 17, 2026 7:08 PM
To: Gundrum, David
Subject: Mount Edward Road PID #440545

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Good evening Mr. Gundrum,

I am writing to you today to express my opposition and concern with the proposed rezoning of PID #440545 on Mount Edward Road from R-1L to CDA zone.

I have lived in this neighbourhood my whole life and have significant concerns with this proposal. The main concern I have is the street safety that this increase in traffic will cause. This increase in traffic will cause a significant safety hazard for the surrounding streets where many young families and small children reside. Both proposed entrances to this development cause extreme safety concerns, especially with the limited amount of parking proposed.

Currently there are no sidewalks on Lilac, Gamwell, and Ferngarden. This traffic increase will cause extreme danger to people walking, biking, or for kids playing outside. Not to mention the two parks located off these streets. Families will not be able to access these parks without putting themselves in danger. Increasing the population density of this area will not only affect the children, but all who live in the surrounding area.

Thank you for your time.

Ryan Legault

Gundrum, David

From: Dana Blakely [redacted]
Sent: Wednesday, February 18, 2026 6:20 PM
To: Gundrum, David
Subject: Application for Rezoning

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

I am sending this email in opposition of the request received for rezoning of property identified as Mount Edward Road (PID# 440545) from the Single Detached Residential Zone to Comprehensive Development Area.
Numerous concerns regarding this rezoning and the building of three(3) apartment buildings having a combined total of eighty-seven (87) dwelling units exist including but not limited to infrastructure costs and prioritizing, increased traffic, speed, congestion and hazards, loss of privacy, effect on property values, noise and air pollution, environmental impacts and more.
I ask that you review these concerns and recommend to refuse the rezoning application.

Dana Blakely

Sent from my Bell Samsung device over Canada's largest network.

Gundrum, David

From: Gregory MacCallum [redacted]
Sent: Wednesday, February 18, 2026 10:20 AM
To: Gundrum, David
Subject: Opposition to rezoning of Property #440545

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

Dear Mr. Gundrum,

My name is Greg MacCallum. I live at 82 Lilac Avenue,Charlottetown.
I am the homeowner of our bungalow at this address.
We have been living here since 2003.

Please let this email serve as my official OPPOSITION to the rezoning of Property #440545 from R-1L to CDA Zone.
I do not want 3 apartment buildings (87) dwelling units to be built in our neighbourhood.

I will be attending the public meeting scheduled for Thursday Feb 19th, 2026 at 7pm to listen to what the planning committee has to say and to voice my concerns and explain why I am opposed to this rezoning..

Thank you,
Greg MacCallum, PhD

Gundrum, David

From: jamie macdonald [redacted]
Sent: Wednesday, February 18, 2026 9:09 PM
To: Gundrum, David
Subject: Mt Edward apartments

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Good evening , My name is Jamie Macdonald and my family lives at 54 lilac . I just found out about the proposed zoning change for 3 apartments on the corner of Mt Edward and the bypass. My family's concern is the amount of traffic this woukd cause pouring onto lilac and into the subdivision itself . The city has spent money on revitalizing Mulberry Park with a disc golf and outdoor rink . This adds to the soccer and ball fields already there . With this being such a busy park it would be make no sence to increase the traffic . Our front deck over looks the park and lilac is a long stretch where cars often speed going past . It only a matter of time before there is a tragedy there . Also to add there is residents along this area that have purchased homes with the understanding that the surrounding vacant land was zoned residential. A change to this would be a tough one to swallow. One last point is that there is already an increase in traffic cutting though this subdivision as a result of the new apartments that were build on Mt Edward across from Fergarden . We hope you consider our and many families concerns when you make your recommendation to council . Thank you

Jamie

Get Outlook for Android

Gundrum, David

From: Joel Legault [redacted]
Sent: Wednesday, February 18, 2026 4:43 PM
To: Gundrum, David; Planning Department
Subject: Oppose Rezoning #440545

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Dear Mr. Gundrum,

I am writing to formally express my opposition to the proposed rezoning of PID No. 440545.

My main concern relates increased traffic impacting the safety of the residential streets surrounding the development - Ferngarden Dr., Gamwell Av., and Lilac Av. if rezoning is granted. These have been quiet, residential streets for 25+ years. If the proposed development is pursued it would add at least 100+ new vehicles to daily traffic in the area. None of the above-mentioned streets have sidewalks or paved walkways to keep pedestrians safe. The only sketch provided for the proposed development shows only 34 parking spaces (maybe there is to be underground parking in the apartments?). This leads me to believe that the proposed development will cause increased street parking along Lilac and Gamwell causing even less-safe traffic conditions along the sharp 90+ degree bend along Lilac.

The access to the proposed development from Lilac does not appear safe as it is proposed at the (greater than) 90 degree turn along Lilac. This seems like a poor location to access the proposed development by creating a 'Y' intersection essentially. This turn on Lilac is already dangerous with minimal sight distances and drivers neglecting to slow down.

There is not a single CDA zoned property within this block (Mount Edward Road - Bypass - Brackley Point Road - Belvedere Avenue). Having the subject property rezoned to CDA would not blend with the existing low density, residential land use.

Thank you for your time and consideration.

Sincerely,
Joel Legault
88 Lilac Avenue

Gundrum, David

From: paul andrews [redacted]
Sent: Wednesday, February 18, 2026 6:30 PM
To: Gundrum, David
Subject: PID# 440545

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To Those Concerned. I am opposed to the apartment complex purposed for PID# 440545. I live on Ash Drive and am familiar with the area. The purposed access from Mt Edward Road is on a blind hill and very close to a busy intersection. With that in mind, the surrounding neighborhood will see most or all of the extra traffic. This would be of great concern for people who walk this neighborhood as well as the children using the nearby parks. Safety should be everyone's concern. Thanks, Paul Andrews.

Gundrum, David

From: Sarah Legault [redacted]
Sent: Wednesday, February 18, 2026 6:34 PM
To: Gundrum, David
Subject: Proposed rezoning

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Mr. Gundrum,

I am writing to express my opposition to the rezoning of property PID #440545.

I am a lifelong resident of this neighborhood, and I am very concerned with the safety of this project. It will cause increased traffic in this residential area.

The entrance proposed at the corner of Lilac/Gamwell appears very dangerous. There are no sidewalks and two parks nearby.

I do not feel this would be a suitable location for three large apartment buildings.

Thank you,
Sarah Legault

Gundrum, David

From: Sarah Sparks [redacted]
Sent: Wednesday, February 18, 2026 9:54 AM
To: Gundrum, David
Subject: Oppose Rezoning of property #440545

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

Good Morning,

I am writing to formally express my opposition to the proposed rezoning of property #440545 from R-1L to CDA.

As a parent with children in the neighbourhood, I am deeply concerned about the increased traffic this change would likely generate. Additional traffic would directly affect our daily lives and, more importantly, the safety of families who walk and allow their children to play in the area. Our neighbourhood has always been a place where children can move about safely, and I worry that this rezoning would significantly alter that environment.

I respectfully ask that you take these concerns into serious consideration when reviewing this proposal.

Thank you for your time and attention.

Thank you,
Sarah Sparks

Gundrum, David

From: Stephanie Russell [redacted]
Sent: Wednesday, February 18, 2026 7:34 PM
To: Gundrum, David
Subject: Rezoning near Ferngarden

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

I wanted to send an email regarding the rezoning happening for 87 apartments near Ferngarden. I am opposed to this as that will be too much traffic in a residential area making it unsafe for pedestrians and children playing. Mt Edward rd in that area is a blind hill as well as Lilac being a blind turn in that area. Not to mention the traffic confessions that is already occurring on thr bypass in that area near Toyota.

Gundrum, David

From: Timothy Wonnacott [redacted]
Sent: Wednesday, February 18, 2026 8:35 AM
To: Gundrum, David
Subject: PID # 440545 from R-1L0 to CDA zone

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Hello David my name is Timothy Wonnacott I have many concerns about the request to rezone the property # 440545, it is essential that this property stay as single detached residential property. I personally have a major issues with changing this property to a CDA.

1) The most convincing argument to keep this a R-1LO development is the fact that 87 units will crush the current infrastructure in the sherwood area namely lilac ave. we have no sidewalk, the streets are filled with kids namely my kids. As it is the neighborhood over run with cars and cars that speed, we also have no speed bumps to keep our kids safe. If you go through with this Change the city must put in speed bumps that means 2 the city must also also install side walks well before construction is even allowed to start. The other option is to keep property From being allowed to access Lilac ave

Gundrum, David

From: Valerie O'Rourke [redacted]
Sent: Wednesday, February 18, 2026 6:08 PM
To: Gundrum, David
Subject: Property rezoning

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

Dear Mr Gundrum

I am writing to express my opposition to the proposed rezoning of property PID #440545 on Mount Edward Road.

Having lived on Ash Drive for over 25 years I am very familiar with the traffic flow & the family use of this neighborhood. This is a residential subdivision and there would be negative impacts of allowing access to the apartment buildings via this neighborhood. Allowing entrance at the 90 degree turn of Lilac and Gamwell would not be a safe option, in my opinion.

I am also concerned with the parking spaces in the plan. There does not seem to be sufficient area to accommodate all tenants and visitors. Parking on Gamwell and Lilac would not be acceptable.

We already have several apartment buildings on Mount Edward Road which have added to the traffic in this area and the addition of another entrance/exit off Mount Edward Road would create more havoc.

This neighborhood is a prime residential area of Sherwood. There are not any sidewalks in this area and 2 parks which are used all season long. The safety of people using these facilities would be in danger. This development would also affect the property values for these long term residents of Sherwood.

Thank you for your consideration

Sincerely
Valerie O'Rourke
Sent from my iPad

Gundrum, David

From: Zoë Hughes [redacted]
Sent: Wednesday, February 18, 2026 8:53 AM
To: Gundrum, David
Subject: Rezoning Mount Edward Rd (PID# 440545)

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

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

Hello Mr. Gundrum,

My name is Zoë Hughes, and I am a resident of Ferngarden Drive in the Sherwood neighbourhood.

I am writing to formally oppose the proposed rezoning of the Mount Edward Road property (PID #440545) from Single Detached Residential (R1-L) to Comprehensive Development Area (CDA).

This area has long been designated and understood as a low-density, single-detached residential neighbourhood. Rezoning the property to allow three five-storey apartment buildings represents a significant change in scale and intensity that is not compatible with the surrounding homes and community.

As someone who has lived in this neighbourhood since 2005, I can speak to how the area behind these homes has historically functioned as informal open space for children and families. Growing up here, outdoor play, running, and everyday use of this space were a central part of neighbourhood life. This long-standing pattern of use reflects the residential character and livability that residents relied on when choosing to live in this area. The proposed development would fundamentally change how safe, open, and usable this space is for children and families.

The proposed location of the development further raises serious concerns. Placing access for 87 residential units onto nearby residential streets would amplify safety risks for residents, pedestrians, and cyclists. Ferngarden Drive and surrounding streets are already heavily used by children, runners, and families accessing local parks, and the existing road network is not designed to accommodate this level of density or traffic volume. These site-specific conditions make this location particularly unsuitable for development of this scale.

While I recognize the need for additional housing, I believe this proposal is inappropriate for this specific location and zoning context. I respectfully ask that City Council consider the long-term impacts on neighbourhood safety, livability, and character, and deny the rezoning application.

Thank you for your time and consideration.

Regards,

Zoë Hughes

Gundrum, David

From: Eric n Laura Maas [redacted]
Sent: Thursday, February 19, 2026 8:59 AM
To: Gundrum, David
Subject: # 440545 from R-1L to CDA Zone.

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

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

Good Day David
I am writing to express concerns about the increasing traffic in our subdivision with this new development behind Fern Garden Drive primarily due to the only exit towards downtown, malls, grocery stores and schools are exiting through the subdivision and the exit for this development is in front of our community playground. With the 87 units there will be an average of 130 additional cars plus visitors vehicles travelling through the subdivision of either Fern Garden Drive, Gamwell, and Ash Drive.
This issue is exacerbated by the additional traffic from St. Martha's Court, causing significant congestion. Fern Garden Drive is particularly affected, with cars getting backed up as they try to exit towards downtown. This street is home to 15 children, and the increased traffic poses a safety risk to them. We believe it is crucial to address this matter promptly to ensure the safety and well-being of our community.

Thank you for your attention to this important issue.
Eric & Laura Maas
5 Fern Garden Drive
902-388-1387
Get Outlook for iOS

Gundrum, David

From: Zach Hughes <[redacted]
Sent: Thursday, February 19, 2026 3:00 PM
To: Gundrum, David
Subject: Rezoning Mount Edward Rd (PID# 440545)

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

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

Hello Mr. Gundrum,

My name is Zach Hughes and have been living at 11 Ferngarden Drive since June 2004.

I am opposed to rezoning Mount Edward Rd (PID# 440545) from Single Detached Residential (R1-L) to Comprehensive Development Area (CDA) zone.

The preliminary plans to build 3 five storey apartment buildings should not be allowed to happen in a residential area.

Regards,

Zach Hughes

Attachment "I" – Provincial DTI Comments c/o Doug Coles

Gundrum, David

From: Douglas Coles <dcoles@caltech.ca>
Sent: Friday, February 20, 2026 8:05 AM
To: Gundrum, David
Cc: steve@rbirt.com; Bill Chandler
Subject: 22RE: DTI Comments - PID# 440545 (Mount Edward Road)

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

Good morning David:

Attached below is the email from Alan Aitken from DTI concerning the entrance.

Alan has since retired from DTI however, please note that Stephen Yep is the Director of Capital projects with DTI; Stephen Pigot is the regional engineer for DTI.

Please note that this was also copied to Alex Forbes and Greg Morrison who were with the City at the time.

If you have any question please let me know.

Regards,
Douglas
++
From: Alan Aitken <aaaitken@gov.pe.ca>
Sent: Tuesday, October 27, 2020 10:42 AM
To: Alex Forbes <aforbes@charlottetown.ca>; Greg Morrison <gmorrison@charlottetown.ca>
Cc: Alex MacLeod <ALMACLEOD@gov.pe.ca>; Stephen Pigott <SBPIGOTT@gov.pe.ca>; Stephen Yeo <SJYEO@gov.pe.ca>; Sharon Slauenwhite <SNSLAUENWHITE@gov.pe.ca>
Subject: PID 440545 - Mt. Edward Rd

Alex

The Department had a recent discussion with Steven Birt, of Ellis and Birt Limited, regarding property # 440545 which is located at the intersection of Mt. Edward Rd and Rte 1, Trans Canada Highway (aka, the bypass) and also has abuts Lilac Ave.

We are of the understanding from discussions with Mr. Birt that he was directed by the City to discuss access for potential development to this property from Mt. Edward Rd.

Even though this property abuts the right-of-way with Rte 1, we can advise, that the Province will not grant access of any manner to the highway.

This intersection is not unlike other intersections along the Rte 1, the By-pass, where Rte 1 is owned by the Province but one or more of the minor roads is considered to be a City street but the Province owns and operates the traffic signals.

In a case like this the Province, although not owning the minor rd(s), appreciates that the City consults with the Province on potential access issues within the "influence area" of the intersection. The "influence area" is generally defined by the extent of all turning lanes and tapers.

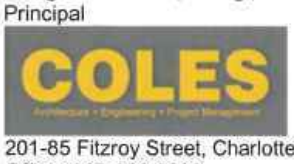
In this particular instance the Department would not be opposed if development of this property occurs under the condition that access within the influence area of the intersection be limited to right-in/right-out through the extension of the curbed center median southward beyond the access. As this removes the ability for left turns into and out of the property it may be appropriate to provide alternate access from Lilac Ave.

Any development of this property should be also be reviewed based on consideration of long term potential grade changes of Mt Edward Rd.

Please feel free to contact the Department if you have any questions!

Alan A. Aitken, P.Eng
Traffic Operations Engineer
Transportation, Infrastructure and Energy
aaaitken@gov.pe.ca
902-368-5006 (ph)
902-368-5425 (fax)
++++++++++++++++

Douglas A. Coles, P.Eng., P.E., F.E.C.
Principal



201-85 Fitzroy Street, Charlottetown, PE, C1A 1R6, Canada
Office: 902-368-2300
www.colesassociates.com

From: Gundrum, David <dgundrum@charlottetown.ca>
Sent: February 20, 2026 7:46 AM
To: Douglas Coles <dcoles@caltech.ca>
Cc: steve@rbirt.com
Subject: DTI Comments - PID# 440545 (Mount Edward Road)

Hi Douglas,

Just following from last night's Public Meeting, I am wondering if you would be able to send any written comments you have received from DTI regarding confirmation that they are ok with the right-in, right-out access onto Mount Edward Road for the proposed development?

Who was your contact person at DTI?

After last night's Public Meeting, I'll be following up with our Public Works Department to ask if they have any further comment in regard.

David Gundrum, RPP, MCIP
Manager of Development Planning

City of Charlottetown
Planning & Heritage Department
70 Kent Street

Attachment "J" – Public Works Direction RE: TIS (April 13, 2026)

Gundrum, David

From: Taweel, Riley
Sent: Monday, April 13, 2026 12:12 PM
To: Gundrum, David; Gashi, Ylber
Cc: Ruus, Michael
Subject: RE: Request for Comments - Mount Edward Road (PID# 440545)

Follow Up Flag: Follow up
Flag Status: Completed

Hello David,

Thanks for the nudge on this one.

Based on the assumption that two accesses are necessary for this development from an emergency response perspective, and understanding that the province would likely have some concern with any access onto Mount Edward Rd that is not a right-in, right-out configuration, you are correct in saying that we did not have major concern with the two proposed accesses to accommodate the development.

Ylber and I had discussed this and although the traffic generation that would be expected from this development is not significant enough to raise traffic concerns from a capacity perspective, we are conscious of the fact that it is adjacent to what are quiet residential streets and that additional traffic is a concern – especially since it is a rezoning in this case. As such, having a traffic impact statement prepared by a consultant is desired, primarily as it is a change in land use to permit additional units. It should generally review the proposed accesses, provide estimates for the expected impact on adjacent streets (i.e., the additional volume expected), and provide recommendations for ways to mitigate any issues that are brought to light through the review. This will probably be helpful in the grand scheme as it should be a way to help reduce the concerns that were expressed.

I've quickly looked at some numbers to provide some additional context, though I would consider this for our internal info only. As a very rough estimate, this site would likely generate upwards of 300 trips per day based on roughly 3 trips per unit per day. Assuming 50/50 inbound and outbound trips, it would be about 150 trips to the site and 150 trips from the site. Assuming (on the low end) that 35% of trips use the Mount Edward Rd access, my feeling is that it would be in the ballpark of 100 trips into and 100 trips out of the site at the Gamwell/Lilac access each day at most. These trips would be distributed throughout the network using Gamwell, Lilac and Ferngarden depending on their destination. We have traffic data that indicates Ferngarden Dr currently has about 360 vehicles per day, and Lilac Ave (albeit, near civic 15 at the opposite end) has about 200 vehicles per day.

Since the volumes are so low to begin with, I think it is fair to assume that there would be a noticeable increase in traffic. However, I don't think it inherently means it is problematic, nor do I think it would amount to a 6x increase as noted in your previous email. As mentioned in your previous email, there could be ways to mitigate the impact of the additional traffic including traffic calming, though this would be something we review and implement if needed once we get a sense of the actual impact of the development – unless it is recommended as a needed upgrade in the TIS.

Hope this information helps. If you have questions, please let me know.

Thank you,
Riley

Riley Taweel, MScE, P.Eng.
Public Works Department

City of Charlottetown
PO Box 98, 199 Queen Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 902-629-4011

rtaweel@charlottetown.ca
www.charlottetown.ca

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From: Gundrum, David <dgundrum@charlottetown.ca>
Sent: April 9, 2026 2:57 PM
To: Taweel, Riley <rtaweel@charlottetown.ca>; Gashi, Ylber <ygashi@charlottetown.ca>
Cc: Ruus, Michael <mruus@charlottetown.ca>
Subject: RE: Request for Comments - Mount Edward Road (PID# 440545)
Importance: High

Ylber and Riley,

Just circling back on comments for this development for Steven Birt up at Mount Edward Road and Highway 2 as I'm hoping to get a recommendation forwarded to Planning Board on May 5th at this point.

At the Public Meeting we held back on February 19th of this year, a number of residents voiced concerns around traffic and volume of traffic that might impact their neighbourhood.

Understanding from prior comments that PW had no major concerns with the proposed 2 access points to the site and I also have supplementary comments from Provincial DTI saying pretty much the same thing as it regards the access more specifically onto Mount Edward Road in vicinity of their corridor – is there any requirement from Public Works based on the scope and intensity of the development that the applicants must provide a Traffic Impact Study (TIS) of any sort?

If not, we will continue along our path and provide a recommendation to Planning Board on the re-zoning on May 5th and then Resolution to Council on May 12th but if a TIS is required based on your professional take on things and any standards that apply, we will convey that to Mr. Birt that he must engage with a traffic consultant and we will pause on bringing a recommendation forward at the present time.

Attached is copy of the concept site plan for the development again for reference along with concept renderings of the buildings – development is proposing for a total of 87 apartment units spread across 3 buildings.

2023 Air Photo of the site:



David Gundrum, RPP, MCIP
Manager of Development Planning

City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 1M9
Cell: 902-393-5467

dgundrum@charlottetown.ca
www.charlottetown.ca

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From: Taweel, Riley <rtaweel@charlottetown.ca>
Sent: Wednesday, June 25, 2025 2:32 PM
To: Gundrum, David <dgundrum@charlottetown.ca>; Gashi, Ylber <ygashi@charlottetown.ca>
Subject: RE: Request for Comments - Mount Edward Road (PID# 440545)

Hi David,

Some initial comments from PW on this:

- Access from Mount Edward Rd 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 Lilav Avenue might need some tweaking. I suspect what was sketched onto the concept plan in pen is more desirable compared to what was originally drawn. 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, I think it is doable. Grades could be a challenge to ensure sight lines are adequate, but again I feel that with some work those issues could be addressed.
    - Aside: are private roads still permitted or are we requiring roads like this to be a public road?
- I assume there would be traffic concerns expressed by residents on Lilac/Gamwell Ave and Ferngarden Drive, as those two connections would likely serve as the primary access to the development for any trips south of the development due to the access restrictions on Mount Edward Rd. Surely there would be some volume increase on these streets as a result, but I don't think traffic in this case would be cause for concern from the City's perspective.

Thanks,
Riley

From: Gundrum, David <dgundrum@charlottetown.ca>
Sent: June 13, 2025 2:28 PM
To: Gashi, Ylber <ygashi@charlottetown.ca>
Cc: Taweel, Riley <rtaweel@charlottetown.ca>
Subject: Request for Comments - Mount Edward Road (PID# 440545)

Hi Ylber,

Attached is a concept plan for a proposed housing development for unaddressed property at the southeast corner of Mount Edward Road and the Arterial Highway (PID# 440545).

The development proposes 34 townhouse units arranged as shown on the plan.

This is an application for combined Zoning Bylaw Amendment and Official Plan Amendment to change the zoning on the site from (R-1L) to (CDA) and the land-use designation from Low Density Residential to Comprehensive Planning Area.

Please provide any comments and feedback concerning the application on or before **Friday, June 27th** with respect to any Public Works requirements.

If you require any additional information or clarity on the application please let us know.

David

David Gundrum, RPP, MCIP
Manager of Development Planning

City of Charlottetown
Planning & Heritage Department

Attachment "K" – Traffic Impact Statement (May 20, 2026)

May 20, 2026

Coles Associates Ltd.
85 Fitzroy St, Suite #201
Charlottetown, PE C1A 1R6
Attention: Nazmi Lawen, FEC, M.A.Sc., P.Eng., PE

Subject: **Mount Edward Traffic Impact Statement**
Englobe reference: 02605295.00

Dear Mr. Lawen,

Englobe is pleased to submit the Mount Edward Traffic Impact Statement in response to Coles Associates Ltd.'s request. The Study examines the potential impact of a proposed development in the City of Charlottetown. The Study includes a review of the proposed accesses, estimates the impact on adjacent streets with the additional traffic, examines potential traffic calming measures, and provides general recommendations.

1 Background

Coles Associates Ltd has retained Englobe Corp. to conduct a Traffic Impact Statement (TIS) for the addition of three (3) five storey apartment buildings along the east side of Mount Edward Road, below the Trans-Canada Highway 1. In total, the development will include up to 87 multi-family residential units. Access will be provided to the site via Mount Edward Road and Lilac Avenue. The access driveway on Mount Edward Road will be restricted to right-in/right-out. Figure 1 displays the proposed development location for clarification purposes.

The following tasks were completed as part of the study:

1. The Team reviewed existing traffic data provided by the City of Charlottetown.
2. The ITE Trip Generation Manual 12th edition was used to estimate the number of vehicle trips generated by the proposed development.
3. The traffic volumes on Mount Edward Road, Lilac Avenue, and Fern Garden Road were assessed using the added generated development traffic to determine the need for traffic calming measures.
4. The findings and conclusions of the study were summarized.

T 506.693.5893 – adriana.teran@englobecorp.com
97 Troop Ave, Dartmouth, NS, B3B 2A7
englobecorp.com

Figure 1: Study Area



1.1 Street Characteristics

Mount Edward Road is a collector road that is oriented in a north-south direction and features one lane in each direction. It provides access to residential areas, downtown Charlottetown, and an industrial area to the north. The asphalt surface is approximately 10 meters wide outside the development location. There is a sidewalk along the east side of the route and bike lanes on both sides of the road. The posted speed limit is 50 km/hr. The proposed development would have a right-in/ right-out access that branches off Mount Edward Road.

Fern Garden Drive is a local road that is oriented in an east-west direction and features one lane in each direction. It is a residential roadway with access to Mount Edward Road. The asphalt surface is approximately 7 meters wide near the development location. There are no sidewalks or bike lanes along the route. The route does not have curb and gutter. The posted speed limit is 40 km/hr. Fern Garden Drive branches off Mount Edward Road and connects to Lilac Avenue to the east.

Lilac Avenue is a local road that is generally oriented in an east-west direction and features one lane in each direction. It is a residential roadway. The asphalt surface is approximately 7 meters wide near the development location. There are no sidewalks or bike lanes along the route. The route does not have curb and gutter. The posted speed limit is 40 km/hr. An access road to the new development will be positioned along the horizontal curve of Lilac Avenue, just north of the stop-controlled intersection with Fern Garden Drive.

1.2 Traffic Volumes

Traffic volumes were provided by the City of Charlottetown. Figure 2 displays the average daily traffic (ADT) along the study area routes, the vehicles per day (vpd) per direction, and the access driveway locations. The access driveway on Mount Edward Road is limited to facilitate right-in/right-out traffic only.

Figure 2: Existing Daily Traffic Volumes



2 Traffic Generation

The ITE Trip Generation Manual was referenced to estimate the trips generated in the AM and PM peak periods from the proposed new development. Table 1 displays the number of trips generated by the three (3) separate multi-unit apartment buildings.

Table 1: ITE Trip Generation

Description	Number of Units	ITE Land Use Code	AM Peak		PM Peak		Weekday	
			Entering	Exiting	Entering	Exiting	Entering	Exiting
Mid-Rise Multi-family Residential	87	221	8	25	21	12	194	194
Total			33		33		388	

Overall, the development generates little traffic compared to the existing ADT values shown in Figure 2 on Mount Edward Road. It is unlikely that this amount of additional vehicle traffic would have any impact on delay times or traffic congestion. For instance, the 388 daily vehicle trips that the development is anticipated to generate would represent (at most) a 4% increase of daily vehicle traffic on Mount Edward Road. However, some development traffic is expected to enter/exit through the access driveway on Lilac Avenue. 60% of new development trips will use the access driveway on Mount Edward Road and 40% use the access driveway on Lilac Avenue.

Lilac Avenue and Fern Garden Drive currently have low traffic volumes and will therefore experience a larger increase in traffic by percentage. Where 40% of the development trips are expected to use the access driveway on Lilac Avenue, 20% are expected to use Fern Garden Drive to access Mount Edward Road. This amounts to 78 daily vehicle trips added to Fern Garden Drive and 78 daily vehicle trips added to Lilac Avenue.

3 Access Review

As mentioned, the site will be accessed through two (2) access driveways. The access driveway on Mount Edward Road is limited to facilitate right-in/right-out traffic only. This prevents left turning traffic from entering/exiting the site, which is beneficial given the traffic volumes on Mount Edward Road and the proximity of the intersection with the Trans Canada Highway.

The other access is positioned along the outside of a horizontal curve in Lilac Avenue, just north of the stop-controlled intersection with Fern Garden Drive.

Access driveway general locations are shown in Figure 1 above. No issues have been identified with these access locations.

4 Speed Data

One of the common concerns with adding traffic to local roads is the potential for speeding. While we do not know the speeds that residents in the proposed development will choose to drive at, we can review existing speed data to learn how existing local drivers use the roadway.

Speed data was obtained from the City and is summarized in Table 2. The data summarized includes the average daily volume of vehicles in each direction, the posted speed limit on the road, the average speed of vehicles in each direction, the 85th percentile speed of vehicles in

each direction, and the percentage of vehicles that were travelling in excess of the posted speed limit. The 85th percentile speed is a common benchmark used in traffic engineering and shows the speed that only 15% of drivers chose to exceed. Highlights of the findings are as follows:

- The average speed on Mount Edward Road is above the posted speed limit of 50 km/h, with 75% of southbound vehicles and 64% of northbound vehicles exceeding the speed limit.
- The average speed of vehicles on Lilac Avenue and Fern Garden Drive is at or below the posted speed limit of 40 km/h.
- Generally, there is good compliance with the 40 km/h speed limit on Lilac Avenue and Fern Garden Drive, although the 85th percentile speed is above 40 km/h (46-48 km/h).

Table 2: Study Area Speed Data

Parameter	Lilac Avenue		Fern Garden Drive		Mount Edward Road	
	Inbound	Outbound	Inbound	Outbound	Inbound	Outbound
Average Daily Volume	86 vpd	108 vpd	162 vpd	192 vpd	4601 vpd	4537 vpd
Posted Speed Limit	40 km/h		40 km/h		50 km/h	
Average Speed	40 km/h	39 km/h	39 km/h	36 km/h	55 km/h	52 km/h
85th Percentile Speed	48 km/h	47 km/h	46 km/h	46 km/h	62 km/h	62 km/h
% of vehicles speeding	46%	45%	44%	31%	75%	64%

5 Traffic Calming Measures

Traffic calming typically refers to a variety of measures that can be implemented to local roadways for one of two purposes: reducing excessive vehicle speeds or reducing cut-through traffic. There would be no need for traffic calming for cut-through traffic as the proposed development would be adding new local traffic to the area. The existing speed data on Lilac Avenue and Fern Garden Drive showed that there are some residents who are currently speeding on these roads. There are some traffic calming measures that could be implemented to address this speeding, though it is noteworthy that this is an existing issue and there is no reason to expect that residents of the proposed development would be driving any differently than existing residents. Similarly, the existing speeding on Mount Edward Road would not be further exacerbated by the proposed development. Additionally, collector roadways with higher volumes are not typically appropriate for traffic calming measures to lower speeds.

The following are two (2) traffic calming measures that could mitigate the existing speeding on Lilac Avenue and Fern Garden Drive, should the City deem the existing speeding to warrant traffic calming.

SPEED HUMPS - Speed humps are an aggressive traffic calming measure and function well at discouraging speeding downstream of their location. They are applied at midblock sections of local and residential roadways and can be designed with gaps to allow emergency vehicles including fire trucks and ambulances to pass through unaffected. They are coupled with warning signs to alert drivers and are a fairly inexpensive traffic calming measure.



Source: Trans Canada Traffic Inc.

A permanent speed hump is made of asphalt to resemble a raised section of pavement and typically have pavement markings. When designing speed humps, emergency service vehicles, as previously mentioned, and winter maintenance vehicles should be accommodated in the design. Drainage should also be designed for in a way where motorists cannot avoid passing the speed hump. Speed humps can become expensive during street maintenance as they must be reinstalled every time a road is repaved.

A temporary speed hump is made of plastic or rubber and is directly bolted into the pavement. They are easily removed for the winter season or roadway maintenance. They are a valuable device for pilot testing on local roadways where the effects on speeding and reaction among residents can be monitored. Speed humps or temporary speed humps could be considered along Lilac Avenue/Gamwell Avenue and Fern Garden Road spaced relatively evenly on a straight section of the roadway with no side-streets intersecting.

TRAFFIC CALMING CIRCLE - A traffic calming circle is a circular element installed in the middle of an intersection to interrupt a straight driving path and reduce speeds through intersections. Drivers are forced to slow down to navigate the circle and have a heightened sense of awareness of others approaching the intersection. They are usually installed on local roadways and within neighborhoods. Traffic circles are a more expensive permanent option than speed humps as they require repaving and may require ROW encroachment and road expansion.



Source: Traffic Calming Guide for Toronto

A traffic calming circle could be introduced at the intersection of Fern Garden Drive and Lilac Avenue to address speeding along Lilac Avenue/Gamwell Avenue (south leg of the intersection). As there is currently a stop sign toward Fern Garden Drive, a traffic circle would do little to impact the existing speeds on that approach.

There is a straight 500-metre segment of Lilac Avenue just east of the development access. Straight and long road alignments can encourage speeding as they tend to make drivers feel more comfortable and perceive the road as safer and easier to navigate. For this reason, the intersection of Abbey Drive and Lilac Avenue could also be a potential candidate location for a traffic calming circle in the future. This would split the long and straight road alignment into two (2) smaller sections. A traffic circle here should be considered in a future scenario where

excessive speeding is observed. The proposed locations for traffic calming measures are shown in Figure 3 below.

Figure 3: Proposed Traffic Calming Measure Locations



6 Findings and Recommendations

The proposed 87-unit residential development on Mount Edward Road will generate modest traffic and have minimal impact on overall roadway operations. Approximately 388 additional daily trips are expected, representing only about a 4% increase on Mount Edward Road, which is not expected to have a significant effect on congestion or delays. While local roads such as Lilac Avenue and Fern Garden Drive will experience higher vehicle percentage increases due to lower existing volumes, overall traffic levels will remain reasonable for local roadways. The proposed right-in/right-out driveway on Mount Edward Road and secondary access on Lilac Avenue will help distribute traffic and reduce congestion on Mount Edward Road.

Existing speed concerns, particularly on Mount Edward Road, were noted. Traffic calming measures were reviewed for local streets based on current conditions. A speed study is recommended and consideration for speed humps and/or traffic calming circles could be installed as proposed in Figure 3, to manage speeds and maintain residential safety. There is potential for increased speeds with the opening of the development. As a precaution, speed monitoring could be conducted on Lilac Avenue and Fern Garden Drive after the development is constructed for further traffic calming consideration.

Please do not hesitate to contact me should you require any clarifications or further information on this assessment.

Yours very truly,

Englobe Corp.

Adriana Terán, P.Eng
Project Manager & Transportation Engineer

Attachment "L" – Public Works Response to TIS (May 26, 2026)

Gundrum, David

From: Taweel, Riley
Sent: Tuesday, May 26, 2026 9:58 AM
To: Gundrum, David; Gashi, Ylber
Cc: Ruus, Michael
Subject: RE: 221238: Traffic Impact Statement-Mount Edward Road (PID# 440545)

Hi David,

I have had a read through the TIS. I don't see any issues with the approach taken, and the results discussed are pretty close to what was expected and provide good estimates of what the expected volume of additional trips will be. Separate to the TIS, when the street access request comes in, we will look at it to see how best the Lilac access it can be implemented. It may require that the existing curve on Lilac is squared up, with the new driveway forming the 3rd leg of a T intersection with all way stop. The curve and adjacent trees will pose a challenge for sight lines and visibility at the driveway entrance otherwise.

Thanks,
Riley

Riley Taweel, MScE, P.Eng.
Public Works Department

City of Charlottetown
PO Box 98, 199 Queen Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 902-629-4011

rtaweel@charlottetown.ca
www.charlottetown.ca

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From: Gundrum, David <dgundrum@charlottetown.ca>
Sent: May 26, 2026 7:51 AM
To: Gashi, Ylber <ygashi@charlottetown.ca>; Taweel, Riley <rtaweel@charlottetown.ca>
Cc: Ruus, Michael <mruus@charlottetown.ca>
Subject: FW: 221238: Traffic Impact Statement-Mount Edward Road (PID# 440545)

Good morning gentlemen,

Nazmi forwarded me copy of the attached TIA for Steven Birt's proposed development project (87 apartment units) on the lot at southeast corner of Mount Edward Road and the Bypass.

Forwarding for your review and any comment on the results, recommendation and methodology used here.

I am planning to take a recommendation forward to Planning Board on Tuesday, July 7th and then Resolution to Council on Tuesday, July 14th on the matter if you could please respond back with any thoughts on the attached study by **Friday, June 12th**, it would be appreciated.

Sincerely,

David Gundrum, RPP, MCIP
Manager of Development Planning

City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 1M9
Cell: 902-393-5467

dgundrum@charlottetown.ca
www.charlottetown.ca

CHARLOTTETOWN
Great things happen here.

From: Nazmi Lawen <nlawen@colesassociates.com>
Sent: Tuesday, May 26, 2026 7:36 AM
To: Gundrum, David <dgundrum@charlottetown.ca>
Cc: steve@rbirt.com
Subject: 221238: Traffic Impact Statement-Mount Edward Road (PID# 440545)

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

Good Morning David

On behalf of Mr. Steve Birt, please find attached a copy of the Traffic Impact Assessment (TIA) commissioned for the proposed development located at the corner of Mt. Edward Road and the Perimeter Highway (PID 440545).

As anticipated, the TIA concluded that the proposed multi-unit residential development will generate negligible traffic volumes relative to the existing daily traffic operations on the adjacent roadway network.

With that in mind, and pursuant to the current zoning and development by-laws, would it be reasonable to assume that the Planning Board will be in a position to recommend that Council proceed with approval of the development?

We understand that, following Council approval, there will be an appeal period during which objecting residents may choose to challenge the decision and potentially delay the project. Accordingly, we would

appreciate any effort to advance the review and approval process as efficiently as possible to help maintain the project schedule.

In the meantime, and in an effort to further expedite the process, please advise whether there is any preliminary or conceptual engineering work that should be undertaken at this stage to support the review timeline and overall approval process.

Do not hesitate to reach out should you require any further information or if you have any questions.

Regards,
Nazmi Lawen, FEC, M.A.Sc., P.Eng., PE
Coles Associates Ltd
Mobile: 902-628-5591
Office 902-368-2300

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#7

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the 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 from the Neighbourhoods to the Nodes designation to facilitate future development of the property with three (3) apartment buildings (5-storeys each) having a combined total maximum of up to 87 dwelling units based on existing lot size.

And that Council approve the proposed concept plan for the development with respect to the regulations of the (CDA) Zone.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6B-4
St. Peters Road - Unaddressed Parcel (PID# 140087)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
Michael Fraser, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Circulation Letter (June 25, 2024)
D. Public Responses to Circulation
E. Public Meeting Minutes (July 10, 2024)

Report Title:

Proposed rezoning of a 69-acre (27.92 hectare) unaddressed parcel inset from the northwest corner of St. Peters Road and York Road being PID# 140087.

Report Purpose:

Evaluation of a request for a Rezoning and Official Plan Amendment (OPA) to place the subject property within the Zoning and Development Bylaw's East Royalty-Mixed Use Urban Village (ER-MUVC) Zone and the Official Plan's Corridor future land-use designation.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to amend Figure 7 – Future Land Use Map (Section 3.2 Land Use Designations) of the City of Charlottetown from Urban Expansion (UE) to Corridor (C) and a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087.

Report Details

The application was submitted by Samantha Murphy, RPP, MCIP on behalf of the landowner 101523 PEI Inc., which is owned by the Lewis Brothers. The subject property is currently un-zoned and largely undeveloped. The applicant has indicated that rezoning this property is a step in a broader project to develop the lands cohesively into the future.

As the property is currently un-zoned, this application is solely seeking to establish development rights through zoning and there is no specific design or intended development to review at this point in time. The development will be bound by a negotiated Development Agreement that requires future development to be designed to the standards set out in the East Royal Master Plan. Development details such as the future road network and servicing will also be covered by this Development Agreement.

Development Context

The subject property is a 69-acre (27.920 hectare) piece of land inset from the northwest corner of St. Peters Road and York Road with frontages on both roadways. The property is bounded to the north and east by lands outside of the City of Charlottetown municipal boundary, to the south by St. Peters Road and to the west by several privately-owned properties accessed via Grant Street that are within the Business Park Industrial (M-3) Zone. Other properties located near the site are zoned as ER-MUVC (East Royalty – Mixed-Use Village Centre) or are without zoning. The lands are currently undeveloped, with some areas used for agricultural uses.

This application is part of a broader and longer history of processes and applications that began in 2018 when the City of Charlottetown received a request for the City to service these lands and began consulting the public related to a potential annexation in order to accommodate that servicing. Through the processes outlined in the Prince Edward Island Planning Act, these lands and several adjacent properties were annexed into the City in 2022. In February of this year, the property was added to Ward 9.

When the property was annexed into the City of Charlottetown no zoning was assigned to it, leaving the property without base development rights codified through zoning. This application is seeking to establish those base development rights within zoning so that the subject property can be developed cohesively, avoiding piecemeal rezonings of smaller parts of the site which may create issues with access and servicing in future.

The subject property is situated near several pieces of transportation and logistics infrastructure. The property fronts onto St. Peters Road to the south, which is part of PEI Route 2 under jurisdiction of the Provincial Department of Transportation & Infrastructure (DTI). Due to this, access to the site will either be solely through York Road or a combination of York Road and St. Peters Road if approval is given by the province. The province also plans to enhance the intersection of York Road and St. Peters Road in the future.

Policy Analysis

This application was received July 19, 2023, at which time, the 2023 version of the Official Plan was in force and effect, with the subject property falling outside of the City's municipal boundary in that document. The current Official Plan (OP) denotes the area's future land use as Urban Expansion pending this application, though the OP maps include direction regarding the lands. The East Royalty Master Plan also does not directly cover the lands but does provide guidance regarding the application of this zone and general considerations for the St. Peters Road corridor. As the property is unmentioned within some of the City's plans, in some cases we must rely on the logical extension of nearby and similar plan guidance.

The proposal quite explicitly aligns with the new Official Plan that was adopted earlier this year and received Provincial Ministerial approval on March 13, 2026. The new Official Plan outlines a growth strategy that includes the following objectives: leverage Charlottetown's development into positive and healthy urban growth and balance infill growth in existing neighbourhoods with higher-density development in nodes and along corridors. This is reinforced in several sections including Section 4.5.2 – Housing Choice and Section 4.6.1 – Economic Partnerships, both of which support the City in ensuring that sufficient lands are zoned to accommodate residential and workscapes (i.e. business or industrial park) development.

Due to this ongoing application, the Future Land Use Map of the Official Plan denotes the subject property as Urban Expansion, a land use designation used for lands that have not yet been comprehensively planned. It should be mentioned that the lands to the east and west, as well as most others that directly abut St. Peters Road, have been given the Corridor future land use designation being sought by this application. The Corridor designation policies very clearly support its application to these lands, with several statements directly supporting its application to the City's main arterial roads. Also, some sections of the OP do directly cover these lands and are in support of this application. The Growth Areas Map denotes this area, as well as others on St. Peters Road, as a high priority for growth and the Official Plan's growth policies indicate that that these areas should be prioritized to ensure functional and sustainable nodes throughout the city.

The proposal also aligns with the previous Official Plan, which was in force when the application was received, including the policy wide guidance to strengthen suburban and neighbourhood commercial areas and encourage diversified development within new subdivisions. The proposal particularly aligns with the previous Official Plan's Section 4 – Encouraging Prosperity, including section 4.3 – Creating Suburban Centres. Subsection 4.8 states, *"that our objective is to support the establishment of suburban neighbourhoods centres and that our policy shall be to allow incremental mixed-use development of major commercial suburban centres."*

The East Royalty Master Plan also provides guidance that can be used to support this proposal. Guiding principles of the plan are to ensure quality of life and quality of place by developing well designed spaces that are desirable to live, work and play. This application seeks to assign the subject property the East Royalty – Mixed Use Village Centre zone, a zone which allows the construction of suburban core style development. The East Royalty Master Plan directs this zone to be applied to locations on St. Peters Road that can become vibrant, mixed-use centres, in order to provide for a more complete community.

The City's new Zoning and Development Bylaw is anticipated to be in force and effect soon and it is important to outline how this application interacts with it. This application is required to assign the property the Corridor future land use designation in the Official Plan. The zone East Royalty – Mixed Use Village Centre will be assigned as a stop-gap measure until the new Bylaw is in place, where the subject property is proposed to be assigned the Growth Corridor zone that corresponds to the Corridor designation.

Considering the specifics of the location, many of the pieces of guidance listed within the current and previous Official Plans and the East Royalty Master Plan are met by the proposed future land use and zoning. These plans direct the City to approve growth on the subject property and approve growth on lands that can be comprehensively developed, which this large parcel can accommodate. These plans support the East Royalty – Mixed Use Village Centre zone and the Corridor future land use designation on major arterial roads like St. Peters Road, which can provide easy access and opportunity for transit connectivity. In light of these specifics and the policies described above, it is staff's

interpretation that each of these documents are in alignment regarding the appropriateness of this zone and future land use.

Public Feedback

On June 25, 2024, the City sent fifteen (15) letters informing landowners within 100 metres of the request to zone the subject property. The letters requested comments either by written submission and invited residents to speak at the July 10, 2024 Public Meeting. In response to the City's 100-metre circulation letter, no responses were received.

At the Public Meeting, three residents spoke. Many of the speakers asked questions regarding the proposal, including questions about the intended uses, plans for greenspace, and the cohesive development of lands within the annexation area. No speakers directly objected to the proposed zoning.

Conclusion

This application seeks to establish base zoning rights for a large property that has been annexed into the City since 2022, yet currently remains unzoned. As no specific development proposal is associated with this application, staff review has focused on the appropriateness of the proposed future land use designation and zoning, rather than the details of future site development. Future development of the lands will be subject to a negotiated Development Agreement and subsequent development approvals. This agreement will outline the terms and conditions of future development ensuring that matters such as servicing, site design, park land dedications, and individual uses are addressed in accordance with the East Royalty Master Plan, the new Official Plan and the future Zoning and Development Bylaw are adhered to.

Based on the realities of the property and a review of the applicable policies, staff are satisfied that the proposed Corridor (C) future land use designation and the interim East Royalty – Mixed Use Village Centre (ER-MUVC) zoning are appropriate for the subject property. The proposal is consistent with the growth objectives of both the current and previous Official Plans by facilitating comprehensive development within a designated growth area, supporting the creation of a mixed-use node along a major arterial corridor, and providing opportunities for future residential and employment uses. Although the lands were not directly addressed in earlier Planning documents due to their annexation history, the surrounding land use pattern and the policy direction for the St. Peters Road corridor provide clear support for the proposed designation and zoning. The proposal also reflects the intent of the East Royalty Master Plan by enabling the long-term development of a complete and well-connected community.

Staff also note that the public consultation process identified no objections to the application. Questions raised by residents related primarily to future development, which will be addressed through the future Development Agreement and future planning approvals. It is the opinion of staff that the application is well supported by the City's policy framework, represents sound planning, and establishes an appropriate foundation for the coordinated and comprehensive development of the subject property into the future.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:
Public Meeting

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

Submitted By Planner:
Michael Fraser,
Planner 2

Reviewed By:

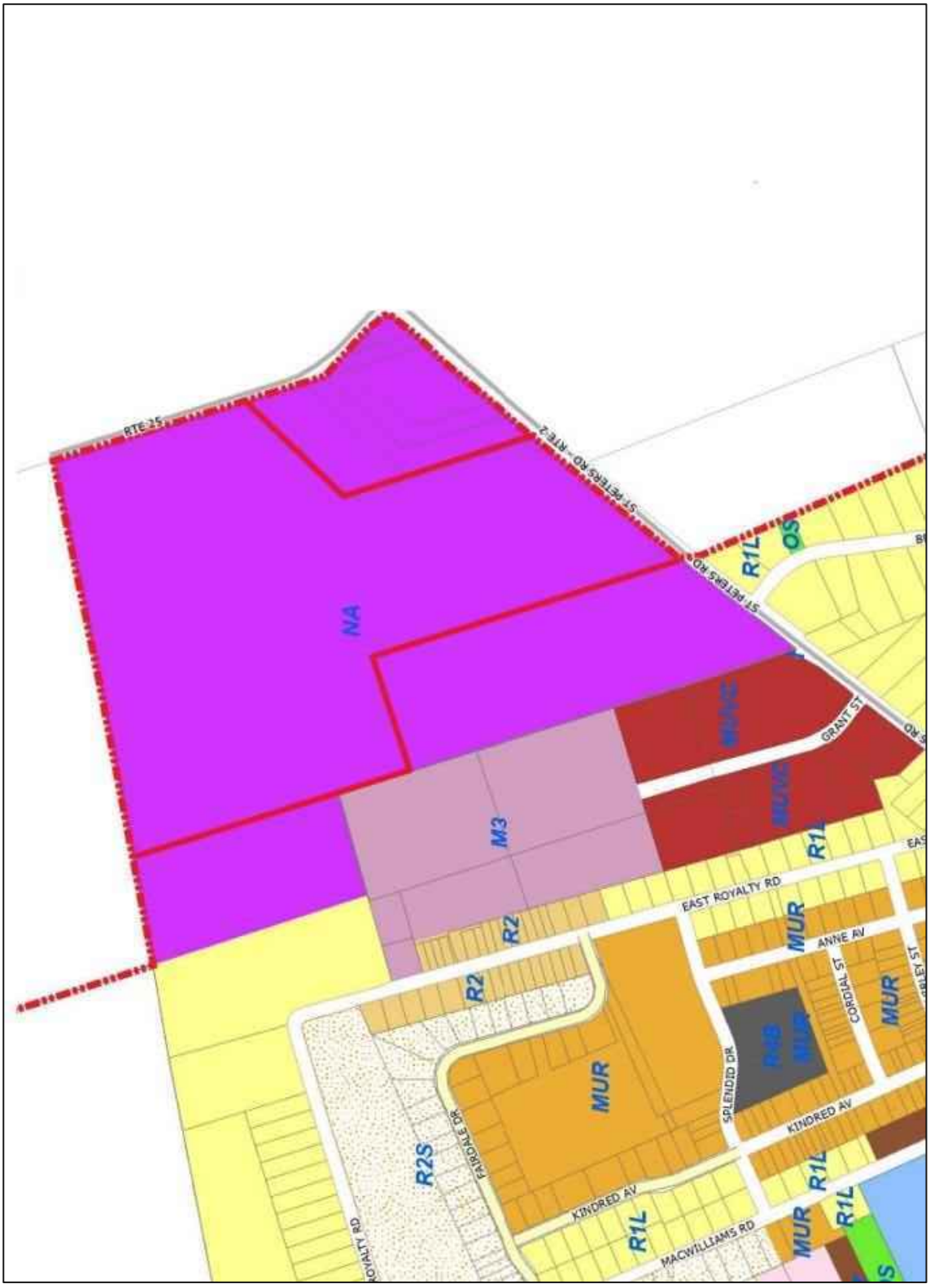
Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 07/02/2026	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo:



Attachment “B” – Zoning Map:



Attachment "C" – Circulation Letter (June 25, 2024):

City of Charlottetown
Planning & Heritage Department
70 Kent Street
Charlottetown, PE, C1A 7K7

CHARLOTTETOWN

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

June 25, 2024

Re: Unaddressed Parcels Identified As PID#140087

Dear Property Owner:

The Planning and Heritage Department has received a rezoning request to esablish a base zone for a currently unzoned property located inset from the intersection of St. Peters Road and PEI Route 25 identified as PID#140087.

- Amend Appendix "A" the Future Land Use Map of the City of Charlottetown from unlisted land uses to Village Centre Commercial and;
- Amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from NA (Zoning Not Assigned) to East Royalty – Mixed Use Village Centre (ER-MUVC) for unaddressed property identified as PID# 140087.

Pursuant to the requirements of the Zoning & Development By-law, and as a property owner located within 100 metres of the subject property, you are being notified of this request. A public meeting for this application will be held on **July 10, 2023 (Wednesday) at 7:00pm** in **Council Chambers, City Hall (199 Queen Street).**

For those who are interested in participating via videoconference (Webex), residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:00 p.m. on Friday, July 05, 2024 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants no later than 12:00 p.m. on Monday, July 08, 2024 with details on how to participate in the meeting. Anyone who wants to observe the live meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to mfraser@charlottetown.ca on or before 12:00 noon on Friday, July 05, 2024. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section for 2024 Public Metting Packages. As comments and updates are received, the package will be revised with additional information leading up to the public meeting.

CHARLOTTETOWN

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

Yours truly,

Michael Fraser
Planner II

CHARLOTTETOWN

Map: Subject Property (Inset Red Boundary, Exterior Red Boundary is Charlottetown's City Limits)



Attachment “D” – Public Responses to Circulation:

None.

Attachment "E" – Public Meeting Minutes (July 10, 2024):

Public Meeting of Council
Wednesday, July 10th, 2024, 7:00 PM
Council Chambers, City Hall, 199 Queen St.
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

Council members present:	Mayor Philip Brown Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Julie McCabe	Councillor Mitchell Tweel*** Councillor Robert Doiron* Councillor Trevor MacKinnon Councillor Norman Beck
Staff:	David Gundrum - Manager of Development & Planning Michael Ruus - Director of Integrated Growth	Sonia Kamal, PII* Michael Fraser, PII* Jason Doucette, IO/AA**
Applicants/ Representatives:	Samantha Murphy, RPP Patty Larkin HIG LP Management Inc. Chris Williston	101523 PEI Inc. (Scott Lewis) Dojam Inc. HIG LP Management Inc. Philip Jamieson
Regrets:	Councillor Terry Bernard Councillor John McAleer	Councillor Kevin Ramsay

*Participated via Teams Conference Call
**Minute Taker
***Entered meeting at 7:13 pm

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

The deadline for submission of written comments is Thursday, July 11th at Noon.

DRAFT UNTIL APPROVED BY COUNCIL

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:12 p.m.

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

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Beck that the agenda for the public meeting on July 10, 2024, be approved.

   CARRIED (7-0)

4. **Discussions:**

   a. **Unaddressed parcel – St. Peters Road (PID# 140087)**

Request:

This is a request for an amendment to the City of Charlottetown Official Plan and a request for an amendment to the Zoning & Development Bylaw to place the subject property within the Village Centre Commercial land-use designation of the Official Plan and the East Royalty Mixed Use Village Centre (ER-MUVC) Zone of the Zoning & Development Bylaw in order to facilitate future development of the subject property.

Property Information: Newly Annexed, Not Currently Zoned
Staff Presenter: Michael Fraser, PII
Applicant/Owner: Smanatha Murphy, RPP, Jamie Lewis, Scott Lewis
Reference: Public Meeting Package

Summary:

- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The subject property is approximately 69 acres in size and has two frontages including one on St. Peters Road and one on PEI Route 25.

- The property is bounded to the north and east by lands outside of the City of Charlottetown municipal boundary, to the south by St. Peters Road and to the west by several privately-owned properties accessed via Grant Street or East Royalty Road.
- This rezoning request is not in relation to any planned development proposal and is being sought to establish a base land-use designation under the OP and a base zone under the Zoning Bylaw for the property.
- The applicants have sought the East Royalty – Mixed Use zone. Though no development is proposed, the proposed zone permits a variety of residential and commercial uses.
- The subject property was successfully annexed into the City boundary in 2022. This process did not result in a rezoning or official plan amendment, leaving the parcel without development rights under a zone.
- This parcel is not covered by City plans due to its recent inclusion within the City's boundary.
- In accordance with Section 3.10.4 (Amendments to The Bylaw and Rezoning) of the Zoning and Development Bylaw On May 14, 2024, City Council approved the request to procced to public consultation.
- On June 26, 2024, written notification was sent to property owners located within 100 m of the subject property.
- In total 16 letters were sent to residents advising them of this public meeting and requested their written comments. To date no written responses have been received.

Owners Jamie Lewis and Scott Lewis:

Summary:

- Annexation process started with community meetings in 2018.
- City's boundaries restructured, effective June 1, 2022.
- Special Planning Area boundary amended to reflect City's new boundaries, effective September 24, 2022.
- Since the annexation, the subject property and other associated parcels have remained without zoning in place.
- Creating a local 'village centre' to support the needs of the rapidly expanding population in that part of the City.
- compact 5-minute walking distance envisioned in the Master Plan.
- ER-MUVC zoning: a mix of uses that might develop over time, associated with a local village core.
- Limited area currently zoned ER-MUVC to provide for that mix of uses to be developed over time.
- Site ideally situated to serve the fastest growing area of Charlottetown.
- Past 5 years, the population of East Royalty has risen exponentially.
- Montgomery Heights: 1,940 new residents, 1,275 more to be added within the next 5 years.
- Horseshoe Hill: a population of over 500 within the next 5 years.
- Bridle Path neighbourhood is progressing in development.

- Other developments presently underway.
- The 2015 Master Plan projected a population of the East Royalty area of approximately 17,550 residents and 2,500 employees when the area is fully grown out.
- Enhance the quality of life for the residents of East Royalty and surrounding communities by having a Village Centre that will provide services for all in the form of mixed uses.
- Base zoning (ERM-MUVC) will enable the development of detailed development concepts for the property.
- Assignment of uses would be developed through discussions with the City and placement of different uses based on existing adjacent uses.
- If granted the East Royalty Mixed Use Village Centre zoning, this 69-acre site could ideally allow a range of recreational, commercial, and institution uses, such as a clubhouse with recreation fields for such sports as cricket ball, softball, pickle ball, and tennis courts and other sports. As the community grows, so will the demand for services such as an indoor recreational facility.
- Before we can begin to think about how and where these various uses might fit together, however, we need the certainty of base zoning that would allow us to engage with the City and other parties regarding the servicing and other requirements that would be needed as we move forward with more detailed planning. As we have indicated since we first approached the City in 2018 regarding extending the municipal boundaries to include our property, we have a positive interest in seeing the property developed for a potential mix of uses ranging from commercial services, institutional services and sport and recreational services in a way that is beneficial to the City, to area residents, and to the surrounding communities.

Discussion:

Resident Barbara Dylla asked if there would be a community garden or playground involved with the property. It was answered that there would be parkland granted in the project and play areas would be important but that it is too premature to think about distribution of uses.

Resident Martin Fobes stated that he was encouraged by the terms walkability and sustainability and wouldn't be encouraged by words like drive-thru. He hoped there wouldn't be excessive light pollution and noise development in the area with a lack of pedestrian infrastructure.

Michael Fraser, Planner II responded that we are not at a detailed land use planning stage and are looking at solely zoning at this point.

Resident Katherine Parkman asked why there is one property in this extension and not 7 and what is the cost of extending water and sewer services out to the property. Michael Fraser, Planner II responded that we do not have confirmations that would determine the utility quote at this point for various reasons.

Councillor Beck asked for clarification on the Mixed Use Village permitted land uses list in the report by the applicant and Michael Fraser, Planner II responded there are use rules for certain uses but the list was indeed allowable uses but there are form rules.

Councillor MacKinnon asked for clarification around the other properties and are around this parcel and are they already zoned and if not, why are they not included. Michael Fraser, Planner II responded that we are just focused on the uses for this parcel as that is what has been privately initiated by the applicants.

Councillor Muttart asked if the other parcels surrounding this one are not with this group. Michael Fraser, Planner II responded that the other parcels do not show the same owner and it was confirmed by Samantha Murphy, RPP that Scott and Jamie Lewis are the owners.

Councillor Tweel stated that he thinks the concept is pretty exciting and long overdue. Mayor Brown called a point of order and said his opinion can be expressed when the resolution is on the floor.

Resident Daniel Mullen stated he is concerned that there are no specific plans and says it sounds like there is something already in the pipeline. He also stated that other developers have got a free ride for infrastructure and said that there are a lot of costs associated with lift stations in this area and also have that there have been preliminary discussions with the City about development. He also asked if there are any provisions in the plans for housing to take the pressure off people in the area. He also asked why this process wasn't asked for at time of the annexation process. Michael Fraser, Planner II stated that there have been no discussions of uses at this time. Regarding the lift station, the servicing concept has not been put in place yet. Samantha Murphy, RPP added that apartments and mixed residential uses are also permitted and a possibility but there are no details yet.

Councillor Bernard confirmed that it is the developer that pays for the services, not the City.

Mayor Brown reminded everyone that the issue was in other processes along the way and it was not just the City that had caused delays in the process.

b. <u>94 Watts Avenue (PID# 757484)</u>

Request:

This is a request for a proposed site-specific exemption to the Zoning & Development Bylaw to permit a Commercial Daycare Centre to operate on the subject property within the Heavy Industrial (M-2) Zone. The application proposes to re-purpose an existing single-storey building (350 sq m) on the subject property as a Commercial Daycare Centre. The existing daycare currently operates on a different site along Watts Avenue that is within the Business Park Industrial (M-3) Zone where it is otherwise currently permitted as-of-right.

Property Information: Educational Institution
Staff Presenter: Sonia Kamal, PII
Applicant/Owner: Patti Larkin
Reference: Public Meeting Package

Summary:

- Request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) which proposes:
  - The existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property
- In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 19, 2024 City Council approved a request to proceed to public consultation concerning the application.
- Site
  - Heavy Industrial (M-2)
  - Previous use: Research Centre
  - Size: 0.50 hectares (1.23 Acres)
- Immediate Surroundings
  - M2: north, south, east and west
  - M3: South-west
- Summary of the positive attributes are:
  - The proposed use would help to address and alleviate current demand for new and expanded daycare centres in Charottetown.
  - The proposed use would provide a supporting service for working families within a well-established employment area close to where people work.
  - The Official Plan supports to create business parks which have services and facilities that are state of the art and responsive in a evolutionary sense.
- Summary of the neutral attributes are:
  - The use would occupy a building that is otherwise currently vacant
- Summary of the shortcomings are:
  - The proposed development could impact the existing privacy that abutting users have become accustomed to over time.
- The Planning & Heritage Department is hereby soliciting comments and feedback from the public and members of the public concerning the following site-specific exemption for the subject property located at 94 Watts Ave (PID# 757484) to allow the existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property.
- Following collection of public and Council feedback and comments this evening, a recommendation and resolution are planned to be forwarded to Planning Board and Council, respectively on the following upcoming meeting dates:

- Planning Board – July 18th
- Council – July 23rd

Discussion:

There were no questions or concerns raised in response to the application.

c) 149-151 Great George Street (PID#s 342386 & 342402)

Request:

This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an 8-storey, 85-unit apartment building with ground-floor commercial space on the subject property within the Downtown Core (DC) Zone that would be subject to the bonus height provisions of the Zoning & Development Bylaw.

Property Information: Downtown Core (DC)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant/Owner: HIG LP Management Inc. (Gordie Kirkpatrick, April Robertson)
Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an 8-storey, 85-unit apartment building on the subject property with ground floor commercial space that would be subject to bonus height requirements.
- Site-Specific exemption request intended to replace the existing 2-storey commercial building on the subject property with an 8-storey, 85-unit apartment building with ground floor commercial space.
- Property is located at the southwest corner of the intersection of Great George Street and Kent Street.
- Located within the Downtown Core (DC) Zone adjacent to established commercial and mixed-residential uses.
- Subject property contains a two-storey commercial building containing office and business uses that has been present on the site for many years.
- Proposed change of use for the site from entirely commercial use currently to contain primarily residential use in a higher-density format is in general agreement with the applicable policies and objectives of the Official Plan for the Downtown Core land-use designation.
- Proposed change of use while displacing established commercial space in the downtown core would offer the opportunity to house more residents in close proximity to existing amenities and would offer synergies to support existing established commercial

businesses in the immediate area. It is noted that a new commercial space component is proposed for the development.

- The Official Plan supports creation of higher-density residential uses in the downtown core and also the promotion of mixed residential/commercial uses.
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to procced to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 30 letters were sent to residents advising them of the public meeting to solicit comments and feedback. To date no written responses have been received.
- Next steps in the process will be:
- Recommendation to Design Review Board (July 15th).
- Recommendation to Planning Board (July 18th).
- Consideration by Council (July 23rd).

Applicant Representative - April Robertson, Coles Associates

- The client has recognized there is an under-utilized commercial building on site which provides a good opportunity to address some housing issues.
- All of the requirements for CMHC are being met in terms of affordability and accessibility.
- The first floor would be commercial space to keep within that down core zoning theme.
- This will be a forward-thinking design.
- Taking into account climate change and residential considerations.
- We are looking at solar, heat pumps, and a generator which ties into climate change adaptation issues.
- For resident considerations, there will be storage locker access.
- A gym will be in the building.
- Window blinds will be part of the fit-up to avoid passive heating impacts.
- Efficient heating and cooling in each unit will be available.
- All units will be one-bedroom apartments with full size kitchens and appliances.
- There will be 14 barrier-free units within the total 85-unit count.
- There will also be an option of a shower or a bathtub for each unit as related to accessibility.
- All units will be about 500 square feet.
- The reason for the site-specific exemption is that the lot is not otherwise large enough to accommodate the 8 storeys as per the current Zoning Bylaw requirements that apply to the site.
- A number of neighboring properties are 5 storeys or higher in height within a two block radius.

Discussion:

Resident Daniel Mullen responded that this is a fantastic proposal and that this is much-needed in the downtown. He asked what will be done with the ramp next door and on the south side of the building and what happens next to the building for future development next to it. It was answered the loading dock ramp will be addressed and improved significantly. As for the other question, there haven't been any concerns raised by the business next door. April responded that on the Dow side there will have to be a firewall created and also go in and investigate the structure of the Dows building from a snow load perspective.

Resident Andrea Battison presented that large buildings have to be done right by using good design principles. Appropriate setbacks and massing are important and was concerned that the lot was too small. The public benefit that is being offered is only affordable housing. There is no light for occupants next door and shouldn't be compared to other buildings that are tall. David Gundrum, Manager of Development Planning responded that a lot of Andreas questions will be addressed at the Design Review stage next week. The scope of the relief that is being asked for does tie into impacts for what the guidelines call for design review.

Resident Barbara Dylla asked about why the application is being presented without knowing what public benefit is being secured to obtain a bonus height and why is it being presented before the design review board. Also why were site plans and elevation drawings not included in the package as normally was done in the past. David responded that the public benefit would be confirmed through a future development agreement. Regarding the sequencing, there is no requirement that compels the Planning Department to follow a particular sequence of meetings as it regards Design Review and based on when it was received and in the interest of moving this forward, it is not really material to what is being considered here. Site plan and elevation drawings have been provided and were part of the package, concerning the site plan the building footprint would consume the whole property so this is not a case where there are other elements and more complexity to be illustrated or represented on a site plan. For the project to be inherently viable, a near 100% build-out of the site would be needed.

Councillor Beck asked for clarification on the accessibility percentage. David responded that he did not have the number right readily available to confirm. Councillor Beck asked if all units would be 500 square feet. It was answered that there a few that are just under but several that are just over 500 square feet. The accessible units tend to be a bit larger. Councillor Beck asked that the number of affordable would be determined within a development agreement at a later stage. That was confirmed as yes.

It was stated that all units meet visitability requirements which aren't as stringent as accessibility but make units visitor-friendly with wheelchairs etc.

Councillor Beck asked if there is an inset and how far in does it go if there is an inset. It was answered that the median line follows Great George street. It was also confirmed that the face is the same.

Mayor Brown asked if there were similar scale nearby and David confirmed that there is and as part of the relief from the frontages as well as step backs would be required through the bonus height provisions.

*Councillor MacKinnon Exited the Meeting at 8:40 PM

d) 20 Ralden Avenue (PID# 396937)

Request:
This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an automotive repair shop to operate on the subject property within the Low Density Residential (R-2) zone. The subject property contains an existing legal non-conforming use (plumbing and heating repair service) located within an existing building on the site.

Property Information: Low Density Residential (R-2)
Staff Presenter: David Gundrum, Manager of Development Planning
Applicant/Owner: Philip Jamieson (Bob Coughlin Heating Service Inc)
Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building.
- Site-Specific exemption request intended to facilitate the conversion of the existing light industrial building (325 sq m) to contain an automotive repair facility.
- Property is located at the southeast corner of the intersection of Ralden Avenue and Darter Drive.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, double-bay shop building that has been the site of a plumbing and heating business for many years (legal non-conforming use).
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).
- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.

- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community.
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to procced to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 34 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- To date two (2) written responses have been received, both in opposition to the application.
- Recommendation to Planning Board (July 18th).
- Consideration by Council (July 23rd).

Discussion:

Resident Chris Mullen stated he had concerns about noise pollution as well as children in the area who are walking around. Traffic is also a concern and also the oil disposal is an issue. The smells from an automotive shop would affect the neighbourhood and also there are babies in the neighborhood who would be sensitive to this type of land use. The area is all residential with duplexes and housing. The other concern is that by having the commercial property how the residents property taxes would be effected as well as property values.

Resident Louis Arsenault stated that some of the neighbors have concerns with noise pollution. The area also has a boat shop of some sort across the road and basically the whole area is an eye sore. The surrounding area isn't being taken care of and looks messy and thinks it is decreasing the property value. It is highly talked about that the building is a real eye sore with derelict cars and it has been contaminated with oil over the years and we have had the smell of oil lately.

Andrea Battison asked about non-conforming use and is the business currently operating and it was confirmed that is in operation and would like to know what the cities policy is on returning non confirming use property to their original zoning. David responded that we would revert to the zoning and development bylaw that covers legal non-conforming uses and if there is a demonstratable break in the use that exceeds a particular period of time, therefore that status would be lost.

Councillor Muttart asked for clarification if the applicant is looking for the exemption to construct a garage or are they looking to sell the property. David responded that the owner has designated the potential buyer as the applicant who is looking to acquire the property to operate as an auto mechanic shop.

Councillor McCabe stated she would like to know how the Creed property (boat shop across the road) did not return to its original use as it was always an oil service business and now

we are hearing its operating as a boat business which would be a change of use so there should be some follow-up on that also.

Mayor Brown asked to confirm the zoning is R-2 and across the street is also R-2 and David confirmed that is correct. Mayor Brown stated that has been closed for some time and it should be looked into.

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councillor Muttart and seconded by Councillor McCabe that the public meeting be adjourned.
Meeting adjourned at 9:10 p.m.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#8

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the request to amend Figure 7 – Future Land Use Map (Section 3.2 Land Use Designations) of the City of Charlottetown Official Plan from Urban Expansion (UE) to Corridor (C) and approve the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087.

City of Charlottetown Committee Report

Report No:
PLAN-2026-07-JULY-6C-1
7 Pond Street (PID# 367631)

Date:
July 7, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Site Plan (provided by applicant)
B. Public Notice (April 16, 2026)
C. Public Notice Letter (April 16, 2026)
D. Public Consultation Summary (May 20, 2026)

Report Title:
Request to establish a 30-metre (98.42 feet) tall slim monopole antenna tower with ancillary radio equipment (telecommunications tower) on subject property identified as 7 Pond Street (PID# 367631) that is within the Institutional (I) Zone containing an existing place of worship (Holy Redeemer Catholic Parish). The proposed telecommunications tower has been brought forward by Bell Canada.

Report Purpose:
Report concerning a request for concurrence from the City of Charlottetown for Bell Canada to establish a proposed telecommunications tower (30 metres in height) on property identified as 7 Pond Street (PID# 367631).

Staff Recommendation:
That Planning Board recommend that Council:

Direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) at 7 Pond Street (PID# 367631).

Report Details:

The property owners, The Church of the Most Holy Redeemer, have authorized Bell Canada to apply for an antenna system on property located at 7 Pond Street (PID# 367631).

The proposed antenna system will be a 30 metre (98.42 feet) tall monopole telecommunication tower which will support 1 antenna on an approximate 10 metre by 10 metre portion of the subject property. The proposed antenna system will be set back approximately 38 metres (125 feet) from Spring Park Road to the west and approximately 60 metres (196 feet) from Pond Street to the south and will be accessed via an existing driveway. The 10 metre by 10 metre compound will be enclosed in a gated 8 foot security fence which will remain locked at all times.

Development Context:

The subject property is an irregular-shaped corner lot containing an existing place of worship and is bounded by Spring Park Road to the west and by Pond Street to the south.

LEGISLATIVE REQUIREMENTS:

Notification & Public Feedback

The City of Charlottetown passed a resolution on March 11, 2019 to cease utilizing the Canadian Radio Information Network Service (CRINS) to process telecommunication tower applications and instead adopted the FCM telecommunication tower protocol.

As per Section 8 of the City of Charlottetown Antenna System Siting Protocol, *if the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the Municipality*.

The applicant must send a notice by regular mail or hand delivered a minimum of 30 days before the public information session to all affected property owners within 90 metres (three times the height of the tower) of the proposed antenna system.

Staff created a 90 metre buffer around the 10 metre by 10 metre portion of the subject property which identified seven (7) affected properties. The applicant sent out the notification package on April 16, 2026.

Canacre, a sub-contractor company working on behalf of Bell Canada indicated that one (1) written response was received which was neither positive or negative in nature and asked whether there would be any interruption in service while work was going on.

ANALYSIS:

As stated in Section 2 of the City of Charlottetown Antenna System Siting Protocol, *the ultimate role of the Municipality is to issue a statement of concurrence or non-concurrence to the Proponent and to Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent's adherence to this Protocol. The Municipality also guides and facilitates the siting process by:*

- ***Communicating*** *to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;*

- ***Developing the design guidelines*** *for Antenna Systems contained in Section 6 of this Protocol; and*

- ***Establishing*** *a community consultation process, where warranted.*

By working with Proponents throughout the siting process, beginning with preliminary notification and the si investigation meeting, the Municipality seeks to facilitate Antenna System installations that are sensitive to the needs the local community.

Staff are confident that the process identified in the City of Charlottetown Antenna System Siting Protocol has been followed. The final step in the process is that *the municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required* OR *the Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to the Municipality's requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.* Should Council wish to reject the request for the proposed Antenna System (Eastlink Tower), then reasoning to explain their rationale would be required.

Finally, as per Section 11 of the City of Charlottetown Antenna System Siting Protocol, *the Proponent may be required, if requested by the Municipality, to provide a letter of undertaking, which may include the following requirements:*

1. *The posting of a security for the construction of any proposed fencing, screening and landscaping;*

2. *A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada conditions of license for mandatory roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and*

3. *All conditions identified in the letter of concurrence.*

CONCLUSION:
The Planning & Heritage Department is recommending that Planning Board recommend to Council to direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) at 7 Pond Street (PID# 367631).

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



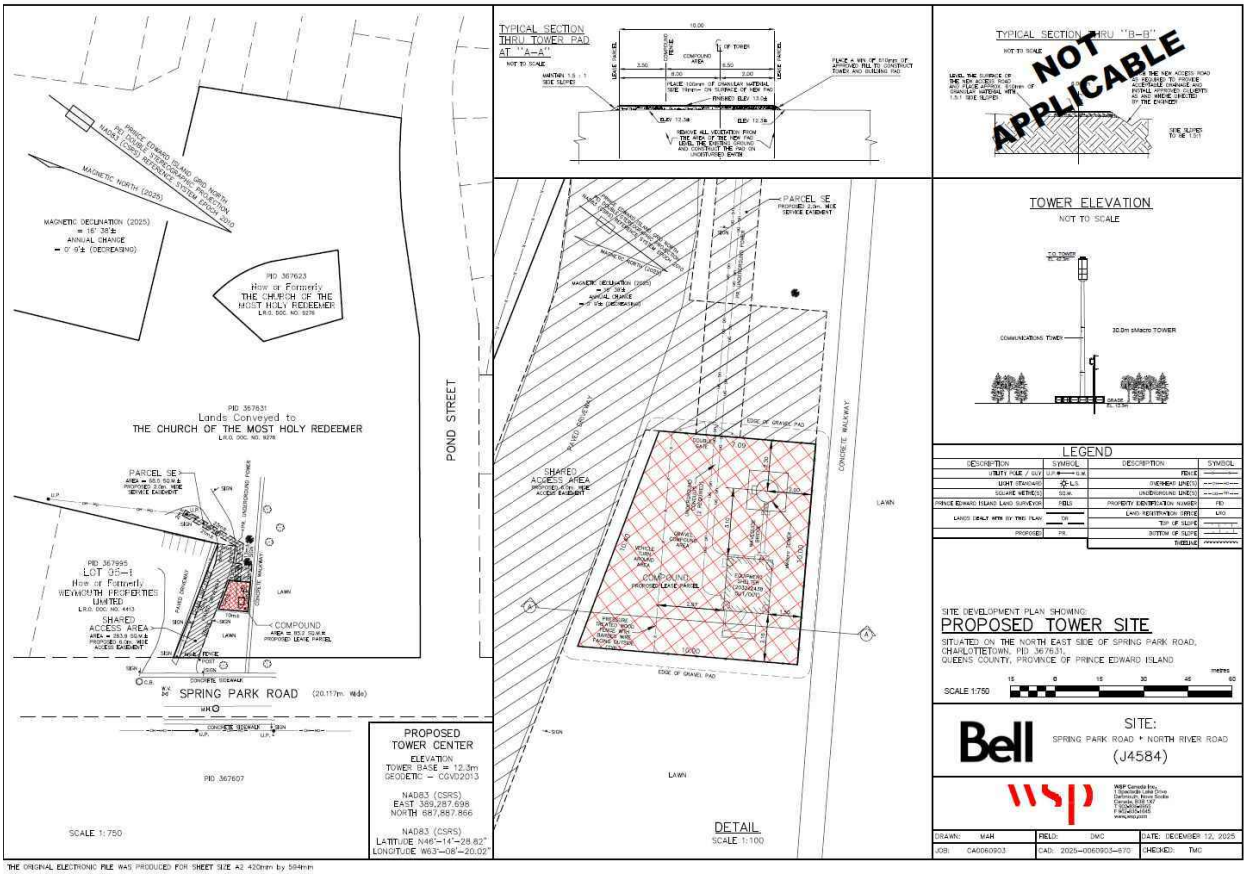
Manager of Development Planning

Reviewed By:

Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 07/02/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Site Plan (provided by applicant)



Attachment "B" – Public Notice (April 16, 2026)

PUBLIC NOTICE

PROPOSED BELL MOBILITY RADIOCOMMUNICATIONS FACILITY TELECOMMUNICATION TOWER

Bell Mobility Inc. ("Bell") is committed to providing Canadian communities high speed wireless voice and data services. To improve service, Bell is proposing to construct a 30 **metre slim monopole antenna** tower with ancillary radio equipment. As part of the public consultation process as required by Innovation, Science and Economic Development Canada (formerly known as Industry Canada) ("ISED"), Bell's regulator under the Radiocommunications Act, Bell is inviting the public to comment on the proposed tower location before **May 18, 2026.** This tower is fully compliant with ISED's guidelines, as found under the Client Procedures Circular (CPC-2-0-03).

TOWER LOCATION: 7 Pond St, Charlottetown, PEI

COORDINATES: Latitude: N 46° 14' 28.82", Longitude: W 63° 08' 20.02".

ANY PERSON MAY comment by close of business day on **May 18, 2026** with respect to this matter.

Proposed Location of Telecommunications



BELL CONTACT:
Pauline Pangilinan
Canacre Ltd.
Agent for Bell

Suite 500
500–675 Cochrane Drive
Markham, ON L3R 0B8
Fax: (416) 352-0707
Email: consultation@canacre.com

Please indicate the reference number : J4584

Attachment "C" – Public Notice Letter (April 16, 2026)

Share your thoughts on Bell's proposed antenna tower. Our experts will answer your questions and address any feedback.

If you have specific questions about the proposed plans to upgrade the wireless network in your community, you can email your Bell representative, Pauline Pangilinan at consultation@canacre.com by **May 18, 2026.**

For additional information about antenna systems, you can contact:

Your Local Government Contact

David Gundrum, Manager of
Development Planning
City of Charlottetown
70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 1M9
dgundrum@charlottetown.ca

Your Innovation, Science and Economic Development Canada (ISED) Contact

189 Prince William Street, 3rd floor
Saint John NB E2L 2B9
Telephone: 1-855-465-6307
Fax: 506-636-4339
Email: spectrumnbd-spectrednb@ised-isde.gc.ca

Your Bell Contact

Canacre Ltd.
Agents for Bell Mobility
500–675 Cochrane Drive, Suite 500,
Markham, ON L3R 0B8
consultation@canacre.com
Fax: (416) 352-0707

Please indicate the reference number J4584

Important Information Enclosed

TO:

You're receiving this notice because you own property within 90 metres of a proposed telecommunications tower.

Bell

Notice of Public Consultation

You're receiving this notice because you own property within 90 metres of the proposed telecommunications tower.

Inside you will find information on the proposed antenna tower as well as an invitation to share any questions and comments on this proposal.

Have your say

In order to improve service in your neighborhood, Bell is proposing to install a 30 metre slim monopole antenna installation at 7 Pond St. Latitude: N 46° 14' 28.82", Longitude: W 63° 08' 20.02"

Bell is committed to working closely with our communities. This means providing any desired information in a transparent and straightforward fashion, hearing your views, and addressing any questions or comments you may have.

To this end, we invite you to email comments to your Bell representative, Pauline Pangilinan at consultation@canacre.com by **May 18, 2026.**



Proposed Site

Understanding the process

Step 1:
Proposal
Bell proposes a site in accordance with ISED's and the Land Use Authority (LUA) consultation process. Bell submits a plan and initiates a dialogue with the City of Charlottetown.

Step 2:
Notification
Packages are mailed to the local public, neighboring land use authorities, businesses, property owners and landowners within the area inviting them to the consultation process.

Step 3:
Consultation
Landowners are invited to comment within 30 days.

Step 4:
Acknowledgement
Bell must acknowledge receipt of comments within 14 days.

Step 5:
Response
All reasonable and relevant concerns will be addressed by Bell within 60 days.

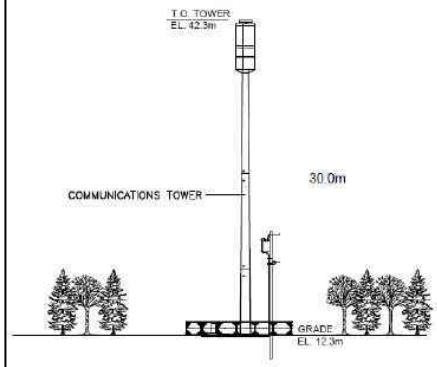
Step 6:
Feedback
Landowners have a further 21 days to respond to Bell, after which the comment period ends.

Step 7:
Approval
A summary of consultation is shared with the LUA and a request is submitted for concurrence.

What is an antenna tower?

An antenna tower supports the low power short-range radio systems that allow us to enjoy our mobile devices, such as our smart phones and tablets.

The purpose of the tower is to provide dependable advanced telecommunication service to the surrounding businesses and residences.



Slim Monopole Tower

Why now?

Canadians are using wireless devices more and more in their daily lives. Currently, more than half of all phone connections in Canada are now wireless, including 70 percent of all 911 calls.

Canadian Radio-television and Telecommunications Commission (2013):

http://www.crtc.gc.ca/eng/publications/reports/rp130705.htm

In order to provide the high quality of service that Canadians have come to expect, Bell must enhance its networks to meet this increased demand.

By adding new antenna sites, Bell customers will continue to benefit from dependable, high speed and high quality wireless service.

Is it safe?

The consensus among Canadian health organizations and the scientific community is that wireless antennas are safe and in fact, this antenna tower will operate well below the levels established by Health Canada under Safety Code 6.

Bell is committed to the health and safety of Canadian communities. That is why we take great pride in our compliance with all current health and safety guidelines while continuing to provide Canada's first-rate wireless coverage.

"Health Canada, along with independent experts from across the country, continually monitor the scientific literature to ensure that Safety Code 6 is based on the best available evidence and has significant margins of safety for the Canadian population."

Dr. Patricia Daly, MD, FRCPC, Chief Medical Health Officer & Vice President Public Health.

Why here?

The quality of service in this area does not currently meet Bell standards and the needs of people in the neighborhood.

Bell first looked at the possibility of sharing an existing antenna tower in order to minimize the number of new antennas in the area. Unfortunately, none of the existing structures were determined suitable for site-sharing.

Bell is proposing to install the new antenna tower at 7 Pond St Latitude: N 46° 14' 28.82", Longitude: W 63° 08' 20.02". This site was carefully identified because it met various factors including land use restrictions, interaction with existing structures and the surrounding environment, and line of sight requirements.

What is Safety Code 6?

The purpose of this code is to establish safety limits for human exposure to radiofrequency (RF) energy in the frequency range from 3 kHz to 300 GHz. The safety limits in this code apply to all individuals working at, visiting, or living at or near federally regulated sites.

Bell attests that the proposed antenna tower will be installed and operated on an ongoing basis in accordance with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including all combined effects within the local radio environment.

Is it environmentally friendly?

Bell attests that the proposed antenna tower is not subject to an environmental assessment under the Impact Assessment Act (CL 2019, c.28.art.1).

What are the standards and practices?

The proposed antenna tower will be built in accordance with the highest professional engineering standards and practices, including structural adequacy.

A copy of the site plan can be accessed here:

https://canacre.sharefile.com/d-s079851449bba4fdf8f15e3f765204f30

What will it look like?

- Bell is proposing a 30 metre slim monopole tower that will support associated radio equipment.
- With the public's safety in mind, the area will not be accessible to the general public.
- Bell will incorporate suitable elements to the proposed antenna tower in accordance with Transport Canada's aeronautical obstruction marking requirements. Both Transport Canada and NAV Canada applications have been submitted.



Before



After

Attachment "D" – Public Consultation Summary (May 20, 2026)

CANACRE
A QUANTA SERVICES COMPANY

David Gundrum
Manager of Development and Planning
Planning & Heritage Department
City of Charlottetown
70 Kent St, Charlottetown, PEI, C1A 1M9
dgundrum@charlottetown.ca

May 20, 2026

Subject: Bell Mobility – J4584 – N River Rd – Consultation Summary

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Consultation Summary:

Bell Mobility is proposing the J4584 N River Rd slim monopole telecommunications installation to improve wireless service in the Charlottetown area. As per ISED's default Public Consultation process, Bell sent out notifications to all property owners within 90 m of the 30 m slim monopole telecommunication installation and Bell published a public notification in a local online newspaper with a 30-day period to receive written comments.

A total of one (1) party submitted written comments regarding the proposed tower. Bell followed section 4.2 of the ISED protocol for Responding to the Public and ensured that the policy outlined below was followed:

"Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications."

The comments submitted by the property owner were acknowledged within the 14-day acknowledgement period and addressed as per ISED default protocol within the prescribed 21-day response period from the reply date. Commenters submitted concerns regarding an interruption in service. Bell has addressed concerns regarding the interruption in service stating that there will be no interruptions to normal service when the new sit is constructed. Please refer to the enclosed consultation correspondence files.

Summary of written comments:

Comment Type	Summary of Comments
Positive	• N/A
Neutral/Questions	• Commenter had a question regarding an interruption in service
Negative	• N/A

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#9

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council direct staff to issue a statement of concurrence to Industry Canada in relation to the proposed Antenna System (Bell Canada Tower) proposed at 7 Pond Street (PID# 367631).

CITY OF CHARLOTTETOWN
AMENDMENT

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

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-112, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at 307 Patterson Drive (PID# 676585)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-112, as it pertains to the property located at 307 Patterson Drive (PID# 676585))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-112, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone for the property located at 307 Patterson Drive (PID# 676585)," as attached, was read and approved a first time on July 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-112

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-112"

2. Authority

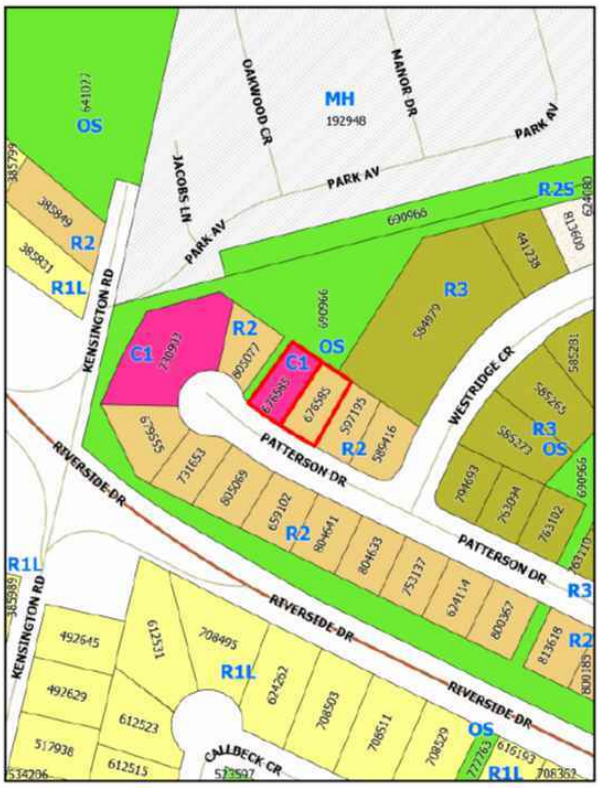
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property located at 307 Patterson Drive (PID# 676585) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, is Business Office Commercial (C-1) Zone, hereby excluding it from its former designation of Low Density Residential (R-2) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-112, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-112) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
AMENDMENT

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

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-113, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone for the property identified as PID# 390534, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as PID# 1179670."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-113, as it pertains to the properties identified as PID#s 390534 and 1179670))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-113, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone for the property identified as PID# 390534, and from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone for the unaddressed subject property identified as PID# 1179670," as attached, was read and approved a first time on July 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-113

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-113"

2. Authority

(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the property identified as PID# 390534 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, is Shopping Centre Commercial (C-3) Zone, hereby excluding it from its former designation of Comprehensive Development Area (CDA) Zone; and

(2) The Zoning of the unaddressed subject property identified as PID# 1179670 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, is Mixed Use Corridor (MUC) Zone, hereby excluding it from its former designation of Comprehensive Development Area (CDA).



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-113, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-113) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-002, "That the land use for the unaddressed subject property identified as Mount Edward Road (PID# 440545) as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Nodes, hereby excluding it from its former designation of Neighbourhood."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.2-002, as it pertains to the unaddressed subject property identified as Mount Edward Road (PID# 440545))", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-114, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone for the unaddressed subject property identified as Mount Edward Road (PID# 440545)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-114, as it pertains to the unaddressed subject property identified as Mount Edward Road (PID# 440545))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-114, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Single Detached Residential (R-1L) Zone to the Comprehensive Development Area (CDA) Zone for the unaddressed subject property identified as Mount Edward Road (PID# 440545)," as attached, was read and approved a first time on July 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-114

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-114"

2. Authority

(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the unaddressed subject property identified as Mount Edward Road (PID# 440545) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-114, is Comprehensive Development Area (CDA) Zone, hereby excluding it from its former designation of Single Detached Residential (R-1L) Zone.



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-114, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-114, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-114, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-114, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-114) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.2-002, "That the land use for the unaddressed subject property identified as Mount Edward Road (PID# 440545) as shown on Figure 7 – Charlottetown's Future Land Use of the City of Charlottetown Official Plan, is designated as Nodes, hereby excluding it from its former designation of Neighbourhood."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Land and Environment.

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 14th day of July, 2026.

_____	_____
Mayor/Chairperson (signature sealed)	Chief Administrative Officer (signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.2-002) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.2-002

Figure 7 – Charlottetown's Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for the unaddressed subject property identified as Mount Edward Road (PID# 440545) as shown on Figure 7 – Charlottetown's Future Land Use Map, is designated as Nodes, hereby excluding it from its former designation of Neighbourhood.



CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-003, "That the land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.2-003, as it pertains to the unaddressed parcel identified as PID# 140087)", as attached, be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-115, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-115, as it pertains to the unaddressed parcel identified as PID# 140087)", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: July 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-115, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from un-zoned (N/A) lands to the ER-MUVC (East Royalty Mixed Use Village Centre) Zone for the unaddressed parcel identified as PID# 140087," as attached, was read and approved a first time on July 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

BE IT RESOLVED THAT the said Bylaw be adopted.
Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-115

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

PART I – INTERPRETATION AND APPLICATION

1. Title

(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-115"

2. Authority

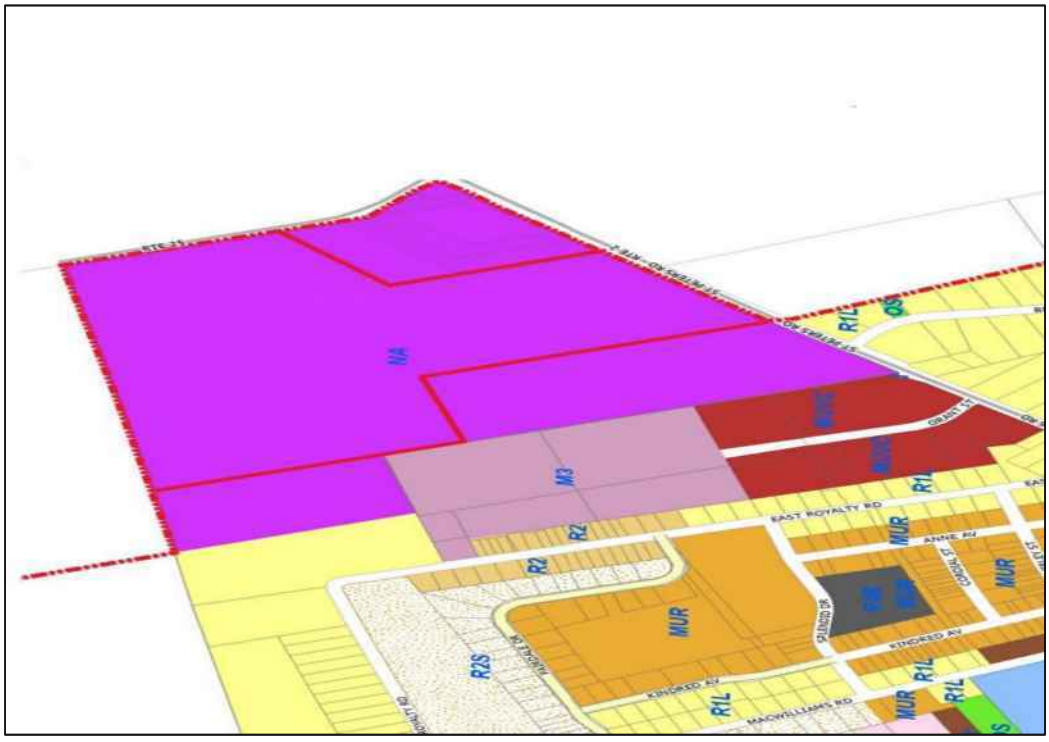
(1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of unaddressed parcel identified as PID# 140087 as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, is East Royalty Mixed Use Village Centre (ER-MUVC) Zone, hereby excluding it from its former designation of un-zoned (N/A) lands.



PART III – EFFECTIVE DATE

1. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Land and Environment.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. Signatures

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-115, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-115) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.2-003, "That the land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Land and Environment.

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 14th day of July, 2026.

_____ _____

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.2-003) is hereby approved.

Dated on this __ day of _____, _____. _____

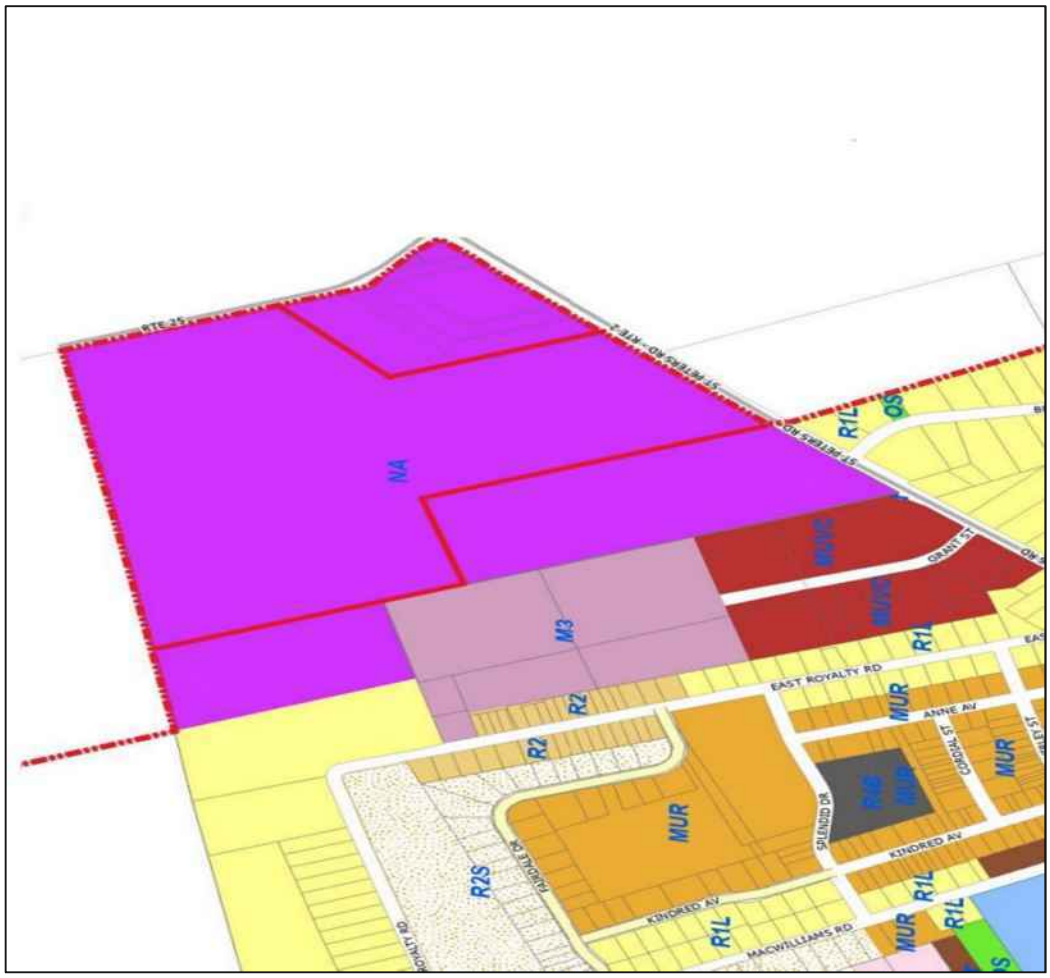
Honourable Darlene Compton
Minister of Land and Environment

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.2-003

Figure 7 – Charlottetown's Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for the unaddressed parcel identified as PID# 140087 as shown on Figure 7 – Charlottetown's Future Land Use Map, as shown on Figure 7 – Charlottetown's Future Land Use Map of the City of Charlottetown Official Plan, is designated as Corridor, hereby excluding it from its former designation of Urban Expansion.



CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR MAY 2025
DOLLAR VALUES

	MAY	Totals
Residential New	$12,589,900.00	$86,766,464.25
Residential Renovations and Additions	$473,000.00	$21,575,310.50
Industrial-Commercial New	$0.00	$500,000.00
Industrial-Commercial Renovations	$2,335,000.00	$8,564,492.02
Institutional New	$0.00	$0.00
Institutional Renovations	$0.00	$2,531,000.00
Signage	$7,000.00	$117,220.00
Other	$47,877.00	$97,989.10
Agriculture	$0.00	$0.00
TOTALS	**15,452,777.00**	**120,152,475.87**

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

	MAY	Totals
Single Family Dwellings - New	20	39
Two-Family Dwellings - New	4	14
Multi-Family Dwellings - New	1	7
Residential Renovations and Additions	8	28
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	4	22
Institutional New	0	0
Institutional Renovations	1	6
Signage	1	16
Other	9	18
Agriculture Renovations	0	0
TOTALS	**48**	**151**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR MAY 2026
DOLLAR VALUES

	MAY	Totals
Residential New	$7,205,500.00	$32,598,500.00
Residential Renovations and Additions	$1,285,306.08	$2,615,616.08
Industrial-Commercial New	$0.00	$490,000.00
Industrial-Commercial Renovations	$13,770,000.00	$67,552,824.00
Institutional New	$0.00	$0.00
Institutional Renovations	$5,395,902.00	$6,780,435.00
Signage	$90,592.50	$316,503.36
Other	$318,950.00	$380,910.00
Agriculture	$0.00	$0.00
TOTALS	**28,066,250.58**	**110,734,788.44**

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

	MAY	Totals
Single Family Dwellings - New	11	23
Two-Family Dwellings - New	6	8
Multi-Family Dwellings - New	0	5
Residential Renovations and Additions	8	38
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	5	31
Institutional New	0	0
Institutional Renovations	4	9
Signage	10	25
Other	11	22
Agriculture Renovations	0	0
TOTALS	**55**	**162**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending May 1st, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-299	1160688	058-BLD-24	13-Mar-24	27-Apr-26	APPROVED	80-82 Brooklyn Avenue (Lot 13)	Occupancy Permit: New Semi-Detached Dwelling	Xinyue Meng	18-May-26
24-988	416305	310-BLD-24	29-Aug-25	29-Apr-26	APPROVED	99 Friar Dr (Lot 21-18)	Occupancy Permit: New Modular Home - Single Family Dwelling	PEI Home & RV Centre	20-May-26
25-68	1177898	024-BLD-25	23-Jan-25	1-May-26	APPROVED	45-47-49-51 Emily Dr (Lot 174A)	Occupancy Permit: New Construction of a 4-Unit Townhouse Dwelling	OPM Construction (102709 Pei Inc)	22-May-26
25-323	944983	065-BLD-25	13-Mar-25	26-Apr-25	APPROVED	137 Oak Dr (Lot 20-4)	Occupancy Permit: Construction of a Single Detached Dwelling	Maple Isle Homes PEI Inc	17-May-25
25-622	778308	149-BLD-25	12-May-25	28-Apr-26	APPROVED	48-50 Evelyn St (Lot 34)	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Falcon Homes PEI	19-May-26
25-691	825398	182-BLD-25	30-May-25	28-Apr-26	APPROVED	34 Liberty Cres	Occupancy Permit: Addition of a secondary suite above existing garage	Christopher Doucette & Marley Giddings	19-May-26
26-46	664136	016-BLD-26	16-Jan-26	1-May-26	APPROVED	78 Kingsburgh Ave (Lot 171)	Construction of a single detached dwelling	Precision Homes LTD	22-May-26
26-270	346056	063-BLD-26	23-Mar-26	29-Apr-26	APPROVED	191 Great George St	Replacement of roof perimeter railings and access	Evolution Roofing	20-May-26
26-347	1158583	079-BLD-26	8-Apr-26	27-Apr-26	APPROVED	164-166 Brooklyn Ave (Lot 27)	Construction of a semi-detached dwelling	Alex Kelly	18-May-26
26-384	1186782	083-BLD-26	31-Mar-26	29-Apr-26	APPROVED	70 Kingsburgh Ave (Lot 173)	Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	20-May-26
26-350	791848	148-STR-26	14-Apr-26	27-Apr-26	APPROVED	22 Liberty Cres	Tourist Home: Short Term Rental	Fenghua WU & Yingwei Wang	18-May-26
26-399	1073329	167-STR-26	23-Apr-26	27-Apr-26	APPROVED	27 Chancellor St	Tourist Home: Short Term Rental	Nguyen Phong & Thi Thu HA Bui	18-May-26
26-406	1189745	093-BLD-26	10-Apr-26	29-Apr-26	APPROVED	26 Norman Dr (Lot 247)	Construction of a single detached dwelling with secondary suite	Aryo Ghasem Nejad	20-May-26
26-407	338558	168-STR-26	27-Apr-26	28-Apr-26	APPROVED	198 Sydney St	Tourist Home: Short Term Rental	Rose Ellen & Joanne Ghiz & Dalton McGuinty	19-May-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-408	343392	169-STR-26	27-Apr-26	28-Apr-26	APPROVED	126 Hillsborough St	Tourist Home: Short Term Rental	Zita E Roberts	19-May-26
26-409	349746	170-STR-26	27-Apr-26	28-Apr-26	APPROVED	32 Goodwill Ave	Tourist Home: Short Term Rental	Jonathan & Leigh-Ann Locke	19-May-26
26-410	335554	171-STR-26	27-Apr-26	28-Apr-26	APPROVED	11 Pownal St	Tourist Home: Short Term Rental	Todd McLean	19-May-26
26-411	612432	172-STR-26	27-Apr-26	28-Apr-26	APPROVED	12 Nottingham Ave	Tourist Home: Short Term Rental	Dinh Tam VO	19-May-26
26-412	359943	173-STR-26	27-Apr-26	28-Apr-26	APPROVED	19 Elm Ln	Tourist Home: Short Term Rental	Robert J Shepherd & Kathy Anne Stewart	19-May-26
26-413	337774	174-STR-26	28-Apr-26	29-Apr-26	APPROVED	17 Dorchester St	Tourist Home: Short Term Rental	Michael Gibson & Phillip McInnis	20-May-26
26-414	896829	094-BLD-26	28-Apr-26	29-Apr-26	APPROVED	24 Arcona Dr	Construction of an 8' x 12' shed	Stephen Butler	20-May-26
26-416	388967	176-STR-26	29-Apr-26	30-Apr-26	APPROVED	34 Lewis Cres	Tourist Home: Short Term Rental	Darlene Elizabeth & Steven Francis Rush	21-May-26
26-417	1141076	177-STR-26	29-Apr-26	30-Apr-26	APPROVED	42 Anne Ave	Tourist Home: Short Term Rental	Judy Grialdi	21-May-26
26-419	1124296	178-STR-26	29-Apr-26	30-Apr-26	APPROVED	97 Kindred Ave	Tourist Home: Short Term Rental	James Daw	21-May-26
26-422	1033372	181-STR-26	29-Apr-26	30-Apr-26	APPROVED	164 Barbour Cir	Tourist Home: Short Term Rental	Dinh Bao Phuc	21-May-26
26-423	1177658	182-STR-26	29-Apr-26	30-Apr-26	APPROVED	44 Judy Ave	Tourist Home: Short Term Rental	Daniyal Shakir	21-May-26
26-415	346719	175-STR-26	29-Apr-26	1-May-26	APPROVED	191 Cumberland St	Tourist Home: Short Term Rental	Shad Wei Zhang	22-May-26
26-430	1099126	183-STR-26	30-Apr-26	1-May-26	APPROVED	2 Richmond St	Tourist Home: Short Term Rental	Lawrence B & Beverley A Dunville	22-May-26
26-431	338962	184-STR-26	30-Apr-26	1-May-26	APPROVED	4 Richmond St	Tourist Home: Short Term Rental	Lawrence B & Beverley A Dunville	22-May-26
26-437	1004753	185-STR-26	1-May-26	1-May-26	APPROVED	59 Dorchester St	Tourist Home: Short Term Rental	John MacMillan	22-May-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 May 08, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1058	416305	329-BLD-24	18-Sep-24	7-May-26	APPROVED	63 Friar Drive (Lot 21-9)	Occupancy Permit: Construction of a Single Detached Dwelling	PEI Home & RV Centre	28-May-26
24-1150	416305	367-BLD-24	24-Oct-24	6-May-26	APPROVED	67 Friar Drive (Lot 21-10)	Occupancy Permit: New 16' x 56' Mini Home	PEI Home & RV Centre	27-May-26
24-967	416305	302-BLD-24	22-Aug-24	5-May-26	APPROVED	118 Friar Drive (Lot 21-66)	Occupancy Permit: Construction of a Prestige Home	PEI Home & RV Centre	26-May-26
25-623	778308	150-BLD-25	12-May-25	7-May-26	APPROVED	42-44 Evelyn St (Lot 35)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Falcon Homes PEI	28-May-26
25-690	1178011	181-BLD-25	30-May-25	11-May-26	APPROVED	52-54 Stanmol Dr	Occupancy Permit: Construction of a Semi-Detached Dwelling	Christopher Baglole	1-Jun-26
26-84	192336	029-BLD-26	3-Feb-26	8-May-26	APPROVED	2 Robertson Rd	Phase II: New Elevetor, washroom, windows and siding	Craig Cameron	29-May-26
26-438	336677	186-STR-26	1-May-26	2-May-26	APPROVED	32 Union St	Tourist Home: Short Term Rental	Gavin Scott & Ami Rae Seymour	23-May-26
26-443	826479	187-STR-26	1-May-26	4-May-26	APPROVED	36 Doc Blanchard Cres	Tourist Home: Short Term Rental	Joseph & Kimberly Rashed	25-May-26
26-463	1093830	191-STR-26	4-May-26	4-May-26	REJECTED	16 North River Rd	Tourist Home: Short Term Rental	Mark Manning & Susane Macphee-Manning	25-May-26
26-462	897603	190-STR-26	4-May-26	4-May-26	APPROVED	21 Parkside Dr	Tourist Home: Short Term Rental	Chad W & Melanie A Macguigan	25-May-26
26-461	394437	189-STR-26	4-May-26	4-May-26	APPROVED	39 Fairview Dr	Tourist Home: Short Term Rental	Matthew & Stephanie Duffy	25-May-26
26-465	1163344	192-STR-26	4-May-26	5-May-26	APPROVED	112 Brooklyn Ave	Tourist Home: Short Term Rental	Griffen Mackeen	26-May-26
26-467	353789	193-STR-26	4-May-26	5-May-26	APPROVED	100/100A North River Rd	Tourist Home: Short Term Rental	Lisa Jane McDonald	26-May-26
26-468	415943	194-STR-26	5-May-26	5-May-26	APPROVED	6 Birch Hill Dr	Tourist Home: Short Term Rental	Brodie Macphee	26-May-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-469	337220	195-STR-26	5-May-26	5-May-26	APPROVED	175 King St	Tourist Home: Short Term Rental	As5 Holdings Inc	26-May-26
26-211	1176668	051-BLD-26	27-Feb-26	8-May-26	APPROVED	45-47 Aidan St (Lot 46B)	Constrution of a semi-detached dwelling	Massey Fine Homes Inc	29-May-26
26-211	1176668	051-BLD-26	27-Feb-26	18-Mar-26	APPROVED	45-47 Aidan St (Lot 46B)	Footing Permit: Constrution of a semi-detached dwelling	Massey Fine Homes Inc	8-Apr-26
26-401	916007	088-BLD-26	23-Apr-26	4-May-26	APPROVED	5 Havenwood St	Removal and construction of a 6' x 9' deck	Jordan Lake	25-May-26
26-404	791848	091-BLD-26	10-Apr-26	4-May-26	APPROVED	22 Liberty Cres	Addition of two egress windows	Yingwei Wang	25-May-26
26-424	372300	006-TMP-26	13-Apr-26	4-May-26	APPROVED	465 University Ave	Temporary garden centre in parking lot	Charlottetown Superstore	25-May-26
26-425	1101112	096-BLD-26	14-Apr-26	6-May-26	APPROVED	158 Nassau St	Construction of a greenhouse	Birendra Malla	27-May-26
26-426	340422	015-SGN-26	14-Apr-26	6-May-26	APPROVED	145 Richmond St	Four Seasonal Banners	Laurie Kinsman	27-May-26
26-427	1181981	097-BLD-26	14-Apr-26	1-May-26	APPROVED	54 Hudson Ave (Lot 82)	Footing Permit: Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	22-May-26
26-435	1178003	102-BLD-26	16-Apr-26	6-May-26	APPROVED	58-60 Stanmol Dr (Lot 140)	Footing Permit: Construction of a semi-detached dwelling	Buildco Construction Inc Chris Baglole	27-May-26
26-452	134114	017-SGN-26	16-Apr-26	8-May-26	APPROVED	11 Aviation Ave	Installation of a free standing monument sign - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-453	134114	018-SGN-26	16-Apr-26	8-May-26	APPROVED	11 Aviation Ave	Fascia Sign Location 19 - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-454	134114	019-SGN-26	16-Apr-26	8-May-26	APPROVED	11 Aviation Ave	Fascia Sign Location 19B - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-455	134114	020-SGN-26	16-Apr-26	8-May-26	APPROVED	11 Aviation Ave	Fascia Sign Location 2 - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-456	768903	021-SGN-26	16-Apr-26	8-May-26	APPROVED	17 Hillstrom Ave	Fascia Sign - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-457	768903	022-SGN-26	16-Apr-26	8-May-26	APPROVED	17 Hillstrom Ave	Installation of a free standing monument sign - Agilent Technologies	Mattatall Signs Ltd.	29-May-26
26-458	604165	023-SGN-26	16-Apr-26	8-May-26	APPROVED	29 McCarville St	Installation of a free standing ground sign - Agilent Technologies	Mattatall Signs Ltd.	29-May-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-479	1167279	032-LS-26	8-May-2026	8-May-2026	APPROVED	31-33 Fairdale Ave	Lot Subdivision (Lots 130A & 130B)	Affleck Construction Inc	29-May-2026

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending May 15, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-325	1167279	066-BLD-25	13-Mar-25	13-May-26	APPROVED	31-33 Fairdale Dr (Lot 130)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Affleck Construction Inc	3-Jun-26
25-409	1047562	079-BLD-25	2-Apr-25	11-May-26	APPROVED	43 Hudson Ave (Lot 96)	Occupancy Permit: Construction of a Single Detached Dwelling with Secondary Suite	Will Zafiris	1-Jun-26
25-622	778308	149-BLD-25	12-May-25	11-May-26	APPROVED	48-50 Evelyn St (Lot 34)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Falcon Homes PEI	1-Jun-26
25-1106	425892	353-BLD-25	30-Oct-25	14-May-26	APPROVED	330 Deacon Grove Ln	Phase II: Interior Fit-up of Queens County Community Health Centre	PEI Department of Transportation and Infrastructure	4-Jun-26
26-14	339598	010-BLD-26	29-Dec-25	22-Apr-26	APPROVED	308-312 Richmond St	Footing Permit: Construction of a 3-unit residential building	David Feener	13-May-26
26-313	457275	070-BLD-26	24-Mar-26	11-May-26	APPROVED	85 Kirkcaldy Drive	2 car garage addition with added living space	Janet Gail Barwise	1-Jun-26
26-221	1190586	054-BLD-26	4-Mar-26	13-May-26	APPROVED	18-20 Evelyn St (Lot 39)	Footing Permit: Construction of a semi-detached dwelling	102709 PEI Inc (OPM Construction)	3-Jun-26
26-264	371054	062-BLD-26	21-Mar-26	15-May-26	APPROVED	421 University Ave	Creating 3 new modern rentable units, 2 new bathrooms, general cleanup of property, parking lot and signage, adding sidewalks around units	Nathan Clark & Rebecca Barrett	5-Jun-26
26-339	355057	076-BLD-26	13-Apr-26	14-May-26	APPROVED	66 McGill Ave	Interior renovation for additional 3rd unit	Roop Holdings LTD	4-Jun-26
26-341	359075	143-STR-26	13-Apr-26	15-May-26	APPROVED	35 Upper Prince St	Tourist Home: Short Term Rental	Mary Beth Campbell	5-Jun-26
26-398	416305	087-BLD-26	1-Apr-26	11-May-26	APPROVED	64 Friar Dr (Lot 21-47)	Construction of a single detached dwelling	PEI Home & RV Centre	1-Jun-26
26-402	703793	089-BLD-26	7-Apr-26	4-May-26	APPROVED	31 Dawson Ct	Basement renovation	DJC Construction	25-May-26
26-406	1189745	093-BLD-26	10-Apr-26	15-May-26	APPROVED	26 Norman Dr (Lot 247)	Construction of a single detached dwelling with secondary suite	Aryo Ghasem Nejad	5-Jun-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-429	386250	100-BLD-26	22-Apr-26	11-May-26	APPROVED	3 Gordon Drive	Footing Permit: 2 car detached garage	K Mac Construction	1-Jun-26
26-432	534115	101-BLD-26	16-Apr-26	11-May-26	APPROVED	60 Riverside Dr	Interior renovation of CT Scanner Room	Health Care Solutions Inc (Kyle Laurin)	1-Jun-26
26-449	464461	110-BLD-26	20-Apr-26	15-May-26	APPROVED	216 East Royalty Rd	Addition of a 26' x 28' garage to east side, Addition of a 8' x 16' room to the south side.	Terry Jackson	5-Jun-26
26-451	372276	016-SGN-26	16-Apr-26	13-May-26	APPROVED	449 University Ave	Fascia Sign - GV Hair Studio	GV Hair Studio Ltd (Gurpreet Singh)	3-Jun-26
26-491	359075	197-STR-26	14-May-26	15-May-26	APPROVED	37 Upper Prince St	Tourist Home: Short Term Rental	Mary Beth Campbell	5-Jun-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
NA	NA	NA	5-May-26	12-May-26	APPROVED	VICTORIA ROW	Amendment to the operational hours outlined in the Pedestrian Mall Agreement as it pertains to the Victoria Row Merchants Association, to permit patio operations annually during patio season between the hours of 8:00 a.m. and 1:00 a.m. on a permanent basis, And that the Mayor and CAO are hereby authorized to execute contracts and agreements to implement this resolution.	PLANNING & HERTIAGE DEPARTMENT	2-Jun-2026
TBD	1047562	TBD	TBD	12-May-26	APPROVED	15 Clonhaven Street (Lot 153), 35 Clonhaven Street (Lot 154) & 165 Carraigbrook Avenue (Lot 155)	Proposed Major Variance for the subject property identified as 15 Clonhaven Street (Lot 153) in the Hidden Valley Subdivision (PID# 1047562) to Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 44 apartment units; and That Council approve the proposed Major Variance for the subject property identified as 35 Clonhaven Street (Lot 154) in the Hidden Valley Subdivision (PID# 1047562) to: Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 48 apartment units; and That Council approve the proposed Major Variance for the subject property identified as 165 Carraigbrook Avenue (Lot 155) in the Hidden Valley Subdivision (PID# 1047562) to: Increase	To be provided	2-Jun-2026

							the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 59 apartment units.		
TBD	676585	TBD	TBD	12-May-26	APPROVED TO PROCEED TO PUBLIC CONSULTATION	307 Patterson Drive	Rezone the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two abutting parcels of land registered under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.	To be provided	2-Jun-2026
25-50	1179670	001-RZN-25	22-Jan-25	12-May-26	APPROVED TO PROCEED TO PUBLIC CONSULTATION	10 Freda Ln	Rezone the unaddressed subject property identified as PID# 390534 from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to rezone the unaddressed subject property identified as PID# 1179670 from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future commercial development on both sites	Pan American Properties	2-Jun-2026
TBD	387761	TBD	TBD	12-May-26	APPROVED	PID #387761	Application submitted by the owner's agent (Cain Arsenault) and supporting traffic study prepared by EXP Group dated April 2, 2026 for the development of a drive-thru and queuing spaces at PID# 387761 for a McDonald's eating and drinking establishment be accepted.	c/o Cain Arsenault	2-Jun-2026
25-1138	623090	009-RZN-25	9-Dec-25	12-May-26	2ND READING DONE. PENDING MINISTERIAL APPROVAL	231 Brackley Point Rd	That Council approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) to rezone from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation of the Official Plan.	Breakwater Developments Inc	2-Jun-2026
25-1097 25-1099	336974, 336909, 336917, 336966 and 1172915	005-MNV-25 010-LCPB-25	7-Nov-25	12-May-26	2ND READING DONE. PENDING MINISTERIAL APPROVAL	King St & Dorchester St	To amend Appendix "G" - Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336966 and 1172915).	Weymouth Properties LTD	2-Jun-2026

CHARLOTTETOWN

Planning & Heritage Summary (Week ending May 22, 2026)

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Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-513	1143486	107-BLD-25	17-Apr-25	20-May-26	APPROVED	27-29 Beech Hill Ave	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Affleck Construction Inc	10-Jun-26
25-948	416305	293-BLD-25	8-Sep-25	20-May-26	APPROVED	50 Centurion Cr (Lot 21-53)	New Prestige Mini Home	PEI Home & RV Centre	10-Jun-26
25-957	1047562	299-BLD-25	9-Sep-25	8-Oct-25	APPROVED	48 Hudson Ave (Lot 81)	Footing Permit: Construction of a single detached dwelling with secondary suite	Falcon Homes PEI	29-Oct-25
25-957	1047562	299-BLD-25	9-Sep-25	19-May-26	APPROVED	48 Hudson Ave (Lot 81)	Construction of a single detached dwelling with secondary suite	Falcon Homes PEI	9-Jun-26
26-323	354464	071-BLD-26	1-Apr-26	21-May-26	APPROVED	122 North River Road	Fire Escape stairs from third floor roof down to ground level	Brad Smith	11-Jun-26
26-261	342733	059-BLD-26	19-Mar-26	20-May-26	APPROVED	144 Great George St	Change entrance system into existing restaurant	Mehmet Altug Altinok	10-Jun-26
26-371	337105	015-HRT-26	17-Apr-26	19-May-26	APPROVED	47 Prince St	Exterior renovation - shingle replacement	Donald MacKenzie	9-Jun-26
26-433	511717	006-DEM-26	27-Apr-26	21-May-26	APPROVED	18 Lyne Ave	Demolition of 20' x 10' Shed	Barry E & Michelle M O'Regan	11-Jun-26
26-439	1176684	104-BLD-26	29-Apr-26	19-May-26	APPROVED	53-55 Aidan St (Lot 48B)	Construction of a semi-detached dwelling	102531 PEI Inc	9-Jun-26
26-445	669630, 1047562	107-BLD-26	23-Apr-26	19-May-26	APPROVED	66 Hudson Ave (Lot 84)	Construction of a single detached dwelling with secondary suite	Will Zafiris	9-Jun-26
26-448	1088368	109-BLD-26	23-Apr-26	21-May-26	APPROVED	8 Stan Macpherson Way	Interior renovation for an Indigenous Collection Exhibit	Jenene Wooldridge	11-Jun-26
26-450	1184233	111-BLD-26	16-Apr-26	20-May-26	APPROVED	67-69 Essex Cres (Lot 533C)	Construction of a semi-detached dwelling	Matthew McQuaid	10-Jun-26
26-459	922948	024-SGN-26	16-Apr-26	20-May-26	APPROVED	28 Hillstrom Ave	Installation of a free standing monument sign - Agilent Technologies	Mattatall Signs Ltd.	10-Jun-26
26-493	872630	008-TMP-26	14-May-26	22-May-26	APPROVED	64 Hillstrom Ave	Install a Ground Mount Temporary Cooling Unit	Nazmi Lawen	12-Jun-26
26-501	355461	132-BLD-26	21-May-26	22-May-26	APPROVED	150 North River Road	Renovation of 3 existing washrooms	Tyler Richardson	12-Jun-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-440	1176692	105-BLD-26	29-Apr-26	19-May-26	APPROVED	57-59 Aidan St (Lot 49B)	Construction of a semi-detached dwelling	102531 PEI Inc	9-Jun-26
26-472	1180348	112-BLD-26	16-Apr-26	22-May-26	APPROVED	102 Worth St (Lot 38)	Footing Permit: Construction of a single detached dwelling	16555861 Canada Inc	12-Jun-26
26-473	1180348	113-BLD-26	16-Apr-26	22-May-26	APPROVED	96 Worth St (Lot 39)	Construction of a single detached dwelling	16555861 Canada Inc	12-Jun-26
26-473	1180348	113-BLD-26	16-Apr-26	22-May-26	APPROVED	96 Worth St (Lot 39)	Footing Permit: Construction of a single detached dwelling	16555861 Canada Inc	12-Jun-26
26-498	1168574	130-BLD-26	21-May-26	22-May-26	APPROVED	97 Holmes Lane	Construction of a 10X12 Shed with Barn style roof and garage style entry door	Bruce Anderson	12-Jun-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 May 29, 2026)

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Planning Development Permit Approvals

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25-555	1100627	115-BLD-25	23-Apr-25	29-May-26	APPROVED	59-61 Essex Cres (Lot 534)	Occupancy Permit: Construction of a Semi-Detached Dwelling	Thunder Cove Properties Inc	19-Jun-26
25-630	1114354	157-BLD-25	15-May-25	27-May-26	APPROVED	39-41 MacWilliams Rd	Occupancy Permit: Construction of a Semi-Detached Dwelling	Star Homes & Construction Inc	17-Jun-26
25-799	1170638	226-BLD-25	12-Jul-25	26-May-26	APPROVED	29 Pope Ave (Lot 22-1)	Occupancy Permit: Construction of a Single Detached Dwelling	Amirhossein Rahbari	16-Jun-26
25-831	134114	240-BLD-25	16-Jul-25	27-May-26	APPROVED	11 Aviation Ave	Occupancy Permit: To Upgrade Capacity and Capabilities of Existing Outdoor Aqueous Waste Treatment System and to Move System Indoors to New Waste Treatment Building	MCA Consultants Inc.	17-Jun-26
25-916	134114	279-BLD-25	26-Aug-25	26-May-26	APPROVED	11 Aviation Ave	Occupancy Permit: BioVectra Building #1 - Material Airlock (MAL) Addition to Warehouse	MCA Consultants Inc	16-Jun-26
25-944	452441	290-BLD-25	5-Sep-25	29-May-26	APPROVED	423 Mount Edward Rd	Occupancy Permit: Phase II: Building #1 - Interior Fit-up of 100'x110' Commercial Building - Parkland Fuels and Avenir	FitzGerald and Snow	19-Jun-26
25-953	778308	295-BLD-25	9-Sep-25	28-May-26	APPROVED	62 Violet Cir (Lot 17)	Occupancy Permit: Construction of a 4-Unit Stacked Townhouse	Falcon Homes PEI	18-Jun-26
25-954	778308	296-BLD-25	9-Sep-25	28-May-26	APPROVED	68 Violet Cir (Lot 16)	Occupancy Permit: Construction of a 4-Unit Stacked Townhouse	Falcon Homes PEI	18-Jun-26
26-355	338996	013-HRT-26	15-Apr-26	29-May-26	APPROVED	15-17 Sydney St	Exterior finishes, window, door and roof repair	Lucas Welsh	19-Jun-26
26-359	338988	014-HRT-26	16-Apr-26	29-May-26	APPROVED	9-11 Sydney St	Exterior finishes, window, door and roof repair	Lucas Welsh	19-Jun-26
26-382	193284	081-BLD-26	30-Mar-26	29-May-26	APPROVED	25 Emily Dr (Lot 173A1)	Construction of a single detached dwelling	Curran Developments Inc.	19-Jun-26
26-383	193284	082-BLD-26	30-Mar-26	29-May-26	APPROVED	39 Emily Dr (Lot 173B3)	Construction of a single detached dwelling	Curran Developments Inc.	19-Jun-26
26-429	386250	100-BLD-26	22-Apr-26	29-May-26	APPROVED	3 Gordon Drive	2 car detached garage	K Mac Construction	19-Jun-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-435	1178003	102-BLD-26	16-Apr-26	27-May-26	APPROVED	58-60 Stanmol Dr (Lot 140)	Footing Permit: Construction of a semi-detached dwelling	Buildco Construction Inc Chris Baglole	17-Jun-26
26-478	878603	117-BLD-26	7-May-26	26-May-26	APPROVED	5 Acadian Dr	Phase I - Foundation and structural steel for additions to school and Early Years Centre	Department of Transportation, Infrastructure and Energy	16-Jun-26
26-485	346650	016-HRT-26	14-May-26	24-May-26	APPROVED	202 Hillsborough St	Heritage Permit - Addition of Egress Windows	James Hughes	14-Jun-26
26-486	359638	017-HRT-26	14-May-26	24-May-26	APPROVED	113 Upper Prince St	Heritage Permit: New foundation, roof, windows, doors, garage door	Kent William Thompson & Ramona Doyle	14-Jun-26
26-488	1191907	124-BLD-26	13-Apr-26	25-May-26	APPROVED	191 Rogerson St (Lot 69)	Construction of a single detached dwelling	Claude Ayoub	15-Jun-26
26-489	1191899	125-BLD-26	13-Apr-26	25-May-26	APPROVED	185 Rogerson St (Lot 68)	Construction of a single detached dwelling	Claude Ayoub	15-Jun-26
26-490	1180348	126-BLD-26	1-May-26	25-May-26	APPROVED	79-81 Worth St (Lot 19)	Construction of a semi-detached dwelling	Sophie Hayes	15-Jun-26
26-499	1123009	004-HOC-26	21-May-26	25-May-26	APPROVED	36 Alice Ave	Home Occupation to start a home based care centre	Chaudhasi Keral	15-Jun-26
26-502	492629	133-BLD-26	21-May-26	25-May-26	APPROVED	216 Kensington Road	Storage shed with no electrical or plumbing, storage only	Melissa Gallant	15-Jun-26
26-503	877985	134-BLD-26	21-May-26	28-May-26	APPROVED	96 Bell Crescent	Remove existing deck and rebuild same with roof	Hexagon Carpentry Inc	18-Jun-26
26-506	511717	137-BLD-26	27-Apr-26	27-May-26	APPROVED	18 Lyne Ave	Construction of a shed	Barry E & Michelle M O'Regan	17-Jun-26
26-510	419515	140-BLD-26	8-May-26	27-May-26	APPROVED	114 Parkwood Cres	A 10 x 20 Shed for storage	Harrison Jenkins	17-Jun-26
26-511	1139989	141-BLD-26	8-May-26	28-May-26	APPROVED	616 Malpeque Rd	Deck for back of house	Colin Simmons	18-Jun-26
26-444	108985	188-STR-26	1-May-26	25-May-26	APPROVED	101 Nash Dr	Tourist Home: Short Term Rental	Buddhapriya Nanayakkara Kuruppu	15-Jun-26
26-516	336271	201-STR-26	26-May-26	27-May-26	APPROVED	178 King St	Tourist Home: Short Term Rental	Keir Lowther	17-Jun-26
26-512	338731	198-STR-26	25-May-26	26-May-26	APPROVED	265 Dorchester St	Tourist Home: Short Term Rental	Bella Doyle	16-Jun-26

Lot Subdivisions

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

Council Approvals

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

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JUNE 2025
DOLLAR VALUES

	JUN	Totals
Residential New	$10,645,477.75	$97,261,942.00
Residential Renovations and Additions	$523,000.00	$22,098,310.50
Industrial-Commercial New	$0.00	$500,000.00
Industrial-Commercial Renovations	$4,170,000.00	$12,734,492.02
Institutional New	$0.00	$0.00
Institutional Renovations	$0.00	$2,531,000.00
Signage	$183,861.23	$301,081.23
Other	$472,359.00	$570,348.10
Agriculture	$0.00	$0.00
TOTALS	**15,994,697.98**	**135,997,173.85**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JUNE 2026
DOLLAR VALUES

	JUN	Totals
Residential New	$66,925,000.00	$99,523,500.00
Residential Renovations and Additions	$1,163,966.00	$3,779,582.08
Industrial-Commercial New	$1,745,000.00	$2,235,000.00
Industrial-Commercial Renovations	$725,000.00	$68,277,824.00
Institutional New	$0.00	$0.00
Institutional Renovations	$4,354,000.00	$11,134,435.00
Signage	$4,200.00	$320,703.36
Other	$147,700.00	$528,610.00
Agriculture	$0.00	$0.00
TOTALS	**75,064,866.00**	**185,799,654.44**

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

	JUN	Totals
Single Family Dwellings - New	13	53
Two-Family Dwellings - New	8	21
Multi-Family Dwellings - New	1	8
Residential Renovations and Additions	10	38
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	6	28
Institutional New	1	1
Institutional Renovations	0	6
Signage	7	23
Other	22	40
Agriculture Renovations	0	0
TOTALS	**68**	**219**

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

	JUN	Totals
Single Family Dwellings - New	15	38
Two-Family Dwellings - New	3	11
Multi-Family Dwellings - New	4	9
Residential Renovations and Additions	11	49
Industrial-Commercial New	1	2
Industrial-Commercial Renovations	8	39
Institutional New	1	1
Institutional Renovations	2	11
Signage	1	26
Other	10	32
Agriculture Renovations	0	0
TOTALS	**56**	**218**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending June 5th, 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
25-594	1182013	136-BLD-25	16-May-25	5-Jun-26	APPROVED	98 Stanmol Dr (Lot 104)	Occupancy Permit: Construction of a Single Detached Dwelling with Secondary Suite	Paul Llewellyn	26-Jun-26
25-1046	778308	331-BLD-25	6-Oct-25	2-Jun-26	APPROVED	73-75 Violet Cir (Lot 12)	Occupancy Permit: Semi-detached Dwelling	Edgar's Construction Inc	23-Jun-26
26-9	387761	008-BLD-26	18-Dec-25	2-Jun-26	APPROVED	670 University Ave	Occupancy Permit: Interior Fit Up - Bath and Body Works	Core Architects	23-Jun-26
26-476	534115	115-BLD-26	7-May-26	4-Jun-26	APPROVED	60 Riverside Dr	Interior renovation - QEH Mental Health & Addictions Child and Youth Inpatient (CYIU)	Government of PEI Department of Health & Wellness	25-Jun-26
26-497	502138	129-BLD-26	21-May-26	5-Jun-26	APPROVED	13 Robert Ave	691 Square foot addition of mud room, 2 new bedrooms and a living room	Paul Winters	26-Jun-26
26-504	391714	135-BLD-26	22-May-26	5-Jun-26	APPROVED	15 Poplar Avenue	Detached 2 car garage with driveway	Joe Monaghan	26-Jun-26
26-515	1177641	200-STR-26	26-May-26	1-Jun-26	APPROVED	26 Stanmol Dr	Tourist Home: Short Term Rental	Leroy Curry	22-Jun-26
26-513	388991	199-STR-26	25-May-26	1-Jun-26	APPROVED	92 Parkside Dr	Tourist Home: Short Term Rental	Mohammad Rakhshan & Hoda Mohammad Javadi	22-Jun-26
26-421	349787	180-STR-26	29-Apr-26	3-Jun-26	APPROVED	115 North River Rd	Tourist Home: Short Term Rental	Geoff & Jane Ralling	24-Jun-26
26-517	338533	202-STR-26	28-May-26	3-Jun-26	APPROVED	204 Sydney St	Tourist Home: Short Term Rental	Zachary & Kimberley Ladner	24-Jun-26
26-529	359232	205-STR-26	29-May-26	3-Jun-26	APPROVED	19 Bishop St	Tourist Home: Short Term Rental	Leigh Ogg	24-Jun-26
26-530	349795	206-STR-26	29-May-26	3-Jun-26	APPROVED	117 North River Rd	Tourist Home: Short Term Rental	Aleix Marco & Victoria E Romero	24-Jun-26
26-531	355115	207-STR-26	29-May-26	3-Jun-26	APPROVED	47 Highland Ave	Tourist Home: Short Term Rental	Jennifer MacEachern	24-Jun-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-527	830786	203-STR-26	29-May-26	4-Jun-26	APPROVED	94 Lower Malpeue Rd	Tourist Home: Short Term Rental	Sterling & Eileen Smith	25-Jun-26
26-532	1022672	208-STR-26	29-May-26	4-Jun-26	APPROVED	156 Lower Malpeue Rd	Tourist Home: Short Term Rental	Terry Lynn MacNeill	25-Jun-26
26-534	339770	210-STR-26	29-May-26	4-Jun-26	APPROVED	43 Rochford St	Tourist Home: Short Term Rental	Daniela Andrea Romagnoli	25-Jun-26
26-528	359331	204-STR-26	29-May-26	5-Jun-26	APPROVED	20 Bishop St	Tourist Home: Short Term Rental	Jason Pitre	26-Jun-26
26-533	841536	209-STR-26	29-May-26	5-Jun-26	APPROVED	4 Prince St, Unit 304	Tourist Home: Short Term Rental	Dan James	26-Jun-26
26-505	356014	136-BLD-26	23-May-26	2-Jun-26	APPROVED	14 Spring Park Rd	Front porch renovation, new porch will be closed in with windows	Francisco Garza Flores	23-Jun-26
26-509	586800	139-BLD-26	23-May-26	2-Jun-26	APPROVED	28 Lewis Point Rd	Detached two car garage with Garden Suite above for long term rental	Stuart Wright	23-Jun-26
26-539	1185123	150-BLD-26	20-Apr-26	3-Jun-26	APPROVED	19 Norman Dr (Lot 236)	Construction of a single detached dwelling	Jaycor Inc	24-Jun-26
26-541	340802	152-BLD-26	4-May-26	4-Jun-26	APPROVED	228 Grafton St	Renovation of existing office space	APM Commercial	25-Jun-26
26-553	1183714	153-BLD-26	2-Jun-26	3-Jun-26	APPROVED	18 Norman Dr (Lot 250)	New: Single Family Dwelling	Maple Isle Homes PEI Inc	24-Jun-26
26-561	1054972	011-TMP-26	5-May-26	3-Jun-26	APPROVED	011-TMP-26	Temporary Structure: Garden Centre	Manroop Kaur	24-Jun-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-535	1190941	034-LS-26	22-May-26	1-Jun-26	APPROVED	PID# 1190941 Emily Dr	Lot Subdivision (Lots 26-195A, 26-195B, & 26-195C)	102709 Pei Inc	22-Jun-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 June 12th, 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
25-1	1047562	001-BLD-25	19-Dec-24	10-Jun-26	APPROVED	86 Stanmol Dr (Lot 102)	Occupancy Permit: Construction of a single detached dwelling	Will Zafiris	1-Jul-26
25-2	1047562	002-BLD-25	19-Dec-24	10-Jun-26	APPROVED	92 Stanmol Dr (Lot 103)	Occupancy Permit: Construction of a single detached dwelling	Will Zafiris	1-Jul-26
25-273	462739	052-BLD-25	25-Feb-25	9-Jun-26	APPROVED	193 Minna Jane Dr	Occupancy Permit: Unit 1D: Fit-up for New Injection Clinic	Patrick Daragon	30-Jun-26
25-930	872630	281-BLD-25	20-Aug-25	9-Jun-26	APPROVED	64 Hillstrom Ave	Occupancy Permit: Merck Animal Health - Construction of a Controlled Corridor Envelope within Existing Warehouse	IPS - Integrated Project Services	30-Jun-26
26-156	274084	041-BLD-26	27-Feb-26	8-Jun-26	APPROVED	20 Mount Edward Rd	Occupancy Permit: Interior renovation and exterior refinish	Laird Ferguson	29-Jun-26
26-57	387761	020-BLD-26	26-Jan-26	8-Jun-26	APPROVED	670 University Ave	Occupancy Permit: Interior Fit-up - Softmoc	Bonnys Lebrun	29-Jun-26
26-392	366526	085-BLD-26	7-Apr-26	10-Jun-26	APPROVED	3 Colonel Gray Dr	Construction of a single detached dwelling	Paul D. Brown	1-Jul-26
26-403	352211	090-BLD-26	8-Apr-26	12-Jun-26	APPROVED	30 Inkerman Dr	Construct a single-detached dwelling with a secondary suite	Jason Gibbons	3-Jul-26
26-487	1180348	123-BLD-26	25-Mar-26	11-Jun-26	APPROVED	141-143-145-147 Rogerson St (Lot 62)	Construction of a 4-unit townhouse	Falcon Rentals Inc	2-Jul-26
26-566	841536	213-STR-26	5-Jun-26	9-Jun-26	APPROVED	4 Prince St, Unit 307	Tourist Home: Short Term Rental	East Coast Property Group	30-Jun-26
26-565	1101575	212-STR-26	5-Jun-26	10-Jun-26	APPROVED	148 East Royalty Rd	Tourist Home: Short Term Rental	Damien Morris & Alicia Marie Packwood	1-Jul-26
26-567	588517	214-STR-26	6-Jun-26	11-Jun-26	APPROVED	38 Penny Ln B	Tourist Home: Short Term Rental	Jonathan & Meaghan Furness	2-Jul-26
26-564	343277	211-STR-26	5-Jun-26	11-Jun-26	APPROVED	252 Kent St	Tourist Home: Short Term Rental	Xin Liu	2-Jul-26
26-518	1180348	143-BLD-26	16-Apr-26	12-Jun-26	APPROVED	167 Rogerson St (Lot 65)	Construction of a single detached dwelling	Kirk MacPhee	3-Jul-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-521	1194745	145-BLD-26	14-Apr-26	8-Jun-26	APPROVED	62 O'Brien Dr (Lot 133)	Footing Permit: Construction of a single detached dwelling	Ishfaq Ali	29-Jun-26
26-521	1194745	145-BLD-26	14-Apr-26	8-Jun-26	APPROVED	62 O'Brien Dr (Lot 133)	Construction of a single detached dwelling	Ishfaq Ali	29-Jun-26
26-523	416305	146-BLD-26	8-May-26	12-Jun-26	APPROVED	72 Friar Dr (Lot 49)	Construction of a single detached dwelling	PEI Home & RV Centre	3-Jul-26
26-524	416305	147-BLD-26	8-May-26	12-Jun-26	APPROVED	143 Friar Dr (Lot 28)	New Manufactured Home	PEI Home & RV Centre	3-Jul-26
26-536	897918	010-TMP-26	25-May-26	10-Jun-26	APPROVED	1 Prince St	Temporary Tents for Claddagh Holding Event	Kent MacPhee	1-Jul-26
26-537	1186824	148-BLD-26	1-May-26	8-Jun-26	APPROVED	71 Kingsburgh Ave (Lot 167)	Construction of a single detached dwelling	Brandon Llewellyn	29-Jun-26
26-552	338145	025-SGN-26	1-May-26	10-Jun-26	APPROVED	86 Queen St	Sign Application	Dalmac Signs	1-Jul-26
26-571	1163393	165-BLD-26	12-May-26	10-Jun-26	APPROVED	26 Essex Cres	Accessory building	Lindsay McNeill	1-Jul-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
26-362	444679 & 600817	011-MJV-26	16-Apr-26	9-Jun-26	Approved	600 North River Rd	That Council approve the request of a height and density variance to increase the maximum permitted building at 600 North River Road (PID#s 444679 & 600817) height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metres (54,240 sq. ft.) lot in order to construct a 5-storey apartment building with commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement subject to a Traffic Impact Study (TIS) and to the satisfaction of the Manager of Public Works.	Bevan Enterprises Inc	30-Jun-26
26-65	342907	001-SSE-26	29-Jan-26	9-Jun-26	Approved	147 Hillsborough St	That Council approve the request for site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for a transitional housing facility accommodating eleven (11) individuals whereas this land-use is not otherwise permitted within the existing zoning,	Prince Edward Island Housing Corporation	30-Jun-26

							This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued, And Further that, the Province will commit to the funding and implementation of a City E-watch camera system in regard to the use.		
26-65	342907	001-SSE-26	29-Jan-26	9-Jun-26	Approved First Reading. Pending Second Reading.	147 Hillsborough St	To adopt Bylaw PH-ZD.2-111, A Bylaw to amend the Zoning & Development Bylaw, "By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at 147 Hillsborough Street (PID# 342907), in the Downtown Mixed-Use Neighborhood (DMUN) Zone, to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property."	Prince Edward Island Housing Corporation	NA

CHARLOTTETOWN

Planning & Heritage Summary (Week ending June 19th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1229	744961	395-BLD-25	19-Dec-24	16-Jun-26	APPROVED	470 Malpeque Rd	Occupancy Permit: Phase II: New Malpeque Affordable Housing - Building 1, 82-Units	Department of Public Works & Planning	7-Jul-26
25-102	114118	033-BLD-25	11-Feb-25	16-Jun-26	APPROVED	1-3-5-7-9-11 Anne Ave (Lot 116)	Occupancy Permit: Construction of a 6-Unit Town House Dwelling	Homeway Builders PEI Inc	7-Jul-26
25-417	390302	083-BLD-25	25-Mar-25	26-Jan-26	APPROVED	177-179 Mount Edward Rd	Occupancy Permit: Construction of a Semi-Detached Dwelling	Brett Newcombe	16-Feb-26
25-878	1100528	269-BLD-25	1-Aug-25	17-Jun-26	APPROVED	31 Norman Dr (Lot 241A)	Temporary Occupancy Permit: Construction for a Single Detached Dwelling	Atlantic Proservice Experts Inc	8-Jul-26
25-1006	1019942	310-BLD-25	25-Sep-25	17-Jun-26	APPROVED	19 Frizzell Ave	Occupancy Permit Interior fit-up: Canadian Choice Windows & Doors	FitzGerald and Snow	8-Jul-26
25-1018	1003185	320-BLD-25	22-Sep-25	16-Jun-26	APPROVED	103 Pioneer Ave	Occupancy Permit: New entry vestibule	Bill Lawlor	7-Jul-26
26-221	1190586	054-BLD-26	4-Mar-26	15-Jun-26	APPROVED	18-20 Evelyn St (Lot 39)	Construction of a semi-detached dwelling	102709 PEI Inc (OPM Construction)	6-Jul-26
26-366	387472	080-BLD-26	9-Apr-26	19-Jun-26	APPROVED	5 Lower Malpeque Rd	Phase I: Interior fit-up for offices	CP Construction Services	10-Jul-26
26-427	1181981	097-BLD-26	14-Apr-26	17-Jun-26	APPROVED	54 Hudson Ave (Lot 82)	Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	8-Jul-26
26-441	423996	007-TMP-26	14-Apr-26	16-Jun-26	APPROVED	106 St Peters Rd	Construction of a 12' x 30' single story tiny home in rear parking lot for raffle	Terry Richardson	7-Jul-26
26-474	1180348	114-BLD-26	25-Mar-26	16-Jun-26	APPROVED	64-66-68-70 Worth St (Lot 43)	Construction of a 4-unit townhouse	Falcon Rentals Inc	7-Jul-26
26-477	374264	116-BLD-26	7-May-26	19-Jun-26	APPROVED	75 Raiders Rd	Interior renovation - Alternative Educational Centre (AEC)	Department of Transportation, Infrastructure and Energy	10-Jul-26
26-514	355404	142-BLD-26	12-May-26	12-Jun-26	APPROVED	84 McGill Ave	Construction of a 10' x 12' shed	Calvin MacPhail	3-Jul-26
26-597	624338	216-STR-26	12-Jun-26	17-Jun-26	APPROVED	34 Karen Dr	Tourist Home: Short Term Rental	Krista Beaton	8-Jul-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-557	659086	156-BLD-26	14-May-26	17-Jun-26	APPROVED	164 Brackley Point Rd	basement development	Jozef Petrovic & Mariana Petrovicova	8-Jul-26
26-563	385443	161-BLD-26	15-May-26	17-Jun-26	APPROVED	14 Montgomery Dr	Renovation: Basement	Jean-Baptiste Morin & Kristell Geffory	8-Jul-26
26-572	1092675	166-BLD-26	20-May-26	16-Jun-26	APPROVED	70 England Cir (Lot103)	New Construction: Single Detached Dwelling	Jamie Jeffery	7-Jul-26
26-580	387761	168-BLD-26	12-Jun-26	17-Jun-26	APPROVED	684 University Ave	Construct a McDonalds restaurant incl. interior fit-out, drive-thru, parking, two semi-buried waste containers and an exterior storage unit	Lais Lamego	8-Jul-26
26-598	1106905	178-BLD-26	25-May-26	17-Jun-26	APPROVED	4B Prince St	Site Mobilization Only: 8-story apartment building	Archwork Studio Inc.	8-Jul-26
26-599	373167	179-BLD-26	15-Jun-26	17-Jun-26	APPROVED	317 North River Rd	Backyard pool	Mark T Morrison	8-Jul-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 June 26th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1135	1173731	366-BLD-24	17-Oct-24	26-Jun-26	APPROVED	55 Hudson Ave (Lot 92)	Occupancy Permit: New Single Detached Dwelling with Secondary Suite	Star Homes & Construction Inc	17-Jul-26
24-413	684514	093-BLD-24	26-Mar-24	23-Jun-26	APPROVED	69 Alice Avenue	Occupancy Permit: New Single-Detached Dwelling	Horseshoe Hill Estates	14-Jul-26
25-279	822569	054-BLD-25	3-Mar-25	25-Jun-26	APPROVED	7 Carter Crt (Lot 7)	Occupancy Permit: Construction of a Single Detached Dwelling with Secondary Suite	Sean MacPhee	16-Jul-26
26-216	1192491	052-BLD-26	3-Mar-26	23-Jun-26	APPROVED	13-15 Violet Circle	Temporary Occupancy Permit: New Semi-detached dwelling	Edgar's Construction Inc	14-Jul-26
26-602	346585	217-STR-26	17-Jun-26	22-Jun-26	APPROVED	240 Hillsborough St	Tourist Home: Short Term Rental	Marina Simon	13-Jul-26
26-604	1160720	218-STR-26	18-Jun-26	23-Jun-26	APPROVED	42 Brooklyn Ave	Tourist Home: Short Term Rental	Pouya Faroughi & Asrin Karimi	14-Jul-26
26-613	1093830	219-STR-26	22-Jun-26	24-Jun-26	APPROVED	16 North River Rd	Tourist Home: Short Term Rental	Mark Manning & Susane Macphee-Manning	15-Jul-26
26-538	1157387	149-BLD-26	21-Apr-26	23-Jun-26	APPROVED	101 Kindred Ave (Lot 124B)	Construction of a single detached dwelling	Brock Richard	14-Jul-26
26-576	878603	012-TMP-26	25-Mar-26	17-Jun-26	APPROVED	5 Acadian Dr	Relocate two existing Mobile Classrooms and reconstruct associated exterior stairs, landings and ramps.	PEI Department of Transportation, Infrastructure, and Energy	8-Jul-26
26-582	781807	170-BLD-26	12-Jun-26	24-Jun-26	APPROVED	41 Massey Dr	Bathroom from previous plans was moved already inspected previously-addition of small kitchenette	Simon Hood	15-Jul-26
26-590	784892	174-BLD-26	10-Jun-26	24-Jun-26	APPROVED	71 Kennedy Dr	Above ground pool and fence kit	Stacy Lynn Smith	15-Jul-26
26-594	708578	175-BLD-26	2-Jun-26	18-Jun-26	APPROVED	204 Kensington Rd	10' X 10' Mini Barn	Helena & Jeffrey D Reeves	9-Jul-26
26-595	396887	176-BLD-26	6-Jun-26	22-Jun-26	APPROVED	2 Pope Ave	12' X 16' Shed	Samantha Jean Watts	13-Jul-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-605	1183821	181-BLD-26	15-Jun-26	26-Jun-26	APPROVED	3-5 Beech Hill Ave (Lot 20-1)	Construction of a semi-detached dwelling	Affleck Construction Inc	17-Jul-26
26-606	366831	020-HRT-26	17-Jun-26	23-Jun-26	APPROVED	6 Sunset Dr	Foundation Repair	Christy Ashby	14-Jul-26
26-608	192336	021-HRT-26	18-Jun-26	25-Jun-26	APPROVED	2 Robertson Rd	Exterior Renovations: Wood Ramp & Steps	City of Charlottetown	16-Jul-26
26-609	1172683	183-BLD-26	21-May-26	24-Jun-26	APPROVED	13-15 Paddington Ave (Lot 62B)	Construction of a semi-detached dwelling	Avshin Construction Inc.	15-Jul-26
26-612	336875	022-HRT-26	12-Apr-26	23-Jun-26	APPROVED	32 Pownal St	Exterior Renovation	Richard B Young & Jacqueline C Sorensen	14-Jul-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-615	1192491	036-LS-26	23-Jun-26	23-Jun-26	APPROVED	13-15 Violet Circle	Lot Subdivision (2026-2A & 2026-2B)	Edgar's Construction Inc	14-Jul-26
26-617	1187673	037-LS-26	22-Jun-26	24-Jun-26	APPROVED	30-32 Aidan St	Lot Subdivision (Lot 34B)	Maverick Development Inc	15-Jul-26
26-624	1063569	039-LS-26	10-Jun-26	25-Jun-26	APPROVED	39-41 Parkman Dr	Lot Subdivision (Lot 12-55)	Carol Craswell	16-Jul-26
26-625	864066	004-LS-26	5-Jun-26	25-Jun-26	APPROVED	82 River Ridge Dr	Lot Consolidation (Lot 26-82A & 82D)	Leisa Smith	16-Jul-26
26-628	1187566	040-LS-26	3-Jun-26	25-Jun-26	APPROVED	31-33 Violet Cir	Lot Subdivision (Lots 5A & 5B)	Star Homes & Construction Inc	16-Jul-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 July 3rd, 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
25-322	192153	064-BLD-25	12-Mar-25	27-Jun-26	APPROVED	166 Kindred Ave (Lot 77B)	Occupancy Permit: Construction of a Single Detached Dwelling	Racha Mayaleh	18-Jul-26
25-1043	1016294	329-BLD-25	20-Oct-25	2-Jul-26	APPROVED	30-32 Aidan St (Lot 34B)	Occupancy Permit: Construction of a Semi-detached Dwelling	Maverick Development Inc.	23-Jul-26
26-273	394981	004-DEM-26	24-Mar-26	29-Jun-26	APPROVED	189 Belvedere Ave	Move existing home to this location	John Murley	20-Jul-26
26-398	416305	087-BLD-26	1-Apr-26	1-Jul-26	APPROVED	64 Friar Dr (Lot 21-47)	Occupancy Permit: Construction of a single detached dwelling	PEI Home & RV Centre	22-Jul-26
26-418	1183359	095-BLD-26	24-Apr-26	29-Jun-26	APPROVED	30 Clonhaven St (Lot 160)	Construction of a 40-unit residential building	103488 PEI Inc (Greg Morrison)	20-Jul-26
26-447	784298	108-BLD-26	23-Apr-26	3-Jul-26	APPROVED	1884 Blake Ct	Construction of an addition	Bob Carmichael	24-Jul-26
26-616	366617	220-STR-26	24-Jun-26	30-Jun-26	APPROVED	25 Colonel Gray Dr	Tourist Home: Short Term Rental	Rabih & Wendy Abdallah	21-Jul-26
26-573	723460	215-STR-26	10-Jun-26	2-Jul-26	APPROVED	45 Brittany Dr	Tourist Home: Short Term Rental	Bowei Xu	23-Jul-26
26-558	348193	157-BLD-26	4-May-26	3-Jul-26	APPROVED	3 North River Rd	Renovation: Deck and Interior alterations	Paul Arsenault	24-Jul-26
26-618	425793	187-BLD-26	5-Jun-26	29-Jun-26	APPROVED	119 Heather Ave	Construct foundation including new basement & exterior decks	Lorin T Brehaut	20-Jul-26
26-619	1190941	188-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195A)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-26
26-620	1190941	189-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195B)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-26
26-634	1180348	193-BLD-26	21-May-26	27-Jun-26	APPROVED	22 Worth St (Lot 49)	Construction of New Single Detached Dwelling	Brad Holden	18-Jul-26
26-678	868281	229-BLD-26	1-May-26	7-Jul-26	APPROVED	80 Commonwealth Ave	Mobile Classroom - West Royalty Elementary School - Building #1	PEI Department of Transportation and Infrastructure	28-Jul-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-629	1190941	191-BLD-26	22-May-26	27-Jun-26	APPROVED	95 Emily Dr (Lot 195C)	Construction of a single detached dwelling	102709 PEI Inc (OPM Construction)	18-Jul-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

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

July 14, 2026

The Human Resources Committee met on July 7th; the minutes of the meeting are included in your package.

There is one (1) resolution anticipated for the Council's consideration.

Respectfully submitted,

_____

Councilor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, July 7, 2026

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

Open Session

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

ALSO: **Emilee MacLeod, Manager of Human Resources**
Ashley Dunn, Human Resources Services Officer
Ashley Pineau, Human Resources Executive Assistant

REGRETS: **Mayor Philip Brown**
Brad MacConnell, CAO

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:30 am.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

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

4) Adoption of the Minutes:

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

5) Business Arising from Minutes:

None

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

- Staffing Numbers HR-07-07-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers update to the committee and invited questions. There has been no significant difference comparing last year numbers to current year. No questions were raised.

- Recruitment Update - HR-07-07-2026-02

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

  - An offer has been accepted for the Assistant Manager of Utilities position.
  - An offer has also been accepted for the Arborist position.

Manager of Human Resources Emilee MacLeod then opened the floor for questions.

Councilor Julie McCabe asked when the Fire Chief position will be posted.

Councilor Norman Beck asked whether the Platoon Chief position had been posted internally and externally, and whether filling the position would bring staffing levels up to complement. Emilee MacLeod confirmed that it had been posted both internally and externally and that it would bring staffing to complement.

Councilor Norman Beck asked whether the telecommunications coordinator position was a new role. Emilee MacLeod clarified that it is not a new role and that the position oversees the dispatchers.

Councilor Julie McCabe asked for an update on the approved Bylaw Officer position. Emilee MacLeod noted that this item should be brought back to the forefront for follow-up.

Councilor Norman Beck asked whether the Program Assistant position had been posted externally. Emilee MacLeod confirmed that it had, noting that this resulted in approximately 130 applications being received.

- Occupational Health and Safety - HR-07-07-2026-03

Manager of Human Resources Emilee MacLeod presented the policy report and requested the Committee's endorsement to forward it to Council. She also reviewed the updates and revisions made within the policy.

Councilor Norman Beck commented that they liked the new format, noting that it was clear, direct, and inclusive of everyone.

Councilor Norman Beck asked about the Health and Safety Committees. Emilee MacLeod explained that there are multiple committees established to serve the organization's different locations.

Councilor Norman Beck noted that the wording on Page 13 should be corrected but also commented that, overall, the policy was well done.

Councilor Trevor MacKinnon asked whether the organization is considering the new CPR standards. Emilee MacLeod confirmed that it is and added that staff are also working to streamline the contents of first aid kits to create greater consistency across all workplaces.

Moved by Councilor Juile MacCabe and seconded by Councilor Trevor MacKinnon
Motion Carried.

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

- Labour Relations - HR-05-11-2026-03

8) Business Arising from the Closed Session

None

9) Introduction of New Business

None

10) Adjournment

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

Closed meeting 12:00pm.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Human Resources # 1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Councillor Norman Beck

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approves the proposed revisions to the Occupational Health & Safety Policy, #P-HR-2, as per the attached.

City of Charlottetown	**Report No: HR-07-07-2026-03** **Date: July 7, 2026**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Occupational Health & Safety Policy • Occupational Health & Safety SOC

Report Title:
Occupational Health & Safety Policy

Report Purpose:
The purpose of this report is to move the Occupational Health & Safety Policy forward through Committee and onto Council so that they can review the updates and adopt the required changes.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed Occupational Health & Safety Policy.

Report Details:
Please see the attached for the policy and summary of changes for the Occupational Health & Safety Policy.

Council or Committee History:
Last updated by City Council November 2, 2011

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
MGA: Section 93. (1) (b) Shall ensure that the resolutions and policies of the municipality are complied with and that its programs are implemented.

Strategic Alignment:
Our Guiding Principles: People - focused always (Page 7).

Reviewed By:

Manager / Director	**CAO**
Emilee MacLeod 06-07-2026	Brad MacConnell 06-07-2026

CITY OF CHARLOTTETOWN POLICY

Policy Title: **Occupational Health and Safety**	**Policy Number:** **P-HR-2**
Approved By: **-Council** **-HR, Pension & Admin Committee**	**Approval Date:** **-October 11, 2001** **-November 2, 2011**
Related Legislation: - PEI Occupational Health and Safety Act	

1.0 POLICY STATEMENT

1.1 The City of Charlottetown ("City") is committed to providing a safe and healthy work environment for all employees and those who may come in contact with City work sites.

1.2 The City will achieve this with a people-focused approach through:

- **Consultation:** Involving employees in all aspects of health and safety management, from hazard identification to review of safety procedures and practices.
- **Open Dialogue**: Fostering a culture where employees feel safe to raise safety concerns without fear of reprisal.
- **Joint Problem Solving:** Collaborating on finding practical and effective solutions to health and safety issues.

2.0 SCOPE

2.1 This policy applies to all employees and officials of the City and includes overseeing the work carried out by contractors and sub-contractors retained by the City.

3.0 DEFINITIONS

3.1 **Joint Occupational Health and Safety Committee (JOHSC):** An advisory group made up of employer and employee representatives who work together to improve health and safety in the workplace.

3.2 **Personal Protective Equipment (PPE)** is defined as any equipment, device or clothing intended to be worn or used to prevent physical injury; to facilitate rescue; or to prevent injurious health effects. For the purpose of this policy, PPE includes, but is not limited to; safety glasses, proper fitting puncture resistant gloves, forceps, tongs, etc.

3.3 **Supervisors:** refers to city managers, assistant managers, superintendents, crew leads, and anyone else who is responsible for directing and assigning work to employees.

4.0 ROLES AND RESPONSIBILITIES

4.1 Occupational Health and Safety is a shared responsibility. Employees at all levels of the organization have a crucial role to play in fulfilling our health and safety commitment.

4.2 **Employer Responsibilities**

The Employer is responsible for:

- Maintaining a safe and healthy workplace in compliance with all Provincial health and safety laws and regulations.
- Ensuring sufficient resources are provided for appropriate orientation, training, supervision and protective equipment to enable employees to perform their work safely.
- Ensuring a system is in place for investigating all incidents, injuries, and near misses to identify root causes and implement corrective actions.
- Ensuring a system is in place for reporting, identifying and correcting hazards.
- Ensuring City officials are informed of this policy when visiting City work sites.
- Ensuring outside contractors, suppliers and volunteers are informed of this policy and any other programs that impact them and ensuring they are held accountable to follow requirements.
- Establishing Joint Occupational Health and Safety Committees (JOHSC) to facilitate cooperation between the employer and employees.

4.3 **Supervisors' Responsibilities**

Supervisors are responsible for:

- Knowing and applying the health and safety legislative requirements that apply to the work under their supervision.
- Ensuring employees are aware of all known hazards and properly trained and supervised to perform their duties safely before assignment.
- Implementing policies and safe work practices in consultation with employees and safety committees.
- Enforcing compliance with established safety rules, procedures, and the use of proper personal protective equipment (PPE).
- Participating in regular inspections of their work sites/areas to identify and correct potential hazards.
- Promptly reporting and investigating all incidents, injuries and near misses within their departments.
- Leading by example and promoting a positive safety culture.

4.4 Employees' Responsibilities

Employees are expected to take an active role in protecting their own health and safety, as well as that of their colleagues and the public.

Employees are responsible for:

- Cooperating with the employer on matters that involve their occupational health and safety.
- Conducting themselves in a manner that does not endanger their health and safety or that of other employees.
- Following all established safety rules, procedures, and instructions.
- Wearing all required clothing and personal protective equipment (PPE) correctly and maintaining it in reliable operating condition.
- Reporting all hazards, incidents, injuries, and near misses immediately to their supervisor.
- Participating in required safety training and programs.
- Assist with keeping the work site in a safe and healthy condition.

4.5 Joint Occupational Health and Safety Committee (JOHSC)

The JOHSCs are responsible for:

- Performing functions as defined in Section 25 of the Prince Edward Island Occupational Health and Safety Act.
- Establishing Terms of Reference that defines the committee structure, membership, and defined roles and responsibilities.
- Ensuring Terms of Reference are followed.
- Holding regular meetings and maintaining minutes and records of committee activities
- Participating in incident investigations and workplace inspections as needed.
- Working cooperatively with the employer and employee to ensure health and safety issues are addressed in a timely manner.

4.6 Human Resources Department

The Human Resources Department is responsible for:

- Establishing and maintaining health and safety programs and policies in accordance with legislative requirements.
- Advising and assisting all departments regarding occupational health and safety matters, including safe work practices, training and orientation, and equipment as needed.

- Establishing and maintaining a system of record keeping for health and safety training, inspections, investigations and safety committee activities.
- Providing advice and support to Joint Occupational Health and Safety Committees and their functions.
- Promoting occupational health and safety awareness in the workplace.

5.0 REVIEW

5.1 This policy will be implemented by the City's Human Resources Department and reviewed regularly, in consultation with the Joint Occupational Health and Safety Committees, to ensure its continued effectiveness and relevance.

Summary of Changes

Occupational Health & Safety Policy (P-HR-2)

April 2026

1.1 **Add** ("City") after "City of Charlottetown" and **Add** "and healthy" after "safe".

1.2 **Remove** "Implementation of this policy, based on concepts of internal responsibility, will enable management and employees to work together to prevent workplace accidents and illnesses."

Remove " The Prince Edward Island Occupational Health and Safety Act and accompanying Regulations, along with acceptable occupational practices, shall describe the minimum standard expected for health and safety in City workplaces.

Add " The City will achieve this with a people-focused approach through:

- **Consultation:** Involving employees in all aspects of health and safety management, from hazard identification to review of safety procedures and practices.
- **Open Dialogue:** Fostering a culture where employees feel safe to raise safety concerns without fear of reprisal.
- **Joint Problem Solving:** Collaborating on finding practical and effective solutions to health and safety issues."

2.1 **Remove** "is applicable" and Add "applies"

Add "and officials" after "to all employees"

Remove "of Charlottetown" after "City"

Add "and includes overseeing the work carried out by contractors and sub-contractors retained by the City" after "City"

3.0 **Change** "Guiding Principles" to "DEFINITIONS"

3.1 **Remove** "Occupational Health and Safety is a shared responsibility. Employees at all levels of the organization are responsible and accountable to work safely at all times, to identify, report, and investigate hazards, to take whatever measures necessary and reasonable in the circumstances, and to promote occupational health and safety."

3.1 **Add** "Joint Occupational Health and Safety Committee (JOHSC): An advisory group made up of employer and employee representatives who work together to improve health and safety in the workplace."

3.2 **Remove** "Every Manager is responsible for the provision of a safe and healthy working environment, to advise employees of actual or potential hazards, to provide training and follow safe work procedures."

3.2 **Add "**Personal Protective Equipment (PPE): is defined as any equipment, device or clothing intended to be worn or used to prevent physical injury; to facilitate rescue; or to prevent injurious health effects. For the purpose of this policy, PPE includes, but is not limited to; safety glasses, proper fitting puncture resistant gloves, forceps, tongs, etc."

3.3 **Remove "**Departmental Occupational Health and Safety Programs will be coordinated and consistent with this policy and with any other policies and guidelines regarding safety of the staff and the public."

3.3 **Add "**Supervisors: refers to city managers, assistant managers, superintendents, crew leads, and anyone else who is responsible for directing and assigning work to employees."

3.4 **Remove** "Safety rules and practices shall be enforced in the workplace, shall be reasonable and consistent, and shall be in compliance with the Occupational Health and Safety Act and Regulations."

4.0 **Change** "Occupational Health and Safety Program" to "ROLES AND RESPONSIBILITIES"

4.1 **Remove** "The Occupational Health and Safety Program shall include, but not be limited to:

- Provision for the training of employees in matters related to health and safety;
- Provision for the preparation of written work procedures required to implement safe and healthy work practices;
- Provision for the establishment and continued operation of occupational health and safety committees including maintenance of records, and access to a level of management with authority to resolve health and safety matters;
- Provision for workplace accident investigation and workplace inspection."

4.1 **Add** "Occupational Health and Safety is a shared responsibility. Employees at all levels of the organization have a crucial role to play in fulfilling our health and safety commitment."

4.2 **Add "<u>Employer Responsibilities</u>**

The Employer is responsible for:

- Maintaining a safe and healthy workplace in compliance with all Provincial health and safety laws and regulations.

- Ensuring sufficient resources are provided for appropriate orientation, training, supervision, and protective equipment to enable employees to perform their work safely.
- Ensuring a system is in place for investigating all incidents, injuries, and near misses to identify root causes and implement corrective actions.
- Ensuring a system is in place for reporting, identifying and correcting hazards.
- Ensuring City officials are informed of this policy when visiting City work sites.
- Ensuring outside contractors, suppliers and volunteers are informed of this policy and any other programs that impact them, and ensuring they are held accountable to follow requirements.
- Establishing Joint Occupational Health and Safety Committees (JOHSC) to facilitate cooperation between the employer and employees."

4.3 **Add** "**<u>Supervisors' Responsibilities</u>**

Supervisors are responsible for:

- Knowing and applying the health and safety legislative requirements that apply to the work under their supervision.
- Ensuring employees are aware of all known hazards and properly trained and supervised to perform their duties safely before assignment.
- Implementing policies and safe work practices in consultation with employees and safety committees.
- Enforcing compliance with established safety rules, procedures, and the use of proper personal protective equipment (PPE).
- Participating in regular inspections of their work sites/areas to identify and correct potential hazards.
- Promptly reporting and investigating all incidents, injuries and near misses within their departments.
- Leading by example and promoting a positive safety culture."

4.4 **Add** "**<u>Employees' Responsibilities</u>**

Employees are expected to take an active role in protecting their own health and safety, as well as that of their colleagues and the public.

Employees are responsible for:

- Cooperating with the employer on matters that involve their occupational health and safety.
- Conducting themselves in a manner that does not endanger their health and safety or that of other employees.

- Following all established safety rules, procedures, and instructions.
- Wearing all required clothing and personal protective equipment (PPE) correctly and maintaining it in reliable operating condition.
- Reporting all hazards, incidents, injuries, and near misses immediately to their supervisor.
- Participating in required safety training and programs.
- Assist with keeping the work site in a safe and healthy condition."

4.5 **Add "<u>Joint Occupational Health and Safety Committee (JOHSC)</u>**

The JOHSCs are responsible for:

- Performing functions as defined in Section 25 of the Prince Edward Island Occupational Health and Safety Act.
- Establishing Terms of Reference that define the committee structure, membership, and defined roles and responsibilities.
- Ensuring the Terms of Reference are followed.
- Holding regular meetings and maintaining minutes and records of committee activities.
- Participating in incident investigations and workplace inspections as needed.
- Working cooperatively with the employer and employee to ensure health and safety issues are addressed in a timely manner."

4.6 **Add** "**<u>Human Resources Department</u>**

The Human Resources Department is responsible for:

- Establishing and maintaining health and safety programs and policies in accordance with legislative requirements.
- Advising and assisting all departments regarding occupational health and safety matters, including safe work practices, training and orientation, and equipment as needed.
- Establishing and maintaining a system of record keeping for health and safety training, inspections, investigations and safety committee activities.
- Providing advice and support to Joint Occupational Health and Safety Committees and their functions.
- Promoting occupational health and safety awareness in the workplace."

5.0 **Change** "Responsibility and Accountability" to "REVIEW"

5.1 **Remove** "Management/Supervisors are responsible to:

- Adhere to this Policy and ensure compliance with the Occupational Health and Safety Act and Regulations within workplaces under their supervision;

- Integrate preventative health and safety practices into departmental activities and hold employees accountable for following safe work practices in performance appraisals;
- Provide information and training to employees, in consultation with the Human Resource department, to protect their health and safety and maintain records of all such training;
- Communicate information concerning workplace hazards to employees and the necessary control procedures to be practiced;
- Take action immediately upon any report or suspicion of unsafe or hazardous conditions or situations;
- Supervise employees and audit work processes to ensure that employees work safely with protective devices, measures and procedures required;
- Cooperate with employees and the Joint Occupational Health and Safety Committee
- Respond to recommendations from the Joint Occupational Health and Safety Committee."

5.1 **Add** "This policy will be implemented by the City's Human Resources Department and reviewed regularly, in consultation with the Joint Occupational Health and Safety Committees, to ensure its continued effectiveness and relevance."

5.2 **Remove** "Employees are responsible to:

- Work in accordance with the Occupational Health and Safety Act and Regulations;
- Adhere to this Policy and all other management policies and directives on healthy and safe job performance;
- Ensure work activity and behaviour does not, through act or omission, place their own health and safety or the health and safety of others at risk;
- Report any and all workplace hazards and any health and safety concerns to the immediate Manager/Supervisor;
- Report all incidents where work is not performed safely;
- Report all personal injuries and property/equipment damage to the Manager/Supervisor in a timely manner;
- Follow established safe work procedures, wear personal protective equipment as required and as instructed, and use machinery, equipment, and materials, only as authorized and as trained."

City of Charlottetown

Report No: HR-07-07-2026-01

Date: July 7, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:
- Staffing Numbers

Report Title:
Staffing Numbers

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

Recommendation:
For information purposes only.

Report Details:

Overview

June	2025	2026
Permanent	268	274
Contract	12	12
Casual	114	115
Part Time	15	10
Entry Level Seasonal	73	79
Seasonal	96	92
Project Staff		
Total	578	582

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	**CAO**
Emilee MacLeod 06-07-2026	Brad MacConnell 06-07-2026

	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Permanent	268	251	251	255	254	277	276	275	277	277	275	276	274
Contract	12	9	10	9	8	12	12	12	11	10	11	11	12
Casual	114	129	133	101	106	88	70	72	77	74	73	112	115
Part Time	15	14	14	14	15	19	12	12	6	6	6	9	10
ELS	73	80	82	61	59	40	32	31	28	22	15	70	79
Seasonal	96	95	95	90	92	50	36	36	37	37	30	93	92
TOTALS	**578**	**578**	**585**	**530**	**534**	**486**	**438**	**438**	**436**	**426**	**410**	**571**	**582**

City of Charlottetown	**Report No: HR-07-07-2026-02** **Date: July 7, 2026**
Directed to Council through the following Committee: Human Resources Committee	**Attachments:**
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:

Recruitment:

- We received 130 applications for the **Program Administrative Assistant** competition with the Environment & Sustainability Department. The screening process is currently underway, and interviews will be scheduled once it has been completed.
- The internal CUPE 501 competition for **Mechanic** closed on June 22nd. No internal applications were received. The position is currently posted externally with a closing date of today, July 7th.
- The second phase of the **Platoon Chief** competition with Fire Services concluded yesterday. The selection committee is now evaluting the interview responses and discussing the next steps in the selection process.
- Interviews are scheduled to take place this week for the **Deputy Chief of Fire** position.
- The internal competition for the **Coordinator Telecommunications** position with Police Services is currently on hold.
- Interviews will be scheduled in the coming weeks for the **Police Constable** position.
- The external competition for Deputy Chief of Police closes on July 10th.
- The external competitions for **Building Inspector II** with the Planning Department, and **Superintendent** for the Wastewater Treatment Plant will remain open until successful candidates are selected. Applications are shared with the Managers as they are received, and interviews are scheduled if candidates meet the minimum requirements.
- Interviews were held for the **Chief of Police** position. The selection committee is now in the process of evaluating candidates and determining next steps.
- The offer for the **Assistant Manager, Utility** position has been accepted. As the successful candidate is relocating from off-Island, their expected start date is September 14, 2026, with the possibility of an earlier start in late August.

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 06-07-2026	**CAO** Brad MacConnell 06-07-2026

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
JULY 14, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on June 25, 2026, and the draft minutes are included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,
Councillor Justin Muttart

DRAFT

Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, June 25, 2026
12:15PM – Parkdale Room

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large

Also: Mike Ruus, DIG
Jessica Bradley, SCO
Rory Chaisson, SITO
Melanie Bailey, SIO
Chantal Matheson, ERPC I

Regrets: Councillor Trevor MacKinnon, Member at Large
Brad MacConnell, CAO
Richard MacEwen, DCS

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:15 PM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the agenda be approved as circulated.

4) Approval of Minutes
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the minutes of May 28, 2026, be approved. Carried.

5) Business Arising from the minutes
There was no business arising from the minutes.

6) Discussion Items/Reports:

(a) Charlottetown Farmers' Market
The Committee had a discussion regarding the future of the Charlottetown Farmers' Market following the December 2025 fire.

Mayor Philip Brown reviewed the proposed resolution and highlighted the Market's importance as a longstanding community asset that supports local farmers, producers, artisans, tourism, and the local economy. Members discussed the uncertainty surrounding the Market's long-term location and the ongoing discussions with Agriculture and Agri-Food Canada respecting the Belvedere Avenue property.

Committee members expressed unanimous support for the City advocating on behalf of the Farmers' Market while recognizing that rebuilding at the existing location remains the preferred outcome, if possible.

Following discussion, members agreed that the wording of the proposed resolution should clearly support rebuilding the existing and/or a new Charlottetown Farmers' Market, ensuring flexibility should an alternate location ultimately be required.

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that Council support a resolution authorizing the City of Charlottetown to work collaboratively with other levels of government and economic development partners to support and advocate for the rebuilding of the existing and/or a new Charlottetown Farmers' Market. CARRIED.

(b) City Website Redevelopment
Staff provided an update on the planned redevelopment of the City's website.

Members were advised that:

- the project is currently in the Request for Proposal (RFP) development stage;
- the intent is to issue the RFP during the summer, subject to final review;
- the project budget was approved through the 2026 Capital Budget;
- a modern website will improve accessibility, content management, and communications with residents.

Committee members noted the limitations of the current website, including outdated functionality, limited capacity for multimedia content, and slower content management processes. Staff advised that social media continues to be used extensively to supplement communications while work progresses toward a new website platform.

(c) Internet Service in Charlottetown
Mayor Philip Brown advised that additional information had become available regarding this matter and requested that discussion be deferred until the next Committee meeting.

The Committee agreed to defer the item.

(d) Boulder Park
The Committee had a discussion on the future governance and use of Boulder Park.

The committee discussed:

- the Provincial Grounds Use Policy governing the legislative precinct;
- the City's ownership interests in portions of the property;
- the possibility of developing a City bylaw similar to the Victoria Park and Promenade Bylaw; and the need to better define the City's role respecting future land use and public events.

Senior Administration noted that additional legal and policy analysis would be required to determine:

- whether a municipal bylaw would be appropriate;
- how such a bylaw would interact with existing Provincial legislation;

DRAFT

- the appropriate legislative process should Council wish to proceed.

It was suggested that a Notice of Motion be brought before Council requesting that Administration investigate the matter further and report back with recommendations.

The Committee supported bringing forward a Notice of Motion requesting Administration to examine options respecting governance and regulatory authority for Boulder Park/Queen Square and report back to Council.

7) Introduction of New Business
There was no new business.

8) Adjournment
It was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown that the meeting be adjourned. CARRIED.

Meeting adjourned at 12:55 PM

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Strategic Priorities, Communications & Intergovernmental Cooperation # 1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Councillor Justin Muttart

Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

WHEREAS the loss of the Charlottetown Farmers' Market in December 25, 2025 fire created significant hardship for the many farmers, producers, and craftspeople who rely on the market for their livelihoods; and

WHEREAS since it opened on Belvedere Ave. in 1984, the Farmers' Market has become an important gathering place for both residents and visitors; and

WHEREAS the Farmers' Market is a key part of the social and economic fabric of the City of Charlottetown, connecting urban residents with rural producers, strengthening local food systems and supporting economic resilience; and

WHEREAS the Farmers' Market is currently operating from a temporary location, with approximately 40 vendors compared to more than 60 vendors at their former location on Belvedere Avenue; and

WHEREAS vendors are now selling their goods in smaller spaces, resulting in reduced sales and lower revenues, and are facing uncertainty about their future and their ability to return to their existing site;

THEREFORE, BE IT RESOLVED that the City of Charlottetown, while working collaboratively with other levels of government and economic development partners, support and advocate the rebuilding of the existing and/or a new Charlottetown Farmers' Market.

City of Charlottetown Committee Report

Report No: SPC&IC-2026-05-004

Date: May 28, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Attachments:

- Draft resolution - Farmers Market

Reporting Department: Mayors Office

Other Associated Departments:

Prepared by: Chantal Matheson, ERPCI for Mayor Brown

Report Title: Charlottetown Farmers Market

Report Purpose: That Council consider writing letters of support to Provincial and Federal Governments and Indigenous groups on the rebuild of the Charlottetown Farmers Market.

Staff Recommendation: That Council supports the rebuild of the Charlottetown Farmers Market by writing letters of support.

Discussion: The loss of the Charlottetown Farmers Market due to a fire on Christmas Day last year has created significant hardship for the many farmers, crafts people, and small business owners who rely on the Market for their livelihoods.

Since it opened in 1984, the Market has become a favourite Saturday destination and a popular gathering place for both residents and visitors. It plays an important role in supporting local agriculture, small businesses, food security, tourism, and community life in Charlottetown.

Although the Market is operating in a temporary location, there are fewer vendors selling their goods in smaller spaces resulting in reduced sales and lower revenues. There are about 40 vendors operating at the temporary location, compared with more than 60 at the Belvedere Ave. location. The Market is facing uncertainty about its future and its ability to rebuild.

The Market has become a key part of the social and economic fabric of our city. It connects urban residents with rural producers, provides access to local food products, supports our farmers, and it builds economic resilience by reducing our reliance on large grocery retailers.

Over the years, the Market created an important space for building social connections in our community. It provided a welcoming place to meet friends and neighbours for a coffee, a meal, and to catch up with one another. Its loss has been felt by many people in our city and across the province.

It is proposed that the City of Charlottetown support the Charlottetown Farmers Market in its efforts to begin the process of rebuilding and resuming operations as soon as possible.

Council or Committee History: n/a

Financial Implications:

n/a

Public Engagement and Communication: n/a

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other.
Our Commitments - Transparency to strengthen accountability and trust.
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:

Staff:	**Director/CAO:**
Chantal Matheson – May 28, 2026	Richard MacEwen – May 28, 2026

Committee Recommendation: (if differing from staff)

WHEREAS the loss of the Charlottetown Farmers' Market in a December 25th, 2025 fire created significant hardship for the many farmers, producers, and craftspeople who rely on the market for their livelihoods; and

WHEREAS since it opened on Belvedere Ave. in 1984, the Farmers' Market has become an important gathering place for both residents and visitors; and

WHEREAS the Farmers' Market is a key part of the social and economic fabric of the City of Charlottetown, connecting urban residents with rural producers, strengthening local food systems and supporting economic resilience; and

WHEREAS the Farmers' Market is currently operating from a temporary location, with approximately 40 vendors compared to more than 60 vendors at their former location on Belvedere Avenue; and

WHEREAS vendors are now selling their goods in smaller spaces, resulting in reduced sales and lower revenues, and are facing uncertainty about their future and their ability to return to their existing site;

THEREFORE, BE IT RESOLVED that the City of Charlottetown, while working collaboratively with other levels of government and economic development partners, support and advocate, the rebuilding of the existing and/or a new Charlottetown Farmers' Market.

attachment

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
July 14, 2026

The Protective & Emergency Services Committee met on June 16, 2026. The minutes are included in your package.

2nd reading to establish the City of Charlottetown Feeding Wild Birds Bylaw #2026-FWB-01.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, June 16, 2026
11:30 AM – Parkdale Room

Present: Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, CAO
Tim Jenkins, AFC
Sean Coombs, APC
Jackie Torraville, EA
Carly Mayhew, C&ML
Amy McQuillan, FM

Regrets: Mayor Philip Brown**,** Member at Large
Kent Mitchell, DFC
Jill Stewart, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:33 AM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the minutes from May 19, 2026, be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Feeding Wild Birds Bylaw
Staff provided an updated report on the Feeding Wild Birds Bylaw, after it had been looked over by our City Solicitor. Following the review, the City Solicitor advised that there were no substantive comments, noting only minor edits related to capitalization and formatting. A motion was made to forward and seconded to move the bylaw to Council for approval, which was carried.

b. New Charlottetown Police Services Website - Update

Community and Media Liaison, Carly Mayhew presented the report.

- The CPS new website officially launched yesterday, and the new website can still be found using: www.charlottetownpolice.com. The new website features include:
    - user-friendly design and improved navigation
    - online resources and services, including an "In the Community" calendar
    - mobile-friendly design and accessibility improvements
    - subscription features to receive email updates about news and other items
    - smart search functionality to find key information quickly
    - search engine optimization and Google Analytics
    - modernized look and feel

This report for received for information purposes only.

c. Fire Operational Report

Acting Fire Chief Tim Jenkins presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. Additional areas noted included training and department activities.

Fast Rescue Craft RFQ submissions have been reviewed, and NewStar Marine has been selected as the successful vendor with a bid of $228,800 + tax. This purchase will be completed within the existing 2026/2027 capital budget. Supplemental equipment (docking system, firefighting pump system, etc.) will also be required to meet the operational needs of the department when it becomes available for service, anticipated for the summer of 2027. As the Fire Engine scheduled to arrive this fall has been delayed for a year, we are exploring other options to have one of the engines scheduled for replacement purchased and delivered this fiscal year. Interviews are ongoing for the vacant Platoon Chief's position. Interviews are being scheduled for the Term Deputy Chiefs' position. Interviews for 5 vacant Volunteer officer positions have been completed, and the selection review is underway. Most of the new replacement radio equipment for the Atlantic Public Safety network has arrived, and programming of the units is in progress through PEI Public Safety and Bell.

This report was received for information purposes only.

7) New Business - None

8) Adjournment

Moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the meeting be adjourned. Carried.

The meeting adjourned at 11:51 am.

CITY OF CHARLOTTETOWN
FEEDING WILD BIRDS BYLAW
#2026-FWB-01

The purpose of establishing this Bylaw is to regulate the feeding of wild birds in order to prevent nuisances, protect public health and safety, minimize the attraction of pests and wildlife, and maintain clean and enjoyable properties within the City of Charlottetown.

1st Reading

RESOLVED: That the **"CITY OF CHARLOTTETOWN FEEDING WILD BIRDS BYLAW, #2026-FWB-01",** be established and read a **first** time.

Moved by Councillor Signature Pending Julie McCabe

Seconded by Councillor Kevin Ramsay

Date: June 18, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the **"CITY OF CHARLOTTETOWN FEEDING WILD BIRDS BYLAW, #2026-FWB-01"** and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor Signature Pending Julie McCabe

Seconded by Councillor Kevin Ramsay

Date: June 18, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **"CITY OF CHARLOTTETOWN FEEDING WILD BIRDS BYLAW, #2026-FWB-01"** which was read the first time on June 18, 2026, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor Julie McCabe

Seconded by Councillor Kevin Ramsay

Date:

This Feeding Wild Birds Bylaw, #2026-FWB-01, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

Philip Brown, Mayor

Brad MacConnell, CAO

City of Charlottetown
Feeding Wild Birds Bylaw
Bylaw #2026-FWB-01

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

1. Title

1.1. This bylaw shall be known as, and may be cited as, the "Feeding Wild Birds Bylaw".

2. Purpose

2.1. The purpose of this Bylaw is to regulate the feeding of wild birds in order to prevent nuisances, protect public health and safety, minimize the attraction of pests and wildlife, and maintain clean and enjoyable properties within the City of Charlottetown.

3. Authority

3.1. Section 180 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., where Council may pass bylaws and provide services for municipal purposes respecting:

i. 180(a) - the safety, health and welfare of people and the protection of persons and property;

ii. 180(i) - nuisances, loitering, dangerous or unsightly property, noise, pollution and waste in or on public or private property;

iii. 180(l) - subject to the Pesticides Control Act, the control, health and safety of, and protection from, wild and domestic animals, including insects and birds.

4. Interpretation and Application

4.1. This Bylaw applies to all owners, occupiers, tenants, and persons feeding wild birds on any public or private property within the City of Charlottetown. No person shall feed or permit the feeding of wild birds except in accordance with this Bylaw.

5. Definitions

5.1. In this Bylaw:

a) "Act" means the Municipal Government Act of Prince Edward Island;

b) "Bird Feeding Device" means any structure, container, platform, tube, feeder, or apparatus used to dispense or make food available to birds;

c) "Feed" or "Feeding" means placing, depositing, distributing, or scattering any food or edible material for consumption by wild birds, whether intentionally or negligently;

d) "Hummingbird" means any small nectar-feeding bird of the family Trochilidae;

e) "Nuisance" means any condition, odor, sound or substance which unreasonably interferes with the enjoyment of life or property within the City of Charlottetown;

f) "Owner" includes:

i. A tenant, lessee, or other person in possession or occupancy of the subject property; and

ii. An executor, administrator, trustee, agent or other person managing the subject property for the registered Owner;

g) "Songbird" means a small perching bird commonly kept at backyard bird feeders, but does not include pigeons, seagulls, crows, ravens, waterfowl, or birds of prey.

h) "Wild Bird" means any non-domesticated bird living freely in a natural environment.

i) "Wildlife" means any non-domesticated animal, bird, reptile, amphibian, fish, insect, or other living organism that is wild by nature and ordinarily lives in a natural habitat, whether temporarily or permanently. Examples of wildlife include, but are not limited to, foxes, raccoons, skunks, squirrels, rabbits, and coyotes.

6. Permitted Feeding Conditions

6.1. No person shall feed Wild Birds except Songbirds or Hummingbirds in accordance with this Bylaw.

6.2. No person shall feed a Songbird or Hummingbird unless the following Feeding requirements are met by the person:

a) The person has the permission of the owner or occupant of the property where the Feeding takes place;

b) The food intended for the Songbird or Hummingbird is placed in a Bird Feeding Device that is elevated and maintained in a manner that minimizes access by wildlife and nuisance animals;

c) Bird feeding practices shall not attract pigeons, gulls, crows, ravens, or other Nuisance causing or scavenging birds.

d) All bird feeding areas and Bird Feeding Devices shall be maintained in a clean and sanitary condition. Spillage of food upon the ground is removed by the person or

property Owner or occupier and disposed of in such a manner that it does not attract Wildlife, feral or stray domestic animals;

e) No person shall place bird feed directly on the ground; and

f) Bird feeding activities shall not interfere with the normal use or enjoyment of any other property.

7. Enforcement and Penalties

7.1. This Bylaw may be enforced by a Bylaw Enforcement Officer, Peace Officer, or any person appointed by the City for the purpose of enforcing municipal bylaws.

7.2. Any person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to a fine of not less than $200.00 and not more than $1000.00. The provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.

8. Effective Date

8.1. This Feeding Wild Birds Bylaw, # 2026-FWB-01, shall be effective on the date of approval and adoption below.

First Reading:
This Feeding Wild Birds Bylaw, #2026-FWB-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 Feeding Wild Birds Bylaw, #2026-FWB-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 Feeding Wild Birds Bylaw, #2026-FWB-01, was adopted by a majority of Council members present at the Council meeting held on the _____day of _____, 2026

9. Witness the corporate seal of the City below:

_____ _____

Mayor **Chief Administrative Officer**

This Feeding Wild Birds Bylaw, #2026-FWB-01 adopted by the Council of the City of Charlottetown on the ____ of _____, 2026 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

City of Charlottetown Committee Report

Report No: 06-2026-02

Date: June 16, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:
- n/a

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
C. Mayhew, Community and Media Liaison

Report Title:
New Charlottetown Police Services Website - Update

Report Purpose:
To provide Committee with an update on CPS' new website.

Staff Recommendation:
That the Report be received for information.

Report Details:

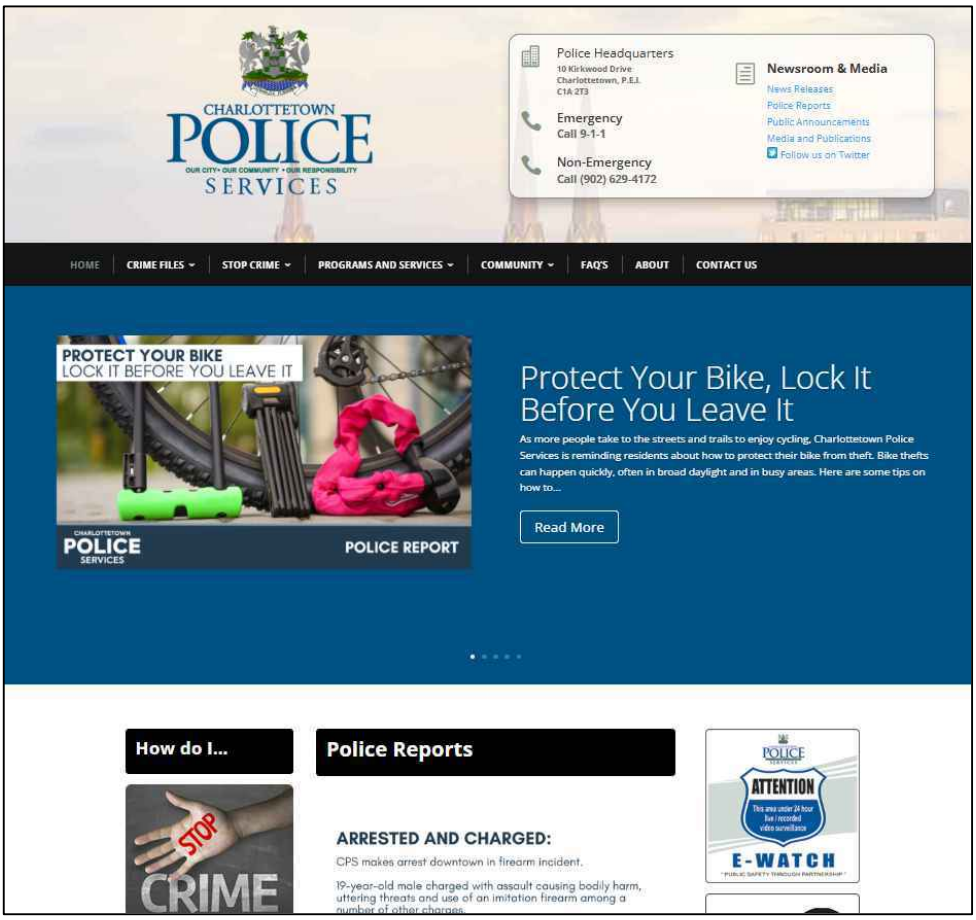
The Charlottetown Police Services website is now live and in the post-launch quality assurance testing and review is currently underway. The site has been redesigned to create a better user experience and help demonstrate our commitment to transparency, community engagement, recruitment, crime prevention and community safety.

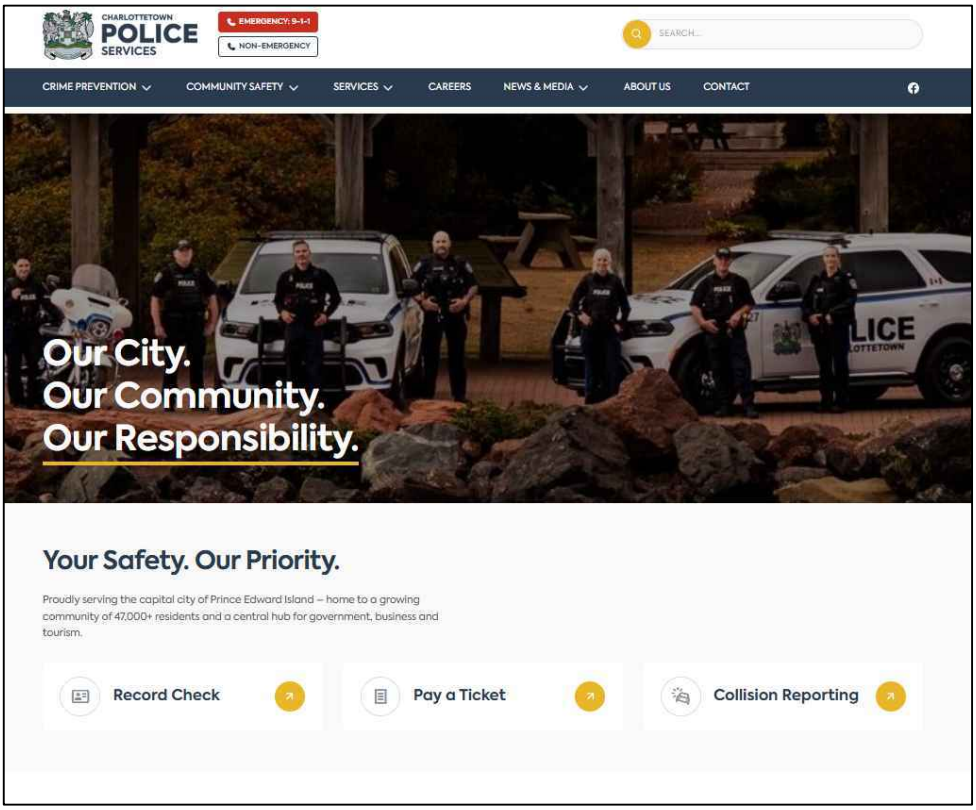
The new website features include:

- user-friendly design and improved navigation
- online resources and services, including an "In the Community" calendar
- mobile-friendly design and accessibility improvements
- subscription features to receive email updates about news and other items
- smart search functionality to find key information quickly
- search engine optimization and Google analytics
- modernized look and feel

The new website can still be found using: www.charlottetownpolice.com

Included below is a screenshot of the old home page, along with a screenshot of the new home page.


CHARLOTTETOWN POLICE SERVICES
Police Headquarters
10 Kirkwood Drive
Charlottetown, P.E.I.
C1A 2T3
Emergency
Call 9-1-1
Non-Emergency
Call (902) 629-4172
Newsroom & Media
News Releases
Police Reports
Public Announcements
Media and Publications
Follow us on Twitter
HOME
CRIME FILES
STOP CRIME
PROGRAMS AND SERVICES
COMMUNITY
FAQ'S
ABOUT
CONTACT US
PROTECT YOUR BIKE
LOCK IT BEFORE YOU LEAVE IT
POLICE REPORT
Protect Your Bike, Lock It Before You Leave It
As more people take to the streets and trails to enjoy cycling, Charlottetown Police Services is reminding residents about how to protect their bike from theft. Bike thefts can happen quickly, often in broad daylight and in busy areas. Here are some tips on how to...
Read More
How do I...
Police Reports
STOP
CRIME
ARRESTED AND CHARGED:
CPS makes arrest downtown in firearm incident.
19-year-old male charged with assault causing bodily harm, uttering threats and use of an imitation firearm among a
ATTENTION
E-WATCH


CHARLOTTETOWN POLICE SERVICES
EMERGENCY: 9-1-1
NON-EMERGENCY
SEARCH...
CRIME PREVENTION
COMMUNITY SAFETY
SERVICES
CAREERS
NEWS & MEDIA
ABOUT US
CONTACT
Our City.
Our Community.
Our Responsibility.
Your Safety. Our Priority.
Proudly serving the capital city of Prince Edward Island – home to a growing community of 47,000+ residents and a central hub for government, business and tourism.
Record Check
Pay a Ticket
Collision Reporting

Council or Committee History:
N/A

Financial Implications:
All costs are included within the department's approved Operating Budget.

Public Engagement and Communication:
A news release and social media to announce the new website.

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:

Chief of Police (Interim)	**CAO**
S. Coombs	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 06-2026-03

Date: June 16, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
AFC T. Jenkins

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

Report Details:

	May	YTD
General Inspections	7	40
Hazard Compliance Orders	13	43
Inspections Closed	16	46
Fire Investigations	3	6
Plan Reviews/permits/consults	21	78
Drill sessions/Engine Visits	5	17
Inspector Callouts	9	36

Emergency Response	May	YTD	Change Yr/yr
Engine 1	33	199	-1.5%
District 1	17	58	-22.8%
District 2	42	165	43%
Total	**90**	**422**	**6.8%**

Fast Rescue Craft RFQ submissions have been reviewed by the committee, and NewStar Marine has been selected as the successful vendor with a bid of $228,800 + tax. This purchase will be completed within the existing 2026/2027 capital budget. Supplemental equipment (docking system, firefighting pump system, etc.) will also be required to meet the operational needs of the department when it becomes available for service, anticipated for the summer of 2027.

As the Fire Engine scheduled to arrive this fall has been delayed for a year, we are exploring other options to have one of engines scheduled for replacement purchased and delivered this fiscal year.

Interviews are ongoing for the vacant Platoon Chief's position.

Interviews are being scheduled for the Term Deputy Chiefs' position.

Interviews for 5 vacant Volunteer officer positions have been completed, and the selection review is underway.

Most of the new replacement radio equipment for the Atlantic Public Safety network has arrived, and programming of the units is in progress through PEI Public Safety and Bell.

6 department members completed the weeklong rescue vessel training course with the Canadian Coast Guard last week. District 1 members also completed marina fire training exercise.

Additional training occurred in pump operations, auto extrication, and performance standards. 6 Members also attended the Atlantic 3-day firefighter training conference in Wolfville, NS.

Council or Committee History:

- Monthly updates

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

- Our commitment – Transparency to Strength Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
AFC T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff:

Monthly Council Meeting Statistics - June, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	1	0	7	#DIV/0!	-86%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	64	55	225	25	181	120%	24%
Sexual (sex assault, voyeurism)	6	6	34	1	31	500%	10%
Sexual Child related	8	5	38	1	23	400%	65%
Threats	44	36	194	23	190	57%	2%
Hate Crimes (new Jan 2026)		2	11	0	3	#DIV/0!	267%
Total Crimes Against Persons	**122**	**102**	**492**	**50**	**432**	**104%**	**14%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	14	9	53	3	42	200%	26%
Theft Under $5000	50	46	196	29	174	59%	13%
Theft from Motor Vehicles	11	11	42	11	86	0%	-51%
Theft of Motor Vehicles	7	4	13	1	10	300%	30%
Shoplifting	8	8	57	21	88	-62%	-35%
Mischief Under $5000	42	42	174	21	145	100%	20%
Frauds	22	20	113	19	126	5%	-10%
All Other Property Crimes		37	123	26	109	42%	13%
Total Property Crimes	**192**	**177**	**771**	**131**	**780**	**35%**	**-1%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
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CDSA	16	16	100	29	96	-45%	4%
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Total Monthly Occurrences		1528	8546	1487	8378	3%	2%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
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Parking	2705	2705	7969	2070	10323	31%	-23%
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Motor Vehicle Collisions		96	573	110	582	-100%	-2%

Mental Health	2026			2025		% Chg over previous	
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Attempt/threat of suicide *		27	160	25	234	8%	-32%
Mental Health Act		77	503	90	575	-14%	-13%
Wellbeing check		71	391	102	396	-30%	-1%
Total MHA + Wellbeing checks		**148**	**894**	**192**	**971**	**-23%**	**-8%**

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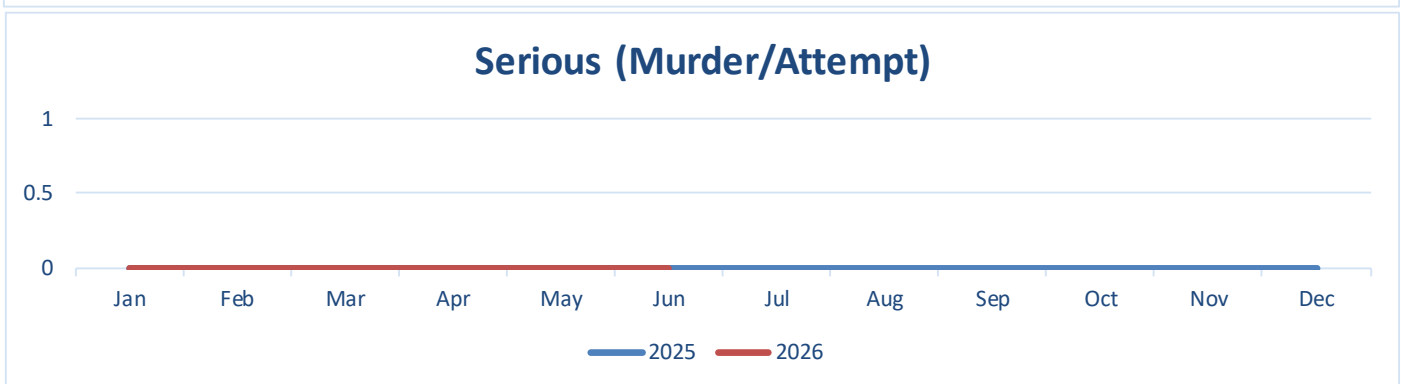

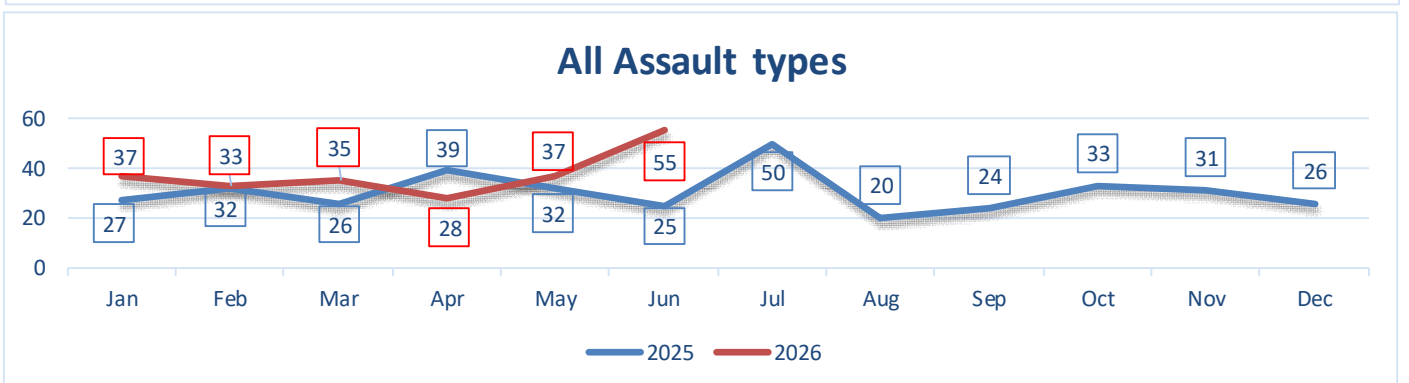

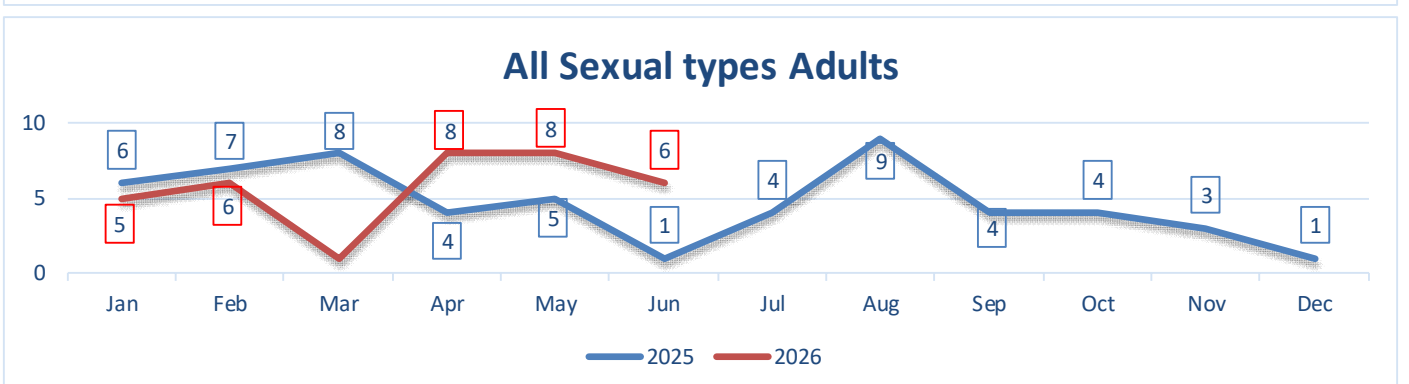

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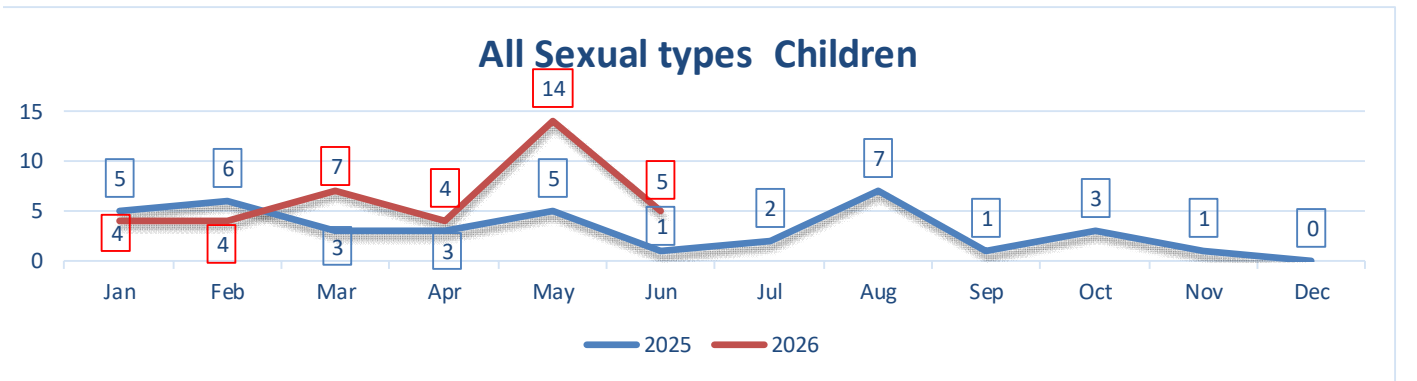



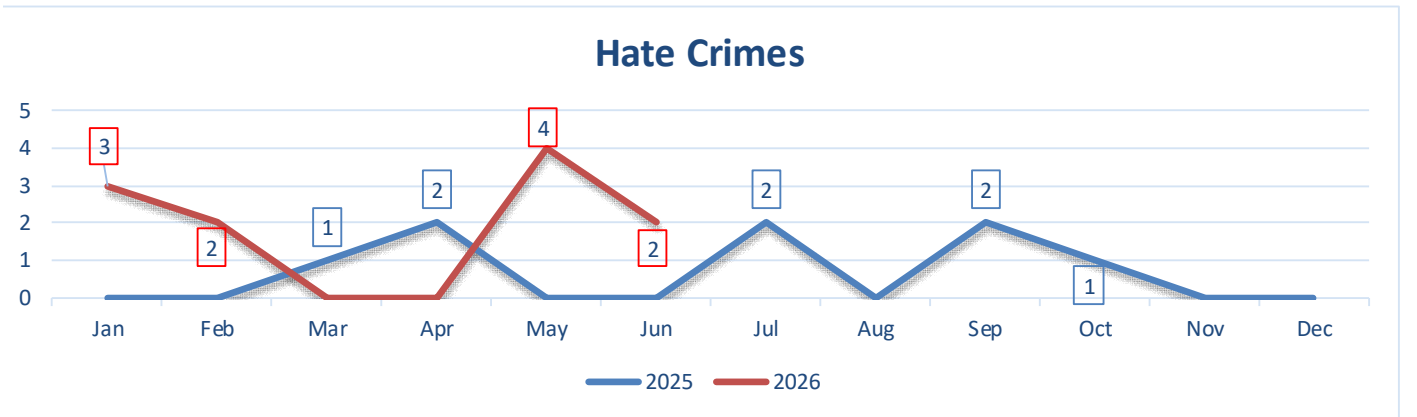

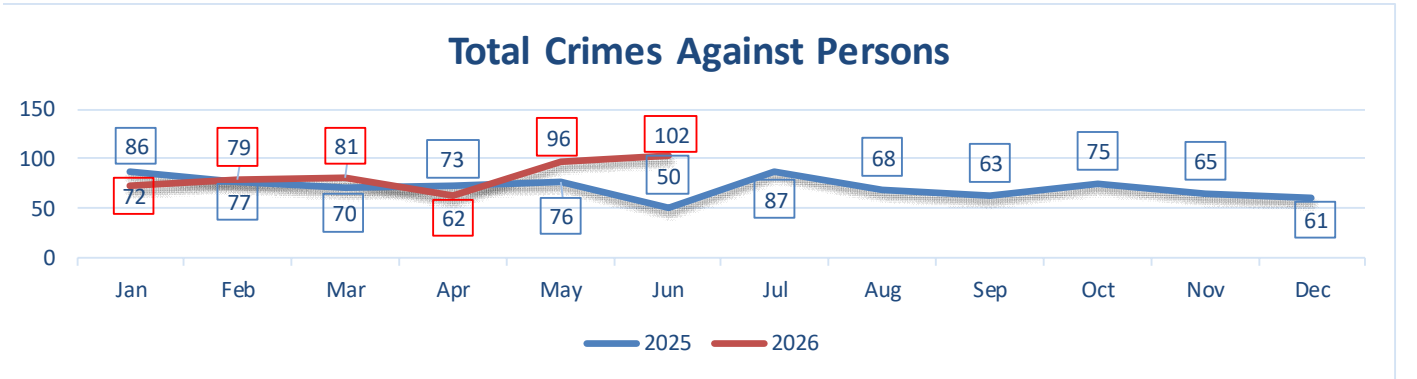

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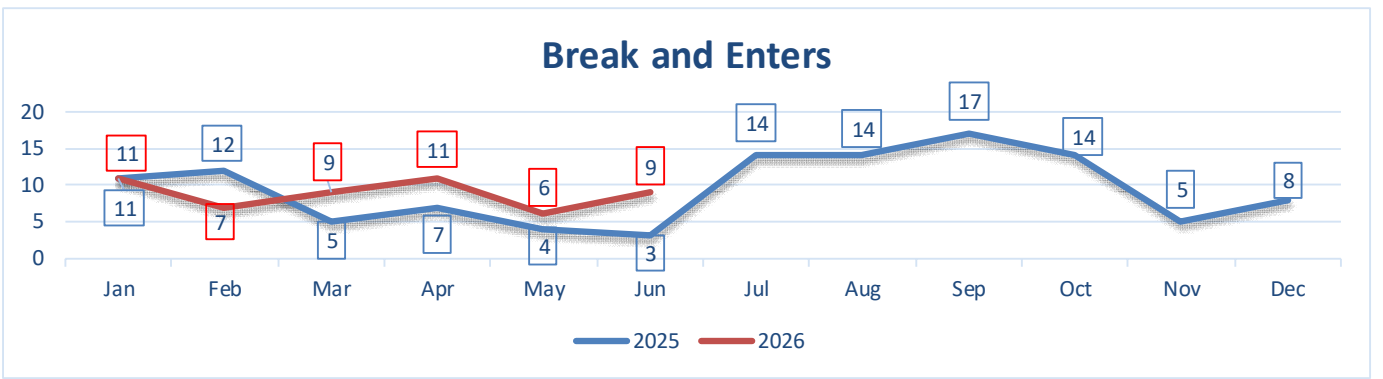

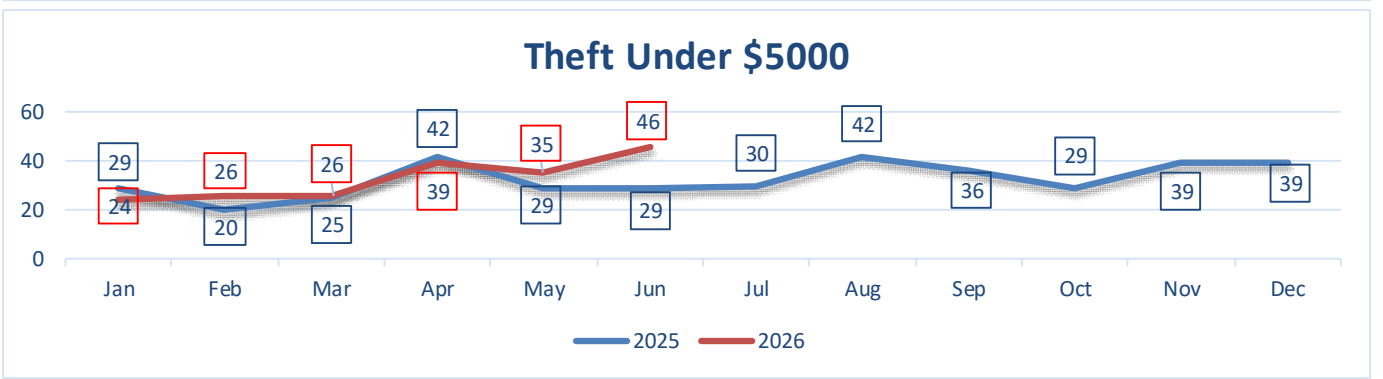

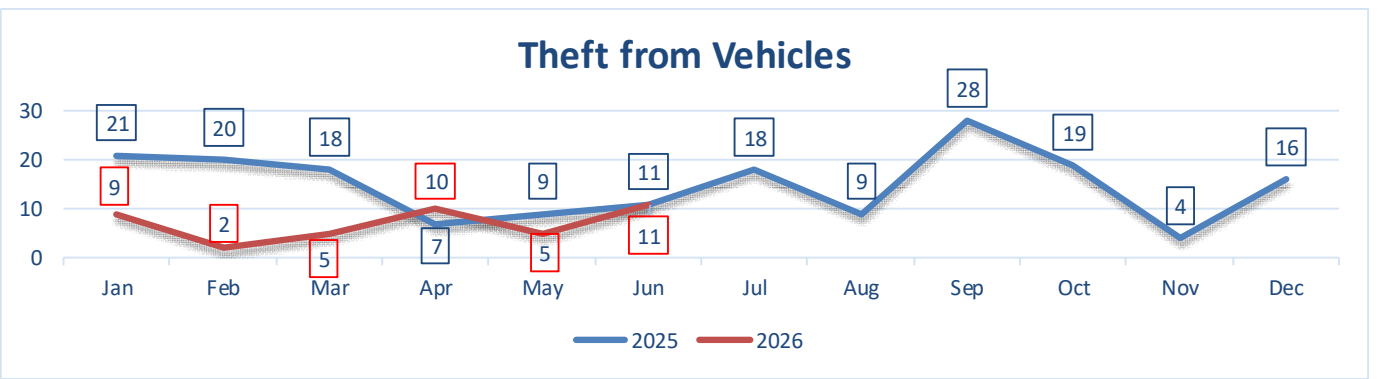

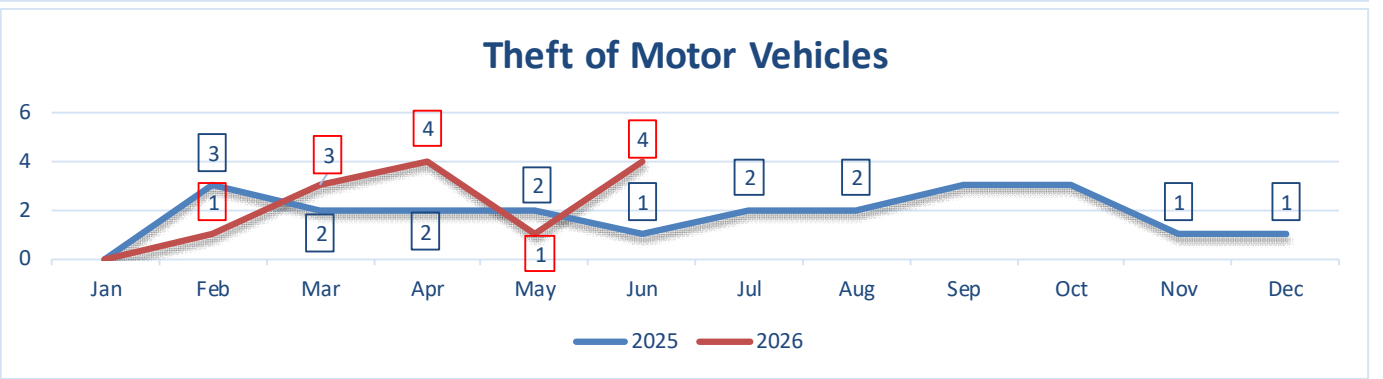



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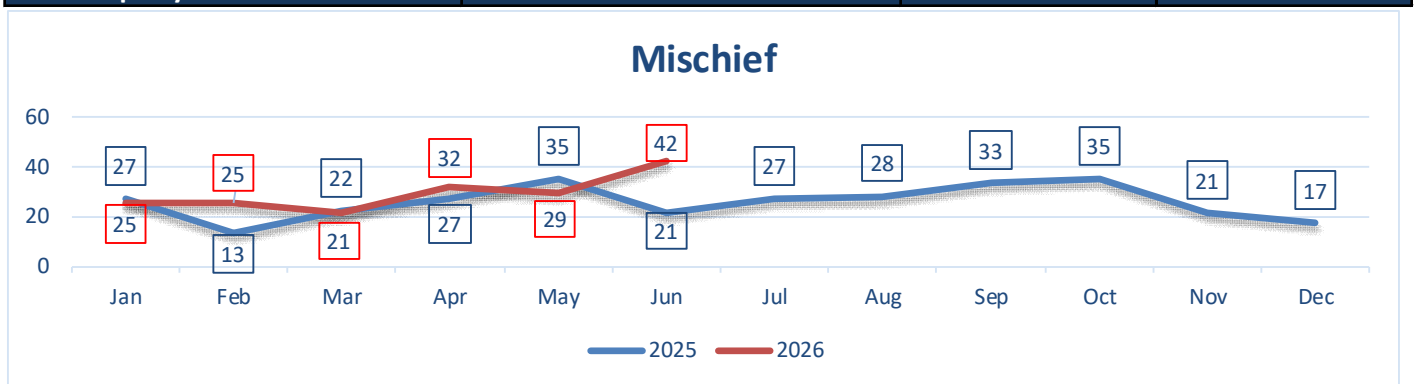

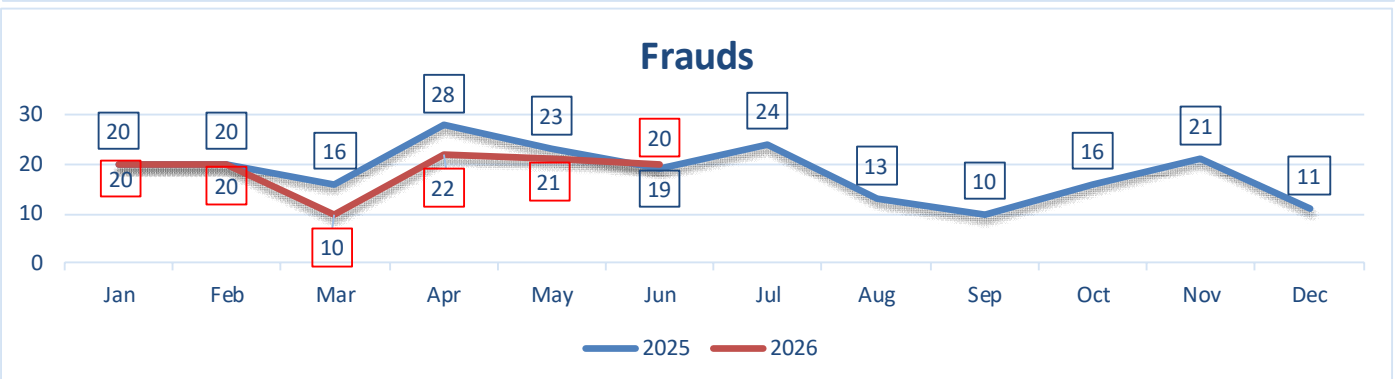

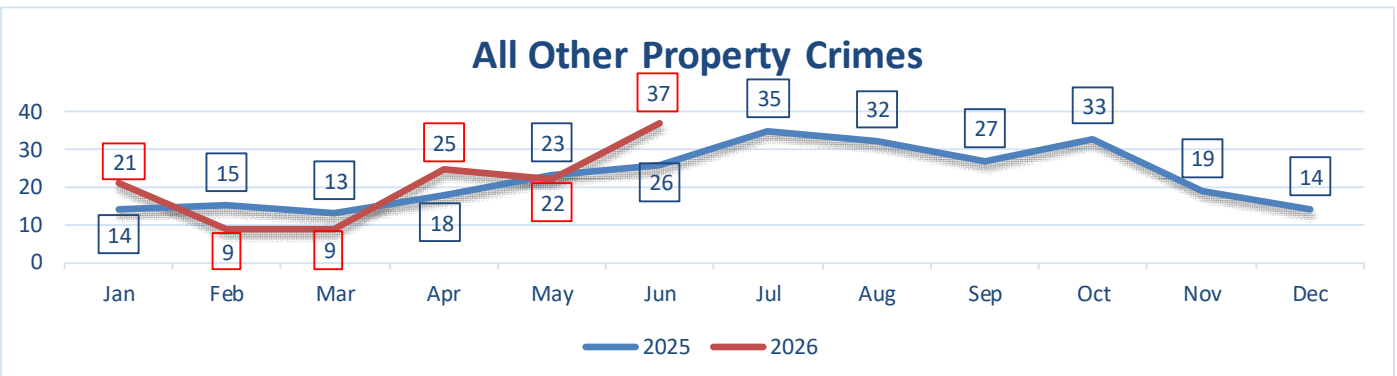

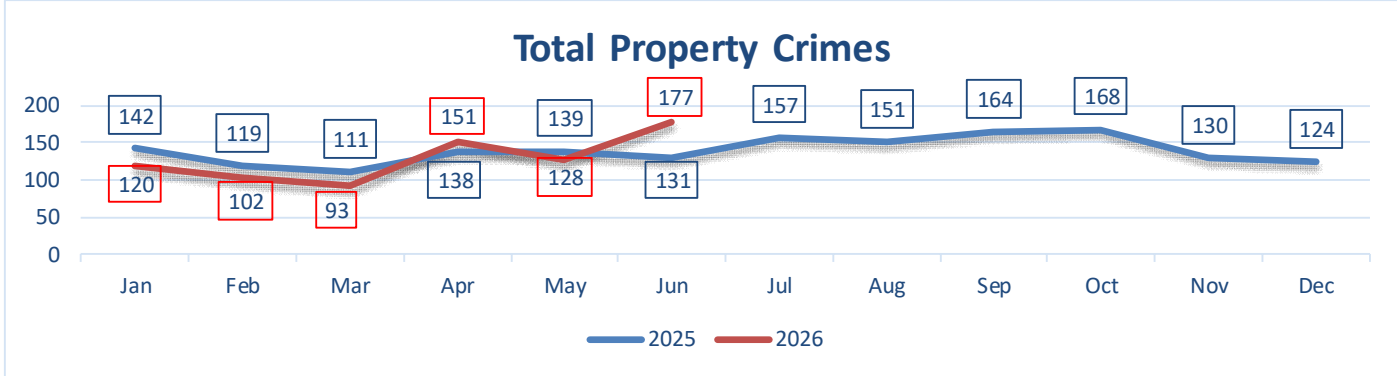

Monthly Council Meeting Statistics - June, 2026

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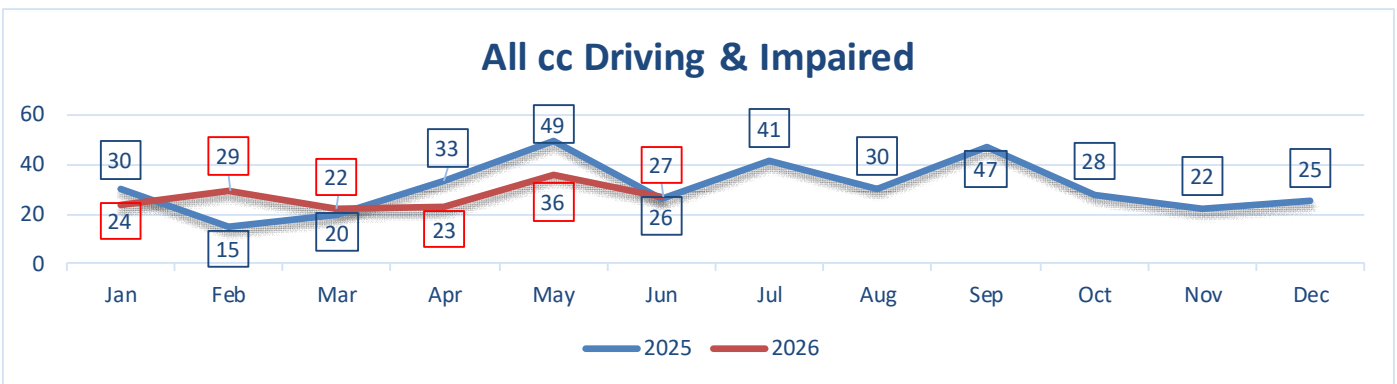

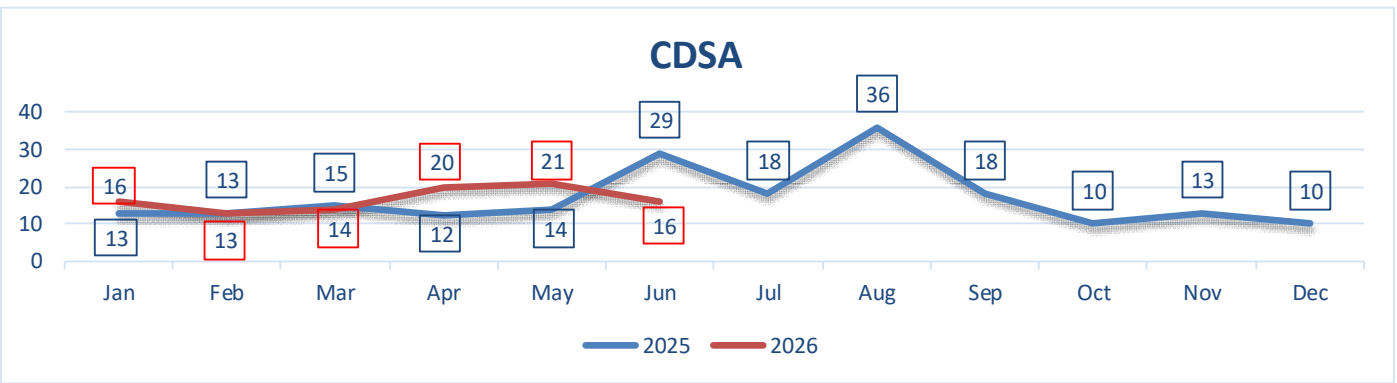

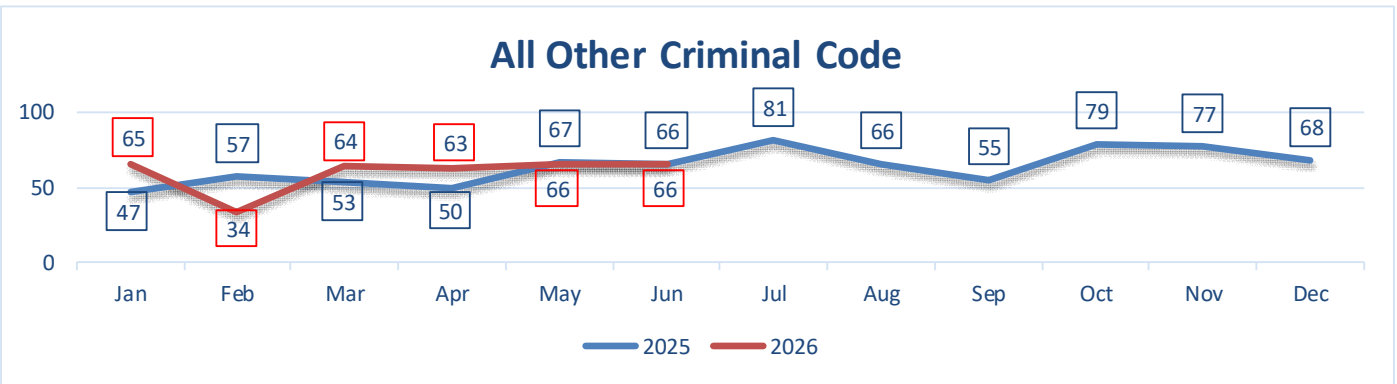

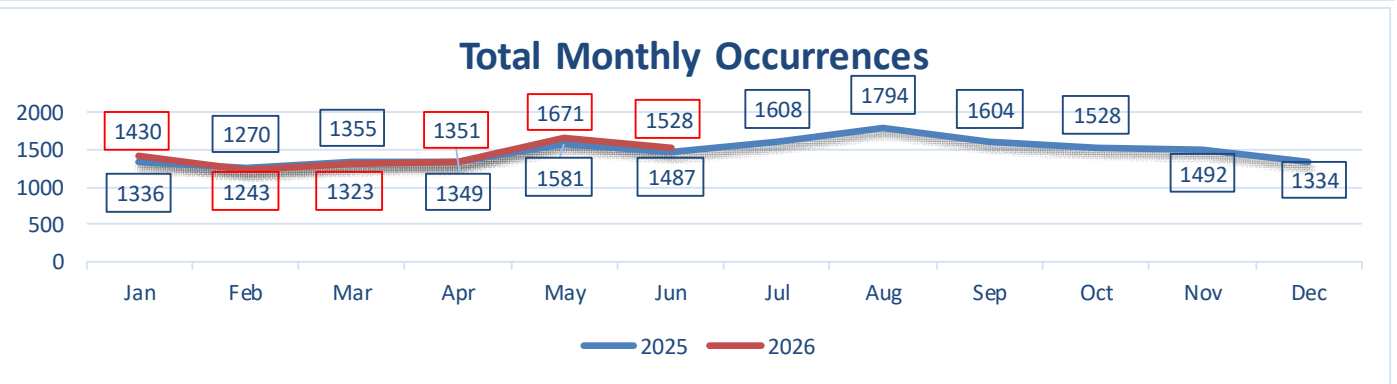

Monthly Council Meeting Statistics - June, 2026

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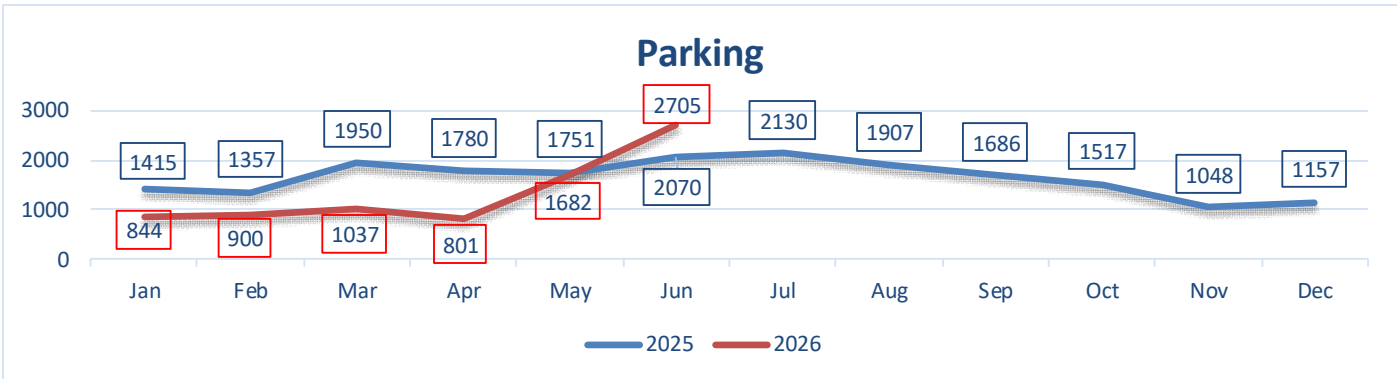

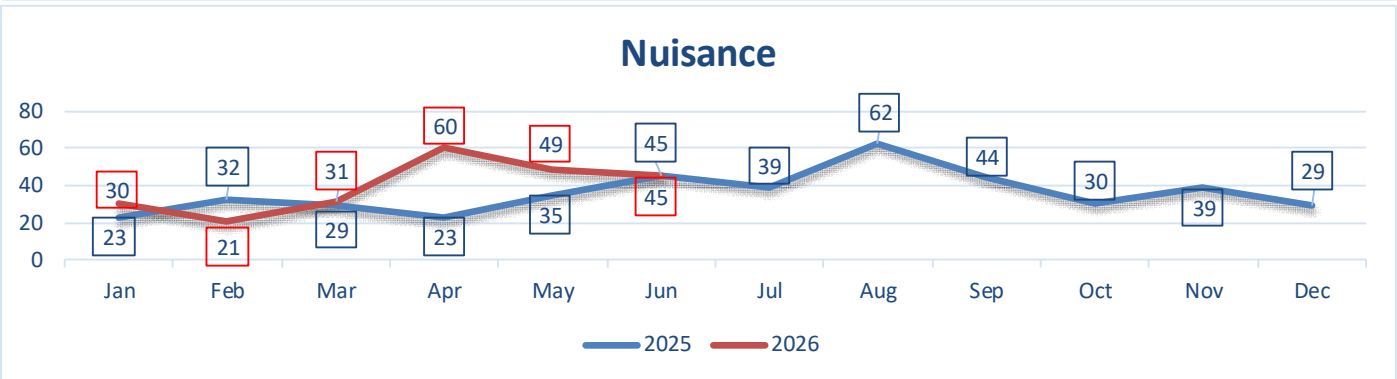

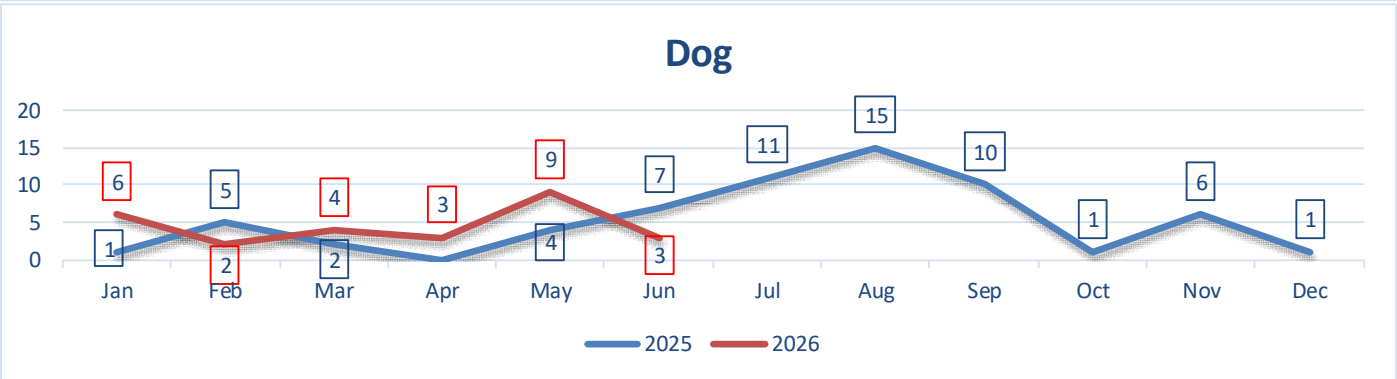

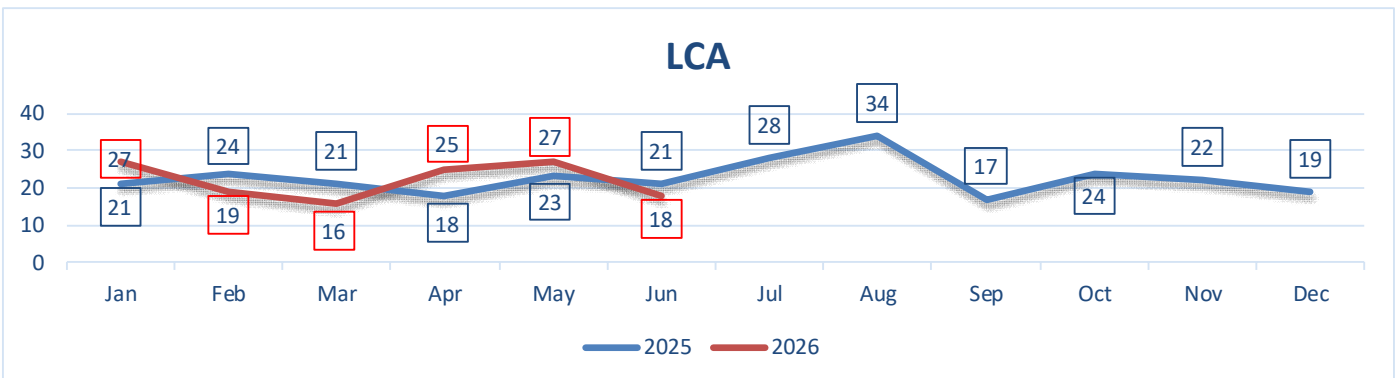

Monthly Council Meeting Statistics - June, 2026

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HTA Violations		158	996	151	1308	5%	-24%
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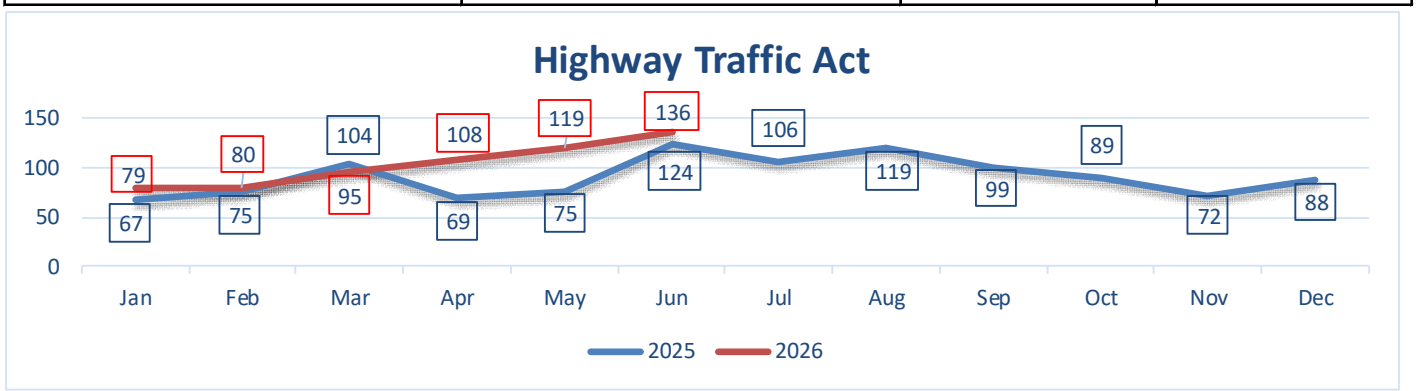

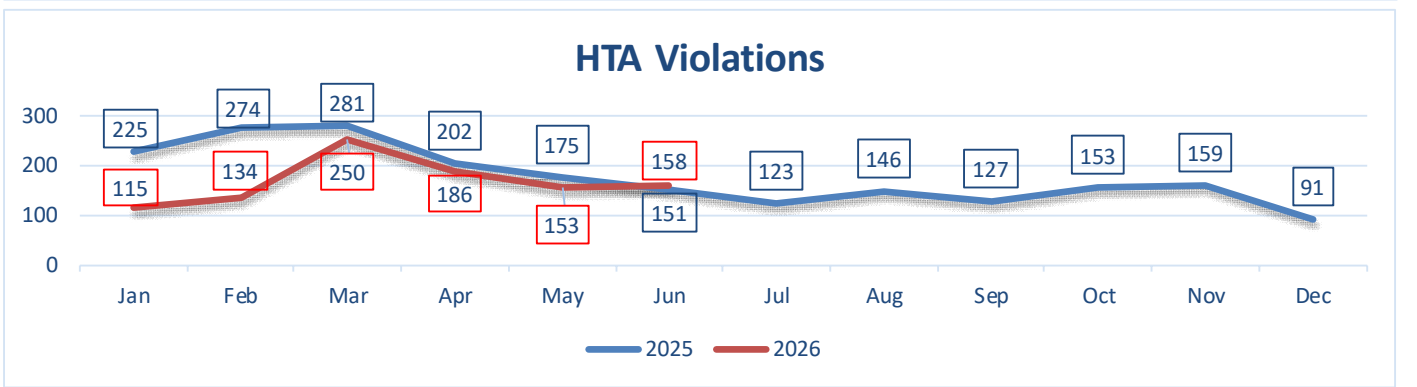

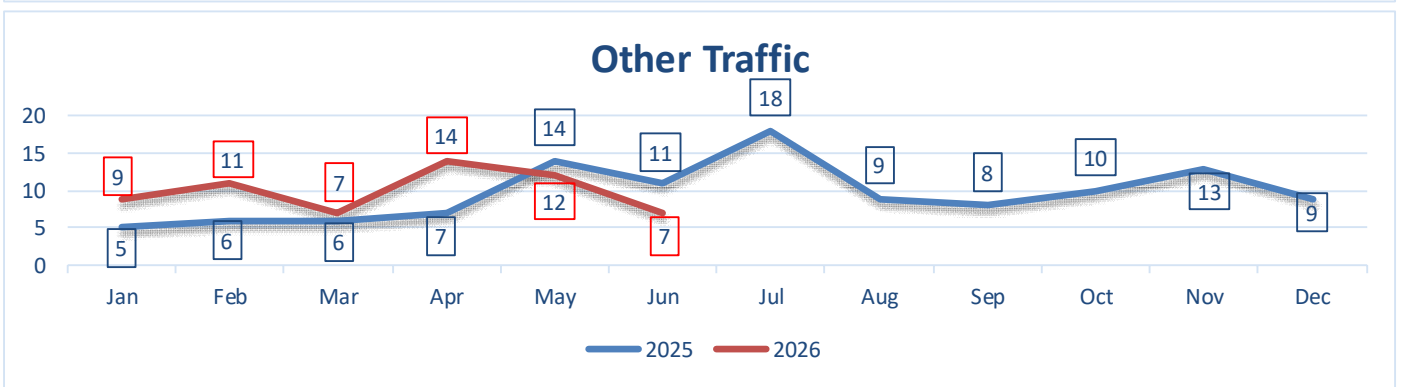

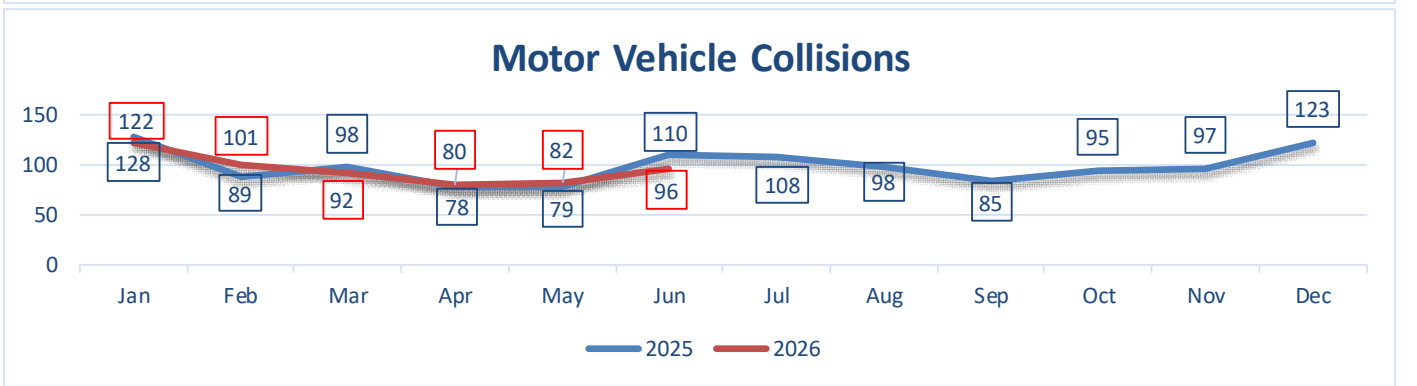

Monthly Council Meeting Statistics - June, 2026

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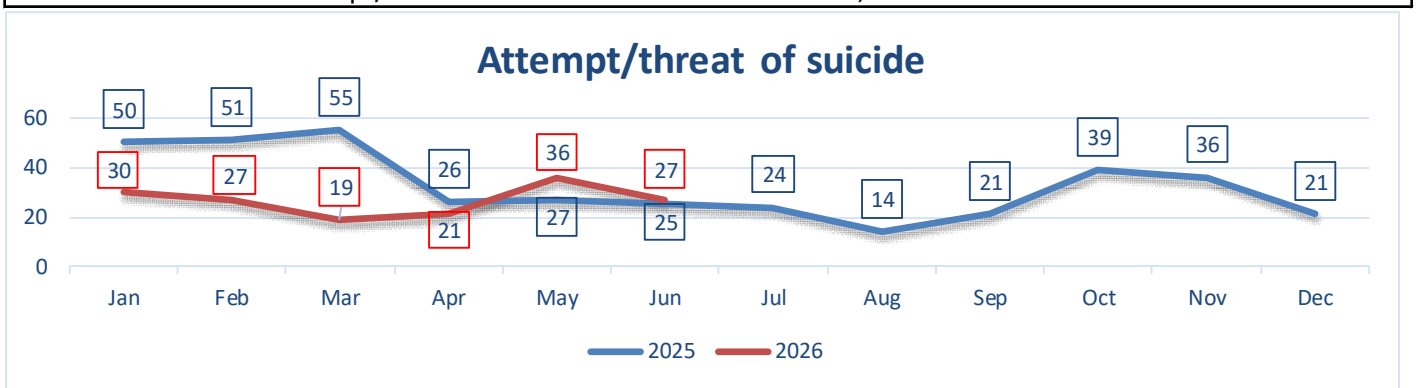

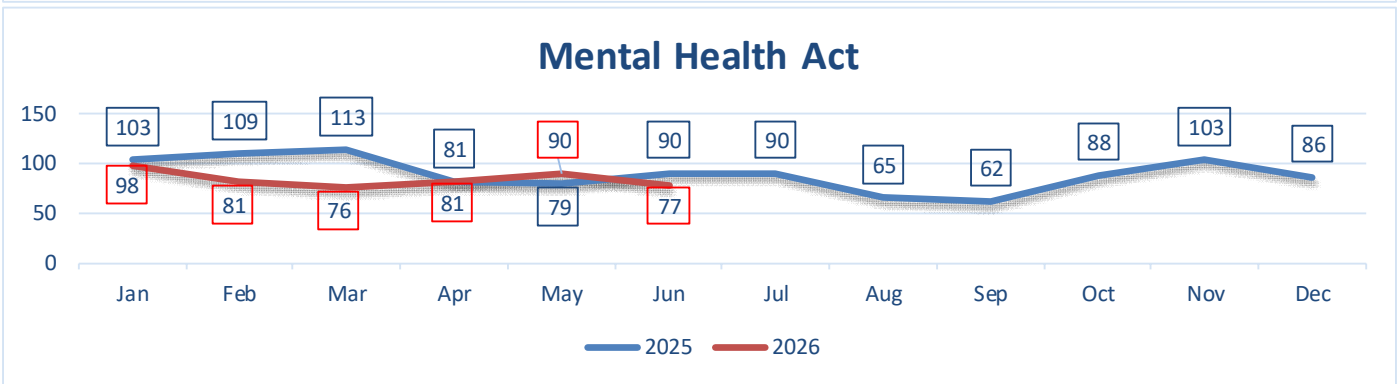

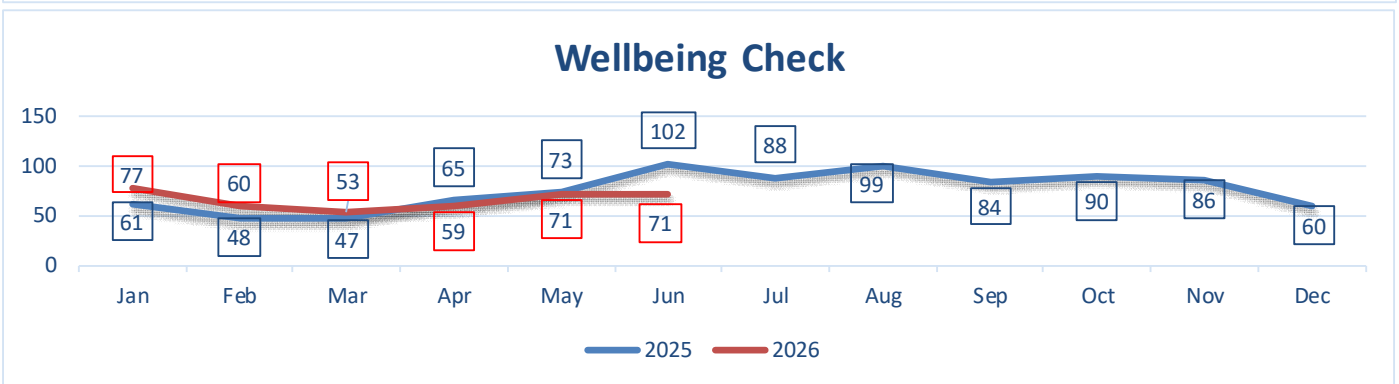

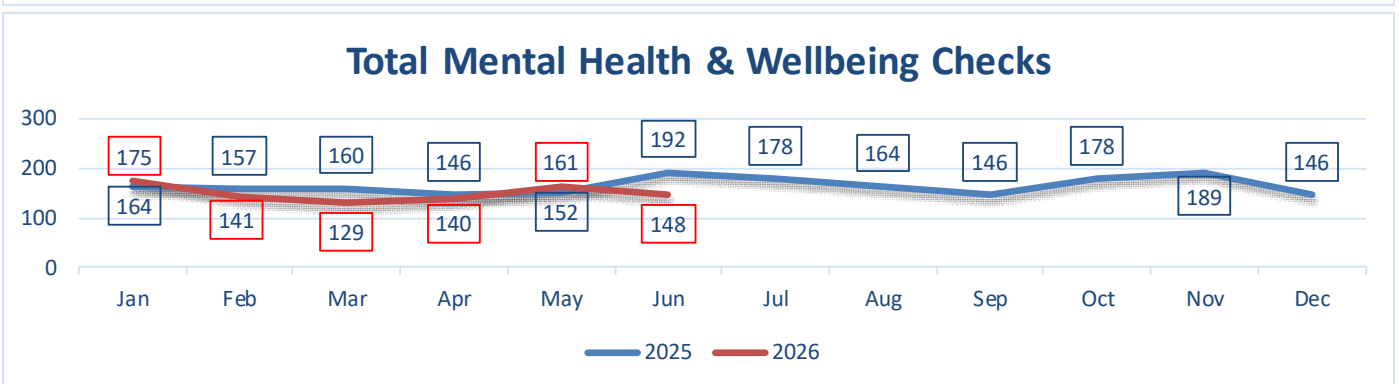

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
July 14, 2026

The Parks, Recreation and Leisure Activities Committee met on Monday, July 6, 2026, and the DRAFT minutes are included in your meeting package.

There are two (2) resolutions for Council's consideration.

The Senior Engagement Committee met on May 7, 2026. The DRAFT minutes have been included in your package.

The Youth Engagement Committee met on June 19, 2026. The DRAFT minutes have been included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE REGULAR MEETING – OPEN MEETING
Monday, July 6, 2026
12:00pm, Parkdale Room

Present:	**Councillor Kevin Ramsay, Chair**	**Councillor Terry Bernard**
	Mayor Philip Brown	**Councillor Bob Doiron (Called In)**
	Brad MacConnell, CAO	**Amy MacQuillan, FM (Called In)**
	Frank Quinn, PRM	**Christopher Drummond, PRAM**
	Deelle Hines, AA, Notetaker	
Regrets:	**Mayor Philip Brown**	
	Richard MacEwan, DCS	

1. CALL TO ORDER
Chair Ramsay called the meeting to order at 12:05pm.

2. DECLARATIONS OF CONFLICT OF INTEREST
None.

3. APPROVAL OF AGENDA
Moved by Councillor Bernard and Seconded by Councillor Doiron that the agenda for July 6, 2026, be approved.

CARRIED

4. ADOPTION OF MINUTES
Moved by Councillor Bernard and Seconded by Councillor Doiron the minutes for June 1, 2026, be approved.

CARRIED

5. BUSINESS ARISING FROM MINUTES
None

6. REPORT

a) National Private Corporate Event Request to Serve Alcohol at Confederation Landing

The PRAM presented the report, noting that the request had originally been brought forward at the June 1, 2026 joint Public Works/Parks & Recreation Committee meeting but a resolution could not be brought to Council due to a lack of quorum. He explained that a national private corporate conference will be holding its closing dinner at Confederation Landing on September 19, 2026, and that the event caterer, Claddagh Holdings, has requested permission to serve alcohol during the event. Christopher advised that

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Planning has since approved the installation of a temporary tent at Confederation Landing, which will remain in place following the event for use by the Downtown Farmers' Market on Sunday, with the market organizers supporting this arrangement. He further noted that alcohol service will take place from 5:00pm to 11:00pm, with last call at 10:45pm, in accordance with the City's Alcohol in Parks Policy, and that Committee approval is required before the request can proceed to Council for final approval. Councillor Bernard asked for clarification regarding the roles of Meetings PEI, the conference organizers, and Claddagh Holdings. Christopher confirmed that Meetings PEI is coordinating the conference, while Claddagh Holdings is the event caterer responsible for obtaining the liquor license.

Moved by Councillor Bernard and seconded by Councillor Doiron that the Committee recommend Council approve the request from Claddagh Holdings to serve alcohol at the national private corporate event being held at Confederation Landing on September 19, 2026, in accordance with the City's Alcohol in Parks Policy.

CARRIED

b) Curling Facility Discussion

The PRM presented a report regarding the potential development of a new curling facility in Charlottetown. The matter has been referred by the Economic, Tourism and Culture Development Committee to the PRLA Committee for discussion and provide a recommendation to Council. It's recommended that Parks & Recreation complete the necessary research on the potential development of a curling facility and report back to the Committee later this fall with recommended next steps. The report included background information, results of the public survey, estimated project costs, and potential funding opportunities.

Councillor Bernard questioned whether significant staff time should be invested before Council determines if it supports pursuing the project. He noted that the public survey received a very high response rate, with more than 1,100 responses, and highlighted potential funding opportunities through federal, provincial, and community partners. Councillor Bernard stated that he would like Council to indicate whether there is interest in moving forward before staff undertake additional work.

Councillor Doiron noted that any resolution brought forward to Council needs to have sufficient information regarding the potential location, estimated costs, and scope of the project. The CAO noted that additional review will be required, as there may be opportunities to incorporate other amenities into the facility. The PRM noted that future recommendations would be contingent on securing the necessary funding and that Council's initial support would simply authorize staff to undertake research to gather the necessary information, so that staff can provide a detailed report on recommended next steps.

Committee members agreed that the recommendation should be revised to clearly seek Council's support for staff to proceed with an in-depth review to gather the necessary information and report back to Council. The PRM noted that a resolution would be prepared for Council for their consideration.

Moved by Councillor Bernard and seconded by Councillor Doiron that the Committee recommend Council to authorize Parks & Recreation staff to proceed with an in-depth review to gather the necessary information on the potential development of a curling facility in Charlottetown and report back with recommendations and next steps.

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CARRIED

c) 2026-27 Capital Project Status Report

The PRM provided an overview of the 2026–27 Capital Project Status Report, highlighting several major projects underway. Updates included improvements at the Simmons Sports Centre, the completed Building Condition Assessment for Cody Banks Arena, planned playground replacements and park improvements, ongoing development of the East Royalty Park, and progress on the Victoria Park tennis courts. The PRM advised that work on Courts 1–3 is scheduled for later this summer, while deficiencies on Courts 4–8 will be addressed under warranty following the busy summer season.

The PRM also reported that the tender for the artificial turf field had recently closed and was under review, with construction expected to begin in mid-July and the completion is targeted for September. The CAO requested that Communications be kept informed of key project milestones to ensure regular public updates.

Councillor Bernard asked about the tree planting initiative at River Ridge Park and emphasized the importance of maintaining adequate open green space for children's play. The PRM advised that staff would review the planting plans to ensure sufficient recreational space remains available.

Additional updates were provided on the Victoria Park Skate Park, disc golf course, multi-sport facility, pickleball courts, basketball courts, trail development projects, and Confederation Landing capital improvements. Councillor Bernard also inquired about the availability of pickleball courts for public use during scheduled programming. The PRM confirmed that two courts always remain available for public use and noted that he would review the current scheduling arrangements with programming staff.

The PRM advised that capital project status updates will continue to be provided to the Committee approximately every two months. The Chair thanked staff for the report and expressed hope that the planned improvements to the Victoria Park tennis courts would provide a long-term solution for the tennis community.

c) Seniors Engagement Committee Minutes (May 7, 2026)

The PRM advised that staff are currently preparing the annual report for both advisory committees, which will be presented at the next Committee meeting.

d) Youth Engagement Committee Minutes (June 19, 2026)

7. INTRODUCTION OF NEW BUSINESS

The Chair advised that a request had been received from Carolyn Simpson to rename the Queen Elizabeth Rugby Field in honour of Alysha Corrigan. He noted that the matter was not included on the current meeting agenda and would be brought forward for discussion at the next Committee meeting. The PRM advised that staff would review the naming application.

Councillor Doiron requested clarification regarding the memorial bench program after noting that the

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City's website lists a cost of $600 for a street bench and $2,000 for a park bench. He asked why there was a difference in pricing. The PRM advised that his understanding is that the current flat rate is $2,000 regardless of location and that the lower fee displayed on the website may be outdated. He noted that the memorial bench program is administered by Public Works, with requests typically submitted by email and referred to Parks & Recreation staff when appropriate. He added that staff are also exploring opportunities to expand the program to additional parks as space in Victoria Park is now limited. The PRM advised that he would confirm the current pricing with Public Works and update the information if necessary.

The Chair advised that the Charlottetown Islanders Senior Baseball team has requested installing a half-wall or privacy screen within the dugout to allow players additional privacy while changing after games. The PRAM agreed to look into this request further and report back.

8. ADJOURNMENT OF PUBLIC SESSION

Moved by Counicillor Bernard and Seconded by Councillor Dorion the meeting be adjourned at 12:52pm.

_____

Chair: Councillor Kevin Ramsay

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CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Terry Bernard

RESOLVED:

That the City of Charlottetown grants permission to the Claddagh Holdings Inc. to serve alcohol at Confederation Landing during a private corporate event on September 19, 2026, from 5:00pm until 11:00pm with the last call for alcohol at 10:45pm.

City of Charlottetown Committee Report

Report No: PR-2026-11

Date: June 1, 2026
(Updated July 6, 2026)

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

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Christopher Drummond, Assistant Manager

Attachments:
- Special Event Application Form
- Site map of the proposed location for the tent
- Alcohol in the Park Policy (P-Rec-2)

Report Title:
National Private Corporate Event – Claddagh Holdings Request to Serve Alcohol at Confederation Landing

Report Purpose:
To inform council of a request from the organizers of a private event to serve alcohol during their closing dinner and celebration event. The event is scheduled to take place at Confederation Landing on September 19, 2026.

Staff Recommendation:
That the City of Charlottetown grants permission to Claddagh Holdings (the caterer) to serve alcohol at Confederation Landing during the private corporate event on September 19, 2026, from 5:00pm until 11:00pm with the last call for alcohol at 10:45pm.

Report Details:
The Parks and Recreation Department received a request on March 19, 2026, from Meet PEI relating to a National Corporate Group who have confirmed Prince Edward Island as their host destination for their annual conference. The closing dinner celebration will take place at Confederation Landing on September 19, 2026, from 5:00 – 11:00pm. Claddagh Holdings will be the caterer for the dinner.

On May 1, 2026, the representative from Claddagh Holdings dropped off the special event form along with the caterer's license notice of location to serve alcohol. They also indicated they would follow and agree to all the conditions outlined in the Alcohol in Park Policy. A permit application has been filed with the Planning Department to erect a tent in the oval at the Landing for the event. Permission is required for the tent due to the size of the structure. ***Update** – *The Planning Department has approved the permit - 1 Prince St – 010-TMP-26.*

Normally events that are hosted at the Landing during the same timeframe of the Downtown Farmers Market are required to be cleared from the space by 11:00pm on Saturday. Organizers of the dinner celebration, along with Parks and Recreation Staff, have confirmed with the organizers of the Downtown Farmers Market that there is no issue with leaving the tent on site during the hours of the market. The tent will be taken down following the Downtown Farmers Market.

If approved the department will develop a letter of agreement between the organizing committee and the City of Charlottetown.

Council or Committee History:
September 14, 2015 – A resolution was passed by Council to approve a similar event that was scheduled to take place on three separate dates in October of 2015 at Confederation Landing. These events also included the serving of alcohol.

June 1, 2026 – Originally this report was presented at the joint meeting of the PRLA Committee and Public Works Committee. After the meeting it was determined that the PRLA Committee did not have quorum to recommend this being forwarded to Council for approval. Therefore, the request would need to be presented at the next meeting of the PRLA Committee.

Financial Implications:
Any cost for repairs associated with damage in the tent area or park will be recovered through the damage deposit/ bond ($1,500). There are no financial implications for the City of Charlottetown relating to this request.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA Part 4 – Municipal Government / Alcohol in the Park (P-Rec-2)

Strategic Alignment:
Governance and Civic Engagement / Inclusive Economic Growth

Reviewed By:

Manager	**CAO/Director**
FQ – May 29, 2026	MR – May 29, 2026

Committee Recommendation: (if differing from staff)

Charlottetown Parks and Recreation Department - Special Event Application Form

*Contact: [redacted]

CHARLOTTETOWN

Location Requested: Confederation Landing Park **Event Date** Saturday, September 19, 2026

Name of Event: Annual Partners' Meeting Closing Celebration

Organization: [redacted] (For Profit/Non Profit) please specify: For Profit

Type of Event Private celebration Time of Event: 18:00 - 23:00

Contact: [redacted] Mailing Address: [redacted]

Phone: [redacted] (Daytime) [redacted] (Evenings) Postal Code: [redacted]

e-mail address: [redacted] Number of Participants: 350 Spectators: 0 Vehicles: 0

Description of Event: closing dinner and celebration following Partner Meeting

List Services required from the Parks and Recreation Department (ie: washrooms, power, picnic tables, etc.)

amplified power for food and entertainment, picnic tables

The following activities, if they are permitted, require special permission and/or licenses: Please check off any that you may be including as part of your event:

Food Preparation X (must comply with Department of Health Regulations for food service)
Amplified Sound: X
Sales of any kind ____ (Clarify)
Service of Alcoholic Beverages X (see applicable regulations on second page)
Temporary Structures/Equipment X (see applicable regulations on second page)
Entertainment (specify) live band
Mobile canteens (Number) _____ (Special approval required)
Other (Please specify): portable washrooms

Charlottetown Recreation Department / Rental Rules and Regulations:

1. The space is not to be used for any other purpose than what has been stated in this form.
2. The space and surrounding grounds must be protected from damage and mistreatment by the user at all times. Damage and uncleanliness above normal wear and tear will be the responsibility of the user and the user will be billed if it is excessive.
3. Access to the space is limited to the time agreed upon.
4. If a key is signed out it must be returned on the first working day following event. A lost key will be replaced by the department, with a re-keying fee of $100.00, charged to the user.
5. If no arrangements have been made with staff, the user is responsible for securing all windows and doors, shutting off all lights and equipment before vacating any park building.
6. Proper management of waste generated during event, in accordance with island Waste Management Corp. guidelines, is the responsibility of the organizers. Efforts to reduce the amount of waste generated at events held in the City of Charlottetown are encouraged. The City of Charlottetown discourages the use of Styrofoam plates, cups, and takeout containers being used to distribute or package food.
7. Food Venders: In the case of events in which mobile food canteen (s) and/or food truck (S) are present, operators must adhere to the "Street Vendors Bylaw" including, but not limited to the following stipulations: non-Styrofoam packaging and cups must be used for serving, recycling receptacles must be provided for any packaging that is recyclable. Organizers should not leave any location without first picking-up, removing, and disposing of all refuse remaining from sales.

I have read and agree to the above rules and regulations:

Signed by: [signature] Date March 19, 2026

Please Attach:

- A map and site plan for the area requested.
- **Proof of 2 million dollars event liability insurance coverage for the event co-naming The City of Charlottetown (mandatory)**

A permit fee of $27.04 plus an additional fee (as per schedule on last page) may be required upon confirmation of event approval.

PHONE # 902-629-4024
FAX # 902-368-1239
Please visit us at www.charlottetown.ca

SCHEDULE OF RENTAL FEES FOR GROUPS USING A CITY PARK FOR A SPECIAL EVENT:
Minimal Permit Fee: $27.04 (plus HST)
(Fee required upon confirmation of event)
Rental Fee Structure for "Private for Profit" Groups:

Number of Participants at Event	Rental Fee (per day/per event)
Under 250	$105.00 (plus HST)
251 – 500	$157.50 (plus HST)
501 – 1000	$ 262.50 (plus HST)
1001 and over	$ 525.00 (plus HST)

Temporary Tents and Air Supported Structures
The City of Charlottetown requires a building permit for the erection of temporary tents and air supported structures on properties within the City. Insurance of a temporary tent permit will be subject to the regulations in the Zoning & Development Bylaw, 2010 National Building Code (Section 3.1.6) and National Fire Code of Canada. As well, all tents shall meet the requirements of the National Fire Protection Association (NFPA) 701, "Standard Method of Fire Tests for Flame-Resistant Textiles and Films".
Please ensure the following information is submitted with your application.

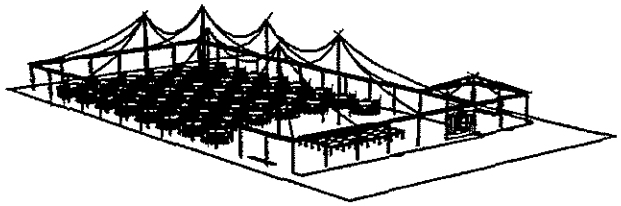
- Building permit application form
- Site plan indicating size and location of tent(s), location of property lines and other structures on the property, fenced areas and emergency vehicle access
- When a tent is to be located adjacent to an existing building on the same property, the location of the exits from that building are also to be shown
- Floor plan of tent(s) showing exits and egress routes which are to be fully maintained at all times while tents are occupies by the public
- Location of any cooking appliances and/or bulk fuel storage within or around the tent
- For tents over 2000 sq ft (186 sq m):
    - The supporting framing structure and anchorage system shall be designed and reviewed by a professional engineer
    - Occupancy loads of tents and fenced in areas are to be provided
    - Fire safety plan is to be provided

Applications for Temporary Tent Permits may be made by the event organizers as authorized agents of the property; however, it is the responsibility of the property owner to ensure that all necessary permits are approved prior to each event.
POLICY **- ALCOHOL IN PARKS**
City Council may, through its Parks and Recreation Department, grant permission for alcohol distribution in City Parks under the following conditions:

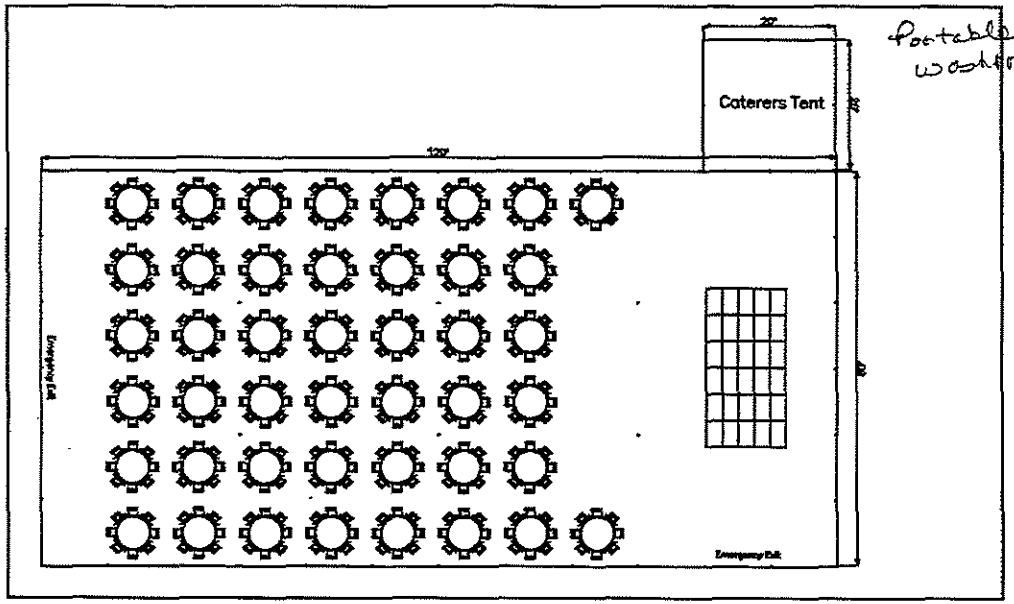
- Ample time is required (two months) to be able to circulate request to Committee/Council.
- The presence of washroom facilities on site in sufficient quantity for the size of the event.
- Application made for special events only.
- Approval pending authorization from the PEI Liquor Control Commission.
- A refundable deposit/bond of $1,500.00 must be posted in case conditions are not met to a satisfactory level unless otherwise addressed in a governing agreement for use.
- Distribution and consumption of alcohol must take place **within a restricted area** of the venue, located away from the primary spectator seating area and **not to extend beyond 11:00pm unless otherwise stated in a governing agreement.**
- Qualified security personnel are provided by the host committee.
- The organization will accept responsibility for all liability associated with the distribution of alcohol on the premises and provide the City of Charlottetown with such proof of liability event insurance prior to the event.
- The organization will accept responsibility for clean-up of the designated alcohol distribution site for the duration of the event.
- The Parks and Recreation Department reserves the right to deny this privilege to any user group should there be cause for concern in any of these conditions or other identified areas.
- May also require, in the case of leased land, special authorization by the Lessor (Provincial or Federal body).

RETURN COMPLETED APPLICATION TO:
CITY OF CHARLOTTETOWN PARKS & ARENAS BUILDING
275 BRACKLEY PT. RD, PARKS AND ARENAS OFFICE,
PO BOX 98, CHARLOTTETOWN PE CIA 7K2 - ATTENTION: THERESA MACDONALD
OR FAX TO: (902) 368-1239
QUESTIONS RE APPLICATION PROCESS: (902) 629-4024 (Theresa)

Claddagh Holding Inc
September 19th, 2026
60' x 120' High Peak Tent
(44) 60" Round Tables
(354) White Folding Chairs
12' x 24' x 24" Stage



20' x 20' Caterers Tent



Portable washrooms

Lobster 2nd

Caseley's
Tent & Party Rentals

lobster on wharf

water


Confederation
Landing Park
109.83 m
100.00 m
50.00 m

CITY OF CHARLOTTETOWN POLICY

ALCOHOL IN PARKS

Policy Number: P-Rec-2 ***Originating Department: Parks & Recreation***

Approved By: City Council ***Date of Approval: August 14, 1995***

Amended: July 8,2009 (at standing committee level)

City Council may, through its Parks and Recreation Department, grant permission for alcohol distribution in City Parks under the following conditions:

The presence of washroom facilities on site in sufficient quantity for the size of the event.

Application made for special events only.

Approval pending authorization from the PEI Liquor Control Commission.

A refundable deposit/bond of $1,500.00 must be posted in case conditions are not met to a satisfactory level unless otherwise addressed in a governing agreement for use.

Distribution and consumption of alcohol must take place **within a restricted area** of the venue, located away from the primary spectator seating area and **not to extend beyond 11:00pm unless otherwise stated in a governing agreement.**

Qualified security personnel are provided by the host committee. .

The organization will accept responsibility for all liability associated with the distribution of alcohol on the premises, and provide the City of Charlottetown with such proof of liability event insurance prior to the event.

The organization will accept responsibility for clean up of the designated alcohol distribution site for the duration of the event.

The Parks and Recreation Department reserves the right to deny this privilege to any user group should there be cause for concern in any of these conditions or other identified areas.

May also require, in the case of leased land, special authorization by the Lessor (Provincial or Federal body).

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Parks, Recreation and Leisure Activities #2

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Councillor Kevin Ramsay

Seconded by Councillor Terry Bernard

RESOLVED:

That Council supports staff proceeding with an in-depth review to gather the necessary information regarding the potential development of a curling facility in Charlottetown,

And that, upon completion of this review, the Department will report back to the PRLA Committee with recommended next steps for Council's consideration.

City of Charlottetown Committee Report

Report No: PR-2026-12

Date: July 6, 2026

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

Reporting Department:
Parks and Recreation

Other Associated Departments:
Economic, Tourism, and Cultural Development
Communications

Prepared by:
Christopher Drummond, Assistant Manager

Attachments:
- Executive Summary – Curling in Charlottetown Survey

Report Title:
Curling Facility Discussion

Report Purpose:
To bring forward a request for discussion referred to the PRLA Committee Chair by the Economic, Tourism, and Cultural Development Committee Chair concerning the potential development of a curling facility in Charlottetown, and to determine if Council supports staff resources being dedicated to this request.

Staff Recommendation:
That Council supports the Parks and Recreation Department staff proceeding with an in-depth review to gather the necessary information regarding the potential development of a curling facility in Charlottetown. And that Parks and Recreation Department staff will report back to the PRLA Committee later this fall with recommended next steps for Council's consideration.

Report Details:
The subject of a new curling facility being established in Charlottetown has been talked about since the old facility was closed to curling in 2020. Demolition of the old facility, located at 241 Euston Street, began in 2025.

The Charlottetown Curling Club have mentioned on several occasions their desire to re-establish a curling facility in the City of Charlottetown.

During the February 25, 2026, Economic, Tourism, and Cultural Development Committee meeting, it was discussed under new business the idea to develop a resident survey to gauge public interest in the potential construction of a curling facility in Charlottetown. The intent of the survey was to determine whether residents support further exploration of such a project that would drive economic and tourism activity. The survey was suggested to be neutral and non-bias with a maximum of three questions.

Further clarification was given during the February 25, 2026, meeting that while the matter was introduced under Economic Development, that any facility development would fall under Parks and Recreation.

The online survey was launched on March 2, 2026, via CharlottetownHall.ca, with hard copies also made available at City Hall to ensure broad accessibility. The survey closed on March 23, 2026.

Results of the survey were presented at the May 12 committee meeting of Economic, Tourism, and Cultural Development. The results were presented at the regular meeting of Council on May 12 in an executive summary. Please see attached Executive Summary – Curling in Charlottetown Survey.

The ET&CD Committee forwarded this request, along with the survey results, to the PRLA Committee for their consideration. Staff recommends that Council supports the Parks and Recreation Department staff proceeding with in-depth review of this request to collect the necessary research regarding the potential development of a curling facility in Charlottetown. And that staff will report back to the PRLA Committee later this fall with recommended next steps for consideration for Council's consideration.

Council or Committee History:
February 25, 2026 – Economic, Tourism, and Cultural Development Committee
May 12, 2026 – Economic, Tourism, and Cultural Development Committee / Regular Meeting of Council
June 9, 2026 – Regular Meeting of Council

Financial Implications:
Exact numbers for financial implications are not known currently. Estimated costs of a new facility with 4 ice sheets could exceed $10 million dollars.

Public Engagement and Communication:
Public online survey on CharlottetownHall.ca launched on March 2, 2026, and closed on March 23, 2026.

Legislative Authority:
MGA Part 4 – Municipal Government

Strategic Alignment:
Governance and Civic Engagement / Inclusive Economic Growth

Reviewed By:

Manager	**CAO/Director**
FQ – July 3, 2026	RM – July 3, 2026

Committee Recommendation: (if differing from staff)

Executive Summary

Executive Summary: Curling in Charlottetown Survey

May 12, 2026
Prepared by: Communications Department

Background

At its meeting on February 25, 2026, the Economic, Tourism and Cultural Development Committee unanimously approved the launch of a community survey to gather public input on the potential development of a new, dedicated curling venue in Charlottetown.

The online survey was launched on March 2, 2026, via CharlottetownHall.ca, with hard copied also made available at City Hall to ensure broad accessibility. The survey closed on March 23, 2026.

A total of 1,142 responses were received. The survey consisted of three multiple-choice questions and one open-ended question.

Survey Results

Note: Survey responses are consistent across the first three questions with approx. 77% in favour and 22-23% opposed.

Question	For	Breakdown (For)
Q1 – Overall view on developing a curling venue	76.9%	69.5% very supportive; 7.4% somewhat supportive
Q2 – Would a venue meet recreational needs	77.5%	65.5% very well; 12.0% somewhat well
Q3 – Importance of access to curling facilities	76.8%	63.2% very important; 13.6% somewhat important

Question #4 – Open-Ended Responses

Note: The following section provides an overview of individual survey responses received for the open-ended question and reflects respondents' views and opinions.

Overall Sentiment

Survey responses indicate strong support for developing a curling venue in Charlottetown. Respondents consistently emphasized the need for careful planning, financial sustainability, and multi-use design.

Key Perceived Benefits

Community and Social Impact

- Strong belief that a curling facility would serve as a community hub, fostering social connection across all age groups.
- Seen as a lifelong, inclusive sport (youth to seniors, accessible to varying abilities).
- Potential to reduce social isolation, particularly during winter months.

Health and Recreation

- Curling is perceived as promoting physical activity and mental well-being.
- Perceived as providing a lower-cost alternative to other sports (e.g., hockey).
- Would expand winter recreation options in the city.

Youth Development

- High emphasis on youth engagement and grassroots development.
- Opportunity to integrate curling into school programs and after-school activities.
- Viewed as important for developing future athletes and sustaining the sport locally.

Economic and Tourism Impact

- Ability to host tournaments and major events (provincial, national).
- Anticipated economic spin-offs for hotels, restaurants, and local businesses noted.
- Opportunity to strengthen winter tourism.

Accessibility and Convenience

- Addresses current gap requiring residents to travel outside the city.
- Improves access for urban residents, seniors, and those without transportation.

Key Perceived Challenges and Risks

Financial Considerations

- Capital and operating costs are the most frequently cited concern.
- Need for a sustainable financial model (cost recovery, partnerships, or revenue generation)
- Risk of underutilization if demand is overestimated.

Demand and Market Impact

- Some uncertainty about whether there is sufficient demand to support a new facility.
- Concern about impact on existing clubs.
- Some noted challenges with rebuilding membership after closure of previous facility.

Location

- Difficulty in identifying a suitable location with:
    - Adequate parking
    - Accessibility (including transit access)
    - Proximity to schools and hotels
- General land availability constraints within the city noted.

Operational Sustainability

- Need for effective governance, management, and staffing.
- Importance of affordable membership pricing.
- Reliance on volunteers and programming to sustain activity levels.

Design Implementation Considerations

Multi-Use Facility (Strong Consensus)

- Broad support for a multi-purpose venue to:
    - Maximize year-round usage
    - Generate additional revenue (events, rentals, other sports)

- Suggested integrations:
    - Other recreation facilities (fitness, courts, walking track)
    - Community/event space
    - Shared infrastructure with existing arenas

Size and Scope

- Facility should be:
    - Large enough to host events (4–6+ sheets of ice)
    - Not oversized relative to local demand

Accessibility and Inclusion

- Strong emphasis on:
    - Universal accessibility (mobility, wheelchair access)
    - Programming for youth, seniors, and diverse populations

Strategic Partnerships

- Opportunities identified for:
    - Regional collaboration (e.g., nearby municipalities)
    - Public-private partnerships
    - Integration with schools and existing recreation assets

City of Charlottetown Committee Report

Report No: PR-2026-13

Date: July 6, 2026

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

Reporting Department:
Parks and Recreation

Other Associated Departments:

Prepared by:
Frank Quinn – Parks and Recreation Manager

Attachments:
- 2026-27 P&R Capital Project Status Report (as of June 30, 2026)

Report Title:
Update on 2026/27 Capital Budget Projects

Report Purpose:
To inform Council of the status of the 2026/27 Parks and Recreation Capital Budget Projects

Staff Recommendation:
That Council receives the report as information.

Report Details:
Please refer to the attached 2026/27 Parks & Recreation Capital Budget Projects Status Report (as of February 4, 2025)

Council or Committee History:
Previous status report provided to PRLA Committee on June 3 and December 8, 2025, and February 5, 2026, for the 2025/26 Capital Projects. This is the first update for the 2026/2027 Capital Budget.

Financial Implications:
None

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

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

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

Reviewed By:

Manager	**CAO/Director**
Frank Quinn – July 3, 2026	Richard MacEwen – July 3, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown

Parks and Recreation Department

2026/27 Capital Project Status Report

(June 30, 2026)

Account Budget Name	Project Name or Description	% Completed	Notes	2026/27 Budget
Arenas				
Simmons Sports Centre	Simmons Capital Upgrades	25%	This facility has been operational for 19 months. 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.	170,000
Cody Banks Arena Upgrades	CBA Capital Repairs	10%	A Building Condition Assessment (BCA)report was completed in May 2026, which we will use to guide us in future capital upgrades. This fiscal, we anticipate installing 5 heat pumps, completing ice plant upgrades, upgrading the back access driveway & dump area, and purchasing new tables & chairs.	120,000
Total Arenas				**290,000**
Parks Development and Playgrounds				

Playground Equipment & Park Development	Playground Equipment and Park Development	10%	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.	475,000
Recreation, Parks and Facilities Master Plan	RFP, engage professional services, and commence with consultation	3%	Initial research completed and working on RFP	150,000
East Royalty Lagoon - Park Development	Lookout & walkway, fene at entrances and complete building upgrades	10%	Continue with the development of this new park, including: construct a lookout & walkway for water access, and complete renovations to the old W & S Building for storage use. Install fence at entrances to park (2025-26 Carry over of $5,500)	105,500
Install of E-Watch Cameras	Process of identifying two park locations	2%	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.	20,000
Total Parks Development and Playgrounds				**750,500**
Victoria Park				
Victoria Park Tennis Courts	Courts 4- 8 construction completed, working with engineering firm to confirm deficiencies to be addressed by contractor	90%	We have made initial contact with the contractor that there are to deficiencies to be addressed from 2025 relating to courts 4 - 8 replacement project. Working to schedule a site meeting with contractor and engineering firm to discuss deficiences and indentify the most suitable course action. A sustantial holback is being held to cover this work.	44,000

	Courts 1 - 3	20%	Complete upgrades to courts 1 - 3, which includes removing the exisiting asphalt, leveling the surface, installing two new layers if asphlat the courts, adding new Acrylic Court surfacing & court lining, and completing fence upgrades. Engineering firm has been hired, completed a review of the courts, and is working on tender document. We expect to have the tender document posted by 2nd week in July, with contruction to commence later in July.	320,000
Victoria Park Development	Accessible Pathway to Tennis Courts and Kiwanis Dairy Bar Lift Station	50%	Design and tender for the Tennis Courts accessible pathway completed, posting in July, with construction to occur after work on the tennis courts is complete. (Date TBD). Kiwanis Dairy Bar Lift Station design, tender and award completed, construction was sustantially completed in April 2026.	200,000
Total Victoria Park				**564,000**
Sports Field Developments & Upgrades				
Simmons Artificial Turf Field	Constuction of an Artificial Turf Field at SimmonsField	20%	RFP for engineering services awarded October 2026. Research and field design completed. Tender for construction and lights was posted in June and closed on July 3. Construction to begin mid July. Tender for turf to be posted 2nd week of July. Sustantial completion date TBD.	3,350,000
Sports Field Development	Central Field Dugouts & Drainage, potential upgrades at Kiwanis Field, irrigation system at Winsloe & Coop Fields	10%	Central 1 Ball Field - Dugouts (reviewing options to address water issues), 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.	250,000
Total Sports Field Developments & Upgrades				**3,600,000**
Sports Facilities and Buildings				

Victoria Park Skatepark	Skatepark Revitalization	25%	RFP closed in early June. Contract has been awarded to Canadian Ramp Company. Consulting with Skateboard PEI to confirm upgrades. Phase #1 upgrades and new ramp install planned to take place in August/September.	120,000
Disc Golf Course	Design and Constuction of Disc Golf Course	30%	Research completed, baskets have been received, identified a suitable park location (East Royalty Park), RFP to be posted 2nd week in July to engage course designer and contractor, expect to commence with construction late July 2026.	40,000
Multi-sport Outdoor Facility	Multi-sport facility at Elmer J. MacFadyen Recreational Complex	3%	Working on RFP to engage engineering services, expect to post RFP the 2nd week in July and award late in July. Complete design drawings, tender documents, posting tender by Augst. Award tender and construction start later in August.	1,100,000
Pickleball Courts	Permanent Net Posts and windscreens	10%	Installed new windscreens, indentiying a company to complete the permanent net posts, work planned to occur in the Ocotber	40,000
Buildings and Clubhouses		10%	In the process of idenditing the best approach to replace & upgrade Card/Alarm System at Clubhouses/Buildings which are becoming problematic. Complete other upgrades as deemed necessary.	150,000
Outdoor Basketball Court and Pads		2%	Construct a new sports pad at Montgomery Heights Park, add uprights to Mulberry Multi-sport Court, add court lines to existing sports pads, and purchase new uprights.	70,000
Total Sports Facilities and Buildings				**1,520,000**
Trails and Pathways				
Hermitage Creek Trail Development	Replace required culverts, fill in low spots and resurface 1100 meter of the trails (along Hermitage Creek and maybe Ellen's Creek) with crushed asphalt.	1%	Parks Superintendent is contracting engineering firm to move forward with a tender to hire a contractor complete these upgrades. Construction timelines TBD.	150,000
Land Improve - Andrew's Pond Trail Development		2%	Continue to partner with Wrights Creek Watershed Group to make improvements to the trails.	15,000
Land Improve - Acadian Drive Trail Development		2%	Continue to partner with Cycling PEI to make improvements to the trails.	15,000

East Royalty Landfill Old Road Restoration & AT Pathway	Upgrade and resurface a large portion of the Old Roadway and include an AT Pathway	2%	Working with professional services firm to complete design options and tender documents (July), posting tender (tbd), tender award (tbd), and work to commence (tbd). Partnership funding of $225,000 approved.	640,000
Trails & Pathways Development and Upgrades	Simmons Path Replacement, Evergreen Park and River Ridge Park	0%	Simmons pathway (Kirkwood Drive to Col Gray School & Simmons Sport Centre) replacemnt, Evergreen Park new pathway connection, and River Ridge Park new pathway entrances.	250,000
Total Trails and Pathways				**1,070,000**
Water Access and Beach Development				
Confederation Landing		0%	Capital upgrades are in the process of being confirmed.	100,000
Total Water Access and Beach Development				**100,000**
Total Parks and Recreation				7,894,500
Less External Partner Funding				-$375,000
Net Total Parks and Recreation				**7,519,500**

Seniors Engagement Committee May 7, 2026, at 12:15 PM Sherwood Room – City Hall

Present: Jacinta Campbell - Co-chair
Darlene Hughes
Diane Smith
Jay Nogler
Bruce MacIssac
Joanne Ings – Co-chair

Also Present: Breanna MacDonald, APC

Regrets:

1. **CALL TO ORDER**
Meeting called to order by co-chair Joanne Ings at 12:13 PM.

2. **DECLARATION OF CONFLICT OF INTEREST**
No declarations of conflict of interest.

3. **APPROVAL OF AGENDA**

Agena approved by Jay Nogler **CARRIED**

4. **ADOPTION OF THE MINUTES**

Minutes approved by Jay Nogler and Darlene Hughes **CARRIED**

5.**BUSINESS ARISING FROM THE MINUTES**

6. **DISCUSSIONS**
After the meeting was called to order, and the minutes of the previous meeting were adopted, we had a guest speaker representing Transit Matters – Barbara Dylla. She had many ideas, all seeking assistance for non drivers. She feels that the current bus system is not flexible enough to provide or meet the necessary needs of non drivers – her being a non driver. It is a resident lead group not affiliated with Government. Jay relayed his experience with the bus service. She is hoping to organize a Week Without Driving which is a US based initiative in October of this year. We discussed the initiative, but felt it was not the place of our Committee to support this endeavour.

8. **INTRODUCTION OF NEW BUSINESS**

The Committee discussed upcoming events for Seniors to enjoy in Charlottetown. Jacinta will spearhead a racing night in June and request a fly sheet for presentation after the race on behalf of the City and our Committee.

We continued to have discussions on further events to offer using funding from Happy Hearts. Many suggestions were discussed for events during the Summer Season and this will be passed along to summer students are working on planning these activites.

9. **ADJOURNMENT OF PUBLIC SESSION**

Motion to adjourn at 1:05 PM by Diane Smith.

Youth Engagement Committee
Thursday, June 19, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present: Deelle Hines (Notetaker) Max MacDonald
Marina Simon

Regrets: Ye Ding

1. **Call to Order**

   Max called the meeting to order at 5:01pm

2. **Declarations of Conflict of Interest**

   Max MacDonald works for IRSA and is a member of a new band called Yoko Homies.

3. **Approval of Minutes from April 16, 2026**

   All members approved the minutes from the previous meeting.

4. **Approval of Agenda**

   All members agreed to approve the agenda.

   Neveah Murray has resigned from the committee as she has moved away to the United States.

   The committee is taking a break over the summer and will meet up again in September.

5. **Event Discussions**

   a. **City of Charlottetown Communications Department Social Media Discussion**

      Jessica Bradley, Senior Communications Officer, joined the meeting to provide an overview of the City's social media presence and to gather feedback on how the City can better engage youth in Charlottetown through social media.

      Jessica explained that the City currently uses Facebook, Instagram, and LinkedIn. The City also maintains an X account, although it has been inactive for some time. With the recent expansion of the Communications Department, staff

are exploring the possibility of becoming more active on that platform again. Facebook is primarily used to share general City information and updates, while Instagram is used to promote arts, culture, events, and community initiatives.

Jessica acknowledged that platforms such as Snapchat and TikTok are more commonly used by younger audiences. However, there is currently no immediate plan to establish a presence on either platform. She noted that the City is monitoring how other municipalities, including the Halifax Regional Municipality, are using TikTok and may consider similar opportunities in the future.

Committee members discussed the declining use of Facebook among youth and noted that Instagram continues to be a popular platform within this demographic. The group discussed the effectiveness of short-form video content, such as Instagram Reels, as a way to engage younger audiences. One suggestion was to create short videos highlighting the City's wards, as many youth are unfamiliar with the ward in which they live and the role wards play in local government.

The committee also shared feedback received during the Lululemon running event. Participants indicated that some older youth use Facebook to search for City recreation programs but often find it difficult to locate specific information due to the volume of content posted on the City's main Facebook page. It was suggested that the Parks and Recreation Department consider having its own dedicated Facebook page to better promote programs, events, and recreation-related information. Jessica indicated that she would be open to further discussions with the Parks and Recreation Department regarding this idea.

b. Island Trails PEI Collaboration.

Since the City is not directly involved in the PEI Island Trails Passport Program, we would not be able to directly promote the passport itself. However, Communications suggested a ways we could support and help raise awareness of the initiative:

1. Invite representatives from PEI Island Trails to provide a presentation on the Passport Program to the committee.
2. Organize a committee group walk on the section of the Confederation Trail maintained by the City. Communications could then help promote the event and highlight the Passport Program as part of the story.
3. Make a small donation to support the initiative through the PEI Island Trails website.

The committee felt that a group walk in September would be an excellent opportunity to promote both the committee and the Passport Program. Deelle will contact committee members in September to coordinate a date and time for a walk on the Confederation Trail, as well as a photo opportunity with the Communications Department.

c. Open Discussion

The committee is currently down to three members. With the municipal election scheduled for November, it was agreed that there is no need to recruit additional members at this time.

The committee took the opportunity to reflect on its accomplishments over the past year. While members noted that progress can sometimes feel gradual, they recognized the meaningful work that has been completed, including organizing community events, gathering feedback from youth, and building partnerships with local organizations and businesses.

Deelle is currently preparing the committee's annual report, which will be presented to Council and will highlight the initiatives, achievements, and impact of the committee over the past year.

6. Introduction of New Business

None

7. Motion to Adjourn

All members agreed to adjourn the meeting at 5:56pm.

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
JULY 14, 2026

The Water & Sewer Utility Committee met on June 26, 2026, and the 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
Friday, June 26, 2026
Parkdale Room – City Hall, 199 Queen Street
12:00PM

DRAFT

Present: Councillor Bob Doiron, Chair
Councillor Justin Muttart, Vice-Chair
Councillor John McAleer, Member at Large
Mayor Philip Brown, Member at Large
Michael Ruus, Director, Integrated Growth
Joshua McInnis, Water & Sewer Utility Manager
Cindy MacMillan, Executive Resource & Privacy Coordinator II

Regrets: Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services

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 that the agenda be approved as presented. Carried.

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

4. Adoption of Minutes
It was moved by Mayor Philip Brown and seconded by Councillor John McAleer that the minutes of May 20, 2026, be approved. Carried.

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

6. Reports/Discussions

a. Upcoming RFPs
Joshua McInnis presented an update regarding upcoming requests for proposals for water system planning. Staff advised that the Utility is preparing an RFP, which may be issued as one or two separate opportunities, to seek consulting services for preliminary design engineering, project scopes, and budgetary estimates for future water system projects.

The anticipated work includes review of potential future wellfield locations, including locations first identified through the 2002 Charlottetown water strategy; evaluation of a new wellfield versus expansion at existing locations; preliminary conceptual design and costing for upgrades at the Miltonvale wellfield and reservoir; analysis of groundwater influence, pump balancing, and water treatment requirements; and preliminary design and costing for wellfield expansion and water treatment at the Suffolk wellfield.

Staff noted that exploration, design, permitting, and eventual implementation of new water supply infrastructure can take many years. The purpose of the planning exercise is to position the Utility to respond to drought conditions, population growth, climate uncertainty, and future funding opportunities by having preliminary project information available for budgeting and funding applications.

Committee members asked about the estimated cost, the value and lifespan of the planning work, and how the work would translate into future capital projects. Staff advised that $250,000 is budgeted annually for this type of capital planning work, and that the anticipated study may use a significant portion of that allocation, though final costs will depend on the RFP results. Staff further advised that the work would not result in tender-ready designs but would provide preliminary design and costing information to support future decision-making.

Discussion also included whether potential regional coordination with neighboring communities, including Stratford and Cornwall, should be considered as part of future water supply planning. Staff advised that preliminary conversations have started at a high level with the Province and that potential capacity-sharing opportunities could be further explored.

b. Request for Service - PEI Fire School

Joshua McInnis presented an update on the request for water service from the Provincial Firefighting School. The request had previously been before Committee in February and was deferred by Council in March to allow clarification regarding responsibility for water costs and ongoing maintenance.

Staff advised that the Fire School has confirmed it will be responsible for installation costs, ongoing maintenance, and water usage. As a result, the request would proceed in the same manner as other requests for service, with the applicant responsible for the direct costs associated with the connection and use of the service.

Committee discussion focused on whether the 25% surcharge for service outside City limits should apply in this circumstance. Members noted that the Fire School provides an essential service to firefighters from Charlottetown and across Prince Edward Island, and that anticipated water use would be minimal. Members expressed support for removing the 25% surcharge while maintaining the requirement that the Fire School be responsible for installation, maintenance, and water costs.

It was moved by Mayor Philip Brown and seconded by Councillor McAleer that the request be forwarded to Council for their consideration with the clarification that the Fire School will be responsible for installation, maintenance, and water usage, and with Committee support to remove the 25% surcharge. Carried.

c. Fibre Optic Project - Update

Joshua McInnis provided an update on the Fibre Optic Project. Staff advised that on May 12, 2026, Utility Corridor Corporation (UCC) responded to the City's request for final comments on the draft Indefeasible Right of Use (IRU) document. Rather than providing final comments on the draft IRU, UCC submitted a draft municipal access agreement.

Staff advised that the municipal access agreement is a new document, was not prepared with City input, and had not yet been reviewed in depth by the City's legal counsel.

Staff further advised that infrastructure repairs referenced in previous updates have not yet been completed. The Utility has performed work in some areas where infrastructure damage had occurred and is reviewing available history and repair estimates. If the Utility was involved in any of the damages, the Utility will be responsible for the related costs.

A meeting is scheduled for July 2, 2026, with senior administration, the project coordinator, and the City's legal representative to review the project status and discuss next steps.

Committee members expressed continued concern and frustration regarding the lack of progress on the project, noting that the original agreement dates back several years and that the project remains unresolved. Members noted that UCC had previously been asked to provide a written timeline, scope, and intention to complete outstanding repairs and remaining work, and that no work had been completed since the last update. Committee discussion included the status of the legal opinion regarding ownership, access, and liability; whether Eagle Engineering can proceed with portions of the Value for Money Audit without physical access to infrastructure; whether financial records and updated cost summaries from 2023 through 2026 can be provided; and whether verification photos, vault and demarcation point information, as-built information, and GIS/GPS information are available for review. Staff advised that the legal review is in progress and that available City financial records can be provided.

Members also discussed whether Williams Murphy & MacLeod, as the primary contractor, should be brought to the table to assist in resolving the outstanding issues. Committee members asked senior administration to consider whether a firm timeline or resolution window can be established, including options for moving on from the current arrangement if the project cannot be advanced.

Committee agreed that a further meeting should be arranged following the July 2, 2026 internal meeting and receipt of legal advice, with senior administration to determine a path forward on the project.

7. Introduction to New Business

No additional new business was introduced.

8. Adjournment

It was moved by Councillor John MacAleer and seconded by Mayor Philip Brown to adjourn the meeting.

Meeting adjourned at 12:45PM

DRAFT

City of Charlottetown Committee Report

Report No: WSC 24-26

Date: June 26, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Upcoming RFP's

Report Purpose:
To inform Committee of upcoming RFP's regarding water system planning.

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility is currently drafting an RFP seeking a consultant to perform preliminary design engineering for water system planning. This RFP will include several deliverables to assist the Utility by providing preliminary designs, project scopes and budgetary estimates for Utility implementation in the upcoming years.

As water infrastructure is costly and often funding dependent, the Utility is preparing by having initial project designs completed and project costs estimated for implementation into the budgeting process and being at the ready when funding streams become available.

This RFP will seek responses on:

- Future Wellfield Location - Preliminary/Conceptual Design & Costing
  - Initial locations had been identified in the 2002 Charlottetown Water Strategy; these will be revisited and reevaluated
  - Evaluation of a new wellfield vs expansion at existing locations
  - Exploration & design to implementation can take 10+ years
- Upgrades to Miltonvale Wellfield / Reservoir – Preliminary / Conceptual Design & Costing
  - Analysis of grounder water influence and pump balancing
  - Water treatment system
- Wellfield expansion & water treatment at Suffolk Wellfield – Preliminary Design & Costing

Drought conditions in previous summers have caused operational challenges, none have been insurmountable but have provided rationale for this planning exercise. By posting this RFP and having the groundwork laid out ahead of time, the Utility is preparing for climactic uncertainty and is taking a proactive approach to planning.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis June 23, 2026	M. Ruus June 25, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Water & Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 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 the Provincial Firefighting School at 68 Miles Boulter Drive, Milton Station, PID#s 283200 & 1054949,

And Be it FURTHER RESOLVED that the costs associated with the development, or any future services/maintenance be paid by the property owner and that due to the nature of operations – Emergency Services Training Facility, the standard 25% premium surcharge for services provided outside the City of Charlottetown municipal boundary be waived.

City of Charlottetown Committee Report

Report No: WSC 22-26

Date: June 26, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Provincial Firefighting School – Request for Service

Report Purpose:
To inform Council of the Request for Service at the Provincial Firefighting School.

Staff Recommendation:
That council approves the Request for Service at the Provincial Firefighting School.

Report Details:
A request for water service has been received from Greg Shaw, Project Lead, for the Provincial Firefighting School located at 68 Miles Boulter Drive in Milton Station, PID No. 283200 & 1054949.

The Firefighting School is undergoing facility upgrades and desires to improve their hydrant-based training. Currently, the school uses a portable hydrant being supplied with water via an above ground tank, this system has not provided the desired training simulation. To improve this system, the Firefighting School has requested a water service to facilitate the installation of a 200mm water main and two (2) fire hydrants.

Additionally, the Firefighting School has requested a domestic water service. The customer will be charged a 25% surcharge for service outside the City.

All costs for the development & maintenance would be borne by the property owner.

This request had originally been presented to Council on March 2, 2026, the resolution was deferred seeking clarification on who would be responsible for maintenance. The owner will be responsible for maintenance.

Council or Committee History:
Presented to the Water & Sewer Committee - February 12, 2026
Presented to Council – March 2, 2026 – Resolution Deferred seeking clarification on maintenance

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 June 23, 2026	M. Ruus June 25, 2026

Committee Recommendation: (if differing from staff)
Committee recommended forwarding a resolution to Council but waiving the standard 25% surcharge on services provided outside the City of Charlottetown boundaries due to the nature of the facility.

City of Charlottetown Committee Report

Report No: WSC 23-26

Date: June 26, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Fibre Optic Project Update

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

Staff Recommendation:
For Informational Purposes

Report Details:
On May 12, 2026, UCC had responded to the City's request for final comment on the draft IRU document by proposing a draft Municipal Access Agreement. This proposal is a departure from the draft IRU that both parties had collaborated on; the proposed Municipal Access Agreement has not had City input.

The Municipal Access Agreement has not been reviewed, in depth, by the City's legal counsel. The original request was for UCC to have their lawyer provide final comments on the draft IRU, the Municipal Access Agreement was received directly from Daniel Mullen.

The infrastructure repairs mentioned in the previous update have yet to be completed. The Water & Sewer Utility had performed work in some areas where infrastructure damage had occurred, the Utility is reviewing the available history and repair estimates. If involved, the Utility will be responsible for covering the costs associated with those damages.

A meeting is scheduled for July 2, 2026, to review project status. Project team members internal to the City will be present.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis June 23, 2026	M. Ruus June 25, 2026

Committee Recommendation: (if differing from staff)

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
July 14, 2026

The Public Works Committee on Wednesday June 17, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday June 16, 2026, and the DRAFT minutes are included in your package.

There is one (1) resolution for your consideration.

Capital and Operational Summaries are included in your package.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, June 17, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

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

Also: **Ylber Gashi, Public Works Manager**
Joey MacKinnon, Public Works Assistant Manager
Brad MacConnell, Chief Administrative Officer (12:15)
Amber Robb, Public Works Administrative Assistant
Riley Taweel, Public Works Traffic Engineer
Amy McQuillan, Finance Manager
Donna Miller-Ayton, Policy and Heritage Manager (T/C)

Regrets: **Mayor Philip Brown**

(*T/C indicates present via teleconference)

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:00 PM.

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

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

4. Approval of Minutes
Moved by Councillor Muttart and seconded by Councillor McAleer that the draft minutes from June 1, 2026 be approved. Carried.

5. Business Arising from the Minutes
Councillor Muttart indicated that the Exhibition Drive reconstruction work is a couple of weeks in and is progressing well. He thanked staff for responding quickly to traffic concerns and confirmed that staff are present on-site daily. Communication with businesses is working as planned, adjustments have been made, and overall feedback is positive.

6. Reports/Discussions

a) Parking Strategy (Previously deferred at the April 22, 2026 Committee Meeting)
The Chair asked the Public Works Traffic Engineer (PWTE) to speak to the report. PWTE Taweel spoke to the report. Key points from the "presentation" as follows:

Overview & Context:
- Intended as a high-level, city-wide parking management strategy, not a set of immediate project approvals.

- Focus is primarily on downtown and areas south of Euston Street, where parking pressure is highest.
- Next step: committee approval in principle and forwarding to council.

Scope & Approach:
- Study covers the entire city but concentrates on high-demand core areas.
- It does not make street-specific changes at this stage.
- Future projects or changes would involve additional consultation on a case-by-case basis.
- Parking demand will continue to be monitored over time, recognizing changes (e.g., reopening of the DVA building).

Engagement & Input:
- Engagement included:
    - Business community (especially downtown)
    - City staff workshops
    - Stakeholder interviews
    - Public open house (35 attendees)
    - Online survey
- Residents were not directly targeted but were invited through public outreach.
- Feedback highlighted mixed views—some see parking as a problem, others do not.

Key Findings:
- Downtown parking demand exceeds supply in some areas, though nearby parkades often have surplus capacity.
- On-street parking is heavily preferred, even when parkades are available.
- Significant non-compliance with 1-hour parking limits (85% overstaying).
- Pressure exists on residential streets near downtown from commuters.

Concerns Raised:
    - Loss of spaces due to patios
    - Transit/bus impacts (e.g., Grafton Street)

Short-Term Recommendations:
- Improve signage and wayfinding to parkades.
- Adjust pricing:
    - Increase on-street parking rates
    - Decrease parkade rates to incentivize use
    - Seasonal pricing (higher in summer).
- Improve enforcement of time limits.
- Review parking minimums to support development.
- Optimize use of existing on-street spaces.

Medium-Term Recommendations:
- Create a parking coordinator role:
    - Central point of contact for all parking issues
    - Coordinate across departments and with stakeholders (including residents)
- Transition to modern payment systems:
    - Multi-space pay stations
    - Pay-by-plate options
- Expand paid parking into nearby residential areas (with exemptions for residents).
- Ongoing data collection and regular engagement with businesses and community.
- Improve maintenance planning for parkades.

Long-Term Recommendations:

- Explore new off-street parking supply, including:
  - Potential new parkade(s)
  - Redevelopment of surface lots
- Continue adapting supply based on changing demand patterns.

Key points from the "discussion" as follows:

- Concerns were raised about future demand increases, especially from:
  - DVA building reopening
  - Downtown growth
- Issues with Queen Street Parkade condition and its impact on strategy timelines.
- Chair Tweel suggested investigating potential partnerships with:
  - Provincial government parking lots
  - Holland College parking lots
- Consider parking pressures around the Eastlink Center during concerts, sporting events and Harness Racing/Old Home Week.

Overall Sentiment:

- General agreement that:
  - The strategy is comprehensive and useful as a long-term framework.
  - It provides clear short, medium, and long-term direction.
- Acknowledgement that:
  - Parking is complex and evolving
  - Many details still need refinement during implementation

Moved by Councillor Muttart and seconded by Councillor McAleer that "Parking Strategy – Final Report and Appendices" be forwarded to Council to be adopted in principle, and used as a guiding document for future parking improvements. Carried.

b) Public Works Update – Capital and Operational Summaries

Reports were provided for information purposes only, there was no further discussion.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Moved by Councillor Muttart and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 12:51 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

That, Council receives the "Parking Management Strategy Final Report and Appendices", and that Council adopts the Parking Strategy in principle, and use it as a guiding document to proceed with Capital and Operational parking improvements in future budget years,

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

City of Charlottetown Committee Report

Report No: PW-2026-06-17-001

Date: June 17, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Riley Taweel

Attachments:

- Parking Strategy Presentation

- Parking Strategy Final Report
- Parking Strategy Final Report Appendices

Report Title:
Parking Strategy

Report Purpose:
To provide the Committee with additional information on the project and to provide an opportunity to review the full report in further detail and to discuss with staff and the consultant team regarding any questions on the report.

Staff Recommendation:
That the Committee forward the Parking Strategy final report and appendices to Council, and that Council adopt the Parking Strategy 'in principle'.

Report Details:
Staff have been working with consultants from WSP Canada over the past year and a half to prepare a Municipal Parking Management Strategy. This project was aimed at developing a strategy that allows the City to provide and manage parking in an effective, economical and sustainable manner that serves the needs of the community as a whole. The report is now completed, and staff are brining this to the Committee for discussion in hopes of achieving the support of Council and thereby allow the implementation of the report's recommendations to begin.

Throughout this project, there was a substantial amount of engagement with stakeholders and members of the community to gain insight and input on the current needs related to parking and help inform the work being done to identify issues, challenges and areas where there are opportunities for improvement.

From this work, recommendations were made to optimize the parking supply and assets the City currently has, and efforts were taken to review the parking supply and whether it meets the demand for parking that currently exists in Charlottetown. These recommendations intend to improve the efficiency, accessibility and safety of the parking system and parking facilities. Additionally, the report recommends various parking management approaches that can be taken by City's and which are best suited for Charlottetown's situation.

Recommendations found in the Parking Strategy range from short term to long term and have a wide range of projected costs associated with their implementation. It is important to note that while the figures presented in the report help to provide a ballpark cost, much work is required to more accurately estimate the costs, and even more work is required to move into the implementation. As staff work toward implementation, budget requests and allocations for the identified projects will play a factor in determining the size, scope and timelines.

We are pleased to have the consultant team joining us virtually for the April 22nd Public Works Committee meeting to provide another brief overview of the work, and to answer questions Committee members may have on this project. We encourage you to review the Parking Strategy final report and appendices for further details on this project.

Council or Committee History:
Council approved the proposal from the consultant WSP Canada for the development of a Municipal Parking Management Strategy on November 12, 2024.

Council received a presentation on the Parking Strategy from members of the consultant team from WSP Canada at the January 28, 2026. At this meeting, Council discussed that the Parking Strategy would be on the agenda for discussion at a future Public Works Committee meeting, with the consultant team in attendance to answer further questions.

Deferred on April 22, 2026, at the Public Works Committee Meeting due to communication issues.

Financial Implications:
Future expenditures to be budgeted and approved by Council as projects and initiatives outlined in the report are prioritized and implemented. Council approved the procurement of the Parking Strategy development in the fall of 2024.

Public Engagement and Communication:
As part of the Parking Strategy work, there was significant public engagement carried out. There was a downtown business community engagement session held on February 21, 2025, a public open house session held on April 3, 2025, and several one-on-one meetings between the consultant team and various entities and stakeholders. Full details on the engagement carried out as part of this project are available in the attached Parking Strategy Final Report.

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 YG, April 17, 2026 YG, June 16, 2026	**CAO/Director** RDM April 17, 2026 MR, June 16, 2026
Committee Recommendation: (if differing from staff)	

CITY OF CHARLOTTETOWN

PARKING MANAGEMENT STRATEGY

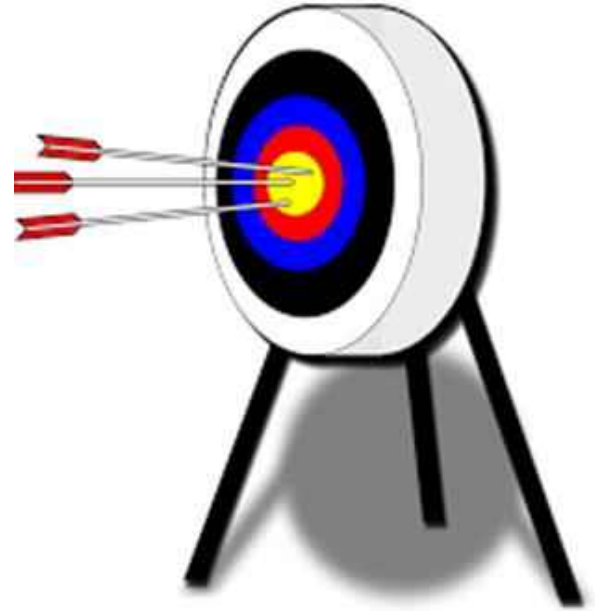
City of Charlottetown Public Works Committee | June 17, 2026



Study Purpose

The City wants to manage parking in an effective and sustainable manner that serves the needs of the community as a whole

- Engage with stakeholders and the community;
- Identify issues, challenges, and opportunities for improvement;
- Develop recommendations to optimize parking resources;
- Determine if parking supply is meeting demand; and
- Propose solutions to improve accessibility and promote sustainability.



Study Process

Starts with Community Engagement

- Interviews with 13 key organizations who have a significant reliance on parking
- A workshop session with City staff
- A workshop session with downtown businesses
- A public open house session
- An online survey

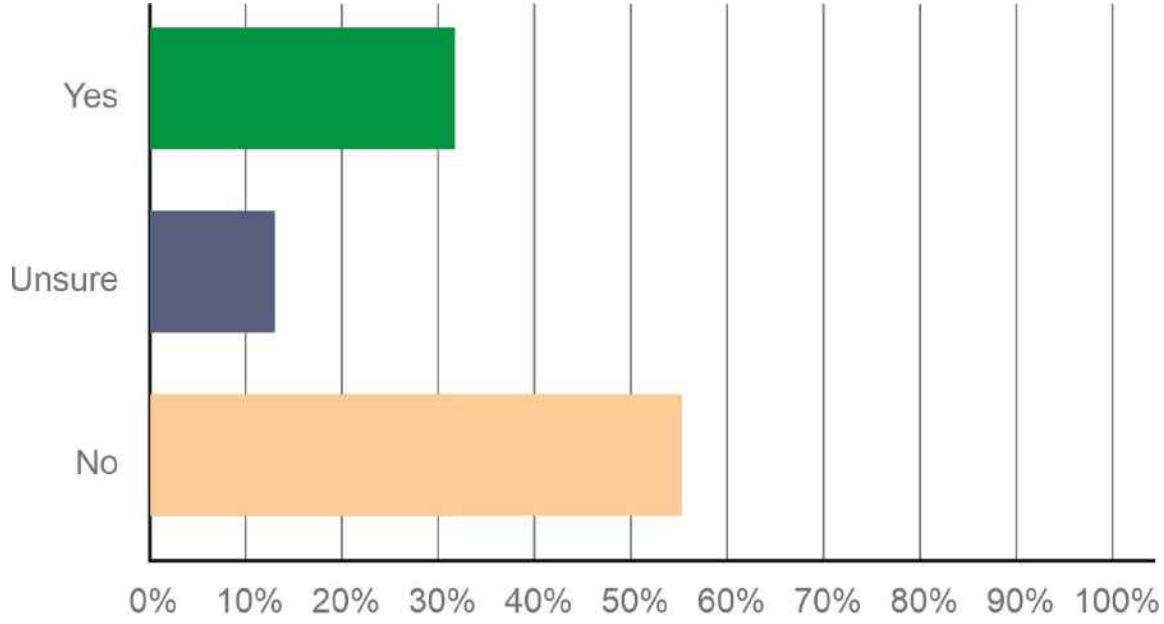


Study Process

What we heard

- Parking options are not adequate
- Concern with sidewalk patios
- Concern with buses on Grafton
- Openness to new technologies for parking payment
- Better communication with the City
- Parking commission is needed

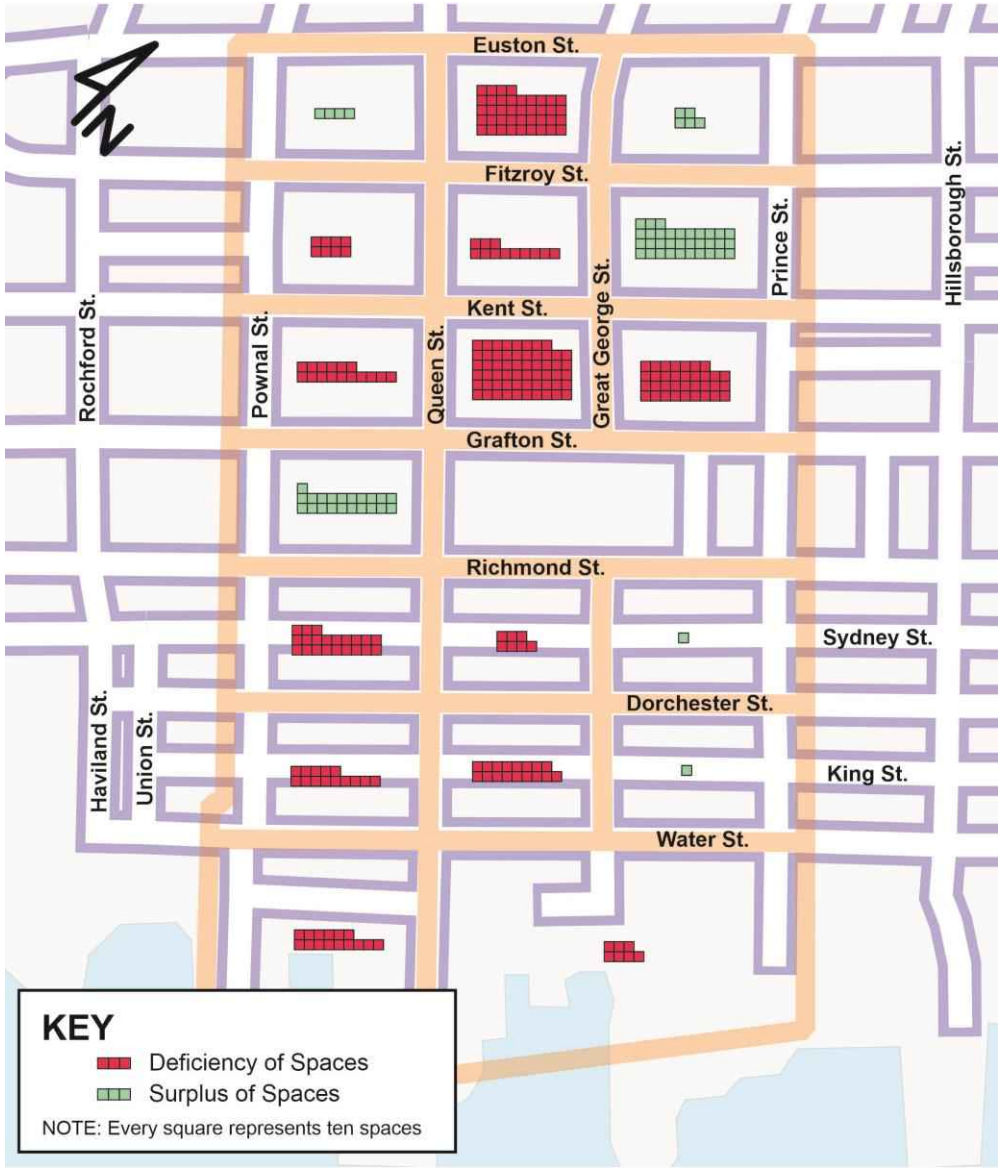
Are short-term public parking options in Charlottetown adequate for customers or clients?



Existing Condition

Determine whether parking supply is meeting demand

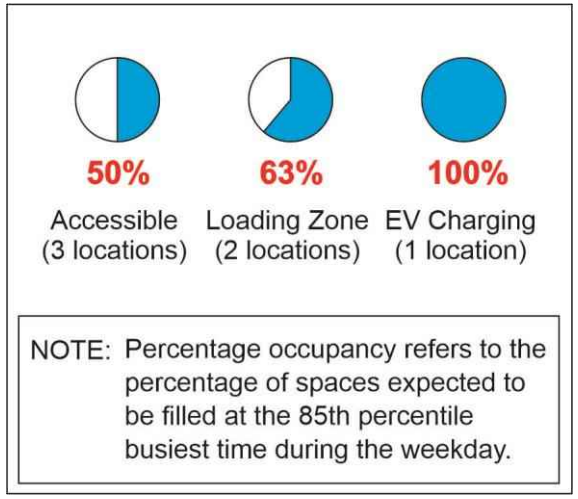
- Applied typical parking rates to a survey of business square footage

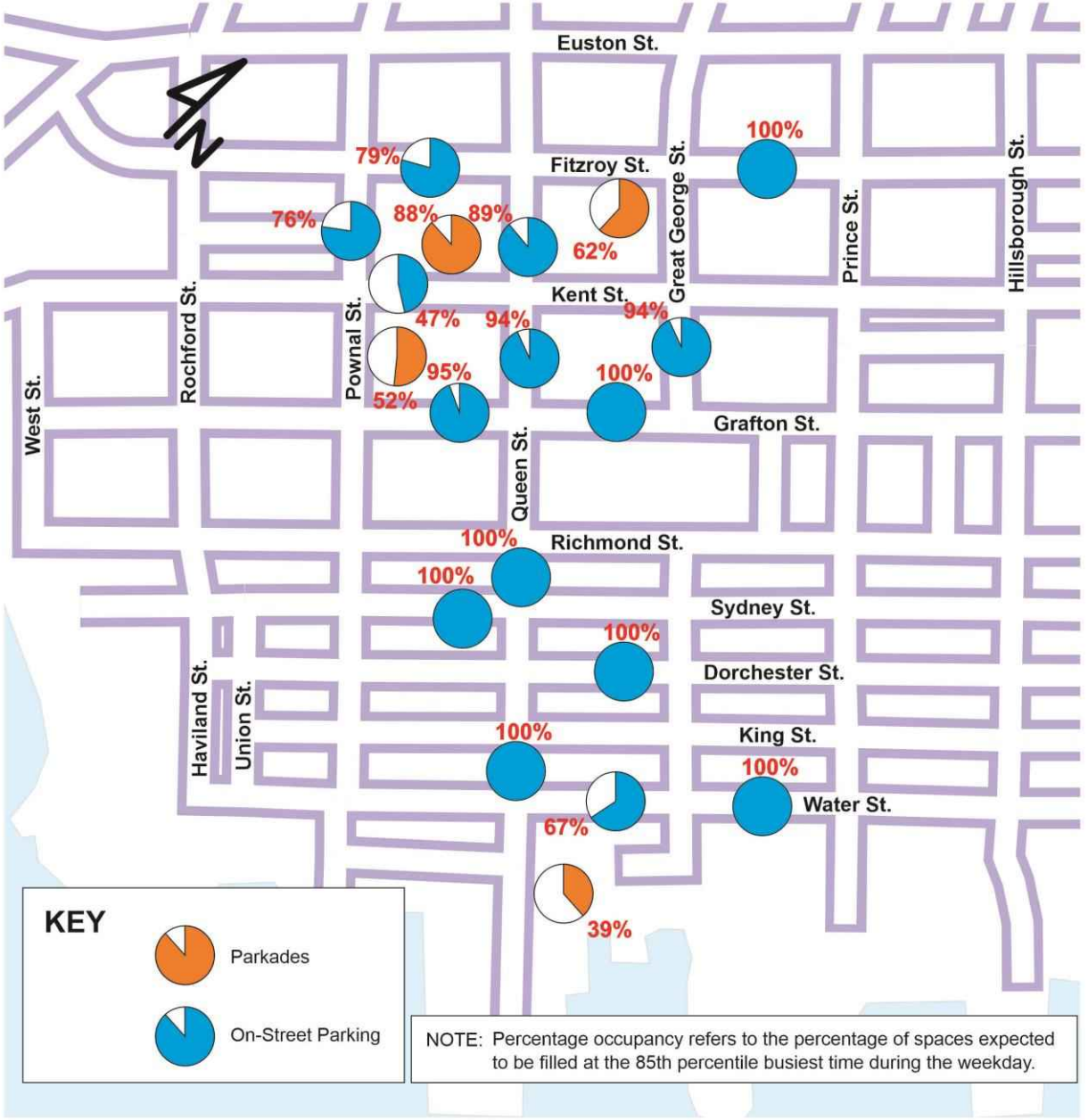


Existing Condition

How much parking is being utilized?

- Occupancy measured in January-February using time lapse cameras

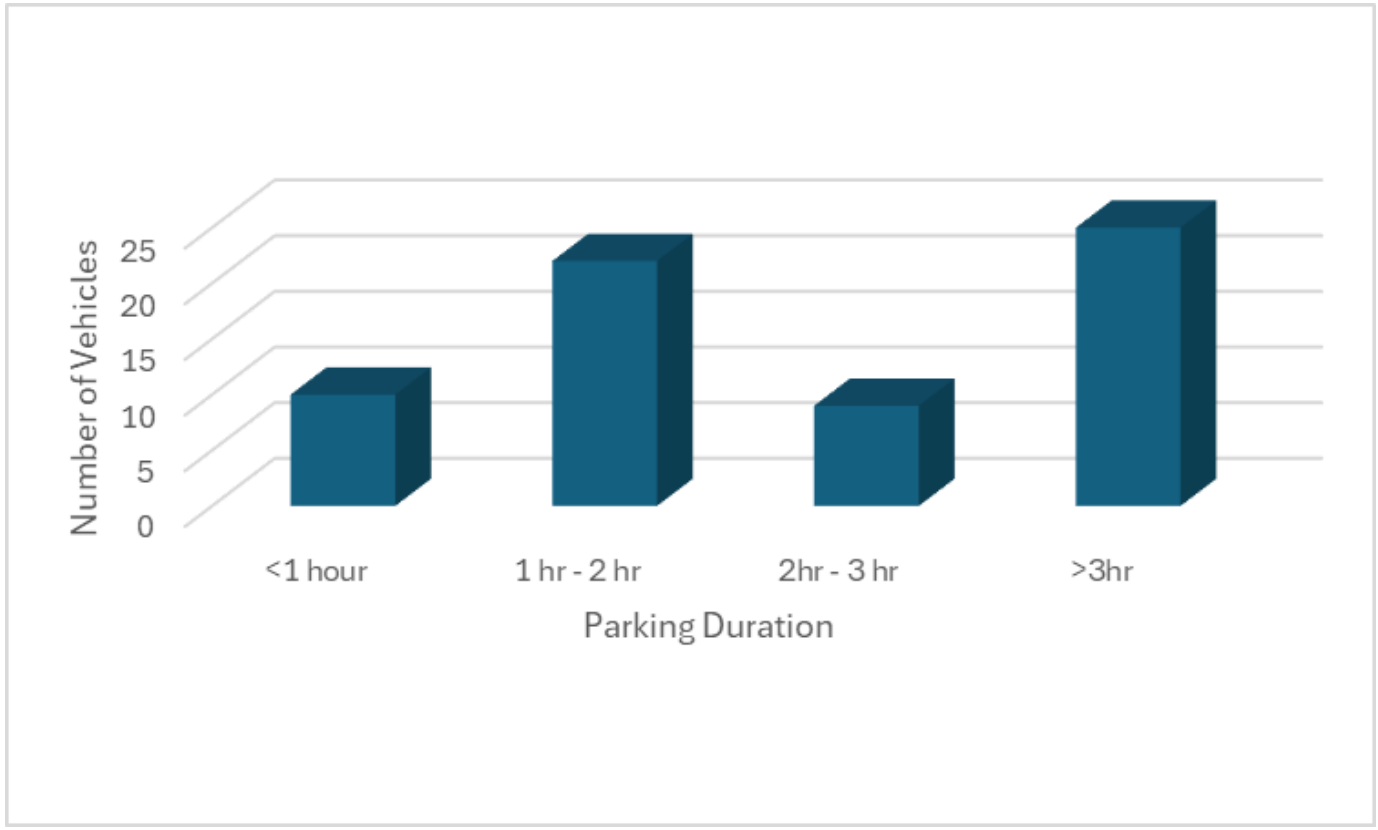




Existing Condition

One hour parking controls are being blatantly ignored

- Only about 15% of vehicle are parked for one hour or less



Short-term Actions (0-2 years)

Minimal added staff time or capital investment

- More directional signs
- Priority to active transportation and transit when allocating curb space
- Reduce or remove parking minimums for strategically located residential development
- Parkade management
- On-street parking additions and deletions



Short-term Actions (0-2 years)

Adjust parking payment

- Increase on-street rates, decrease hourly and daily parkade rates
- Shift demand to parkades and create more parking opportunities on-street
- Increase on-street rates in the summertime
- Increase monthly parking in parkades to $125 (up from $115) to encourage occasional alternative trip choice

	Existing and Proposed Rates					
	Sept-June			July-Aug		
	Hourly	Daily	Monthly	Hourly	Daily	Monthly
Existing on-street payment areas	$1.50 $1.60			$1.50 $2.00		
Parkades	$1.25 $1.20	$8.75 $8.00	$115.00 $125.00	$1.25 $1.20	$8.75 $8.00	$115.00 $125.00
Extended on-street payment areas	Free $1.00	 $6.50		Free $1.00	 $6.50	

KEY TO CELLS:

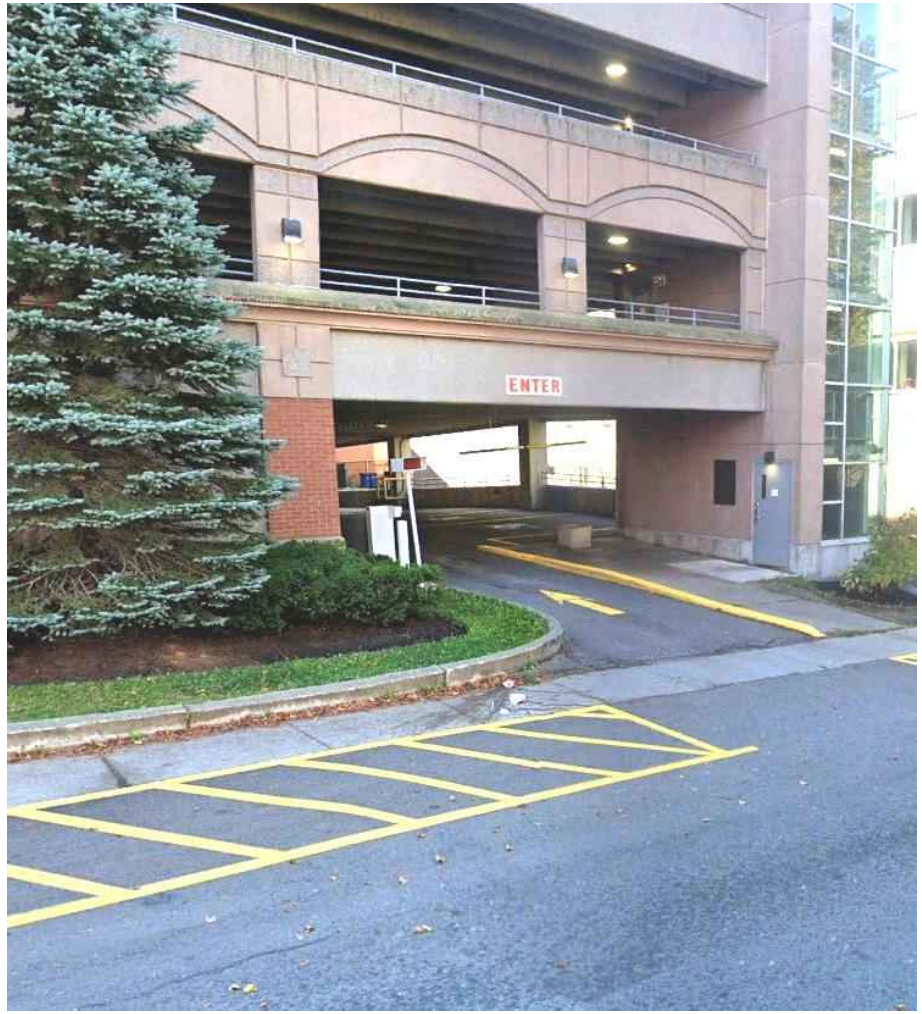
- Blue shading indicates existing price
- White shading indicates proposed price
- Grey shading indicates "Not Permitted"

Note: All prices are inclusive of HST

Medium-term Actions (2-4 years)

Create a parking department

- One new full-time position
- Establish a cost centre – offset costs with revenues
- Create a multi-year maintenance program
- Develop a monitoring program
- Meet periodically with businesses



Medium-term Actions (2-4 years)

Replace parking meters with pay stations

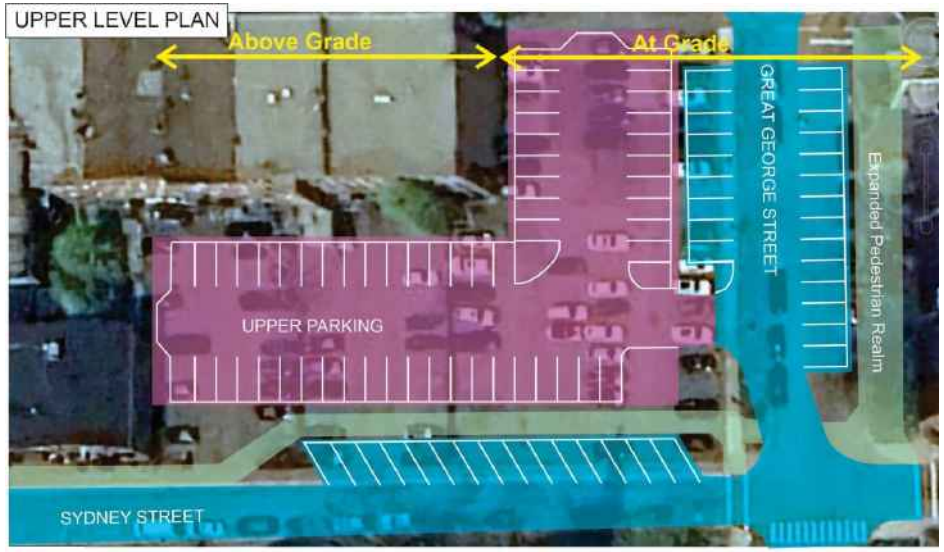
- Pay stations allow for more convenient payment options
- Pay-by-plate system
- Expand payment area into residential neighbourhoods adjacent to downtown (exempting residents from payment)



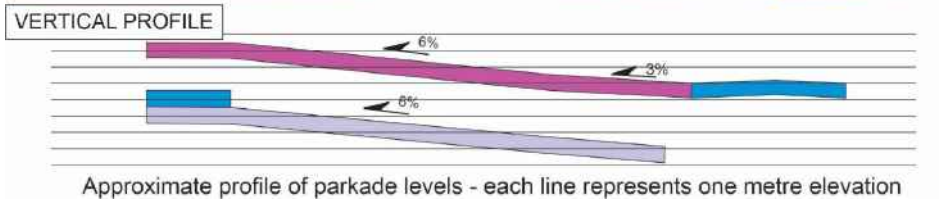
Long-term Actions (4+ years)

Increase parking supply

- Convert surface lot at Sydney and Great George to two-level parking
- Explore opportunities for expanding existing parkades (possibly through development partnerships)
- Explore opportunities for a fourth parkade





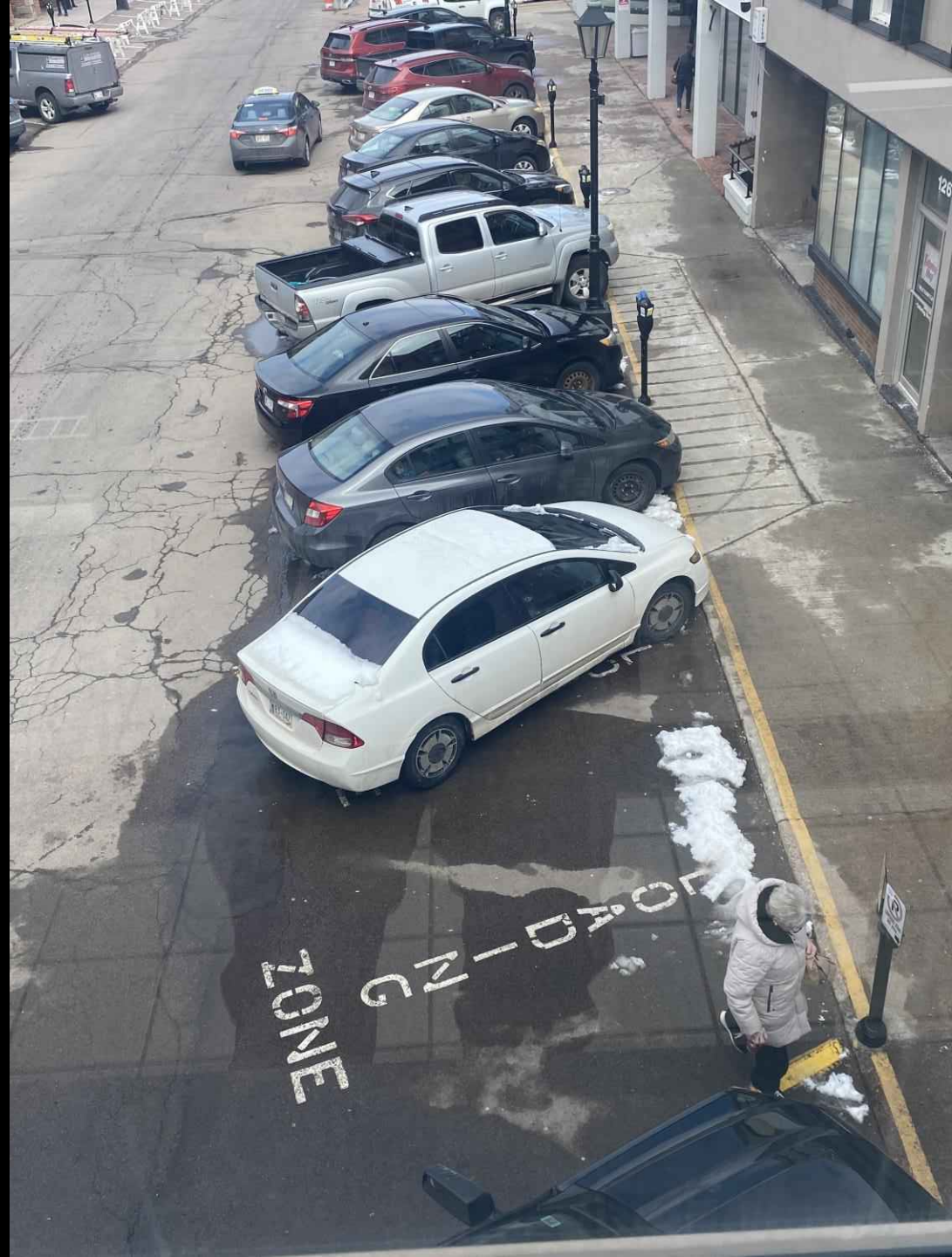


Financial Summary

Time Frame	One-Time Capital Cost	Annual Operating Cost	Notes
Short Term (0-2 years)	$10,000	$40,000	Directional signs Some staff time
Medium Term (2-4 years)	$1,250,000	$90,000	Staff position plus support Pay station conversion
Long Term (4+ years)	$5,000,000	$120,000	Added parking supply with operating costs

THANK YOU

wsp.com



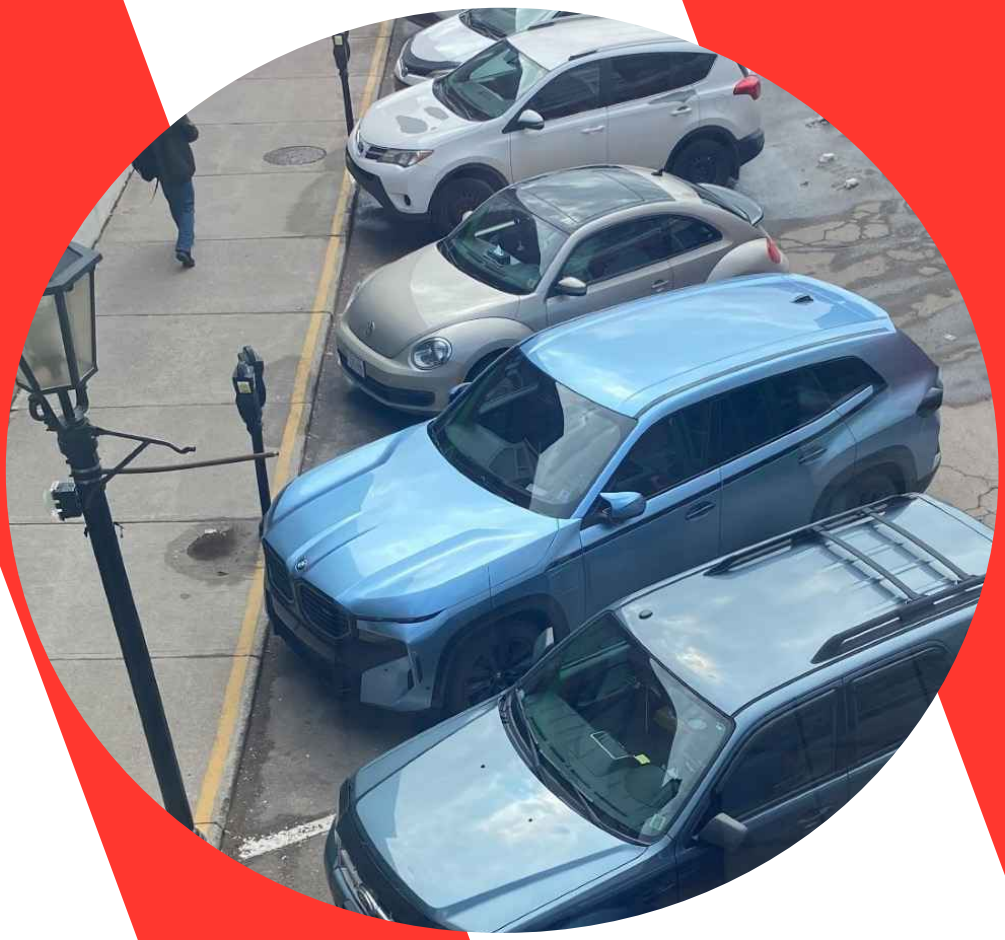
City of Charlottetown

Parking Management Strategy

Final Report

January 8, 2026

WSP Project Reference CA0045128.5673



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EXECUTIVE SUMMARY

Study Purpose

Of the many services that a Municipality provides, public parking may be one of the more challenging ones. The ability for residents to conveniently and reliably access businesses, education, health care and other services often requires a parking space. But while ample parking can be viewed as important economically, excessive parking can be expensive to create and maintain. It occupies space that can interrupt the dense nature and cohesiveness of a downtown. It can also undermine efforts to promote transit, active transportation and ride-sharing as more sustainable trip choices in the overall management of transportation demand. Finding the right balance is the key to ensuring that parking is effective but not intrusive. The purpose of this study is to help Charlottetown find that balance.

The design and layout of on-street parking is a subset of the general issue of curbside management. Needs and desires like traffic flow, active transportation, commercial loading, accessibility, transit stops, emergency response and streetscaping all have a stake in how curb space is allocated.

The goal of this project is to develop a Strategy that allows the City to provide and manage parking in an effective and sustainable manner that serves the needs of the community as a whole. To achieve this goal, the following objectives have been established:

- Engage with stakeholders and the community to gather input and ensure a comprehensive understanding of local needs;
- Identify issues, challenges, and opportunities for improvement;
- Develop recommendations to optimize parking resources, determine if parking supply is meeting demand, enhance efficiency, increase safety, and promote sustainability;
- Assess the environmental impacts of existing parking practices and propose sustainable solutions; and
- Ensure that parking facilities and practices are accessible to all, including individuals with disabilities.

With this Parking Management Strategy, the City hopes to understand the effectiveness of parking today and the issues that parking faces in order to improve the management of parking for the benefit of businesses and institutions that rely on it and the residents and visitors who use it.

Understanding the Current Situation

To determine the existing state of parking management in the City, WSP undertook the following tasks:

- Conducted one-on-one interviews with 13 key organizations who have a significant reliance on parking;
- Conducted a workshop session with City staff;
- Conducted a workshop session with downtown businesses;
- Conducted a public open house session and online survey;
- Reviewed City plans and policy documents;
- Scanned parking management practices in other urban areas in Atlantic Canada;
- Inventoried existing downtown parking supply;
- Measured utilization of parking spaces and compliance with time controls using time-lapse cameras; and
- Quantified the extent of commercial square footage downtown to project parking demand.

Governance of Parking

The City needs to make a fundamental decision on how parking, in particular downtown parking, will be governed. There are a variety of parking governance models that are used in urban areas throughout Canada:

Hands-off – Little municipal involvement, businesses will look after their own parking needs.

Municipality-influenced – The municipal government owns and manages little or no parking, but enacts regulations that require parking to be built and managed by the private sector.

Municipality-led – The municipal government owns and manages much of the downtown parking.

Normally, a municipality-led model will involve the creation of a department within the City's organizational structure to lead the operation, planning, and enforcement of parking. Alternatively, some municipalities will create an arms-length agency or commission to undertake these tasks. While establishing a Parking Commission can establish a more defined structure of operating costs and future investment being directly offset by revenues, it can result in a separation of key decision-making from staff and City Council.

It is clear to us, through our engagement with stakeholders, the public, and City staff, that continued municipal leadership in parking through the creation of a new internal department (or division within an existing department) will best meet the needs and expectations of the community.

Accordingly, we have developed a set of recommended actions broken into the following categories:

Short-Term Actions (0-2 years) – Immediate actions that can be undertaken prior to implementing organizational changes to create a Parking Department

Medium-Term Actions (2-4 years) – Actions that include the creation of a Parking Department and fundamental changes to the way parking is managed

Long-Term Actions (4+ years) – Actions to increase off-street parking supply to add to overall parking capacity and lessen the burden on street parking, thereby opening opportunities to re-examine how curb space is used.

Moving from Single-Space Parking Meters to Multi-Space Pay Stations

At one time, virtually all on-street, and some off-street parking payments, were handled by coin-operated parking meters. Today, fewer and fewer people carry cash and there is demand for more flexibility in payment options.

Multi-space pay-stations (see photo) have been common in off-street parking lots and are now becoming more popular for on-street parking as well. A multi-space pay station is located in proximity to a cluster of parking spaces and signed to indicate to parking customers that they must pay to park and that pay-stations are available for that purpose. A smart phone app (such as HotSpot) can also be provided as an option for payment.

There is a significant advantage to having one device cover multiple spaces compared to one device at every parking space. The reduction in devices overall means that more technology and greater security features can be built into each device. Street clutter is reduced. For servicing, cash collection, and telecommunication there are operating cost reductions.



Multi-Space Pay Station in Halifax

Short-Term Actions

The Parking Management Strategy identified several relatively simple operational actions that can be taken in advance of developing an internal governance structure for parking management.

OPERATIONAL, ADMINISTRATIVE AND PLANNING ACTIONS

The following actions can be taken with some increased staff time and minimal capital investment:

Topic	Recommendation	Reference Section
Directional Signs	Develop a plan to add more parking directional signs for the downtown parkades.	5.2
Parking Design	When constructing surface parking and approving development plans that include surface parking, strive to implement best practice.	5.3
Managing Transportation Demand	Continue to give priority to public transit and active transportation over parking when allotting curb space.	6.1.2
Increase Off-Street Parking	Further examine the feasibility of the opportunities identified.	6.1.3
By-law Requirements for Parking	Reduce or remove parking minimums for strategically located residential development	6.2.1
Street Parking in the Downtown Periphery	Expand pay parking area and other controls to mitigate parking saturation on streets surrounding the downtown.	6.2.2
Sidewalk Patio Program	Use a fee increase to decrease the number of parking spaces allocated for sidewalk patios.	6.2.3
Parking Pricing	Adjust the fee for parking on-street and in municipal parkades to encourage off-street parking, reflect season demand changes, and promote daily parking over monthly parking.	6.2.4
Parkade Space Management	Take measures to reserve lower parkade levels for hourly, shorter duration parking.	6.2.7
Accessible Parking	Issue $150 fines for violation of accessible parking by policy and add tabs to parking signs indicating the cost of the fine. Look for opportunities to add on-street accessible spaces to have at least one space on every block and a 5% overall target in mind.	6.2.8
Remove On-Street Parking	Remove or moderate parking on one side of the street for some blocks on Sydney, Dorchester, and King Streets	6.3.2
Add On-Street Parking	Consider adding angle parking on Kent west of Pownall, to provide parking supply in the short term until more off street parking is constructed. Provide parallel parking on both sides of Fitzroy between Great George and Prince.	6.3.2

QUEEN STREET VISION

Determine a long-term vision for street configuration on Queen Street through future public engagement once off-street parking supply is increased (see Section 6.4).

Long-Term Actions

Once the City has developed a governance model for parking management, further exploration of ways to increase off-street parking should be explored and implemented (see Section 6.3). Sites should be selected in areas where a undersupply of parking has been identified. An increase of off-street parking supply opens up the opportunity to explore modifications to on-street parking, such as streetscaping and conversion of angle parking to parallel parking (see Section 6.4).

Two opportunities for adding off-street parking are explored:

- Converting an existing surface lot at Sydney Street at Great George Street into a two-level parking structure.
- Constructing a fourth parkade. Dorchester Street between Queen and Great George is suggested as one potential site.

Financial Impact

Time Frame	One-Time Capital Cost	Annual Operating Cost	Notes
Short Term (0-2 years)	$10,000	$40,000	The capital cost for Queen Street Parkade (if any) is not included as it is highly dependent on the agreement negotiated. Some new interim staff resources (or consulting assignment time) are included in the operating cost.
Medium Term (2-4 years)	$1,250,000	$90,000	Operating cost includes one staff position plus support. Capital cost is for pay stations and includes $250,000 for consulting assignments related to technology procurement, implementation and planning studies.
Long Term (4+ years)	$5,000,000	$120,000	Capital cost is highly speculative and is dependent on the nature of the projects identified for implementation. Operating costs for new parkade(s) are included.

1 INTRODUCTION

1.1 BACKGROUND

Of the many services that a Municipality provides, public parking may be one of the more challenging ones. The ability for residents to conveniently and reliably access businesses, education, health care and other services often requires a parking space. But while ample parking can be viewed as important economically, excessive parking can be expensive to create and maintain. It occupies space that can interrupt the dense nature and cohesiveness of a downtown. It can also undermine efforts to promote transit, active transportation and ride-sharing as more sustainable trip choices in the overall management of transportation demand. Finding the right balance is the key to ensuring that parking is effective but not intrusive. The purpose of this study is to help Charlottetown find that balance.

The design and layout of on-street parking is a subset of the general issue of curbside management. Needs and desires like traffic flow, active transportation, commercial loading, accessibility, transit stops, emergency response and streetscaping all have a stake in how curb space is allocated.

The City of Charlottetown plays an active role in the supply and management of parking. The City manages and maintains on-street parking throughout the city and owns three off-street parkades and two large surface parking lots within the downtown area.

With this Parking Management Strategy, the City hopes to understand the effectiveness of parking today and the issues that parking faces in order to improve the management of parking for the benefit of businesses and institutions that rely on it and the residents and visitors who use it.

1.2 PROJECT OBJECTIVES

The goal of this project is to develop a Strategy that allows the City to provide and manage parking in an effective and sustainable manner that serves the needs of the community as a whole. To achieve this goal, the following objectives have been established:

- Engage with stakeholders and the community to gather input and ensure a comprehensive understanding of local needs;
- Identify issues, challenges, and opportunities for improvement;
- Develop recommendations to optimize parking resources, determine if parking supply is meeting demand, enhance efficiency, increase safety, and promote sustainability;
- Assess the environmental impacts of existing parking practices and propose sustainable solutions; and
- Ensure that parking facilities and practices are accessible to all, including individuals with disabilities.

2 EXISTING CONDITIONS

2.1 PARKING MANAGEMENT

The City of Charlottetown plays a significant role in the provision and management of parking.

The majority of street parking downtown is metered with maximum parking duration of either two or three hours. Other streets have free parking, but with a maximum parking limit, typically one or two hours. Some streets surrounding downtown are designated for resident parking only, with parking permits issued to residents of the street. The residential parking permit program is administered by Charlottetown Police Services. Payment at meters and compliance with parking time limits is enforced during weekdays by commissionaires who walk assigned routes. A map showing various parking controls in the downtown area is provided in Figure 1.

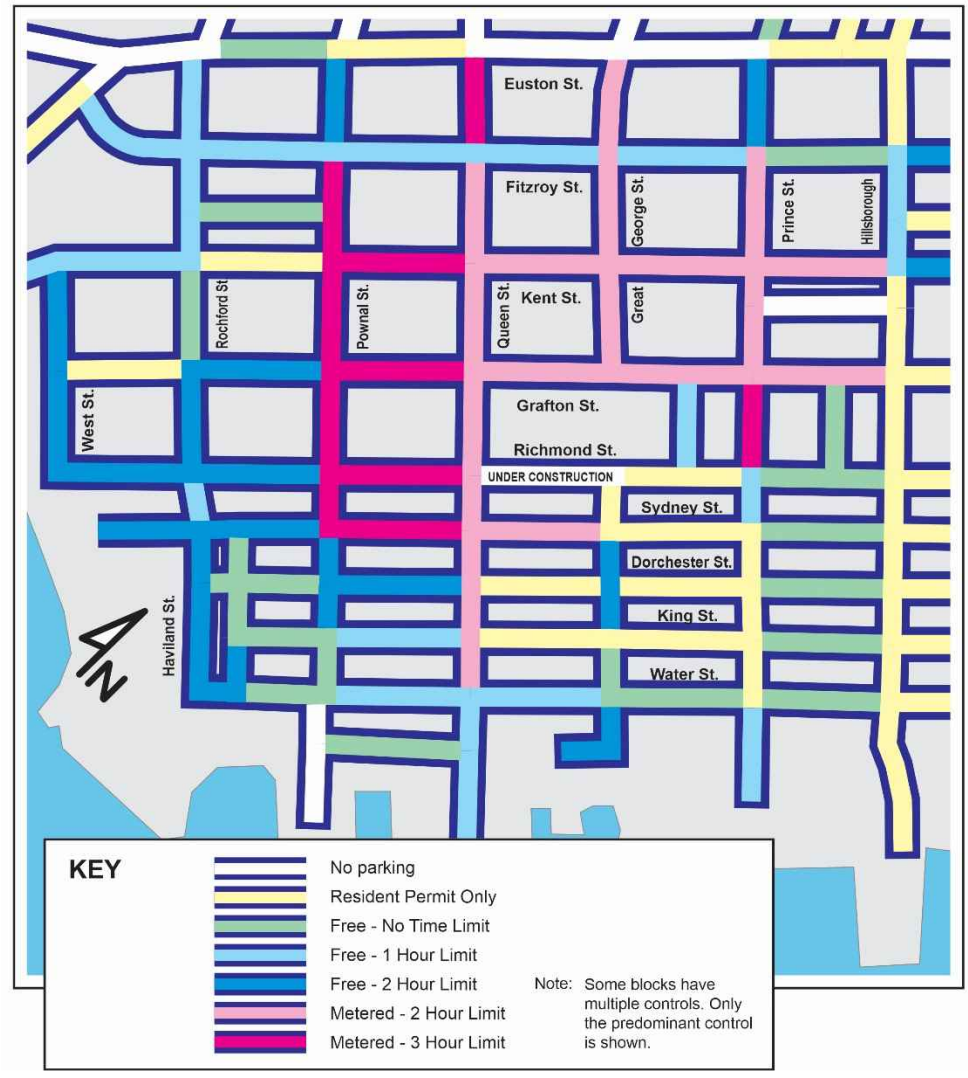


Figure 1: Downtown Street Parking Controls

In Downtown Charlottetown, the City has maximized street parking through the creation of angle parking, particularly on Queen Street where a wider street right-of-way provides the needed space. Although angle parking can create conflicts with traffic flow, encroachment onto sidewalks, and challenges for loading and accessibility (all of which will be discussed later in this report) Charlottetown Police have indicated to us that angle parking generally works well with few reported incidents.

The City owns three parking structures and two surface lots in the downtown area that are available for public parking (see Table 1). These lots are managed on behalf of the City by the Charlottetown Area Development Corporation (CADC). Revenue from parking in these lots covers annual operating costs with approximately 25-30% of revenue returned to the City as "profit". These funds, as well as revenue from on-street parking meters, goes into the City's general revenue. No funds are set aside to cover capital depreciation of the infrastructure.

In addition to the City-owned lots, there are several privately-owned surface lots that are primarily designated for employees, tenants and specified customers. The Delta Hotel, for example, operates a public underground parking lot with a total of 242 parking spaces.

Table 1: Public Off-Street Parking

	Total Spaces	Monthly Parking Charge	Hourly Parking Charge
Queen Parkade	338	$115	$1.25
Fitzoy Parkade	510	$115	$1.25
Pownal Parkade	460	$115	$1.25
Queen's Wharf Lot	76	$69	None provided
Peake's Wharf Lot	120	None provided	$2.00

2.2 RELEVANT POLICES, PLANS & REGULATIONS

There are several current policies, plans, and regulations that are relevant to parking in Charlottetown. An overview of each is provided in the following sections.

2.2.1 CURRENT OFFICIAL PLAN

The City's Official Plan was first adopted in 1999 and has undergone several amendments since. It provides strategic direction for the City and includes identification of the need to undertake a Parking Strategy. The following policy is identified in Section 3.9 Developing Transportation Modes:

> *Our policy shall be to conduct a parking study in the downtown area to identify the levels of supply and demand and improvement options.*

2.2.2 DRAFT OFFICIAL PLAN

A draft of a new Official Plan is currently undergoing review. The draft plan provides further detail regarding the elements of a parking strategy. The following is identified as a City Initiative for Downtown (Section 3.2.1):

> *h) Prepare and implement an Integrated Parking Strategy to reduce parking requirements and thus allow for increased densities in Downtown.*

Additionally, the following policy is identified for Mobility Network Design (Section 3.3.2):

> *q) Investigate opportunities to reduce or eliminate minimum parking requirements for some or all zones, allowing the market to determine appropriate parking supply needs.*

2.2.3 ZONING AND DEVELOPMENT BY-LAW

The Zoning and Development By-law currently requires, within the 500 Lot Area of Downtown, one space per dwelling unit in a building with three or fewer dwelling units. In a building with more than three dwelling units, the parking shall be one space for every two dwelling units with no parking lot to have less than three parking spaces. A process to review the Zoning and Development By-law is currently underway and may result in changes to parking minimums.

2.2.4 TRAFFIC BY-LAW

In addition to general parking regulations, the Traffic By-Law outlines the mechanism for enacting Residential Parking Permit Zones (Section 12 and Schedule C) as well as penalties for parking violations (Schedule B). The By-Law also sets out the winter parking restriction (Section 11.12) that prohibits overnight street parking from November 15 to April 15.

2.2.5 COVID-19 TEMPORARY PATIO PROGRAM

Enacted during COVID, the Patio Program remains in effect. Businesses are permitted to apply to use on-street parking spaces to construct a patio area, typically for tables associated with a restaurant. Forty-six spaces are currently allotted for patios and successful applicants pay $600 per parking space (or portion of a space) occupied by the patio per year.

2.2.6 DOWNTOWN CHARLOTTETOWN PARKING STRATEGY

This study, completed in 2008, undertook a comprehensive assessment of parking supply, demand and management. Recommendations were made for immediate, short-term, medium-term, and long-term action. Although some

modifications to parking control in the downtown were implemented, many of the recommendations have not been acted on.

As this document is now seventeen years old, the current study will consider aspects of the previous work, but rely more on current conditions when identifying and evaluating parking issues.

2.2.7 INTEGRATED COMMUNITY SUSTAINABILITY PLAN

The City of Charlottetown's Integrated Community Sustainability Plan, completed in 2017, provided a review and refresh of the previous plan which provided long-term strategic direction to help the City reach its sustainability goals in the context of environmental, economic, social, and cultural aspects. In addressing transportation, the following objective was identified:

> *The City of Charlottetown is striving to reduce fossil fuel dependency by creating a culture of active transportation, improving public transit and reducing car emissions. The City seeks to improve barrier-free accessibility to active transportation networks, to transit and to City facilities.*

2.2.8 PEI CAPITAL AREA – PUBLIC TRANSIT PLAN

Completed in 2024, this study provides a strategic plan for the advancement of transit in the Charlottetown area. It suggests that transit is a better solution for increasing mobility demands than continued support for private vehicle travel. The study states:

> *To encourage transit use, a parking strategy should provide disincentives to private vehicle (particularly single occupant) use and all-day parking. By disincentivizing parking options, the City of Charlottetown can influence residents towards transit.*

A functional plan for a new downtown transit exchange is provided in the final report. The layout of this facility will have implications to existing on-street parking supply.

Existing park-and-ride locations are referenced, and two new locations are recommended: Cornwall Road near the Civic Centre, and the APM Centre on Mercedes Drive.

The study also discusses compulsory transit passes for post-secondary students (U-Pass) and employer transit pass programs. These are programs that can reduce parking demand through encouragement of regular transit use.

2.3 PARKING INVENTORY

Parking space counts were undertaken for a Downtown Parking Focus Area. This parking focus area is somewhat more concentrated on the key commercial area compared to "Downtown" as defined in the Official Plan. The two areas are shown in Figure 2.

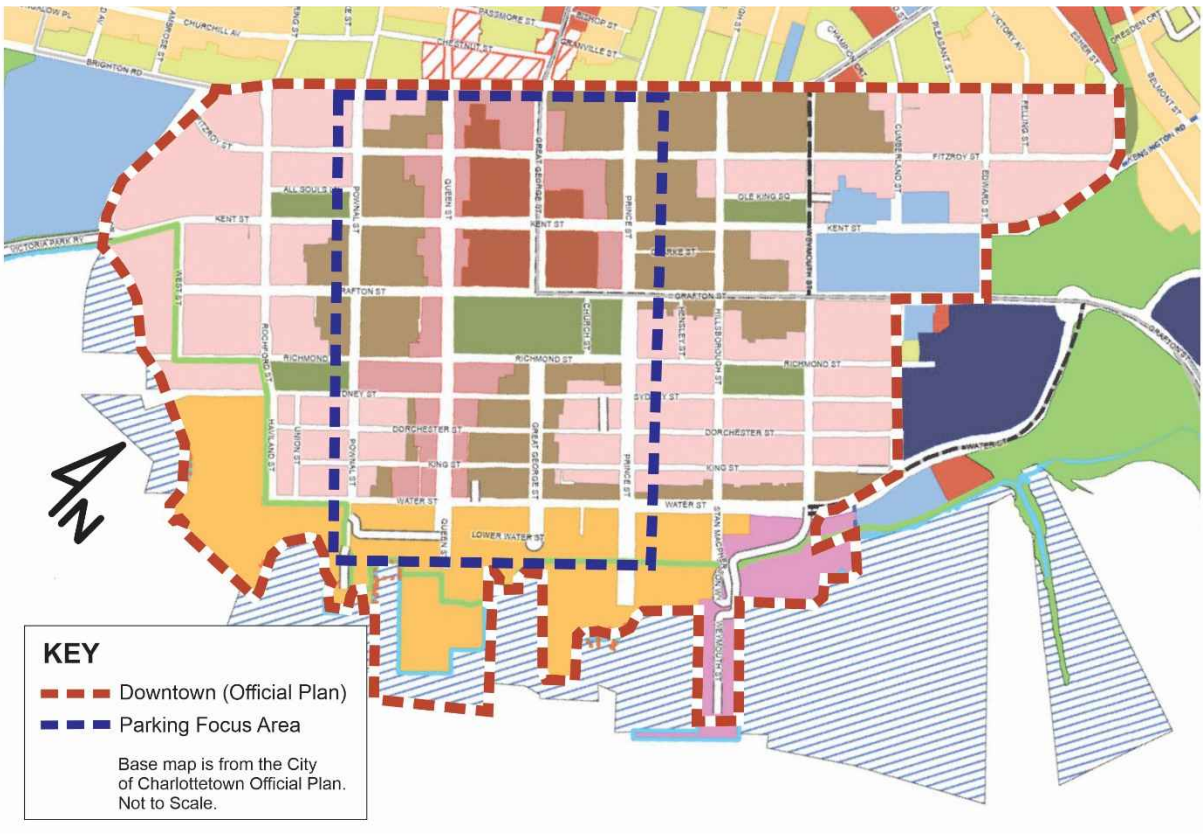


Figure 2: Downtown Parking Focus Area

This focus area was further divided into individual parking zones to better define the location of parking supply and demand. The zone system is shown in Figure 3.

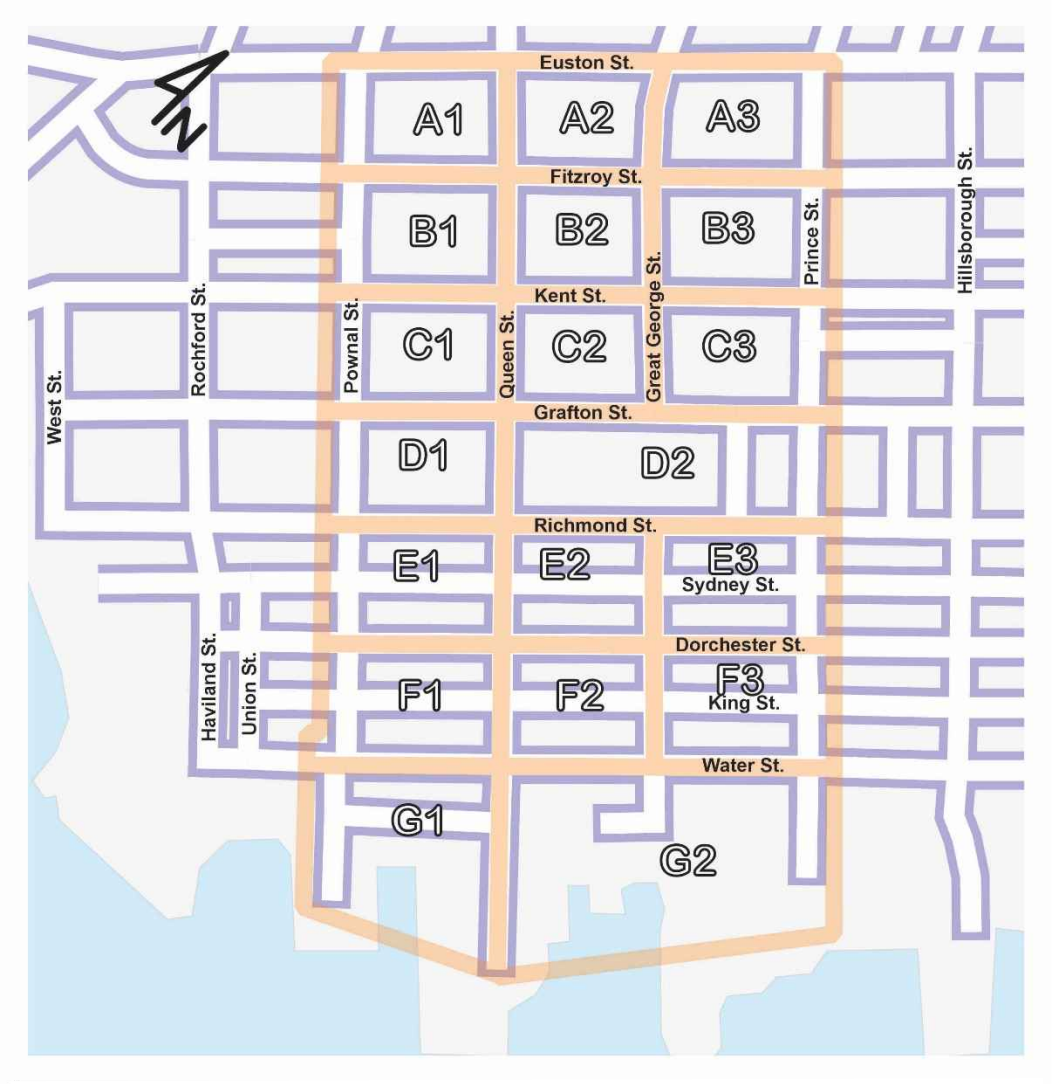


Figure 3: Downtown Parking Zones

Within each parking zone, parking spaces were counted manually during January, 2025 for both on-street and off-street locations. Parking supply is ever-evolving so a "snapshot" count like this one is always subject to fluctuation. For example, temporary street closures due to construction resulted in the removal of some spaces which were not included in this inventory. The inventory did not include off-street parking clearly identified for residential purposes such as residential driveways and parking lots designated for residential parking only. Off-street parking is classified as public or reserved. Public parking includes spaces that are available to all, whether for hourly, daily, or monthly use or rental. Reserved spaces are designated specifically for employees, tenants, or clients of a specific business (typically hotels).

A summary of the inventory by zone is provided in Table 2.

Table 2: Downtown Parking Inventory

ZONE	ON-STREET PARKING										OFF-STREET PARKING		
	Free	Resident	Access.	Reserved	30 min	1h	2h	2h meter	3h meter	TOTAL	Public	Reserved	TOTAL
A1	8		2			15	22		22	69	0	8	8
A2			2			11		7	24	44	0	116	116
A3			2			10	43			55	0	47	47
B1			4			8		26	36	74	50	51	101
B2			1			14		77		92	338	57	395
B3			2	5				88		95	510	0	510
C1			2					21	48	71	0	44	44
C2			2					83		85	0	0	0
C3			1					97		98	0	35	35
D1								23	56	79	460	0	460
D2	7		2			12		76	33	130	0	0	0
E1		30				15	14	20	34	113	0	0	0
E2	29		3				15	22	3	72	0	87	87
E3	43	13	3	10	3	18	11			101	0	29	29
F1	4	36				25	15	19		99	0	50	50
F2	17	6					13	10		46	0	35	35
F3	50	9	1				7			67	0	14	14
G1						28				28	76	23	99
G2	13		1			55	9			78	362	39	401
TOTAL	171	94	28	15	3	211	149	569	256	1496	1796	635	2431

2.4 PARKING UTILIZATION

A series of parking utilization counts were taken through January, February, and March, 2025 at various downtown locations. Time lapse cameras were installed to monitor occupancy of a group of parking spaces for a minimum of two weekdays between 9:00 am and 5:00 pm. Figure 4 shows the peak utilization (85th highest percentile of the work day) measured. In addition to general parking spaces, spaces designated specifically for accessible parking, commercial loading, and electric vehicle (EV) charging were monitored. Sampling for these designated spaces was done throughout the downtown and the utilization results are show in Figure 5Figure 4.

Utilization of parkade parking was also undertaken during this time period using three separate "walk-through" counts undertaken between 1:00 pm and 3:00 pm. The survey counted all occupied spaces within the parkade. The results of these counts are also included in Figure 4.

An image of a time-lapse camera mounted on a utility pole downtown in shown in Figure 6.

Study timeline constraints limited the data collection to the January-March period. Utilization can be expected to increase during the summer months. Supplemental data collection separate from this study would help to paint a full picture of parking utilization.

2.5 COMPLIANCE

In addition to utilization, time lapse cameras were used to monitor compliance with timed parking limitations on streets signed for one-hour parking. Figure 7 shows measured compliance with one-hour controlled on-street parking on sections of both Fitzroy and Water Streets. During this survey period, only about 15% of vehicles parked in these zones stayed for less than the permitted one hour.

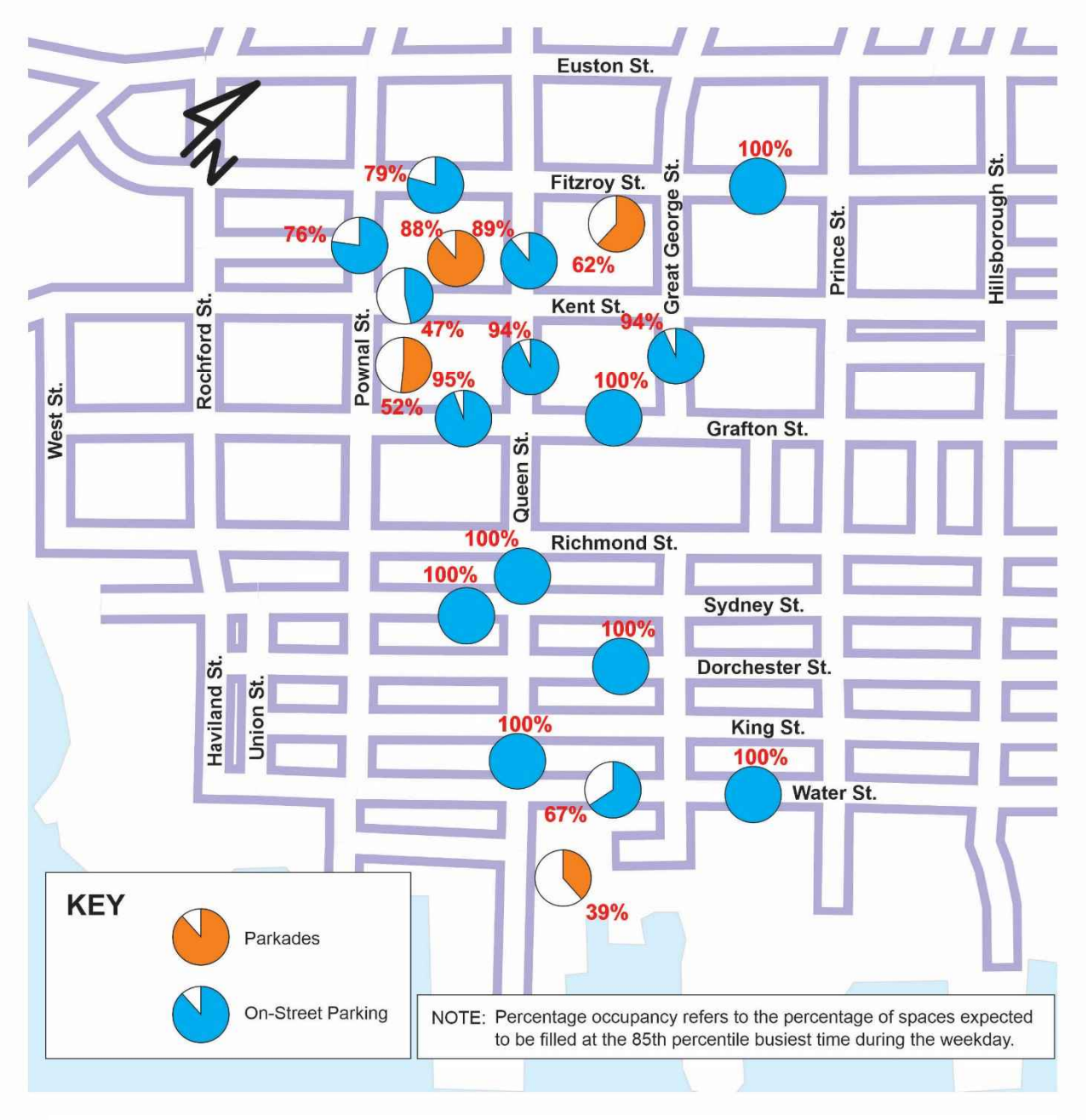


Figure 4: Measured Peak Utilization of Downtown Parking Spaces

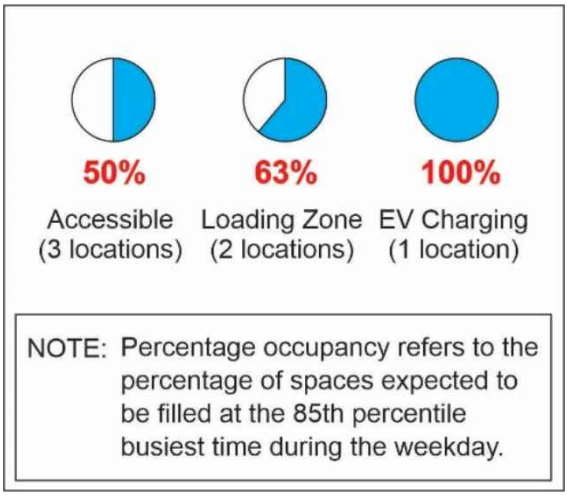


Figure 5: Utilization of Designated Spaces



Figure 6: Time-Lapse Camera Mounted on Utility Pole

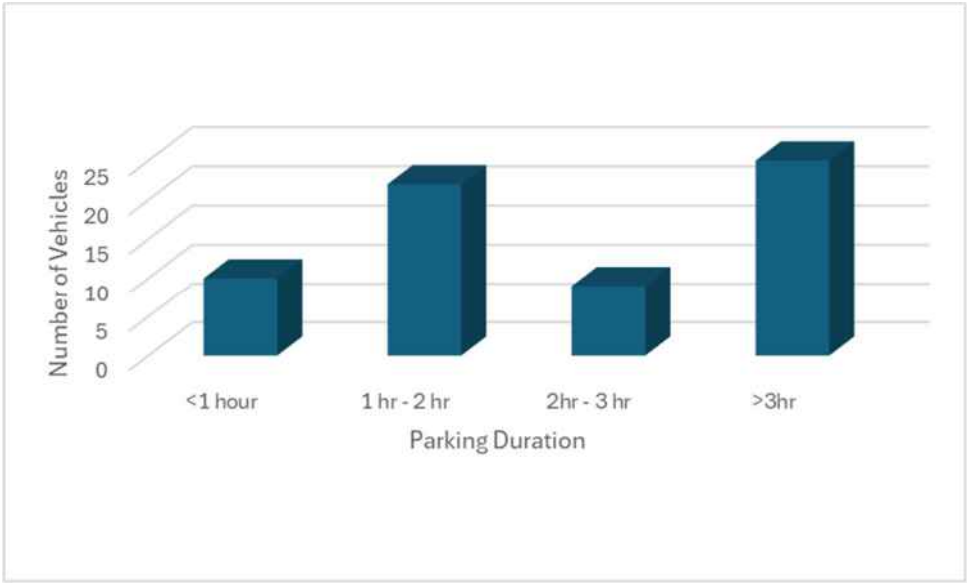


Figure 7: Duration of Parking in One-Hour Maximum Parking Zones

2.6 PARKING DEMAND

To determine whether parking supply is well located to meet the demands of businesses and institutions within the downtown parking focus area, a coarse analysis of parking demand was undertaken. To conduct this study, a full manual scan of buildings was undertaken with approximate square footage of space and general usage recorded. Business uses were classified into one of eight general categories: Office, Service, General Retail, Restaurant, Medical, Hotel, Bank and Other. Residential uses were not included in this assessment, consistent with the exclusion of residential parking supply from the parking inventory. Expected parking generation rates by usage type were extracted, and aggregated where necessary, from the Parking Generation Manual (Institute of Transportation Engineers; 6th Edition), a document that provides representative data from parking studies throughout North America. This technique was used to approximate the parking demand block-by-block, then compare it with the parking supply determined in the inventory.

The results of this analysis are shown zone-by-zone in Figure 8. A summary table of the parking demand data is provided in Appendix A.

This parking demand can be compared to the parking supply inventory to determine where areas of surplus and deficiency exist. Figure 9 shows where parking supply is present based on our inventory. By subtracting demand from supply, parking surplus (positive) or parking deficiency (negative) can be determined. This is shown in Figure 10.

This analysis should be applied cautiously. It is intended only to show geographically if supply is located where demand is highest. Of course, demand need not be serviced in the exact block that it occurs. For example, a block with a deficiency in parking is not a significant issue if surplus exists in adjacent blocks.

Changes in parking demand will change in the future with growth, shifting land uses, and increased tourism. This process should be maintained and updated to monitor changes in demand.

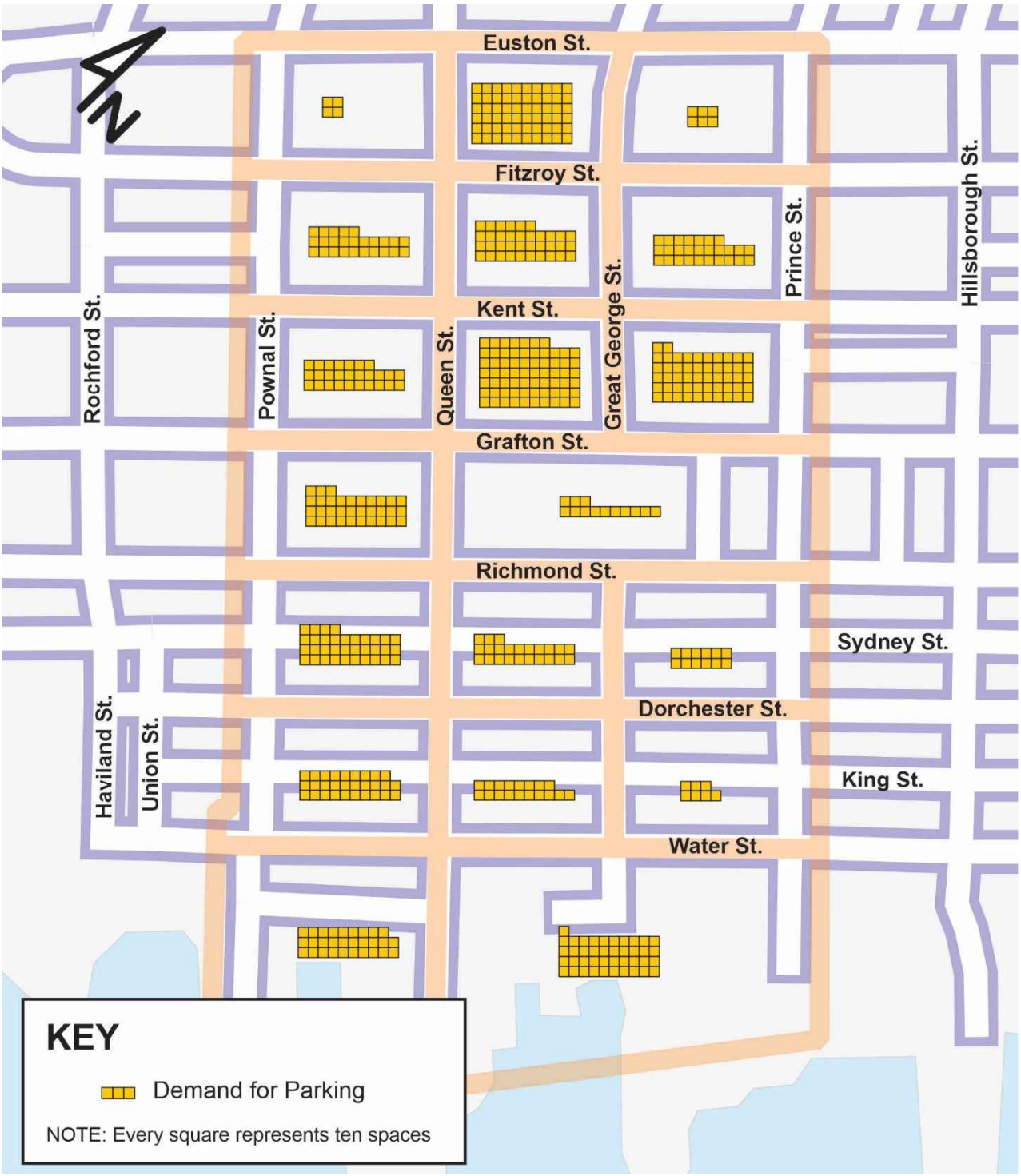


Figure 8: Distribution of Parking Demand

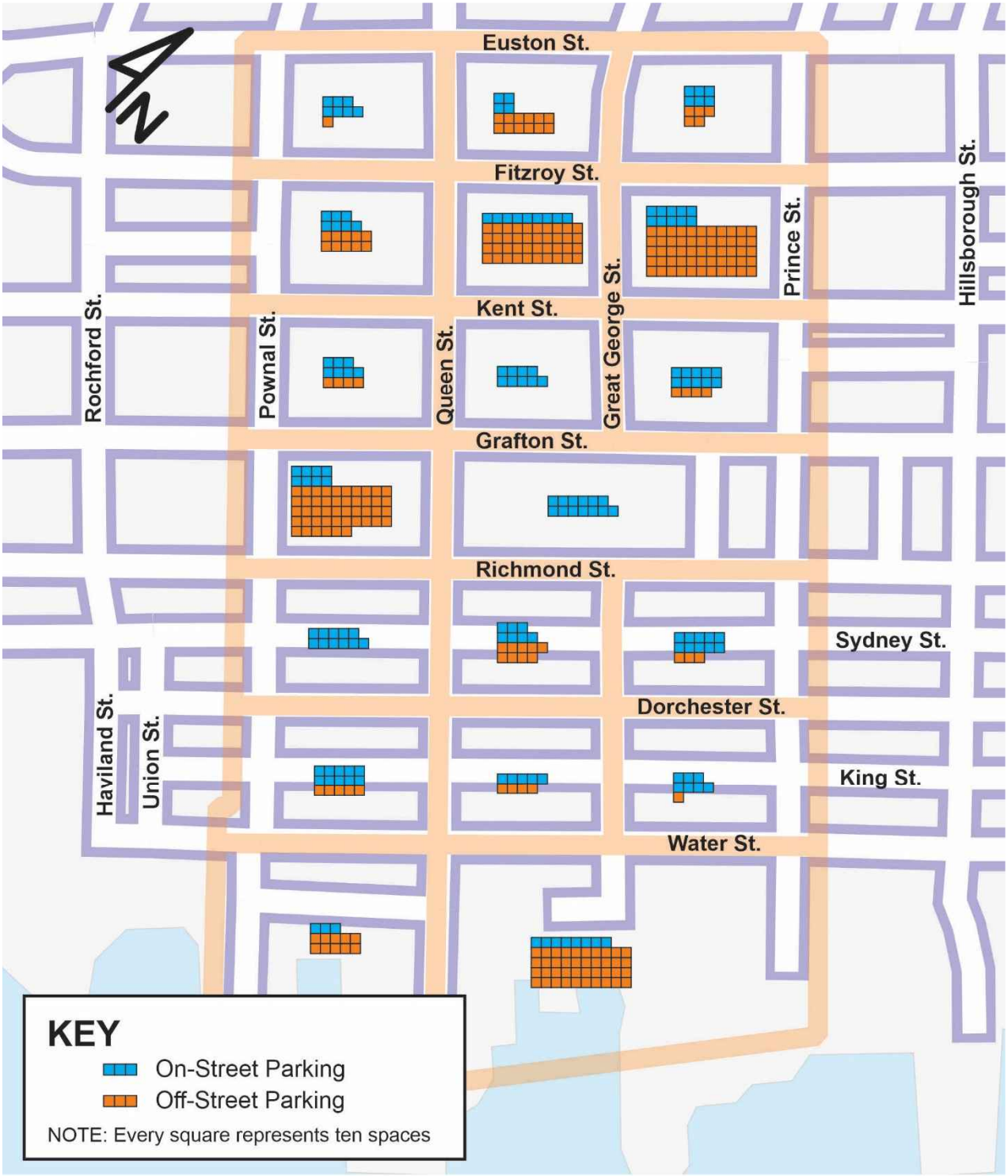


Figure 9: Distribution of Parking Supply

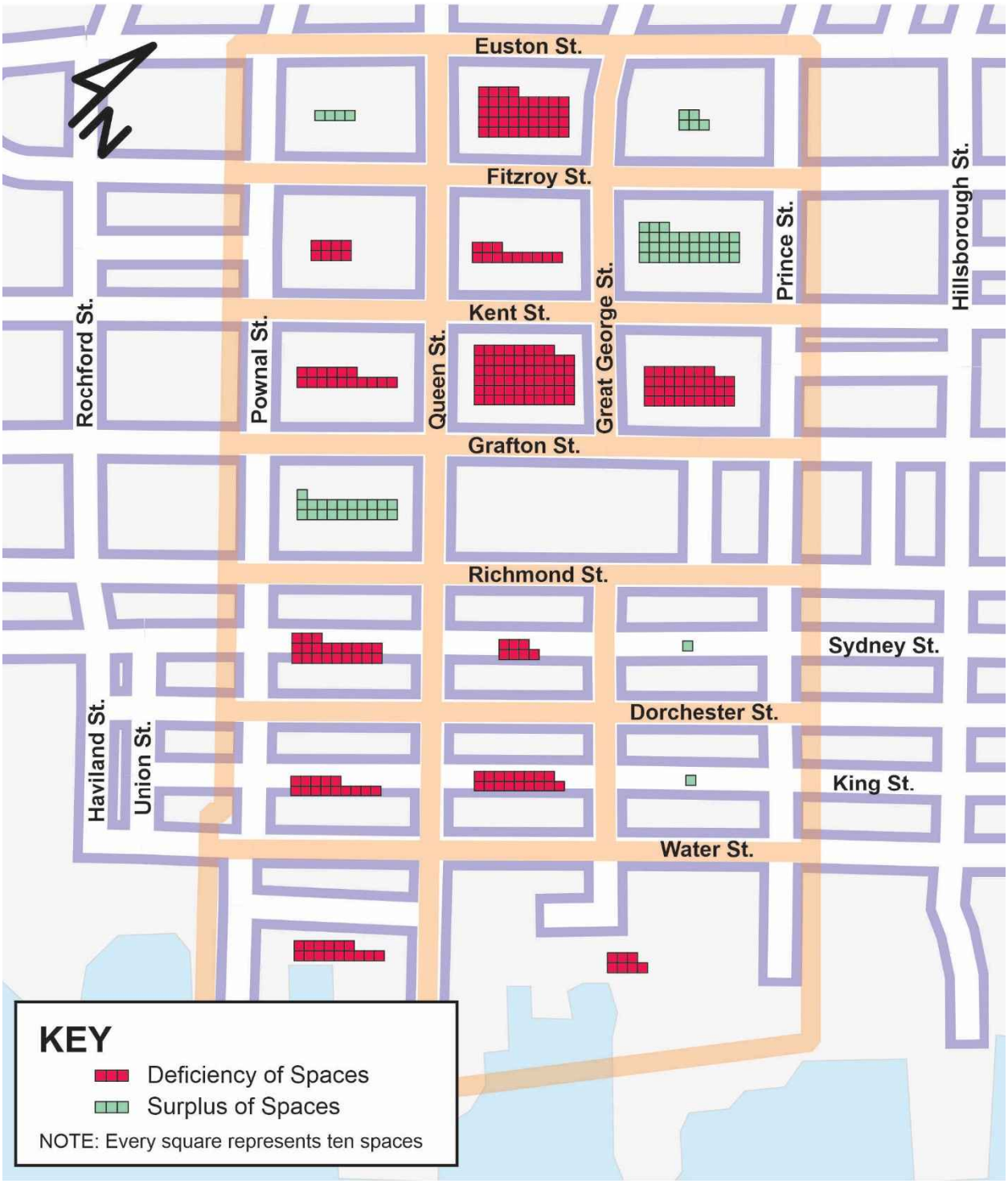


Figure 10: Distribution of Parking Surplus and Deficit

2.7 COMMUNITY PERCEPTION

To determine community perception of parking, several methods were used to solicit input. This included:

- One-on-one interviews with 13 key organizations who have a significant reliance on parking
- A workshop session with City staff
- A workshop session with downtown businesses
- A public open house session

The input received from these sessions is summarized in a What We Heard Report included in Appendix B of this document. The feedback helped the project team to better understand where barriers to parking exist, the expectations for parking as a municipal service, and the ability of parking to meet the needs of businesses, institutions, resident and visitors.

3 PARKING MANAGEMENT

3.1 GOVERNANCE APPROACHES

In broad terms, a municipal government can take one of three positions in its consideration of downtown parking:

Hands-off – The philosophy here is that market forces within the business community will determine the need for parking supply and its pricing, and that the City need not play any role in that process (other than providing on-street spaces). Although many cities take this approach, it is risky, in that the onus is put on the private sector to the degree that new business development can be stifled. Also, the self-interest of individual businesses may hamper the ability to optimize the supply of parking for all. The value of shared parking is often not realized. This model can work very well in cities where the market value of parking is sufficient to make the creation and operation of parking spaces profitable. That environment, however, is typically found only in larger cities.

Municipality-influenced – In this approach, the City is not a major owner of parking supply in the downtown, but plays an active role in ensuring parking supply is maintained. This can be achieved through such measures as tax incentives for parking spaces and establishment of parking minimums through by-law. While this approach can incentivize creation of space, there is no direct control of how much space is ultimately available.

Municipality-led – Here, the City plays an active role in ensuring that parking demands of the downtowns are met through the ownership and operation of most, or all, of the off-street parking in the downtown. Within this approach, there are several delivery models that are described below.

Municipality-led models are most common in Atlantic Canada and would best describe the current situation in Charlottetown.

MUNICIPALITY-LED MODELS

The notion that the City will continue to play an active role in ensuring parking needs are met can take the form of several models with varying degrees of separation from the organizational structure itself and the decision-making powers of City Council. This would create clear roles so that parking is not every department's responsibility with no group taking action.

Internal Municipal Function - With this model, the City creates a Parking Department or, more likely given the size of the organization, adds the task of parking to an existing department. Additional staffing may be required, although some structural reorganization could improve efficiency by having some positions share both parking-related duties and existing (or future desired) duties. As an internal city function, the operation and management of parking would be fully accountable to Regional Council. Ideally, a Parking Department would be set up as a "cost centre" whose budget includes all expenses (both operating and capital) and revenues related to parking and parking enforcement. This budget should be balanced or be near-balanced.

Parking Commission - The benefit of managing parking through a Commission is that all or some of the planning, management, maintenance and enforcement functions could be administered at "arms-length" from other municipal functions. A Commission would still allow for some level of accountability to Council.

Both Downtown Charlottetown Inc. (DCI) and the Charlottetown Area Development Corporation (CADC) could be considered for taking on the role of a commission to save the effort of creating a new body. We have some initial concerns, however, regarding the assignment of parking management to either agency, as strategic planning decisions may favour certain geographic areas within the downtown and individual board members may have conflicting interests.

Canadian Cities with Parking Commissions

Saint John
Montreal
Toronto
Thunder Bay
Winnipeg
Vancouver

Parking Agency - A Parking Agency differs from a Parking Commission in that it would have more autonomy and would view parking more as a business than a public service. This does not mean to imply that the treatment of parking as a business would not provide good public service. A Parking Agency could be created specifically for the Municipality, but a more likely scenario would be to receive expressions of interest from agencies that already provide such a service. Impark and Indigo are two of the better-known agencies. Charlottetown Area Development

Corporation currently acts somewhat as a parking agency for the City. Although general operating parameters could be established under which these agencies operate, it must be accepted that City Council will cede many of the decision-making powers that they would otherwise have with a City Department or a Commission. An agency agreement may result in surplus profits from parking being delivered to the City or, conversely, an operating subsidy being provided by the City. This depends on the market for parking and the extent of management tasks being assigned to the agency. Normal practice is for the City to continue owning the land occupied by the public parking lots.

3.2 JURISDICTIONAL SCAN

WSP undertook a scan of jurisdictions in Atlantic Canada broadly similar in size to Charlottetown to gain a sense of what approaches and practices are in place. A summary of this review is included in Table 3 and provides a sense of how other jurisdictions manage issues similar to those faced by Charlottetown as well as providing a comparison of parking inventory and controls.

The most notable observation we can make from this comparison is how Charlottetown's use of angled on-street parking (largely unique to Charlottetown) generates significantly more on-street parking compared to other similarly-sized downtowns.

		Charlottetown	CBRM*	Miramichi	Fredericton	Moncton	Amherst	Corner Brook	St. John's
Urban Population in 2021 (in thousands)		39	94	18	63	79	10	20	111
Downtown parking spaces	Off-Street	2500	3139	2539	5841	8321	1860	500	2400
	On-Street	1500	623	264	1098	401	180	110	800
Percentage breakdown for off-street downtown parking	Private tenant/employee	30%	60%		46%	40%	30%	10%	50%
	Private hourly/monthly paid	15%	25%		20%	50%	0%	0%	16%
	Municipal hourly/monthly paid	50%	15%		22%	10%	0%	0%	34%
	Municipal free	0%	0%		0%	0%	70%	10%	0%
	Other	5%	0%		12%	0%	0%	80%	0%
Percentage of downtown parking in structures		30%	0%	0%	32%	3%	0%	10%	37%
Percentage breakdown for on-Street downtown parking	Free uncontrolled	10%	18%		0%	0%	30%	10%	0%
	Free time-limited (i.e. one hour)	25%	4%		45%	0%	70%	0%	0%
	Pay with single space meters	55%	65%		50%	97%	0%	90%	0%
	Pay with multi-space meters	0%	9%		1%	0%	0%	0%	25%
	Misc. (accessible, loading, etc)	2%	3%		4%	3%	0%	10%	0%
	Other	8%	1%		0%	0%	0%	0%	0%
What is the cost (if any) of downtown parking	Off-Street per hour	$1.25		$0.00	$1.75	$4.00	$0.00	$0.00	$2.00
	Off-Street per month	$115	$65		$130	$165	$0	$0	$175
	On-Street per hour	$1.50	$1.00	$0.00	$2.00	$2.50	$0.00	$1.00	$1.75
Municipal governments role in parking	Ownership of downtown lots	Significant	Moderate	Little/None	Moderate	Moderate	Significant	Moderate	Moderate
	Operation of downtown lots	Little/None	Moderate	Little/None	Moderate	Moderate	Significant	Little/None	Little/None
	Planning/management of parking	Moderate	Moderate	Little/None	Moderate	Moderate	Moderate	Significant	Significant
Municipal regulations	Residential parking minimum downtown	No	No	No	Yes	No	Yes	Yes	Yes
	Commercial parking minimum downtown	Yes	No	No	Yes	No	No	Yes	Yes
	Cash-in lieu of parking	Yes	No	No	Yes	No	No	No	Yes
Do you have a problem with all-day parking in residential neighbourhoods? If so, what action is taken?	Problem?	Yes	Yes	Yes	Yes	Yes	No	No	Yes
	Use resident-only permits	●				●			●
	Time limits/restrictions with residents exempt								●
	Time limits/restrictions with no exemption		●		●	●			
How do you manage overnight winter on-street parking?	Ovenight ban through winter months	●		●	●	●		●	●
	Other						●		
How often are downtown parking lots used for snow storage?	Never/rarely	●			●	●			●
	A portion of every winter							●	
	Only during heavy snow years						●		
	What percentage of spaces are lost?						20%		
How often is snow hauled away by truck from downtown	Never/rarely								
	A portion of every winter	●			●	●			●
	Only during heavy snow years						●	●	

* Cape Breton Regional Municipality (NS)

Table 3: Jurisdictional Parking Scan

4 CONNECTED PROJECTS

Some ongoing work is being conducted by, or on behalf of, the City of Charlottetown that overlaps the issues being explored in this Parking Strategy. An overview of each of these projects is presented in the following sections.

4.1 QUEEN STREET PARKADE VISION

In July, 2023, a Request for Expression of Interest was issued by the City of Charlottetown for concepts related to the redevelopment of the Queen Street Parkade and the land it occupies for mixed use including expansion of the existing parking stock. Although three responses were received from this call, complications related to the lands has prevented further action from being taken.

Consolidation of the site with adjacent lands might create an expanded footprint. This, potentially combined with an increase in height, could generate a valuable opportunity to improve and expand the existing parking (either through rehabilitation or demolish-and-rebuild) combined with integrated mixed-use development.

The existing site, along with a depiction of a possible footprint expansion, is portrayed in Figure 11.



Figure 11: Queen Street Parkade and Potential Site Expansion

4.2 GRAFTON STREET REDESIGN AND TRANSIT INTERCHANGE

A Functional Street Design of Grafton Street is being undertaken for the City by WSP concurrent to this Parking Strategy. To facilitate street redesign, some curbside space may require redesignation. The Parking Strategy will provide guidance to the Functional Street Design on parking design and supply findings.

The 2024 Public Transit Plan (see Section 2.2.7) identified the need for a transit interchange downtown and proposed a Grafton Street location. Buses from three routes arrive downtown together to facilitate transferring between routes. The current situation is problematic because buses must stop, blocking traffic lanes, and require some passengers to cross traffic to transfer routes. A recent concept from the 2024 Public Transit Plan is shown in Figure 12.

After additional consideration and consultation, the City favours a layout similar to Figure 12 with bus stop locations along the Grafton Street curb. Essentially the project would reallocate existing parking spaces on Grafton Street to be designated for transit use. Measures are suggested to compensate for the lost parking.



Figure 12: Recent Concept for Grafton Street Transit Interchange

4.3 ACTIVE TRANSPORTATION PLAN

An Active Transportation Plan is being prepared for the City by WSP concurrent to the Parking Strategy. This study recognizes that the implementation of bicycle infrastructure may require the redesignation of curb space and modification of parking. The parking study will reference the ability of increased use of active transportation to be a mechanism in reducing demand for parking.

5 TECHNOLOGY & ENVIRONMENTAL DESIGN OPPORTUNTIES

5.1 PARKING PAYMENT TECHNOLOGIES

At one time, virtually all on-street, and some off-street parking payments, were handled by coin-operated parking meters. Today, fewer and fewer people carry cash and there is demand for more flexibility in payment options. There are several devices available that provide more versatility in payment options for the customer and better functionality and security for the parking agency.

The single-space coin-operated parking meter has evolved into a meter that can collect payments from credit or debit card tap and is referred to as a "smart meter" (see Figure 13). On the negative side, card reading technology is expensive and providing it for every single parking space is much less cost effective than providing it for a "cluster" of parking spaces. On the plus side, however, smart meters provide the proximity convenience of a single-space meter with the benefit of multiple payment options. Also, cites like Moncton who have implemented this technology can provide real time information to potential customers on parking availability block-by-block.



Figure 13: Smart Parking Meter in Moncton

Multi-space pay-stations (see Figure 14) have been common in off-street parking lots and are now becoming more popular for on-street parking as well. A multi-space pay station is located in proximity to a cluster of parking spaces and signed to indicate to parking customers that they must pay to park and that pay-stations are available for that purpose. A smart phone app can also be provided as an option for payment.

There is a significant advantage to having one device cover multiple spaces compared to one device at every parking space. The reduction in devices overall means that more technology and greater security features can be built into each device. Street clutter is reduced. For servicing, cash collection, and telecommunication there are operating cost reductions.

There are three approaches in use today to manage parking with multi-space pay-stations. With a pay-by-plate approach, the customer enters the licence plate of their vehicle and the amount of time they wish to park. With a pay-by-space approach, the customer notes the number of the parking space that they are parked at and enters that along with the amount of time. With pay-and-display, the customer enters the amount of time they wish to pay for and the pay-station issues them a ticket that they then place on the dashboard of their vehicle. Table 4 provides a summary of what features and benefits are provided by each parking payment technique.



Figure 14: Multi-Space Pay Station in Halifax

The trend in managing on-street parking through pay-stations is to use the pay-by-plate technique. A recently completed strategy for the City of Fredericton recommends a conversion to pay-by-plate:

Pay By Plate is becoming the standard application for parking management, is more user friendly given that customers typically remember their license plate more easily than their space number, and reduces the need for space numbering paint and/or signage that can add undesirable clutter in an urban setting.[1]

Table 4 Features of Parking Payment Options

	Single Space Meters		Multi-Space Paystations		
	Coin only	Card-Accepting	Pay-by-Plate	Pay-by-Space	Pay-and-Display
Convenience – no need to find pay station	✓	✓			
Convenience – no need to return to vehicle following payment	✓	✓	✓	✓	
Multiple payment options		✓	✓	✓	✓
Payment by phone option	✓	✓	✓	✓	✓
Usable by motorcycles	✓	✓	✓	✓	
Reduces street clutter			✓		✓
Not susceptible to "meter feeding"			✓		

Payment for parking has been greatly enhanced through the use of mobile phone apps. The most recognized such app in Atlantic Canada is HotSpot which has gained nearly exclusive usage throughout the region. Figure 15 shows an image of the HotSpot app display. The app allows the customer to park, then use the app to indicate the space or zone within which they are parked and how much time they wish to park for. There is no need to seek a pay-station. Another key benefit of these apps is that they allow the customer to add parking time remotely (provided they do not exceed the allotted maximum time limit) if they are delayed and find they need additional time. HotSpot provides its users the option of paying for an annual subscription or to pay a small surcharge per transaction. Some parking agencies will pay this transaction fee on behalf of the customer to encourage use of the app. Hot Spot is currently available for parking at meters in Charlottetown.

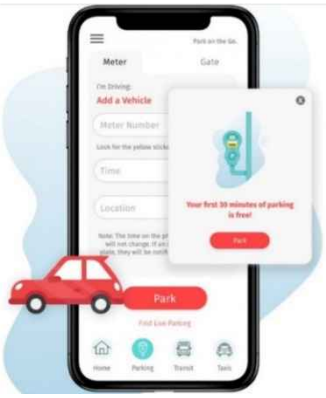


Figure 15: Image of HotSpot Parking Payment App

Source: HotSpot website (htsp.ca)

[1] City of Fredericton Parking Master Plan; Stantec Consulting Limited; 2019

5.2 DIRECTIONAL SIGNS FOR PUBLIC PARKING LOTS

Public parking lots can provide needed service only when they can be easily located, particularly for visitors to the area. We observed very few parking directional signs in Charlottetown and no mapping of public parking lots on the City website. Expanded use of directional signs well in advance of parking areas would be beneficial to giving better directional guidance. Simple, standard signs are sufficient (see Figure 16) when strategically located.



Figure 16: Parking Directional Sign on Queen Street

Some cities find that real-time digital parking availability signs (Sample in Figure 17) for major parking lots located at gateways into the downtown can give parkers greater support finding parking and confidence of parking space availability. In the future, real-time information on parking space availability may more effectively conveyed to drivers through their in-vehicle information display. Nevertheless, this technology may be of benefit in giving parkers more confidence that they can find parking in the downtown parkades and other surface lots reducing the need to circulate throughout the downtown looking for a parking space. Implementing such a measure would require investment not only in the signs, but in measuring technology installed within the parkades and communication between the two. Locating signs at the following gateways would provide available information where it would be of most benefit:

- Grafton Street westbound before Water Street
- Longworth Avenue southbound before Euston Street
- University Avenue southbound before Euston Street
- Brighton Road eastbound before Rochford Street



Figure 17: Example of a Real-Time Digital Parking Availability Sign

Source: evanstonnow.com

5.3 PARKING DESIGN, DRAINAGE, AND THE ENVIRONMENT

Parking infrastructure best practices emphasize the importance of sustainable design, with a focus on stormwater management and minimizing environmental impact. Residential roads and parking lots typically contribute increased storm flow volumes and pollutant loading to stormwater systems. Key strategies to achieving a more sustainable stormwater approach to road and parking lot designs include:

- Reducing parking footprints can lessen the amount of stormwater runoff. Using parking structures and underground parking can achieve this reduction, as can other supply management measures discussed elsewhere in this report.
- Implementation of infiltration-promoting bioretention and biofiltration areas, such as rain gardens, vegetative swales, and street runoff collection features (e.g., curb cuts to depressed traffic medians).
- Incorporating Low Impact Development (LID) design and/or systems, like permeable parking surface materials (porous asphalt, pavers, etc.) to further minimize impervious surfaces.

Effective stormwater management in parking lots is a key component for improved sustainability. Parking lots that drain directly to a concrete gutter and storm sewer system will have a much greater impact than parking lots graded to drain to vegetated pervious areas. Green infrastructure elements like bioretention areas, grassed swales, and landscaped areas integrated into parking lots can further help manage stormwater by promoting infiltration and filtration. The proper design and construction of curb cuts is essential, as common errors like elevated curb cuts or reverse slopes can lead to ineffective water diversion and increased runoff. Pretreatment strategies, such as vegetated strips and sediment-catching structures, help manage stormwater by slowing the flow, collecting sediment, and releasing water gradually. When these elements are properly integrated, stormwater control is more efficient, and the environmental impact of parking infrastructure can be reduced.

Permeable pavement systems, such as porous asphalt or permeable pavers, are a green infrastructure alternative to traditional impervious surfaces. They allow water to infiltrate, reducing runoff and flood potential. This reduces the peak flow and volume of runoff from a catchment area. These permeable systems are most appropriate in low to medium traffic areas where surface deterioration and reduced porosity are less likely. If the native soil has a very low permeability or the ground water table is considerably high, like it often is in Charlottetown, the water that infiltrates through the pavement can be removed through a perforated pipe underdrain and flow restrictor assembly. The flow restrictor will aid in achieving sufficient drawdown between rainfall events.

Pervious pavement surfaces should ideally be designed with a slope of 1-5% to facilitate effective drainage. Underground stone reservoir and/or French drains used to collect drainage should be located at least one meter above the water table and bedrock, where possible. To maintain the permeability of the surface, nearby landscaped areas should be graded to slope away from the pavement, reducing the risk of sediment accumulation on the surface. Sand should be avoided for de-icing on these surfaces, as it can clog the pavement. In environments prone to clogging due to nearby sediment sources, regular maintenance, such as vacuuming to remove trapped sediment from the pavement voids, may be necessary to preserve the surface's functionality.

Regular maintenance is essential for the success of pervious pavement, especially in cold climates where low maintenance is a common challenge for these Low Impact Development (LID) practices. In colder regions, sediment buildup from snowpacks, damage from plows and snow removal, and contamination from de-icing chemicals often lead to clogging and reduced effectiveness. However, permeable pavers—interlocking blocks designed for infiltration—tend to perform better in these environments. Their inherent flexibility allows them to withstand the freeze-thaw cycle, adapting to slight heaving as water freezes within the structure before fully infiltrating.

Documents outlining specifics related to proper LID construction are available from the Credit Valley Conservation[2,3] which include details on proper construction techniques, inspector tools, etc.

[2] CVC (Credit Valley Conservation), 2014. Contractor's & Inspector's Guide for Low Impact Development – Draft June 2014.

[3] CVC (Credit Valley Conservation), 2012. Low Impact Development Construction Guide.

6 STRATEGIC ACTIONS

6.1 MUNICIPAL GOVERNANCE

6.1.1 THE CITY'S ROLE IN PARKING

The City of Charlottetown has a lengthy history of hands-on involvement in the provision of parking in the downtown. We have heard, however, from our community engagement that there is concern that parking as a municipal service is not being given the attention it deserves both in terms of day-to-day operation and longer-term strategic planning and investment.

The Parking Management Strategy will be based on a City-led model of parking governance. A status-quo positioning of parking as a service within the City's management structure, however, will be insufficient to give parking the support it needs to thrive and be sustainable. Although the concept of a Parking Commission was identified to us in our community engagement, the same degree of effectiveness can be achieved by creating a department or division with the City's organization focused on parking. Initially, this department will require one full time co-ordinator position. Eventually, other existing assets and resources within the organization, such as parking enforcement may be merged into the department. Although management of the City's parkades can still be done effectively through a contract with the Charlottetown Area Development Corporation, a more comprehensive approach to parking management would see these tasks brought directly under control of the City's parking department.

The key piece to the governance of parking by the City is to treat parking as a business as well as a municipal service. Parking should be positioned as a "profit centre". Revenue from parking fees and parking fines would all go into the profit centre account and not into the City's general revenues. This funding would be used both for day-to-day operation of parking as well as investment in maintaining and expanding, as needed, the parking supply. This measure would require some new capacity to be created within the municipal structure as well as a redirection of some existing capacity.

The first order of business for the new parking department would be to have its parkades evaluated and a strategy developed for optimal rehabilitation of the parking assets. It can be shown that a parking rehabilitation strategy that features regular maintenance activities and smaller-scale rehabilitation and protection projects will cost less in the longer term than conducting major rehabilitation projects once the infrastructure reaches end-of-life.

6.1.2 MANAGING TRANSPORTATION DEMAND

To meet the City's commitment to working towards a more sustainable transportation system (see Section 2.2.7), the street infrastructure needs to be more supportive of transit and active transportation. Marked bicycle lanes and curbside transit stops are two measures that greatly improve safety and functionality, but both typically compete with on-street parking for curbside space. Although maintaining a supply of on-street parking will be important to the success of a Parking Management Strategy and some level of balance must be maintained between these competing demands, on-street parking must cede priority to important transit and active transportation projects.

Priority for parking supply must, instead, be focused on off-street locations to avoid interfering with transit and active transportation planning.

Demand can also be influenced by encouraging daily parking over monthly parking. Convenient monthly parking encourages continual choosing of a single-occupant vehicle trip, while convenient daily parking creates opportunities for periodically making other trip choices like transit, active transportation and carpooling. The use of parking fees to influence this choice is further discussed in Section 6.2.4. While influencing mode choice is important, capacity needs to be retained for commuting to work until alternative choices are improved.

6.2 PARKING MANAGEMENT

6.2.1 MANDATORY MINIMUM PARKING REQUIREMENTS

Across Canada, an increasing number of municipalities are eliminating or reducing minimum parking requirements for residential development to promote more compact, affordable, and sustainable communities. Minimum parking requirements can unintentionally discourage much-needed housing by prioritizing vehicle storage over residential space. In line with this national shift, the City of Charlottetown has identified the review of parking standards as a priority through multiple policy channels, including the Official Plan, the ongoing Zoning and Development Bylaw review, and as a key initiative under the City's Housing Accelerator Fund (HAF) Action Plan. Downtown Charlottetown in particular, with its proximity to employment opportunities, public transit and active transportation infrastructure, and amenities and services, is ideally suited for additional residential growth which could be further supported by reducing or eliminating parking requirements.

The Official Plan emphasizes the importance of intensifying development in the downtown to support economic vitality, reduce urban sprawl, and enhance walkability. Parking minimums, however, can present a barrier to these goals by consuming valuable land, increasing development costs, and reducing the feasibility of smaller-scale infill and adaptive reuse projects, especially on constrained lots in a historic downtown area. By removing parking minimums, the City would enable developers to respond to actual parking demand based on local site context rather than minimum requirements established for a larger area.

We understand the City is currently undertaking a review of its Zoning and Development Bylaw to address initiatives identified through the HAF program. As part of this review, and in alignment with the Official Plan, the following actions will help manage off-street parking more strategically while supporting the need for more housing, especially housing that is affordable:

1) Removing or reducing minimum parking requirements (except for minimum requirements for accessible and bicycle parking) for residential development that could be targeted based on locations or housing type:
    a) Removing or reducing minimum parking requirements in the downtown, 500 Lot Area, and/or along Nodes and Corridors, as identified by the Draft Official Plan.
    b) Removing or reducing minimum parking requirement for sites within 200 meters of the high-frequency Route 1 transit corridor
    c) Removing parking requirements for Accessory Dwelling Units (secondary suites and garden suites).
2) Enabling variances for minimum parking requirements in the Zoning and Development Bylaw.

The specific actions to be implemented should be informed by engagement with developers and the broader community that is currently underway as part of the Zoning and Development Bylaw review.

6.2.2 STREET PARKING IN THE HIGH-DEMAND PERIPHERY OF DOWNTOWN

Residential areas in the vicinity of downtowns or major institutions such as hospitals and schools may see streets become saturated with parking. This is particularly noticeable around institutions that provide limited off-street parking. This creates issues for residents in these neighbourhoods. In older neighbourhoods, not all lots have driveways or off-street parking and, even if they do, on-street parking is needed for guests and servicing vehicles. Increasing the density of these neighbourhoods through the permitting of auxiliary units also can rely of the presence of on-street parking.

One way to deal with this issue is to implement controls that deter all-day parking such as time limited parking (typically one-hour and two-hour limits) or part-day restrictions (such as no parking from 10am to 11am). A second way of dealing with the issue is by designating street parking for residents only and issuing permits to those residents. The City of Charlottetown uses both mechanisms in the areas around the downtown and Holland College (specifically the Prince of Wales and Tourism & Culinary Campuses). While designating a street, or portion of it, for

resident-only parking can provide a high degree of comfort for the residents looking for street parking, it doesn't result in optimal use of street space in high parking demand areas.

We will explore the concept of using pay parking to manage parking in areas like this in Section 6.2.5.

6.2.3 SIDEWALK PATIO PROGRAM

The COVID-19 Temporary Patio Program currently sees 46 on-street parking spaces removed and reallocated for patio space used during summer months by businesses (typically restaurants and bars) that front those spaces. Concern was expressed to us during our community engagement that valuable parking spaces were being lost for patios that consistently have no customers or are vastly underutilized. We believe that on-street patios are an important part of the vibrancy of downtowns in Atlantic Canada during the summertime and need to be part of the balancing of curbside space allocation. This accommodation is justified, however, only when the space is effectively used. Curbside space that is used for patios with low occupancy is better left as parking space.

The number of spaces currently occupied by patios in Charlottetown should be reduced. To ensure that the remaining space is allocated to those businesses who best make use of it, a permitting process that strives to measure historic occupancy could be considered. A better self-regulating approach is to significantly increase the rental cost of patio spaces. This approach can be expected to naturally lead to a decrease of applications and ensure that the applications received come from businesses whose high-volume patronage of the patio will justify their added investment. In theory, adjusting the rental cost of spaces can be used to moderate the number of spaces applied for. We recommend, initially, to increase the cost of patio space to $1000 per parking space per season. Further adjustment to the rental cost, up or down, may need to be made in future years if observations suggest that the space in use is being over-utilized or under-utilized.

It should be recognized in this discussion that this program is seasonal only (May 31 to October 31) and does not have an impact on parking outside of that time window.

The intent of this practice is for the number of patios to be "self-regulated" through pricing. An alternative to this is for City Council to set a maximum number of patio permits available based on what feels like the "right number" to balance the needs for parking space with the desirability of patios. Once established, this policy could be managed through granted permits being renewable with new permits issued through a waiting list, or through issuing single-season-only permits with an annual tendering process.

6.2.4 PARKING PRICING

We have observed the setting of parking prices in urban areas of Atlantic Canada to be more connected to "perceived tolerance" of businesses and the public than to principles of economics. In the context of treating parking more like a business, economic principles should come into play. More importantly, however, is to use parking pricing as a mechanism to control and manage demand and turnover.

Regardless of how residents and visitors choose to travel within Charlottetown, a cost burden is placed on the City to accommodate that choice, whether through building sidewalks and other active transportation infrastructure, running buses, or building streets and parking for vehicles. The degree to which costs are recovered from those making various travel mode choices can, and should, reflect the City's objectives for promoting more sustainable transportation. There can be little doubt that very high parking costs in major urban areas like New York City and Toronto have a clear influence on travel choice, resulting in more people using public transit and active transportation. This phenomenon does not translate to small urban areas, however, as high parking costs can ultimately erode the attractiveness of the downtown.

In Charlottetown, parking pricing can be used to achieve three parking management objectives:

- Shift longer-term parking to off-street locations and leave on-street space for higher turnover
- Deter (while not prohibiting) all-day parking on residential streets by non-residents
- Reflect periods of higher demand in the parking price

The City should adopt the hourly and daily parking rates shown in Table 5. To encourage use of parkades, the rate for on-street parking is increased slightly and the rate for parkades (which should be shown as inclusive of tax) is

decreased to create more of a differential between the two. Parking rates on-street are increased through July and August when parking demand from visitors is at its peak. A higher price may help to increase availability, which is more of an attraction to visitors than price is a deterrent. Hourly and daily rates are also recommended for an expansion of the existing pay parking area (described more fully in 6.2.5). Monthly rates may also be considered for the expanded pay area, as is currently done in Halifax Regional Municipality. It is important that the expanded pay parking area not become "saturated" with parking so that there is always space available for residents of that area. Accordingly, hourly rates should be adjusted as needed and monthly parking (if implemented) should be by permit with a capped number of permits available.

At its essence, this approach will encourage local residents to seek parking in the parkades in the summer months where prices will remain lower and leave the more visible on-street spaces for visitors, tourists and short duration parking.

Paying a monthly fee to park is an incentive to constant selection of a vehicle as a mode of travel. When daily parking is relatively more affordable than monthly parking, choosing alternative means of travel (like transit, active transportation and car pooling) becomes more attractive. For this reason, monthly parking rates should be set at a minimum of 15 times the daily rate. That would result in a monthly charge for space in parkades to increase to $125.00, an increase of $10.00 from the current rate.

Table 5: Proposed Parking Rates

	Existing and Proposed Rates					
	Sept-June			July-Aug		
	Hourly	Daily	Monthly	Hourly	Daily	Monthly
Existing on-street payment areas	$1.50			$1.50		
	$1.60			$2.00		
Parkades	$1.25	$8.75	$115.00	$1.25	$8.75	$115.00
	$1.20	$8.00	$125.00	$1.20	$8.00	$125.00
Extended on-street payment areas	Free			Free		
	$1.00	$6.50		$1.00	$6.50	

KEY TO CELLS:
- Blue shading indicates existing price
- White shading indicates proposed price
- Grey shading indicates "Not Permitted"

Note: All prices are inclusive of HST

Parking pricing policy should be designed to influence demand so that it better matches supply, while providing incentive for alternative commuting mode choices such as public transit, ridesharing, and active transportation. It will be important to make these choices effective and attractive through continued investment. Parking permits for residents in areas of high parking demand (see Section 6.2.2) should be a nominal administrative charge only.

6.2.5 EXPANSION OF PAY PARKING AREA

The introduction of pay-by-space parking using multi-space parking meters (see Section 6.2.6) creates an opportunity to consider expanding the area in which payment for on-street parking is required. This can help to moderate the demand for parking on the street by those who aren't street residents. Hourly and daily rates can be offered in these areas. Payment can be made at a paystation or through the HotSpot app, however, implementation and operational costs can be greatly reduced by installing fewer paystations than normal and relying more heavily on the payment app. If demand remains excessively high and parking spaces become saturated, even with payment controls, an alternative is to divide the area into zones and sell a managed number of monthly permits on the open market. The number of passes sold is controlled so that parking in any one zone does not become saturated.

In all of these approaches, residents of the street can purchase a parking permit that exempts them from having to pay for parking or from any other timed parking controls placed on the street. Like pay-parking, the resident parking permit would be tied to a license plate number. The permit would be issued only to a license plate registered to an address on the street where the controls are in place and would be valid only for parking on that street (or within the zone that street is on).

Figure 18 shows the proposed area for the expansion of pay parking.



Figure 18: Proposed Area of Pay Parking Expansion

6.2.6 IMPLEMENTING PAY-BY-SPACE AND MULTI-SPACE PARKING METERS

As discussed in Section 5.1 there are many benefits to converting from single-space parking meters to multi-space meters. Although a staged approach to meter replacement can simplify implementation and funding, it makes it more challenging to educate the public on the conversion when both systems remain operational during the transition period. The City should remove all on-street parking meters and install multi-space pay stations operating pay-by-plate in a one-time "blitz". Although it may seem attractive introducing a conversion to pay station parking as a pilot or incrementally in phases, we recommend that it be done area-wide at one time. Operating two different payment methods at the same time will result in confusion for users as well as administrative challenges for the City. Procurement of technology and support services will also be more cost-effective when done at one time.

Pay stations are typically installed at intersection corners or at mid-block locations on both sides of the street. Figure 19 shows how extending the curb into a parking lane mid-block can create an attractive and visible location for a pay station. Pay stations essentially duplicate what the HotSpot app provides, but allow for payment on-site

including payment by coin as an option. Pay station locations should be frequent in the core of the downtown, but may be used less prolifically in areas outside of the core.



Figure 19: Pay Station Located on Mid-Block Curb "Bump-Out" in Sydney, NS

In addition to installing the pay stations, new parking control signs will be required. An example of a sign currently in use is provided in Figure 20.

Cities that implement pay station parking often divide their pay area into "Parking Zones". Since a payment for parking is not associated with a single space the way it is with parking meters, a parker is free to move from space to space with one payment. The parker is also, however, bound by the maximum parking time limit even when they move to a different space. With a zone system, a parker may move from one zone to another requiring a new payment to be made but resetting the time limit clock for maximum parking duration. The zone system better accommodates parkers who wish to make multiple stops downtown, the total time for which may exceed the current two or three hour maximum. Parking zones are also of value in areas outside of the downtown, as it gives the residents with parking permits a larger area to seek a space and can help to limit outside demand when controlled monthly passes are sold. An example of how parking payment zones might be laid out in downtown Charlottetown is provided in Figure 21.



Figure 20: Sample Parking Control Sign Used in Halifax, NS

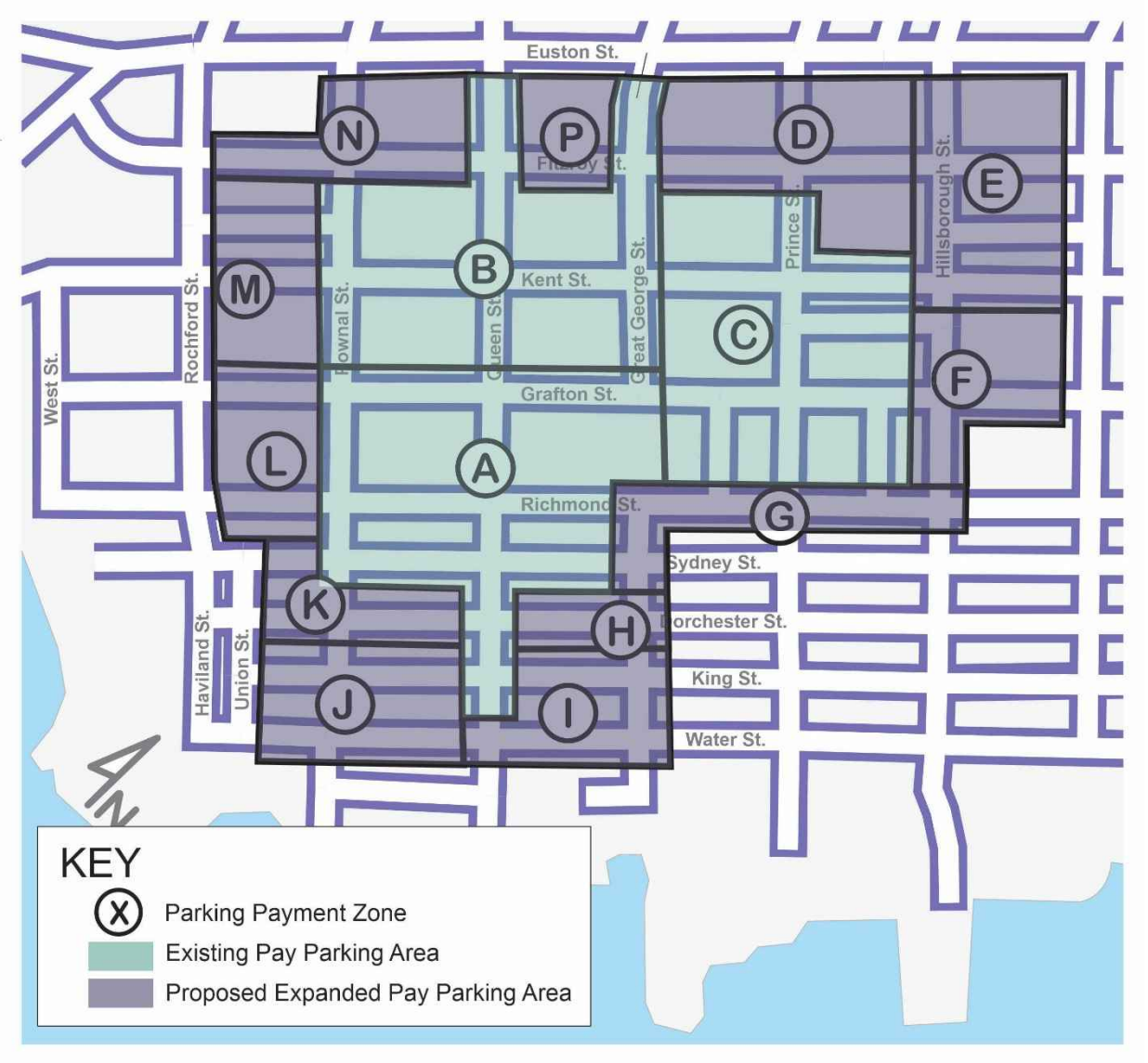


Figure 21: Proposed Layout of Parking Zones

6.2.7 MANAGEMENT OF PARKING IN MUNICIPAL PARKADES

The three existing municipal parkades operate with payment collection at a staffed exit booth. This method of payment collection is outdated, inefficient, and used very rarely in Canadian cities. Alternative methods for payment collection include the techniques described in Section 5.1, but more commonly involve payment-upon-exit using a vending machine. Automated payment may be made at the exit or by purchasing a validated exit ticket at vending machines located conveniently within the parkade or other nearby locations.

The three existing parkades accommodate both monthly and daily/hourly parkers. Making parkades more attractive to hourly parkers can help to shift demand away from on-street parking. The best strategy for managing space within these parkades is to provide monthly parking on the less-convenient upper levels and daily/hourly parking on the more accessible lower levels. Not only does this make for better efficiency with higher turnover on the lower levels, but it can make parkades more attractive to the public when they can find spaces more quickly and not have to travel all the way to the upper levels. Without any controls, however, the opposite happens. Monthly parkers who arrive early in the day occupy the lower levels of the parkade while hourly parkers arriving later in the day must travel to the upper levels to find a space to park.

There are three common methods for migrating monthly parkers to upper levels of the parkade:

- Using pay-and-display for hourly parking and rear-view mirror tags for monthly parking, then enforcing a policy that issues a fine to monthly parkers who park outside of designated levels.
- Coning- or roping-off parking rows that are intended for hourly parking during the time that monthly parkers typically arrive (7:00am to 10:00am) and removing those barriers following that time.
- Closing off (with traffic cones) half of the parkade during the time that monthly parkers typically arrive (7:00am to 10:00am) and removing the barriers following that time.

The third method is likely to be the most effective and we have provided a sketch (Figure 22) to show how it might be set up.

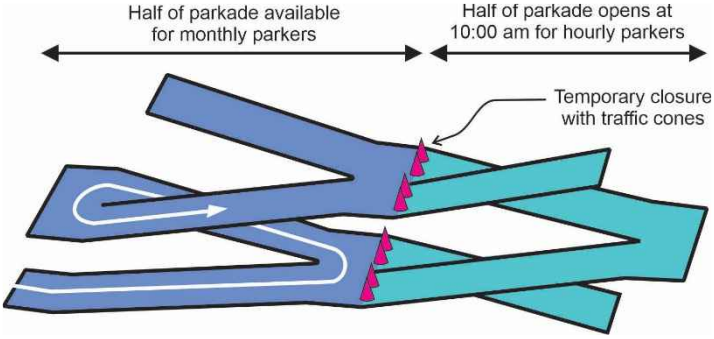


Figure 22: Concept of Parkade Half-Closure to Reserve Lower Floor Space for Hourly Parking

6.2.8 ACCESSIBLE PARKING

Locating accessible parking spaces within a row of angled parking is problematic. Accessible vehicles typically load and unload from the passenger side or the rear of the vehicle. In a typical angled parking space, there is insufficient buffer room on the passenger side of the vehicle and loading from the rear results in interaction with street traffic (unless the vehicle is backed into the parking space). To overcome these issues, accessible parking spaces should be located in areas with parallel parking, with wide abutting sidewalks, and at the lead end of the parking row to facilitate rear loading.

Some on-street accessible parking should, be provided on Queen Street. This can be accommodated by creation of a parallel parking space for an accessible vehicle prior to the start of the angled parking row. This space should be located at the leading end of the block to provide space for rear loading. This concept is illustrated in Figure 23.

The issues associated with loading an accessible vehicle are also experienced by commercial vehicles during loading and unloading. This same strategy of creating a single parallel space at the lead end of the block could be used to create commercial loading spaces.

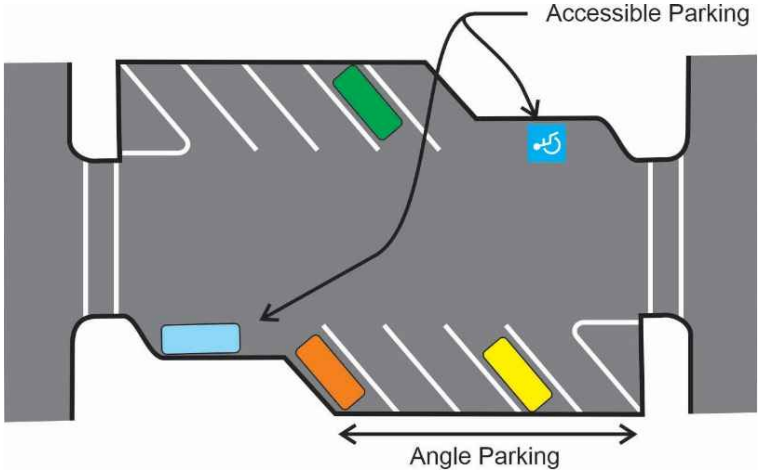


Figure 23: Accessible Parking Space Integrated with Angled Parking

We heard during our community engagement that the fine for vehicles not displaying an accessible permit parking in a marked accessible parking space is too low to be a deterrent. It was suggested that the fine be increased and that signs be posted advising of the cost of the fine.

Data comparing the cost of a ticket for violating this regulation for various cities was provided to us by the City of Charlottetown and provided in Table 6. While a $50 fine for violation does appear to be comparatively low and unlikely to be a strong deterrent, the Traffic By-law does allow for the fine to be $150. To increase compliance and

ensure that marked accessible spaces are used only by those entitled to use them, $150 fines should be levied consistently by policy and tabs should be added to accessible parking signs to indicate the cost of the fine.

Table 6: Cost of Ticket for Parking Illegally in an Accessible Space in Various Cities

City	Early Discounted Payment	Standard Payment
Charlottetown	none	$50-$150
Summerside	$50	$100
Halifax	$100	$137
Saint John	none	$125
Calgary	$200	$250-$300
Vancouver	none	$500



Figure 24: Fine Information Tab on Accessible Parking Space Sign

CSA standards[4] provide a guideline for how many on-street and off-street parking spaces should be designated as accessible. The guideline suggests that ten percent of on-street spaces, and at least one space per block be designated accessible. Although only about two percent of the on-street spaces within the downtown is currently designated as accessible, few urban areas within Atlantic Canada come close to meeting the CSA standard. While we found availability of accessible spaces to be reasonably good at fifty percent (see Figure 3), the City should set a target of five percent of on-street spaces to be designated as accessible. For parkades, the CSA standard provides a table for determining accessible parking which is shown in Table 7.

Table 7: Recommended Number of Accessible Parking Spaces in Parking Lots

Number of designated parking spaces	Number of designated accessible parking spaces
2 to 50	1 to 3
51 to 100	2 to 4
101 to 200	4 to 8
201 to 300	5 to 10
301 to 500	6 to 12
Over 500	6 to 12, plus 1 to 3 for every 100 spaces over 500

[4] Accessible Design for the Built Environment; Accessibility Standards Canada CSA B651:23

6.2.9 WINTER PARKING REGULATION

Many cities in Atlantic Canada enact a regulation to prohibit vehicles from parking on the street overnight during winter months. Charlottetown has such a regulation that is enforced from November 15 to April 15. Residential densification of downtowns has put more pressure on on-street parking and a regulation of this nature will remove parking stock when there is no need (i.e. no snow is present or needs removal). Some cities have acknowledged this by relaxing winter parking regulations. This can be achieved by enacting opposite-side-of-the-street parking, whereby overnight parking is restricted on one side of the street on odd-numbered dates and restricted on the other side of the street during even-numbered dates. Another approach is allow overnight parking throughout the winter unless a "snow event" has been declared and communicated through the local media and the municipal social media process.

From our public engagement, we have gained the sense that very few Charlottetown businesses and residents find the exiting winter parking regulation overly restrictive to parking. Nevertheless, the two methods described above can kept in mind for future implementation as the nature of residential development in Charlottetown evolves.

6.3 PARKING SUPPLY

In Section 2.6 we have demonstrated that additional parking supply is needed to meet the demands of downtown businesses and institutions. The City has attempted to optimize on-street space for parking through the use of angle parking on streets that can accommodate it. While we will examine the relationship between parking and available street width in Section 6.3.20, it is clear that new and continuing pressures for downtown curb space for bicycle lanes, sidewalk extensions and transit stops will reduce the number of spaces that can be provided on-street.

A strategy to address a shortage of parking supply must rely on the development of more off-street parking.

6.3.1 OFF-STREET PARKING OPPORTUNITIES

Three potential opportunities for adding parking supply are described below. As this is a strategic plan, we are not in a position to confirm all aspects of feasibility, provide design details, or calculate more than a very rough cost estimate. Additional analysis and engineering work will be needed to pursue any of these concepts.

QUEEN STREET PARKADE VISION

There has been ongoing discussion regarding the rebuilding and expansion of the existing Queen Street parkade as part of a new visioning of the block that the parkade sits on. Projects like this provide an exciting opportunity to combine mixed use downtown development integrated with parking infrastructure. The proposed opportunity described in Section 4.1 has the benefit of increasing parking supply, rehabilitating aging infrastructure, and creating land use opportunities that can be integrated into the parking stock. The additional parking in this location closely overlaps an area of parking deficiency.

The City should make every effort to pursue this vision with a private sector partner. Although continued ownership of the parkade by the City best fits the governance model we are proposing, ultimate sale of municipal property and ownership of the parkade by the private sector could also work with our proposed model. If retaining a third-party facilitator is needed to move the project forward and resolve land ownership issues, that investment would be clearly worthwhile if it allows this important opportunity to be realized.

A case study of a similar development that combines mixed use with municipal public parking is provided in Appendix C.

SYDNEY STREET TWO-LEVEL PARKING STRUCTURE

We see an opportunity to convert an existing privately-owned surface parking lot along Sydney Street into a two-level parking structure. A concept layout is provided in Figure 25. The existing property ownership and a perspective view of the option are provided in Figure 26.

Although this location is in an area where parking supply is needed, it is also in close proximity to three sites with sensitivity to visual impacts: Province House, St Dunstan's Basilica and Victoria Row. The layout of the structure is such that parking remains at ground level adjacent to Great George Street and only gains structural elevation as it

moves into the block and along Sydney Street. A portion of Great George Street is shifted westward into the block to gain additional street right-of-way. This allows for the creation of right-angle parking spaces on both sides of the street as well as a wide pedestrian area on the east side of the street.

Alterations to Sydney Street and Great George Street would need to take into consideration the potential heritage designations of Great George Street and the desire to preserve historical context of the streetscape. This discussion could become part of the upcoming Heritage Conservation Bylaw update.

While we acknowledge that impact of even a modest structured parking facility at this sensitive location may render the project unfeasible, we project that 150 parking spaces can be created to replace the approximately 100 spaces currently available in the existing surface lot and adjacent streets. As part of land acquisition, concessions could be made to owners of parking in the existing lots to provide dedicated spaces equal to their current total. At a high level, we estimate the cost of this project to be $2.5 million not including property acquisition.



Figure 25: Proposed Sydney Street Two-Level Parking - Layout

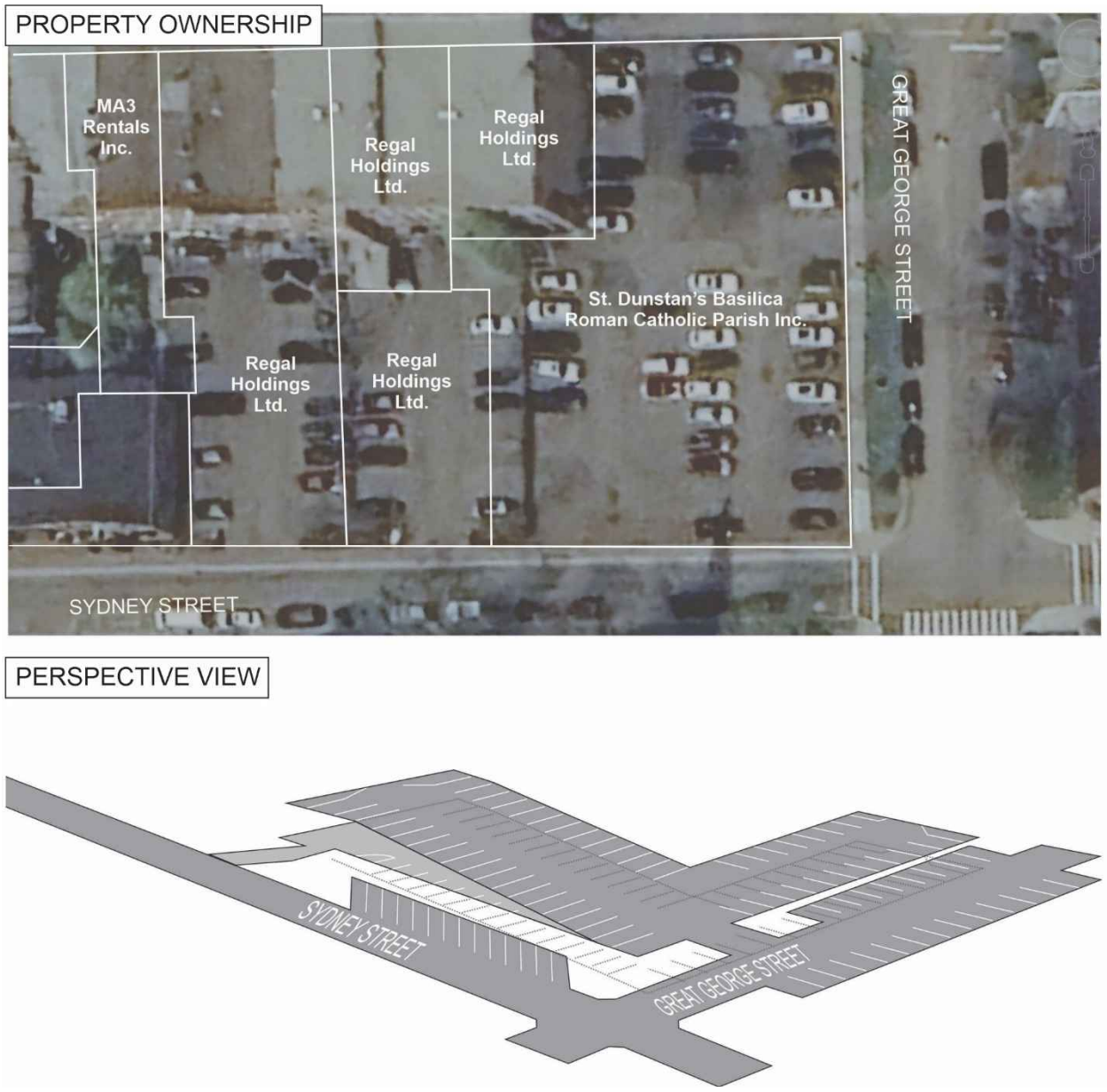


Figure 26: Proposed Sydney Street Two-Level Parking - Property Ownership and Perspective View

FOURTH PARKADE

A fourth parkade, located in an area of parking deficiency would provide the best opportunity to create new parking supply. Since there is no municipally-owned land, or even privately-owned vacant land, in areas where parking excess demand is noted, acquisition of land and demolition of buildings would be required. To minimize impact to the downtown, a block should be chosen that is underutilized, with minimal historical value, and allows for a parkade footprint that minimizes the use of street frontage.

We believe the block bounded by Queen, Dorchester, Great George and King best meets this criteria. The block is currently undergoing some redevelopment and a partnership with a private sector firm (similar to the Queen Street Parkade Vision described above) may be an option to municipal acquisition of land and funding of a new parkade. The layout of this block, along with the footprint of a typical parkade (similar to the existing three parkades) is provided in Figure 27. A more detailed examination of property ownership and land use may identify a different

location or facility orientation within this block. The approximate cost of a 400-space parkade would be $20 million for the structure alone.

One approach to achieving parking supply in this location may be for the City to purchase a block of properties, then accept proposals to develop the site for integrated parking and mixed-use development (similar to the Queen Street Parkade Vision).

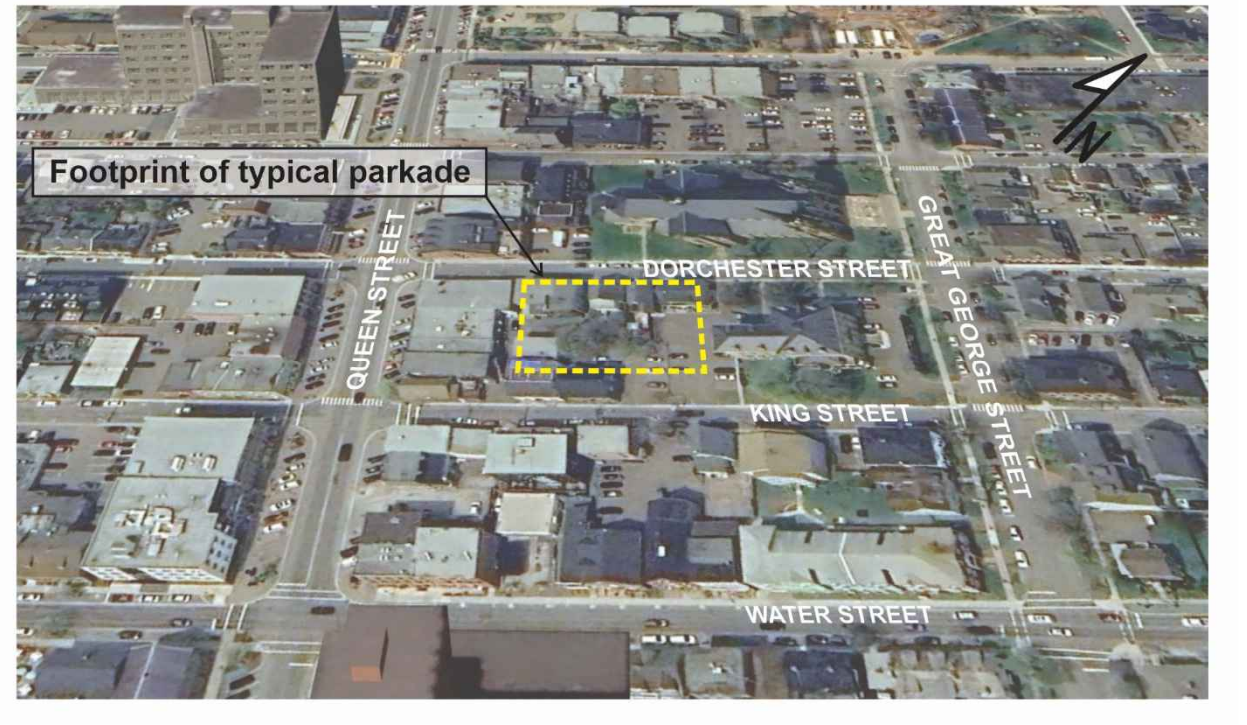


Figure 27: Potential Site for Fourth Parkade

6.3.2 MODIFICATIONS TO ON-STREET PARKING

In this section, we investigate the suitability of current on-street parking to the available street width. In some cases, the existing parking may be safely supported by the street width. In other cases, there may be opportunity to increase parking when surplus space is present. In this examination, we have assumed that every two-way street has one travel lane in each direction and that every one-way street has a single travel lane. This is not currently the case in Charlottetown, as several one-way streets are marked as two lanes of traffic. We believe that a single lane of traffic in one direction is appropriate in the downtown environment and for the traffic volumes present. However, at the approaches to intersections, transitioning to an additional lane for turning traffic may be warranted. This analysis also does not account for the addition of marked bicycle lanes. Such facilities are expected to be recommended in the Active Transportation Plan, currently being developed, and will require adjustments to parking to accommodate them.

In Figure 28 we have provided minimum curb-to-curb widths for streets with various configurations of parking. Widths are shown for both one-way and two-way streets, but all with just single lanes in either direction of flow (other than Great George between Fitzroy and Euston).

In Tables 7 and 8, we have provided measured widths for sidewalk, boulevard (grassed area between the sidewalk and street curb) and curb-to-curb street width. We have also indicated the type of parking permitted on-street. We have then compared the provided curb-to-curb width to the parking provided to confirm the capability of the street to support that parking. If the shading indicates that the curb-to-curb width is insufficient to support the parking provided, consideration should be given to removing or reconfiguring the parking. If the shading indicates that the curb-to-curb width has significant enough surplus width, added parking can be considered.

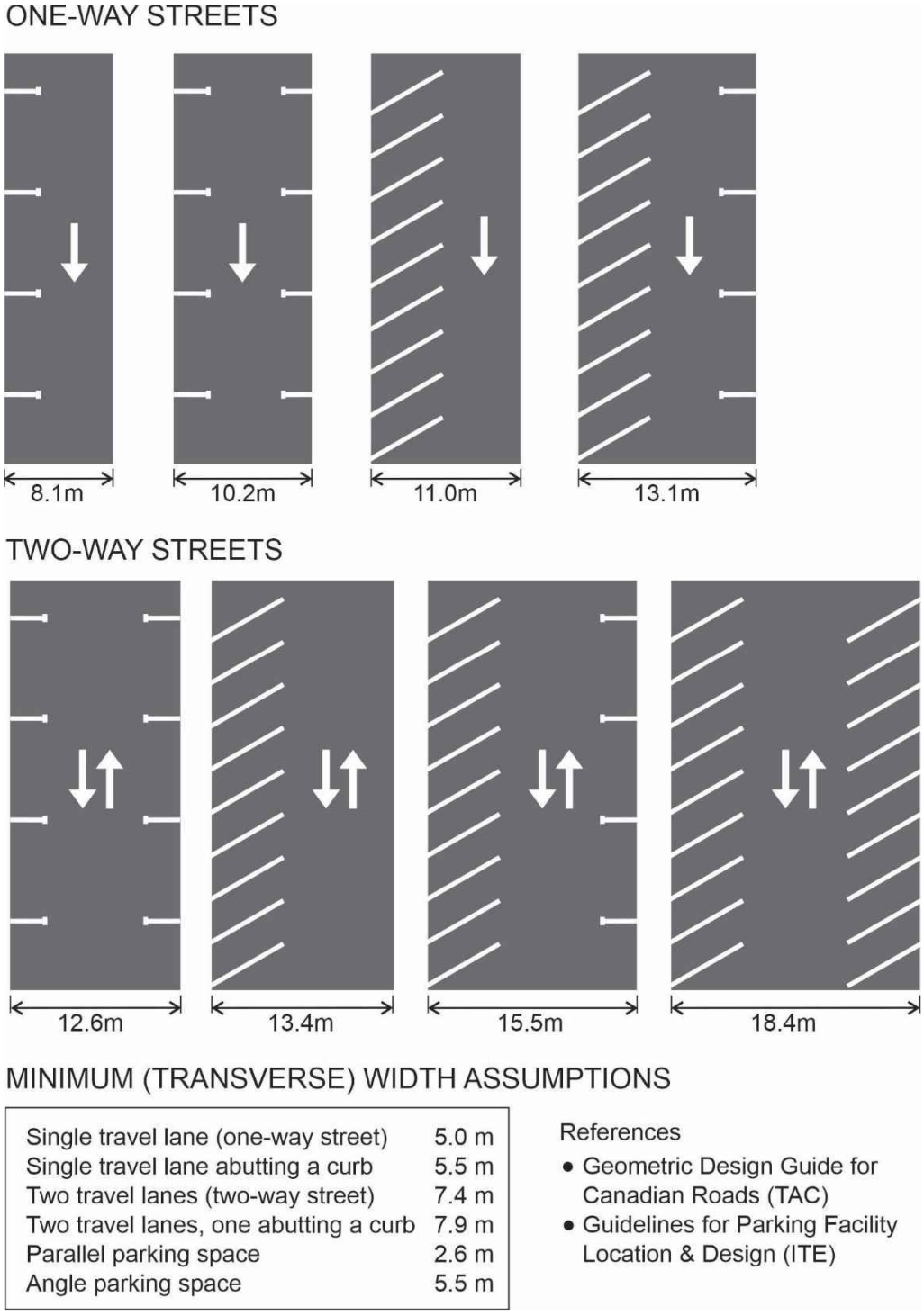


Figure 28: Minimum Curb-to-Curb Width Required to Support Various Parking Configurations

In these figures we have also assessed the width of sidewalks. The City should establish a minimum width of 1.2m for sidewalks adjacent to parallel parking spaces and a 1.8m minimum width for sidewalks adjacent to angle parking spaces. The additional width adjacent to angle parking is to allow for the "bumper overhang" characteristic of angle parking (see Figure 29).

Table 8: Parking Capability on North-South Streets

Street	From	To	East Side		Curb-	West Side		East	Travel	Flow	West	C-to-C
			S/W	Blvd	to-Curb	Blvd	S/W	Parking	Lanes	Direction	Parking	Req'd
Pownall	Water	King	1.3	none	15.6	none	1.3	angle	2	both	parallel	15.5
	King	Dorchester	1.5	2.7	12.4	none	1.2	parallel	2	both	parallel	12.6
	Dorchester	Sydney	1.8	2.4	12.4	none	1.0	parallel	2	both	parallel	12.6
	Sydney	Richmond	1.4	none	16.8	none	1.2	angle	2	both	parallel	15.5
	Richmond	Grafton	1.3	none	16.3	none	1.3	angle	2	both	parallel	15.5
	Grafton	Kent	1.4	none	15.4	none	1.5	parallel	2	both	parallel	12.6
	Kent	All Souls	1.4	none	18.7	none	1.6	parallel	2	both	angle	15.5
	All Souls	Fitzroy	1.4	none	18.1	none	1.5	parallel	2	both	parallel	12.2
	Fitroy	Euston	1.4	2.4	13.0	none	1.4	parallel	2	both	parallel	12.2
Queen	south of Water		1.8	none	15.8	1.5	2.4	none	2	both	parallel	13.4
	Water	King	3.0	none	24.4	none	3.0	angle	2	both	angle	18.4
	King	Dorchester	2.7	none	23.8	none	2.7	angle	2	both	angle	18.4
	Dorchester	Sydney	2.5	none	23.0	none	2.9	angle	2	both	angle	18.4
	Sydney	Richmond	3.0	1.4	24.2	none	2.9	angle	2	both	angle	18.4
	Richmond	Grafton	2.7	none	20.2	none	2.7	angle	2	both	angle	18.4
	Grafton	Kent	2.7	none	20.2	none	2.7	angle	2	both	angle	18.4
	Kent	Fitzroy	2.7	none	20.0	none	3.3	angle	2	both	angle	18.4
	Fitzroy	Euston	1.4	none	19.9	none	1.2	angle	2	both	angle	18.4
GrGeorge	Water	King	1.2	5.3	12.2	3.0	1.9	parallel	2	both	parallel	12.6
	King	Dorchester	1.3	6.0	12.0	2.9	1.8	parallel	2	both	parallel	12.6
	Dorchester	Sydney	1.6	6.2	11.8	3.5	1.7	parallel	2	both	parallel	12.6
	Sydney	Richmond	1.7	6.4	11.7	3.2	1.0	parallel	2	both	parallel	12.6
	Grafton	Kent	2.8	none	22.7	none	2.8	angle	2	both	angle	18.4
	Kent	Fitzroy	2.8	none	22.7	none	2.8	angle	2	both	angle	18.4
	Fitroy	Euston	3.4	none	24.8	none	1.5	none	4	both	angle	20.4
Church	Richmond	Grafton	1.3	none	7.3	none	none	none	2	Sbnd	parallel	8.1
Prince	Water	King	1.5	3.0	20.3	none	1.4	parallel	2	both	angle	15.5
	King	Dorchester	1.7	3.0	16.2	2.9	1.4	parallel	2	both	parallel	12.6
	Dorchester	Sydney	1.5	3.0	16.0	3.0	1.3	parallel	2	both	parallel	12.6
	Sydney	Richmond	1.4	3.0	19.0	none	1.8	parallel	2	both	angle	15.5
	Richmond	Grafton	1.6	3.1	18.7	none	1.5	parallel	2	both	angle	15.5
	Grafton	Kent	1.6	none	21.0	none	1.5	angle	2	both	angle	18.4
	Kent	Fitzroy	1.8	none	20.6	none	1.5	angle	2	both	angle	18.4
	Fitzroy	Euston	1.2	none	21.2	none	1.5	angle	2	both	angle	18.4

Key to Shading

- Minor deficiency - address as opportunity presents
- Significant deficiency - review immediately and address as needed
- Potential opportunity for additional street use

Several sidewalk widths are noted as a minor deficiency. As streetscaping projects, adjacent land development, or other street rehabilitation projects come up, these deficiencies should be addressed.

Some street blocks on Sydney, Dorchester and King Streets were found to be too narrow to support parallel parking on both sides of the street. This makes vehicle travel challenging and may impede the movement of emergency response vehicles. Removal of parking from one side of the street, or at least designating that space for more "sporadic" uses such as accessible parking or loading zones, is appropriate. Some street blocks, primarily on Pownall and Great George, were found to be slightly too narrow to support parallel parking on both sides of the street. These streets should be monitored to determine if they are operating safely.

Opportunities for parking expansion identified from this process include:

- Fitroy Street from Great George to Prince Streets – providing parallel parking on both sides of the street.
- Kent Street from Rochford to Pownall Streets- converting parallel parking to angle parking by encroaching into an overly-wide boulevard space.

Table 9: Parking Capability on East-West Streets

Street	From	To	North Side		Curb-to-Curb	South Side		North Parking	Travel Lanes	Flow Direction	South Parking	C-to-C Req'd
			S/W	Blvd		Blvd	S/W					
Fitzroy	Pownell	Queen	1.2	none	11.2	none	1.4	parallel	2	W-bound	parallel	10.2
	Queen	GrGeorge	1.3	none	12.8	none	1.2	parallel	2	W-bound	parallel	10.2
	GrGeorge	Prince	1.3	none	12.8	none	1.2	parallel	2	W-bound	none	8.1
Kent	Rochford	Pownell	1.8	6.2	10.5	none	1.3	parallel	2	E-bound	parallel	10.2
	Pownell	Queen	1.0	none	12.9	none	1.4	parallel	2	E-bound	parallel	10.2
	Queen	GrGeorge	2.5	none	17.3	none	2.5	angle	2	E-bound	angle	16.5
	GrGeorge	Prince	2.4	none	18.1	none	2.4	angle	2	E-bound	angle	16.5
Granglefton	Pownell	Queen	1.3	none	16.4	none	2.1	parallel	2	both	parallel	12.6
	Queen	GrGeorge	3.9	none	17.4	none	1.7	parallel	2	both	angle	15.5
	GrGeorge	Prince	1.4	none	15.3	none	1.4	parallel	2	both	parallel	12.6
Richmond	Pownell	Queen	1.5	2.3	11.0	none	1.4	parallel	1	E-bound	parallel	10.2
	Queen	GrGeorge	Pedestrian Mall									
	GrGeorge	Prince	1.5	2.3	11.0	none	1.4	parallel	1	E-bound	parallel	10.2
Sydney	Pownell	Queen	none	none	10.0	none	2.4	parallel	1	W-bound	parallel	10.2
	Queen	GrGeorge	1.6	none	7.2	none	1.6	none	4	W-bound	parallel	8.1
	GrGeorge	Prince	1.0	none	7.8	none	1.0	parallel	1	W-bound	parallel	10.2
Dorchester	Pownell	Queen	1.3	none	8.3	none	1.5	parallel	1	E-bound	parallel	10.2
	Queen	GrGeorge	1.6	none	6.7	none	1.4	parallel	1	E-bound	none	8.1
	GrGeorge	Prince	1.5	none	7.2	none	none	parallel	1	E-bound	parallel	10.2
King	Pownell	Queen	1.0	none	7.8	none	1.0	parallel	1	W-bound	parallel	10.2
	Queen	GrGeorge	1.0	none	8.1	none	1.2	none	1	W-bound	parallel	8.1
	GrGeorge	Prince	1.0	none	8.8	none	1.2	parallel	1	W-bound	parallel	10.2
Water	Pownell	Queen	2.6	none	12.4	none	2.3	parallel	2	both	parallel	12.6
	Queen	GrGeorge	1.8	none	10.5	none	1.8	none	2	both	parallel	10.5
	GrGeorge	Prince	1.4	1.6	11.0	none	1.2	none	2	both	parallel	10.5

Key to Shading

- Minor deficiency - address as opportunity presents
- Significant deficiency - review immediately and address as needed
- Potential opportunity for additional street use



Figure 29: Example of Bumper Overhang on Street with Angled Parking

6.4 FUTURE VISION FOR QUEEN STREET

Although angle parking on Queen Street helps to maximize available parking space, it can create conflict with passing vehicle and bicycle traffic, and encroach on sidewalk space with bumper overhang. Angle parking can also be challenging for loading and accessibility.

While the retention of the existing angle parking in the short term is necessary to preserve needed parking supply, the City may wish to initiate public discussion of new configurations once parking stock is added off-street through any or all of the initiatives described in Section 6.3.1. Some alternative configurations for Queen Street are provided in Figure 30.

Configuration One is a unique approach to angled parking that we have observed in other cities (see Figure 31). In this configuration, angled parking is moved from the curb to the middle of the street. This approach helps to optimize the parking space by "interlocking" the two rows of parking. The issue of bumper overhang on the sidewalk is eliminated, as is conflict with bicycles. Conflict with traffic flow remains, however, and additional conflicts are creating by requiring people who park to cross the flow of traffic midblock to get to the sidewalk. Although appropriate for low volume streets, it is not recommended for Charlottetown at this time. It does, however, take an interesting approach to resolving some of the existing issues.

Configuration Two converts angle parking to parallel parking. This will result in reduced parking spaces but create an opportunity for a widened sidewalk or general "pedestrian realm". Opportunities will be created for street furniture, public art and sidewalk patios.

Configuration Three involves a similar conversion to parallel parking, but takes advantage of the space created to construct a centre median in addition to create a slightly wider sidewalk. The median space created is wide enough for landscaping.

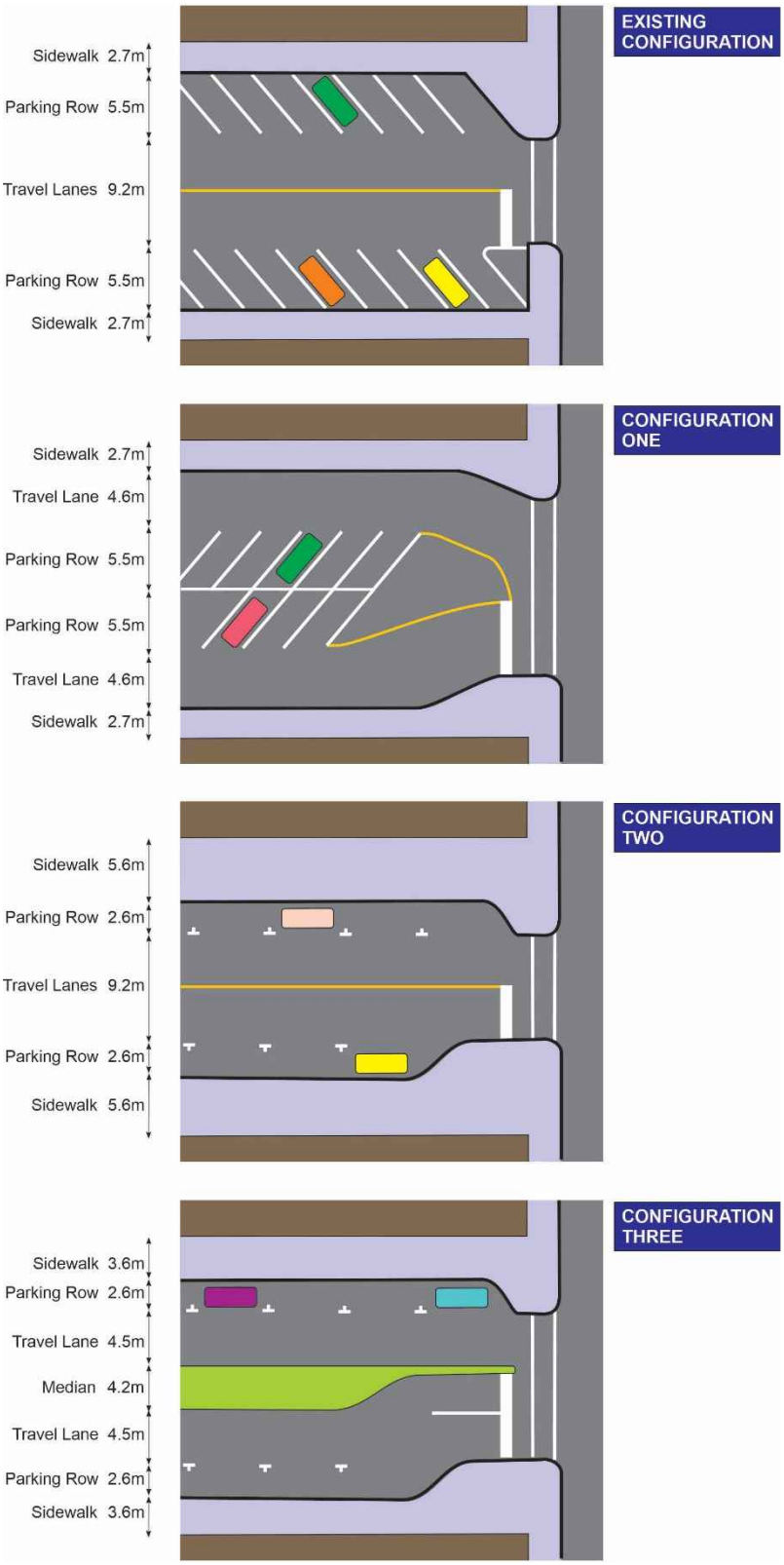


Figure 30: Configuration Visions for Queen Street



Figure 31: Street in Milwaukee with Median Angle Parking

7 RECOMMENDATIONS

Throughout this document, we have explored aspects of parking in Charlottetown and identified opportunities to ensure that parking best meets the needs of businesses, institutions, residents, and visitors. We have captured these in the recommendations summarized below:

7.1 SHORT TERM ACTIONS

Short term actions are those that can be acted on immediately with minimal budget impact.

7.1.1 PARKING OPERATIONAL ACTIONS

Several recommendations associated with the operation of parking were identified throughout this document. Action can be initiated immediately on each with minimal cost. They are summarized in Table 10.

Table 10: Summary of Operational Parking Recommendations

Topic	Recommendation	Ref. Section
Directional Signs	Develop a plan to add more parking directional signs for the downtown parkades.	5.2
Parking Design	When constructing surface parking and approving development plans that include surface parking, strive to implement best practice.	5.3
Managing Transportation Demand	Continue to give priority to public transit and active transportation over parking when allotting curb space.	6.1.2
Increase Off-Street Parking	Further examine the feasibility of the opportunities identified.	6.1.3
By-law Requirements for Parking	Reduce or remove parking minimums for strategically located residential development	6.2.1
Street Parking in the Downtown Periphery	Expand pay parking area and other controls to mitigate parking saturation on streets surrounding the downtown.	6.2.2
Sidewalk Patio Program	Use a fee increase to decrease the number of parking spaces allocated for sidewalk patios.	6.2.3
Parking Pricing	Adjust the fee for parking on-street and in municipal parkades to encourage off-street parking, reflect season demand changes, and promote daily parking over monthly parking.	6.2.4
Parkade Space Management	Take measures to reserve lower parkade levels for hourly, shorter duration parking.	6.2.7
Accessible Parking	Issue $150 fines for violation of accessible parking by policy and add tabs to parking signs indicating the cost of the fine. Look for opportunities to add on-street accessible spaces to have at least one space on every block and a 5% overall target in mind.	6.2.8

Remove On-Street Parking	Remove or moderate parking on one side of the street for some blocks on Sydney, Dorchester, and King Streets	6.3.2
Add On-Street Parking	Consider adding angle parking on Kent west of Pownall, to provide parking supply in the short term until more off street parking is constructed. Provide parallel parking on both sides of Fitzroy between Great George and Prince.	6.3.2

7.1.2 QUEEN STREET PARKADE

The vision for a public-private partnership to redevelop the Queen Street Parkade was outlined in Section 4.2. This initiative is critically important for the continued welfare of off-street public parking and the opportunity may be lost if it is not acted on quickly. The City must make this project a priority in the short-term.

7.2 MEDIUM-TERM ACTIONS

The City should establish a more formal municipal governance model for parking as well as a replacement of single-space parking meters with multi-space pay stations. Planning and budgeting for these actions should be targeted for the upcoming two- to four-year time frame.

7.2.1 GOVERNANCE OF MUNICIPAL PARKING

Effective management of parking, particularly in downtown Charlottetown, is an important factor in the sustainability of business and the attractiveness of the City to visitors. It will play an increasing important role as residential growth in the downtown increases.

We explored and discussed governance methodologies in Section 3.1 of this report. Of the models explored, the establishment of a department or division within the City appears to better meet the needs and expectations of stakeholders we engaged with than a commission or private-sector partnership.

The creation of a parking department or division within a department dedicated to the management of parking would benefit the City. At the outset, a full-time manager or co-ordinator position should be created. As this parking body matures, the following elements should be developed:

- Create an internal profit centre that receives all revenue from municipal parkades, parking on-street, and parking enforcement and plans and funds operations and capital improvement and expansion projects.
- Create a multi-year maintenance program for the municipal parkades which includes an identification of end-of-life and replacement plan
- Arrange to meet periodically with businesses, institutions and stakeholder groups to ensure that parking as a service is meeting the needs of the community
- Establish a monitoring system to collect parking metrics such as supply inventory, revenue-to-cost ratio, seasonal utilization, compliance with regulations, and business satisfaction

7.2.2 REPLACEMENT OF SINGLE-SPACE PARKING METERS

In Section 5.1 of this report, we described methodologies for the replacement of single-space parking meters with multi-space pay stations. We recommend that the existing parking meters be replaced with multi-space pay stations operating a pay-by-plate system. Although a phased approach to replacement is easier to manage, an “all-in-one-shot” approach can be more cost-effective and less confusing for residents during the transition.

Many cities that have implemented multi-space pay stations for on-street parking are striving to reduce the number of physical stations located on the street in favor of promoting a smart-phone parking app. With this in mind, we recommend that pay stations in Charlottetown be located one on each downtown street corner of Pownall, Queen, Great George and Prince Streets with fewer stations beyond this core. In total we project a need for 30-35 pay stations. At a cost of about $14,000 per station (including installation and tax), a total project cost of $1 million can be expected with the inclusion of supporting enforcement and payment technologies.

To coincide with the conversion to pay stations, the City should expand the on-street parking payment area to the extent portrayed in Section 6.2.5.

7.2.3 QUEEN STREET VISION

Determine a long-term vision for street configuration on Queen Street through future public engagement once off-street parking supply is increased (see Section 6.4).

7.3 LONG-TERM ACTIONS

Once the City has developed a governance model for parking management, further exploration of ways to increase off-street parking should be explored and implemented (see Section 6.3). Sites should be selected in areas where a undersupply of parking has been identified. An increase of off-street parking supply opens up the opportunity to explore modifications to on-street parking, such as streetscaping and conversion of angle parking to parallel parking (see Section 6.4).

7.4 FINANCIAL IMPACT

A high-level assessment of financial impact for the short, medium and long-term actions described above is provided in Table 11. Since much of the capital investment discussed is speculative and not well-defined, costs can be viewed as giving only an order of the magnitude that will need to be budgeted.

Table 11: High Level Implementation Costs

Time Frame	One-Time Capital Cost	Annual Operating Cost	Notes
Short Term (0-2 years)	$10,000	$40,000	The capital cost for Queen Street Parkade (if any) is not included as it is highly dependent on the agreement negotiated. Some new interim staff resources (or consulting assignment time) are included in the operating cost.
Medium Term (2-4 years)	$1,250,000	$90,000	Operating cost includes one staff position plus support. Capital cost is for pay stations and includes $250,000 for consulting assignments related to technology procurement and implementation and planning studies.
Long Term (4+ years)	$5,000,000	$120,000	Capital cost is highly speculative and is dependent on the nature of the projects identified for implementation. Operating costs for new parkade(s) are included.

APPENDIX

A Parking Demand Analysis

Building Footprint Total (sq.ft. gross leasible floor area)									
Business Type	**Office (O)**	**Service (S)**	**General Retail (G)**	**Restaurant (R)**	**Medical (M)**	**Hotel (Ho)**	**Bank (B)**	**Other (X)**	**TOTAL PARKING**
Demand(1)	**2.5**	**3.2**	**1.9**	**8**	**4.5**	**0.5**	**2.5**	**1.5**	**DEMAND**
ZONE									
A1		6890	1740		2950	7500			42
A2	218410	17200							601
A3		1760		3280		38405		6270	60
B1	77244				2880	52700		8100	245
B2	91770	28400		16885					455
B3	68580		8750	8750	2250	5500			271
C1	33165	24400	17625	4060		24000	12000		269
C2	2178	7420	139420	35475		48000	31325		680
C3	33700	19850	4875	22545				119700	517
D1	49200	36900		22914	1156				430
D2	15300							60450	129
E1	99100	8060		2400				33350	343
E2			28550	19150				14280	229
E3		22885		2375		24500			104
F1	80450	9555	4800	5400	1300				290
F2	22560		12910	11960					177
F3	12200		2160	4260					69
G1	20800	15420		9295				76300	290
G2	29200		18010	10000	1900	213000		71000	409
TOTAL DEMAND	2135	636	454	1430	56	207	108	584	5610

NOTE: (1) Demand is peak weekday demand in spaces based on Parking Generation Manual 6th Edition (Institute of Transportation Engineers)

APPENDIX

B What We Heard Report

City of Charlottetown

Parking Management Strategy

WHAT WE HEARD REPORT



A.1 Stakeholder Interviews

One-on-one interviews were conducted with key stakeholders identified by City staff shown in the table below. Interviews were conducted through a combination of in-person meetings and virtual meetings. Comments from all interviews were compiled into broad categories and listed below.

Charlottetown Chamber of Commerce	Madeline Biso	Policy Analyst & Media Relations
Downtown Charlottetown	Dawn Alan Debra Wellner Peter Norton	CEO Member, Parking Committee Member, Parking Commit tee
Port of Charlottetown	Mike Cochrane	CEO
Visitor Information Centre	Heather Pollard	Manager, Visitor Services
UPEI	Greg Clayton Scott Gosse	Manager, Security Services
Holland College	Jon Barrett	Manager, Campus Planning
CADC	Aaron Hansen	Director of Operations
Homberg International Group	John Cudmore Luke Thompson Richard Homburg	
TweelCo	Chris Tweel	
Fusion Charlottetown	Matt Pelletier	Advocacy Director
Indigenous PEI	Yvette McKenna	Membership Engagement Coordinator
Cycling PEI	Jordan Bober	Executive Director
Bike Friendly Communities PEI	Kate	

Parking Supply/Demand

- Area bounded by Water/Queen/Grafton/Kent is a problem for finding a space particularly in tourist season
- Problem with overnight campers parking
- Some angle parking has been changed to parallel parking and, if returned to angle parking, could create more spaces

- Just over half of Chamber of Commerce members surveyed said short term and long term parking supply downtown is inadequate
- Would like to see one more parkade, underground would be nice
- UPEI students who don't want to pay for parking park at Farmer's Market and some at the mall but no issues have been raised
- Secure bike parking should be a consideration wherever parking for cars is provided
- Construction results in many lost parking spaces
- More housing units are coming to downtown and add more pressure to parking
- When major events occur there is no parking at all

Parking Management

- Would be good to have the ability to close streets periodically to better connect the downtown to the waterfront
- Need a master plan for the waterfront including parking
- Land occupied by large surface parking lot at Confederation Landing could be better used; parking may need to be structured
- Could benefit from remote park-and-ride lots on transit routes
- Overnight winter parking ban throughout the season should be modified to a weather-specific ban
- Two hour time limit on meters is too short and should be extended
- UPEI has a Parking Advisory Committee – would like to better promote transit and AT as an option to parking
- Would like to have a parking authority
- Should be a greater investment in transit to reduce parking demand
- Two-hour limit on meter parking should be extended
- Concern regarding dropping the parking minimum – in the past others have had to pay a lot in-lieu of parking and not enough was built
- Loading should be limited to morning or to only small trucks
- Holland College students park for free at several leased lots – some park on residential streets

Parking Enforcement

- Enforcement is good, but compliance is low because of the low cost of a ticket
- Many people play the "meter game"
- Charlottetown does not have any by-laws preventing people from parking cars in bike lanes

Parking Technology

- Pay stations have been tried years ago and failed because of inconvenience of returning to vehicle with pay-and-display ticket
- UPEI and the Port may be interested in "piggy-backing" on new technology for managing hourly and daily parking
- Digital signs should be used to display availability

Parking Issues and Cost

- Transit takes up parking space in front of Confederation Centre, leave engines running, impacts traffic flow and affects air quality and noise for adjacent businesses
- Queen Street is wide and space is wasted – should be rebuilt with parking on a level underneath the street
- Many sidewalk patios sit unused – some locations not logical - should have pricing comparable to Halifax
- People will want to live downtown if parking is done right
- Should be more options for free parking
- Employees face a financial burden due to parking cost – Indigenous PEI purchases parking passes for their employees but that is not sustainable
- The whole patio situation is out of control
- Snow gets plowed into metered spots and sits there for a day
- Better connection is needed between the waterfront and downtown – parking lots can be an impediment

A.2 City Staff Engagement

Two separate meetings in-person meetings were held with City staff members. A summary of the comments raised in those meetings is provided below:

- Zoning by-law has a rigid requirement for parking – no variance allowed
- Cash in-lieu of parking is allowed in the 500-lot area - $6000 per space has been charged in the past
- Housing accelerator funding supports the reduction of parking minimums
- Challenge is to preserve heritage while creating high quality development
- Are interested in implementing density bonusing and loosening requirements around accessory dwelling units
- Many narrow streets interfere with timely emergency response
- Problem with bumpers of cars parked in angled parking encroaching onto already-narrow sidewalks
- Limited parking for deliveries
- Loading zone spaces are too small
- Proposed bus interchange on Grafton impacts existing parking spaces
- Loading in front of Shoppers Drugs is up to 10:30 am – has been some push-back
- Commissionaires do meter patrols and check for parking time limits
- Record 1400-1500 collisions per year but few are related to pulling in and out of angled parking
- Residential parking permits on assigned blocks - $50 per year for permit
- Charlottetown Rural High has few spaces for student parking
- Snow is hauled after every storm
- HotSpot app is used frequently- even split between it and cash
- Patio program was set up during COVID but is currently under review – currently 46 permits allowed - $600 charged per parking space (or portion of) occupied
- Six parking spaces are allocated for street vendors
- Accessible parking spaces are haphazardly located and should be shown on a map

- Accessible parking spaces are often a normal angled parking space and are too narrow – should be located at corners
- Need better wayfinding for parkades
- Parkades are needing replacement or structural rehabilitation
- City has high AT mode share – 30-40% in the outer core of downtown
- Fine for parking is only $10
- Want to consider EV parking spaces and shared parking opportunities
- City is generally car-dependent due to older population
- Downtown core is called the “dizzy block” due to cars circulating and looking for on-street parking spaces

A.3 City Committees

Three committees of Council were provided an overview of the Parking Management Strategy and requested to provide their feedback. Project staff attended the Civic Board for Persons with Disabilities in person. A summary of comments provided are presented below:

Diversity, Equity, and Inclusion

- Approximately 1K parking spots, and 3 parking garages in town. There is difficulty in finding parking during events held downtown, and particularly in the winter following snow events (when clearance has not been done, yet businesses are open). Additionally, there is some difficulty with parking in the summers when many on street parking spots are converted to patio spaces. However, we are focused on active transportation and increasing transit users – and a difficulty with parking may be mitigated with the parking garages being more user-friendly.
- We’re unaware of how many accessible parking spaces there are –Charlottetown Police Services will know this number for sure.
- Legal on-street parking interferes with traffic flow: in smaller streets downtown (ex: two-portion of Richmond Street, which has parking on both sides of the street). Legal on street parking at the parking spaces downtown in front of City Hall also impedes traffic – vehicles going straight have to impede on the left turning lane to pass at these lights.
- Further, illegal parking in bike lanes also impedes the flow of traffic.
- Street parking in the winter is also an issue. There is an overnight parking ban, but many residential units include street parking, and residents are often unwilling to park overnight in parkades, especially if they live outside of downtown (but within Charlottetown). This is especially the case in residential neighborhoods where residents have multiple vehicles, all of which cannot fit in driveways, and there are no alternatives to on-street parking.
- All day parking in residential areas can be a problem. Often times people will park in residential spots for downtown apartments – which then takes a spot from the actual resident of the unit. As noted, there are not many options for parking in residential neighborhoods, especially if there are social gatherings or simply because there are multiple vehicles for that household. Street parking is frequent in these neighborhoods and can impede the flow of traffic (esp. in narrower streets) and impede snow clearance efforts as well.

- Snow clearance after a snow event is not efficient and does not maintain access to parking spots.
- Parking control does create issues, particularly in the downtown area, and particularly for residents and business workers/ owners. For our metered parking – not everyone carries coins, and as opposed to a tap system in other regions, or an easy website – there are complications to downloading/ using the "handsfree" options for payment.
- There are certain businesses which are essential (immigration offices, service Canada offices, etc.) and the shortage in parking, or the requirement for a payment (esp. because the meters have limits) causes disruption during the workday as well for people with appointments at these essential places. There are only limited spots with 2hr free parking.
- Parking garages include getting the ticket at the gate when driving in – which isn't exactly efficient, and also traffic flow during rush hours with cars waiting to turn into the parkade, while the car at the gate goes through the process of getting their ticket.
- Parking enforcement is adequate. However, rather than a ticket for first instance, there is some suggestion from board members that there should be a warning, and a second infraction resulting in a ticket.
- No concerns re: off-street parking aside from the lack of elevators for those with mobility impediments, and the functionality issues re: payments.
- Changes to system: modernizing parkades to be more user friendly, perhaps a park and go (parking lot for commuters to park in, and take the bus into town) to ease parking strain on downtown area.

Civic Board for Persons with Disabilities

- Angle parking makes it difficult for vans with rear-loading
- Mounds of snow can interfere with getting to the sidewalk
- Reversing out of an angled parking space is challenging
- Snow is often cleared from side streets before main streets
- Concerned about the status of the Queen Street parkade
- Parkades need elevators to be accessible – elevators at Confederation Mall don't connect with parkade
- Accessible spots aren't wide enough – spots on corners of blocks are usually better
- There is a lot of illegal parking – accessible spots often have illegal parkers
- City should post what the fine is for parking in accessible spaces and the misuse of accessible permits
- Using parking meters is a challenge
- Need better parking enforcement and patrols on evenings and weekends
- Parking meters should have free times periodically
- Personally, I avoid going downtown as much as possible due to the parking, or lack thereof.
- For individuals living with chronic illness or health challenges, finding accessible parking spots is extremely challenging. Majority of the time, you end up having to park many blocks away. This can be even more challenging during winter and summer months, when weather can play an additional role in increasing health related cardiac/pulmonary symptoms, hinder mobility issues, and create higher levels of stress or anxiety for the individual.

- An additional barrier for people with disabilities or chronic illness, is the added cost of parking. A few dollars for a parking meter may not seem like a burden to most, but for people who are already on a low fixed income due to disability, and who are likely attending multiple needed appointments each week, it does add up and can create concern for those individuals.
- Myself, I look to frequent restaurants, shopping outlets, banks, etc.that are out of the downtown core because the parking situation is much easier to navigate. There are generally large parking lots with multiple accessible parking spaces, and are closer to the establishment that you are looking to access.
- When needing to attend medical appointments downtown Charlottetown, I end up going an hour or more before my scheduled appointment time. This is due to the fact of usually having to circle a few times to locate a spot. Non-metered short term parking is extremely difficult to find, especially during daytime work hours.

Seniors Engagement Committee

- Lack of parking in front of Charlottetown Library for seniors
- Recommendation that City of Charlottetown consider designated for seniors, other than those designated for disabled parking (e.g. similar to those for parents with small children)
- Snow removal to remove buildup next to meters; it's a barrier for seniors to walk over snow mounds.
- Payment can be an impediment to parking.
- Consideration that development of buildings should have to ensure parking included in the plan
- Better planning for buses that travel downtown; presently impede traffic and can block parking (Grafton St in front of Confederation Centre)
- Consider making one-way on Kent a single lane of traffic to make it safer for vehicles to get in/out of existing parking spaces, as lanes are very narrow
- More accessible parking spaces
- Senior parking, not all seniors are disabled enough to need a disabled sticker but would like to park nearer the building….some businesses have pink parking, why not senior-friendly parking /or age-friendly parking
- Ensure accessible parking spots are adequately cleared of snow and ice
- Better parking for all seniors programs
- Establish and enforce parking bans at entrances/access points to walking and bike paths so cars are not blocking them
- The bus stop on Grafton by the Confederation Centre needs to be relocated to a well-lighted indoor space with parking
- "Transit involves walking, so good walking infrastructure is essential: more and wider sidewalks. Transit also involves cycling, which is a four-season mode of transportation; therefore bicycle paths ought to remain open (e.g. Victoria Park) all year round. More bicycle parking stands are essential."
- Lower the parking fees for the parkades and in the downtown core – as this is a barrier for many Seniors
- Parking concerns identified on Elena Court and near Geneva Villa

- City/ more businesses purchasing tokens/ validating parking for downtown/parkade parking
- Another parking garage – possibly on the corner of University/ Euston St
- Issues with people who are downtown all day taking up metered parking and time limited parking spots (1 or 2 hour)
- Partnerships/collaborations with businesses/ organizations to utilize extra parking Mon-Fri for Park and Ride Program, potential – St Pius Church, Murphys on Queen St/Pond St.

Youth Engagement

- They would ideally like to see fewer cars on the road, reducing the overall need for parking. There's strong interest in promoting active transportation options such as biking, scooters, and walking. Most members of the committee walk, use the bus system or bike to where they need to go.
- Parking challenges are most noticeable during the summer months, particularly in the downtown core when vehicle traffic increases.
- In the winter, there are concerns about plowing restrictions. Residents often have no alternative but to leave their cars on the street due to limited parking options.
- Many apartment buildings only offer 1–2 parking spaces, even when 4–6 people may live there. While some residents rent parking spots, availability is limited, and some are only offered a couple of times per week instead of the full workweek.
- There is interest in seeing more designated parking spaces for expectant mothers, families with young children, and seniors—not just standard accessible parking.
- Youth noted that it's much easier to find parking downtown after 6 p.m. or outside of regular business hours.
- They also suggested that wider roads could help accommodate both increased parking and active transportation lanes.

A.4 Downtown Business Workshop

A workshop for downtown business representatives was held at the Beaconsfield Carriage House on February 25, 2025. The session was publicized through Downtown Charlottetown and the Charlottetown Chamber of Commerce. The session combined both parking and active transportation. Eleven people attended along with members of the WSP project team and some City staff.

- Parking has been infuriating every year for the last 20 years. There has been fewer and fewer parking spots.
- I have been hearing for many years, but it's worse now: I never come downtown because it's too difficult to find parking spots.
- There are other spots to shop.
- We've lost 46 spots to patios, I have a huge problem with patios.

- 20-something of those [patios] are new because of COVID… we felt bad for restaurants so we agreed to allow 23 more, but now they're being amalgamated into the bylaw… so there are 46 parking spots gone
- We have Queens Parkade which is on the verge of being condemned… where rebar is falling down, reinforced beams are coming apart, it's scary, I won't park there anymore. When it is condemned, you will have 200+ workers parking on the street. Then there will be no parking for customers.
- That parkade was always intended to be 50% workers, and 50% transient customers. But now you can't even get in.
- If you get the conservatives back in federally, all employees will be back ot the office 5 days a week, and it'll be full.
- The AT strategy, more space for pedestrians, that's all very nice… The most important thing for a healthy business community is to have a healthy business community. And people won't go if they can't get a spot to park.
- We won't be in business if there's not enough traffic going into our stores anymore. That's just bad.
- I don't know why we can't limit patios this year. We've cut so many out, lost so many to construction.
- It's fundamentally wrong that parking inventory is taken out. They are selling our spots. They are our customers. Those spots are for businesses.
- When a parking spot can turn over $500 in an hour… the City is selling the spots… $3 an hour, that's how the City looks at it.
- PEIslanders… we don't want to park in a parking lot somewhere and wait for a bus to bring us uptown. We just won't do it.
- We desperately need a new parkade. Nobody wants to build one, but it's necessary.
- I don't know why we can't cut the patios in half.
- Then there's the trees that are planted in the parking spaces, which are dead… and they've been dead for 20 years…
- 20 years ago, there was a beautiful plan for streetscape… there was a proper plan for parking… I don't know how many spots were taken out for those trees. They told us one thing,
- Our customers are younger, and they come with older family members… folks who can't walk far…
- There is a lot more residential infrastructure downtown now, and we all wanted that, but we all assumed that parking would go along with it
- In the Summertime, it's awful. The tourists are going to be parking in residential areas because there's nowhere else to go.
- I hear that they don't shop with us downtown because it's too difficult to find parking.
- Cost of parking is a factor that I've heard… but they also want to park close.
- I am on a pedestrian street… does that do really well for us? Absolutely… it makes our entire business. Victoria Row is a whole summertime party. But we are also a very short street - you can park at the corner and it's less than a minute walk to my store, which is smack in the middle of the Row.

- Folks are shopping at the big box stores, uptown, because you can always find a parking spot.
- If you want to encourage growth in the downtown core, you have to make it easier for people to get there.
- Victoria Row is blocked off right now for construction (it's usually open to cars in winter)… It's difficult for elderly people to get there… restaurants are challenged… folks can no longer be dropped off
- We hear this from customers… if uptown becomes their routine, there has to be a draw back to downtown.
- We get no notice… a fence goes up for construction, we had no idea that it was happening on that day, a huge impact on my business.
- We are a great community. We have formed our own network, we are positive and supportive of each other, we want to be that way with the City as well.
- We aren't trying to diss the City, we want to be involved. We picked downtown because we want to make it work.
- The group parking paystations were tried 20 years ago, and they worked well, but there were challenges.
- We are a very rural province, we have to remember that folks in Fortune, 50 minutes away from Charlottetown… they say they hate downtown… it's beautiful, historic, the Confed Centre. They say there's too much traffic, there's no parking, I won't go there.
- The north star here has to be: "We need more parking". This is the parking strategy. What we need is more parking. More parking.
- Next issue: What is the cost of the patios? It strikes me as extremely low. I see some of these patios that have next to nobody on them, ever.
- If it's too cheap, people might just be putting the patios up saying 'oh hey, why not, it's cheap to get a patio'. Benefit of this would be twofold: revenue increases for the City, and also those who want a patio are REALLY investing in it, getting the economic benefits.
- The downtown terminus of T3 Transit, in front of the Confederation Centre, is a shitshow. To say it's at capacity, you could say that 5 years ago. It's a safety hazard, it impedes parking. If you look at Royalty Crossing, the other terminus, it is set far away from the Royalty Crossing Mall… It's in no-ones way. Buses come in and out.
- I sit at the Holman Grand and I watch the downtown terminus, and I see there's going to be an accident.
- The last meeting I was in about the terminus… it seemed to me that Mr Cassidy was dictating what his terms were, to not change how they've always done it.
- It makes no sense to have the bus terminal downtown at the Confed Centre of the Arts, Holman Grand, 3 office towers… it can't expand in that location, and it obstructs parking.
- If you look down one block… there are metered parking spaces there that are never in use. Daniel J MacDonald building…
- It makes sense to have the bus parking located by the federal government building that is undergoing a major investment.
- The restaurants are earning millions of dollars out of those patios. Yes, restaurants are so important for the downtown. But you shouldn't be concentrating the profits from those parking spots

- You're giving away prime real estate to individual businesses, who are making millions of dollars.
- If you were to reduce patios, of course there would be an outcry from the restaurants… and of course I also enjoy them but they should be paying more… they are taking away from one business to give to another.
- You need a liquor licence to have a patio.
- There are so many chefs in one kitchen… there's the City, CADC, DCI, businesses… things are falling through the cracks.
- I don't believe at all that there is a parking shortage in Charlottetown… there's a lot that we can do. I think it's a 1960's attitude quite frankly. No insult intended to this group. I think that we've got to continue to make the Downtown more of a pedestrian space… we need parking on the periphery of the downtown core.
- The patios: a double-edged sword… they bring people to the street, add a lot of vibrance… Sure, on a windy or cold day I see an empty patio, but the ones right around me, usually they're full.
- I would rather see my neighbour next door (Casa Mia restaurant) take up that parking spot, rather than a mobile vendor who is not invested in the downtown permanently.
- We are still doing a terrible job of keeping our streets clean in the wintertime… we have road ploughs filling up our sidewalks with snow right after the sidewalk ploughs have been by. We can be doing better from an everyday parks and maintenance perspective.
- Queen St is 100 feet wide. Widest street in the City. It's a pedestrian wasteland. It's a 1950s, 1960s desing… parking on both sides of the street. Cyclists are scared to be downtown… obviously I'm biased as a cyclist… I try to get cyclists to walk down the sidewalks with their bikes, to get down to Richmond St to get out of the downtown for our tours… we walk down to province house to tours, because I'm scared of starting people on Queen St with the angled parking and people backing out.
- I was listening to Luke… at first I was going to disagree with him… buses are important, they bring thousands of people downtown every day… but as I listened more, hearing that there is a better location just a block away…
- Customers don't typically walk to my store… if they're coming to buy a bike, they're coming by car, I need access to a loading zone, or a spot right in front of the store to load their bikes.
- But if we keep doing what we're doing, we're going to keep getting what we've got. It's alright, but we could have a truly great, memorable, world-class downtown if we could bring people back to it.
- Transit will increase, but it cannot increase where it is.
- My customers don't complain about parking… we talk about it sometimes, they are asking for change to pay for the parking sometimes.
- It is a rural area so we need to keep parking for sure… but I also hear a lot, know plenty of people who would like to bike more… myself, I would come by bicycle every day, but I'm too scared to bike in town.
- If you take out all the patios, then… what are you doing to do downtown?
- What drives me nuts is that the patios occupy 4 spots because they encroach onto the neighbouring spots. Also, the duration of them… they open the patios in May, they close in October… no-one is sitting out in the weather then. Just focus patios on the big months of the year, June-July-August.It wasn't supposed to be permanent. It's a problem.
- Let's remove the dead trees.

- I should amend my comments about there not being a parking problem in the City… There's very little bike parking, and no covered bike parking, anywhere in the downtown. We need a safe place for bike parking.
- What is the appetite for a new parkade? Should Queens Parkade come down? It's going to spill 350 people onto the street. I know there's a plan for demolition and reconstruction.
- Should we privatise them [parkades], or should they be municipally-run?
- The developer made a Queens Parkade proposal… build a residential block, add stories, etc.
- What's the plan for the 350 parking spots when Queens Parkade comes down? What's the timeline?
- I've heard that the developer has said publicly that he has no interest in a parkade.
- The question is: do we need another parkade built to precede the demolition of Queens Parkade?
- We're in a cycle… you build more parking and more roads. The solution is to make Active and Public Transportation so incredible that it is the obvious choice… to make the experience so good, that why on earth would you buy a car?
- Every time we build another parkade, we're putting public resources into driving and incentivizing becoming a car-centric city.
- I don't think anyone is saying get rid of parking… we want to be encouraging people, for any number of reasons… for health, we want to encourage people… if they have to walk 5 blocks for parking, so be it.
- Accommodate handicapped parking as close to businesses that we can, but my mother-in-law is 90, and she walks 5km a day. If you don't use it, lose it.
- To every municipality, I would say: parking is a right and not a privilege.
- The fact that we have no parking left on the street, that it is full, is a celebration that people want to be downtown. Parking is full.
- We need a one-stop-shop… a parking authority, where all this information can come in all the time, and it can be constant conversation.
- Ontario changed their bylaws. If you put a dime in a meter, you've paid for a service… that money from the meters goes into a parking authority fund.
- A parking authority group, with a committee, each looking at street parking, parking for patios, parking for bikes, accessible spots, for transit…
- Just wanted to advocate for handicapped spaces. As a business that has received an award for accessibility at our business… between Kent and Fitzroy, there is one handicapped space… it's often taken for doordash, or taken for someone who is 'just ducking in and out for 5 mins'.
- I see the parking meter guards ticketing folks who are just getting out of their car but who haven't paid yet, but the folks who are using the handicapped
- There aren't enough [accessible] spaces. More spaces, and better enforcement… one spot per block is not enough.

A.5 Public Open House Session

A public open house session was held at the Charlottetown Library Learning Centre on April 3, 2025. The session was come-and-go format and was held from 4pm to 6pm. Three separate projects were presented at the open house and each provided a series of information boards with project staff in attendance to answer questions and receive feedback. In addition to the Parking Management Strategy, information was provided on the Active Transportation Plan being prepared by WSP and a Micromobility Study undertaken by students at Dalhousie University. Advertising of the event was done through the City's social media channels. A total of approximately 35 people attended.

The six information panels provided for the Parking Management Strategy provided an overview of the project, data about parking supply and demand, a discussion of options for municipal governance of parking, and the effect of existing policy and plans on parking. Attendees provided their feedback by posting sticky notes on the boards and/or by filling out a questionnaire form.

Comments from the sticky notes is provided below. In some cases, comments within square braces are provide to give the context of what the comment was referencing on the information board. A plus sign (+) is used following some comments to indicate that additional attendees indicated their support for that comment.

- If we have better bike lanes and transit, we will need less parking. +
- Less parking demand if people have options to not bring cars. Transit and active transportation. +
- Less on-street parking
- More alternatives to get downtown (walk, bike, bus, carshare).
- Elderly and mobility-challenged need parking close to destinations.
- Can there be shared agreements so parking lots downtown that get used M-F only are available for the public on weekends?
- With parkades, never have hard time finding parking. Maybe better/more signs to direct people to where parkades are.
- Longer coin-based meter options – seniors don't use the app.
- I don't go downtown, I always get a ticket.
- Accessible spaces are too narrow.
- Angle parking too short – trucks stick out in the road or block the sidewalk.
- Visitors can't park in residential parking.
- Tour bus parking is needed +
- Parking enforcement is needed on evenings and weekends too.
- Parking causes issues: blocking sight lines, endangering pedestrians and cyclists, idling and polluting
- Need better sidewalk clearing in winter
- More engagement with business community still needed
- Please consider where tree go. +
- Pedestrian-only streets – more like Victoria Row. +
- Park and ride. +
- Shared streets – prioritize pedestrians and other transportation. +
- Slow streets. +

- No parking space
- Parking is too cheap – increase price to cover costs and enhance transit
- Parking fees do not deter shopping. More pedestrians and bikes (less parking) would increase shopping. +
- Parking fees deter local shopping in downtown.
- Parking demand does not consider “off peak” hours. These spaces become empty, unused, and unsafe outside of 9-5.
- Too much parking. +
- Yay! A complete strategy that anticipates less car usage because of strengthening transit and AT.
- Rural customers cannot bike or walk. Parking is necessary for business.
- #1 complaint from customers – not enough parking.
- Yes, enough on-street parking. Not enough options for AT, storage of bikes, safe routes. +
- Currently a culture of “needing” to park right next to destination.
- Expanded transit schedules and routes.
- Would rather have complete streets with trees, lots of room for AT, limited amount of cars downtown.
- Proper separation of angled parking with sidewalks.
- More transit. More AT paths. Less parking and asphalt. +
- A commission [as an optional parking governance approach] would allow for a climate approach.
- Lazy [referring to the hands-off approach to parking governance]
- Lead [referring to the City-lead approach to parking governance]
- City should own all parkades.
- Make the City a parking benefits district.
- Parking minimums have been debunked. In a climate changing world more attention to AT or alternatives.
- City-led parking commission is needed.
- Neoliberalism is killing the planet.
- Loss of space is an impact [referring to the policy allowing sidewalk patios]
- Remain [referring to sidewalk patios]
- Works in Montreal [referring to sidewalk patios]
- Initiate a car-share program – reduces car ownership, reduces strain on parking spots, allowing within residential developments.
- Incentives for downtown employees to use transit or parkades to free up street parking.
- This sounds really positive [referring to the overview of the project]

A total of eight survey sheets were filled out. For some questions, multiple responses or no response was entered. A tally of responses to the questions and a listing of additional comments is provided below:

CHARLOTTETOWN PARKING STRATEGY - SURVEY FORM

1. Do you experience difficulty finding parking downtown?

0	Extremely
2	Quite
1	Moderately
6	Not really

Comment:
- turn to parkade
- I travel by e-bike
- rarely have an issue finding parking within walking distance of where I'm going
- there's always parking - people have just believed that parking should be free, convenient, and always available and that's an insane view
- always find a spot within a block or two
- sidewalk patios occupy too many spaces
- I always find one within walking distance
- I can almost always find one within a block of destination

2. What kind of parking do you normally look for?

5	Hourly paid parking
0	Monthly paid parking
4	Free parking
3	Accessible parking

Comment:
- usually short visits
- accessible spaces are not accessible - not wide enough, sometimes poles are in the way
- if we're with my MIL, accessible, otherwise any parking regardless of location or cost

3. What do you think of the cost to park downtown?

3	Cost could be raised
1	Cost is about right
1	Cost is too high
1	Should be free

Comment:
- just needs to be lowered
- cost could be raised/lowered to match supply/demand - more expensive in summer
- never, ever park for free -- free on-street parking is stupid
- parking cost is too low and encourages driving, making percieved parking shortage worse
- free parkinig works in other cities, i.e. Summerside
- I think it is too cheap, which encourages people to drive instead of walk, bike or transit

4. Is street parking in your neighbourhood a problem?

3	Yes, outsiders park all day
3	A bit, there is some outside parking
1	No, not a problem
1	Not really

Comment:
- certain times of the year -- summer
- on-street parking buy permit, always have room and permit price is fair
- often due to folks dealing with melt on their driveway and asphalt sagging
- cars obstructing sidewalks, blocking entrances, no proper enforcement
- sidewalks are put on streets that are not wide enough for two lanes of traffic
- people park consistently in the bike lane on my street

5. Does an overnight winter street parking ban cause you problems?

1	Yes
8	No

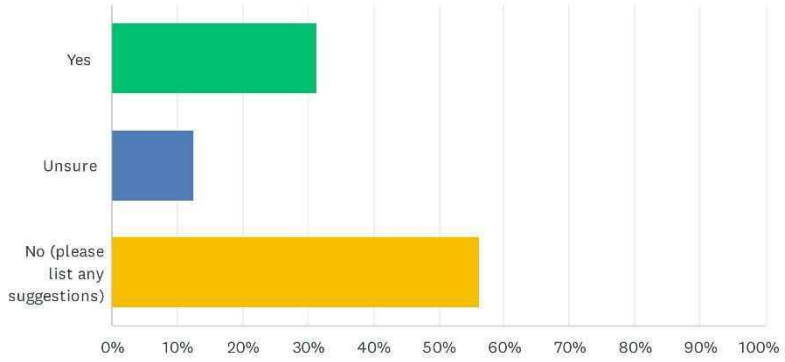
Comment:
- no concern, but I have a driveway
- it makes it safer to walk on streets without sidewalks in winter
- the way dead end streets are plowed is a problem - snow is piled up at the end
- people still park overnight on our street -- I can usually park in driveway but seems to be a challenge for many

A.6 Business Survey

A survey of its business members was undertaken in January, 2025 by the Greater Charlottetown Area Chamber of Commerce in support of the Parking Management Strategy. A total of 48 responses were received. A summary of the results, provided courtesy of the Chamber, is provided below:

Q1 Are short-term public parking options in Charlottetown adequate for customers or clients?

Answered: 48 Skipped: 0

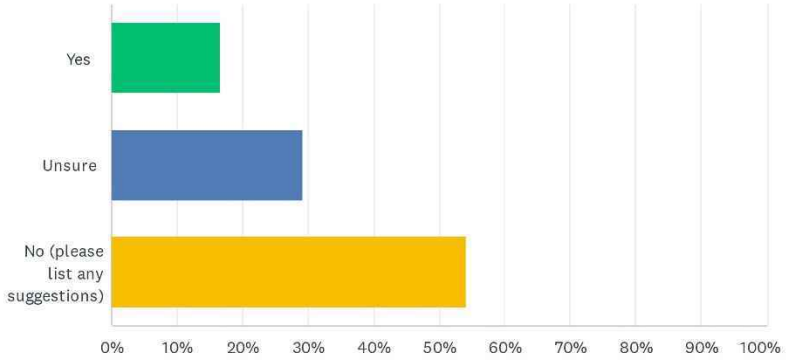


ANSWER CHOICES	RESPONSES	
Yes	31.25%	15
Unsure	12.50%	6
No (please list any suggestions)	56.25%	27
TOTAL		48

#	NO (PLEASE LIST ANY SUGGESTIONS)	DATE
1	while construction is taking palce downtown, the Queen Parkade needing repair, on street patios should be eliminated	1/16/2025 5:43 PM
2	A tremendous amount of handicapped spots that perennially appear empty. Also a lot of "no parking" spaces.	1/16/2025 5:06 PM
3	no suggestions, it's sometimes difficult to find parking but I'm not sure where more parking would be found. It might also take away from the look and feel of the downtown core.	1/16/2025 3:34 PM
4	increase you number of parking spaces	1/16/2025 3:17 PM
5	additional public friendly parking places are needed, such as parkade space.	1/16/2025 2:33 PM
6	need a parking strategy and/or authority	1/16/2025 2:28 PM
7	stop employees from parking in on street parking spaces.	1/16/2025 2:18 PM
8	Lots of times our clients have trouble trying to find a parking place in the Park-aid or on the street as everything fills up so fast. There needs to be more parking.	1/16/2025 2:17 PM
9	not enough spaces	1/16/2025 11:58 AM
10	We need more parking. Large lot down at Delta is not utilized.	1/16/2025 11:46 AM
11	Need to provide more parking space in Parkades	1/16/2025 11:33 AM
12	In the summer it is more challenging with the outdoor patios.	1/16/2025 11:11 AM
13	There is no rationale for the layout of parking in Charlottetown, one street can have meters on one side and free parking on the other	1/16/2025 11:11 AM
14	too many random people are taking the spots	1/16/2025 10:41 AM
15	Overall, I would say no. Perhaps if more parking space were made for parkade parking that would free up more of the street parking options.	1/16/2025 10:35 AM
16	too many patios	1/16/2025 10:31 AM
17	Trees, fake trees, loading zones, blank spots. It's a mess	1/16/2025 10:26 AM
18	Increase parkade spaces - they are often full	1/16/2025 10:24 AM
19	Open up the events grounds for parking/car pooling in the city	1/16/2025 10:03 AM
20	Hard to find a parking space in peak times due to all the allocated loading parking spaces	1/16/2025 10:01 AM
21	when using the hot spot app, you cannot reload the meter. You therefore have to go, move your vehicle to a different space and then start again. Also need options to park for more than 2-3 hours	1/16/2025 9:56 AM
22	strong petition for city of charlottetown to reassess parkade options	1/16/2025 9:47 AM
23	Need at least one more parkade	1/16/2025 9:46 AM
24	I like what Wolfville's approach to parking.	1/16/2025 9:42 AM
25	need more parking garages	1/16/2025 9:39 AM
26	Meetings go longer and tickets are a bad business	1/16/2025 9:35 AM
27	first 30 min should be free	1/16/2025 9:35 AM

Q2 Are longer-term public parking options (ex: all-day for employees) adequate?

Answered: 48 Skipped: 0

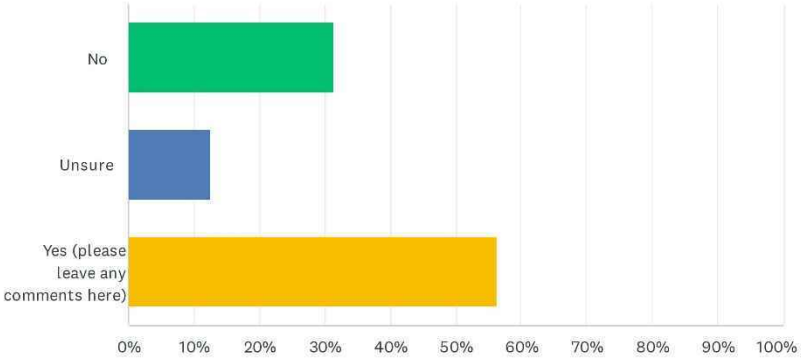


ANSWER CHOICES	RESPONSES	
Yes	16.67%	8
Unsure	29.17%	14
No (please list any suggestions)	54.17%	26
TOTAL		48

#	NO (PLEASE LIST ANY SUGGESTIONS)	DATE
1	The city should be exploring underground parking options to maximize space.	1/20/2025 1:18 PM
2	New Parkade needed	1/16/2025 5:43 PM
3	If you are not here early in the day there are no long term parking. Our guests and our team spend a portion of our day feeding meters so they are not ticketed!	1/16/2025 3:17 PM
4	Specified all day meters should be an ption	1/16/2025 2:55 PM
5	additional parkade space is needed.	1/16/2025 2:33 PM
6	not enough spaces in parking garages to meet needs	1/16/2025 2:28 PM
7	There is not enough parking for all day parking for employees and there needs to be more.	1/16/2025 2:17 PM
8	Not enough permits close to down town	1/16/2025 11:58 AM
9	NO long term needs to be expanded- provide incentives to use parkades.	1/16/2025 11:33 AM
10	There is limited options and the prices can be a barrier.	1/16/2025 11:11 AM
11	It will be adequate if government continues to work from home but as employees are required back in the office, there will not be enough spaces	1/16/2025 11:11 AM
12	too many random people are taking the spots	1/16/2025 10:41 AM
13	I would say no. The parkades are always full and workers are having to park on the street and monitor parking meters. I suggest either more levels are added to existing parkades, or that an additional parkade could be built.	1/16/2025 10:35 AM
14	free employee parking in special lots around the city	1/16/2025 10:31 AM
15	Increase parkade spaces - they are often full	1/16/2025 10:24 AM
16	not enough	1/16/2025 10:22 AM
17	Lots are full and employees juggle to street park and feed meters leading to parking tickets	1/16/2025 10:12 AM
18	Not enough spots and having employees continually leaving work to feed a meter or move their vehicles is disruptive.	1/16/2025 10:03 AM
19	I assume that it is employees parking on street that take up a lot of the spots	1/16/2025 10:01 AM
20	Not enough parkades or long term parking lots	1/16/2025 9:56 AM
21	Parkade options are not enough - most have sold out of monthly passes and the queen street parkade is not in a great state. A better investment needs to be made for these structures to offer employees and local residents without included parking better options.	1/16/2025 9:47 AM
22	Parkade	1/16/2025 9:46 AM
23	more underground parking	1/16/2025 9:39 AM
24	its very expensive	1/16/2025 9:36 AM
25	Very expensive and no availability	1/16/2025 9:35 AM
26	make more available	1/16/2025 9:34 AM

Q3 Are time limits or payment requirements for public parking creating a challenge to parking?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	31.25%	15
Unsure	12.50%	6
Yes (please leave any comments here)	56.25%	27
TOTAL		48

#	YES (PLEASE LEAVE ANY COMMENTS HERE)	DATE
1	Two hours is not enough time in the downtown core.	1/20/2025 1:18 PM
2	2 hour meters are too short - should be 3 - 4	1/16/2025 6:34 PM
3	Meter paying is pricey and the time limitations too short - if attending a meeting scheduled for two hours there is no wiggle room option.	1/16/2025 5:06 PM
4	If you have a meeting downtown longer than two hours, then it's a challenge.	1/16/2025 3:34 PM
5	We wish to have people stay longer in our downtown area.	1/16/2025 3:17 PM
6	Having to move a vehicle after a certain time allotted is very inconvenient for those coming for longer or multiple treatments/services.	1/16/2025 2:55 PM
7	ticketing people circle and do not promote goodwill	1/16/2025 2:33 PM
8	should be digital for a digital world	1/16/2025 2:28 PM
9	Clients or staff are having to run back and forth and put money in meters and so on and it is disruptive in their day and meetings. So it would be nice if this would change.	1/16/2025 2:17 PM
10	Not often, but occasionally a parkade near where I'm going is full so I use street parking. Having to move my car can be frustrating. But it isn't the end of the world.	1/16/2025 1:31 PM
11	Don't go to downtown due to parking	1/16/2025 1:00 PM
12	should extend to 5 hours not 3	1/16/2025 11:58 AM
13	The parking meters need to be updated so people can feed the meters more adequately by phone. Also meters are not visible to show if time has run out.	1/16/2025 11:33 AM
14	Yes as occasionally I need to be downtown for longer than the meter allows.	1/16/2025 11:19 AM
15	The parking meter options are great. The parkades however need to be updated.	1/16/2025 11:11 AM
16	Costs should be more clearly displayed to the public for parking and additonal options provided for payment. I have tried to download the hotspot for parking but there was an issue downloading it and I was left with no option to pay (as I no longer carry change)	1/16/2025 11:11 AM
17	If they purchases goods or services in the downtown their parking should be free	1/16/2025 10:31 AM
18	The amount of times i see someone get a ticket 5-10 mins before they get back to their car is incredible.	1/16/2025 10:26 AM
19	The app has a monthly fee that charges for the ability to park downtown where it is free to park at any time in the box store areas	1/16/2025 10:24 AM
20	Time limits are too short and cost is high to park all day	1/16/2025 10:12 AM
21	Time limits are necessary. Maybe there could be a permit program for businesses to park like residential parking exists now. Many business owners and staff are in the neighbourhood more than residents.	1/16/2025 10:03 AM
22	Having a meeting downtown and getting a ticket adds cost to doing business.	1/16/2025 10:01 AM
23	Should be 3 hours	1/16/2025 9:42 AM
24	meetings and appointments can run long so with less day parking availble the time limits should be longer so people arent running out to move their vehicles necessarily.	1/16/2025 9:39 AM
25	I am willing to pay, but the fact that I cant park for more that two hours in one spot is extremely limiting to the business I can do downtown. to the point i will avoid downtown business because of the limitation of street parking	1/16/2025 9:36 AM
26	No grace period. The parking agents are extremely strict.	1/16/2025 9:35 AM
27	install paid meter system	1/16/2025 9:35 AM

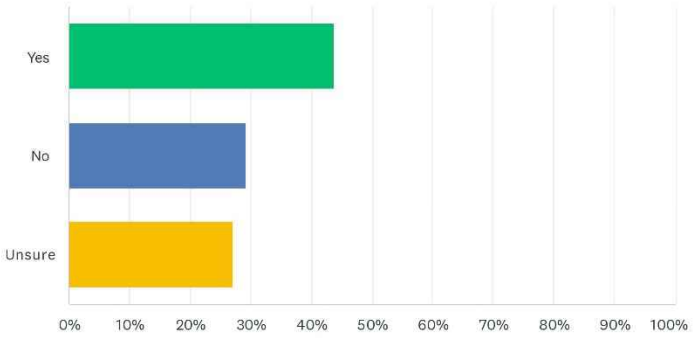
Q4 Where or what type of parking (e.g., parkade, on-street, paid/free) would be most useful to improve public parking options in Charlottetown?

Answered: 43 Skipped: 5

#	RESPONSES	DATE
1	Underground parkades	1/20/2025 1:18 PM
2	I don't work downtown, but as a consumer and someone who does have frequent meetings in the area, parking has not been a problem. Paying for parking is also not an issue and in any other city in Canada or the world, parking is not free. My only issue with parking downtown Charlottetown is when half the parking spaces are lost to outdoor dining!	1/18/2025 1:47 PM
3	Parking options for vans at night in wintertime.	1/17/2025 8:54 AM
4	Parkades are fine, if not full, but on-street is fine but meetings can run longer than 2 hours	1/16/2025 6:34 PM
5	New Parkade & repair the Queen Parkade, change residential rules that allow the spaces to be used by the general public 8am to 6pm	1/16/2025 5:43 PM
6	On-street paid.	1/16/2025 5:06 PM
7	on-street can be more useful, except in the winter when the spaces are not plowed	1/16/2025 3:34 PM
8	We require parking spaces that are for guests to our downtown for longer tan one to two hours!! We have beautiful shops in our downtown . We need to make in easy for they to stay downtown and spend money without worrying about being ticketed!	1/16/2025 3:17 PM
9	We have our own limited parking here, so I do not know how to comment on this. Sometimes our clients have to park on the street when our private lot is full, and we are a physiotherapy clinic so in our case some free public parking would be ideal.	1/16/2025 2:55 PM
10	parkade	1/16/2025 2:33 PM
11	another parkade would be good and options for employees to park	1/16/2025 2:28 PM
12	Both	1/16/2025 2:24 PM
13	on street	1/16/2025 2:18 PM
14	Having bigger parkades with more parking, also having more on-street and free parking would be beneficial as well. Lots of times clients or staff say they have to drive around and drive around to find parking which is a real inconvenience.	1/16/2025 2:17 PM
15	on-street	1/16/2025 1:31 PM
16	Free parking	1/16/2025 1:00 PM
17	free of charge on street	1/16/2025 12:22 PM
18	I prefer modernize parking with a digital system that tracks all vehicles and reservations. It instantly enables short-term parking and maximizes the space for employees, merchants and shopping guests	1/16/2025 12:21 PM
19	parkade	1/16/2025 11:58 AM
20	On street parking or parking lots.	1/16/2025 11:46 AM
21	Expand Parkades, note Queen Street needs work to upgrade maintenance of property. Also, City should co-operate more with businesses to have their employees use the parkades. Not feed the meters.	1/16/2025 11:33 AM
22	More on street.	1/16/2025 11:19 AM

Q5 Do you feel that snow clearing efforts in Charlottetown are effective in ensuring parking spaces are available within a reasonable timeframe after snowfall?

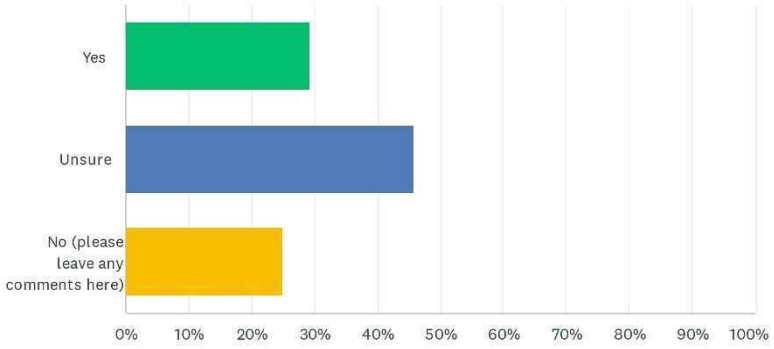
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	43.75%	21
No	29.17%	14
Unsure	27.08%	13
TOTAL		48

Q6 Is there sufficient public parking for individuals with accessibility requirements?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	29.17%	14
Unsure	45.83%	22
No (please leave any comments here)	25.00%	12
TOTAL		48

Q7 Please share any additional comments, suggestions, or concerns you have about public parking options in the City of Charlottetown.

Answered: 25 Skipped: 23

#	RESPONSES	DATE
1	Minimum parking requirements should be removed for new builds within the city. As public transit improves, other active transport options become available, and general costs rise for the average person, it is only logical. This also saves developers concern over fitting/maintaining parking spaces for units.	1/20/2025 1:18 PM
2	The city needs a parking authority. All revenue from downtown parking (tickets, meter, and parkade) should go into an investment plan to for parkade maintenance and future downtown parking needs. NOT city general revenue for	1/16/2025 5:43 PM
3	There are buildings being built which is wonderful except parking spaces are not being created to keep up with the demand	1/16/2025 3:17 PM
4	Firstly we need wider streets to start, but more parking for seniors and disabled people and parking passes for those of little means to pay (ie seniors and low income citizens) would be a great start.	1/16/2025 2:55 PM
5	downtown city parking is inadequate. an additional parkade is needed. Concerned about the future potential shutdown of Queen St Parkade at a time when parking is already stressed and made worse by ticketing people.	1/16/2025 2:33 PM
6	With the aging parkades that will require renovations therefore making them unavailable and back to work mandates imminent for government employees there will be a shortage of parking in the near future	1/16/2025 2:28 PM
7	Need mor parkade	1/16/2025 2:24 PM
8	Sidewalk clearing is more of an issue than parking. But they go hand in hand.	1/16/2025 1:31 PM
9	more 2 hours free of charge parking on street	1/16/2025 12:22 PM
10	Consider implementing a modern parkade in downtown Charlottetown equipped with a digital system that allows residents, employees, merchants, and shoppers to reserve reliable parking spaces. This solution would improve parking efficiency and enhance shopping opportunities, particularly during festive seasons when demand is high.	1/16/2025 12:21 PM
11	Parking meters need to be replaced. Some do not work properly and you cannot see what time is left on them. There are more vehicles down town and thus more spaces are needed. Employees need to have places to park other than feed the meter each day? Any new buildings in the down town area should have incorporated parking spaces under ground or sufficient space for clients around or close to the building.	1/16/2025 11:33 AM
12	Understanding that free is not always the option, having accessible, adequate parking, with payment options is important.	1/16/2025 11:11 AM
13	Because there is no individual responsible for parking, it is never adequately addressed, even though the City earns lots of revenue from meters and tickets. They are constantly doing things like approving patios which removes parking spaces without adding any back in. You would think the City needs more spaces in the summer to accommodate tourists but that is when we are probably at the lowest number of spaces due to patios and food trucks. The City should designate a commercial zone and all spaces in the zone should have a meter and then spaces outside the zone are not metered. Also, residential parking should be reviewed as it doesn't seem signage for spaces are updated and in some areas there are too many residential spaces. I have not looked up the rate for a residential permit but I believe it was too low. I am unclear as to why a residential property owner feels they have the right to a parking space. They should be able to lease one from the City for a reasonable rate but not at the very low rates the City was charging. I believe there are residential spaces which could be turned back over to public spaces. Annually parking spaces should be reviewed and updated including	1/16/2025 11:11 AM

	loading zones, accessibility spaces etc but I do not believe this is ever done. I cannot recall which block, but there is a loading zone space on lower Queen St and there is no longer a business there. Would love to see the City better manage what they have.	
14	For those who are able to walk, the City should consider building up parking capacity on the edges of downtown rather than right downtown;	1/16/2025 11:02 AM
15	There are too many new people coming to PEI which leads to not enough parking !	1/16/2025 10:41 AM
16	I am concerned about the demolition of the Queen St parkade and how that will impact parking in the downtown. There simply isn't enough parking downtown, especially for workers, if that parking cannot be replaced or moved elsewhere.	1/16/2025 10:35 AM
17	they can put a man on the moon but can`t clear snow in the downtown. Better snow clearing 20yrs ago	1/16/2025 10:31 AM
18	Obvious signage on queen street indicating Pownal parkade exists would likely take some load off street parking,islanders love parking right in front of where they are going!	1/16/2025 10:27 AM
19	Parking is a huge issue downtown, for everyone. Especially in the winter. It would probably help everyone involved if there was free parking from Jan-March.	1/16/2025 10:26 AM
20	Parking remains a large barrier for conducting business downtown. In my area we have 3 immediate businesses sharing 5 parking spaces (TWO of those 5 inexplicably are designated hadicapped spaces). Customers and staff also compete for these spots with many other businesses nearby as well as residents.	1/16/2025 10:03 AM
21	Building the Confederation Ctr without parking was an incredible oversight. Building the public library, Holman Grand Hotel without public parking were also mistakes. Farm day in the City and the Sunday Farmers Markets, and various special events have demonstrated the willingness of people to walk or use public transportation when downtown. So, reduce the number of vehicle access!	1/16/2025 9:52 AM
22	People make a pretty big stink about the parking situation which is, in general, really not terrible. It would be great if the city could make a proper investment in the existing parkades and invest in an additional structure to offer better options for staff working downtown relying on public parking.	1/16/2025 9:47 AM
23	It would be nice to have more parking available in the downtown core.	1/16/2025 9:39 AM
24	For the main city of PEI, it's a shame on the province for not fixing this issue. There is no excuse for such a issue.	1/16/2025 9:35 AM
25	with population growth there are times I can't find parking	1/16/2025 9:34 AM

APPENDIX

C

Case Study: Platform Innovation Centre & Parkade

APPENDIX C: PLATFORM INNOVATION CENTRE & PARKADE (CALGARY)

In 2021, a project led by the Calgary Municipal Land Corporation (CMLC) led the development of a multi-use innovation centre combined with a public parkade. The project involved a partnership between municipal organizations and a not-for-profit operator. The following is taken from the CMLC website:

Meet East Village's Newest Future-Forward Development



Wed, May 26, 2021

Today, Calgary Municipal Land Corporation (CMLC), Calgary Parking Authority (CPA) and Platform Calgary celebrate the opening of an innovative new East Village parkade following two and a half years of complex construction.

CMLC led the delivery of the Platform Innovation Centre & Parkade on behalf of CPA and Platform Calgary, adding to their dynamic revitalization of East Village. The architecturally striking building broke ground in December 2018 and begins welcoming visitors today at noon.

Completed on budget, the mixed-use building combines seven storeys of parking for visitors to East Village and surrounding communities with 50,000 square feet of innovation space that will be home to Platform Calgary and 50+ partners later this year following their fit and finish program.

“CMLC is very proud to be marking the completion of this project today with our partners at CPA and Platform Calgary”, says Kate Thompson, president and CEO of CMLC. “Over the past two and a half years, it has been a collaborative effort to realize a vision that blends two very different uses into a dynamic facility that both serves community parking needs and creates a hub for Calgary’s burgeoning innovation ecosystem. The Platform Innovation Centre & Parkade is a symbol of the ongoing growth in Calgary’s east end.”

Aligning with the future-focused goals of CMLC’s East Village Master Plan, Platform Parkade accommodates traditional vehicles, electric vehicles and bicycles and complements the excellent public transit service and walkability the area is already known for.

In addition to parking, Platform Parkade offers the community a publicly accessible sport court on its main level and outdoor event rental space on the upper, seventh level, giving a panoramic backdrop to corporate events, community gatherings and more—once public health restrictions allow.

“The East Village community is multi-faceted and dynamic, and so are the mobility needs of its residents and guests,” says Moe Houssaini, Acting General Manager of CPA. “Platform Parkade was designed, developed, and built to integrate into and evolve with the neighbourhood and those who love it.”

“Today’s opening demonstrates the impact partnership and collaboration have in building a better future for our city,” said Mayor Naheed Nenshi. “It marks a tremendous milestone for CMLC and the continued revitalization in East Village, along with Calgary Parking Authority and the reimagination of what parking structures can be in the 21st century. It also brings us one day closer to the opening of Platform Innovation Centre, a place where all startups, entrepreneurs and their ideas are welcome, building on the momentum we are seeing in Calgary's innovation ecosystem." Designed by Kasian and 5468796 Architecture, the building design allows for conversion of the space into commercial and/or residential uses through considerations that make it unique among parking structures—notably, increasing floor-to-ceiling heights by one and half times that of traditional parkades and the addition of a central atrium that invites natural light through the full height of the building.

In its current form, the facility offers 503 vehicle parking stalls, six electric vehicle chargers (with capacity for more) and 99 bicycle spots (60 reserved and 39 first come/first served), and is within easy walking distance to countless downtown, East Village and east Victoria Park amenities.

Integrated within the first two floors of the building, the Platform Innovation Centre showcases the uniqueness of this project and the community’s dedication to a rapidly growing tech community. In this space, innovators across Alberta will have access to programming and mentors to support their ideas through immersion in a community of like-minded entrepreneurs, investors, and startups.

“The Platform Innovation Centre will bring together 50+ tech and innovation partners under one roof, providing a single point of access to resources, supports, programming and events for startups and entrepreneurs at all stages of their journey,” says Terry Rock, President and CEO of Platform Calgary. “Our collective focus is on making Calgary a global hub for startups and innovation. The East Village neighbourhood is a vibrant emerging innovation district – a natural fit for our vision.”

Over the summer, the Platform team will complete its own fit-and-finish improvements to the space with a planned opening this fall.

APPENDIX

A Parking Demand Analysis

Building Footprint Total (sq.ft. gross leasible floor area)									
Business Type	**Office (O)**	**Service (S)**	**General Retail (G)**	**Restaurant (R)**	**Medical (M)**	**Hotel (Ho)**	**Bank (B)**	**Other (X)**	**TOTAL PARKING**
Demand(1)	**2.5**	**3.2**	**1.9**	**8**	**4.5**	**0.5**	**2.5**	**1.5**	**DEMAND**
ZONE									
A1		6890	1740		2950	7500			42
A2	218410	17200							601
A3		1760		3280		38405		6270	60
B1	77244				2880	52700		8100	245
B2	91770	28400		16885					455
B3	68580		8750	8750	2250	5500			271
C1	33165	24400	17625	4060		24000	12000		269
C2	2178	7420	139420	35475		48000	31325		680
C3	33700	19850	4875	22545				119700	517
D1	49200	36900		22914	1156				430
D2	15300							60450	129
E1	99100	8060		2400				33350	343
E2			28550	19150				14280	229
E3		22885		2375		24500			104
F1	80450	9555	4800	5400	1300				290
F2	22560		12910	11960					177
F3	12200		2160	4260					69
G1	20800	15420		9295				76300	290
G2	29200		18010	10000	1900	213000		71000	409
TOTAL DEMAND	2135	636	454	1430	56	207	108	584	5610

NOTE: (1) Demand is peak weekday demand in spaces based on Parking Generation Manual 6th Edition (Institute of Transportation Engineers)

APPENDIX

B What We Heard Report

City of Charlottetown

Parking Management Strategy

WHAT WE HEARD REPORT



A.1 Stakeholder Interviews

One-on-one interviews were conducted with key stakeholders identified by City staff shown in the table below. Interviews were conducted through a combination of in-person meetings and virtual meetings. Comments from all interviews were compiled into broad categories and listed below.

Charlottetown Chamber of Commerce	Madeline Biso	Policy Analyst & Media Relations
Downtown Charlottetown	Dawn Alan Debra Wellner Peter Norton	CEO Member, Parking Committee Member, Parking Commit tee
Port of Charlottetown	Mike Cochrane	CEO
Visitor Information Centre	Heather Pollard	Manager, Visitor Services
UPEI	Greg Clayton Scott Gosse	Manager, Security Services
Holland College	Jon Barrett	Manager, Campus Planning
CADC	Aaron Hansen	Director of Operations
Homberg International Group	John Cudmore Luke Thompson Richard Homburg	
TweelCo	Chris Tweel	
Fusion Charlottetown	Matt Pelletier	Advocacy Director
Indigenous PEI	Yvette McKenna	Membership Engagement Coordinator
Cycling PEI	Jordan Bober	Executive Director
Bike Friendly Communities PEI	Kate	

Parking Supply/Demand

- Area bounded by Water/Queen/Grafton/Kent is a problem for finding a space particularly in tourist season
- Problem with overnight campers parking
- Some angle parking has been changed to parallel parking and, if returned to angle parking, could create more spaces

- Just over half of Chamber of Commerce members surveyed said short term and long term parking supply downtown is inadequate
- Would like to see one more parkade, underground would be nice
- UPEI students who don't want to pay for parking park at Farmer's Market and some at the mall but no issues have been raised
- Secure bike parking should be a consideration wherever parking for cars is provided
- Construction results in many lost parking spaces
- More housing units are coming to downtown and add more pressure to parking
- When major events occur there is no parking at all

Parking Management

- Would be good to have the ability to close streets periodically to better connect the downtown to the waterfront
- Need a master plan for the waterfront including parking
- Land occupied by large surface parking lot at Confederation Landing could be better used; parking may need to be structured
- Could benefit from remote park-and-ride lots on transit routes
- Overnight winter parking ban throughout the season should be modified to a weather-specific ban
- Two hour time limit on meters is too short and should be extended
- UPEI has a Parking Advisory Committee – would like to better promote transit and AT as an option to parking
- Would like to have a parking authority
- Should be a greater investment in transit to reduce parking demand
- Two-hour limit on meter parking should be extended
- Concern regarding dropping the parking minimum – in the past others have had to pay a lot in-lieu of parking and not enough was built
- Loading should be limited to morning or to only small trucks
- Holland College students park for free at several leased lots – some park on residential streets

Parking Enforcement

- Enforcement is good, but compliance is low because of the low cost of a ticket
- Many people play the "meter game"
- Charlottetown does not have any by-laws preventing people from parking cars in bike lanes

Parking Technology

- Pay stations have been tried years ago and failed because of inconvenience of returning to vehicle with pay-and-display ticket
- UPEI and the Port may be interested in "piggy-backing" on new technology for managing hourly and daily parking
- Digital signs should be used to display availability

Parking Issues and Cost

- Transit takes up parking space in front of Confederation Centre, leave engines running, impacts traffic flow and affects air quality and noise for adjacent businesses
- Queen Street is wide and space is wasted – should be rebuilt with parking on a level underneath the street
- Many sidewalk patios sit unused – some locations not logical - should have pricing comparable to Halifax
- People will want to live downtown if parking is done right
- Should be more options for free parking
- Employees face a financial burden due to parking cost – Indigenous PEI purchases parking passes for their employees but that is not sustainable
- The whole patio situation is out of control
- Snow gets plowed into metered spots and sits there for a day
- Better connection is needed between the waterfront and downtown – parking lots can be an impediment

A.2 City Staff Engagement

Two separate meetings in-person meetings were held with City staff members. A summary of the comments raised in those meetings is provided below:

- Zoning by-law has a rigid requirement for parking – no variance allowed
- Cash in-lieu of parking is allowed in the 500-lot area - $6000 per space has been charged in the past
- Housing accelerator funding supports the reduction of parking minimums
- Challenge is to preserve heritage while creating high quality development
- Are interested in implementing density bonusing and loosening requirements around accessory dwelling units
- Many narrow streets interfere with timely emergency response
- Problem with bumpers of cars parked in angled parking encroaching onto already-narrow sidewalks
- Limited parking for deliveries
- Loading zone spaces are too small
- Proposed bus interchange on Grafton impacts existing parking spaces
- Loading in front of Shoppers Drugs is up to 10:30 am – has been some push-back
- Commissionaires do meter patrols and check for parking time limits
- Record 1400-1500 collisions per year but few are related to pulling in and out of angled parking
- Residential parking permits on assigned blocks - $50 per year for permit
- Charlottetown Rural High has few spaces for student parking
- Snow is hauled after every storm
- HotSpot app is used frequently- even split between it and cash
- Patio program was set up during COVID but is currently under review – currently 46 permits allowed - $600 charged per parking space (or portion of) occupied
- Six parking spaces are allocated for street vendors
- Accessible parking spaces are haphazardly located and should be shown on a map

- Accessible parking spaces are often a normal angled parking space and are too narrow – should be located at corners
- Need better wayfinding for parkades
- Parkades are needing replacement or structural rehabilitation
- City has high AT mode share – 30-40% in the outer core of downtown
- Fine for parking is only $10
- Want to consider EV parking spaces and shared parking opportunities
- City is generally car-dependent due to older population
- Downtown core is called the “dizzy block” due to cars circulating and looking for on-street parking spaces

A.3 City Committees

Three committees of Council were provided an overview of the Parking Management Strategy and requested to provide their feedback. Project staff attended the Civic Board for Persons with Disabilities in person. A summary of comments provided are presented below:

Diversity, Equity, and Inclusion

- Approximately 1K parking spots, and 3 parking garages in town. There is difficulty in finding parking during events held downtown, and particularly in the winter following snow events (when clearance has not been done, yet businesses are open). Additionally, there is some difficulty with parking in the summers when many on street parking spots are converted to patio spaces. However, we are focused on active transportation and increasing transit users – and a difficulty with parking may be mitigated with the parking garages being more user-friendly.
- We’re unaware of how many accessible parking spaces there are –Charlottetown Police Services will know this number for sure.
- Legal on-street parking interferes with traffic flow: in smaller streets downtown (ex: two-portion of Richmond Street, which has parking on both sides of the street). Legal on street parking at the parking spaces downtown in front of City Hall also impedes traffic – vehicles going straight have to impede on the left turning lane to pass at these lights.
- Further, illegal parking in bike lanes also impedes the flow of traffic.
- Street parking in the winter is also an issue. There is an overnight parking ban, but many residential units include street parking, and residents are often unwilling to park overnight in parkades, especially if they live outside of downtown (but within Charlottetown). This is especially the case in residential neighborhoods where residents have multiple vehicles, all of which cannot fit in driveways, and there are no alternatives to on-street parking.
- All day parking in residential areas can be a problem. Often times people will park in residential spots for downtown apartments – which then takes a spot from the actual resident of the unit. As noted, there are not many options for parking in residential neighborhoods, especially if there are social gatherings or simply because there are multiple vehicles for that household. Street parking is frequent in these neighborhoods and can impede the flow of traffic (esp. in narrower streets) and impede snow clearance efforts as well.

- Snow clearance after a snow event is not efficient and does not maintain access to parking spots.
- Parking control does create issues, particularly in the downtown area, and particularly for residents and business workers/ owners. For our metered parking – not everyone carries coins, and as opposed to a tap system in other regions, or an easy website – there are complications to downloading/ using the "handsfree" options for payment.
- There are certain businesses which are essential (immigration offices, service Canada offices, etc.) and the shortage in parking, or the requirement for a payment (esp. because the meters have limits) causes disruption during the workday as well for people with appointments at these essential places. There are only limited spots with 2hr free parking.
- Parking garages include getting the ticket at the gate when driving in – which isn't exactly efficient, and also traffic flow during rush hours with cars waiting to turn into the parkade, while the car at the gate goes through the process of getting their ticket.
- Parking enforcement is adequate. However, rather than a ticket for first instance, there is some suggestion from board members that there should be a warning, and a second infraction resulting in a ticket.
- No concerns re: off-street parking aside from the lack of elevators for those with mobility impediments, and the functionality issues re: payments.
- Changes to system: modernizing parkades to be more user friendly, perhaps a park and go (parking lot for commuters to park in, and take the bus into town) to ease parking strain on downtown area.

Civic Board for Persons with Disabilities

- Angle parking makes it difficult for vans with rear-loading
- Mounds of snow can interfere with getting to the sidewalk
- Reversing out of an angled parking space is challenging
- Snow is often cleared from side streets before main streets
- Concerned about the status of the Queen Street parkade
- Parkades need elevators to be accessible – elevators at Confederation Mall don't connect with parkade
- Accessible spots aren't wide enough – spots on corners of blocks are usually better
- There is a lot of illegal parking – accessible spots often have illegal parkers
- City should post what the fine is for parking in accessible spaces and the misuse of accessible permits
- Using parking meters is a challenge
- Need better parking enforcement and patrols on evenings and weekends
- Parking meters should have free times periodically
- Personally, I avoid going downtown as much as possible due to the parking, or lack thereof.
- For individuals living with chronic illness or health challenges, finding accessible parking spots is extremely challenging. Majority of the time, you end up having to park many blocks away. This can be even more challenging during winter and summer months, when weather can play an additional role in increasing health related cardiac/pulmonary symptoms, hinder mobility issues, and create higher levels of stress or anxiety for the individual.

- An additional barrier for people with disabilities or chronic illness, is the added cost of parking. A few dollars for a parking meter may not seem like a burden to most, but for people who are already on a low fixed income due to disability, and who are likely attending multiple needed appointments each week, it does add up and can create concern for those individuals.
- Myself, I look to frequent restaurants, shopping outlets, banks, etc.that are out of the downtown core because the parking situation is much easier to navigate. There are generally large parking lots with multiple accessible parking spaces, and are closer to the establishment that you are looking to access.
- When needing to attend medical appointments downtown Charlottetown, I end up going an hour or more before my scheduled appointment time. This is due to the fact of usually having to circle a few times to locate a spot. Non-metered short term parking is extremely difficult to find, especially during daytime work hours.

Seniors Engagement Committee

- Lack of parking in front of Charlottetown Library for seniors
- Recommendation that City of Charlottetown consider designated for seniors, other than those designated for disabled parking (e.g. similar to those for parents with small children)
- Snow removal to remove buildup next to meters; it's a barrier for seniors to walk over snow mounds.
- Payment can be an impediment to parking.
- Consideration that development of buildings should have to ensure parking included in the plan
- Better planning for buses that travel downtown; presently impede traffic and can block parking (Grafton St in front of Confederation Centre)
- Consider making one-way on Kent a single lane of traffic to make it safer for vehicles to get in/out of existing parking spaces, as lanes are very narrow
- More accessible parking spaces
- Senior parking, not all seniors are disabled enough to need a disabled sticker but would like to park nearer the building….some businesses have pink parking, why not senior-friendly parking /or age-friendly parking
- Ensure accessible parking spots are adequately cleared of snow and ice
- Better parking for all seniors programs
- Establish and enforce parking bans at entrances/access points to walking and bike paths so cars are not blocking them
- The bus stop on Grafton by the Confederation Centre needs to be relocated to a well-lighted indoor space with parking
- "Transit involves walking, so good walking infrastructure is essential: more and wider sidewalks. Transit also involves cycling, which is a four-season mode of transportation; therefore bicycle paths ought to remain open (e.g. Victoria Park) all year round. More bicycle parking stands are essential."
- Lower the parking fees for the parkades and in the downtown core – as this is a barrier for many Seniors
- Parking concerns identified on Elena Court and near Geneva Villa

- City/ more businesses purchasing tokens/ validating parking for downtown/parkade parking
- Another parking garage – possibly on the corner of University/ Euston St
- Issues with people who are downtown all day taking up metered parking and time limited parking spots (1 or 2 hour)
- Partnerships/collaborations with businesses/ organizations to utilize extra parking Mon-Fri for Park and Ride Program, potential – St Pius Church, Murphys on Queen St/Pond St.

Youth Engagement

- They would ideally like to see fewer cars on the road, reducing the overall need for parking. There's strong interest in promoting active transportation options such as biking, scooters, and walking. Most members of the committee walk, use the bus system or bike to where they need to go.
- Parking challenges are most noticeable during the summer months, particularly in the downtown core when vehicle traffic increases.
- In the winter, there are concerns about plowing restrictions. Residents often have no alternative but to leave their cars on the street due to limited parking options.
- Many apartment buildings only offer 1–2 parking spaces, even when 4–6 people may live there. While some residents rent parking spots, availability is limited, and some are only offered a couple of times per week instead of the full workweek.
- There is interest in seeing more designated parking spaces for expectant mothers, families with young children, and seniors—not just standard accessible parking.
- Youth noted that it's much easier to find parking downtown after 6 p.m. or outside of regular business hours.
- They also suggested that wider roads could help accommodate both increased parking and active transportation lanes.

A.4 Downtown Business Workshop

A workshop for downtown business representatives was held at the Beaconsfield Carriage House on February 25, 2025. The session was publicized through Downtown Charlottetown and the Charlottetown Chamber of Commerce. The session combined both parking and active transportation. Eleven people attended along with members of the WSP project team and some City staff.

- Parking has been infuriating every year for the last 20 years. There has been fewer and fewer parking spots.
- I have been hearing for many years, but it's worse now: I never come downtown because it's too difficult to find parking spots.
- There are other spots to shop.
- We've lost 46 spots to patios, I have a huge problem with patios.

- 20-something of those [patios] are new because of COVID… we felt bad for restaurants so we agreed to allow 23 more, but now they're being amalgamated into the bylaw… so there are 46 parking spots gone
- We have Queens Parkade which is on the verge of being condemned… where rebar is falling down, reinforced beams are coming apart, it's scary, I won't park there anymore. When it is condemned, you will have 200+ workers parking on the street. Then there will be no parking for customers.
- That parkade was always intended to be 50% workers, and 50% transient customers. But now you can't even get in.
- If you get the conservatives back in federally, all employees will be back ot the office 5 days a week, and it'll be full.
- The AT strategy, more space for pedestrians, that's all very nice… The most important thing for a healthy business community is to have a healthy business community. And people won't go if they can't get a spot to park.
- We won't be in business if there's not enough traffic going into our stores anymore. That's just bad.
- I don't know why we can't limit patios this year. We've cut so many out, lost so many to construction.
- It's fundamentally wrong that parking inventory is taken out. They are selling our spots. They are our customers. Those spots are for businesses.
- When a parking spot can turn over $500 in an hour… the City is selling the spots… $3 an hour, that's how the City looks at it.
- PEIslanders… we don't want to park in a parking lot somewhere and wait for a bus to bring us uptown. We just won't do it.
- We desperately need a new parkade. Nobody wants to build one, but it's necessary.
- I don't know why we can't cut the patios in half.
- Then there's the trees that are planted in the parking spaces, which are dead… and they've been dead for 20 years…
- 20 years ago, there was a beautiful plan for streetscape… there was a proper plan for parking… I don't know how many spots were taken out for those trees. They told us one thing,
- Our customers are younger, and they come with older family members… folks who can't walk far…
- There is a lot more residential infrastructure downtown now, and we all wanted that, but we all assumed that parking would go along with it
- In the Summertime, it's awful. The tourists are going to be parking in residential areas because there's nowhere else to go.
- I hear that they don't shop with us downtown because it's too difficult to find parking.
- Cost of parking is a factor that I've heard… but they also want to park close.
- I am on a pedestrian street… does that do really well for us? Absolutely… it makes our entire business. Victoria Row is a whole summertime party. But we are also a very short street - you can park at the corner and it's less than a minute walk to my store, which is smack in the middle of the Row.

- Folks are shopping at the big box stores, uptown, because you can always find a parking spot.
- If you want to encourage growth in the downtown core, you have to make it easier for people to get there.
- Victoria Row is blocked off right now for construction (it's usually open to cars in winter)… It's difficult for elderly people to get there… restaurants are challenged… folks can no longer be dropped off
- We hear this from customers… if uptown becomes their routine, there has to be a draw back to downtown.
- We get no notice… a fence goes up for construction, we had no idea that it was happening on that day, a huge impact on my business.
- We are a great community. We have formed our own network, we are positive and supportive of each other, we want to be that way with the City as well.
- We aren't trying to diss the City, we want to be involved. We picked downtown because we want to make it work.
- The group parking paystations were tried 20 years ago, and they worked well, but there were challenges.
- We are a very rural province, we have to remember that folks in Fortune, 50 minutes away from Charlottetown… they say they hate downtown… it's beautiful, historic, the Confed Centre. They say there's too much traffic, there's no parking, I won't go there.
- The north star here has to be: "We need more parking". This is the parking strategy. What we need is more parking. More parking.
- Next issue: What is the cost of the patios? It strikes me as extremely low. I see some of these patios that have next to nobody on them, ever.
- If it's too cheap, people might just be putting the patios up saying 'oh hey, why not, it's cheap to get a patio'. Benefit of this would be twofold: revenue increases for the City, and also those who want a patio are REALLY investing in it, getting the economic benefits.
- The downtown terminus of T3 Transit, in front of the Confederation Centre, is a shitshow. To say it's at capacity, you could say that 5 years ago. It's a safety hazard, it impedes parking. If you look at Royalty Crossing, the other terminus, it is set far away from the Royalty Crossing Mall… It's in no-ones way. Buses come in and out.
- I sit at the Holman Grand and I watch the downtown terminus, and I see there's going to be an accident.
- The last meeting I was in about the terminus… it seemed to me that Mr Cassidy was dictating what his terms were, to not change how they've always done it.
- It makes no sense to have the bus terminal downtown at the Confed Centre of the Arts, Holman Grand, 3 office towers… it can't expand in that location, and it obstructs parking.
- If you look down one block… there are metered parking spaces there that are never in use. Daniel J MacDonald building…
- It makes sense to have the bus parking located by the federal government building that is undergoing a major investment.
- The restaurants are earning millions of dollars out of those patios. Yes, restaurants are so important for the downtown. But you shouldn't be concentrating the profits from those parking spots

- You're giving away prime real estate to individual businesses, who are making millions of dollars.
- If you were to reduce patios, of course there would be an outcry from the restaurants… and of course I also enjoy them but they should be paying more… they are taking away from one business to give to another.
- You need a liquor licence to have a patio.
- There are so many chefs in one kitchen… there's the City, CADC, DCI, businesses… things are falling through the cracks.
- I don't believe at all that there is a parking shortage in Charlottetown… there's a lot that we can do. I think it's a 1960's attitude quite frankly. No insult intended to this group. I think that we've got to continue to make the Downtown more of a pedestrian space… we need parking on the periphery of the downtown core.
- The patios: a double-edged sword… they bring people to the street, add a lot of vibrance… Sure, on a windy or cold day I see an empty patio, but the ones right around me, usually they're full.
- I would rather see my neighbour next door (Casa Mia restaurant) take up that parking spot, rather than a mobile vendor who is not invested in the downtown permanently.
- We are still doing a terrible job of keeping our streets clean in the wintertime… we have road ploughs filling up our sidewalks with snow right after the sidewalk ploughs have been by. We can be doing better from an everyday parks and maintenance perspective.
- Queen St is 100 feet wide. Widest street in the City. It's a pedestrian wasteland. It's a 1950s, 1960s desing… parking on both sides of the street. Cyclists are scared to be downtown… obviously I'm biased as a cyclist… I try to get cyclists to walk down the sidewalks with their bikes, to get down to Richmond St to get out of the downtown for our tours… we walk down to province house to tours, because I'm scared of starting people on Queen St with the angled parking and people backing out.
- I was listening to Luke… at first I was going to disagree with him… buses are important, they bring thousands of people downtown every day… but as I listened more, hearing that there is a better location just a block away…
- Customers don't typically walk to my store… if they're coming to buy a bike, they're coming by car, I need access to a loading zone, or a spot right in front of the store to load their bikes.
- But if we keep doing what we're doing, we're going to keep getting what we've got. It's alright, but we could have a truly great, memorable, world-class downtown if we could bring people back to it.
- Transit will increase, but it cannot increase where it is.
- My customers don't complain about parking… we talk about it sometimes, they are asking for change to pay for the parking sometimes.
- It is a rural area so we need to keep parking for sure… but I also hear a lot, know plenty of people who would like to bike more… myself, I would come by bicycle every day, but I'm too scared to bike in town.
- If you take out all the patios, then… what are you doing to do downtown?
- What drives me nuts is that the patios occupy 4 spots because they encroach onto the neighbouring spots. Also, the duration of them… they open the patios in May, they close in October… no-one is sitting out in the weather then. Just focus patios on the big months of the year, June-July-August.It wasn't supposed to be permanent. It's a problem.
- Let's remove the dead trees.

- I should amend my comments about there not being a parking problem in the City… There's very little bike parking, and no covered bike parking, anywhere in the downtown. We need a safe place for bike parking.
- What is the appetite for a new parkade? Should Queens Parkade come down? It's going to spill 350 people onto the street. I know there's a plan for demolition and reconstruction.
- Should we privatise them [parkades], or should they be municipally-run?
- The developer made a Queens Parkade proposal… build a residential block, add stories, etc.
- What's the plan for the 350 parking spots when Queens Parkade comes down? What's the timeline?
- I've heard that the developer has said publicly that he has no interest in a parkade.
- The question is: do we need another parkade built to precede the demolition of Queens Parkade?
- We're in a cycle… you build more parking and more roads. The solution is to make Active and Public Transportation so incredible that it is the obvious choice… to make the experience so good, that why on earth would you buy a car?
- Every time we build another parkade, we're putting public resources into driving and incentivizing becoming a car-centric city.
- I don't think anyone is saying get rid of parking… we want to be encouraging people, for any number of reasons… for health, we want to encourage people… if they have to walk 5 blocks for parking, so be it.
- Accommodate handicapped parking as close to businesses that we can, but my mother-in-law is 90, and she walks 5km a day. If you don't use it, lose it.
- To every municipality, I would say: parking is a right and not a privilege.
- The fact that we have no parking left on the street, that it is full, is a celebration that people want to be downtown. Parking is full.
- We need a one-stop-shop… a parking authority, where all this information can come in all the time, and it can be constant conversation.
- Ontario changed their bylaws. If you put a dime in a meter, you've paid for a service… that money from the meters goes into a parking authority fund.
- A parking authority group, with a committee, each looking at street parking, parking for patios, parking for bikes, accessible spots, for transit…
- Just wanted to advocate for handicapped spaces. As a business that has received an award for accessibility at our business… between Kent and Fitzroy, there is one handicapped space… it's often taken for doordash, or taken for someone who is 'just ducking in and out for 5 mins'.
- I see the parking meter guards ticketing folks who are just getting out of their car but who haven't paid yet, but the folks who are using the handicapped
- There aren't enough [accessible] spaces. More spaces, and better enforcement… one spot per block is not enough.

A.5 Public Open House Session

A public open house session was held at the Charlottetown Library Learning Centre on April 3, 2025. The session was come-and-go format and was held from 4pm to 6pm. Three separate projects were presented at the open house and each provided a series of information boards with project staff in attendance to answer questions and receive feedback. In addition to the Parking Management Strategy, information was provided on the Active Transportation Plan being prepared by WSP and a Micromobility Study undertaken by students at Dalhousie University. Advertising of the event was done through the City's social media channels. A total of approximately 35 people attended.

The six information panels provided for the Parking Management Strategy provided an overview of the project, data about parking supply and demand, a discussion of options for municipal governance of parking, and the effect of existing policy and plans on parking. Attendees provided their feedback by posting sticky notes on the boards and/or by filling out a questionnaire form.

Comments from the sticky notes is provided below. In some cases, comments within square braces are provide to give the context of what the comment was referencing on the information board. A plus sign (+) is used following some comments to indicate that additional attendees indicated their support for that comment.

- If we have better bike lanes and transit, we will need less parking. +
- Less parking demand if people have options to not bring cars. Transit and active transportation. +
- Less on-street parking
- More alternatives to get downtown (walk, bike, bus, carshare).
- Elderly and mobility-challenged need parking close to destinations.
- Can there be shared agreements so parking lots downtown that get used M-F only are available for the public on weekends?
- With parkades, never have hard time finding parking. Maybe better/more signs to direct people to where parkades are.
- Longer coin-based meter options – seniors don't use the app.
- I don't go downtown, I always get a ticket.
- Accessible spaces are too narrow.
- Angle parking too short – trucks stick out in the road or block the sidewalk.
- Visitors can't park in residential parking.
- Tour bus parking is needed +
- Parking enforcement is needed on evenings and weekends too.
- Parking causes issues: blocking sight lines, endangering pedestrians and cyclists, idling and polluting
- Need better sidewalk clearing in winter
- More engagement with business community still needed
- Please consider where tree go. +
- Pedestrian-only streets – more like Victoria Row. +
- Park and ride. +
- Shared streets – prioritize pedestrians and other transportation. +
- Slow streets. +

- No parking space
- Parking is too cheap – increase price to cover costs and enhance transit
- Parking fees do not deter shopping. More pedestrians and bikes (less parking) would increase shopping. +
- Parking fees deter local shopping in downtown.
- Parking demand does not consider “off peak” hours. These spaces become empty, unused, and unsafe outside of 9-5.
- Too much parking. +
- Yay! A complete strategy that anticipates less car usage because of strengthening transit and AT.
- Rural customers cannot bike or walk. Parking is necessary for business.
- #1 complaint from customers – not enough parking.
- Yes, enough on-street parking. Not enough options for AT, storage of bikes, safe routes. +
- Currently a culture of “needing” to park right next to destination.
- Expanded transit schedules and routes.
- Would rather have complete streets with trees, lots of room for AT, limited amount of cars downtown.
- Proper separation of angled parking with sidewalks.
- More transit. More AT paths. Less parking and asphalt. +
- A commission [as an optional parking governance approach] would allow for a climate approach.
- Lazy [referring to the hands-off approach to parking governance]
- Lead [referring to the City-lead approach to parking governance]
- City should own all parkades.
- Make the City a parking benefits district.
- Parking minimums have been debunked. In a climate changing world more attention to AT or alternatives.
- City-led parking commission is needed.
- Neoliberalism is killing the planet.
- Loss of space is an impact [referring to the policy allowing sidewalk patios]
- Remain [referring to sidewalk patios]
- Works in Montreal [referring to sidewalk patios]
- Initiate a car-share program – reduces car ownership, reduces strain on parking spots, allowing within residential developments.
- Incentives for downtown employees to use transit or parkades to free up street parking.
- This sounds really positive [referring to the overview of the project]

A total of eight survey sheets were filled out. For some questions, multiple responses or no response was entered. A tally of responses to the questions and a listing of additional comments is provided below:

CHARLOTTETOWN PARKING STRATEGY - SURVEY FORM

1. Do you experience difficulty finding parking downtown?

0	Extremely
2	Quite
1	Moderately
6	Not really

Comment:
- turn to parkade
- I travel by e-bike
- rarely have an issue finding parking within walking distance of where I'm going
- there's always parking - people have just believed that parking should be free, convenient, and always available and that's an insane view
- always find a spot within a block or two
- sidewalk patios occupy too many spaces
- I always find one within walking distance
- I can almost always find one within a block of destination

2. What kind of parking do you normally look for?

5	Hourly paid parking
0	Monthly paid parking
4	Free parking
3	Accessible parking

Comment:
- usually short visits
- accessible spaces are not accessible - not wide enough, sometimes poles are in the way
- if we're with my MIL, accessible, otherwise any parking regardless of location or cost

3. What do you think of the cost to park downtown?

3	Cost could be raised
1	Cost is about right
1	Cost is too high
1	Should be free

Comment:
- just needs to be lowered
- cost could be raised/lowered to match supply/demand - more expensive in summer
- never, ever park for free -- free on-street parking is stupid
- parking cost is too low and encourages driving, making percieved parking shortage worse
- free parkinig works in other cities, i.e. Summerside
- I think it is too cheap, which encourages people to drive instead of walk, bike or transit

4. Is street parking in your neighbourhood a problem?

3	Yes, outsiders park all day
3	A bit, there is some outside parking
1	No, not a problem
1	Not really

Comment:
- certain times of the year -- summer
- on-street parking buy permit, always have room and permit price is fair
- often due to folks dealing with melt on their driveway and asphalt sagging
- cars obstructing sidewalks, blocking entrances, no proper enforcement
- sidewalks are put on streets that are not wide enough for two lanes of traffic
- people park consistently in the bike lane on my street

5. Does an overnight winter street parking ban cause you problems?

1	Yes
8	No

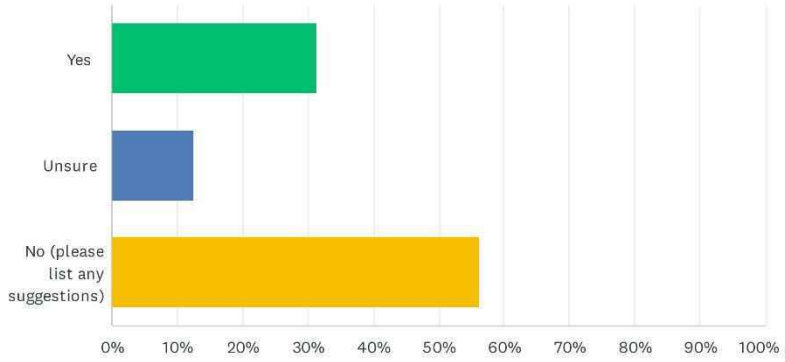
Comment:
- no concern, but I have a driveway
- it makes it safer to walk on streets without sidewalks in winter
- the way dead end streets are plowed is a problem - snow is piled up at the end
- people still park overnight on our street -- I can usually park in driveway but seems to be a challenge for many

A.6 Business Survey

A survey of its business members was undertaken in January, 2025 by the Greater Charlottetown Area Chamber of Commerce in support of the Parking Management Strategy. A total of 48 responses were received. A summary of the results, provided courtesy of the Chamber, is provided below:

Q1 Are short-term public parking options in Charlottetown adequate for customers or clients?

Answered: 48 Skipped: 0

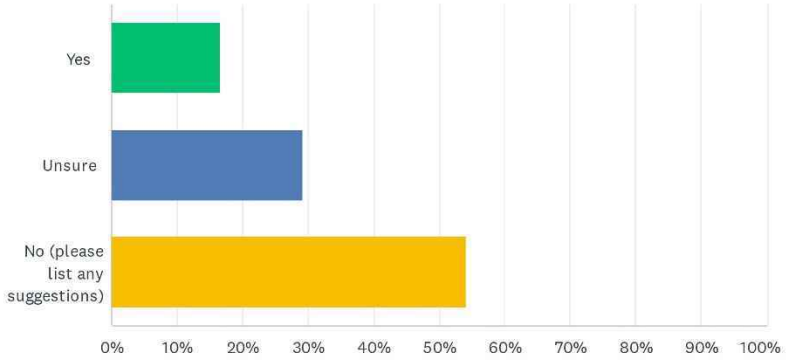


ANSWER CHOICES	RESPONSES	
Yes	31.25%	15
Unsure	12.50%	6
No (please list any suggestions)	56.25%	27
TOTAL		48

#	NO (PLEASE LIST ANY SUGGESTIONS)	DATE
1	while construction is taking palce downtown, the Queen Parkade needing repair, on street patios should be eliminated	1/16/2025 5:43 PM
2	A tremendous amount of handicapped spots that perennially appear empty. Also a lot of "no parking" spaces.	1/16/2025 5:06 PM
3	no suggestions, it's sometimes difficult to find parking but I'm not sure where more parking would be found. It might also take away from the look and feel of the downtown core.	1/16/2025 3:34 PM
4	increase you number of parking spaces	1/16/2025 3:17 PM
5	additional public friendly parking places are needed, such as parkade space.	1/16/2025 2:33 PM
6	need a parking strategy and/or authority	1/16/2025 2:28 PM
7	stop employees from parking in on street parking spaces.	1/16/2025 2:18 PM
8	Lots of times our clients have trouble trying to find a parking place in the Park-aid or on the street as everything fills up so fast. There needs to be more parking.	1/16/2025 2:17 PM
9	not enough spaces	1/16/2025 11:58 AM
10	We need more parking. Large lot down at Delta is not utilized.	1/16/2025 11:46 AM
11	Need to provide more parking space in Parkades	1/16/2025 11:33 AM
12	In the summer it is more challenging with the outdoor patios.	1/16/2025 11:11 AM
13	There is no rationale for the layout of parking in Charlottetown, one street can have meters on one side and free parking on the other	1/16/2025 11:11 AM
14	too many random people are taking the spots	1/16/2025 10:41 AM
15	Overall, I would say no. Perhaps if more parking space were made for parkade parking that would free up more of the street parking options.	1/16/2025 10:35 AM
16	too many patios	1/16/2025 10:31 AM
17	Trees, fake trees, loading zones, blank spots. It's a mess	1/16/2025 10:26 AM
18	Increase parkade spaces - they are often full	1/16/2025 10:24 AM
19	Open up the events grounds for parking/car pooling in the city	1/16/2025 10:03 AM
20	Hard to find a parking space in peak times due to all the allocated loading parking spaces	1/16/2025 10:01 AM
21	when using the hot spot app, you cannot reload the meter. You therefore have to go, move your vehicle to a different space and then start again. Also need options to park for more than 2-3 hours	1/16/2025 9:56 AM
22	strong petition for city of charlottetown to reassess parkade options	1/16/2025 9:47 AM
23	Need at least one more parkade	1/16/2025 9:46 AM
24	I like what Wolfville's approach to parking.	1/16/2025 9:42 AM
25	need more parking garages	1/16/2025 9:39 AM
26	Meetings go longer and tickets are a bad business	1/16/2025 9:35 AM
27	first 30 min should be free	1/16/2025 9:35 AM

Q2 Are longer-term public parking options (ex: all-day for employees) adequate?

Answered: 48 Skipped: 0

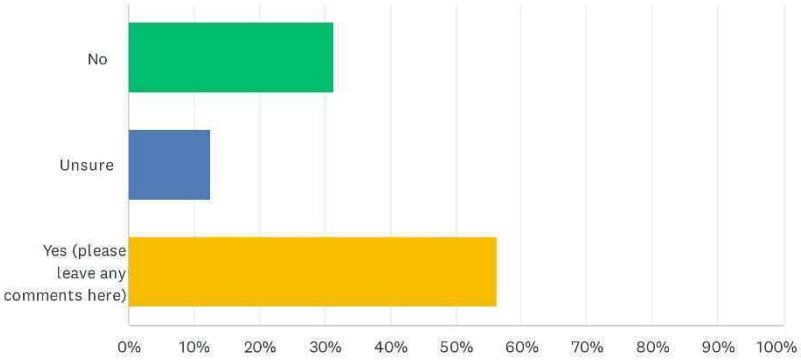


ANSWER CHOICES	RESPONSES	
Yes	16.67%	8
Unsure	29.17%	14
No (please list any suggestions)	54.17%	26
TOTAL		48

#	NO (PLEASE LIST ANY SUGGESTIONS)	DATE
1	The city should be exploring underground parking options to maximize space.	1/20/2025 1:18 PM
2	New Parkade needed	1/16/2025 5:43 PM
3	If you are not here early in the day there are no long term parking. Our guests and our team spend a portion of our day feeding meters so they are not ticketed!	1/16/2025 3:17 PM
4	Specified all day meters should be an ption	1/16/2025 2:55 PM
5	additional parkade space is needed.	1/16/2025 2:33 PM
6	not enough spaces in parking garages to meet needs	1/16/2025 2:28 PM
7	There is not enough parking for all day parking for employees and there needs to be more.	1/16/2025 2:17 PM
8	Not enough permits close to down town	1/16/2025 11:58 AM
9	NO long term needs to be expanded- provide incentives to use parkades.	1/16/2025 11:33 AM
10	There is limited options and the prices can be a barrier.	1/16/2025 11:11 AM
11	It will be adequate if government continues to work from home but as employees are required back in the office, there will not be enough spaces	1/16/2025 11:11 AM
12	too many random people are taking the spots	1/16/2025 10:41 AM
13	I would say no. The parkades are always full and workers are having to park on the street and monitor parking meters. I suggest either more levels are added to existing parkades, or that an additional parkade could be built.	1/16/2025 10:35 AM
14	free employee parking in special lots around the city	1/16/2025 10:31 AM
15	Increase parkade spaces - they are often full	1/16/2025 10:24 AM
16	not enough	1/16/2025 10:22 AM
17	Lots are full and employees juggle to street park and feed meters leading to parking tickets	1/16/2025 10:12 AM
18	Not enough spots and having employees continually leaving work to feed a meter or move their vehicles is disruptive.	1/16/2025 10:03 AM
19	I assume that it is employees parking on street that take up a lot of the spots	1/16/2025 10:01 AM
20	Not enough parkades or long term parking lots	1/16/2025 9:56 AM
21	Parkade options are not enough - most have sold out of monthly passes and the queen street parkade is not in a great state. A better investment needs to be made for these structures to offer employees and local residents without included parking better options.	1/16/2025 9:47 AM
22	Parkade	1/16/2025 9:46 AM
23	more underground parking	1/16/2025 9:39 AM
24	its very expensive	1/16/2025 9:36 AM
25	Very expensive and no availability	1/16/2025 9:35 AM
26	make more available	1/16/2025 9:34 AM

Q3 Are time limits or payment requirements for public parking creating a challenge to parking?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	31.25%	15
Unsure	12.50%	6
Yes (please leave any comments here)	56.25%	27
TOTAL		48

#	YES (PLEASE LEAVE ANY COMMENTS HERE)	DATE
1	Two hours is not enough time in the downtown core.	1/20/2025 1:18 PM
2	2 hour meters are too short - should be 3 - 4	1/16/2025 6:34 PM
3	Meter paying is pricey and the time limitations too short - if attending a meeting scheduled for two hours there is no wiggle room option.	1/16/2025 5:06 PM
4	If you have a meeting downtown longer than two hours, then it's a challenge.	1/16/2025 3:34 PM
5	We wish to have people stay longer in our downtown area.	1/16/2025 3:17 PM
6	Having to move a vehicle after a certain time allotted is very inconvenient for those coming for longer or multiple treatments/services.	1/16/2025 2:55 PM
7	ticketing people circle and do not promote goodwill	1/16/2025 2:33 PM
8	should be digital for a digital world	1/16/2025 2:28 PM
9	Clients or staff are having to run back and forth and put money in meters and so on and it is disruptive in their day and meetings. So it would be nice if this would change.	1/16/2025 2:17 PM
10	Not often, but occasionally a parkade near where I'm going is full so I use street parking. Having to move my car can be frustrating. But it isn't the end of the world.	1/16/2025 1:31 PM
11	Don't go to downtown due to parking	1/16/2025 1:00 PM
12	should extend to 5 hours not 3	1/16/2025 11:58 AM
13	The parking meters need to be updated so people can feed the meters more adequately by phone. Also meters are not visible to show if time has run out.	1/16/2025 11:33 AM
14	Yes as occasionally I need to be downtown for longer than the meter allows.	1/16/2025 11:19 AM
15	The parking meter options are great. The parkades however need to be updated.	1/16/2025 11:11 AM
16	Costs should be more clearly displayed to the public for parking and additonal options provided for payment. I have tried to download the hotspot for parking but there was an issue downloading it and I was left with no option to pay (as I no longer carry change)	1/16/2025 11:11 AM
17	If they purchases goods or services in the downtown their parking should be free	1/16/2025 10:31 AM
18	The amount of times i see someone get a ticket 5-10 mins before they get back to their car is incredible.	1/16/2025 10:26 AM
19	The app has a monthly fee that charges for the ability to park downtown where it is free to park at any time in the box store areas	1/16/2025 10:24 AM
20	Time limits are too short and cost is high to park all day	1/16/2025 10:12 AM
21	Time limits are necessary. Maybe there could be a permit program for businesses to park like residential parking exists now. Many business owners and staff are in the neighbourhood more than residents.	1/16/2025 10:03 AM
22	Having a meeting downtown and getting a ticket adds cost to doing business.	1/16/2025 10:01 AM
23	Should be 3 hours	1/16/2025 9:42 AM
24	meetings and appointments can run long so with less day parking availble the time limits should be longer so people arent running out to move their vehicles necessarily.	1/16/2025 9:39 AM
25	I am willing to pay, but the fact that I cant park for more that two hours in one spot is extremely limiting to the business I can do downtown. to the point i will avoid downtown business because of the limitation of street parking	1/16/2025 9:36 AM
26	No grace period. The parking agents are extremely strict.	1/16/2025 9:35 AM
27	install paid meter system	1/16/2025 9:35 AM

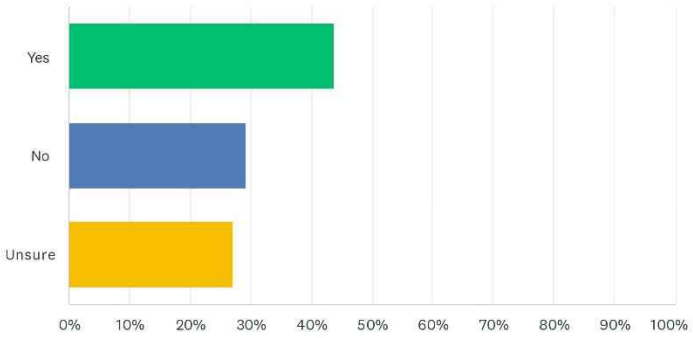
Q4 Where or what type of parking (e.g., parkade, on-street, paid/free) would be most useful to improve public parking options in Charlottetown?

Answered: 43 Skipped: 5

#	RESPONSES	DATE
1	Underground parkades	1/20/2025 1:18 PM
2	I don't work downtown, but as a consumer and someone who does have frequent meetings in the area, parking has not been a problem. Paying for parking is also not an issue and in any other city in Canada or the world, parking is not free. My only issue with parking downtown Charlottetown is when half the parking spaces are lost to outdoor dining!	1/18/2025 1:47 PM
3	Parking options for vans at night in wintertime.	1/17/2025 8:54 AM
4	Parkades are fine, if not full, but on-street is fine but meetings can run longer than 2 hours	1/16/2025 6:34 PM
5	New Parkade & repair the Queen Parkade, change residential rules that allow the spaces to be used by the general public 8am to 6pm	1/16/2025 5:43 PM
6	On-street paid.	1/16/2025 5:06 PM
7	on-street can be more useful, except in the winter when the spaces are not plowed	1/16/2025 3:34 PM
8	We require parking spaces that are for guests to our downtown for longer tan one to two hours!! We have beautiful shops in our downtown . We need to make in easy for they to stay downtown and spend money without worrying about being ticketed!	1/16/2025 3:17 PM
9	We have our own limited parking here, so I do not know how to comment on this. Sometimes our clients have to park on the street when our private lot is full, and we are a physiotherapy clinic so in our case some free public parking would be ideal.	1/16/2025 2:55 PM
10	parkade	1/16/2025 2:33 PM
11	another parkade would be good and options for employees to park	1/16/2025 2:28 PM
12	Both	1/16/2025 2:24 PM
13	on street	1/16/2025 2:18 PM
14	Having bigger parkades with more parking, also having more on-street and free parking would be beneficial as well. Lots of times clients or staff say they have to drive around and drive around to find parking which is a real inconvenience.	1/16/2025 2:17 PM
15	on-street	1/16/2025 1:31 PM
16	Free parking	1/16/2025 1:00 PM
17	free of charge on street	1/16/2025 12:22 PM
18	I prefer modernize parking with a digital system that tracks all vehicles and reservations. It instantly enables short-term parking and maximizes the space for employees, merchants and shopping guests	1/16/2025 12:21 PM
19	parkade	1/16/2025 11:58 AM
20	On street parking or parking lots.	1/16/2025 11:46 AM
21	Expand Parkades, note Queen Street needs work to upgrade maintenance of property. Also, City should co-operate more with businesses to have their employees use the parkades. Not feed the meters.	1/16/2025 11:33 AM
22	More on street.	1/16/2025 11:19 AM

Q5 Do you feel that snow clearing efforts in Charlottetown are effective in ensuring parking spaces are available within a reasonable timeframe after snowfall?

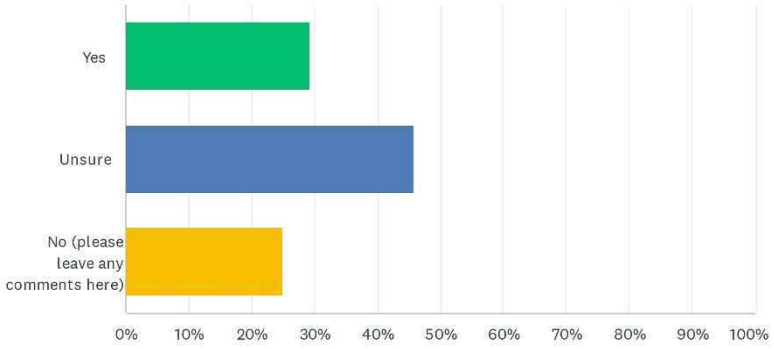
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	43.75%	21
No	29.17%	14
Unsure	27.08%	13
TOTAL		48

Q6 Is there sufficient public parking for individuals with accessibility requirements?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	29.17%	14
Unsure	45.83%	22
No (please leave any comments here)	25.00%	12
TOTAL		48

Q7 Please share any additional comments, suggestions, or concerns you have about public parking options in the City of Charlottetown.

Answered: 25 Skipped: 23

#	RESPONSES	DATE
1	Minimum parking requirements should be removed for new builds within the city. As public transit improves, other active transport options become available, and general costs rise for the average person, it is only logical. This also saves developers concern over fitting/maintaining parking spaces for units.	1/20/2025 1:18 PM
2	The city needs a parking authority. All revenue from downtown parking (tickets, meter, and parkade) should go into an investment plan to for parkade maintenance and future downtown parking needs. NOT city general revenue for	1/16/2025 5:43 PM
3	There are buildings being built which is wonderful except parking spaces are not being created to keep up with the demand	1/16/2025 3:17 PM
4	Firstly we need wider streets to start, but more parking for seniors and disabled people and parking passes for those of little means to pay (ie seniors and low income citizens) would be a great start.	1/16/2025 2:55 PM
5	downtown city parking is inadequate. an additional parkade is needed. Concerned about the future potential shutdown of Queen St Parkade at a time when parking is already stressed and made worse by ticketing people.	1/16/2025 2:33 PM
6	With the aging parkades that will require renovations therefore making them unavailable and back to work mandates imminent for government employees there will be a shortage of parking in the near future	1/16/2025 2:28 PM
7	Need mor parkade	1/16/2025 2:24 PM
8	Sidewalk clearing is more of an issue than parking. But they go hand in hand.	1/16/2025 1:31 PM
9	more 2 hours free of charge parking on street	1/16/2025 12:22 PM
10	Consider implementing a modern parkade in downtown Charlottetown equipped with a digital system that allows residents, employees, merchants, and shoppers to reserve reliable parking spaces. This solution would improve parking efficiency and enhance shopping opportunities, particularly during festive seasons when demand is high.	1/16/2025 12:21 PM
11	Parking meters need to be replaced. Some do not work properly and you cannot see what time is left on them. There are more vehicles down town and thus more spaces are needed. Employees need to have places to park other than feed the meter each day? Any new buildings in the down town area should have incorporated parking spaces under ground or sufficient space for clients around or close to the building.	1/16/2025 11:33 AM
12	Understanding that free is not always the option, having accessible, adequate parking, with payment options is important.	1/16/2025 11:11 AM
13	Because there is no individual responsible for parking, it is never adequately addressed, even though the City earns lots of revenue from meters and tickets. They are constantly doing things like approving patios which removes parking spaces without adding any back in. You would think the City needs more spaces in the summer to accommodate tourists but that is when we are probably at the lowest number of spaces due to patios and food trucks. The City should designate a commercial zone and all spaces in the zone should have a meter and then spaces outside the zone are not metered. Also, residential parking should be reviewed as it doesn't seem signage for spaces are updated and in some areas there are too many residential spaces. I have not looked up the rate for a residential permit but I believe it was too low. I am unclear as to why a residential property owner feels they have the right to a parking space. They should be able to lease one from the City for a reasonable rate but not at the very low rates the City was charging. I believe there are residential spaces which could be turned back over to public spaces. Annually parking spaces should be reviewed and updated including	1/16/2025 11:11 AM

	loading zones, accessibility spaces etc but I do not believe this is ever done. I cannot recall which block, but there is a loading zone space on lower Queen St and there is no longer a business there. Would love to see the City better manage what they have.	
14	For those who are able to walk, the City should consider building up parking capacity on the edges of downtown rather than right downtown;	1/16/2025 11:02 AM
15	There are too many new people coming to PEI which leads to not enough parking !	1/16/2025 10:41 AM
16	I am concerned about the demolition of the Queen St parkade and how that will impact parking in the downtown. There simply isn't enough parking downtown, especially for workers, if that parking cannot be replaced or moved elsewhere.	1/16/2025 10:35 AM
17	they can put a man on the moon but can`t clear snow in the downtown. Better snow clearing 20yrs ago	1/16/2025 10:31 AM
18	Obvious signage on queen street indicating Pownal parkade exists would likely take some load off street parking,islanders love parking right in front of where they are going!	1/16/2025 10:27 AM
19	Parking is a huge issue downtown, for everyone. Especially in the winter. It would probably help everyone involved if there was free parking from Jan-March.	1/16/2025 10:26 AM
20	Parking remains a large barrier for conducting business downtown. In my area we have 3 immediate businesses sharing 5 parking spaces (TWO of those 5 inexplicably are designated hadicapped spaces). Customers and staff also compete for these spots with many other businesses nearby as well as residents.	1/16/2025 10:03 AM
21	Building the Confederation Ctr without parking was an incredible oversight. Building the public library, Holman Grand Hotel without public parking were also mistakes. Farm day in the City and the Sunday Farmers Markets, and various special events have demonstrated the willingness of people to walk or use public transportation when downtown. So, reduce the number of vehicle access!	1/16/2025 9:52 AM
22	People make a pretty big stink about the parking situation which is, in general, really not terrible. It would be great if the city could make a proper investment in the existing parkades and invest in an additional structure to offer better options for staff working downtown relying on public parking.	1/16/2025 9:47 AM
23	It would be nice to have more parking available in the downtown core.	1/16/2025 9:39 AM
24	For the main city of PEI, it's a shame on the province for not fixing this issue. There is no excuse for such a issue.	1/16/2025 9:35 AM
25	with population growth there are times I can't find parking	1/16/2025 9:34 AM

APPENDIX

C

Case Study: Platform Innovation Centre & Parkade

APPENDIX C: PLATFORM INNOVATION CENTRE & PARKADE (CALGARY)

In 2021, a project led by the Calgary Municipal Land Corporation (CMLC) led the development of a multi-use innovation centre combined with a public parkade. The project involved a partnership between municipal organizations and a not-for-profit operator. The following is taken from the CMLC website:

Meet East Village's Newest Future-Forward Development



Wed, May 26, 2021

Today, Calgary Municipal Land Corporation (CMLC), Calgary Parking Authority (CPA) and Platform Calgary celebrate the opening of an innovative new East Village parkade following two and a half years of complex construction.

CMLC led the delivery of the Platform Innovation Centre & Parkade on behalf of CPA and Platform Calgary, adding to their dynamic revitalization of East Village. The architecturally striking building broke ground in December 2018 and begins welcoming visitors today at noon.

Completed on budget, the mixed-use building combines seven storeys of parking for visitors to East Village and surrounding communities with 50,000 square feet of innovation space that will be home to Platform Calgary and 50+ partners later this year following their fit and finish program.

“CMLC is very proud to be marking the completion of this project today with our partners at CPA and Platform Calgary”, says Kate Thompson, president and CEO of CMLC. “Over the past two and a half years, it has been a collaborative effort to realize a vision that blends two very different uses into a dynamic facility that both serves community parking needs and creates a hub for Calgary’s burgeoning innovation ecosystem. The Platform Innovation Centre & Parkade is a symbol of the ongoing growth in Calgary’s east end.”

Aligning with the future-focused goals of CMLC’s East Village Master Plan, Platform Parkade accommodates traditional vehicles, electric vehicles and bicycles and complements the excellent public transit service and walkability the area is already known for.

In addition to parking, Platform Parkade offers the community a publicly accessible sport court on its main level and outdoor event rental space on the upper, seventh level, giving a panoramic backdrop to corporate events, community gatherings and more—once public health restrictions allow.

“The East Village community is multi-faceted and dynamic, and so are the mobility needs of its residents and guests,” says Moe Houssaini, Acting General Manager of CPA. “Platform Parkade was designed, developed, and built to integrate into and evolve with the neighbourhood and those who love it.”

“Today’s opening demonstrates the impact partnership and collaboration have in building a better future for our city,” said Mayor Naheed Nenshi. “It marks a tremendous milestone for CMLC and the continued revitalization in East Village, along with Calgary Parking Authority and the reimagination of what parking structures can be in the 21st century. It also brings us one day closer to the opening of Platform Innovation Centre, a place where all startups, entrepreneurs and their ideas are welcome, building on the momentum we are seeing in Calgary's innovation ecosystem." Designed by Kasian and 5468796 Architecture, the building design allows for conversion of the space into commercial and/or residential uses through considerations that make it unique among parking structures—notably, increasing floor-to-ceiling heights by one and half times that of traditional parkades and the addition of a central atrium that invites natural light through the full height of the building.

In its current form, the facility offers 503 vehicle parking stalls, six electric vehicle chargers (with capacity for more) and 99 bicycle spots (60 reserved and 39 first come/first served), and is within easy walking distance to countless downtown, East Village and east Victoria Park amenities.

Integrated within the first two floors of the building, the Platform Innovation Centre showcases the uniqueness of this project and the community’s dedication to a rapidly growing tech community. In this space, innovators across Alberta will have access to programming and mentors to support their ideas through immersion in a community of like-minded entrepreneurs, investors, and startups.

“The Platform Innovation Centre will bring together 50+ tech and innovation partners under one roof, providing a single point of access to resources, supports, programming and events for startups and entrepreneurs at all stages of their journey,” says Terry Rock, President and CEO of Platform Calgary. “Our collective focus is on making Calgary a global hub for startups and innovation. The East Village neighbourhood is a vibrant emerging innovation district – a natural fit for our vision.”

Over the summer, the Platform team will complete its own fit-and-finish improvements to the space with a planned opening this fall.

City of Charlottetown Committee Report

Report No: PW-2026-06-17-002

Date: June 17, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Attachments:

- Capital Summary
- Operational Summary
- Recommendation Letter - Supply and Installation of Solar Photovoltaic (PV) System

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Provide information on Public Works operations and capital projects

Staff Recommendation:
Report provided for informational purposes.

Report Details:

1. **General Overview:**

The Public Works Department is currently preparing for the upcoming construction season. At the same time, operational staff are fully engaged in routine summer work. Please see summary pages and sections below for further information.

The following provides additional information regarding recent procurement opportunities publicly issued through the City's website, as well as through the invitational procurement process in accordance with the City's Procurement Policy. The following projects have been initiated since the last Committee meeting.

2. **City Hall/Fire Station 1 Generator**

Resuming a project that began in 2021, the Public Works Department has engaged a consulting firm, EA Engineering, to review options for backup power systems serving both City Hall and Fire Station 1. EA Engineering, the low bidder, was awarded this work following an invitational competition in which three quotes were received.

The existing generator at City Hall is nearing the end of its service life, and its location next to the fire station presents an opportunity to look at a shared backup power system servicing both facilities. The design is nearly complete. The consultant will also review whether the existing generator servicing the fire hall could be relocated to another facility.

3. **Solar Panel Array – 85 Euston Street**

The public Request for Tender for "Supply and Installation of Solar Photovoltaic (PV) System" has been awarded to Sunly Energy Corporation in the amount of $24,000 (plus all applicable taxes). This work will include the engineering design, supply, and install of a 15kW DC, grid tied, Net Metering photovoltaic system. This includes a 5-year limited workmanship warranty, as well as a minimum 20-year warranty on brackets, panels, and microinverters.

The Request for Tender was posted and closed at the Charlottetown Area Development Corporation, 4 Pownal Street, Charlottetown in March 2026, with two (2) submissions received as outlined below.

Firm Name	Total Submission Price
Hansen Solar Energy	$57,399 plus applicable taxes
Sunly Energy Corporation	$24,000 plus applicable taxes

In accordance with the new procurement policy, this project was awarded to Sunly Solar as they submitted the lowest compliant bid at $24,000 plus applicable taxes. Given their history of successful projects within the City, as summarized in their submission, staff are confident in their ability to deliver the work in accordance with the required specifications and standards. This decision aligns with the recommendation of the engineering consultants who prepared the drawings and specifications, as outlined in the attached letter of recommendation.

4. **Charlottetown Police Station Building Condition Report**

The Charlottetown Police Station, located at 10 Kirkwood Drive, has been identified for significant repairs in the 2026/27 capital budget. As budgeted for in the 2026/27 Capital budget, Coles Associates Ltd. has been engaged to complete a building condition report (BCR) to identify deficiencies across the entire facility through an emergency services lens, ensuring that the most critical upgrades are prioritized to support the continued smooth operation of this essential facility. Initial building inspections have been completed, and the consultants are now compiling their findings and developing recommendations regarding priority upgrades.

5. **Police Station Next Generation 9-1-1 Upgrades**

As part of a province-wide transition to an Internet Protocol (IP) based emergency dispatch system called Next Generation 9-1-1 (NG9-1-1), the Charlottetown Police Station requires minor infrastructure upgrades to support new provincially supplied NG9-1-1 equipment. NG9-1-1 is an improved 9-1-1 service that will allow callers to share more information with responders. For example, in the future, callers may be able to share photos, videos, or medical information with 9-1-1 call takers. These upgrades will not change how the public accesses emergency services. Residents will continue to dial 9-1-1 as they do today, with no interruption to service.

The City of Charlottetown's scope of work is to prepare the facility to support the new system. This includes the supply and installation of data cabling from the server room to each dispatch call-taker workstation, as well as dedicated electrical circuits to support the NG9-1-1 equipment rack in the server room and individual workstations at each call-taker position.

Following an invitational competition, the lowest bidder, Hansen Electric, was awarded the work of completing these upgrades. Work is ongoing and will be completed by June 2026.

6. **West Royalty Community Centre HVAC Upgrade Design**

In the Building Condition Report (BCR) completed for the West Royalty Community Centre in 2025, it was identified that the facility's HVAC system requires upgrading. As budgeted for in the 2026/27 Capital Budget, and following an invitational competition in which three proposals were received, Public Works awarded the design of the required upgrades to the lowest bidder, MCA Consultants Ltd. The design has recently been completed, and a tender was posted June 5, 2026, and will close June 19, 2026.

The upgrades generally include the removal of the existing air handling unit and the installation of a new Energy Recovery Ventilator (ERV) in the mechanical room. This new ERV will provide ventilation air to new heat pumps being installed throughout the facility and will also distribute fresh air directly to spaces that are not served by heat pumps, including corridors and adjacent areas.

7. **Supply – Hot Mix Asphalt, Tack & Cold Mix**

The public Request for Quotes for "Supply – Hot Mix Asphalt, Tack & Cold Mix" received two (2) submissions. Contracts have been awarded for each product to GIP Island Construction Ltd. who was the lowest bidder on all quotes received. The contract amounts are listed below.

Product	Total Submission Price
Hot Mix Asphalt "B Mix" – 240 tonnes	$ 48,900.00 plus all applicable taxes
Hot Mix Asphalt "D Mix" – 2040 tonnes	$ 451,064.40 plus all applicable taxes
Bituminous Emulsion (TACK) – 8 tonnes	$ 19,200.00 plus all applicable taxes
Cold Mix – 60 tonnes	$ 10,800.00 plus all applicable taxes

8. **Street Resurfacing Package A**

In May 2026, the Public Works Department issued a public tender for 2026 Street Resurfacing Package A, closing May 28, 2026, at 2:00 PM local time. The public opening of the tender followed immediately after closing. Three (3) submissions were received as follows:

Package A	Total Submission Price
GIP Island Construction	$ 1,564,602.17 plus all applicable taxes
Birchhill Construction	$ 1,838,075.00 plus all applicable taxes
Chapman Brothers	$ 1,803,802.00 plus all applicable taxes

In accordance with the new procurement policy, this project was awarded to GIP Island Construction as they submitted the lowest compliant bid at $1,564,602.17 plus applicable taxes.
The street segments to be completed under this contract are as follows:

2.12.1 Paving Work

Job No.	Treatment	Street	From	To	Width (m)	Length (m)
Complete by July 15th, 2026						
A1	Cold Plane and Overlay	University Ave	Browns Crt	Enman Cres (S)	19.5	500
A2	Cold Plane and Overlay	University Ave	Euston St	Bayfield St	11	200
A3	Cold Plane and Overlay	Great George St	Euston St	Fitzroy St	18.5	125
A4	Cold Plane and Overlay	Euston St	University Ave	Prince St	10	170
A5	Cold Plane and Overlay	Rochford St	Euston St	Kent St	13	610
A6	Cold Plane and Overlay	Fitzroy St	Queen St	Pownal St	11.2	150
Complete by September 1st, 2026						
A7	Cold Plane and Overlay	Colonel Gray Dr	Malahu Dr	North River Rd	9.1	430
A8	Pulverize and Reconstruct	Saint Dunstan St	Malpeque Rd	Babineau Ave	9	210
A9	Pulverize and Reconstruct	East Royalty Rd	New Section	MacWilliams Rd	8.1	530
A10	Pulverize and Reconstruct	Trainor St	Katie Dr	Irwin Dr	6.5	230
A11	Pulverize and Reconstruct	Massey Dr	Gates Dr	Civic 69	6.5	430
Complete by October 31st, 2026						
A12	Pulverize and Reconstruct	Friar Dr	New Section	Norwood Rd	7	450
A13	Pulverize and Reconstruct	Gamwell	Ferngarden Dr	Ash Dr	6.2	380
A14	Pulverize and Reconstruct	Pioneer Ave	Ramp	Patterson Dr	9	220
A15	Pulverize and Reconstruct	Atlantic Rd	Belvedere Ave	Skyview Dr	9.1	525
A16	Pulverize and Reconstruct	Gates Dr	Trainor St	Lwr Malpeque	7	640
A17	Cold Plane and Overlay	McGill Ave	North River Rd	Spring Park Rd	7	420

9. **Street Resurfacing Package B**

In May 2026, the Public Works Department issued a public tender for 2026 Street Resurfacing Package B, closing June 2, 2026, at 2:00 PM local time. The public opening of the tender followed immediately after closing. Three (3) submissions were received as follows:

Package B	Total Submission Price
GIP Island Construction	$ 1,583,859.82 plus all applicable taxes
Birchhill Construction	$ 1,895,895.00 plus all applicable taxes
Chapman Brothers	$ 1,880,080.00 plus all applicable taxes

In accordance with the new procurement policy, this project was awarded to GIP Island Construction as they submitted the lowest compliant bid at $1,583,859.82 plus applicable taxes.
The street segments to be completed under this contract are as follows:

2.12.1 Paving Work

Job No.	Treatment	Street	From	To	Width (m)	Length (m)
Complete by July 15th, 2026						
B1	Cold Plane and Overlay	Sydney St	Great George St	Cumberland St	8	310
B2	Cold Plane and Overlay	Richmond St	Prince St	Hillsborough St	7.3	145
B3	Pulverize and Reconstruct	Maypoint Rd	Forest Dr	Beach Grove Rd	9	430
B4	Pulverize and Reconstruct	Sherwood Rd	Mount Edward Rd	Brackley Point Rd	10	750
Complete by September 1st, 2026						
B5	Pulverize and Reconstruct	Spring Park Rd	Kirkwood Rd	McGill Ave	9	580
B6	Cold Plane and Overlay	Walthen Dr	Allen St	Gerald St	9.1	310
B7	Cold Plane and Overlay	Gerald St	University Ave	Walthen Dr	6	215
B8	Cold Plane and Overlay	Gerald St	Walthen Dr	Brirchwood St	7	270
B9	Pulverize and Reconstruct	Moreau Dr	North River Rd	Maplewood Cres	8	415
B10	Pulverize and Reconstruct	Woodward Dr	St Peters Rd	Kensington Rd	6.9	410
Complete by October 31st, 2026						
B11	Pulverize and Reconstruct	Sunset Dr	Moreau Dr	Nassau St	7.5	300
B12	Pulverize and Reconstruct	Longview Dr	Ferne Dr	Highfield Ave	6.5	190
B13	Pulverize and Reconstruct	Hillstrom Ave	FOURTH ST	McCarville St	8.5	460
B14	Pulverize and Reconstruct	Lincolnwood Dr	Maple Ave	Brackley Point Rd	10	430
B15	Pulverize and Reconstruct	Crestview Dr	Parkview Dr	Bardin Cr	7	110

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
Capital Project informational sessions. Public Tendering process.

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

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, June 16, 2026	MR, June 16, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

June 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Discussions ongoing	TBD	TBD
Exhibition Drive Reconstruction	Project Awarded	<10%	The street reconstruction began June 8, 2026.	April 2026 - October 2026	$ 5,147,333.00
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordination in progress	TBD	TBD
2025 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Westcomb Crescent from Glenview Lane to Andrews Court	Sidewalk Package B - Construction in Progress	99%	Carry over from 2025/26 fiscal year. Construction has resumed and the sidewalk is now in place. Closeout underway.	September 2025 - Spring 2026	$ 2,206,063.00
Parkside Drive from Beach Grove Road to Crestview Drive	Sidewalk Package A - Construction in Progress	99%	Carry over from 2025/26 fiscal year. Construction has resumed and the sidewalk is now in place. Closeout underway.	September 2025 - Spring 2026	
Stockman Drive from Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	Sidewalk Package B - Project Awarded	99%	Carry over from 2025/26 fiscal year. Construction has resumed and the sidewalk is now in place. Closeout underway.	September 2025 - Spring 2026	
Elena Court (MUP) from Norwood Road to the Cul-de-sac	Sidewalk Package A - Project Awarded	95%	Carry over from 2025/26 fiscal year. Landscaping is remaining.	September 2025 - Spring 2026	
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Connolly Street from Queen Street to the existing sidewalk	Consultant Services Awarded	50%	Design 50% complete.	TBD	TBD
Woodlawn Drive from Mt Edward Road to Maple Avenue	Sidewalk Package A - Tender Posted	n/a	Tender Posted	TBD	
Lincolnwood Drive from Maple Avenue to Brackley Point Road	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Rosemount Drive from Nassau Drive to Belvedere Avenue	Sidewalk Package A - Tender Posted	n/a	Tender Posted	TBD	
Norwood Road from Friar Drive to the apartment buildings	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Poplar Avenue from Pine Drive to Oak Drive	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Royalty Road from Upton Road to Nanak Avenue	Sidewalk Package A - Tender Posted	n/a	Tender Posted	TBD	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Avenue** from Lilac Ave to Brackley Point Road, and **Lilac Avenue** from Ash Drive to Shamrock Drive.	Consultant Services Awarded	50%	Design 50% complete.	TBD	
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Project Awarded	n/a	Construction is anticipated to begin June 15.	June 2026 - Fall 2026	$ 529,000.00
West Royalty Community Center - HVAC upgrades	Tender Posted	n/a	Tender posted, closing June 19, 2026.	TBD	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	50%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Rec Hall - Space Needs Assessment	Project Complete	100%	Project complete.	September 2025 - Spring 2026	$ 53,850.00
City Hall - Security Upgrades	Project Awarded	60%	Project underway.	In Progress - Spring 2026	$ 94,300.00

Capital Summary Update - Public Works

June 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
70 Kent Street (Planning) Upgrades	Project Awarded	n/a	Project has been awarded. Construction to begin in August 2026.	August 2026 - Winter 2026	$ 269,300.00
Euston Street Redevelopment	Project Awarded - Construction in Progress	40%	Construction underway.	In Progress - Late Summer 2026	$ 1,697,000.00
Euston Street Redevelopment - Solar Panel Array	Project Awarded	n/a	Work to begin upon completion of roof work.	Summer 2026	$ 24,000.00
Euston Street Redevelopment - Level III Chargers	Project Awarded - Construction in Progress	10%	Construction underway.	In Progress - Summer 2026	$ 219,000.00
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	50%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - July 2026	$ 1,959,580.00
Pownal Parkade Sprinkler Upgrades	Project Awarded - Construction in Progress	80%	Carry over from 2025/26 fiscal year. Construction underway.	February 2026 - Spring 2026	$ 187,600.00
Queen Street Parkade Upgrades	Consultant Services Awarded	n/a	A demolition/reconstruction feasibility study and an updated condition assessment is nearly complete. Temporary shoring has been installed as an interim measure to ensure the safety of Parkade users.	TBD	TBD
Master Plans & Studies					
Parking Study	Project Complete	100%	The final report is complete. The draft final report was presented to Council in January 2026, and the final version is being presented in this meeting for Committee's information.	In Progress - Spring 2026	$ 68,790.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: June 2026

Public Works staff continue to work diligently across all divisions as we continue the busy summer months. Crews are focused on delivering critical repairs, beautification and maintenance programs to keep the city safe, functional, and welcoming for residents and visitors. Below is a summary highlight of the ongoing operations.

- **Sidewalks** – All crews, including curbing, are focused on sidewalk repairs for upcoming paving, W&S digs, and inspection deficiencies.
- **Events –** Preparations underway for major summer events like Canada Day, assisting with Street closure events using our new road barricade system. Some upcoming events are Shellfish Festival, Moonlight Bizaare, Farm Day in the City, Trucks for Kids.
- **Buildings** – Ongoing work on aging infrastructure. Increased demand for office space and storage remains an issue.
- **Asphalt** – Crews working on repairs, patching, and W&S cuts.
- **Beautification** - Working hard to keep flower beds and hanging baskets watered. 2 trucks on the road to try and keep areas watered. Street Corners and plow damage cleanups still ongoing.
- **Grass** – Steady work maintaining all areas.
- **Catch Basins** – 2 crews completing street resurfacing list repairs and general maintenance.
- **Sweepers** – 2 mechanical units active along with manual downtown sweeping.
- **Signs** – Regular maintenance and changing banners/billboards as per schedule
- **Trees** – Trimming and maintenance ongoing; planting complete.
- **EDA Workers** – Back in the downtown core.
- **Meters** – Work remains steady.
- **Fleet** – Ongoing work and planning for seasonal transitions.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.
- **Weather Events** - Senior management is always tracking and monitoring special weather events as they develop. Preparing for circumstances that may require Public Works response is always a priority as the Hurricane season approaches.

CHARLOTTETOWN AREA DEVELOPMENT CORPORATION

April 1, 2026

City of Charlottetown
199 Queen Street
Charlottetown, PE
C1A 4B7

Attention: Michael Ruus, Director of Integrated Growth

Re: 85 Euston St. Project – Roof Top Solar Array, Tender Results

Michael

The tender for the supply and installation of the roof top solar array for the 85 Euston Street Project closed at 2pm on March 30th. The results are as follows,

Hansen Solar Energy	**$57,399+HST**
Sunly	**$24,000+HST**

After a review of the submissions, CADC recommend awarding this work to the low bidder, **Sunley**.
For any clarification questions, please reach out to me.

Thank you

Aaron Hansen
Director of Operations
Charlottetown Area Development Corporation

Civic Board for Persons with Disabilities
Tuesday, June 16, 2026
Queens County Residential Services, Charlottetown
3:00 pm

DRAFT

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Linda Clark
Alison Galley
Judith Bayliss

Regrets: Jeannie Poole

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:12 PM

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

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

4. Approval of Minutes
Approved by Anthony, seconded by Linda that the draft minutes from May 19, 2026, be approved. Carried.

5. Business Arising from Minutes
Accessible Taxis – is in the hands of the Provincial Government and is delayed. No set start date, due to a fee not being agreed upon yet. Province hiring two students to research fees before rolling out the accessible taxi service.
Board members to suggest names for the accessible taxi.

6. Discussion Items

a) Queens County Residential Services (QCRS) Facility Tour
A guided tour of the day program facility was led by Dave Campbell, after a welcome by Bill Lawlor, Executive Director. The range and scope of the services provided and the quality of life they offer are extremely impressive. The facility has the atmosphere of a small “village”. Consequently, it was reported that residents’ families are deeply appreciative of the services and support their loved ones receive. There are many families currently on the wait list for their support.

The organization provides programs and services that enhance the lives individuals with intellectual disabilities by supporting their growth, well-being and community involvement. They offer a range of supports including housing, day programs, employment, and respite care and are guided by values of respect, inclusion and

empowerment. QCRS ensures their clients have a voice, meaningful relationships, and the supports needed to live healthy fulfilling lives.

b) 2025 Accessibility Awards – Event Lookback

The event was well organized and much appreciated by all attendees. The exact date of the 2026 Awards is uncertain, however nominations will still be received.

7. Introduction of New Business

Anthony reported that the renovations taking place at the Confederation Center will significantly improve accessibility for people with mobility challenges. Renovations are ongoing but are progressing well.

8. Adjournment

Moved by Linda, seconded by Anthony. The meeting adjourned at 4:45 PM following the tour of the facility.

Next meeting will be on July 21, 2026, at 3:00 PM at Simmons Sport Centre.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
July 14, 2026

The Environment & Sustainability Committee is scheduled to meet on Monday, July 13, 2026 and those minutes will be included in August's Council package.

Charlottetown Transit Ridership numbers for May & June 2026 are attached.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

CHARLOTTETOWN RIDERSHIP - MAY 2026

Sum of Charlottetown R	Route #																	
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**	**123S**	**10**	**Grand Total**
05/01/2026	Fri	536	394	397	389	89	331	0	320	238	54	0	385	174	25	240	0	36	3,608
05/02/2026	Sat	613	348	361	0	0	221	0	52	0	0	0	319	861	0	308	0	0	3,083
05/03/2026	Sun	319	0	0	0	0	0	0	0	0	0	0	0	578	0	0	0	0	897
05/04/2026	Mon	669	408	450	341	177	485	0	417	221	34	2	532	230	25	330	0	42	4,363
05/05/2026	Tue	719	528	463	444	195	461	0	475	242	80	0	579	275	40	322	0	34	4,857
05/06/2026	Wed	703	509	444	478	185	402	0	424	237	69	4	597	268	32	354	0	44	4,750
05/07/2026	Thu	551	449	415	345	147	351	0	332	219	50	0	470	206	30	245	0	43	3,853
05/08/2026	Fri	699	491	542	423	165	452	0	454	276	47	1	591	256	35	361	0	37	4,830
05/09/2026	Sat	566	350	341	0	0	246	0	433	0	0	0	325	379	0	439	0	0	3,079
05/10/2026	Sun	356	0	0	0	0	0	0	0	0	0	0	0	521	0	0	0	0	877
05/11/2026	Mon	638	530	528	404	202	392	0	495	265	74	0	544	242	32	327	0	46	4,719
05/12/2026	Tue	646	464	429	305	182	474	0	379	209	81	0	620	258	29	361	0	40	4,477
05/13/2026	Wed	740	495	459	503	186	435	0	446	252	68	0	596	255	31	397	0	57	4,920
05/14/2026	Thu	735	527	488	504	180	510	0	465	270	63	1	709	259	42	299	0	32	5,084
05/15/2026	Fri	727	482	410	481	153	422	0	425	242	75	0	479	227	23	333	0	33	4,512
05/16/2026	Sat	600	351	301	0	0	223	0	51	0	0	0	304	808	0	478	0	0	3,116
05/17/2026	Sun	379	0	0	0	0	0	0	0	0	0	0	0	665	0	0	0	0	1,044
05/18/2026	Mon	425	272	233	292	44	265	0	317	114	47	1	290	141	24	202	0	10	2,677
05/19/2026	Tue	629	487	480	472	202	463	0	437	229	91	0	682	255	29	337	0	56	4,849
05/20/2026	Wed	695	532	531	536	206	424	0	444	251	26	1	625	337	34	355	0	64	5,061
05/21/2026	Thu	606	580	495	475	174	375	0	421	340	34	0	678	229	32	394	0	58	4,891
05/22/2026	Fri	768	585	506	432	179	410	0	441	318	37	0	596	282	28	291	0	41	4,914
05/23/2026	Sat	435	361	357	0	0	250	0	60	0	0	0	322	627	0	344	0	0	2,756
05/24/2026	Sun	383	0	0	0	0	0	0	0	0	0	0	0	631	0	0	0	0	1,014
05/25/2026	Mon	658	512	404	419	162	281	0	391	214	44	0	531	208	23	237	0	52	4,136
05/26/2026	Tue	694	610	496	503	199	459	0	465	231	45	0	734	235	38	329	0	54	5,092
05/27/2026	Wed	701	571	432	475	179	426	0	456	267	41	0	518	264	41	342	0	51	4,764
05/28/2026	Thu	553	473	404	480	161	404	0	369	181	51	0	597	226	29	214	0	38	4,180
05/29/2026	Fri	729	549	455	494	187	457	0	481	266	44	1	527	254	30	347	0	73	4,894
05/30/2026	Sat	612	320	373	0	0	213	0	57	0	0	0	242	739	0	451	0	0	3,007
05/31/2026	Sun	435	0	0	0	0	0	0	0	0	0	0	0	510	0	0	0	0	945
Grand Total		**18,519**	**12,178**	**11,194**	**9,195**	**3,554**	**9,832**	**0**	**9,507**	**5,082**	**1,155**	**11**	**13,392**	**11,400**	**652**	**8,637**	**0**	**941**	**115,249**

CHARLOTTETOWN RIDERSHIP - MAY 2026

	Values		
	Non		Monthly
Day	**Paying**	**Paying**	**Ridership**
Sun		4777	4,777
Mon		15895	15,895
Tue		19275	19,275
Wed		19495	19,495
Thu		18008	18,008
Fri		22758	22,758
Sat		15041	15,041
Grand Total		**115249**	**115,249**

		2026	**2025**	**2024**	**2023**
Total Ridership		115,249	125,060	121,914	101,246
Monday - Friday	Paying	95,431	105,363	106,414	87,414
	Non - Payin	-	-	-	-
	Working Da	21	22	23	22
	Average	4,544	4,789	4,627	3,973
Saturday	Paying	15,041	16,020	11,609	10,447
	Non - Payin	-	-	-	-
	Working Da	5	5	4	5
	Average	3,008	3,204	2,902	2,089
Sunday	Paying	4,777	3,677	3,891	3,385
	Non - Payin	-	-	-	-
	Working Da	5	4	4	4
	Average	955	919	973	846

CHARLOTTETOWN RIDERSHIP - JUNE 2026

Sum of Charlottetown Rid	Route #																	
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
06/01/2026	Mon	824	556	490	465	187	412	0	441	223	47	0	609	305	26	434		45	5,064
06/02/2026	Tue	677	562	454	443	193	510	0	439	233	37	0	662	253	47	355		62	4,927
06/03/2026	Wed	842	563	502	616	227	449	0	411	220	51	0	657	254	41	378		58	5,269
06/04/2026	Thu	765	532	501	448	203	570	0	472	316	49	0	735	236	43	327		78	5,275
06/05/2026	Fri	778	592	469	487	182	480	0	493	326	42	75	534	255	31	403		66	5,213
06/06/2026	Sat	432	355	288	0	0	223	0	47	0	0	0	384	839	0	399		0	2,967
06/07/2026	Sun	366	0	0	0	0	0	0	0	0	0	0	0	481	0	0		0	847
06/08/2026	Mon	717	565	488	442	186	471	0	486	269	54	0	565	224	27	359		61	4,914
06/09/2026	Tue	805	631	483	436	213	408	0	436	264	39	0	766	225	39	364		41	5,150
06/10/2026	Wed	828	799	517	558	180	466	0	521	261	27	1	643	316	34	287		38	5,476
06/11/2026	Thu	710	584	561	579	203	456	0	518	232	56	1	614	325	35	307		59	5,240
06/12/2026	Fri	789	616	500	550	156	369	0	521	298	50	2	585	246	34	274		76	5,066
06/13/2026	Sat	406	293	319	0	0	164	0	31	0	0	0	294	537	0	357		0	2,401
06/14/2026	Sun	365	0	0	0	0	0	0	0	0	0	0	0	634	0	0		0	999
06/15/2026	Mon	819	675	551	511	188	429	0	494	251	41	0	558	341	39	372		65	5,334
06/16/2026	Tue	754	540	473	442	186	466	0	468	214	53	0	635	327	33	354		58	5,003
06/17/2026	Wed	740	625	509	509	187	525	0	445	234	54	0	533	382	36	329		55	5,163
06/18/2026	Thu	593	535	470	428	172	510	0	423	222	49	0	765	312	24	331		77	4,911
06/19/2026	Fri	729	492	476	491	134	381	0	421	218	44	0	510	304	37	341		63	4,641
06/20/2026	Sat	435	326	348	0	0	198	0	54	0	0	0	616	654	0	0		0	2,631
06/21/2026	Sun	414	0	0	0	0	0	0	0	0	0	0	0	516	0	0		0	930
06/22/2026	Mon	737	581	517	470	197	475	0	391	207	51	0	474	289	26	414		63	4,892
06/23/2026	Tue	586	538	358	369	171	363	0	348	149	52	0	623	200	32	216		52	4,057
06/24/2026	Wed	660	490	394	498	175	494	0	384	212	49	0	533	267	39	344		25	4,564
06/25/2026	Thu	827	521	449	426	154	488	0	426	218	63	1	934	293	46	294		61	5,201
06/26/2026	Fri	822	521	402	439	158	412	0	438	220	40	1	483	200	29	316		35	4,516
06/27/2026	Sat	686	337	318	0	0	259	0	62	0	0	0	265	735	0	381		0	3,043
06/28/2026	Sun	414	0	0	0	0	0	0	0	0	0	0	0	657	0	0		0	1,071
06/29/2026	Mon	739	505	504	383	169	460	0	415	236	58	0	499	255	40	355		35	4,653
06/30/2026	Tue	830	620	431	497	182	538	0	379	176	60	2	654	228	31	306		32	4,966
07/01/2026	Wed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Grand Total		**20,089**	**13,954**	**11,772**	**10,487**	**4,003**	**10,976**	**0**	**9,964**	**5,199**	**1,066**	**83**	**15,130**	**11,090**	**769**	**8,597**		**1,205**	**124,384**

CHARLOTTETOWN RIDERSHIP - JUNE 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		3847	3,847
Mon		24857	24,857
Tue		24103	24,103
Wed		20472	20,472
Thu		20627	20,627
Fri		19436	19,436
Sat		11042	11,042
Grand Total		**124384**	**124,384**

		2026	**2025**	**2024**	**2023**
Total Ridership		124,384	125,044	117,653	102,434
Monday - Friday	Paying	109,495	106,886	97,496	88,977
	Non - Paying	-	-	-	-
	Working Da	22	21	20	22
	Average	4,977	5,090	4,875	4,044
Saturday	Paying	11,042	12,737	14,846	9,924
	Non - Paying	-	-	-	-
	Working Da	4	4	5	4
	Average	2,761	3,184	2,969	2,481
Sunday	Paying	3,847	5,421	5,311	3,533
	Non - Paying	-	-	-	-
	Working Da	4	5	5	4
	Average	962	1,084	1,062	883

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
July 14th, 2026

The Finance, Audit Tendering & Administration Committee met on Tuesday, June 9th, 2026 and Wednesday, July 8th, 2026 for its regular meetings.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Tuesday, June 9th 2026
2:00 pm. Parkdale Room.

DRAFT

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

Regrets: **Councillor Terry Bernard**

Guests: **Ylber Gashi – Manager of Public Works**

1. **Call to Order.**
   The Chair called the meeting to order at 2:11 pm.

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

3. **Approval of Agenda.**
   Motion to approved agenda was moved by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes was put forward by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**

   a. **Public Works Budget Transfer – Ylber Gashi – Manager of Public Works.**
      Budget Transfer form was presented by Ylber Gashi. Request is being made so that they can cover the cost of salt & sand from the Province of PEI for the 2025-26 season. The base cost of materials went up which caused the cost to be higher than originally budgeted.

Budget transfers are as follows:

TRANSFER FROM		
Amount	Account No.	Name
$ 11,675.00	010-4315-56130-0000	Street Cleaning - Tippage
$ 17,850.00	010-4330-56176 -0000	Sidewalk Repair - Topsoil
$ 12,000.00	010-4340-56158-0000	Traffic Marking - St Name signs
$ 25,970.00	010-4345-59005-0000	Special Initiatives - Misc
$ 68,184.00	010-4910-52105-0000	UB Vehicle Repair
$ 13,520.00	010-4910-57145-0000	UB - Park Development
$ 400,000.00	010-4300-50010-0000	PW - Wages Permanent - Non-Union
$ 200,000.00	010-4300-50020-0000	PW - Wages Permanent - Union
$ 160,000.00	010-4300-50040-0000	PW - Casual - Non-Union Reg
$ 86,964.00	010-4330-50030-0000	PW - Wages - Sidewalk Seasonal Reg
$ 98,367.00	010-4910-50040-0000	UB - Wages - Casual Non Union reg

Total budget transfer equals $1,094,530.00 and all funds are being transferred to 010-4310-56120-0000 Snow Removal – Salt / Sand.

Ylber confirmed that these numbers are part of the "snow removal" portion of the Public Works budget, and that this is an invoice from the 2025-26 fiscal year.

Motion to approve the budget transfer request was moved by Mayor Brown and seconded by Deputy Mayor Jankov.
Motion Passed.

Action: Budget Transfer will be forwarded Finance for action.
Lead: Amy McQuillan – Finance Manager.

b. Report FIN-10-2026 – Tax Rate Groups Bylaw – Amy McQuillan, Manager of Finance & Isaac Ewuah – Assistant Manager of Finance.
Report was presented to provide members of the committee with an update on the bylaw draft.

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 property 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) Residential
e) Business Improvement Districts

It was noted that some groups are broken down further in our budget. Some examples include Non-commercial broken up into "Non-commercial Resident" and "Non-commercial Non-resident", Commercial is broken up into "Commercial – Resident" and "Commercial – Non-Resident", and "Non-Commercial – Mobile Homes" is listed.

It was decided that the bylaw will be further reviewed to see if these groups need to be expanded for the purposes of the bylaw. An update will be provided at the next Finance Committee meeting in July.

Action: Bylaw is to be reviewed for group expansion. An update to be provided at the next Finance Committee meeting.
Lead: Amy McQuillan & Isaac Ewuah.

c. Report FIN-11-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.

Report was presented to provide members of the committee with information regarding operation matters believed to be of interest.

Budget Feedback Survey:

The Innovation Task Force designed a group to gather feedback on the most recent budget process via an online survey distributed to all department leaders. We had 100% participation and have compiled all the data to review as group and to propose some solutions on how to make the next budget process more streamlined and efficient. This data will be shared with this committee at a future meeting.

Survey on Accounting System

Another survey will be distributed in the next few weeks to gather information on the challenges we are experiencing with our current accounting system as we explore replacement options. Our current system, Great Plains, will be phased out as of early 2029 so our goal is to have a new system selected and implemented in advance of that deadline. We want to address as many of these challenges with the new system as possible to create some efficiencies and consistency across all departments

Finance Staffing

There were 1-on-1 meetings scheduled with the finance team to review their job profiles and their current list of duties. This was to identify gaps within the department that we will address when we post the former Senior Accountant position. The goal is to have someone in the role before the end of June so they can be trained and ready to support the team for annual audit in August.

Grants

All applications have been compiled and evaluated based on scoring matrix. Senior leaders will be reviewing the eligible candidates to make a final decision with plans to have a final list and response letters distributed before the end of June. The list of successful grant applicants will be shared with the Finance Committee at July's meeting.

It was confirmed that this is just the Community Grants that are being reviewed by Finance.

Tenders/RFPs/RFQs Update.

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
CADC – 85 Euston Street – Technology	Open	June 3, 2026	June 25, 2026			
Strategic Plan (2027-2031)	Open	June 3, 2026	June 25, 2026			
WRCC HVAC Upgrades	Open	June 5, 2026	June 25, 2026			
Charlottetown Skatepark Revitalization	Closed	May 20, 2026	June 3, 2026	2		Under Review
Street Resurfacing Package B	Closed	May 6, 2026	June 2, 2026	3	Yes	Under Review
Community Energy Systems Feasibility Study	Closed	May 6, 2026	June 5, 2026	5		Under Review
Fast Rescue Craft	Closed	May 6, 2026	June 2, 2026	6		Under Review
CADC 85 Euston Street -Furniture	Closed	May 4, 2026	May 22, 2026	4		With CADC being reviewed
Street Resurfacing Package A	Closed	May 12, 2026	May 28, 2026	3	Yes	Under review

Wayfinding Signs & Post Supply	Closed	May 7, 2026	May 22, 2026	1		Under review
CPCP Pre-Purchase of Dry Polymer Preparation System	Closed	April 8, 2026	May 5, 2026	2		Under review with consultant
Municipal Buildings Garbage Removal	Upcoming					
Mount Edward Road Storm Sewer Replacement	Upcoming					
Sidewalk Construction Package A	Upcoming					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	Upcoming					

Mayor Brown asked if Finance is tracking HST and ITC's. Amy will follow up to see when the last time a review was done of this and will bring an update as soon as she has one.

Action: Follow up will be provided regarding tracking if HST & ITC.
Lead: Amy McQuillan.

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

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

   Meeting adjourned at 2:50 pm

_____

Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, July 8th 2026
1:00 pm. Parkdale Room.

DRAFT

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

Regrets: **Councillor Terry Bernard**

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

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

3. **Approval of Agenda.**
   Motion to approved agenda was moved by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes was put forward by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**

   a. **Report FIN-14-2026 – Tax Rate Grouping Bylaw – Isaac Ewuah – Assistant Manager of Finance.**

      Report was presented by Amy McQuillan to the committee with updates requested at June's committee meeting.

      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) Non-Commercial (Mobile Home Parks) Resident.
b) Non-Commercial (Mobile Home Parks) Non-Resident.
c) Non-Commercial Resident.
d) Non-Commercial Non-Resident.
e) Hotel/Motel and 4+ Unit Buildings Resident.
f) Hotel/Motel and 4+ Unit Buildings Non-Resident.
g) Commercial Resident.
h) BIA Commercial (on Behalf of DCI).

Mayor Brown asked if there is a grouping for agricultural land and vacant land within the municipality. Amy & Isaac will look into it further with the Province and consult the Stratford & Summerside bylaws guidance to get the details on those points. Updates will be provided at the August committee meeting.

Action: Further research on agricultural land and vacant land tax rates as it relates to the municipality.
Lead: Amy McQuillan & Isaac Ewuah.

b. Report FIN-15-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.

Report was presented to provide the members of the Finance, Audit, Tendering & Administration Committee with information regarding operational matters believed to be of interest to members of the committee.

Year End Audit:
The annual year end audit to be conducted by MRSB will be taking place in August 2026, no official start date is confirmed at this time. The finance team is working on reconciling all accounts and compiling any documents that MRSB has requested to be uploaded to their portal. This makes the audit much more efficient and ensures that the onsite time required by MRSB is minimal.

Finance Staffing
A revised job profile for the vacant Senior Accountant position is almost complete and will be posted to the public in the coming week. We are hoping to have someone join the team in July in advance of the audit. This role will be vital in assisting the other senior finance staff as well as department heads in budget preparation.
Grants

Please see the attached report of the listing of grants that have been awarded to date for fiscal 2026-27 for Economic Development and Environment & Sustainability. Finance is currently gathering information on how grants are submitted and evaluated by each department. The intent is to standardize this process as much as possible across all departments to ensure consistency and transparency.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Various Light Duty Fleet	Open	June 30, 2026	July 15, 2026			
Simmons Artificial Turf Field	Closed	June 16, 2026	June 30, 2026	3		Being Reviewed
2026 Sidewalks – Package A	Closed	June 12, 2026	June 30, 2026	6		Being Reviewed
Mount Edward Road – Storm Sewer Replacement	Closed	June 10, 2026	June 25, 2026	3	yes	Awarded to Landmark Construction
CADC – 85 Euston Street – Technology	Closed	June 3, 2026	June 25, 2026	1		Being reviewed
Strategic Plan (2027-2031)	Closed	June 3, 2026	June 25, 2026	19		Being reviewed
WRCC HVAC Upgrades	Closed	June 5, 2026	June 23, 2026	2	yes	Awarded to Refrigeration Specialist
Charlottetown Skatepark Revitalization	Closed	May 20, 2026	June 3, 2026	2	yes	Awarded to Canadian Ramp Company
Community Energy Systems Feasibility Study	Closed	May 6, 2026	June 5, 2026	5	Yes	Awarded to MRSB
Fast Rescue Craft	Closed	May 6, 2026	June 2, 2026	6	yes	Awarded to NewStar Marine

CADC 85 Euston Street - Furniture	**Closed**	**May 4, 2026**	**May 22, 2026**	**4**		**With CADC being reviewed**
Wayfinding Signs & Post Supply	**Closed**	**May 7, 2026**	**May 22, 2026**	**1**		**Under review**
CPCP Pre-Purchase of Dry Polymer Preparation System	**Closed**	**April 8, 2026**	**May 5, 2026**	**2**		**Waiting to hear back from consultant**
Municipal Buildings Garbage Removal	**Upcoming**					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	**Upcoming**					

Mayor Brown asked if we could review the Procurement Bylaw to see if it includes penalties in the event a project is completed late or not up to agreed upon specifications. He also asked if there were standardized forms or reports that are signed off on before a project is completed. Amy will review with Procurement Officer Sherri McNeil to see if these points exist and if it's something that should be added to the existing Procurement Bylaw.

Mayor Brown brought up the C.D. Howe Institute's report "Making Sense of City Budgets: Grading the Fiscal Accountability of Canada's Municipalities, 2025" where the City of Charlottetown received a failing grade. Mayor Brown asked if that is something that can be reviewed at the next Committee meeting.

Action: Procurement Bylaw to be reviewed regarding penalties and standardized sign off procedures.
Lead: Amy McQuillan & Sherri McNeil.

Action: C.D. Howe Institute's report to be reviewed at August committee meeting.
Lead: Amy McQuillan.

7. Introduction of New Business.
None.

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

Meeting adjourned at 1:31 pm.

_____
Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report No: FIN-14-2026

Date: July 07, 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
- City of Summerside Tax Rate Groups Bylaw
- Town of Stratford Tax Rate Groups Bylaw

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 on the way forward.

Staff Recommendation:
- That the Finance Committee supports this request, review, provide guidance ,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) Non-Commercial (Mobile Home Parks) Resident

(b) Non-Commercial (Mobile Home Parks-Non Resident

(c) Non-Commercial Resident

(d) Non-Commercial Non-Resident

(e) Hotel/Motel and 4+ Unit Buildings Resident

(f) Hotel/Motel and 4+ Unit Buildings Non-Resident

(g) Commercial Resident

(h) BIA Commercial (on Behalf of DCI)

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:

Manager	**CAO/Director**
Amy McQuillan , July 07, 2026	

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. Non-Commercial (Mobile Home Parks) Resident
b. Non-Commercial (Mobile Home Parks-Non Resident
c. Non-Commercial Resident
d. Non-Commercial Non-Resident
e. Hotel/Motel and 4+ Unit Buildings Resident
f. Hotel/Motel and 4+ Unit Buildings Non-Resident
g. Commercial Resident
h. BIA Commercial (on Behalf of DCI)

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.**~~

~~**11.1.**~~ **City of Charlottetown did not previously have a Tax Rate Groups Bylaw; This is a new By-Law**

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)

DRAFT

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

TOWN OF STRATFORD

TAX RATE GROUP BYLAW

BYLAW NUMBER 37

A bylaw relating to the establishment of tax rate groups within the Town of Stratford

BE IT ENACTED by the Council of the Town of Stratford as follows:

1. Title

1.1. This bylaw shall be known and cited as the "Tax Rate Group Bylaw."

2. Authority

2.1. The *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1 and the *Real Property Tax Act*, RSPEI 1988 c R-5.

3. Application

3.1. This bylaw applies to all real property within the boundaries of the Town of Stratford that is liable each calendar year to taxation by the Town.

4. Definitions

4.1. "Act" means the Municipal Government Act.

4.2. "Council" means the Mayor and other members of the Council of the Town of Stratford.

4.3. "Tax rate group" means, in accordance with section 159 of the Act, commercial or non-commercial real property 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 Town of Stratford and may apply different tax rates to each group.

5.2. Council may set a different tax rate for a tax rate group established pursuant to this bylaw.

5.3. Council shall set tax rates within the municipality by resolution prior to March 31st.

6. Tax Groups

6.1. The Town of Stratford establishes, under this bylaw, the following tax rate groups:

(a) non-commercial

(b) commercial

7. Notification

7.1. Council shall notify the Provincial Tax Commissioner in writing regarding the 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.

7.2. Where Council changes or establishes new tax rate groups, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

8. Restrictions on Rate Setting

8.1. 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.

8.2. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

9. Enforcement

9.1. The Minister of Finance collects, and is responsible for enforcing the collection of, taxes on behalf of the Town of Stratford.

10. **Severability**

10.1. If any provision in this bylaw is deemed to be invalid for any reason, then that provision shall be severed from this bylaw and all remaining provisions shall remain valid and in force.

11. Effective Date

11.1. This Bylaw is effective on the date of approval and adoption below.

First Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 14th day of March, 2018.

Second Reading:

This Bylaw was read and formally approved by a majority of Council members present at the Council meeting held on the 11th day of April, 2018.

Approval and Adoption by Council:

This bylaw was formally adopted by a majority of Council members present at the Council meeting held on the 11th day of April, 2018.

This bylaw is hereby declared to be passed and proclaimed as a bylaw of the Town of Stratford on this 11th day of April, 2018.

Witness the corporate seal of the Town.

_____

Mayor

_____

Chief Administrative Officer

This Bylaw was filed with the Minister of Communities, Land and Environment on this ___ day of _____ 2018.

CORPORATION OF THE CITY OF SUMMERSIDE

BYLAW NAME: TAX RATE GROUPS BYLAW
BYLAW #: # CS-5

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

PART I- INTERPRETATION AND APPLICATION

1. Title

    1.1. This bylaw shall be known and cited as the "Tax Rate Groups Bylaw".

2. Purpose

    2.1. To enable the City of Summerside to establish and require the payment of taxes on all real property situated within the boundaries of the municipality.

3. Authority

    3.1. Subsection 8(1) of the *Real Property Tax Act,* RSPEI 1988 c R-5, provides the authority for Council to establish tax rates.

    3.2. Subsection 160(1) of the *Municipal Government Act,* RSPEI 1988, c 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.

    3.3. Subsection 160(2) of the *Municipal Government Act,* RSPEI 1988, c M-12.1., enables Council to establish, by bylaw, separate tax rate groups in the municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

4. Application

4.1. This bylaw enables the authority for Council to establish separate tax rate groups all real property situated in the municipality and applies to any person on which such tax is imposed under this bylaw.

4.2. To the extent there is any inconsistency between this bylaw and the *Municipal Government Act* or applicable regulations, the Act and regulations shall take precedence.

5. Definitions

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

5.2. In this bylaw:

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

(b) "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*;

(c) "City" means the City of Summerside;

(d) "Council" means the Mayor and other members of the Council of the municipality;

(e) "Councillor" means a member of Council other than the Mayor;

(f) "Operating Budget" is the annual budget of Council stated in terms of Budget Classification Code, functional categories and cost accounts;

(g) "Capital Budget" is the annual budget of Council allocating money for the acquisition or maintenance of fixed assets such as land, buildings and equipment;

(h) "Lien" means an encumbrance or charge on a property to secure the debt owed by the property owner to the City of Summerside;

(i) "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

(i) access to municipal services not available in other areas of the municipality;

(ii) access to a higher level of municipal services than that available in other areas of the municipality;

(iii) geographic location in the municipality;

(iv) property use; or

(v) property ownership.

6. Interpretation

6.1. This bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations and the definitions set out in them.

7. General

7.1. Council, through this bylaw, establishes tax rate groups within the City and may apply different tax rates to each group to reflect the differences in services provided.

8. Tax Rate groups

8.1. The following tax rate groups are hereby established:

(a) Commercial

(b) Non-Commercial

9. Establishing Group Rates

9.1. The tax rates for each group shall be established by resolution of Council on an annual basis prior to March 31st of each year.

10. Notification

10.1. 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 31st of the year to which rates apply.

10.2. 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.

10.3. 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.

11. Restrictions on Rate Setting

11.1. 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.

11.2. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

12. Enforcement

12.1. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the City of Summerside.

13. Effective Date

13.1. This Tax Rate Group Bylaw, Bylaw # CS-5, shall be effective on the date of approval and adoption by Council.

First Reading

This Tax Rate Groups Bylaw, Bylaw #CS-5, was read a first time at the Council meeting held on the 7th day of August, 2018.

This Tax Rate Groups Bylaw, Bylaw #CS-5, was approved by a majority of Council members present at the Council meeting held on the 7th day of August, 2018.

Second Reading

This Tax Rate Groups Bylaw, Bylaw #CS-5, was read a second time at the Council meeting held on the 20th day of August, 2018.

This Tax Rate Groups Bylaw, Bylaw #CS-5, was approved by a majority of Council members present at the Council meeting held on the 20th day of August, 2018.

Approval and Adoption by Council

This Tax Rate Groups Bylaw, Bylaw #CS-5, was adopted by a majority of Council members present at the Council meeting held on the 20th day of August, 2018.

Signatures

Bill Martin, Mayor

Gordon MacFarlane, Chief Administrative Officer (acting)

This Tax Rate Groups Bylaw adopted by the Council of the City of Summerside on the 20th day of August, 2018 is certified to be a true copy.

Gordon MacFarlane, Chief Administrative Officer (acting)

Aug 22, 2018
Date

City of Charlottetown Committee Report

Report No: FIN-15-2026

Date: July 08, 2026

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

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

Attachments:
- Financial Report as of May 31st, 2026
- Capital Report as of May 31st, 2026
- Grants Listing for Economic Development & Tourism
- Grants Listing for Environment & Sustainability

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:

Year End Audit:

The annual year end audit to be conducted by MRSB will be taking place in August 2026, no official start date is confirmed at this time. The finance team is working on reconciling all accounts and compiling any documents that MRSB has requested to be uploaded to their portal. This makes the audit much more efficient and ensures that the onsite time required by MRSB is minimal.

Finance Staffing

A revised job profile for the vacant Senior Accountant position is almost complete and will be posted to the public in the coming week. We are hoping to have someone join the team in July in advance of the audit. This role will be vital in assisting the other senior finance staff as well as department heads in budget preparation.

Grants

Please see the attached report of the listing of grants that have been awarded to date for fiscal 2026-27 for Economic Development and Environment & Sustainability. Finance is currently gathering information on how grants are submitted and evaluated by each department. The intent is to standardize this process as much as possible across all departments to ensure consistency and transparency.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Various Light Duty Fleet	**Open**	**June 30, 2026**	**July 15, 2026**			
Simmons Artificial Turf Field	**Closed**	**June 16, 2026**	**June 30, 2026**	**3**		**Being Reviewed**
2026 Sidewalks – Package A	**Closed**	**June 12, 2026**	**June 30, 2026**	**6**		**Being Reviewed**
Mount Edward Road – Storm Sewer Replacement	**Closed**	**June 10, 2026**	**June 25, 2026**	**3**	**yes**	**Awarded to Landmark Construction**

CADC – 85 Euston Street – Technology	**Closed**	**June 3, 2026**	**June 25, 2026**	**1**		**Being reviewed**
Strategic Plan (2027-2031)	**Closed**	**June 3, 2026**	**June 25, 2026**	**19**		**Being reviewed**
WRCC HVAC Upgrades	**Closed**	**June 5, 2026**	**June 23, 2026**	**2**	**yes**	**Awarded to Refrigeration Specialist**
Charlottetown Skatepark Revitalization	**Closed**	**May 20, 2026**	**June 3, 2026**	**2**	**yes**	**Awarded to Canadian Ramp Company**
Community Energy Systems Feasibility Study	**Closed**	**May 6, 2026**	**June 5, 2026**	**5**	**Yes**	**Awarded to MRSB**
Fast Rescue Craft	**Closed**	**May 6, 2026**	**June 2, 2026**	**6**	**yes**	**Awarded to NewStar Marine**
CADC 85 Euston Street - Furniture	**Closed**	**May 4, 2026**	**May 22, 2026**	**4**		**With CADC being reviewed**
Wayfinding Signs & Post Supply	**Closed**	**May 7, 2026**	**May 22, 2026**	**1**		**Under review**
CPCP Pre-Purchase of Dry Polymer Preparation System	**Closed**	**April 8, 2026**	**May 5, 2026**	**2**		**Waiting to hear back from consultant**
Municipal Buildings Garbage Removal	**Upcoming**					
Consulting Services - Mt. Edward Rd. Transit Building Upgrades	**Upcoming**					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

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

Legislative Authority:

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

Strategic Alignment:

Our Purpose:

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

Reviewed By:

Finance Manager **Amy McQuillan, July 7, 2026**	**CAO/Director** **Brad MacConnell July 7, 2026**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Two Months Ending Sunday, May 31, 2026

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
City Revenues							
Property Taxes	$52,916,036	$52,916,036	$8,808,544		$8,808,544	$44,107,492	16.65%
Provincial Grant	26,122,822	26,122,822	4,241,151		4,241,151	21,881,671	16.24%
CUSA 1999 Memorandum of Agreement	140,000	140,000				140,000	0.00%
Licenses	2,200,300	2,200,300	(623)		(623)	2,200,923	(0.03%)
Parking Garages	500,000	500,000	54,216		54,216	445,784	10.84%
Parking Meters	885,514	885,514	87,177		87,177	798,337	9.84%
Police	2,091,500	2,091,500	464,729		464,729	1,626,771	22.22%
Outside Fire Protection	30,000	30,000				30,000	0.00%
Utility Administration Fee	205,000	205,000	34,167		34,167	170,833	16.67%
Interest	456,422	456,422	173,670		173,670	282,752	38.05%
Recreation	1,008,293	1,008,293	162,250		162,250	846,043	16.09%
Tourism Accommodation Levy Administration Fee	2,250,000	2,250,000	277,450		277,450	1,972,551	12.33%
Municipal Capital Expenditure Grant	5,625,650	5,625,650				5,625,650	0.00%
Housing Accelerator Fund Revenue	1,777,379	1,777,379				1,777,379	0.00%
Other Revenue	3,031,074	3,031,074	78,823		78,823	2,952,251	2.60%
City Operating Revenue	99,239,990	99,239,990	14,381,554	0	14,381,554	84,858,436	14.49%
City Expenditures							
General Government Services:							
City Government	3,441,930	3,441,930	503,407	1	503,408	2,938,522	14.63%
Finance and Audit	1,502,931	1,502,931	186,214		186,214	1,316,717	12.39%
Municipal Buildings	2,440,451	2,440,451	518,839	86,994	605,833	1,834,618	24.82%
Insurance	1,077,917	1,077,917	125,878		125,878	952,039	11.68%
Communications	46,500	46,500	3,049	2,013	5,062	41,438	10.89%
Mayor and Council	860,137	860,137	124,190	12,163	136,352	723,785	15.85%
	9,369,866	9,369,866	1,461,577	101,171	1,562,747	7,807,119	16.68%
Protective Services:							
Fire Department	6,663,034	6,663,034	1,269,036	33,664	1,302,700	5,360,334	19.55%
Emergency Preparedness - Fiona Funding							
Emergency Preparedness - Fiona Expenses	59,609	59,609				59,609	0.00%
Police Department	15,880,937	15,880,937	2,259,756	194,367	2,454,123	13,426,814	15.45%
	22,603,580	22,603,580	3,528,792	228,031	3,756,823	18,846,757	16.62%
Public Works	18,585,753	18,585,753	2,561,421	1,038,059	3,599,479	14,986,274	19.37%
Fiscal Services	18,932,913	18,932,913	3,055,961		3,055,961	15,876,952	16.14%
Parks and Recreation	6,039,518	6,039,518	961,966	190,559	1,152,525	4,886,993	19.08%
Environmental Sustainability	1,582,729	1,582,729	217,720	307,317	525,037	1,057,692	33.17%
Planning	2,253,605	2,253,605	313,439	42,123	355,562	1,898,043	15.78%
Heritage	953,812	953,812	2,468		2,468	951,344	0.26%
Economic Development, Tourism and Culture	3,815,711	3,815,711	1,058,005	566,147	1,624,152	2,191,559	42.56%
Human Resources	1,579,451	1,579,451	179,538	10,707	190,245	1,389,206	12.05%

	Original Budget	Revised Budget	Current YTD	Encumbrance	Total YTD	Funds Available	% of Budget
Strategic Priorites & Intergovernmental Cooperation	248,712	248,712	233		233	248,479	0.09%
Transit System	5,837,248	5,837,248	672,713	2,018,785	2,691,498	3,145,750	46.11%
Information Technology	1,573,500	1,573,500	229,078	292,595	521,673	1,051,827	33.15%
Other	5,814,209	5,814,209	671,514	500	672,014	5,142,195	11.56%
Tourism Accommodation Levy	2,250,000	2,250,000				2,250,000	0.00%
Total City Expenditures	**101,440,607**	**101,440,607**	**14,914,425**	**4,795,994**	**19,710,418**	**81,730,189**	**19.43%**
Subtotal	**(2,200,617)**	**(2,200,617)**	**(532,871)**		**(5,328,864)**	**3,128,246**	**242.15%**
Prior Year Operating Surplus (Deficit) - City							0.00%
City Surplus (Deficit)	(2,200,617)	(2,200,617)	(532,871)		(5,328,864)	3,128,246	242.15%
Water and Sewer Annual Operations							
Water and Sewer Operating Revenue	17,017,814	17,017,814	1,944,298		1,884,267	15,133,547	11.07%
Water and Sewer Expenditures							
Administration	1,078,276	1,078,276	83,605	3,509	87,114	991,162	8.08%
Works & Engineering	6,927,372	6,927,372	744,064	285,694	1,029,758	5,897,614	14.87%
Debt Administration	5,022,118	5,022,118	833,017		833,017	4,189,101	16.59%
Charlottetown Pollution Control Plant	4,006,940	4,006,940	373,671	824,116	1,197,786	2,809,154	29.89%
Total Water and Sewer Expenditures	17,034,706	17,034,706	2,034,357	1,113,319	3,147,675	13,887,031	18.48%
Subtotal	**(16,892)**	**(16,892)**	**(90,059)**			**1,246,516**	**7479.33%**
Prior Year Operating Surplus (Deficit) - Utility	2,409,477	2,409,477	2,409,477	2,409,477	2,409,477	2,409,477	200.00%
Water and Sewer Surplus (Deficit)	**2,392,585**	**2,392,585**	**2,319,418**	**2,409,477**	**3,555,546**	**(1,162,961)**	**148.61%**
Current Year Consolidated Operating Surplus (Deficit)	**191,968**	**191,968**	**1,786,547**		**(1,773,317)**	**1,965,286**	**(923.76%)**

Capital Snapshot	Original Budget	Partner Funding	Available to Spend	Expenses	Committed Pending	Remaining
Public Works	50,307,002	1,025,000	50,307,002	1,548,905	7,174,038	41,584,059
Parks and Recreation	7,894,500	1,225,000	7,894,500	40,835	588,322	7,265,343
Fire Dept/Emerg Preparedness	9,410,000	-	9,410,000	16,730	338,319	9,054,950
Police	494,000	-	494,000	47,162	3,222	443,616
Urban Beautification	635,000	-	635,000	-	9,367	625,633
Community Sustainability	1,482,450	-	1,482,450	4,575	69,187	1,408,689
Transit	10,399,961	6,727,043	10,399,961	889,981	-	9,509,980
Information Technology	775,000	-	775,000	19,431	-	755,569
Bell Aliant Centre (CARI)	1,352,200	-	1,352,200	397,002	-	955,198
Eastlink Centre	1,145,000	-	1,145,000	124,114	-	1,020,886
	83,895,113.00	8,977,043.00	83,895,113.00	3,088,733.90	8,182,455.55	72,623,923.55
Water & Sewer	9,979,802.00	0.00	9,979,802.00	12,596.22	-	9,967,205.78
Wastewater Treatment Plant	3,331,950.00	0.00	3,331,950.00	-	-	3,331,950.00
	13,311,752.00	0.00	13,311,752.00	12,596.22	-	13,299,155.78
Total City & Utility	$97,206,865.00	$ 8,977,043.00	$97,206,865.00	$ 3,101,330.12	$ 8,182,455.55	$ 85,923,079.33

Department	Type of Grant	Organization	Amount	Notes
Economic Development & Tourism	Art & Culture Grant	ACT PEI	7,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Charlottetown Film Society	10,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	FilmPEI	7,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	PEI Symphony Orchestra	20,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	PEI Writer's Guild	14,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Music PEI	20,000	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	This Town is Small	17,500	Operating Assistance
Economic Development & Tourism	Art & Culture Grant	Always on Stage	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	ANCHOR Festival	10,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Ch'town Zine Fest	5,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Creative PEI (ArtMobile & Art Night)	8,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Lumiere Collaborations	2,500	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Peake's Wharf Summer Concert Series	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	Sounds of the Waterfront Music Series	5,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Fitzroy St. Tiny Art Gallery	4,000	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Island Fringe Festival	8,500	Project & Event Assistance
Economic Development & Tourism	Art & Culture Grant	The Vessel Artist Studios	2,500	Project & Event Assistance
Economic Development & Tourism	Festival & Events Grant	DiverseCity Multicultural Festival	15,000	Intake #1 - Events from Apr 1-Sept 30
Economic Development & Tourism	Festival & Events Grant	Sundrift Sounds DJ Festival	20,000	Intake #1 - Events from Apr 1-Sept 31
Economic Development & Tourism	Festival & Events Grant	PEI Pride Festival	15,000	Intake #1 - Events from Apr 1-Sept 32
Economic Development & Tourism	Festival & Events Grant	Old Home Week	15,000	Intake #1 - Events from Apr 1-Sept 33
Economic Development & Tourism	Festival & Events Grant	Gold Cup Parade	15,000	Intake #1 - Events from Apr 1-Sept 34
Economic Development & Tourism	Festival & Events Grant	Birthplace of Confederation Series	15,000	Intake #1 - Events from Apr 1-Sept 35
Economic Development & Tourism	Festival & Events Grant	National Acadian Day Celebrations	1,500	Intake #1 - Events from Apr 1-Sept 36
Economic Development & Tourism	Festival & Events Grant	Charlottetown DragonBoat Festival	15,000	Intake #1 - Events from Apr 1-Sept 37
Economic Development & Tourism	Festival & Events Grant	Charlottetown Busker Festival	15,000	Intake #1 - Events from Apr 1-Sept 38
Economic Development & Tourism	Festival & Events Grant	PEI International Shellfish Festival	10,000	Intake #1 - Events from Apr 1-Sept 39
Economic Development & Tourism	Festival & Events Grant	Moonlight Bazaar	15,000	Intake #1 - Events from Apr 1-Sept 40
		Total	**301,500**	

Department	Type of Grant	Organization	Amount	Notes
Environment & Sustainability	Climate Action Microgrant	Upton Farm Trust	2,500	
Environment & Sustainability	Climate Action Microgrant	Nature PEI	2,500	
Environment & Sustainability	Climate Action Microgrant	The Haviland Club Inc	2,500	
Environment & Sustainability	Climate Action Microgrant	Farm Centre Association	2,500	
Environment & Sustainability	Climate Action Microgrant	The Voluntary Resource Council	2,500	
Environment & Sustainability	Climate Action Microgrant	Theresa Richards	2,500	
Environment & Sustainability	Climate Action Microgrant	Island Nature Trust	2,500	
Environment & Sustainability	Climate Action Microgrant	STEAM PEI	2,325	
Environment & Sustainability	Climate Action Microgrant	The Native Council of PEI	2,500	
Environment & Sustainability	Climate Action Microgrant	Rebecca Griffin	2,000	
		Total	**24,325**	

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
JULY 14, 2026

The Economic, Tourism & Cultural Development Committee and the Arts Advisory Board have not met since the last regular meeting of Council. There are no minutes included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business #1

MOTION CARRIED _____

MOTION LOST _____

Date: July 14, 2026

Moved by

Seconded by

RESOLVED:

That the following appointments to the Remuneration and Allowances Commission, as recommended by His Worship, Mayor Philip Brown, be approved:

- **Emile Gallant,**
- **Terry Hennessey, and**
- **Susan Willis**

City of Charlottetown Committee Report

Report No: CAO-2026-07-01

Date: July 14, 2026

Directed to Council through the following Committee:
N/A

Reporting Department:
CAO's Office

Other Associated Departments:
Mayor's Office

Prepared by: Brad MacConnell, CAO

Attachments:
- Commission Member's Bios
- Remuneration Bylaw #2020-RMN-01

Report Title:
Remuneration and Allowances Commission Appointments

Report Purpose:
To seek Council approval of the Mayor's appointments to the independent Remuneration and Allowances Commission, as required under the City's Remuneration Bylaw and section 82 of the Municipal Government Act.

Staff Recommendation:
That Council approve the Mayor's appointments to the independent Remuneration and Allowances Commission in accordance with section 82 of the Municipal Government Act and section 9 of the City of Charlottetown Remuneration Bylaw, Bylaw #2020-RMN-01.

Report Details:
Section 82 of the Municipal Government Act requires Council to establish, by bylaw, the types, rates, and conditions of payments made to or on behalf of Members of Council and members of Council committees. This includes compensation, expense reimbursement, benefits, pensions, severance, and other payments related to municipal duties.

The City's Remuneration Bylaw requires Council to appoint an independent Remuneration and Allowances Commission before amending the bylaw in a way that alters existing compensation, allowances, or benefits for Members of Council. The bylaw also requires the Commission to be appointed no less than four months before the end of the current Council term, with recommendations to apply to the incoming Council.

This timing ensures that any recommended changes are reviewed independently before the next Council takes office and provides a transparent basis for remuneration provisions applying to the incoming Council.

The Commission is to be composed of three members who are not Members of Council or City staff. Its mandate is to review and make recommendations to Council, considering comparable municipalities, budget impacts, candidate recruitment, and the time requirements associated with serving on Council and Council Committees.

The Commission must report to Council within 120 days of appointment, unless Council establishes another timeframe.

Council or Committee History:
Remuneration and Allowances Commissions were previously appointed in June 2019 and May 2023.

Financial Implications:
Each Commission member will receive a stipend of $1,000 upon completion of the Commission's report.

Public Engagement and Communication:
N/A

Legislative Authority:
City of Charlottetown Remuneration Bylaw #2020-RMN-01
Section 82 of the PEI Municipal Government Act

Strategic Alignment:

Reviewed By:

Manager	**Director/CAO**
	B. MacConnell – July 8, 2026

Regular Meeting of Council
July 14, 2026
New Business Resolution #1 Backgrounder

Bios of Proposed Appointees to the Remuneration and Allowances Commission

Émile Gallant is a respected francophone and Acadian community leader from the Charlottetown area. A past French-language School Board President, he has spent much of his career supporting French education, culture, and community development in Prince Edward Island. He just retired as Director General of the Carrefour de l'Isle-Saint-Jean in Charlottetown, a francophone community centre that promotes French language, Acadian culture, and community connection. Gallant is also a former Stratford municipal councillor and chaired a municipal salary evaluation when he retired as councillor and has been active in regional francophone leadership, including service with the Société acadienne et francophone de l'Île-du-Prince-Édouard and the Société Nationale de l'Acadie. His work reflects a longstanding commitment to public service, French-language education, and the Acadian and francophone community in PEI.

Terry Hennessey is a Charlottetown business and community leader with experience across several local industries, including residential housing and commercial properties in the Charlottetown rental market. His business interests have included East Coast Cresting and Source for Sports, reflecting a strong connection to local entrepreneurship. He has also been active in community service and governance. Mr. Hennessey has also contributed to local economic and community development through his involvement with the Charlottetown Area Development Corporation and other business and civic organizations.

Susan Willis is a respected education leader from Charlottetown, Prince Edward Island, with a longstanding record of service to students, schools, and the province's public education system. She spent 39 years at Charlottetown Rural High School, serving as a teacher, vice-principal, and longtime principal, where she helped shape one of PEI's largest and most recognized high schools. In 2015, she was appointed Deputy Minister of Education, Early Learning and Culture with the Government of Prince Edward Island, bringing decades of school-level leadership to provincial education policy and administration. Her career reflects a deep commitment to public education, student success, and community service in Prince Edward Island.

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

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

1. Title

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

2. Authority

2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a Member of the Council, a Member of a Council Committee or another person.

3. Application

3.1. This bylaw applies to all Members of Council. For greater certainty, this includes the Mayor and Deputy Mayor.

4. Definitions

4.1. "Act" means the Municipal Government Act.

4.2. "Advisory Committee" means an Advisory Committee, Advisory Board or Task Force established by Council consisting of resident members appointed by Council.

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. "City" means the City of Charlottetown

4.5. "Commission" means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.

4.6. "Compensation" means a form of monetary payment for the performance of some work or service.

4.7. "Council" means the Mayor, Deputy Mayor, and other members of the Council of the municipality.

4.8. "Councillor" means a member of council other than the Mayor.

4.9. "Remuneration" means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

5. Establishing a Remuneration Bylaw

5.1. Council shall, by bylaw, as per Section 82 (1) of the Act establish the level of remuneration and reimbursement available to elected officials to ensure that:

(a) residents who have been elected to the position of Mayor, Deputy Mayor, or Councillor are provided reasonable remuneration for their service to the City of Charlottetown;

(b) individuals who have been appointed by Council to municipal Advisory Committees are provided reasonable remuneration for their service to the City of Charlottetown;

(c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and Advisory Committee Members.

6. Remuneration of Council Members

6.1.

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

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

6.2. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term, remuneration shall be prorated for time served.

6.3. Remuneration shall be paid bi-weekly, less any deductions required by law.

6.4. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted annually on January 1 by a rate equivalent to the lowest negotiated percentage given to any City employee by their respective bargaining unit, adjusted for CPI as shown in Schedule “A” herein.

7. Allowance for Expenses

7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule A that is attached to, and forms part of, this bylaw.

8. Remuneration of Appointees

8.1. Persons other than Members of Council, appointed by Council as members of an Advisory Committee shall receive remuneration up to $100 per month, pro-rated based on the number of meetings held per month. Remuneration is subject to attendance at all meetings held each month and members will not be compensated for cancelled meetings.

8.2. Remuneration will be pro-rated pending attendance and will not be paid for meetings that result in cancellation.

9. Remuneration and Allowances Commission

9.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances, or benefits to be paid to Members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.

9.2. The Commission must be appointed no less than four months prior to the end of the current Council's term. The newly appointed Commission shall put forth recommendations that will apply to the incoming Council.

9.3. The Commission shall be made up of three (3) members, who shall not be a Member of Council or City Staff.

9.4. The Members of the Commission shall be compensated for their time at an amount agreed upon by Council at the time of appointment.

9.5. The Commission shall review and make recommendations to Council respecting the compensation, reimbursement or payments that should be made to members of Council, giving consideration to:

(a) compensation, reimbursement and payment rates of comparably-sized municipalities;

(b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;

(c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and

(d) the time requirements associated with participation on Council and Council Committees.

9.6. The Commission shall report to Council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

Approval and Adoption

10. Effective Date

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

First Reading:

This Remuneration Bylaw, #2020-RMN-01, was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2020.

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

Approval and Adoption by Council:

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

Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor **Chief Administrative Officer**

This Remuneration Bylaw, #2020-RMN-01, adopted by the Council of the City of Charlottetown on ____day of_____, 2020 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

SCHEDULE 'A'

Mileage Reimbursement

Mileage will be paid to Members of Council for municipal business conducted outside the City and/or Province with rates set by the Public Service Commission of PEI.

No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

Per Diem Rates

Members of Council may claim a per diem for out of province travel for municipal business in the amount of $150.00 per day.

No meal allowances or per diems will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

Officials may be reimbursed for other expenses, incidental and necessary to their municipal duties, as approved by Council and supported by receipts.

Benefits & Severance

"Members of Council will be enrolled in the City of Charlottetown's group Registered Retirement Savings Plan (RRSP) or may choose to contribute to their personal Registered Retirement Savings Plan (RRSP) and will receive a contribution valued at 12.25% of their regular earnings. Members of Council who are not eligible to contribute to an RRSP, as determined by the Canada Revenue Agency (CRA), will be enrolled in the City of Charlottetown's group Tax Free Savings Account (TFSA) or may choose to contribute to their own personal TFSA, and will receive a contribution valued at 12.25% of their regular earnings."

Members of Council may participate in the City of Charlottetown's health and dental benefit program as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to City employees.

Members of Council who cease to hold their position by reason of:

(a) being defeated in a municipal election;
(b) completing a term of Council and choosing not to seek re-election;
(c) resigning their seat on Council for any reason; or
(d) death of a Councillor while in office (in which case the severance may be paid to the Council Member's estate);

shall receive severance remuneration equal to two (2) weeks of their salary for each year of service to a maximum of twenty-six (26) weeks.

Cost of Living Differential

In any year where the Consumer Price Index as determined by Statistics Canada for the Province of Prince Edward Island (CPI) is more than one percentage point greater than any salary increase for that year, the City shall calculate the dollar difference between the salary increase and CPI less one percent (CPI - 1 %) and shall:

(a) pay the dollar difference to the elected member of Council in a lump sum within forty-five (45) days of the issuing of the CPI by Statistics Canada; and

(b) add the dollar difference to the elected member's basic salary to form their new basic salary for that year.

For purposes of greater clarity under no circumstances will the wages of elected members be reduced as a result of CPI being less than the negotiated wage increases. The following examples will govern the calculation of the percentage difference to be applied to their basic salary:

		Eg. 1	Eg. 2
#1.	Salary increase:	2%	2%
#2.	CPI:	3%	4%
#3.	CPI less 1%:	2%	3%
#4. adjustment to basic salary for year		0%	1%
(i.e.: #3 - #1 = basic salary adjustment)			
#5. Lump sum payment		0%	1%
(i.e.: #3 - #1 = basic salary adjustment)			

Communication and Technology

The City shall offer each elected member a communication device, or an allowance of $50/month in lieu of, to ensure the efficient flow of information between elected members, city officials and their constituents.

"This document is an office consolidation of this Bylaw (amending bylaw #2020-RMN-01D adopted 12-Nov-2024). It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Procedure & Records Coordinator

City of Charlottetown
Notice of Motion Submission Form

Please submit the form to the Procedure & Records Coordinator either in person or by email (tmclean@charlottetown.ca) and include the CAO (cao@charlottetown.ca). Forms should be submitted no later than the Wednesday before the scheduled Regular Council Meeting.
---------- Please complete a separate form for each Notice of Motion.----------

1. Submission Information

Date of Submission	July 8, 2026
Submitted By	Norman Beck
Department / Organization (If Applicable)	Council
Email Address	nbeck@charlottetown.ca

2. Motion Details

Motion Title	Request to create a CAO Bylaw
Proposed Regular Council Meeting Date	July 13, 2026
Responsible Standing Committee(s)	Human Resources
Description of Motion	Provide a detailed description including background and rationale on Page 2 of this form

3. Office Use Only

CAO Recommendation	Forward to Council for consideration.
Date Reviewed	July 9, 2026
Assigned Council Agenda Date	Regular Meeting of Council July 14, 2026

4. Description of Motion

I am requesting that Council adopt a bylaw specifically as it pertains to the role of the Chief Administrative Officer (CAO) for Charlottetown.

Rationale:

- Having a CAO Bylaw is common practice in other jurisdictions. Currently, the city of Charlottetown does not have one.

- Creating a bylaw that governs Council's only hire will serve to:

- Incorporate the responsibilities of the CAO as prescribed in the PEI Municipal Government Act (MGA)
- Provide strong governance by establishing clear expectations for Council in relation to hiring processes for the CAO
- Outline clear protocols for performance management and evaluation of, and support for, the CAO
- Establish clear definition of roles and responsibilities and reporting practices to enhance transparency and Council - Staff relationships.