CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, AUGUST 12, 2025, 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, August 12th

19 - RESOLUTIONS	2 - BYLAW READINGS

❖ **Land Acknowledgement**

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Adoption of Previous Draft Minutes of Council

- Regular Meeting – July 8, 2025
- Special Meetings – July 26 & August 6, 2025
- Public (Planning) Meeting – July 29, 2025

5. Business Arising out of the Minutes

6. Reports of Standing Committees of Council

6.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
- Monthly Report
- Seven (7) Resolutions
- 1st Reading to Amend the Zoning & Development Bylaw (Reading of OPA)
  - o Rezone from R-2S to R-3 on Violet Circle & Evelyn Street (PID# 778308)

6.2 Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Monthly Report
- Three (3) Resolutions

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

6.4 Human Resources – Councillor Norman Beck, Chair
- Monthly Report
- Four (4) Resolutions

6.5 Strat. Priorities, Comms & Intergovernmental Cooperation – Coun. Justin Muttart, Chair
- Monthly Report
- Three (3) Resolutions
- 1st Reading to Amend the Procedural Bylaw

6.6 Protective & Emergency Services - Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions

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

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

6.9 Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- Two (2) Resolutions

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

6.11 Notice of Motion
- Three (3) Notices

6.12 New Business
- No Resolutions

7. Motion to Move into a Closed Session

As per Section 119(1) of the Municipal Government Act of PEI

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

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

- Land/Property Negotiations
- City Union Matters
- Six (6) Month CAO Probation Review

8. Business Arising from the Closed Session

9. Adjournment

CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 8, 2025, at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov (T/C)**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Bob Doiron**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG (T/C)**
	Richard MacEwen, DCS	**Jennifer McCarron, APC**
	David Gundrum, PDM	**Donna Miller-Ayton, PPHM**
	Frank Quinn, PRM	**Jessika Corkum-Gorrill**
	Lane Pineau, FM	**Joshua McInnis, UM**
	Ylber Gashi, PWM	**Kent Mitchell, DFC**
	Rory Chaisson, ITO	**James Ip, CO**
	Melanie Bailey, SIO	**Katie Morello, CS**
	Tracey McLean, PRC	
Regrets:	**Emilee MacLeod, HRM**	**Wayne Long, EGAM**

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

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

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

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

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

   - Regular Meeting – June 10, 2025
   - Special Meetings – June 24 & 28, 2025

   CARRIED

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

.../2

6. REPORTS OF COMMITTEES/RESOLUTIONS/REPORTS

6.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package.

It was suggested that there be another opportunity for those who are interested in providing feedback/input on the City's Official Plan prior it its adoption. Deputy Mayor Jankov indicated that several public engagements have taken place over the last two years. Next steps – the Plan will go to Planning Board and then onto Council with a recommendation. She further indicated if more consultation is required, that is a decision of Council. The Director of Integrated Growth noted there would be an additional budgetary cost to conduct further consultations if Council decides to proceed with further engagement.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the bid from Upland Planning + Studio in the amount of $148,760 + HST to undertake the development of pre-approved housing designs in support of the City's Accessory Dwelling Unit (ADU) Program, as outlined in the agreement between the City and the Canada Mortgage and Housing Corporation (CMHC) through the Housing Accelerator Fund (HAF) initiative,

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

Deputy Mayor Jankov advised Council that the Committee did not agree with the Staff recommendation to award the RFP to Upland Planning. It was noted Council has to work within the parameters of the RFP and the Procurement Policy.

CARRIED 8-2
Deputy Mayor Jankov & Councillor Tweel opposed

- Council was advised that the applicant had withdrawn their home occupation application for 6 Irwin Drive; however, Planning staff inadvertently failed to remove the corresponding resolution from the Council agenda prior to the meeting. Resolution was removed.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the following Major Variance for the subject property addressed as 90 Cumberland Street (PID# 341461) be approved:

1. Reduce the setback from the front property line for a freestanding sign to 0.0 metres;

2. Allow an electronic sign to be erected within a 30.5 metre (100 foot) radius of a residence; and

3. Allow the maximum electronic sign area to be increased to 32 square feet (2.97 square metres).

CARRIED 10-0

DRAFT

1st READING TO AMEND THE PEDESTRIAN MALL BYLAW - To Amend the City of Charlottetown Pedestrian Mall Bylaw Part II: Definitions, Part V: Section 5.2 Activities on the Pedestrian Mall and Part VII: Section 7.3 Penalties; assign Bylaw No. 2025-PM-01 and reference the Municipal Government Act of Prince Edward Island.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the bylaw to amend the City of Charlottetown Pedestrian Mall Bylaw be read a first time.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Pedestrian Mall Bylaw and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

2nd READING TO AMEND THE ZONING & DEVELOPMENT BYLAW - To adopt Bylaw PH-ZD.2-099, 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 **20 Ralden Avenue (PID# 396937)**, in the Low Density Residential (R-2) Zone, to allow for the existing building (325 square metres – 3,500 square feet) on the subject property be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use for the zoning that applies to the subject property, subject to a Development Agreement being entered into between the applicants and the City."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw (PH-ZD.2-099) as it pertains to **20 Ralden Avenue (PID# 396937)** be read a second time and approved.

CARRIED 6-4
Councillors Beck, MacKinnon, McAleer, & McCabe opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw (PH-ZD.2-099) as it pertains to **20 Ralden Avenue (PID# 396937)** be adopted.

CARRIED 6-4
Councillors Beck, MacKinnon, McAleer, & McCabe opposed

DRAFT

6.2 Public Works – Councillor Mitchell Tweel, Chair

Councillor Tweel indicated his Committee report was included in the weekend package. He reported that Public Works crews are actively working to complete sidewalks, curbs, catch basins, storm line repairs, asphalt patching, sign installations, tree trimming/planting, and rehab plow damage. He noted that flooding on Queen Street (near Pond St.), and traffic concerns with North River Road and Mount Edward Road need to take priority to ensure ongoing issues in these areas are resolved.

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Proposals for "Three (3) Dump bodies, three (3) 8' Dump inserts, two (2) ½ ton truck caps, one (1) Slide Drawer and Cap, and one (1) V-plow and Slide in Salter", the submission of Action Car and Truck Accessories through the Canoe Procurement program in the amount of $130,796.72 (plus all applicable taxes) be accepted,

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

CARRIED 10-0

6.3 Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair

Councillor McAleer indicated his Committee did not meet since the last meeting of Council.

In response to a question raised regarding a potential MOU with UPEI for lighting of the Alumni Field, Councillor McAleer indicated he would follow-up and advise.

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

Councillor Bernard indicated his Committee report was included in the weekend package. Highlights included upcoming events such as Charlottetown Race Week, Winsloe Charlottetown Soccer Tournament, PEI Pride Festival, Canadian Oldtimers Baseball Federation Championships, and the Charlottetown Dragon Boat Festival. He also recognized and thanked City staff for their efforts in organizing and delivering the Canada Day celebrations.

6.5 Human Resources – Councillor Norman Beck, Chair

Councillor Beck indicated his Committee met today; however, the report was not included in the package.

6.6 Strat Priorities, Comms & Intergovernmental Cooperation – Coun. Justin Muttart, Chair

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

Regarding the purchase of Boulder Park, several Councillors expressed concern that the strict covenants associated with the property were not clearly emphasized in the report, despite being included in the agreement attached to the package to Council. Some discussion was had related to a proposed Ground Use Policy (Legislative Assembly) for Boulder Park. Councillor Muttart was supportive of asking for a legal opinion to determine if the Province has the authority to impose or enforce covenants on the property, given its current ownership and intended municipal use. It was stressed that the City needs to collaborate with the province in the establishment of this proposed policy.

DRAFT

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve the award of the Network Modernization RFQ to PureLogic IT Solutions - with an estimated cost of $18,546.64.00 (plus applicable taxes),

And that Council approve the purchase of an additional four (4) switches with an estimated cost of $8,532.20 (plus applicable taxes) for a total of $27,078.84 (plus applicable taxes).

CARRIED 10-0

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve the award of the Computers RFQ Evaluation 1 to CDW Canada Corp. - with an estimated cost of $48,347.68 (plus applicable taxes),

And that Council approves the purchase of five (5) additional laptops with an estimated cost of $8,355.35 (plus applicable taxes),

And further that Council approve the award of the Computers RFQ Evaluation 2 to CDW Canda Corp. – with an estimated cost of $29,205.00 (plus applicable taxes), for a total of $85,908.03 (plus applicable taxes).

CARRIED 10-0

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve the award of the Public Works Network Cabling RFQ to Hansen Electric Ltd. with an estimated cost of $54,100.00 (plus applicable taxes).

CARRIED 10-0

Moved by Councillor Justin Muttart
Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

That Council approve Discover Charlottetown's booking request to hold the Mistletoe Market, for the 2025 season, on the property of Boulder Park (portion of PID# 340422).

CARRIED 10-0

6.7 Protective & Emergency Services – Councillor Julie McCabe, Chair

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

Concern was raised with respect to a homeless encampment along Mount Edward Road near Mount Saint Marys/Sisters of St. Martha and it was noted that local area residents are frustrated. The Provincial Government owns the property but it was suggested that the City should have a discussion with the province to determine a resolution.

DRAFT

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

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

A question was raised regarding the farmers market at Confederation Landing and if a resolution will be required to approve the event for 2025. Councillor Ramsay indicated he would follow-up and advise.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard

RESOLVED:

That, as per the recent Request for Proposals (RFP) for the "Victoria Park Tennis Court Surfacing and Court Lining," that the low bid submission amount of $97,103 (plus applicable taxes) from Pro Sport Surfacing Inc., be accepted,

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

CARRIED 10-0

6.9 Water & Sewer Utility – Councillor Bob Doiron, Chair

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

6.10 Environment & Sustainability – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that over 2500 trees, shrubs, and plants have been planted as part of the City's urban forest restoration program, June's transit ridership is 6.8% higher than June 2024, new routes are scheduled to be implemented this fall, transit shuttle was well utilized for Canada Day events, and the bike bus pilot program had positive reviews and feedback and staff are looking forward to expanding the program to more schools in the fall.

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Norman Beck

RESOLVED:

That Council approve the purchase and December 2026 delivery of six (6) new transit buses from Nova Bus for $5,524,241 before taxes,

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

In response to a question raised, Councillor MacKinnon referred to the E&S Manager who indicated the purchase is funded through the Investing in Canada Infrastructure Program (Feds/Prov/Mun.).

CARRIED 10-0

6.11 Notice of Motion

As per Section 86(3) of the Municipal Government Act of PEI, the Notice of Motion was renewed to amend the City of Charlottetown Procedural Bylaw at the next Regular Meeting of Council.

DRAFT

6.12 New Business

There was New Business.

7. Adjournment

Moved by Councillor Doiron and seconded by Councillor MacKinnon that the meeting be adjourned. Carried. Meeting concluded at 6:51 PM.

DRAFT

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 22, 2025 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Mitchell Tweel	**Councillor Bob Doiron (T/C)**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Guests:	**Paul Dec, Upland Planning & Design**	
	Nicholas Kuhl, O2 Planning & Design (T/C)	
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**Tim Mamye, FC**
	Jessika Corkum Gorrill, ESM	**Donna Miller Ayton, PPHM**
	Riley Taweel, PWE	**Doug Dumais, CEC**
	Jessica Bradley, CO	**Tracey McLean, PRC**

(T/C indicates present via teleconference)

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

1. Call to Order
Mayor Brown called the meeting to order at 5:04 PM.

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

3. Approval of Agenda
It was requested that the order of the following agenda items be rearranged – 4(e) to 4(a) and 4(d) to 4(c). Moved by Councillor McCabe and seconded by Councillor Tweel that the agenda be approved as amended. Carried.

4. Presentation/Resolutions/Bylaw Reading & OPA Reading:

a) Fire Presentation
The Mayor welcomed Tim Mamye, Fire Chief (FC), to the meeting and ask that he begin his presentation. The presentation was titled Understanding Charlottetown's Fire Services: A Truly Combination Department.

Throughout the presentation, the following was highlighted by the Fire Chief:

- Both NFPA 1710 and NFPA 1720 standards were outlined.

NFPA 1710 - organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by full-time **career** fire departments.

NFPA 1720 – currently applies to Charlottetown Fire Services; organization and deployment of fire suppression, emergency medical, and special operations within **volunteer and combination** fire departments.

- Unlike 1710, 1720 does not require a minimum of four crew members; a firefighting crew may be dispatched to a fire with only three crew members. As 1720 allows three-member crews, the Employer is operating the Department in a safe manner.

- Four (4) new Management/Non-Union Chief Officers positions recently created to work 24-hour shifts alongside the three-person Platoons.

- 1720 is the standard for approximately 97% of departments in Canada and almost exclusively for those municipalities with less than 50,000 residents.

- In Canada, there are approximately 3,672 fire departments, with a mix of career and volunteer firefighters. Vast majority of departments (3,061) are entirely volunteer. Furthermore, 501 departments are mostly volunteer.

In closing, the Fire Chief wanted to stress that the Charlottetown Fire Department is not understaffed nor being operated in an unsafe manner as proven with an actual arbitration award decision and NFPA standards definitions in support of operations. The combination model is not only fully compliant with NFPA 1720 but has proven very effective in meeting service demands for the City and its residents. He is committed to maintaining an inclusive and supportive environment for both the volunteer and career members and provide safe, effective and fiscally responsible emergency services to our community.

It was suggested that the career firefighters have the opportunity to present to the Protective & Emergency Services Committee and possibly Council in the near future.

b) One (1) Environment & Sustainability Resolution

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Norman Beck

RESOLVED:

That Council approve a Contract Bridging Agreement to the existing Transit Agreement with Trius for 1,545 extra service hours at $78/hour, for a total of $120,510 before tax, until a new contract is launched on April 1, 2026,

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

CARRIED 10-0

DRAFT

c) Four (4) Public Works Resolutions

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "One (1) 72" Commercial Grade Front Mount Lawn Mower", the submission from Good Equipment in the amount of $35,899.00 (plus all applicable taxes) be accepted,

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

CARRIED 10-0

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Rectangular Rapid Flashing Beacons," the submission from Sojourn Signs (Alternate) in the amount of $29,940.00 (plus all applicable taxes) be accepted,

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

CARRIED 10-0

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Proposals for "Bronze Memorial Statue Restoration," the submission from Heritage Grade in the amount of $23,646.00 (plus all applicable taxes) be accepted,

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

CARRIED 10-0

Moved by Councillor Mitchell Tweel
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Memorial Statue Granite Base Repair," the submission from Atwill-Morin in the amount of $89,000.00 (plus all applicable taxes) be accepted,

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

CARRIED 10-0

DRAFT

d) 2nd Reading to amend the Pedestrian Mall Bylaw

2ND READING TO AMEND THE PEDESTRIAN MALL BYLAW - To Amend the City of Charlottetown Pedestrian Mall Bylaw Part II: Definitions, Part V: Section 5.2 Activities on the Pedestrian Mall and Part VII: Section 7.3 Penalties; assign Bylaw No. 2025-PM-01 and reference the Municipal Government Act of Prince Edward Island.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the City of Charlottetown Pedestrian Mall Bylaw which was read the first time on July 8, 2025, be read a second time and that the said Bylaw now be approved and adopted.

CARRIED 10-0

e) One (1) Planning & Heritage Resolution

Deputy Mayor Jankov noted that with the adoption of the Official Plan, this will lead into the next step which is the review of the Zoning & Development Bylaw.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

Whereas the City of Charlottetown adopted its consolidated Official Plan, PH-OPA.1 in or around July 1999, in accordance with the Planning Act of Prince Edward Island;

And Whereas the Minister responsible for the Planning Act confirmed the City of Charlottetown's consolidated Official Plan, PH-OPA.1, on December 1, 2005, pursuant to section 15 of the Act;

And Whereas a new Official Plan, referenced as PH-OPA.2, has been prepared to replace the current Official Plan in accordance with the legislative framework and community planning objectives;

BE IT RESOLVED THAT:

1. The request to repeal the existing City of Charlottetown Official Plan, PH-OPA.1 (Revision 023), and replace it with the proposed City of Charlottetown Official Plan, PH-OPA.2, as attached, be approved.

2. The proposed Official Plan (PH-OPA.2) shall be made available for public inspection and submitted to the Minister responsible for the Planning Act for confirmation, in accordance with section 14 of the Act.

3. Upon confirmation of the proposed Official Plan (PH-OPA.2) by the Minister, the City of Charlottetown shall conduct periodic reviews of the Plan's objectives and effectiveness, as outlined in sections 11 to 15 of the Planning Act of Prince Edward Island.

CARRIED 9-1
Councillor Tweel opposed

DRAFT

Official Plan Reading & Adoption

OFFICIAL PLAN READING - To adopt the Bylaw PH-OPA.2, A Bylaw to repeal the current City of Charlottetown Official Plan, (PH-OPA.1) (Revision 023) and replace with the attached City of Charlottetown Official Plan (PH-OPA.2)

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to Repeal the City of Charlottetown Official Plan, (PH-OPA.1) (Revision 023) and replace with the City of Charlottetown Official Plan (PH-OPA.2) be adopted.

CARRIED 9-1
Councillor Tweel opposed

5. Adjournment

Moved by Councillor Ramsay and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 6:31 PM.

DRAFT

DRAFT

Public Meeting of Council
Tuesday, July 29, 2025, 7PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; 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 Mitchell Tweel Councillor John McAleer	Councillor Julie McCabe* Councillor Norman Beck Councillor Trevor MacKinnon Councillor Robert Doiron* Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr, PD Sonia Kamal, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Will Zafaris	
Also present:	Lea MacDonald, Planning Board David Essery, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.
The deadline for submission of written comments is Wednesday, July 30th at Noon

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:02 PM

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

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the agenda for the public meeting on July 31, 2025 be approved.

   CARRIED (9-0)

4. Discussions:

Request:

To rezone for a Zoning Bylaw Amendment for the unaddressed subject properties located at Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) to rezone the subject properties from the current Low Density Residential Single (R-2S) Zone and place them within the Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of each of the subject properties with a proposed 4-unit building (stacked townhouse).

Property Information: Lots 16, 17, 28, 29, Evelyn Street, Violet Circle (PID#778308)
Staff Presenter: Sonia Kamal, PII
Applicant: Will Zafaris
Reference: Public Meeting Package

Summary:

It was said the properties are four adjacent abutting lots registered under single PID# bounded on the north side by Violet Circle and to the south by Evelyn Street and are located within the Low Density Residential Single (R-2S) Zone within an approved greenfield subdivision site currently under active development and also that the subject properties are currently vacant, containing no buildings or structures.

It was also stated that the subject properties are vacant lots that form part of what is a greenfield or new subdivision development that is currently still under construction and expansion at the present time on the basis of prior approvals and that all properties within the existing plan of subdivision in this area are currently zoned (R-2S) which allows for residential dwellings in the form of single-detached, semi-detached and duplex dwellings but does not have any allowance for stacked townhouse dwellings as proposed.

Staff stated that the subject properties are located in relatively close proximity to Norwood Road to the west that contains primarily single-detached dwellings that have been established for some time. The subject properties are located approximately 700 metres north of the Arterial Highway bypass via connection from Norwood Road and that parking spaces for each of the stacked townhouse units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would meet all setback, lot area and lot frontage requirements of the (R-3) zone based on the concept plans provided.

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

Staff stated that on June 10, 2025 City Council approved the request to proceed to public consultation and that as per Section 3.10.4 of the Zoning & Development By-law, a mailed notification letter was sent to all owners within 100 metres (328 feet) of the subject property on July18, 2025 being a minimum of seven (7) calendar days prior to the public hearing date of July 29, 2025.

Staff also stated a total of eight (8) letters were sent to residents advising them of the public meeting to solicit their comments and feedback. To date, no written responses have been received.

It was said that next steps would be a recommendation to Planning Board tentatively August 5th and the consideration by Council tentatively on August 12th.

Discussion:

The public notice timing was clarified that it is seven (7) days for zoning amendments, 14 days for variances and it was stated for historical context: prior to 2018, longer notice periods may have applied.

It was said the rezoning applies only to the four lots; others remain R2S and the lots under a common PID and not yet sold to new owners.

The applicant confirmed ownership of the four lots; others belong to different landowners.

It was stated that Building duplexes on two other lots which is permitted under R2S and that the rezoning would allow eight (8) additional units (2 per lot).

The applicant stated that higher density is preferred as HST rebates support feasibility.

It was stated that rezoning would allow for eight (8) additional units overall being two more per lot.

5. Adjournment of Public Session

Moved by Councillor Beck and seconded by Deputy Mayor Alana Jankov that the public meeting be adjourned. The meeting adjourned at 7:21 PM

CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
WEDNESDAY, AUGUST 6, 2025 AT 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Bob Doiron (T/C)**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Tracey McLean, PRC	
Regrets:	**Councillor Terry Bernard**	**Councillor Mitchell Tweel**

(T/C indicates present via teleconference)

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

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

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

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

4. Discussion Item:

a) Review of Proposed Amendments to the Procedural Bylaw
As Chair of Strategic Priorities, Communications & Intergovernmental Cooperation Committee, Councillor Muttart provided some talking points primarily focusing on governance inefficiencies with the City's current Standing Committee Structure such as overlapping responsibilities, discussions at committee level which are then repeated at Council, financial impacts, and time commitments.

Councillor Muttart then spoke to the benefits of introducing a Committee of the Whole (CoTW) - information is heard simultaneously, duplicate discussions are reduced, faster resolution of issues via real-time deliberation, and encourages collaborative exploration across all departments. He added that, operationally, this should result in fewer meetings therefore resulting in lower costs and better use of administrative resources.

It was argued that the current Standing Committee Structure has a solid foundation. The committees allow for stronger working relationships between Councillors and Staff, targeted expertise/oversight and foster leadership and ownership; the current structure should be preserved, introduce CoTW and work on streamlining (not eliminating) the existing structure.

.../2

There was debate related to eliminating the Standing Committees of Council and the impacts it may have; introducing a hybrid model structure was suggested and how these changes would affect the Planning & Heritage Board (Design Review & Heritage Boards).

The CAO indicated there are many different governance models used throughout Canada but the City needs to be cognizant of what will work best for Council, Staff and residents.

Following discussion, Council reached a consensus to advance the proposed amendments to the Procedural Bylaw for first reading at the Regular Meeting of Council scheduled for August 12, 2025 and in the interim, Staff was directed to explore the benefits, challenges, etc. of a stand alone Committee of the Whole governance structure.

5. Adjournment

Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 7:12 PM.

DRAFT

PLANNING AND HERITAGE
REPORT TO COUNCIL
August 12, 2025

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

The Affordable Housing Advisory Committee met on Tuesday, July 15th, copies of the minutes are included in your package.

The Heritage Board met on Monday, July 28th, copies of the minutes and reports are included in your package.

The Planning & Heritage Committee met on Tuesday, August 5, copies of the minutes and reports are included in your package.

The Planning Board met on Tuesday, August 5, copies of the minutes and reports are included in your package.

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

Resolutions: Seven (7)

First Readings: One (1)
Second Readings: None

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING & HERITAGE: AFFORDABLE HOUSING ADVISORY COMMITTEE
TUESDAY, JULY 15, 2025, 12:00 PM
WEST ROYALTY ROOM, MAIN FLOOR, CITY HALL, 199 QUEEN STREET

Present:	**Anne MacRae Townsend, Vice Chair**	**JW Bill Campbell**
	Ryan Cooke	**Ahmed Ahmed**
	Andrew Rose	
Also:	**Deputy Mayor Alanna Jankov**	**Jason Doucette, IO/AA** **
	Sebastian Hall, Planner III	***Minute taker*
	Digen Mavani, Planner I	
Regrets:	**Donna Miller-Ayton, Mgr, Policy & Heritage**	

1. Call to Order

Vice Chair, Anne MacRae Townsend, called the meeting to order at 12:09 PM

2. Declaration of Conflicts

Vice Chair, Anne MacRae Townsend asked if there were any conflicts; there were none.

3. Approval of Agenda

Moved by Ryan Cooke and seconded by Andrew Rose that the agenda for Tuesday, July 15, 2025, be approved.

CARRIED

4. Adoption of Minutes

Moved by Ahmed Ahmed and seconded by Bill Campbell that the minutes of the last meeting held on Tuesday, June 17, as circulated, be approved.

CARRIED

5. Business arising from Minutes

It was noted that the Planning Board meeting will be held tomorrow, and the committee is encouraged and welcome to attend.

6. Discussions:

Moved by Bill Campbell and seconded by Vice Chair, Ryan Cooke be nominated as the new Chair of the Affordable Housing Advisory Committee.

Anne Macrae Townsend was appointed as minute taker for the committee and Jason will provide assistances with it.

Bill stated that Kings Square has taken over the Killiam properties on Burns Avenue and there are 60 three bedroom heated units with one and a half baths all less than $1200 a month, available. Ryan stated that it would be beneficial to have a path made that runs through the property up to the bus stop and restaurants.

Bill stated that it might be the City that owns that property, and Bevans might own the other side and he would let Ryan know.

Ryan mentioned he spoke to Habitat Humanity and suggested that there should be 2 different processes to acquire land and acquire properties and treated separately. The Chair proposed that the three houses be sold individually and relocated. He recommended a two-week tender process through Habitat Humanity to facilitate the separation of the houses from the land. Additionally, he suggested issuing an RFP to identify a housing partner for affordable housing development on the site. The Committee reviewed the proposal and expressed support for moving forward with the idea.

Ryan had brought up lands possibly available as a donation. Deputy Mayor advised that the Committee could take a request to Mike for an updated report on where the stages are on the process.

The Committee agreed to provide a recommendation to the Planning Department on the matter. Digen proposed that the Committee wait for Mike's report before finalizing their recommendation.

However, it was later determined that the Committee would proceed with an initial recommendation at this stage. It was noted that Mike would be informed accordingly by staff.

MOTION:

Moved by Ahmed Ahmed and seconded by Anne MacRae to provide a written recommendation to address the dispensation of vacant houses owned by the City, two closes to Ash Drive and Mount Edward Road and one adjacent to Sherwood Recreation Hall on Maple Avenue. It was suggested that the houses be disposed of by way of public tender in such a way that the houses are sold, leaving the land available to be developed exclusively for affordable housing.

7. Introduction of New Business

Moved by Bill Campbell and seconded by Ahmed Ahmed that Anne MacRae be the Vice Chair and also the minute taker.

Committee asked for an update from Mike Ruus on possible donated lands.

8. Adjournment of Meeting

Moved by Ahmed Ahmed and seconded by Anne MacRae that the meeting be adjourned.
The meeting was adjourned at 12:45 PM

CARRIED

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Deputy Mayor Alanna Jankov, Chair

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, JULY 28, 2025
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Ken McInnis, RM**
	Mayor Phillip Brown	**Emile Gallant, RM**
	Councillor Julie McCabe*	**Lucas MacArthur, RM**
	***Attended virtually**	**Aaron Stavert, RM**
		Simon Moore, RM
Also:	**Donna Miller-Ayton, Mgr, P&H**	**Jason Doucette, IO/AA***
	Brad Vince, PII, HO	***Minute taker**
Regrets:	**Councillor Norman Beck**	
	Sharon Larter, RM	
	Tara Maloney, RM	

1. **Call to Order**

Deputy Mayor Jankov called the meeting to order at 4:34 PM.

2. **Declaration of Conflicts**

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

3. **Approval of Agenda**

Moved by Ken McInnis and seconded by Mayor Brown that the agenda for Monday, July 28, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Simon Moore and seconded by Mayor Brown that the minutes of Thursday, March 27, be approved.

CARRIED

5. **Business arising from Minutes**

There was no business from the minutes.

6. Reports:

It was noted that a letter from Madd was submitted after the package had been distributed and that it was printed and given to the Board at the time of the meeting and added to the file.

a) 3 Brighton Road - Signage on a Designated Heritage Property

Summary:

It was said that the property is a Designated Heritage resource and is located outside of the 500 Lot area and the application was submitted in partnership with Mothers Against Drunk Drivers (MADD) of Canada and the Province of PEI who has agreed to erect a MADD monument in Charlottetown.
It was stated that the proposal is to erect a monument and the monument does not align with the permitted uses of the Open Space Zone (OS), nor does it meet the sign design criteria outlined in the Zoning & Development Bylaw and additionally the monument does not appear to have any relevance to the heritage designation of the property or reference any history related to the uses of the property.
Staff stated what the Board is reviewing now is not whether we agree or would like to see the monument erected in Charlottetown, its whether or not this site is appropriate being a heritage resource in the city and being that it doesn't have any relevance to the history of the land, the Planning & Heritage Department is recommending that the Heritage Board does not approve the monument at this location.

Discussion:

It was asked if there are alternative locations that this monument could go. It was answered yes there are other provincially owned lands in that area that could be suitable, however, the applicant decided to go forward with their proposal and they will make their decision based on this outcome of this meeting, if they would relocate.

It was asked whether the property on which the monument is being proposed is provincially owned land. and it was answered during the meeting that it was City owned land. However, it was confirmed after the meeting that the land is provincially owned. It was also recognized that the property is a Heritage Resource, which triggered this review and subsequent recommendation. Therefore, it had to come through the Heritage Board and although everyone supports MADD, this is a Heritage discussion on land use.

Staff noted that some confusion might have come from the land being a Heritage Resource and the building on the land is not, as it was part of the old hospital that was demolished, and the building left did not get designated as a Heritage Resource.

It was also stated that there is a monument on that parcel now and it speaks to the history of the hospital that was once there.

It was suggested that a deferral might be the better option as no one wants to reject something that can be avoided by going back to the table to find a better location.

The Manager of Policy & Heritage confirmed that staff are not saying they are against the monument being erected, but what is being said is the location that is chosen is not in keeping with the best practices as is outlined in the Zoning and Development Bylaw or Heritage Preservation Bylaw and staff are open to having a discussion with the applicant to find an appropriate location to have this monument erected.

Other locations were discussed briefly, but this decision is for the applicant to make.

It was suggested that instead of deferral, the recommendation should be denied for that particular location, to allow staff to work with the developers to identify a location where the monument would be more visible and make more sense, but the deferral is deferring the decision whether or not it will be placed on this particular parcel. It was responded that if the application is rejected that there would be concern on what kind of message that sends out to the community as not everyone would be following the discussion on live stream so there would be misunderstanding the full context of the discussion and the deferral just allows everyone to sit down and find a compromise and not be rejected.

It was asked why a skate park and ball diamond would be permitted. It was answered that those uses align with the Open Space zone that exists there under the Zoning and Development Bylaw.

MOTION:

Moved by Mayor Brown and seconded by Emile Gallant that the matter be deferred to allow staff to have more discussions with the applicants to find an alternative appropriate location.

Carried
(4-3)
Chair Jankov decided the tie and Ken McInnis, Simon Moore, Councillor McCabe opposed

b) 18 West Street-Renovation to a Designated Heritage Property

Summary:

It was stated that this is a renovation to a designated Heritage property, and the property is located within the 500 Lot area and includes exterior renovations to a fire egress to support second level suite and to bring the existing fire egress into compliance with the existing national building code.
Staff said that the proposed renovation offers minimal to no impact on the character defining elements of the property.
It was also said that stairs and railing are to be built using pressure treated wood and therefore the Planning & Heritage Department recommends that the Heritage Board approve the exterior renovations to the fire egress at 18 West St. to support the second-floor suite and to bring the fire egress into compliance with the building code.

Discussion:

It was asked if they had the option to go to the back of the building. It was answered the existing stair that is going to the back of the building but because of it crossing a window it wouldn't be compliant with the national building code so that is the purpose of the change.

It was asked why there would be other locations that were required to use steel and if this one would be wood. It was answered that there are several factors and some could be if it is going in front of a window, there could be fire concerns coming out of the window, this application, they are still going to need to submit a building permit application and will be reviewed by the team and other details will be ironed out then and there would be approval from the fire inspector as well. This is the heritage piece of the application.

A brief history was given on the property.

MOTION:

Moved by Ken McInnis and seconded by Lucas MacArthur that Heritage Board recommend the proposed exterior renovations to the fire egress at 18 Water Street (PID 341735) to support the second-floor suite and bring the fire egress into compliance with building code be approved.

(6-0)

7. **New Business**

Mayor Brown asked if the 500 Lot Area would be in the Zoning and Development Bylaw for protecting that area. It was answered that there is a new Heritage Preservation Bylaw happening later this year and it was also added that all the policies that are in the draft Official Plan will be formulated into regulations in the Zoning & Development Bylaw.

Mayor Brown asked for a timeline related to the Euston Street project with the modifications being done to the building. It was answered that staff are at the stage of reviewing the drawings that were submitted and are yet to get a formal application in and as soon as that is submitted and reviewed, it will be brought forward.

Mayor Brown asked who the applicant would be. It was answered that it would be a collaboration with Studioworks and CADC.

8. **Adjournment**

Moved by Ken McInnis and seconded by Emile Gallant that the meeting be adjourned.

CARRIED
(6-0)

The meeting was adjourned at 5:09 PM.

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Deputy Mayor Alanna Jankov, Chair

TITLE: **SIGNAGE ON A DESIGNATED HERITAGE PROPERTY** **FILE: 25-768** **3 BRIGHTON RD** **APPLICANT: DERRYL MACDONALD (MADD CANADA IN AGREEMENT WITH GOVERNMENT OF PEI)**	CHARLOTTETOWN
MEETING DATE: June 28, 2025	**Page 1 of 9**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Site Location – Street View B. Site Aerial View C. Architectural Renderings of MADD Monument

SITE INFORMATION:

Ward No: 7 – Ward 1 Queen Square

Property Zone: OS – Open Space

Heritage Recognition: Designated Heritage Resource located outside of the 500 Lot Area.

Adjacent Heritage Properties:

- 1 Terry Fox Drive
- Victoria Park
- 36 Brighton Rd.
- 28 Brighton Rd.
- 26 Brighton Rd.

RECOMMENDATION:

The Planning and Heritage Department recommends that the Heritage Board does not approve the proposed MADD Monument for the property located at 3 Brighton Road (PID 365957).

BACKGROUND:

Application

3 Brighton Road (PID 365957) is a designated Heritage Resource and is located outside of the 500 Lot Area.

The application was submitted in partnership with Mothers Against Drunk Driving (MADD) Canada and the Province of PEI who has agreed to erect a MADD Monument in Charlottetown.

Proposed monument details are shown in the attachment.

PROPERTY HISTORY

The land on which the Prince Edward Home is located was set aside by Lieutenant Governor Edmund Fanning in 1789 as a future home and grounds for the Lieutenant Governor. It was not until the 1820s when a farm was established on the property and 1834, when Government House was finally built. In 1873, 40 acres of the Government House Farm was given to the City of Charlottetown for park use. It was not until 1905 that an additional 16 acres including the Prince Edward Battery and the field west of Government House were transferred to the City of Charlottetown, establishing the boundaries of Victoria Park as we know them today. The remaining land was part of the Lieutenant Governor's Farm.

In the mid-1920s, Lieutenant Governor Frank Heartz offered the eastern side of the Lieutenant Governor's farm property for use as a children's playground. During this period, there was debate over who had control over the property - the Lieutenant Governor or the Province. In 1931, while discussions were going on regarding the relocation of the Prince Edward Island Hospital from Kensington Road, the field behind Government House was suggested. The Prince Edward Island Hospital on Kensington Road cared for a great number of patients throughout its time in operation. However, by the 1920s, a search for a new location had begun. Concerns over a lack of space and the general feeling that the hospital was too close to the railway and a local firing range, which generated a great deal of noise and dirt, led to the decision to search for a new location.

In 1931, the Government of Walter Maxfield Lea granted 5.8 acres of Victoria Park facing on Brighton Road to the Board of the Prince Edward Island Hospital Trustees for the new hospital. The Lieutenant Governor of the day, Walter Hyndman, was not happy and stated that the land was "stolen from behind closed doors".

By July 4th, 1933, the new Prince Edward Island Hospital was ready for occupancy. This would be one of two existing hospitals in Charlottetown at the time including the Roman Catholic, Charlottetown Hospital on Haviland Street. In the late 1970s and early 1980s, a modern acute care facility, the Queen Elizabeth Hospital, would be constructed to replace both hospitals. The Prince Edward Island Hospital was then turned into the Prince Edward Home a 131-bed health care facility. In 1947, a nurses' residence was built on the property, which now houses Provincial Government offices. After the Queen Elizabeth Hospital was built, the Prince Edward Island Hospital trustees gave the land on which the Prince Edward Home and the former nurses' residence stand over to the Province of Prince Edward Island.

With its association with the former Lieutenant Governor's Farm, the Prince Edward Home property is an important part of the City's history. The old Prince Edward Island Hospital remains park like in the midst of the Prince Edward Home and Government office buildings.

POLICY FRAMEWORK:

Bylaw Requirements

Heritage Preservation Bylaw

In accordance with Section 7.2 of the Heritage Preservation Bylaw, this Heritage Permit application is considered a Non-Substantive Application as it involves:

> 7.2.1 A non-substantive Heritage Permit application may be made for a Sign Permit for a Designated Heritage Resource when the application does not adhere to the Sign Design Criteria of the Zoning and Development By-law.

Zoning and Development Bylaw

47.21 SIGN DESIGN CRITERIA – DESIGNATED HERITAGE RESOURCES AND WITHIN THE 500 LOT AREA.

47.21.1 Excluding Sandwich Board Signs and temporary Signs, all Signs that require a Sign Permit shall adhere to the following design criteria if erected in the 500 Lot Area or on a Designated Heritage Resource:

Content:

a. Sign content shall be limited to the name, logo(s), or slogan of a Business Premise, the name of practitioners of said Business Premise, the name of the Building, or the civic address;
b. Signs shall utilize a maximum of two fonts;
c. Signs shall be limited to a maximum of three colours, unless incorporated into a corporate logo, with sufficient contrast so that the Sign is clearly legible;
d. Sign board and background colours shall be dark with a light contrast colour for letter detailing; and
e. Signs shall not have a reflective or neon / fluorescent background.

Materials & Design:

f. Signs and Channel Letters shall be designed in a manner that is consistent with the architectural style and original façade materials of the Building upon which they are erected;

g. Signs and Channel Letters shall be constructed of natural materials, such as wood, metal, glass, or fabric, or a high quality composite material that appears to be a natural material;
h. Crafted Signs with three-dimensional features and decorative detailing are encouraged.

Compatibility & Placement:

i. Signs shall not obstruct any prominent architectural feature or character defining elements of a Building, including but not limited to windows, sills, entrances, door frames, arches, columns, cornices, and molding;
j. Where multiple Signs exist for a single Business Premise, all Signs shall incorporate unifying styles, materials, fonts, colours, and/or typologies;
k. Repetitious Sign information on the same Building wall shall be prohibited;
l. Where a Sign Band exists on a façade, Fascia Signs shall be centred in the Sign band. Where no Sign Band exists, the Fascia Sign shall be centred over the doorway or display windows;
m. Fascia Signs that run the full width of the Building wall are preferred;
n. Signs shall only be located on an Awning / Canopy that extends the full width of the Business Premise.

Method of Attachment:

o. Signs shall be securely mounted onto a Structure in a manner that does not have an adverse impact on the Building's structural integrity, or compromise its heritage value or character defining elements; and
p. All fastening hardware and brackets shall blend into, and be compatible with the Sign's materials and colours.

Lighting:

q. Back-lit Sign boxes shall not be permitted. Back-lit Signs that illuminate only text and logo(s), and have an opaque background, shall be permitted;
r. Signs that incorporate Halo Lighting or a LED back-lighting that illuminates individual letters shall be permitted;
s. Light sources or fixtures shall be compatible with the character of the Building upon which they're attached;
t. Light sources or fixtures shall be positioned directly above, below, or to the side of the Sign that it illuminates. Lighting shall be shield or directed onto the Sign so that it does not shine onto the street or adjacent properties;
u. Lighting may instead be provided from a light source / fixture that illuminates the Sign Face(s);

v. Light sources shall not extend more than 0.6m (2ft) from the Building wall upon which they are attached;

47.22 EXEMPTIONS TO SIGN REGULATIONS

47.22.1 Heritage Board shall make a recommendation to Council on sign Permit applications for Heritage Designated Properties that do not adhere to the Sign Design Criteria and/or the placement of the sign, but not allow an increase in permitted sign face area.

Zoning and Development Bylaw continued

The parcel is zoned as OS – Open Space Zone, which supports the following permitted uses: Active Recreation, Cemetery, Community Garden, Golf Course, Trail System, and Ancillary uses to the foregoing. Therefore, the proposed use is not supported in the zone.

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 11
Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

An example provided in the Guidelines of an appropriate Rehabilitation project:
Replacing a missing historic feature by designing a new built or landscape feature that is compatible with the land use of the cultural landscape, and is based on physical, documentary or oral evidence.

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.

MATERIALS GUIDELINES:

Standard 11

Not Recommended:

Creating a false historical appearance because the new feature is incompatible, or based on insufficient physical, documentary or oral evidence.

Standard 12

Recommended:

Designing a new feature when required by a new use that is compatible with the past or continuing land use. For example, building a visitor access road along the margin of a field and woodlot in an historic farm site, so that both can continue to function.

Not Recommended:

Adding a new feature that alters or obscures a continuing land use, such as locating a visitor parking lot in a character-defining farmyard. Introducing a new feature that is incompatible in function with the past or continuing land use.

ANALYSIS:

The proposal at 3 Brighton Road to erect a MADD Monument does not align with the permitted uses of an OS Zone, Open Space Zone. Nor does it meet the Sign Design Criteria outlined in the Zoning and Development Bylaw. Additionally, the proposed monument does not appear to have any relevance to the Heritage Designation of the property or reference any history related to the uses of the property.

CONCLUSION:

The Planning and Heritage Department recommends that the Heritage Board does not approve the proposed MADD Monument for the property located at 3 Brighton Road (PID 365957).

PRESENTER:

Original document signed by
Brad Vince

Brad Vince
Heritage Officer

MANAGER:

Original document signed by
Donna Miller-Ayton

Donna Miller-Ayton
Manager of Planning & Heritage

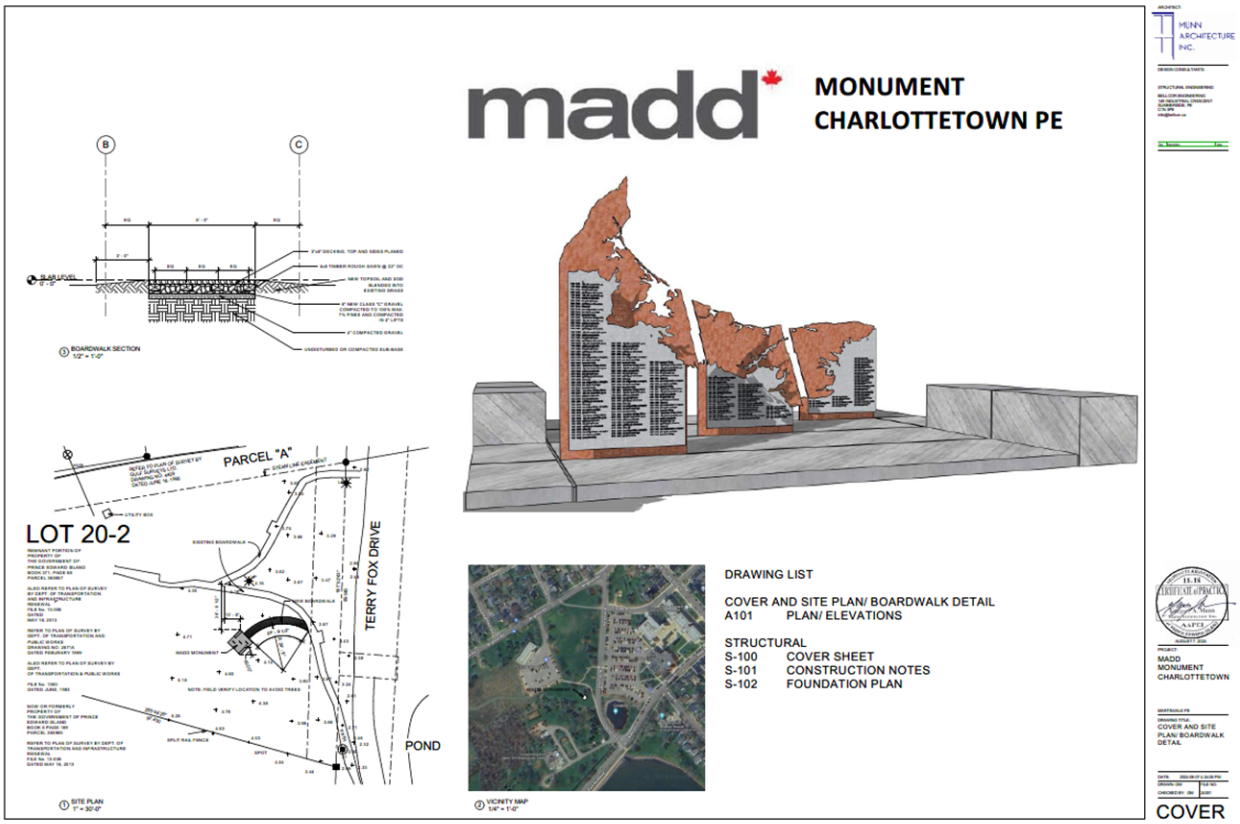
Appendix A - Site Location – Street View



Appendix B – Site Aerial View



Appendix C – Architectural Renderings of MADD Monument



TITLE: **RENOVATION TO A DESIGNATED HERITAGE PROPERTY** **FILE: 25-827** **18 WEST STREET** **APPLICANT: LORIN T. BREHAUT**	CHARLOTTETOWN
MEETING DATE: July 28, 2025	**Page 1 of 6**
DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Site Location – Street View B. Site Aerial View C. Architectural Renderings
SITE INFORMATION: **Ward No:** 6 – Ward 1 Queens Square **Property Zone:** DN – Downtown Neighbourhood **Heritage Recognition:** Designated Heritage Resource located inside of the 500 Lot Area. **Adjacent Heritage Properties:** • 22 West Street • 17 West Street • 2 Kent Street	

RECOMMENDATION:

The Planning and Heritage Department recommends that the Heritage Board approve the proposed exterior renovations to 18 West Street (PID 341735), including the relocation of the fire egress stairs.

BACKGROUND:

Application

18 West Street (PID 341735) is a Designated Heritage Resource and is located within the 500 Lot Area.

The application includes exterior renovations to the fire egress to support a second-level suite and bring the existing fire egress into compliance with the existing building code.

PROPERTY HISTORY

The heritage value of West End House lies in its Georgian influenced architecture; its association with various prominent Charlottetown residents; and its role in supporting the streetscape.

Merchant, David Wilson, built West End House in 1839-1840. It was constructed across the street, near the riverbank where Beaconsfield Historic House now stands. Although Wilson owned the building, he rented it to a number of prominent residents such as Hon. William Swabey, Chief Justice Jarvis and Captain Beazeley. Later owners or occupants include Stephen Swabey, Lieutenant Governor and merchant, J.S. Carvell, Mayor Thomas Heath Haviland and shipbuilder and merchant, James Peake. It was Peake who sold the home in order to build his own mansion, Beaconsfield on the West End House's former site. In later years, Professor Samuel Earle's family lived at West End House. Professor Earle was the organist at St. Paul's Church and his family was known locally for their musical talents. Their household was remembered fondly for its music and laughter.

West End House was inspired by the Georgian tradition. The Georgian style is one of the most common architectural styles on Prince Edward Island. It emerged from 18th Century Britain and was intent on expressing confidence, order and balance. The home's Georgian inspired features include a hipped roof, symmetrical massing and simple mouldings. Although the windows and doors have been changed, the home retains its overall proportions.

According to newspaper ads and John Lawson's "Letters of Prince Edward Island" (1851), the property's original features included a flower garden and a pure water spring. The home included a drawing room, a dining room and a study on the first floor, approximately five bedrooms on the second floor as well as servants' rooms, nursery and kitchens.

Although now an apartment house West End House has retained its symmetrical massing. Standing among a number of grand homes, it helps to support West Street’s streetscape.

POLICY FRAMEWORK:

Bylaw Requirements

In accordance with Section 4.2.4 of the Heritage Preservation By-law, the Heritage Board will review the compatibility of the proposed renovations in relation to the criteria listed in Section 5.1.1. 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.

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 3

Conserve heritage value by adopting an approach calling for minimal intervention.

The exterior renovation of the fire egress adopted a minimal intervention approach in renovations to meet compliance with national building code.

Standard 5

Find a use for an historic place that requires minimal or no change to its character-defining elements.

The exterior renovation of the fire egress requires no change to character defining elements of this property.

MATERIALS GUIDELINES:

Recommended:

Adding new features to meet health, safety or security requirements, such as an exterior stairway or a security vestibule in a manner that respects the exterior form and minimizes impact on heritage value.

Not Recommended:
Constructing a new addition to accommodate code required stairs or elevators on a highly visible, character-defining elevation, or in a location that obscures, damages or destroys character-defining elements.

ANALYSIS:

The proposed renovation of 18 West Street involves renovations to the exterior stairway on the south side of the building to support the second level suite and to make the fire egress stairs compliant with the National Building Code. This Heritage Assessment Report and recommendation have been prepared in accordance with the *Heritage Preservation Bylaw*.

The proposed renovations to the exterior fire egress offers minimal to no impact on the character defining elements of the designated heritage property. Stairs and railings are to be built with pressure-treated wood.

CONCLUSION:

The Planning and Heritage Department recommends that the Heritage Board approve the proposed exterior renovations to the fire egress at 18 West Street (PID 341735) to support the second-floor suite and bring the fire egress into compliance with building code.

PRESENTER:
Original document signed by
Brad Vince

Brad Vince
Heritage Officer

MANAGER:
Original document signed by
Donna Miller-Ayton

Donna Miller-Ayton
Manager of Policy & Heritage

Appendix A – Site Location – Street View

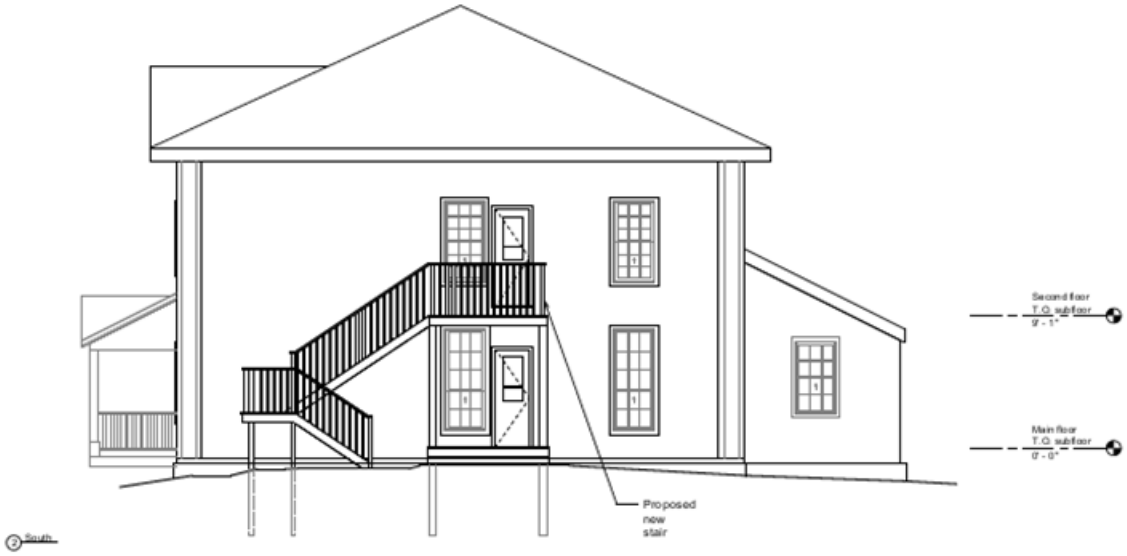


Appendix B - Site Aerial View



Appendix C – Architectural Renderings





PLANNING & HERITAGE: COMMITTEE MINUTES
THURSDAY, AUGUST 5, 2025, 3:30 PM
COUNCIL CHAMBERS 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Councillor Julie McCabe**	**Mayor Philip Brown**
	Deputy Mayor Alanna Jankov	**Councillor Norman Beck**
Also:	**Brad MacConnell, CAO**	**Jason Doucette, IO/AA***
	Michael Ruus, Director, Int. Growth	**Minute taker*
	Donna Miller-Ayton, MP&H	
	Shane Jones, Mgr, Bld. Inspections	
Regrets:		

1. Call to Order
Chair Jankov called the meeting to order at 3:29 PM

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

3. Approval of Agenda
Moved by Councillor McCabe and seconded by Mayor Brown that the agenda for Tuesday, August 5. 2025, be approved.

CARRIED
(3-0)

4. Adoption of Minutes
Moved by Mayor Brown and seconded by Councillor McCabe that the minutes of the last meeting held on Thursday, July 3, 2025, as circulated, be approved.

CARRIED
(3-0)

5. Business arising from Minutes
Mayor Brown and Chair Jankov asked for an update on the designation of West Street to a heritage streetscape and that follow-up would be required.

6. Reports:

a) **Contract Award for the Heritage Conservation Bylaw Review & Update**
Donna Miller-Ayton, Manager Policy & Heritage

Summary:

It was stated that the purpose of the report was to inform the Planning and Heritage Committee, and subsequently the Finance Committee and Council, of the outcome of the Request for Proposals (RFP) process for the review and update of the city's existing Heritage Preservation Bylaw.

It was stated that the city issued the RFP on May 27th of this year and up to the date of closing one submission was received.

It was said the scope of work involved in this RFP included

- Comprehensive recommendations to strengthen the bylaw,
- Regulatory review,
- Best practices analysis,
- Language and structure consistency,
- Zoning and development coordination,
- Demolition control framework,
- Heritage streetscape identification,
- Sustainable development integration,
- Review of incentive programs, and
- Temporary and permanent designation process review.

It was stated that staff from the Planning & Heritage department did a comprehensive review and also reached out to the proponent to seek clarification on several components and were satisfied they addressed everything adequately, and that they demonstrate strong qualifications.

It was said that staff of the Planning & Heritage Department recommend that the Committee recommend to Finance Committee and then Council that the bid by Intra Studio, in the amount of $150,000 plus HST, be accepted.

Discussion:

It was said it's important as we're moving into zoning and development bylaw that it would be good to have this heritage conservation bylaw protected.

It was asked if there would be protection for the 500 Lot Area in this new bylaw. It was answered that there are several different pieces which would include the Official Plan, the Zoning and Development Bylaw and also the Heritage Bylaw that will come together to provide the requisite regulatory framework to govern development in the city.

It was asked if this bylaw is one of the top 10 that was identified and being worked on. It was answered that it is considered part of the Official Plan and Zoning Bylaw work which all go together.

Clarification was asked around the 500-lot area and other areas in the city that are not necessarily in the 500 Lot area. It was clarified that the consultants will do a comprehensive review, and streetscapes outside the 500 lots can be included, pending Council approval.

It was asked if Intra Studio is based in Halifax. It was answered that yes, it is a small firm who's done work for HRM, Italy, and even UNESCO-level heritage designations.

It was asked for clarification that the process would involve community engagement. It was answered yes, that will be a big part of the process including this committee, developers, and the community at large.

Clarification was asked for around the Finance Committee involvement and they are just looking at the money aspect of the item. It was answered that yes, the project is $150,000 plus HST, which is about $15,000 over the original amount, but it's been confirmed with Finance that we can reallocate from other budget items to cover the additional cost.

MOTION:

Moved by Mayor Brown and seconded by Councillor McCabe that Planning and Heritage Committee recommend to the Finance Committee, and subsequently to Council that the bid submitted by INTRA Studio in the amount of $150,000 plus HST be accepted for the review and update of the City's existing Heritage Preservation Bylaw.

CARRIED
3-0

b) Appointment of Matt Mowry as a Residential-Level Building Official
Shane Jones, Manager, Building Inspection

Summary

It was stated that the purpose of the report is to request that Matt Mowry, Building Inspector I, be appointed as a building official with residential-level qualification under the PEI Building Code Regulations, specifically subsection 36.

It was said that Matt was hired on November 14th, 2024. He's been enrolled with the Nova Scotia Building Officials Association. PEI doesn't have their own association for building officials, so staff seeking qualifications mandatory for the position must join another province's association and complete their training program.

It was also said that on July 17th, 2025, Matt obtained an approval letter confirming his qualification as a Residential Building Official through Nova Scotia. This confirmation comes following the completion of various courses and exams in Nova Scotia's training program.

It was stated that a letter was sent to the Minister of Housing, Land and Communities from city staff requesting confirmation of Matt's qualifications for council appointment as a Residential-level Building Official. On August 1st, 2025, staff received a letter from the Minister confirming Matt's eligibility for appointment through Council.

It was also said that this allows Matt to review permit applications, complete plan reviews, and conduct inspections for one- and two-unit dwellings, accessory buildings to these dwellings, and decks, and take any action that a building official is authorized by the Act to take in respect of those dwellings.

It was said that this appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to help reduce permit wait times for our customers and alleviate the workload from the other two members of the Building Inspection Team.

Discussion:

It was asked why this position (appointment) would need to go to Council. It was answered that it's required by legislation under the PEI Building Codes Act that a council of a municipality appoint building officials for the purposes of administering the Act and Regulations (see PEI Building Codes Act subsection 8(3)).

It was asked if residential-Level Inspectors issue fines? It was answered yes, but it is rare that fines are issued. There are other tools that staff can utilize to dissuade contraventions to the applicable bylaws and regulations such as doubling permit fees. Summary Offence ticketing for building code bylaw infractions is not believed to be set-up currently within the City but could be a future option for enforcement of building code bylaws.

It was asked to look into whether we can tie this into the unsightly/dilapidated bylaw. It was answered that it would be looked into.

MOTION:

Moved by Councillor Beck and seconded by Councillor McCabe that Committee recommends to Council that Matt Mowry be appointed as a Building Official with Residential-Level Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

CARRIED
(3-0)

c) Appointment of Jozeph Christiaans as a Level II Building Official
Shane Jones, Manager, Building Inspection

Summary

It was stated that this report is to request that Jozeph (Joe) Christiaans, Building Inspector II, be appointed as a Building Official with Level II Qualification, as per subsection 36 of the PEI Building Code regulations.

It was said that Joe was hired January 29, 2024. In February 2024, Joe received confirmation from the Minister of Housing, Land and Communities that, pursuant to subsection 37(3) of the Building Codes Regulations, Joe possesses the necessary requirements to qualify for council appointment as a Level II Building Official in the City of Charlottetown.

It was stated that this appointment will allow Joe to complete plan reviews and inspections in respect of any building that is within the scope of the National Building Code, and take an action that a building official is authorized by the Act to take in respect of any building that is within the scope of the National Building Code (Joe's appointment covers all building types, not just residential 1 or 2-unit).

It was also stated that this appointment will continue to help reduce permit backlogs and workload for the building inspectors in the department and help decrease wait times for permit approvals.

Discussion:

It was asked if this falls under the Planning Act or the Labor act. It was answered that it would fall under the Building Codes Act.

It was asked if building inspectors can issue fines. It was answered that there would still be work to do on the Summary Offence Bylaw for the inspectors to issue fines by way of summary offence ticketing. Fines issues through the courts is an option (not common). Doubling of permit fees for construction commencing without a permit is an option that is used when applicable.

MOTION:

Moved by Councillor Beck and seconded by Councillor McCabe that the Committee recommend to Council that Jozeph Christiaans be appointed as a Building Official with Level II Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Carried
(3-0)

7. Introduction of New Business

Mayor Brown stated that there was inquiries made about the Welcome to Charlottetown signage on the East side of the City and is near M & M Furniture now and as we know the boundary has moved to the corner of St. Peters Road and York road. Public Works has said they would do the work but it had to go through the Planning & Heritage Committee.

Chair Jankov asked for an update around the ByLaw Enforcement officer vacating and what next steps would be in the interim to be brought back to the next meeting. CAO McConnell responded that although the Bylaw Enforcement Officer will be missed, this provides an opportunity to look at restructuring as I think we all realize that bylaws are a growing and ever demanding issue withing our Municipality so we want to make sure we are looking at with with a forward-thinking stance and will bring something back to Committee soon.

8. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Councillor Beck that the meeting be adjourned.
The meeting was adjourned at 3:58 PM

CARRIED
(3-0)

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report no. PH-2025-08-16

Date: August 5, 2025

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

Reporting Department: Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments: None

Report Title:
Contract Award for the Review and Update of the Heritage Bylaw

Report Purpose:
To inform the Planning and Heritage Committee and subsequently the Finance Committee and Council of the outcome of the Request for Proposals (RFP) process for the review and update of the City's existing Heritage Preservation Bylaw.

Staff Recommendation:
That the Planning and Heritage Committee recommend to the Finance Committee, and subsequently to Council, that the bid submitted by INTRA Studio in the amount of $150,000 plus HST be accepted for the review and update of the City's existing Heritage Preservation Bylaw.

Report Details:

On May 27, 2025, the City of Charlottetown issued a Request for Proposals (RFP) to solicit submissions for the review and update of the existing Heritage Preservation Bylaw. The scope of work involves developing comprehensive recommendations aimed at strengthening the bylaw's effectiveness in protecting and conserving the city's heritage resources. The RFP also encompasses, but is not limited to, the following key components:

- **Regulatory Review:** Examine existing heritage resource regulations, including heritage conservation regulations, definitions, zoning regulations, provincial heritage laws, and national guidelines, to ensure comprehensive alignment and applicability.
- **Best Practices Analysis:** Assess best practices from other Canadian municipalities and jurisdictions to integrate innovative and practical approaches into the updated Bylaw.
- **Language and Structural Consistency:** Ensure clarity, precision, and consistency in the Bylaw's language and structural organization.
- **Zoning and Development Coordination:** Work collaboratively with City staff and consultants to ensure that the Zoning and Development Bylaw update, which commenced in winter 2025, aligns with the Heritage Preservation Bylaw update. Cross-consultant collaboration is essential during the update to avoid duplication of work, ensure seamless integration, and align deliverables so that the objectives of each project can be met.
- **Demolition Control Framework:** Develop clear evaluation criteria and procedures for assessing demolition requests, incorporating detailed heritage assessment protocols, ensuring alignment with heritage conservation priorities and addressing potential impacts on the 500 Lot Area. Establish a robust and enforceable process to manage and control demolitions within the 500 Lot Area.
- **Heritage Streetscape Identification:** Identify potential heritage streetscapes, areas, and districts that warrant protection and conservation.

- **Assessment Criteria and Regulatory Processes:** Develop assessment criteria and establish regulatory processes for designating heritage buildings, streetscapes, areas, and districts, including a clear explanation of the enabling authority for creating and regulating such conservation areas.
- **Sustainable Development Integration:** Incorporate best practices for sustainable development, minimizing the risks of climate change impacts, reducing GHG emissions, and promoting environmental protection in the Bylaw.
- **Heritage Incentive Program Review:** Evaluate and align the Heritage Incentive Program with updated Bylaw provisions and objectives.
- **Temporary and Permanent Designations:** Develop a process for temporary and permanent designation of heritage resources, outlining clear criteria, timelines, and procedures for transitioning between these designations.

By the proposal deadline of June 25th, only one submission was received. Staff from the Planning and Heritage Department reviewed the proposal from INTRA Studio, sought clarification on several components, and are satisfied that the team has adequately addressed the project scope and demonstrated strong qualifications. The submission reflects a solid understanding of the City's context, guiding documents, and heritage landscape. INTRA Studio's team brings both local and international experience as active heritage professionals, which further strengthens their suitability for this project.

The request to bring this matter to the Finance Committee is due to the overall proposed budget exceeding the initial allocation after HST is added. However, discussions with the Finance team have confirmed there is sufficient flexibility within the department's approved budget to reallocate funds from other line items to cover the additional cost.

Council or Committee History:

Financial Implications:
Fully funded through the HAF program. This project was approved as part of the overall budget for the current fiscal year.

Public Engagement and Communication:
Stakeholder consultations/Public Education Campaign will be done in collaboration with the City's Communications team.

Legislative Authority:
Municipal Government Act

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

Reviewed By:

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

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: PH-2025-08-17

Date: August 5, 2025

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

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Shane Jones – Manager of Building Inspection

Attachments:

Confirmation Letter from Minister Myers

Report Title:
Appointing Matt Mowry as a Residential-Level Building Official

Report Purpose:
To request that Matt Mowry, Building Inspector I, be appointed as a Building Official with Residential-Level Qualification as per Subsection 36 of the PEI Building Code Regulations.

Staff Recommendation:
That Committee recommends to Council that Matt Mowry be appointed as a Building Official with Residential-Level Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Matt Mowry was hired by the City of Charlottetown on November 14, 2024 in the role of Building Inspector I.

On July 17th, 2025, Matt obtained an approval letter confirming his qualification as a Residential Building Official from the Nova Scotia Building Code Training & Certification Board. This qualification comes following the completion of various courses and exams through the Nova Scotia Building Official Association's Training Program.

On August 1st, 2025, Matt received a signed letter from the Minister of Housing, Land and Communities confirming that, pursuant to subsection 37(1.1.) of the Building Codes Regulations, Matt possesses the necessary requirements to qualify for council appointment as a Residential Building Official in the City of Charlottetown.

This appointment as a Residential-Level Building Official will allow Matt to

(i) Complete plan reviews and inspections in respect of buildings that are single and two-family dwellings under 600 square metres, including buildings accessory to the dwellings that are within the scope of Part 9 of the Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of those dwellings.

This appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to improve permit processing times for our customers and alleviate workload from the two current building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager / Director	**CAO**
Original document signed by Shane Jones	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Housing, Land and Communities

Logement, Terres et Communautés

Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

July 24, 2025

Residential Level Building Official Qualification

Pursuant to subsection 37(1.1) of the Building Codes Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Residential Level Building Official in the City of Charlottetown:

Matt Mowry
8344 Rte 19, Desable, PE C0A 1C0

Hon. Steven Myers
Minister of Housing, Land and Communities

Date: July 29, 2025

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #1

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That, pursuant to Subsection 8(3) of the PEI Building Codes Act as referenced by the Building Code Bylaw (PH-BC.3), Council hereby appoints Matt Mowry as a Building Official with Residential-Level Qualification, allowing him to undertake the duties and responsibilities that come with that level of authorization as per subsection 36(a.1) of the PEI Building Codes Regulations, and

That this designation of authority shall cease if the job duties of this employee no longer require the designation, if the employee terminates employment with the City of Charlottetown, or upon further written notice.

City of Charlottetown Committee Report

Report No: PH-2025-08-18

Date: August 5, 2025

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

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Shane Jones – Manager of Building Inspection

Attachments:

Confirmation Letter from Minister Myers

Report Title:
Appointing Jozeph Christiaans as a Level II Building Official

Report Purpose:
To request that Jozeph Christiaans, Building Inspector II, be appointed as a Building Official with Level II Qualification as per Subsection 36 of the PEI Building Code Regulations.

Staff Recommendation:
That Committee recommends to Council that Jozeph Christiaans be appointed as a Building Official with Level II Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Jozeph (Joe) Christiaans was hired by the City of Charlottetown on January 29, 2024 in the role of Building Inspector II.

In February 2024, Joe received a signed letter from the Minister of Housing, Land and Communities confirming that, pursuant to subsection 37(3) of the Building Codes Regulations, Joe possesses the necessary requirements to qualify for council appointment as a Level II Building Official in the City of Charlottetown.

This appointment as a Level II Building Official will allow Joe to

(i) Complete plan reviews and inspections in respect of any building that is within the scope of the National Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of any building that is within the scope of the National Building Code.

This appointment will aid in improving permit processing times for our customers and alleviate workload from the two current building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager / Director	**CAO**
Original document signed by Shane Jones	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Prince Edward Island
CANADA

Housing, Land and Communities

Logement, Terres et Communautés

Île-du-Prince-Édouard
CANADA

PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Level II Building Official Qualification

Pursuant to subsection 37(3) of the *Building Codes Act* Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Level II Building Official in the City of Charlottetown:

Jozeph T. Christiaans
2418 TCH Route 1, Flat River, PE C0A 1R0

Hon. Rob Lantz
Minister of Housing, Land and Communities

Date: FERUARY 13, 2024

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #2

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That, pursuant to Subsection 8(3) of the PEI Building Codes Act as referenced by the Building Code Bylaw (PH-BC.3), Council hereby appoints Jozeph Christiaans as a Building Official with Level II Qualification, allowing him to undertake the duties and responsibilities that come with that level of authorization as per subsection 36(c) of the PEI Building Codes Regulations, and

That this designation of authority shall cease if the job duties of this employee no longer require the designation, if the employee terminates employment with the City of Charlottetown, or upon further written notice.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, AUGUST 5, 2025
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

1. Call to Order

Chair Jankov called the meeting to order at 4:33 PM

2. Declaration of Conflicts

Chair Jankov asked if there were any conflicts. Councillor Beck indicated that he was in conflict with the first item and would remove himself from the discussions.

3. Approval of Agenda

Moved by Paul Connolly and seconded by Dave Essery that the agenda for Tuesday, August 5, 2025, be approved.

CARRIED

4. Adoption of Minutes

Moved by Bobby Kenny and seconded by Satyajit Sen that the minutes of the Planning Board meeting held on Thursday, July 16, 2025, as circulated, be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.
**Councillor Beck left chambers at 4:35 PM

6. Reports:

a) Variances:

1. 70 Longworth Avenue (PID# 364364)

David G., Manager of Development Planning

Request:

A Major Variance to allow for a decreased flankage yard setback of 3.35 metres (11 feet) whereas a minimum setback of 6 metres (19.7 feet) is otherwise required for apartment dwellings in the (R-3) zone and to permit a minimum lot area of 74 square metres per apartment unit whereas a minimum lot area of 140 square metres is required per apartment unit on a corner lot in the (R-3) zone.

Summary:
It was said the request submitted was to reduce the required flankage setback and minimum lot area per unit and that the proposal involves replacing a converted 3-storey dwelling with a 5-storey 38-unit apartment.

It was also stated that the development is within a Medium Density Residential (R-3) Zone, where apartment buildings are permitted and is on the corner of Longworth and Victory Avenues with the existing use being Single-detached converted to apartments and its surroundings are a residential area with nearby school and cemetery.

Staff stated that per legislative requirements, public notification was issued to 69 nearby property owners on June 23, 2025 and the public meeting was scheduled and written comments solicited with a total of 15 responses received: 14 opposed, 1 in support.

It was stated that some concerns included increased traffic, impact on neighborhood character and peaceful enjoyment, a mismatch with surrounding low-density residential area, a heritage value of the existing building and allegations that the property may have been associated with notable historical figures, specifically, Alexander B. Warburton, former PEI Premier.

It was also stated that Public Works is generally supportive and suggested improvements to access points and noted minor traffic concerns. The Fire Department said one potential issue regarding hydrant distance depending on final design.

It was said that some of staff's analysis would be that the variance would allow an increase from 20 units (per zoning) to 38 units, there would be potential benefit to local housing supply. It was also stated that some heritage concerns require further exploration as research confirmed

historical association with Premier Warburton and Isabel Cogswell Longworth and also that the property was under John Longworth's ownership in 1880.

It was stated that some of the positive attributes were that it addresses housing shortage and Nearly doubles allowable housing and that a neurtral attribute is a permit is still required and that some shortcomings are increased traffic and a density loss of historical structure.

It was stated that due to significant public opposition, and credible heritage concerns, Planning staff recommend deferral of decision and that further review by City Heritage Planning Staff and the Heritage Board is advised before reconsidering the variance.

Applicant: Shallyn Murray, Architect (9 Yards Studio) - Lucas Welsh, Developer (Red Dirt Properties)

Shallyn stated that the design is currently showing a mix of one and two bedroom units with half the parking underground and the other half surface parking.

It was said the idea of the application was to increase housing options in Charlottetown and add new rental units in location that's walkable to services.

It was also stated that the applicant is in full support of this going to the Heritage Board for review.

It was said that the applicant is committed to the City to find a balance both the housing needs and the community character.

Discussion:

It was asked what the next steps are. It was answered that the Heritage Board would do a deeper dive to determine potential heritage values for the property.

It was asked about the clarity on the limited access road on Longworth Ave. It was clarified that it would be a main arterial road and basically that Victory Avenue and Longworth Avenue are not limited access streets.

It was asked for clarification on the property boundary and asked about green space. The boundary was clarified on the presentation screen.

There was some discussion around demolition permits and heritage board possibilities.

Dr. Grant Matheson, Jim MacMillan and Adam Lidstone, all local residents, spoke in opposition citing concerning proximity to their existing properties, setbacks to the property line, an increase in traffic, heritage trees, children's safety and also noise and the neighborhood structure in general along with not being in line with the city's Official Plan.

Discussion was held around the deferral to accept or put another recommendation forward at the request of Councillor McCabe.

MOTION:

Moved by Councillor McCabe and seconded by Paul Connolly that Planning Board NOT recommend to Council that the following Major Variance for the subject property identified as 70 Longworth Avenue (PID# 364364) to allow for a proposed 5-storey, 38-unit apartment building having both surface level and underground parking be deferred to City Heritage Planning staff and the Heritage Board for further review concerning the heritage significance of the subject property based on associative value with respect to local historical figures:

1) Permit a flankage yard setback of 3.35 metres (11 feet) with respect to Victory Avenue whereas a minimum flankage yard setback of 6 metres (19.7 feet) is otherwise required for apartment dwellings in the (R-3) zone; and

2) Permit a minimum lot area of 74 square metres per apartment unit whereas a minimum lot area of 140 square metres per unit is otherwise required for a corner lot in the (R-3) zone.

And instead recommend to Council that the proposed Major Variance be denied.

CARRIED
(4-3)
Jacqui, David, Lea opposed

**Councillor Beck returned to Chambers at 5:24 PM

b) Rezonings:

1. **Unaddressed Parcels – Violet Circle and Evelyn Street (PID# 778308) Lots 16, 17, 28, 29**
   Sonia K., Planner II

Request:

This is a request to rezone the subject properties from the Low Density Residential Single (R-2S) to the Medium Density Residential (R-3) Zone in order to facilitate the future development of the four (4) subject lots with stacked townhouses each containing four (4) units for a total of sixteen (16) units across all lots.

Summary:

It was stated that these lots fall under the R-2S zoning and Low Density Residential designation and the application proposes the development of four (4) individual vacant lots with two-storey, four-unit stacked townhouses—sixteen (16) units total.

It was said that parking is planned in front of each unit and the buildings would comply with R-3 zoning requirements including setbacks, lot area, and frontage and that the lots are part of a subdivision still under construction. Currently zoned R-2S, which permits only single-detached, semi-detached, and duplex dwellings, the proposed stacked townhouses are not permitted.

It was stated that the property is located near Norwood Road and approx. 700 metres from the Arterial Highway, the proposal introduces new housing typologies in a growing area and in line with Regulation 3.10.4, a notice was mailed on July 18, 2025, to 8 property owners within 100 metres of the site and the notice detailed the proposal and requested written comments and no responses were received.

It was also said that at the Public Meeting on July 29, 2025, no residents spoke for or against the project. Only technical questions from a Councillor and a Board member were addressed by Planning staff.

It was said that the Fire Department noted (May 22, 2025): Hydrants are sufficient; density increases emphasize the need for a second road to Norwood Road, the Water & Sewer (May 14, 2025): No concerns until servicing plan is submitted and Public Works (May 22, 2025): Recommended reducing driveway widths to 6.0 m; approved by Fire and also that Parks & Recreation (May 15, 2025): No objections; park allocation already approved alont with Environment & Sustainability (May 22, 2025): Requested involvement in tree planning and species selection.

It was stated that the rezoning from R-2S to R-3 allows stacked townhouses, supporting compact growth and each lot meets R-3 requirements. Official Plan policies (Sections 3.1, 3.2, and 3.3) support infill, moderate density, and variety in housing and also that the development is aligned with neighbourhood form and infrastructure.

It was stated that although not affordable housing by definition, it increases options and density without disrupting existing development, as the lots are currently vacant.

It was stated that the proposal aligns with the Official Plan, especially Sections 3.1 and 3.2. No public opposition was recorded. City departments found no major technical issues.

It was said that planning staff recommend that Planning Board advise Council to approve:

1) Rezoning from R-2S to R-3 for Lots 16, 17, 28 and 29 (PID# 778308)

2) Future Land Use Map amendment from Low to Medium Density Residential to allow 4-unit stacked townhouses on each lot

Discussion:

Clarification was asked around the entrance to the building. It was clarified and the definition was reviewed for stacked townhouses.

MOTION:

Moved by Councillor McCabe and seconded by Dave Essery that Planning Board recommend that City Council approve the following requests for rezoning and Official Plan Amendment:

1. **Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject properties identified as 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) and**

2. **Amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to medium density residential to facilitate the development of each of the four (4) lots identified as Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle, PID# 778308 with a 4-unit building (stacked townhouse dwelling)**

CARRIED
(8-0)

2. **Unaddressed Parcel – Viceroy Avenue (PID# 349035)**

   David G., Manager of Development Planning

Request:

This is a request to proceed to public consultation concerning a request to rezone the subject property from the current Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone in order to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units total.

Summary:

It was said that the purpose of the proposed rezoning is to develop the subject property with three (3) semi-detached dwellings each on separate future lots containing two (2) units for a total of six (6) dwelling units across the combined sites.

Staff also noted that parking spaces for each of the semi-detached units are proposed to be located to the front of the respective units facing the street frontage and that the proposed structures would require further relief from (R-2) zoning requirements through future variance should the rezoning be approved as deficiency with respect to rear yard setback would need to be addressed prior to development based on the site concept plans provided.

It was stated that the subject property is a vacant interior residential lot located within the mature developed neighbourhood of Brighton and that all properties that bound the site to the south (fronting onto Admiral Street) are within the (R-2) zone and contain a mix of existing single-detached and semi-detached dwellings.

It was also said that immediately abutting the west of the site is a single-detached dwelling in the (R-1L) zone that is a thru-lot having main frontage onto Admiral Street to the south while the property abutting to the east is a vacant lot fronting onto Viceroy Avenue also containing no buildings or structures and that the subject property is located directly across the street from West Kent Elementary School and is located approximately 300 metres (984 feet) due west of North River Road being a primary north-south collector road connecting the downtown to other areas of the City including the local neighbourhood to which the subject property belongs.

It was stated that if the proposed Zoning Bylaw Amendment (Rezoning) is approved to proceed to the public consultation phase, the Planning & Heritage Department will notify the public of the future public meeting date in accordance with Section 3.10.4 of the Zoning & Development Bylaw.

It was said that 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 and that 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.

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

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject property identified as Viceroy Avenue (PID# 349035) from the Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units.

Discussion:

It was asked if this was before the board in the past. It was clarified that this is a new property owner and a different application (Zoning versus variance) than the previous application and the new owner would like to add 3 semi-detached dwellings versus 2 single-detached dwellings as per the previous development proposal.

Past activities related to the property and other owners was briefly recapped and discussed.

MOTION:

Moved by Councillor McCabe and seconded by Paul Connolly that the Planning Board recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject property identified as Viceroy Avenue (PID# 349035) from the Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units.

CARRIED
(8-0)

c) Lot Consolidations:

1. **161-167 Mount Edward Road (PID#s 390237, 566976 and 390260)**
   David G., Manager of Development Planning

Request:

This is a request to consolidate three (3) lots within the Comprehensive Development Area (CDA) Zone being PID#s 390237, 566976 and 390260 to facilitate the future development of the

combined subject lands with up to 150 apartment dwelling units on the combined site spread across two (2) Phases of development. The proposed lot consolidation will require approval from Council.

Summary:

It was said that the subject lands are situated on the west side of Mount Edward Road, south of the Pine Drive intersection and the property identified as PID# 390260 contains a single-detached dwelling, while the other two lots are vacant and undeveloped and that together, the three parcels total approximately 1.25 hectares (3.09 acres) with a combined road frontage of roughly 84 metres (275 feet) along Mount Edward Road.

It was also stated that this consolidation supports the intended development of two apartment buildings and a prior rezoning and land-use amendment were already approved to support this project.

It was stated that the lot consolidation is necessary for development to proceed and without consolidation, existing interior property lines prevent compliance with zoning requirements for minimum lot area, frontage, and building setbacks.

Staff also noted that while Planning staff can approve lot consolidations in R-1 and R-2 Zones, applications in the CDA Zone require formal approval from Council under Section 48.3.4(a) of the Zoning and Development Bylaw and this step is therefore required to support the development as outlined in the site concept plan.

It was said that planning staff are of the opinion that this proposed consolidation aligns with the intent of the recent zoning and land-use changes approved by Council. It is a necessary and appropriate step to facilitate the proposed apartment development and that the Planning & Heritage Department recommends that Planning Board advise Council to approve the consolidation of PID#s 390237, 566976, and 390260, subject to submission of a final pinned survey plan.

Discussion:

There was no discussion or comments.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend to Council that the consolidation of primarily vacant and undeveloped

lands identified as 161-167 Mount Edward Road being PID#s 390237, 566976 and 390260 be approved, subject to a final pinned survey plan.

CARRIED
(8-0)

d) Reconsideration:

1. **<u>231 Richmond Street (PID# 340703)</u>**

   David G., Manager of Development Planning

<u>Request:</u>

This is a request to reconsider the issuance of a Demolition Permit by the City of Charlottetown (Permit# 005-DEM-25) with respect to the demolition and removal of an existing residential structure on the subject property in the Downtown Neighbourhood (DN) Zone. The subject property is proposed to be developed in the future with a 3-unit affordable housing building

<u>Summary:</u>

It was stated that the City received a Reconsideration Request under Section 3.15 of the Zoning and Development Bylaw for Demolition Permit# 005-DEM-25 issued May 30, 2025 for the removal of a residential building at 231 Richmond Street (PID# 340703) and that the request for reconsideration was submitted on June 19, 2025

It was said that the property, formerly housing a two-and-a-half storey residential dwelling, is now a vacant corner lot under active development for a 3-unit affordable housing project under Permit 084-BLD-23 and that the site lies within the Downtown Neighbourhood (DN) Zone and is surrounded by predominantly residential uses.

It was stated that an appeal to IRAC regarding a previous demolition permit (001-DEM-23) was dismissed due to lack of jurisdiction and that a subsequent challenge was denied in December 2024. A second permit (005-DEM-25) was issued on May 30, 2025, after expiration of the original permit.

It was said that under Section 3.15.3 of the Bylaw, reconsideration must satisfy one of the following:
a) New material facts or evidence

b) Material change of circumstances

c) Clear doubt as to the correctness of the original decision

It was stated that staff reviewed the applicant's claims under each test and;

a) New Facts: The referenced "heritage district" (500 Lot Preservation Area from 1979) no longer exists legally and the property is not protected under the current Heritage Preservation Bylaw.

b) Change of Circumstances: No change since the May 30 permit issuance; the building was removed by July 30, 2025.

c) Correctness of Decision: Staff found no new information undermining the validity of the original permit. The property is not designated or located in a preservation area. Heritage Board (June 14, 2023) and City Council (August 14, 2023) both previously rejected similar reconsideration. IRAC also ruled in favor of the City.

It was said that staff found the application does not meet the Threshold Test of Section 3.15.3. The Planning & Heritage Department recommends that Planning Board NOT support the request to reconsider issuance of Permit# 005-DEM-25.

Discussion:

It was stated that this should not be permitted to move forward as this matter has already been to IRAC and has been through the reconsideration process already.

MOTION:

Moved by Councillor Beck and seconded by Councillor McCabe that Planning Board NOT recommend to Council to allow for the request to reconsider a decision of the City to issue a Demolition Permit (Permit# 005-DEM-25) as it pertains to 231 Richmond Street (PID# 340703) concerning the removal of a residential building on the subject property.

CARRIED
(8-0)

7. **Introduction of New Business**

There was no new business that arose.

8. **Adjournment of Public Session**

Moved by Councillor McCabe and seconded by Dave Essery that the meeting be adjourned. The meeting was adjourned at 6:01 PM

_____

Deputy Mayor Alanna Jankov, Chair

PLANNING BOARD MEETING **MAJOR VARIANCE – Reduced Setback & Increased Density** **FILE: PLAN-2025-05-AUGUST-6A-1** **70 Longworth Avenue** **(PID# 364364)** **OWNER:** Red Dirt Properties Inc. **APPLICANT:** Lucas Welsh	CHARLOTTETOWN
MEETING DATE: August 05, 2025	**Page 1 of 32**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Air Photo B. Zoning Map C. Site Concept Plan D. Building Renderings E. Public Circulation Letter (June 23, 2025) F. Responses to Public Circulation G. Heritage Resource Documents

SITE INFORMATION:

Context: The subject property consists of a corner lot located at the southeast corner of Longworth Avenue and Victory Avenue containing a single-detached dwelling that has been converted to apartment use.

Ward No: 1 – Queens Square

Existing Land Use: Three-storey single-detached home converted to apartments.

Official Plan: Medium Density Residential

Zoning: Medium Density Residential (R-3) Zone

RECOMMENDATION:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property identified as 70 Longworth Avenue (PID# 364364) to allow for a proposed 5-storey, 38-unit apartment building having both surface level and underground parking be deferred to City Heritage Planning staff and the Heritage Board for further review concerning the heritage significance of the subject property based on associative value with respect to local historical figures:

1) Permit a flankage yard setback of 3.35 metres (11 feet) with respect to Victory Avenue whereas a minimum flankage yard setback of 6 metres (19.7 feet) is otherwise required for apartment dwellings in the (R-3) zone; and

2) Permit a minimum lot area of 74 square metres per apartment unit whereas a minimum lot area of 140 square metres per unit is otherwise required for a corner lot in the (R-3) zone.

BACKGROUND:

Request

The applicant has made a request for increased density and reduced flankage yard setback for the subject property identified as 70 Longworth Avenue (PID# 364364) located at the southeast corner of Longworth Avenue and Victory Avenue to facilitate future construction of a proposed 5-storey, 38-unit apartment building on the site (see Attachment C). The proposed use (apartment building) is otherwise permitted within the (R-3) zoning that applies to the property.

Development Context

The subject property contains an existing 3-storey single-detached dwelling that has been converted to contain apartment units (see Attachment A). The subject property is within the Medium Density Residential (R-3) Zone of the City's Zoning & Development Bylaw and is designated as Medium Density Land Use in the Official Plan (see Attachment B).

Surrounding properties in the area are primarily residential in nature and principally consist of single-detached dwellings and converted dwellings. It is noted that immediately across Longworth Avenue to the west is Birchwood Intermediate Public School which is within the Institutional (I) Zone while to the northwest is the Historic Roman Catholic Cemetery, also in the Institutional (I) Zone (see Attachments A & B).

The subject property has a total lot area of approximately 0.28 hectares (0.70 acres) with approximately 40 metres (131 feet) of frontage to the west along Longworth Avenue and approximately 51 metres (167 feet) of frontage to the north along Victory Avenue.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Regulation 3.10.4 of the Zoning & Development Bylaw, on June 23, 2025, a mailed notice was sent to sixty-nine (69) property owners located within 100 metres of the subject property advising them of the proposed Major Variance application. The letter advised residents of the general details and intent of the request including the date, time, and location of the public meeting. The letter solicited their written comments for or against the proposed variance and

stated the deadline to submit written comments concerning the applications (see Attachment E for copy of the letter).

Public Feedback

In response to the City's circulation letter sent June 23, 2025 and as of the time of writing of this report, a total of fifteen (15) responses were received from members of the public with fourteen (14) expressing opposition to the proposed development and one (1) expressing support for the proposed development (see Attachment F). It is noted that one letter out of the total was received past the circulation deadline for receiving comments being a letter in opposition.

To summarize, general points of opposition from members of the public included concern for impacts from increased traffic onto the local road network, concern for impact to the quiet and peaceful enjoyment of private property in the area owing to increased proposed density for the subject property, concerns around compatibility of the proposed higher-density residential use with respect to lower-density uses in the wider area.

Another principal concern related to the potential heritage and historic value of the subject property and the existing multi-residential building on the property owing to accounts that former individuals of historic note to the City of Charlottetown and more widely the Province of Prince Edward Island, most predominately former MLA and then Premier of PEI Alexander Bannerman Warburton, either resided at the property for a time or possessed ownership of the property in the more distant past (see Attachment G).

Comments Received from City Departments and External Agencies

Charlottetown Public Works – responded June 25, 2025 providing the following feedback:

- Access onto Victory Ave is reasonable, especially since it will serve no more than 19 spaces in the underground parking area. It is good that the two accesses are not connected through the parking area such as to prevent any cut-through traffic.
- The access onto Longworth Ave may also be feasible. While it is a busy road, it is not a limited access route under our Street Access Bylaw. I would think that actual access would need to be tightened up as much as possible as it appears to be more than 8 m wide on the site and has wide radii curb returns on the back side of the sidewalk. We would want that

access to be as perpendicular to Longworth Ave as possible also, and for it to be the narrowest possible sidewalk crossing distance across the driveway.

- From a traffic perspective, it could be challenging to make left hand turns onto Longworth Ave in certain periods of the day, and some short-lived congestion on Longworth is possible if folks are queued up behind a southbound vehicle waiting to turn left into the parking lot. However, I don't feel this scale of development would cause any major traffic issues, as Longworth Ave is a heavily used route in and out of the downtown and could generally handle the additional peak hour trips. It may even be the case that folks living in this walkable and transit serviced area may choose other modes and leave their vehicles at home more often than normal.

Charlottetown Fire Department – responded June 26, 2025 providing the following feedback:

- The only potential issue we see would be they may not be able to achieve the 45 m distance from a hydrant to the FDC, but that will depend on the final building design.

ANALYSIS:

The subject property has historically been and still is zoned Medium Density Residential (R-3) Zone which allows for apartment dwellings on the subject property where a minimum flankage yard setback of 6 metres (19.7 feet) and minimum lot area of 140 square metres per unit otherwise apply under the base (R-3) zoning.

In the collection of letters that were received in response to the public circulation sent June 23, 2025 it was noted by several respondents that there exists possibility of the subject property having what heritage researchers would define as 'associative value' of the property with individuals of historic note to the local context.

Responding to these letters and accounts, City staff embarked upon further research in an attempt to verify these claims to ensure that proposed redevelopment of the site and thereby demolition of the existing residential building did not proceed without adequate due diligence and historical research having taken place to try and verify these claims of potential associative heritage value of the building and property.

To summarize from this research, it has been identified by City staff in reviewing historical archives held by the City of Charlottetown that the property and building in question were the historical

residence of the Province of Prince Edward Island's seventh Premier Mr. Alexander Bannerman Warburton who served as Premier for a period of 8 months in 1897-1898 and his second wife, Isabel Cogswell Longworth from at least the year 1901 onwards. It has also been identified at this point in time that the land in question on which the existing multi-residential building sits was under the ownership of Mr. John Longworth being the father of Ms. Isabel Cogswell Longworth in the year 1880 according to historic property title records.

Given this discovery in the course of staff review as it relates to potential historical significance of the property as raised by the resident respondents, it would be in alignment with best practice that the City further expand on this research in order to ascertain whether the building itself may have additional historical and thereby heritage significance to the City of Charlottetown, or not.

It is thereby the opinion of Planning staff that while the proposed development for a new apartment building at the site may have positive effects on the City's current local housing supply challenges, particularly for rental accommodations, that pause be given through a deferral of recommendation and decision on the proposed variance so that City staff may conduct further research on the potential historical significance of the property and associated structure.

It is also recommended that said review be forwarded to the City's Heritage Board at the present time to weigh in on the matter before the variance is referred back to the Planning Board for recommendation on the merits of the request and additional research.

Given this dynamic and the known unknowns associated with the heritage dimension concerning the property, Development Planning staff will pause on offering a firm evaluation and opinion on the merits of the variance request at this point in time as it concerns broader analysis of land-use beyond a general summary of the positives and negatives of the proposal.

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

Positives	Neutral	Shortcomings
▪ The variance would increase local housing supply in the area, particularly rental supply at a time when Charlottetown's vacancy rate is at historically low levels. ▪ The variance would increase available on-site housing counts from current maximum allowed under zoning of 20 units to 38 units representing a 90% increase from current.	▪ The proposed development would require an application for Building & Development Permit in order to enable the development to occur.	▪ The proposed apartment building has potential to increase traffic counts in the area and represents density being different from the prevailing single-detached development in the surrounding neighbourhood. ▪ The proposed apartment building, if approved, would result in the removal of the existing structure which has been dated to at least the year 1901.

CONCLUSION:

As has been noted, the response to the public circulation on the part of neighbourhood residents has been generally opposed to the development with respect to the letter mailed by the City on June 23, 2025 in fulfillment of the public notification requirements for Major Variance applications under the Zoning & Development Bylaw.

Both Public Works and City Fire have expressed either general support or limited concerns with respect to traffic, site access and fire coverage noting that the current concept is acceptable and achievable with respect to their general technical requirements.

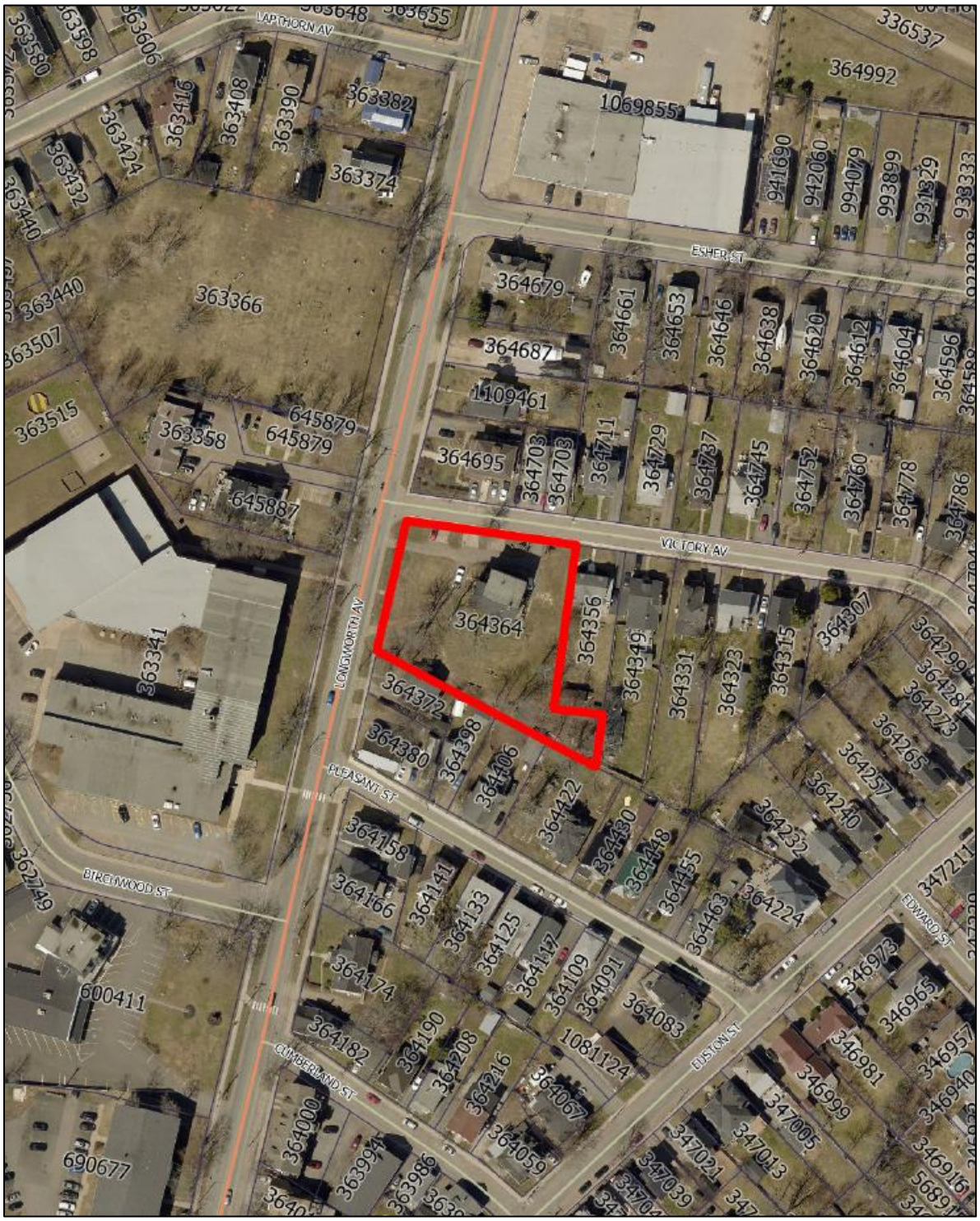
On the basis of our policy review and the culmination of feedback received from members of the public to date which prompted a general review of historical and archival information concerning the potential for associative heritage value of the subject property, the Planning and Heritage Department encourages Planning Board to defer decision on the proposed Major Variance pending formal review by City Heritage Planning staff and Heritage Board concerning heritage significance of the subject property based on associative value with respect to local historical figures.

PRESENTER:



David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

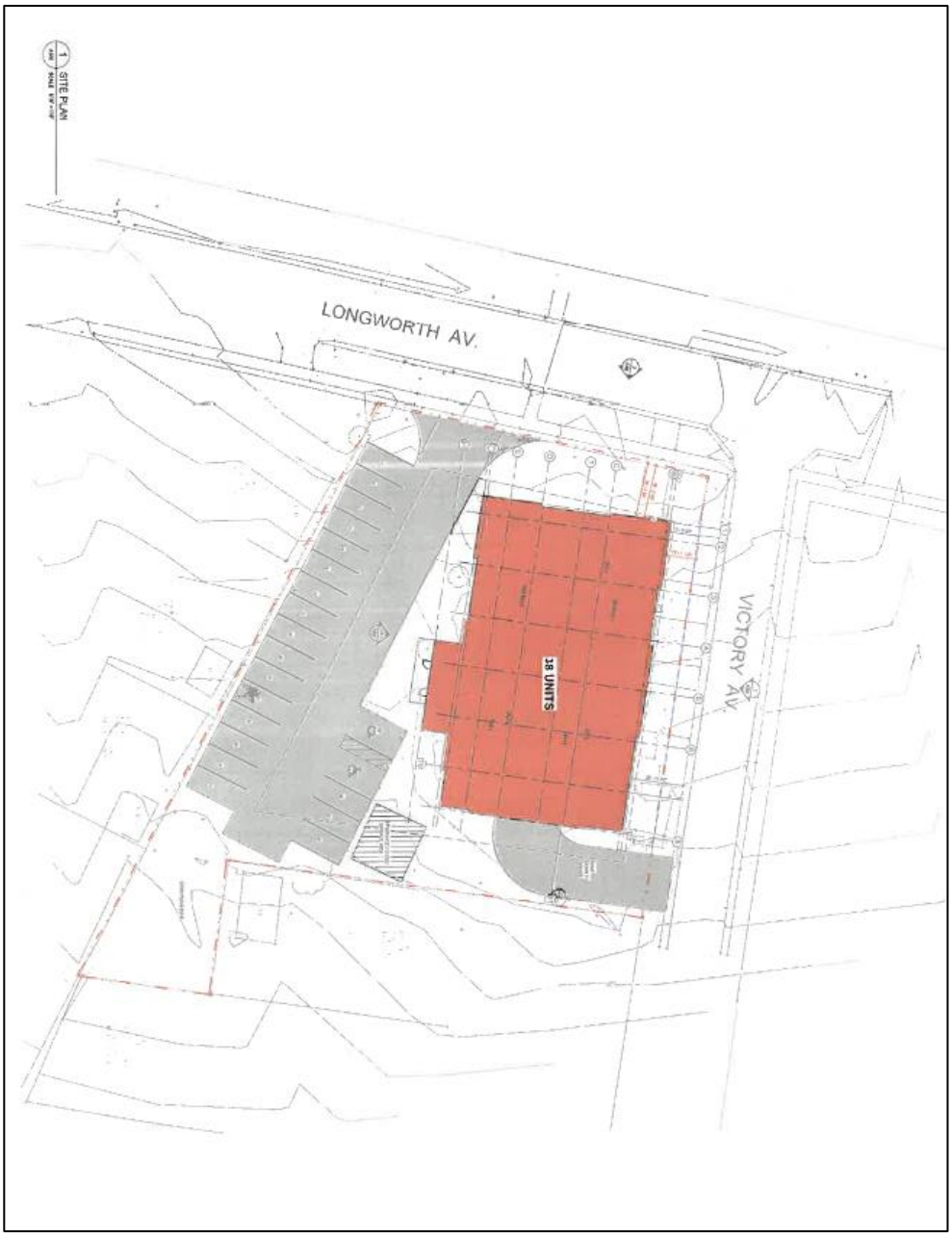
Attachment "A" – Air Photo



Attachment "B" – Zoning Map



Attachment "C" – Site Concept Plan



Attachment “D” – Building Rendering



Attachment "E" – Public Circulation Letter (June 23, 2025)

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

CHARLOTTETOWN

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

June 23, 2025

RE: 70 Longworth Avenue (PID# 364364)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received a request for a Major Variance for the property identified as 70 Longworth Avenue (PID# 364364) within the Medium Density Residential (R-3) Zone. The application is requesting to allow for a reduced flankage yard setback facing Victory Avenue and a reduced minimum lot area to facilitate the future development of the property with a proposed 5-storey, 38-unit apartment building having both surface and underground parking. The application is requesting the following relief from the requirements of the (R-3) zone:

- Permit a reduced flankage yard setback of 3.35 metres (11 feet) whereas a flankage yard setback of 6 metres (19.7 feet) is otherwise required for apartment dwellings on a corner lot in the (R-3) zone; and

- Permit a minimum lot area of 74 square metres per apartment unit whereas a minimum lot area of 140 square metres is otherwise required per apartment unit on a corner lot in the (R-3) zone.

As required by the *Zoning and Development Bylaw*, property owners within 100 metres (328.1 feet) of the subject property, must be notified of Major Variance requests. If you have any objections or comments regarding the Major Variance, please include the rationale for your objection(s) and submit by email to dgundrum@charlottetown.ca no later than **4:00PM on Monday, July 7th, 2025.**

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, August 5th, 2025 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 "F" – Responses to Public Circulation

70 Longworth Ave(PID# 364364)

MB Mike Bentley [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Thu 6/26/2025 8:11 AM

Follow up. Start by Thursday, June 26, 2025. Due by Thursday, June 26, 2025.
You replied to this message on 6/27/2025 8:27 AM.

Hi David,

I am writing to express my concern regarding the request for a major variance at 70 Longworth Ave and the construction of a 5 storey, 38 Unit apartment building.
Our primary residence is 37 Victory Ave(PID#364349), and part of our property meets the boundary of 70 Longworth.

Here is a list of our concerns:
- a 38 unit building would be better suited on a larger lot, and not in a quiet residential area. This site would be better utilized with a smaller MDU within the current zoning guidelines.
- Increased traffic on Victory Ave. Victory Ave is a narrow, 2-way street. Traffic is already poor with motorists using it as a shortcut between Fitzroy/Euston and Longworth. Significant additional residents and vehicles in the area would only compound the issue. Regardless of the City's decision, I believe Victory Ave should be one way, from south to north(Euston to Longworth).
- I oppose any entrance/exit for the proposed building onto Victory Ave. The site plan indicates the underground entrance/exit is planned to be on Victory. This again will increase traffic on a residential street with mainly SFU's.
- The rendering of the proposed building is not in keeping with the architecture on the neighboring streets. We should be looking to improve the curb appeal of Charlottetown's downtown, this appears to be a plan to pack in as many units as possible as cheaply as possible.
- Trees/Greenspace. There is a naturalized area on the southeast corner of the property that provides shade, and an area for local children to play. I would oppose any modifications to that area.

I understand progress is required and Charlottetown needs more housing. In this case I feel a smaller capacity building with thoughtful design to integrate into an established community, along with entrances/exits only on Longworth Ave will be better suited in the development of this property. There is already significant development of large apartment complexes throughout the Charlottetown area in more suitable locations(Mt Edward Rd, North River Rd, Capital Dr, and Winsloe to name a few). These locations have sufficient lot sizes and do not impact the surrounding existing communities.

Thank you

Mike Bentley
37 Victory Ave

Subject: Objection to Major Variance Application for 70 Longworth Avenue (PID# 364364)

Dear Mr. Gundrum,

I am writing as a nearby resident to formally object to the proposed Major Variance for 70 Longworth Avenue (PID# 364364), as outlined in your letter dated June 23, 2025.

My objections are based on the following key concerns:

1. Traffic and Safety Hazards

Reducing the flankage yard setback from 6 metres to 3.35 metres will compromise sightlines and increase risk at a busy intersection on Victory Avenue. This corner already sees considerable traffic, and reduced frontage may worsen congestion and create safety issues for pedestrians, cyclists, and drivers.

2. Loss of Green Space and Environmental Impact

The proposed development would reduce existing green space and remove mature trees, negatively impacting stormwater absorption, air quality, and wildlife habitat. A reduced frontage yard setback with a large parking lot would reduce green space and remove existing mature trees. These changes conflict with Charlottetown's Official Plan, which prioritizes environmental sustainability, tree protection, and climate adaptation.

"Our policy shall be to create a tree development program and guidelines so as to protect trees on public and private property, incorporate trees and landscaping into the design of new developments, and generally increase tree canopy throughout the City." (Page 42, Official Plan)

"Ensure environmental stewardship in neighborhoods through restoration of the tree canopy and natural stormwater management measures." (Page 56, Draft Official Plan)

3. Conflict with Community Character and Scale

The proposed 5-storey, 38-unit apartment building is not compatible with the low-rise, residential character of the surrounding area. The Official Plan emphasizes the importance of respecting established neighbourhood form and integrating new development sensitively.

"Our policy shall be to require that all new developments reinforce the existing urban structure and hierarchy by ensuring the uses, scale and building typologies are consistent with the location of the site within the urban character continuum." (Page 55, Official Plan)

"A development is contextually sensitive if stepbacks and/or appropriate heights are employed to mitigate massing issues, it has a similar scale front facade as the rest of the street and is complementary to adjacent buildings." (Page 58, Draft Official Plan)

4. Overdevelopment and Precedent

Granting this variance would set a precedent for overdevelopment on corner lots, undermining zoning standards designed to ensure livability, walkability, and green space. The request to reduce both the setback and minimum lot area per unit raises concerns about intensification without appropriate infrastructure or planning mitigation.

Conclusion:

I do support increased density, but not at the expense of the concerns discussed above. I respectfully urge the Planning Board and Council to deny the proposed variances, as they are inconsistent with Charlottetown's long-term planning goals and the spirit of the R-3 zone.

Thank you for the opportunity to comment. I would appreciate confirmation of receipt of this letter.

Sincerely,

Adam

Victory Ave.

Charlottetown, PE

Re: 70 Longworth Avenue (PID#364364)

AH Amy H [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Wed 7/2/2025 12:58 PM

You replied to this message on 7/2/2025 8:50 PM.

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Dear Mr. Gundrum,

I am writing in response to the request for comments, dated June 23, 2025, re: the Major Variance request for 70 Longworth Avenue (PID#364364).

My opinion is that current R-3 requirements should be adhered to. I see no justifiable reason to grant this submitted variance request for reduced flankage yard setback and reduced minimum lot area.

Thank you for recording this comment as part of the public record.

Sincerely,

Amy Hall, Property owner of 325 Euston Street, Charlottetown, PE

Urgent Concerns Regarding Proposed Planning Permit PID#364374

FB Fred Brown [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Wed 7/2/2025 12:27 PM

You replied to this message on 7/2/2025 8:48 PM.

Dear City of Charlottetown Planning Department,

I hope this message finds you well. I am writing to express my serious concerns about the proposed development represented by planning permit PID#364374, involving the construction of a 38-unit mid-density apartment building on our street.

Our community currently consists of 17 houses, characterized by its peaceful and secure environment, which has been enjoyed by families for decades. I have proudly called this street my home for the last 64 years. This proposed development, however, poses significant changes that could adversely affect the welfare and lifestyle of all residents here.

Increased Traffic and Safety Risks: The addition of potentially 38 or more vehicles will easily double or even triple the current traffic flow, turning our quiet street into a busy thoroughfare. This influx would not only increase noise and pollution but also elevate the risk of accidents, significantly reducing the safety of our children and grandchildren playing outside.

Privacy and Light Pollution: With the placement of the building, the headlights of incoming and outgoing vehicles will shine directly into at least three homes every evening. This constant invasion of privacy and disruption of our nightly environment is a cause for major concern among all affected residents.

Waste Management: The infrastructure demands of such a large residential unit, including increased garbage collection, will undoubtedly lead to more frequent visits by garbage trucks. These additional services, while necessary, will disrupt the serene character of our street and could potentially impact cleanliness and order.

Decline in Property Values and Quality of Life: There is a very real fear among us that the introduction of a considerably larger housing structure will not only diminish property values but will also erode the quality of living that has motivated many of us, like myself, to remain here for so long.

Security Concerns: Introducing a larger population into what has traditionally been a small community raises potential security issues. The increased foot and vehicular traffic could lead to less personal safety, something we currently take great pride in regarding our neighborhood.

Given these points, I urge the Planning Department to reconsider the approval of this permit. We request a thorough assessment of the impacts mentioned above and invite discussions for alternative solutions that would respect the longstanding character and preferences of our community.

Our neighborhood deserves consideration and a voice in developments that affect our lives and the legacies of our families. We look forward to your response and hope for a proactive engagement in this matter.

ref Major Variance request for 70 Longworth Ave

Reply | Reply All | Forward | ...

Thu 7/3/2025 9:36 PM

Gabriel "Lobo" Kujawski Japiassu [redacted]
To Gundrum, David
Cc Carolina Leite de Moraes Japiassu

Follow up. Start by Thursday, July 3, 2025. Due by Thursday, July 3, 2025.

Major Variance - 70 Longworth Avenue.pdf
.pdf File

Dear City of Charlottetown Planning & Heritage Department,

I am writing to formally object to the Major Variance request for the property at 70 Longworth Avenue (PID# 364364) within the Medium Density Residential (R-3) Zone. My property is located within 100 meters of the subject site, and I have concerns regarding the proposed deviations from the Zoning and Development Bylaw.

I urge the Planning Board and City Council to consider the following points when evaluating this application:

1.
2.
3. **Impact of Reduced Flankage Yard Setback (3.35m vs. 6m):**
4.
   - **Reduced Green Space & Visual Impact:**
   - The proposed 5-storey building being significantly closer to Victory Avenue will diminish the green space typically mandated by setbacks in an R-3 zone. This will result in a more imposing and monolithic structure that is out of character with the existing
   - residential streetscape along Victory Avenue and other adjacent streets, which is generally characterized by more generous setbacks.
   - **Loss of Sunlight/Daylight & Privacy:**
   - The reduced setback could lead to increased shadowing on adjacent properties, particularly those facing Victory Avenue in the morning, and the ones behind it in the afternoon and evening, diminishing natural light access. It will also compromise privacy for
   - residents of neighbouring homes due to the proximity and height of the proposed building.
   - **Loss of trees and green area:**
   - The underground garage and surface parking will demand the removal of all trees and green area around the existing property. Those trees survived the devastation from Fiona in 2023 and the previous tree disease that had already culled some of the trees in
   - the neighbourhood. The green area between numbers 60 and 70 Longworth Avenue also contributes to absorbing the water from snow thawing and the high precipitation season.
   - **Pedestrian Experience:**
   - A building closer to the street edge, especially one of this height, can create a less inviting and more enclosed pedestrian environment.
5.
6.
7. **Impact of Reduced Minimum Lot Area Per Apartment Unit (74 sqm vs. 140**
8. **sqm):**
9.

- **Excessive Density for the R-3 Zone:**
- The proposed reduction effectively allows for nearly double the residential density (38 units) than the R-3 zone's established standard of 140 sqm per unit. While R-3 permits apartments, the 140 sqm requirement is in place to manage the scale and impact of
- development. Granting this variance would introduce a density significantly higher than what the current R-3 zoning bylaw intends for this type of lot.
- **Increased Traffic Congestion:**
- A 38-unit building will generate a substantial increase in vehicular traffic (residents, visitors, deliveries) on surrounding streets, including Longworth Avenue and Victory Avenue. The proposed density, particularly in an already established residential area,
- will exacerbate traffic congestion and create safety concerns for pedestrians, cyclists and local school traffic.
- **Parking Strain:**
- Despite proposed surface and underground parking, a significantly increased number of units in a dense development often leads to spillover parking onto adjacent residential streets, putting strain on limited on-street parking resources for existing residents.
- This can negatively impact quality of life and accessibility, an important factor as there are several residents with limited mobility in the area.
- **Strain on Infrastructure:**
- Higher density places additional demands on existing municipal infrastructure, including water, sewer, waste collection and snow removal services. While these are typically reviewed, the degree of variance from established density controls warrants careful
- consideration of whether existing infrastructure can adequately support this intensification without adverse effects.
- **Strain on School System:**
- While there is no possible way to determine how many new families with school-aged children would move into the proposed units, there is a high potential to put strain on the adjacent schools (mainly Prince Street Elementary School and Birchwood Intermediate
- School) due to the high influx of students.
- **Impact on Neighbourhood Character:**
- The substantial increase in density and the proposed scale of the building (5-storey with reduced setbacks) deviates significantly from the established character of the surrounding Medium Density Residential (R-3) neighbourhood, setting a precedent that could
- negatively alter the area's livability and aesthetic over time.

10.
11.
12. **Precedent Setting:**
13.
    - Approving such significant variances from established R-3 zone requirements could set
    - an undesirable precedent for future developments in similar zones throughout the city. This could undermine the integrity of the Zoning and Development Bylaw and lead to inconsistent development patterns.

Conclusion:

I respectfully request that the Planning Board recommend **denying** this Major Variance request, and that the City Council uphold that recommendation. The proposed deviations, particularly the reduced lot area per unit and flankage yard setback, introduce an excessive level of density and an incompatible building form that is not in harmony with the intent of the R-3 zone or the character of the existing neighbourhood.

Thank you for your time and consideration of these critical concerns.

Sincerely,

Gabriel Japiassu
60 Longworth Ave

Regarding Major Variance proposal for 70 Longworth Ave PID# 364364

GM Grant Matheson [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Thu 7/3/2025 3:40 PM

You replied to this message on 7/3/2025 3:42 PM.

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Attention David Gundrum

I am a one of the Property owners and reside on Property 364356 (39 Victory Ave) directly adjacent to property 364362 that is seeking two major Variances. We purchased this property and home in the Fall of 1998 and I have resided here since that time.
I have several objections to the proposed Variances.

The proposed variance of flankage relief from 6 metres to 3.35 metres directly encroaches on our entire Western property line. The distance of 6 metres is the requirement for any apartment dwelling over 8 units. To grant this to a structure, that is 38 units, will directly impact our rights as a property owner and our property value. This is our family home and is the ownership is being passed on to my Daughter Jill who has resided here since her birth in 2002.

I am also have deep concerns regarding the preposed variance to lot density. Victory ave is a busy narrow street that has become a 'short cut" for many vehicles coming off Grafton and Euston Street to access Longworth Avenue. Recently there have been several purchases of homes on Victory by young families who have small children and for my future Grandchildren will be residing right next to a driveway to an underground parking lot entrance and exit. I have serious safety concerns regarding the increased traffic not to mention the parking of visitors to this densely populated structure. Those vehicles would have to park on the South side of Victory Ave because there is no parking allowed on Longworth Ave. Victory Avenue is not only a highly trafficked two way street with motor vehicles but also a highly used pedestrian route for Birchwood Junior High School students making their way to Wendy's during their lunch break. As a previous Coroner for the Province it is my opinion that this increased density will creates circumstances that puts the pedestrians and vehicular traffic in danger. I feel I would be remiss if I did not voice my concern's before a tragic situation is created.

I also have grave concerns about the structure in itself not being in Character with all of the present dwellings on Pleasant, Victory and the West side of Longworth Ave. Not to mention that protected trees would have to be removed. Victory Avenues tree canopy was devastated in the hurricane so removal of any non diseased protected tress is less than desirable especially in the face of global warming.

I would like to thank the Planning and Heritage committee for allowing us the opportunity to submit our concerns, prior to any variances being granted to existing bylaws.

Sincerely
Grant Matheson MD
39 Victory Ave
[redacted]

Re: Request for a Major Variance at 70 Longworth Avenue

KT Krystyna Terebenec [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Thu 7/3/2025 12:09 PM

You replied to this message on 7/3/2025 12:39 PM.

Thank you for returning my call and explanations regarding the request for a major variance at 70 Longworth Ave.

I have lived on Victory Avenue for 38 years - it is a quiet street with diverse, civic-minded neighbours who strive to maintain their properties while upholding the historical significance of our home's era. The property at 70 Longworth needs to be renovated, there has been no maintenance since it was sold several years ago. However, I strongly object to all aspects of this proposal: the reduced yard setback of 3.35 meters, 38 units, 5 stories and underground parking access on Victory Avenue for the following reasons.

1. Environmental Aspects

The current building contains 6 units on a lot with 5 healthy, mature trees providing shade, contributing to air quality and protection, green space all around, part of which is enjoyed by neighbourhood children to play. This proposal would strip away the trees and most of the green space, negatively impacting the current dynamics and is at odds with the city's environmental sustainability goals.

A huge increase in the number of motor vehicles in a small area will increase air pollution.

Water supply and sewer drainage could be negatively impacted.

2. Traffic and Safety

The corner of Victory Avenue and Longworth Avenue is already a busy intersection. On workdays, cars coming from Stratford speed up Victory to turn right on to Longworth. The increase to 38 units would jeopardize safety for pedestrians, cyclists and drivers.

The proposed entrance to underground parking on Victory Avenue and the reduced sight lines from the building would create more congestion and added risk. It is is a narrow street, any form of underground parking would be a hazard and It is almost directly across from a home with 3 children under the age of 5.

I strongly oppose any form of underground parking entrance or exit on Victory Avenue.

3. Heritage Nature of the Neighbourhood

A 5-storey, 38-unit apartment building is totally out of character and scale for this location.The city's bylaws state, "a new development must be consistent with existing character and location." In my opinion, even a 21-unit building is excessive.

The conceptual drawing is not in keeping with the heritage and residential character of our area. It appears to be a low quality, over-sized, fast build with no regard toward curb appeal or provision for a pleasant, liveable space. If the developers insist on knocking down the current building to build new, they need to up their game to provide a well thought out, attractive design that will ultimately enhance this area making it a desirable place to live.

I strongly advocate the Planning Board and Council deny the request for a major variance at 70 Longworth.

Thank you for the opportunity to comment on this proposal and please keep me informed on any further developments.

Sincerely,

Krystyna Terebenec

Re. 70 Longworth Ave. (PID#364364)

MC Millefiore Clarkes [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Thu 7/3/2025 7:52 PM

You replied to this message on 7/3/2025 9:11 PM.

Hello David Gundrum,

I'm writing to you concerning the proposed building development at 70 Longworth Avenue. I am a resident of the neighbourhood, living close by at 12 Pleasant St. My child plays with the neighbourhood children in the back yards that butt up against the property in question.

I understand and support the need to build dense housing in Charlottetown. This is of course much preferable to deforestation and developing our limited arable farmland. As well as creating vibrant downtown cores where people are not as reliant on cars etc.

However, the proposed apartment complex will absolutely alter the character of the neighbourhood and pose a possible danger to the many children living adjacent.

Firstly, I believe the proposed development is much too big for the site. It will tower above the houses in the neighbourhood and completely alter the tone of the environment. A smaller building with fewer floors would be much more appropriate for the setting.

I am also very concerned about the beautiful large old trees on the property. As you are aware, climate change is creating more and more issues of heat. Trees are the best way to create not only shade but they produce cool air and generally cool the entire environment. Not to mention their historical, ecological and aesthetic benefits. I would be highly alarmed if the trees on the property were to be cut down - some of which look to be over 100 years old. Again this would alter, for the worse, the feel of the neighbourhood and create more issues with heat. Especially if the building is to have an extensive parking lot that creates more of a heat sink.

I am also concerned for the increased traffic in the area due to so many units. The streets on either side of the building, Victory Ave. and Pleasant St. - are both quiet, residential streets that children often cross in the midst of playing. Having so many people live in this proposed apartment building would create hugely increased traffic on both these streets, creating a more dangerous and unsettled environment for all.

The proposed building is also not in keeping with the historical aesthetics of the neighbourhood. It is boxy, unimaginative, and unattractive, and though the picture depicts big old trees and green space and no parking lot around it - I am highly skeptical of this portrayal. I assume the trees will be cut down and everything covered in concrete.

Again, I very much understand and support the need to build dense housing in the downtown core but I am very concerned with this design, and the scale of the building and its potential adverse effects on the neighbourhood.

I strongly urge the city to ask that the developer come up with a more suitable design that is more modest, reasonable, and in keeping with the qualities of the neighbourhood, and to protect the limited green spaces that we have in our city, for all the benefits they give as listed above. Once a 100 year old tree is cut down, there is no going back.

Sincerely,

Millefiore Clarkes
Filmmaker
www.onethousandflowers.tv

Attn: David Douglas Gundrum
Manager of Development Planning
City of Charlottetown

Dear Mr. Gundrum,

Thank you for the letter dated June 23, 2025, regarding 70 Longworth (PID# 364364). This is my invited response to that major variance application.

I'd love to tell you about our neighborhood. Our neighborhood has a good thing going. The three little streets nestled between Euston and Longworth – Cumberland, Pleasant, and Victory – are a true neighborhood. Esthetically, the neighborhood is characterized 2-to-3 story buildings, a mix of housing and commercial buildings, domestic greenspace and plantings, and Birchwood School along one side. Culturally, the neighborhood supports a brilliant blend of liveliness and calm, and a diversity incomes and lifestyles. It is a relatively safe zone for pedestrians. It is a magical little neighborhood.

I am thrilled that Charlottetown is moving swiftly forward towards infill and dense housing. Our city and our society need it. Our neighborhood needs it, too. I am thankful that a developer is looking at the 70 Longworth parcel and imagining it as part of the solution to PEI's housing shortage. I am glad that someone is envisioning a better way to make my neighborhood a place for more people to live and thrive. I am a self-titled YIMBY, a "Yes In My Back Yard" resident. I want change, and most of all I want change for the better. This to me, means development that is thoughtful, sustainable within existing or planned infrastructure, sympathetic with the existing urban landscape, supports/challenges/grows our cultural vibrancy and pluralism, and that supports a sense of place. I am thrilled to welcome change into my neighborhood, when it meets this criteria.

You may remember a catchy 1970s tune, "Big Yellow Taxi," in which Joni Mitchell sings, "they paved paradise, and put up a parking lot." The variances requested in the package we received about 70 Longworth have the glaring red flags that Joni sang of --- an unimaginative design that smacks of desire to dominate… Pave overtop, outwards and upwards without consideration to the existing character of the existing cityscape, or contribution to sense of place. This proposed design comes at dire expense of a good thing. The suggested size and visual appearance of the building and the physical dimensions of the proposed paved surfaces does not support this neighborhood's unique physical or cultural character. I contest that a 5-story structure is wise in a neighborhood characterized by 2-to-3-story buildings. A 5-story building is a deviation, if not at odds with our urban landscape. The scale of paved surfaces eats away at some rare patches of greenspace that support environmental health. And, the overall appearance of the building is underwhelming and unimaginative. This approach to housing density smacks of prioritizing profitable square footage at a total disregard for visual, cultural, and environmental context.

I suggest two counter-proposals for the proposed plan. First, is that the developer be requested to redesign for a story height that is sympathetic to our 3-story cityscape, fitting within the character of the neighborhood. I can already hear the protests about profit margins. I'll leave that to policy makers to sort out, if that arises.

Secondly, I counter-propose that the developer be required to design a façade and landscaping/softscaping that is in keeping with the existing urban landscape. There have been some marvelous examples in recent years in Charlottetown, of new builds that "say something" and are sympathetic to an area. There is a marvelous example just down Mount Edward Road in proximity to Ardgowan National Historic Site. The newer, three/four-story apartment building sits on that corner has a bit of personality, thanks to a bit of colour and some thoughtful stone and siding finishes. It adds and uplifts BUT DOES NOT DOMINATE that corner. It is a delightful example to consider for our neighborhood. Included and ESSENTIAL in this is an environmentally responsible approach to greenspace use. In order to support the landscape and culture-scape of this neighborhood, that lot must be rethought to include verdant elements that replenish to the natural environment what will be taken away by the presence of a large building. On this topic, the proposed design falls massively short of anything environmentally responsible. On our street alone (Pleasant Street) we have expertise for Island native species, garden design, and nature education. **Rather than pave our magical little neighborhood over with concrete, let us be your allies for a beautiful, thoughtfully developed community.**

Thank you,

Kathleen Wiens
Owner and resident
13 Pleasant St., Charlottetown

34 Victory Ave
Charlottetown, PE
C1A 5G1

David Douglas Gundrum
Manager of Development Planning
Planning and Heritage Department
70 Kent St
Charlottetown, PE C1A 1M9

July 5, 2025

Re: 70 Longworth Ave (PID#364364)

Dear Mr Gundrum

We are writing you concerning the request for major variances at the above property. In short, we are totally opposed to these variances being granted, for the following reasons.

First, our neighbourhood is well over 100 years old and has a traditional charm, especially Victory Ave. All of the buildings in the area are no more than three floors high. This building would stick out like a modern monstrosity in a heritage community.

Second, Victory Ave is a very narrow street that is not equipped to become a thoroughfare. But that is what it will be when at least 38 cars get added to its northwestern corner. Even now, entering onto Longworth Ave from Victory Ave can be a challenge. No doubt the new tenants will most often choose to leave home by turning south on Victory Ave where a significant number of homes have children or grandchildren playing outside. This could create significant safety concerns.

Third, the reduced amount of green space around the new apartment building will greatly diminish the natural atmosphere of green lawns and gardens that currently provide a healthy neighbourhood environment. It will also leave precious little room for the new tenants to enjoy the outdoor space around their apartment building.

We have heard that the owners of this building might be able to build a 21 unit apartment building without a variance being required. We think that even a smaller structure like that would very much be out of place in our residential community. The building that is currently on the property fits with the character of the community, though it is clearly in need of renovation. The lot could easily handle another small apartment building but beyond that, any larger project would stick out like a sore thumb and create significant traffic flow issues.

Yours sincerely

Callum and Lorraine Beck

CC: Justin Muttart

Date: July 5, 2025

From: Deirdre Kessler, 29 Victory Avenue, Charlottetown

To: City of Charlottetown Planning & Heritage Department
David Douglas Gundrum, Manager of Development Planning
dgundrum@charlottetown.ca

Re: 70 Longworth Avenue (PID# 364364)

Dear Mr. Gundrum & All Whom It May Concern:

I am a property owner who **strongly objects** to the major variance proposed in the letter of June 23, 2025, from the City of Charlottetown regarding 70 Longworth Avenue (PID# 364364), which would involve the destruction of late 19th century heritage building.

I am not pleased that you appear to have chosen consciously to mail the letter regarding this critical matter on June 23rd, knowing Canada Post would take some days to deliver the notice to our community postal boxes, knowing we would have very little time—a few days until your July 7th deadline—to reply to the notice.

I received the notice on June 27th, days before the Canada Day holiday. Your choice to mail the notice with so few days given for residents to respond was negligent and disrespectful of us, the residents of the immediate area to be affected should such a variance ever be approved. Deliberation on such a matter demands thought and time, wouldn't you agree?

The rational for my objections is as follows:
Such an enormous building—a 5-storey, 38-unit apartment—plunked in the middle of our neighbourhood would change our streetscape and community hugely and negatively. Such a building is out of character with the surrounding streetscapes and would bring 38 cars or more, a new hazard for the students of Birchwood Junior High School and the residents of the surrounding area. On one hand, the City of Charlottetown exudes pride in its historic, beautiful streetscapes, while on the other hand, with this proposal, the City seems willing to destroy the charm of a quiet neighbourhood.

We residents of the area around this property in question are **key** to your decision about approving a major variance for the property at 70 Longworth Avenue. All of the neighbours with whom I have spoken about this matter are completely AGAINST the approval of the major variance (70 Longworth Avenue (PID# 364364). We are the ones who would need to live—*be forced to live*--with such an enormous change in our neighbourhood, should such a variance be approved and a 5-storey, 38-unit apartment building be undertaken. Such a building would change the nature of our streetscape and community forever, a negative change, a change for the worse.

I say and, as you will or have seen from other emails from residents of the area, we say ***no, no, no, no, NO***: do not approve a major variance for 70 Longworth Avenue (PID# 364364).

Sincerely,
Deirdre Kessler, owner & resident of
29 Victory Avenue, Charlottetown, since 1982.

70 Longworth Ave. , PID 364364

CM Charles Mills [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Mon 7/7/2025 10:55 AM

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With regards to a major variance at the above address the following objections come to mind:

Failure of development to blend with the rest of the neighbourhood architecturally

Extreme density in a very residential neighbourhood of smaller single family dwellings or small multiple family dwellings

Large volume increase in traffic on a street with otherwise very little traffic

Very noticeable increase in noise and disturbance during construction and afterwards ongoing in an otherwise very quiet neighbourhood

Charlottetown does need an increase in residential units. That said property lends itself to accommodating duplex's and four plexes but not a monstrosity such as proposed which will absolutely change the tenor and face of an otherwise very quiet residential neighbourhood.

Based on the above I object strenuously.

Please confirm the receipt of this objection in a timely fashion.

Thank you,
Charles Mills

Longworth/Victory Apartment

MB Megan Burnside [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Mon 7/7/2025 10:01 AM

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Good morning,

I would like to share a few of my thoughts about the proposed variance for the Longworth/Victory apartment building. I am a property owner on Pleasant Street.

This building proposed to be built is on a public transportation route AND is close to downtown. If this variance is allowed, it should be with only underground parking, with just a few above ground temporary parking spots/shared vehicle parking spots. This would preserve the extremely large trees on that property and allow for some green space for the residents of the apartment. Community spaces, and outdoor spaces are vital to mental health and wellbeing, and developers seeking to bring many people together should need to keep those things in mind as well.

Further, tree coverage in urban areas is important for community wellbeing, air quality and has a cooling effect. These are mature trees which should be protected.

We need to move away from a model where everyone has individual ownership of vehicles to a model where active transportation and public transportation is supported. By changing the plan to reduce above ground parking, we remove some of the concerns regarding increased traffic to quiet residential streets like Victory and Pleasant. There are many children that play on the block and this would maintain the safety of the neighbourhood.

Is there a commitment from the owner/developer to include low income housing in this building? If residents around that property need to live with increased noise, decreased character and decreased scenery quality (due to a large building that does not match the character of the neighbourhood), I feel at least a commitment should be made to reducing housing struggles for lower income islanders.

Thank you,

Megan

Major variance at 70 Longworth Ave

SP Simon Pullan [redacted]
To Gundrum, David

Reply | Reply All | Forward | ...
Mon 7/7/2025 2:50 PM

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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.

Hi David, I'm writing you concerning major proposed variances and new construction at 70 Longworth Ave.
I have major traffic concerns, Victory Ave (we live at 32 Victory Ave). We are a narrow 2 lane street that doesn't have room for more traffic as it is. Proposed exit of underground parking onto Victory won't work for present residents, let alone a 38 unit building.
I'm also concerned in regards to it. Being directly in front of a school that has its own traffic flow issues. This will affect residents of Pleasant St and Birchwood St. I'm not clear if The school has been notified.
The building does not in anyway fit into the neighborhood aesthetic.
Loss of green space and trees will be anihalated. After Dutch Elm disease and hurricane Fiona… it seems like a poor decision. I oppose any modifications to the southeast corner of the property.
How the demolition and construction will affect the traffic flow during this endeavor let alone after will be detrimental to the School and residents.
I find it odd as well that Red Dirt properties only shows up as a company that pretty much shows up online advertising air bnb listings. Google them. I can't find who the physical owners are. Rather questionable.
I'm not implying that it won't be residential units, but google them, see how far you get.
Light and noise pollution should be taken into account as well.
I sincerely hope that you are taking these items of concern seriously as property values and provincial land taxes will change.

On behalf of
Edythe Lee
Charles Lee
Katherine Lee
Taryn Pullan
Sloan Lee
(residents of 32 Victory Ave)

Dear Alana Jankov, Terry MacLeod, and Members of the Planning and Heritage Committee,

We are writing to express our concerns regarding the proposed 38-unit apartment development on Longworth Avenue.

While we fully acknowledge the need for additional housing in Charlottetown, we believe the focus should be on *affordable* housing. Based on our understanding of the proposal and the parties involved, it appears that affordability may not be the primary objective, with profit likely taking precedence.

The existing structure on the property is a beautiful and historic part of Charlottetown's heritage. While we may not know its full historical significance, it clearly once held great character and charm. Unfortunately, it seems the current owners have allowed the property to fall into disrepair, possibly as a strategic move to justify a variance for a high-density development. While we cannot confirm this intent, it does raise questions that deserve scrutiny.

We've received conflicting information about the proposal. Some have suggested that the plan is a "non-starter" due to its scale exceeding current zoning regulations. If that's the case, it's unclear why such detailed plans were circulated to residents. Perhaps there are factors at play that we, as community members, are not yet aware of.

We are very concerned about the anticipated impact on traffic in the area. The current road geometry and the proposed intensification of use do not appear to have been adequately assessed or publicly presented to demonstrate whether Victory Street and area can safely support the increase in traffic. Additionally, we are concerned that visitors and overflow parking may lead to congestion and further restrict the travel lanes on adjacent streets making it impossible for two cars to pass by one another without pulling into driveways or on sidewalks. This is occurring at times under current conditions.

While our neighborhood may not carry the prestige of Brighton, many of us take great pride in maintaining our homes and community and firmly believe that zoning regulations governing development should be respected. If a development were proposed on Prince Charles Drive that did not comply with the local zoning regulations under the Planning Act, we strongly believe it would be rejected outright. This area is home to many families and children, and the increased traffic and density from a 38-unit building would pose safety concerns and disrupt the character of the neighborhood. The proposed scale is simply out of step with the surrounding environment.

We support the development of more housing in Charlottetown, especially housing that is truly affordable. We would welcome a smaller-scale apartment or townhouse development that aligns with existing zoning bylaws. This neighborhood is well-situated for walkability, public transit, and access to local businesses, and we believe thoughtful development can enhance these strengths without overwhelming the community.

We respectfully add our names to the growing list of residents who oppose the scale of this proposed development and urge the committee to consider alternatives that better reflect the needs and character of our neighborhood.

Respectfully,

Norah Molyneaux and John Hastelow – 15 Pleasant Street

Mark Sherren – 25 Pleasant Street

Attachment "G" – Heritage Resource Documents

Volume XV (1921-1930)



Source: Courtesy of Wikimedia Commons

WARBURTON, ALEXANDER BANNERMAN, lawyer, politician, judge, and author; b. 5 April 1852 in Charlottetown, son of James Warburton and Martha C. Green; m. there first 23 Aug. 1883 Helen M. Davies (d. 1884); m. there secondly 26 Oct. 1889 Isabel Cogswell Longworth, daughter of John Longworth*, and they had three daughters; d. there 14 Jan. 1929.

Alexander Bannerman Warburton was born while his father James was a member of Prince Edward Island's first responsible, and reform, government. James had been born in Garryhinch, in the town of Portarlington (Republic of Ireland), and had come to the Island in 1834 to settle in Prince County. A. B. Warburton's given names commemorated Sir Alexander Bannerman*, a lieutenant governor of the Island. He grew up on the family farm in St Eleanors and was a pupil at Summerside Grammar School before attending St Dunstan's College in Charlottetown for two years in the late 1860s. A brilliant pupil, he carried on in 1869 to King's College in Windsor, N.S., where he won the Almon-Welsford prize in his first year for the highest aggregate average; it was also the highest aggregate ever achieved at King's. He won the General Williams prize in engineering as well.

After two years at King's, Warburton enrolled in the University of Edinburgh, where he studied arts and classics. He subsequently attended Walter Wren's school in London before taking his BA at Windsor in 1874. Upon returning to the Island, he was appointed secretary of the Queens County Liberal Association and read law with Louis Henry DAVIES. In 1876 he took a BCL from King's, collecting the Bishop's prize in the process, and then read law with George Baugh Allen at the Inner Temple in London. He was admitted to the bar of the Island in 1879, and would later become associated in practice first with Francis Joseph Conroy and then in turn with Charles Robert Smallwood, Donald Alexander MACKINNON, and D. Edgar Shaw. In 1897 he was appointed a QC. His major early contribution to the law was his collaboration with Francis Longworth Haszard* on a two-volume series of reports on the Island's Supreme Court cases, chiefly those of judge James Horsfield Peters*.

Active in local affairs, Warburton served as secretary-treasurer of the Charlottetown Driving Park and Exhibition Association of Prince Edward Island. An ardent conservationist, in 1884 he managed a project of tree planting in Charlottetown that beautified Queen and

Rochford squares. In 1903 he would be appointed to the Island's three-member Forestry Commission, and by 1905 he had joined the Canadian Forestry Association, which he would serve as a provincial vice-president for two terms from 1910 to 1912. A member of St Paul's Anglican Church, he was for many years a delegate to synod. Warburton also acted as a director of the Patriot Publishing Company (which issued the leading Liberal newspaper on the Island) and of the Eastern Assurance Company of Canada. He was a governor of King's College in Windsor, and president of the Liberal Association of West Queens.

In 1890 Warburton ran as a free-trade Liberal candidate for the provincial legislature in Charlottetown, but was defeated. Successful in Queens County, 1st district, in 1891 and 1893, he was re-elected in 1897, when he briefly became leader of the party and premier of the province upon the resignation of Frederick Peters. While premier he struggled with the ongoing problems of finance and dominion-provincial relations without great success. Not even the presence of his former mentor, Sir L. H. Davies, in Ottawa as part of the Liberal government of Sir Wilfrid Laurier* was much help in obtaining assistance for the Island. Warburton's administration did not distinguish itself in any way, and even the biographical sketch he wrote for the 1912 edition of Henry James Morgan*'s *Canadian men and women of the time* does not list any achievements of his premiership. Not surprisingly, in 1898 he stepped down, to be succeeded by Donald Farquharson*. He then took up an appointment as judge of the county court of Kings. Unlike most Island judges, however, Warburton did not give up his political activities. He was mayor of Charlottetown from 1901 to 1904 and a member of the city's Board of School Trustees in 1904. That same year he resigned his seat on the bench and ran unsuccessfully with Lemuel Ezra Prowse as a federal Liberal candidate in Queens.

Warburton had always had scholarly ambitions, and he published several historical and historical-literary studies in the *Prince Edward Island Magazine* and *Acadiensis* in the early 1900s. During the period after his defeat for the House of Commons, he collaborated with D. A. MacKinnon, then lieutenant governor, and others on a history of Prince Edward Island, to which were appended biographical sketches of over 500 prominent Islanders of the past and present. This sort of production was common for most Canadian provinces in the early years of the 20th century. Warburton wrote the opening "Historical sketch," which took the story to 1830 but not beyond. He admitted to difficulty in doing his research. "No complete copies of the early records are to be had on the Island," he noted. "The old newspaper files are very incomplete, and very few of the Journals of the House of Assembly, of the period treated of, are to be found." Warburton relied heavily on the published researches of scholars such as William Francis Ganong* and John Caven. He had access to a few transcripts of off-Island records, but he did not travel to London to examine the Colonial Office files in the Public Record Office. Nor did he make any attempt to improve the Island's historical collecting.

In 1908, standing again in Queens, Warburton was elected to the House of Commons, where he became chair of the committee on public accounts. He did not distinguish himself. His speeches recorded in *Hansard* were infrequent and pedantic. His major honour was to head the parliamentary delegation to the coronation of King George and Queen Mary in 1911, at which time he was presented at Buckingham Palace. He was not re-elected that year or in 1917. In 1920 he was appointed surrogate and judge of probate for the Island, and he served in this capacity until his death.

Warburton in 1923 published *A history of Prince Edward Island from its discovery in 1534 until the departure of Lieutenant-Governor Ready in A.D. 1831*. This work expanded at length on his earlier historical sketch, producing an account limited by the same problems of evidence. Warburton used some transcripts at the Public Archives of Canada, but the book was based largely on contemporary accounts and secondary sources; it thus perpetuated many of the old mistakes of Island historiography. He wrote somewhat apologetically in his preface, "I am well aware that there is much that could be added to this volume, if one could find the scattered material." Nevertheless, the book served until the 1970s as the fullest statement of the early history of the Island and, along with his court reports, represents Warburton's main claim to distinction.

J. M. Bumsted

Alexander Bannerman Warburton's writings include his *History of Prince Edward Island*, published in Saint John in 1923, and several articles: "Our educational system," *Prince Edward Island Magazine* (Charlottetown), 2 (1900–1): 279–80; "The sea-cow fishery," *Acadiensis* (Saint John), 3 (1903): 116–19, and *Prince Edward Island Magazine*, 5 (1903–4): 141–45; and "Great epochs in English literature and their causes: a sketch," *Prince Edward Island Magazine and Educational Outlook* (Charlottetown), 6 (1904–5): 212–17. He also collaborated on two publications: *Reports of cases determined in the Supreme Court, Court of Chancery, and Vice Admiralty Court of Prince Edward Island . . .*, comp. with F. L. Haszard (2v., Charlottetown, 1885–86), and *Past and present of Prince Edward Island . . .*, ed. with D. A. MacKinnon (Charlottetown, [1906]).

Charlottetown Guardian, 15 Jan. 1929. *Examiner* (Charlottetown), 23 Aug. 1883, 26 Oct. 1889. *Islander* (Charlottetown), 5 Aug. 1870. *Patriot* (Charlottetown), 15 Jan. 1929. *Canadian directory of parl.* (Johnson). *Canadian men and women of the time* (Morgan; 1912). *Who's who and why*, 1915/16.

General Bibliography

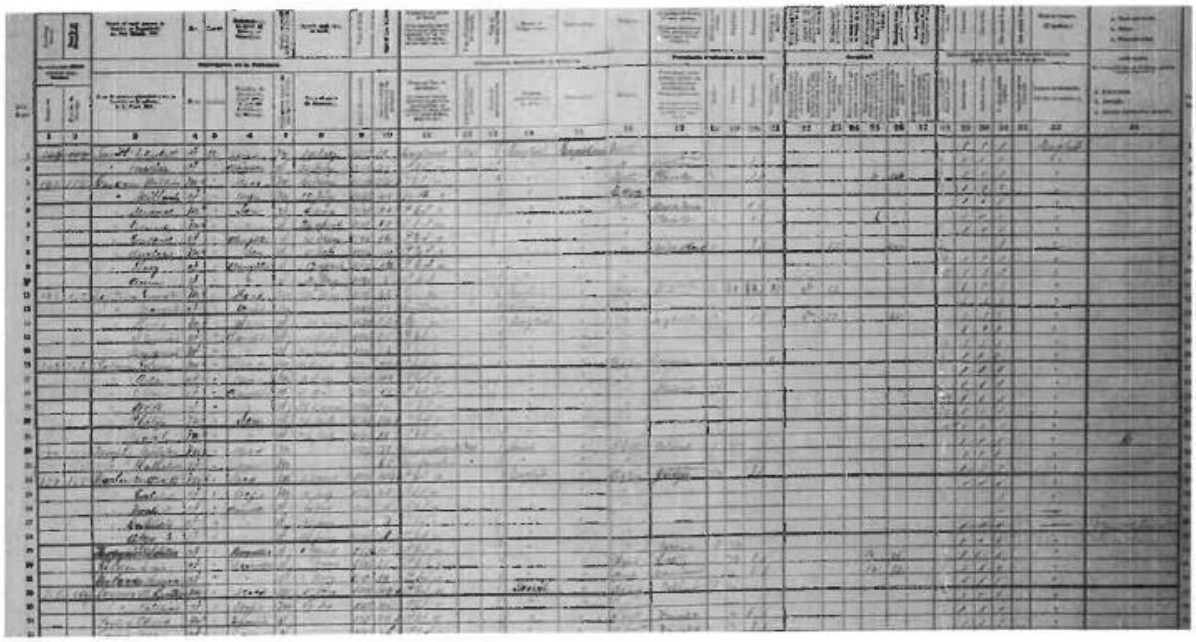
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made manifest.

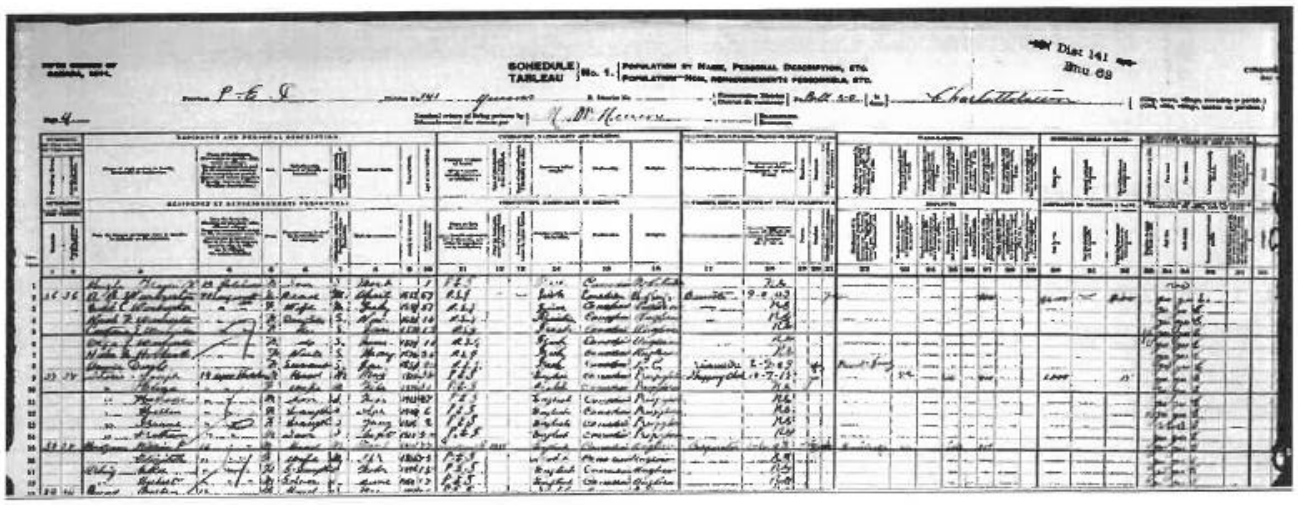
Marriage Bells.

St. Paul's Church was, this morning, the scene of a fashionable wedding. The principals were Mr. A B. Warburton, a well-known and popular member of the legal fraternity, and Miss Isabella C., daughter of the late Hon. John Longworth. The bridesmaids were Misses Pen. Longworth and Daisy Hobkirk. Mr. Fred Green, of Summerside, was the groomsman. The ceremony was performed by the Venerable Archdeacon S. Weston-Jones, in the presence of a large number of invited guests. The bride was given away by her brother, Mr. Brenton F. Longworth. Both bride and bridesmaids wore very becoming travelling suits. Mr. H. A. Tanton presided at the organ. After the ceremony, Mr. and Mrs Warburton, amidst showers of congratulations and good wishes in which THE EXAMINER heartily joins, took passage in the St. Lawrence for Pictou, en route to Halifax, where they will take the steamer for England. They will be absent about three months.

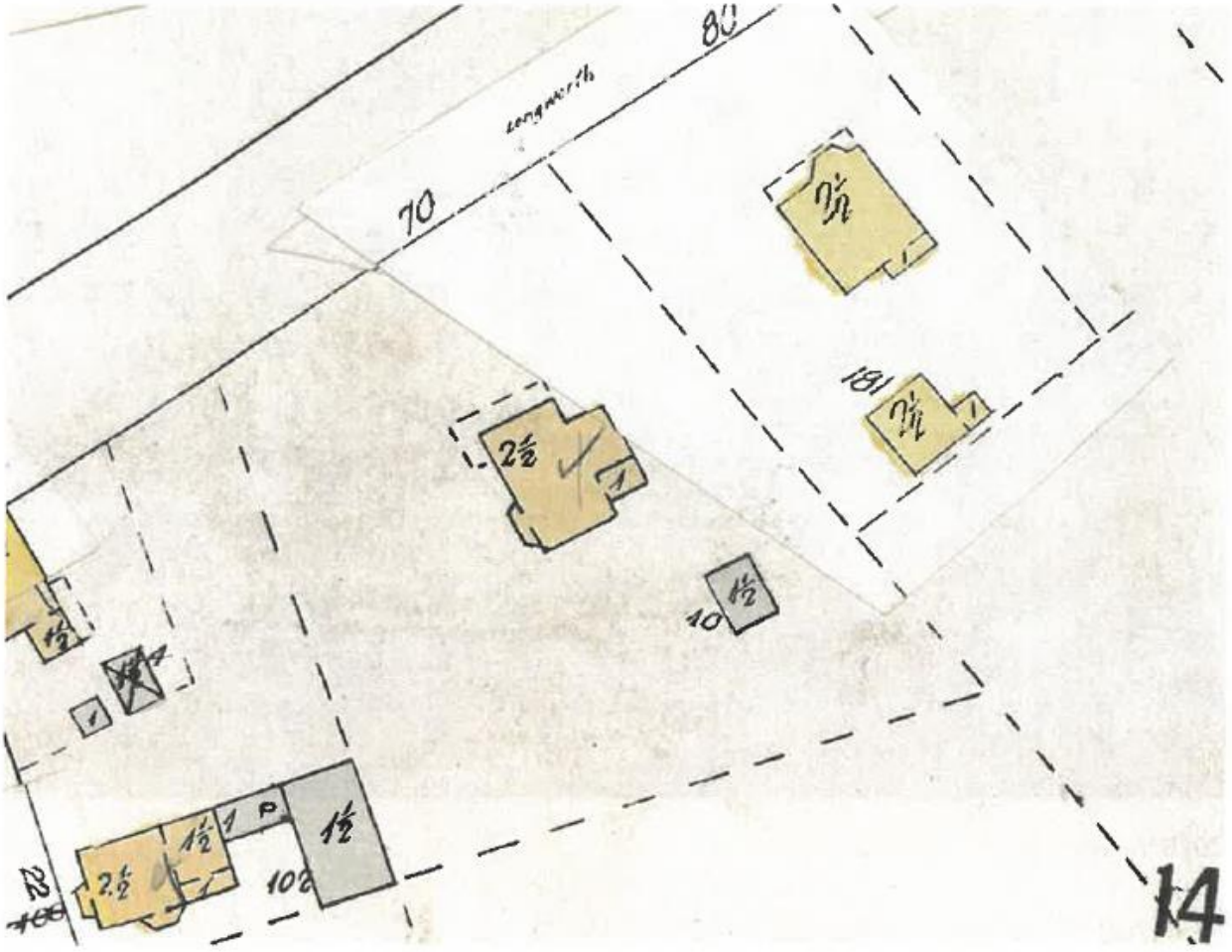
Examiner, October 26, 1889



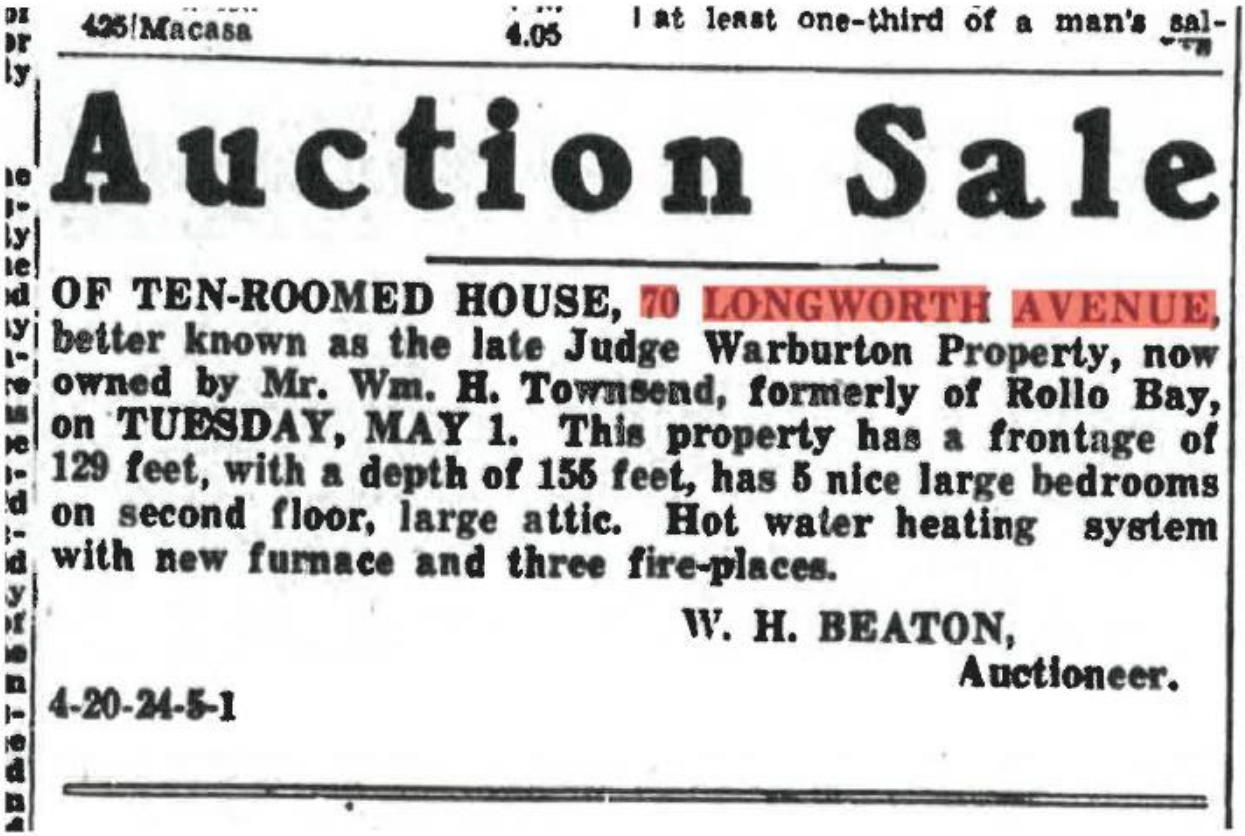
1901 Census



1911 Census



1903 Goad Fire Insurance Map



425 Macasa 4.05 l at least one-third of a man's sal-

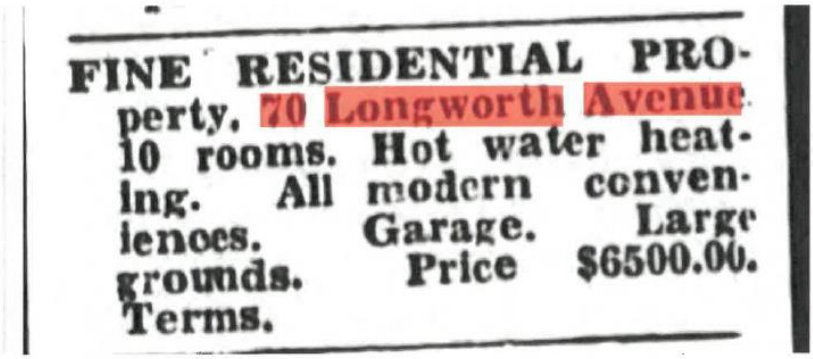
Auction Sale

OF TEN-ROOMED HOUSE, 70 LONGWORTH AVENUE, better known as the late Judge Warburton Property, now owned by Mr. Wm. H. Townsend, formerly of Rollo Bay, on TUESDAY, MAY 1. This property has a frontage of 129 feet, with a depth of 155 feet, has 5 nice large bedrooms on second floor, large attic. Hot water heating system with new furnace and three fire-places.

W. H. BEATON,
Auctioneer.

4-20-24-5-1

Guardian April 20,1945



FINE RESIDENTIAL PROperty, 70 Longworth Avenue. 10 rooms. Hot water heating. All modern conveniences. Garage. Large grounds. Price $6500.00. Terms.

Guardian April 5, 1938

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #3

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That the following Major Variance for the subject property identified as 70 Longworth Avenue (PID# 364364) to allow for a proposed 5-storey, 38-unit apartment building having both surface level and underground parking be denied:

1) **Permit a flankage yard setback of 3.35 metres (11 feet) with respect to Victory Avenue whereas a minimum flankage yard setback of 6 metres (19.7 feet) is otherwise required for apartment dwellings in the (R-3) zone; and**

2) **Permit a minimum lot area of 74 square metres per apartment unit whereas a minimum lot area of 140 square metres per unit is otherwise required for a corner lot in the (R-3) zone.**

PLANNING BOARD MEETING **REZONING & OPA REQUEST** **FILE: PLAN-2025-05-AUGUST-6B-1** **Woodland Creek (Violet Circle & Evelyn Street)** **Lots 16, 17, 28 and 29** **(PID# 778308)** **OWNER:** 102852 PEI Inc. **APPLICANT:** Will Zafiris	CHARLOTTETOWN
MEETING DATE: August 05, 2025	**Page 1 of 19**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Air Photo B. Zoning Map C. Site Concept Plan D. Building Renderings E. Public Circulation Letter F. Public Meeting Minutes G. Public Circulation Responses

SITE INFORMATION:

Context: The subject properties are four adjacent abutting lots registered under single PID# bounded on the north side by Violet Circle and to the south by Evelyn Street.

Ward No: 9 - Stonepark

Existing Land Use: Vacant lots containing no buildings or structures.

Official Plan: Low Density Residential

Zoning: Low Density Residential Single (R-2S) Zone

RECOMMENDATION:

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

1) Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject properties identified as 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308); and

2) Amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the development of each of the four (4) lots identified as Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) with a 4-unit building (stacked townhouse dwellings).

BACKGROUND:

Request

The City of Charlottetown Planning & Heritage Department has received a combined application for rezoning and Official Plan Amendment (OPA) for the properties located on Lots 16, 17, 28 and 29 bounded on the north side by Violet Cresent and to the south by Evelyn Street (PID# 778308).

The subject property is located in the Low Density Residential Single (R-2S) Zone of the City of Charlottetown Zoning & Development Bylaw and the Low Density Residential land-use designation of the City of Charlottetown Official Plan. The purpose of the proposed rezoning and OPA are to develop each of the four (4) individual vacant lots with a 2-storey, four (4) unit stacked townhouses for a total of sixteen (16) units across all four lots (see Attachment D).

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

Development Context

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

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

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

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Regulation 3.10.4 of the Zoning & Development Bylaw, on July 18, 2025, a mailed notice was sent to eight (8) property owners located within 100 metres of the subject property advising them of the proposed rezoning application. The letter advised them of the general details and intent of the request including the date, time, and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning and

stated the deadline to submit written comments concerning the applications (see Attachment E for copy of the letter).

Public Feedback

In response to the City's circulation letter, no written responses were received. Copy of the Public Meeting Minutes from July 29, 2025 can be found in this report under Attachment "F". It is noted that no members of the public spoke at the Public Meeting either for or against the proposal. A couple of technical questions were asked by a local Councillor and member of the Board that were answered and clarified by Planning staff at the meeting.

Comments Received from City Departments and External Agencies

All comments have been addressed and summarized below.

Charlottetown Fire Department – responded May 22, 2025 providing the following feedback:

- Fire hydrants are located either on or adjacent to each of these lots.
- Sufficient number of hydrants to satisfy the required fire flow, even with increased building size.
- The increase in density re-enforces the need to get the second subdivision access road to Norwood Road built to alleviate any traffic congestion during an emergency.

Charlottetown Water & Sewer Utility – responded May 14, 2025 providing the following feedback:

> No initial comments or concerns, once a servicing plan is available we will want to review that.

Charlottetown Public Works – responded May 22, 2025 providing the following feedback:

> Fairly straight forward from our end here. The parking areas seem as though they may be a little tight to get in and out of, but not sure that is of PW's concern. I'd ask that the driveway widths are reduced to 6.0 m to be aligned with street access bylaw, as given there are only four parking spaces with a low turn over rate, it would likely very rarely function as a two-way driveway as they've shown. If agreeable by Fire for their access needs, we would give the OK on this one.
>
> - 6.00 m width is agreed by Fire department.

Charlottetown Parks & Recreation – responded May 15, 2025 providing the following feedback:

From a P&R, I have no comments relating to proposed rezoning change from R2S to R3 or R3T. As noted previously to David, the park allocation has been approved by Council (September 26, 2022) for this overall development.

Charlottetown Environment & Sustainability – responded May 22, 2025 providing the following feedback:

Please circulate E&S department on tree planting plans and species list. If input on best tree species to select based on site conditions and to reduce utility conflicts, please reach out to swilmot@charlottetown.ca.

ANALYSIS:

The subject properties are currently zoned as Low Density Residential Single (R-2S). The zone limits housing typologies to semi-detached and duplex dwellings in terms of maximum unit count on an individual lot. A transition to the Medium Density Residential (R-3) Zone would offer the option to permit stacked townhouse dwellings on each of the four (4) subject properties.

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

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

The Official Plan furthermore states under Section 3.1 that our policy shall be to allow moderately higher densities in neighbourhoods, and to allow in-law suites in residential land-use designations and to make provision for multiple-family dwellings in the downtown core and multiple-family

dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing. It is noted that the subject properties are located immediately abutting one another and therefore the propose rezonings would make for a consistency in built form within one specific area of the subdivision representing a moderately higher density than is otherwise currently permitted through the (R-2S) zoning.

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

Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings. Our policy shall also be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods. The proposed stacked townhouse units would be physically relatable in terms of their height, massing and setbacks on each lot with respect to any lower-density development that has developed and will develop within the immediate area of the greenfield subdivision currently under wider active development. Each stacked townhouse block is proposed to be built to a height of 2 storeys and would meet all setback requirements of the (R-3) zone thereby ensuring that they remain relatively physically relatable to what would be other single-detached, semi-detached and duplex dwelling units that have been or could be developed within other nearby (R-2S) zoned properties.

Under Section 3.3 (Housing Needs and Variety), the Official Plan states that if Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. While the development proposal for the subject

property does not propose affordable housing by definition it is representative of a more compact form of development that provides wider housing options to residents.

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide housing variety for a range of demographics. Notwithstanding, it clearly states that new development must be physically related to its surroundings and that there should be an appropriate relationship between height and density for new development in existing neighbourhoods. "Our Policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings."

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

Positives	Neutral	Shortcomings
▪ The rezoning would facilitate compact urban form and greenfield development of medium density housing to meet future needs. ▪ The proposed stacked townhouse development (16 units total) would help address housing options for a growing population within the city. ▪ The developments are proposed on consecutive abutting properties and therefore would concentrate unit types within the same area thus lessening impact to other forms of housing. ▪ The proposed development has been found to meet all technical requirements of other City Departments.	▪ The proposed development would require both an application for Building & Development Permit in order to enable the development to occur.	▪ The proposed stacked townhouse units have potential to increase traffic counts in the area however Public Works staff have offered no concern with respect to traffic impacts and proposed access given available data and have deemed the proposed driveway accesses as acceptable and able to meet technical requirements.

CONCLUSION:

Based on review of the related Official Plan policies that can be applied, it is the opinion of Planning staff that the proposed development is in alignment with and would fulfill the intent and purpose of the noted Official Plan policies that would apply to a higher density residential use on the subject properties.

The intensity and proposed density of the development would be consistent with the statements made under Sections 3.1 and 3.2 of the Official Plan as it regards density and adverse effects on existing low density housing as well as preservation of existing neighbourhood built form and density should the related rezoning be approved.

As has been noted, the response to the public circulation on the part of neighbourhood residents has been quite muted with no letters of either support or opposition having been received with respect to the letter mailed by the City on July 18, 2025 in partial fulfillment of the public notification requirements for rezoning application under the Zoning & Development Bylaw. No major concerns were raised at the Public Meeting held on July 29, 2025 by any residents or members of Council at the time.

Both Public Works and City Fire have expressed no concerns with respect to traffic and site access noting that the current concept is acceptable with respect to technical requirements. Remaining City Departments have all detailed technical requirements that would be resolvable at the Building Permit stage.

Based on our policy review and the culmination of feedback received from the Public Meeting and the responses received from other City Departments in technical support of the application, the Planning and Heritage Department encourages Planning Board to recommend that City Council approve the following requests for rezoning and Official Plan Amendment:

1) Amend Appendix “G” – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject properties identified as 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308); and

2) Amend Appendix “A” the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the development of each of the four (4) lots identified as Lots 16, 17, 28 and 29 on Evelyn

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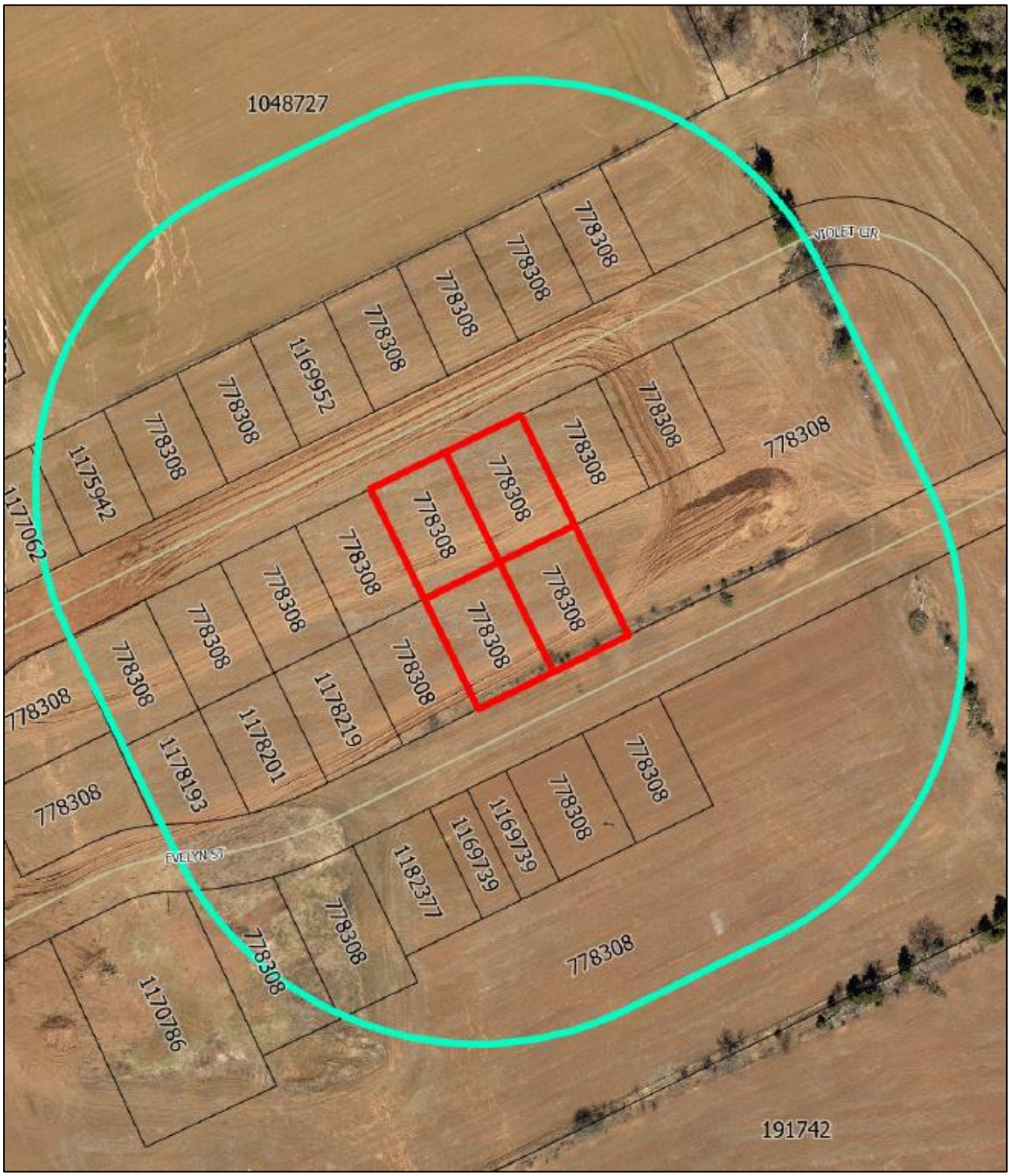
Presenter:

Sonia Kamal, MPlan, BArch
Planner II

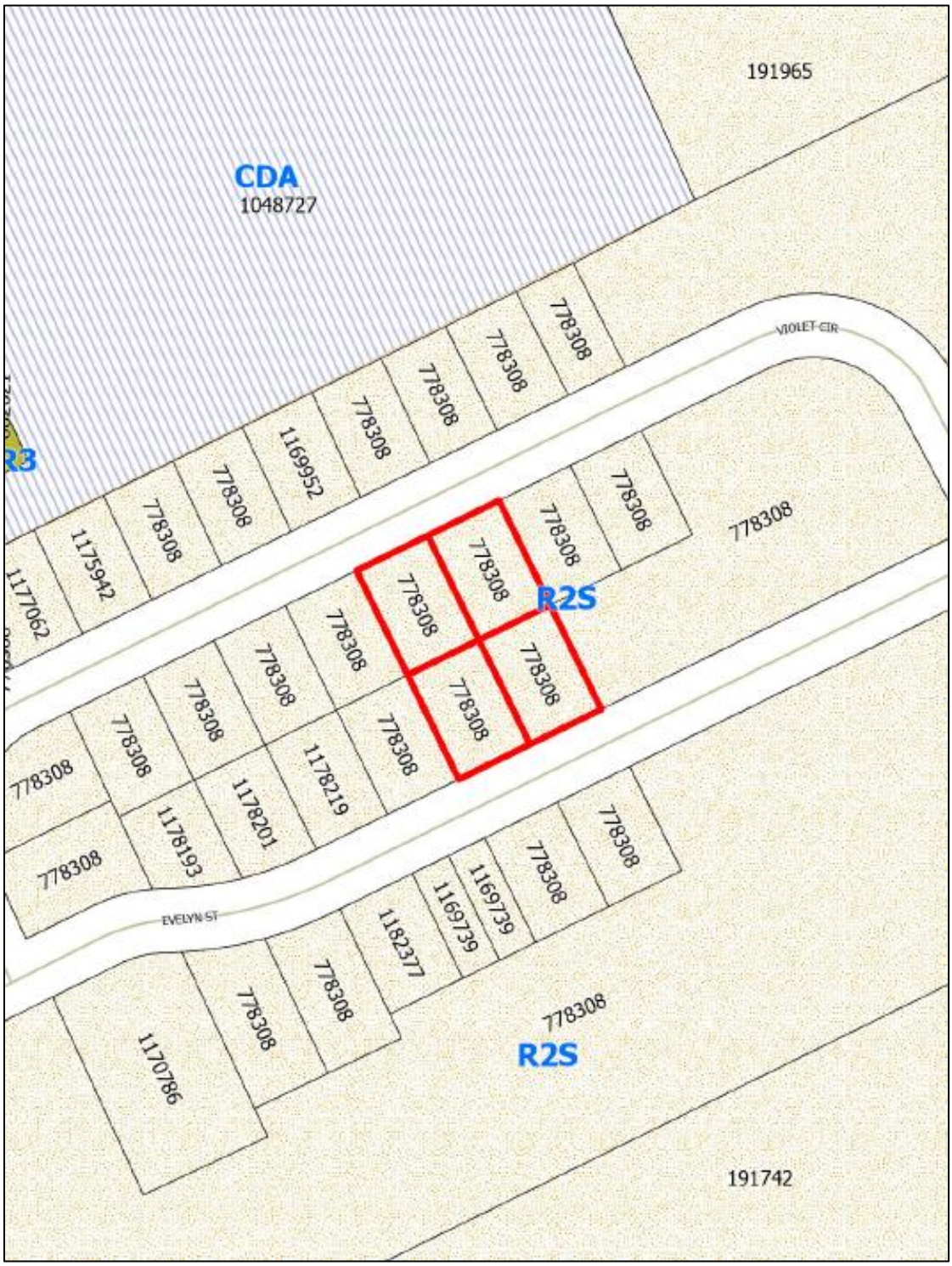
Manager:

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

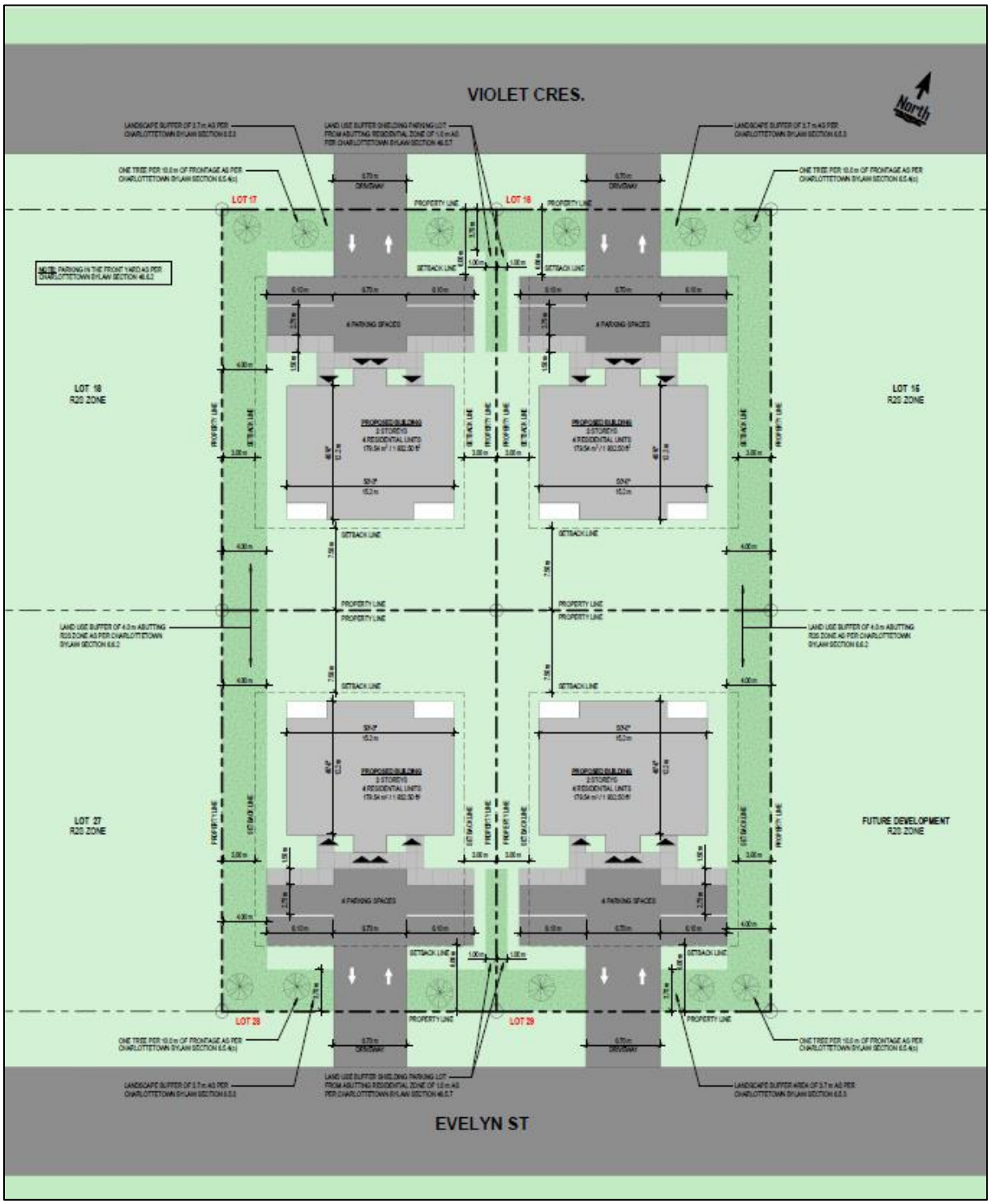
Attachment "A" – Air Photo:



Attachment "B" – Zoning Map:



Attachment "C" – Site Concept Plan:



Attachment D – Building Renderings









Attachment "E" – Public Circulation Letter

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

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

[redacted]

July 18, 2025

RE: Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department received a request for a Zoning Bylaw Amendment for the unaddressed subject properties located at Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) to rezone the subject properties from the current Low Density Residential Single (R-2S) Zone and place them within the Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of each of the subject properties with a proposed 4-unit building (stacked townhouse).

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property located within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of this request for rezoning. A public meeting for this application will be held on **July 29th, 2025 (Tuesday) 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 Monday, July 28, 2025 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 noon, 12:00pm on Tuesday, July 29, 2025 with details on how to participate in the meeting. Anyone who wants to observe the live meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to the reporting Planner Sonia Kamal at skamal@charlottetown.ca on or before 12:00pm noon on Wednesday, July 30, 2025. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca

and find the Meeting Packages under the Mayor and Council section for 2025 Public Metting Packages. As comments and updates are received, the package will be revised with additional information leading up to the public meeting.

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

Sincerely,

Sonia Kamal, Mplan, BArch
Planner II

Attachment "F" – Public Meeting Minutes

Public Meeting of Council
Tuesday, July 29, 2025, 7PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; 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 Mitchell Tweel Councillor John McAleer	Councillor Julie McCabe* Councillor Norman Beck Councillor Trevor MacKinnon Councillor Robert Doiron* Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr. PD Sonia Kamal, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Will Zafaris	
Also present:	Lea MacDonald, Planning Board David Essery, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.
The deadline for submission of written comments is Wednesday, July 30th at Noon

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:02 PM

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

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the agenda for the public meeting on July 31, 2025 be approved.

CARRIED (9-0)

4. Discussions:

Request:

To rezone for a Zoning Bylaw Amendment for the unaddressed subject properties located at Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) to rezone the subject properties from the current Low Density Residential Single (R-2S) Zone and place them within the Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of each of the subject properties with a proposed 4-unit building (stacked townhouse).

Property Information: Lots 16, 17, 28, 29, Evelyn Street, Violet Circle (PID#778308)
Staff Presenter: Sonia Kamal, PII
Applicant: Will Zafaris
Reference: Public Meeting Package

Summary:

It was said the properties are four adjacent abutting lots registered under single PID# bounded on the north side by Violet Circle and to the south by Evelyn Street and are located within the Low Density Residential Single (R-2S) Zone within an approved greenfield subdivision site currently under active development and also that the subject properties are currently vacant, containing no buildings or structures.

It was also stated that the subject properties are vacant lots that form part of what is a greenfield or new subdivision development that is currently still under construction and expansion at the present time on the basis of prior approvals and that all properties within the existing plan of subdivision in this area are currently zoned (R-2S) which allows for residential dwellings in the form of single-detached, semi-detached and duplex dwellings but does not have any allowance for stacked townhouse dwellings as proposed.

Staff stated that the subject properties are located in relatively close proximity to Norwood Road to the west that contains primarily single-detached dwellings that have been established for some time. The subject properties are located approximately 700 metres north of the Arterial Highway bypass via connection from Norwood Road and that parking spaces for each of the stacked townhouse units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would meet all setback, lot area and lot frontage requirements of the (R-3) zone based on the concept plans provided.

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

Staff stated that on June 10, 2025 City Council approved the request to proceed to public consultation and that as per Section 3.10.4 of the Zoning & Development By-law, a mailed notification letter was sent to all owners within 100 metres (328 feet) of the subject property on July18, 2025 being a minimum of seven (7) calendar days prior to the public hearing date of July 29, 2025.

Staff also stated a total of eight (8) letters were sent to residents advising them of the public meeting to solicit their comments and feedback. To date, no written responses have been received.

It was said that next steps would be a recommendation to Planning Board tentatively August 5th and the consideration by Council tentatively on August 12th.

Discussion:

The public notice timing was clarified that it's 7 days for zoning amendments, 14 days for variances and it was stated for historical context: prior to 2018, longer notice periods may have applied.

It was said the rezoning applies only to the four lots; others remain R2S and the lots under a common PID and not yet sold to new owners.

The applicant confirmed ownership of the four lots; others belong to different landowners.

It was stated that Building duplexes on two other lots which permitted under R2S and that the rezoning would allow 8 additional units (2 per lot).

The applicant stated that higher density is preferred as HST rebates support feasibility.

It was stated that Rezoning would allow for 8 additional units overall being 2 more per lot.

5. Adjournment of Public Session

Moved by Councillor Beck and seconded by Alana Jankov that the public meeting be adjourned. The meeting adjourned at 7:21 PM

Attachment "G" – Public Circulation Responses

<None received>

DRAFT

Public Meeting of Council
Tuesday, July 29, 2025, 7PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; 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 Mitchell Tweel Councillor John McAleer	Councillor Julie McCabe* Councillor Norman Beck Councillor Trevor MacKinnon Councillor Robert Doiron* Councillor Kevin Ramsay
Staff:	Mike Ruus, Director Int. Growth David Gundrum, Mgr, PD Sonia Kamal, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Will Zafaris	
Also present:	Lea MacDonald, Planning Board David Essery, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

Meeting reminders were explained before calling the meeting to order. Mayor Brown also acknowledged that the meeting was taking place on the traditional and unceded territory of the Mi'kmaq people.
The deadline for submission of written comments is Wednesday, July 30th at Noon

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:02 PM

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

3. **Approval of Agenda**
   Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the agenda for the public meeting on July 31, 2025 be approved.

   CARRIED (9-0)

4. Discussions:

Request:

To rezone for a Zoning Bylaw Amendment for the unaddressed subject properties located at Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) to rezone the subject properties from the current Low Density Residential Single (R-2S) Zone and place them within the Medium Density Residential (R-3) Zone and to also change the land-use designation in the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the future development of each of the subject properties with a proposed 4-unit building (stacked townhouse).

Property Information: Lots 16, 17, 28, 29, Evelyn Street, Violet Circle (PID#778308)
Staff Presenter: Sonia Kamal, PII
Applicant: Will Zafaris
Reference: Public Meeting Package

Summary:

It was said the properties are four adjacent abutting lots registered under single PID# bounded on the north side by Violet Circle and to the south by Evelyn Street and are located within the Low Density Residential Single (R-2S) Zone within an approved greenfield subdivision site currently under active development and also that the subject properties are currently vacant, containing no buildings or structures.

It was also stated that the subject properties are vacant lots that form part of what is a greenfield or new subdivision development that is currently still under construction and expansion at the present time on the basis of prior approvals and that all properties within the existing plan of subdivision in this area are currently zoned (R-2S) which allows for residential dwellings in the form of single-detached, semi-detached and duplex dwellings but does not have any allowance for stacked townhouse dwellings as proposed.

Staff stated that the subject properties are located in relatively close proximity to Norwood Road to the west that contains primarily single-detached dwellings that have been established for some time. The subject properties are located approximately 700 metres north of the Arterial Highway bypass via connection from Norwood Road and that parking spaces for each of the stacked townhouse units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would meet all setback, lot area and lot frontage requirements of the (R-3) zone based on the concept plans provided.

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

Staff stated that on June 10, 2025 City Council approved the request to proceed to public consultation and that as per Section 3.10.4 of the Zoning & Development By-law, a mailed notification letter was sent to all owners within 100 metres (328 feet) of the subject property on July18, 2025 being a minimum of seven (7) calendar days prior to the public hearing date of July 29, 2025.

Staff also stated a total of eight (8) letters were sent to residents advising them of the public meeting to solicit their comments and feedback. To date, no written responses have been received.

It was said that next steps would be a recommendation to Planning Board tentatively August 5th and the consideration by Council tentatively on August 12th.

Discussion:

The public notice timing was clarified that it is seven (7) days for zoning amendments, 14 days for variances and it was stated for historical context: prior to 2018, longer notice periods may have applied.

It was said the rezoning applies only to the four lots; others remain R2S and the lots under a common PID and not yet sold to new owners.

The applicant confirmed ownership of the four lots; others belong to different landowners.

It was stated that Building duplexes on two other lots which is permitted under R2S and that the rezoning would allow eight (8) additional units (2 per lot).

The applicant stated that higher density is preferred as HST rebates support feasibility.

It was stated that rezoning would allow for eight (8) additional units overall being two more per lot.

5. Adjournment of Public Session

Moved by Councillor Beck and seconded by Deputy Mayor Alana Jankov that the public meeting be adjourned. The meeting adjourned at 7:21 PM

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #4

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That the following rezoning and Official Plan Amendment requests be approved:

1) **Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject properties identified as 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308); and**

2) **Amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential to facilitate the development of each of the four (4) lots identified as Lots 16, 17, 28 and 29 on Evelyn Street and Violet Circle (PID# 778308) with a 4-unit building (stacked townhouse dwellings).**

PLANNING BOARD MEETING **REZONING REQUEST** **FILE: PLAN-2025-05-AUGUST-6B-2** **Unaddressed Property (Viceroy Avenue)** **(PID# 349035)** **OWNER:** Morris Holdings Ltd. **APPLICANT:** APM Commercial (c/o Cain Arsenault)	CHARLOTTETOWN
MEETING DATE: August 05, 2025	**Page 1 of 9**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Air Photo B. Zoning Map C. Site Concept Plans D. Building Renderings

SITE INFORMATION:

Context: The subject property is an undeveloped interior lot located on the south side of Viceroy Avenue across from West Kent Elementary School.

Ward No: 3 - Brighton

Existing Land Use: Vacant lot containing no buildings or structures.

Official Plan: Low Density Residential

Zoning: Single Detached Residential (R-1L) Zone

RECOMMENDATION:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the following rezoning request for the unaddressed property identified as PID# 349035 located on Viceroy Avenue proceed to public consultation:

1) To rezone the unaddressed subject property identified as PID# 349035 on Viceroy Avenue from the Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units.

BACKGROUND:

Request

The City of Charlottetown Planning & Heritage Department has received an application for rezoning for property located on the south side of Viceroy Street (PID# 349035). The subject property is within the Single Detached Residential (R-1L) Zone of the City of Charlottetown Zoning & Development Bylaw and the Low Density Residential land-use designation of the City of Charlottetown Official Plan. The purpose of the proposed rezoning is to develop the subject

property with three (3) semi-detached dwellings each on separate future lots containing two (2) units for a total of six (6) dwelling units across the combined sites (see Attachments C & D).

Parking spaces for each of the semi-detached units are proposed to be located to the front of the respective units facing the street frontage. The proposed structures would require further relief from (R-2) zoning requirements through future variance should the rezoning be approved as deficiency with respect to rear yard setback would need to be addressed prior to development based on the site concept plans provided (see Attachment C).

Development Context

The subject property is a vacant interior residential lot located within the mature developed neighbourhood of Brighton.

All properties that bound the site to the south (fronting onto Admiral Street) are within the (R-2) zone and contain a mix of existing single-detached and semi-detached dwellings. Immediately abutting the west of the site is a single-detached dwelling in the (R-1L) zone that is a thru-lot having main frontage onto Admiral Street to the south while the property abutting to the east is a vacant lot fronting onto Viceroy Avenue also containing no buildings or structures (see Attachment A).

The subject property is located directly across the street from West Kent Elementary School and is located approximately 300 metres (984 feet) due west of North River Road being a primary north-south collector road connecting the downtown to other areas of the City including the local neighbourhood to which the subject property belongs.

LEGISLATIVE REQUIREMENTS:

Notification

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

ANALYSIS:

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

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

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to proceed to public consultation to consider a Zoning Bylaw Amendment (Rezoning) to rezone the subject property identified as Viceroy Avenue (PID# 349035) from the Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units.

Presenter:

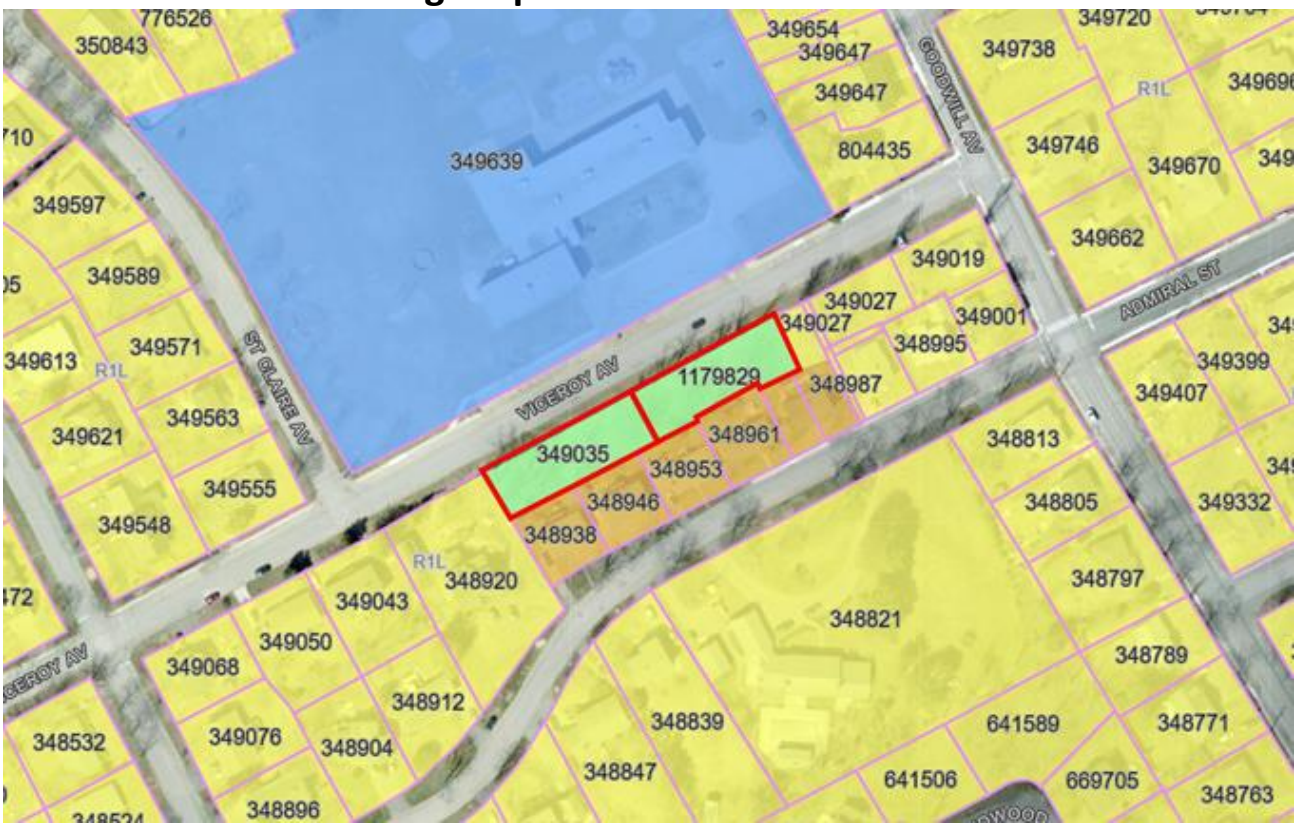


David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

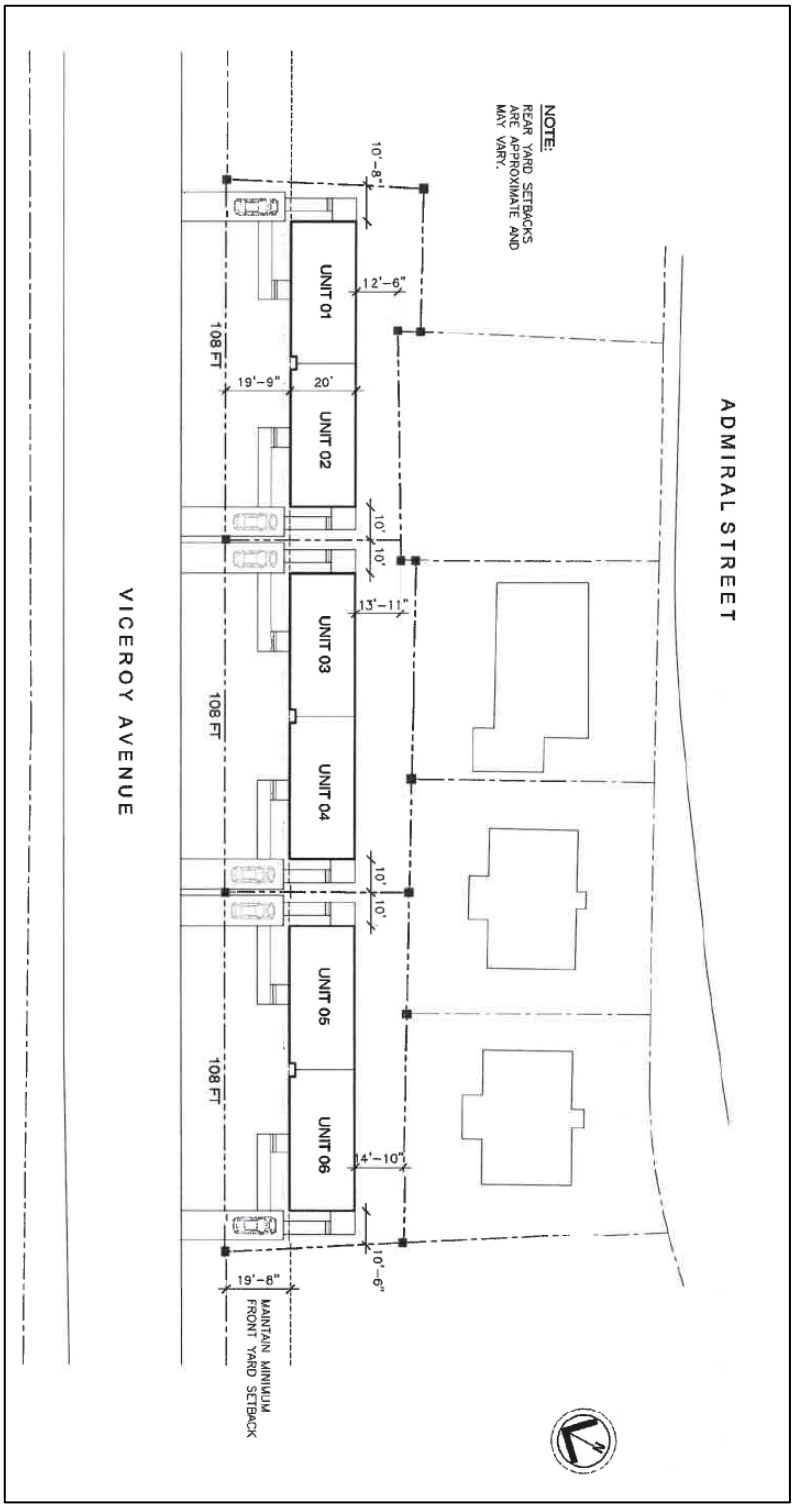
Attachment "A" – Air Photo:

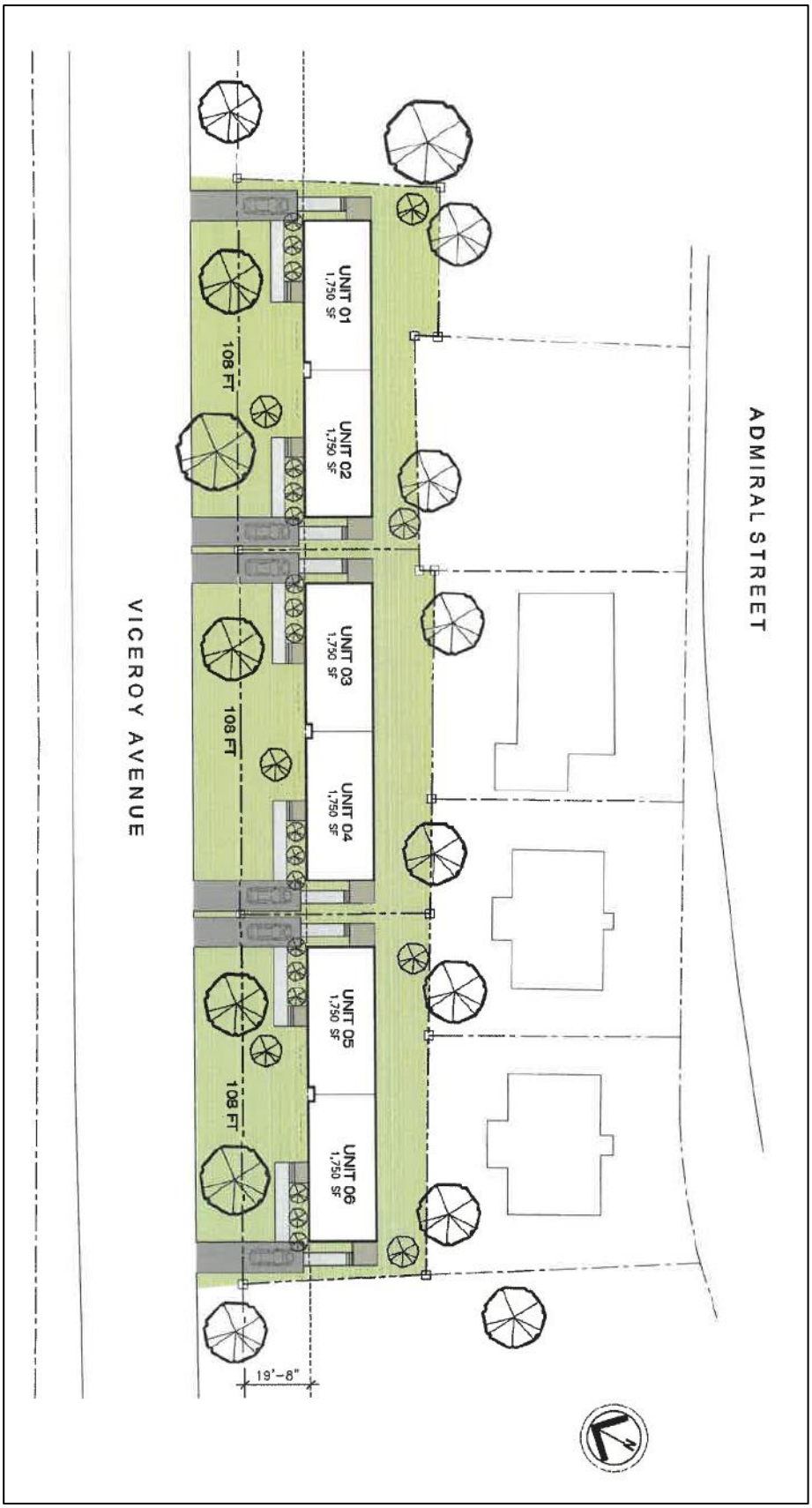


Attachment "B" – Zoning Map:

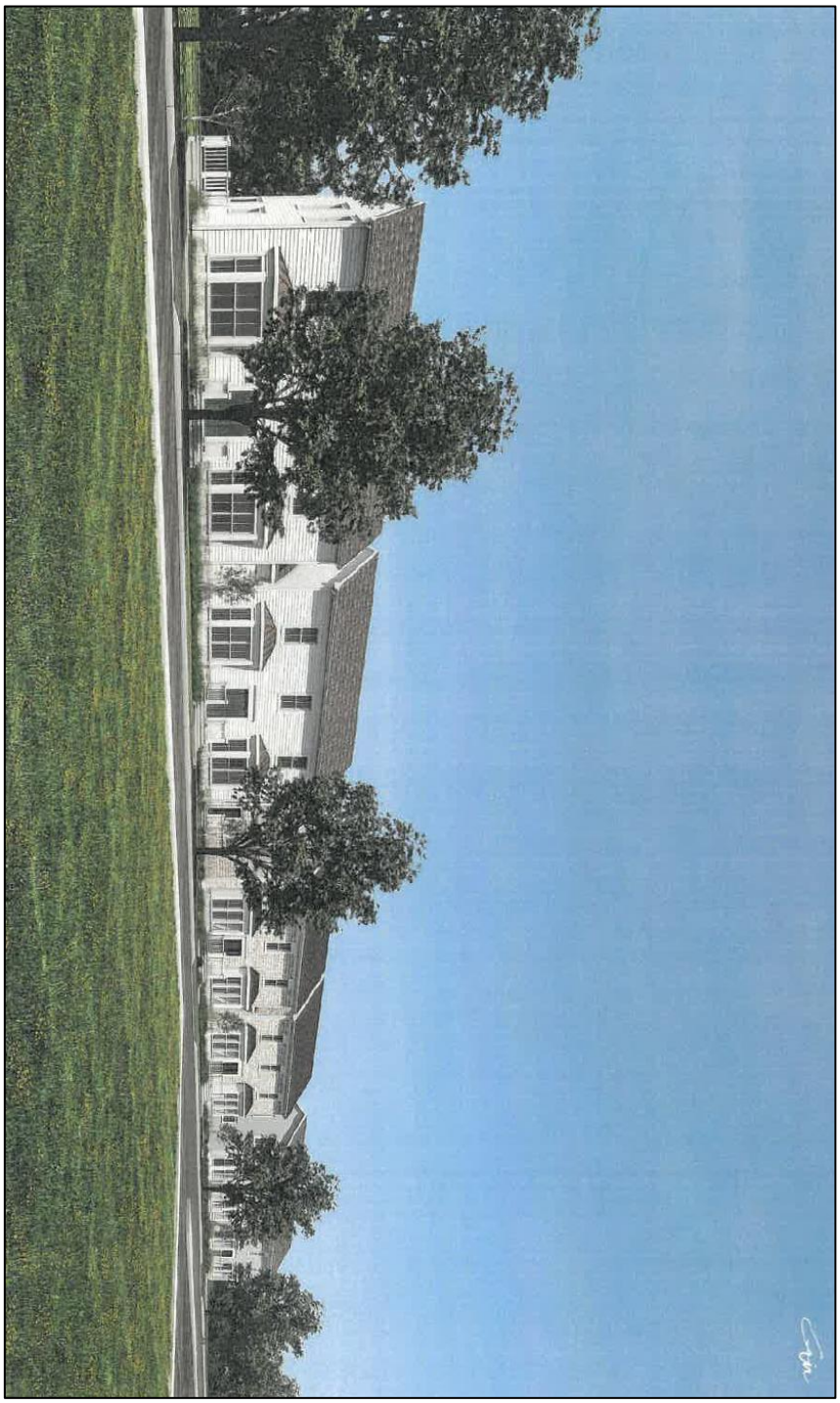


Attachment "C" – Site Concept Plans:




ADMIRAL STREET
VICEROY AVENUE
UNIT 01
1,750 SF
UNIT 02
1,750 SF
UNIT 03
1,750 SF
UNIT 04
1,750 SF
UNIT 05
1,750 SF
UNIT 06
1,750 SF
108 FT
108 FT
108 FT
19'-8"

Attachment “D” – Building Renderings:





CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage #5

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That the following rezoning request for the unaddressed property identified as PID# 349035 located on Viceroy Avenue proceed to public consultation:

1) **To rezone the unaddressed subject property identified as PID# 349035 on Viceroy Avenue from the Single Detached Residential (R-1L) Zone to the Low Density Residential (R-2) Zone to facilitate the future subdivision of the subject property into three (3) new lots each containing a semi-detached dwelling for a total of six (6) new dwelling units.**

PLANNING BOARD MEETING **LOT CONSOLIDATION** **FILE: PLAN-2025-05-AUGUST-6C-1** **161-167 Mount Edward Road** **(PID#s 390237, 566976, 390260)** **OWNER:** 103345 PEI Inc. **APPLICANT:** Craig Cameron	CHARLOTTETOWN
MEETING DATE: August 05, 2025	**Page 1 of 9**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Air Photo B. Zoning Map C. Lot Consolidation Survey Plan D. Site Concept Plan E. Building Renderings

SITE INFORMATION:

Context: The subject properties are primarily vacant and undeveloped with property identified as PID# 390260 containing an existing single-detached dwelling.

Ward No: 4 – Spring Park

Existing Land Use: Single-detached dwelling and vacant lands.

Official Plan: Comprehensive Development Area

Zoning: Comprehensive Development Area (CDA) Zone

RECOMMENDATION:

The Planning and Heritage Department encourages Planning Board to recommend to Council that the consolidation of primarily vacant and undeveloped lands identified as 161-167 Mount Edward Road being PID#s 390237, 566976 and 390260 be approved, subject to a final pinned survey plan.

BACKGROUND:

Request

The City of Charlottetown has received an application in accordance with Section 48.3.4 of the Zoning and Development Bylaw to consolidate PID#s 390237, 566976 and 390260 to facilitate the future development of the combined subject properties with up to 150 apartment dwelling uses spread across two (2) phases of development. Lot consolidations in the Comprehensive Development Area (CDA) Zone require approval from Council.

Development Context

The subject properties are interior lots which are located on the west side of Mount Edward Road south of the intersection with Pine Drive (see Attachment A). The parcel identified as PID# 390260 contains an existing single-detached dwelling while the remaining parcels are vacant and undeveloped. The combined size of the subject properties is approximately 1.25 hectares (3.09 acres) with a combined frontage of approximately 84 metres (275 feet) along the west side of Mount Edward Road.

Land uses found directly north of the subject properties and to the east across Mount Edward Road are entirely residential in nature containing established single-detached dwellings within the (R-2S) zone (see Attachment B). The subject properties are bounded entirely to the south and to the west by a single property addressed as 153-155 Mount Edward Road (PID# 390229) wrapping around the rear of the subject properties that it in the Institutional (I) Zone and contains an existing place of worship (Christian Reformed Church) as well as a sizeable contiguous wooded area.

The applicants are seeking to consolidate the subject properties into a single larger parcel that would be within the Comprehensive Development Area (CDA) Zone in order for the combined site to be developed with up to 150 apartment dwelling units across two (2) future buildings (see Attachments C & D). The subject properties recently went through a re-zoning and land-use re-designation process to facilitate the proposed development.

ANALYSIS:

The applicants have applied to consolidate the subject lands to allow for the future construction of apartment buildings on the consolidated properties as per the site plans provided to the City.

The property up until recently had split zoning that was changed to uniform zoning under the Comprehensive Development Area (CDA) Zone as a first step in enabling the envisioned development to occur. Subsequent to the recent rezoning, the existing lots are needing to be consolidated in order for the development to proceed, otherwise, general preconditions for minimum lot area, lot frontage and as well as building setbacks would not otherwise be in place to allow the development to occur on account of presence of interior lot lines across the combined site.

While the Zoning and Development Bylaw permits staff to approve lot consolidations in the (R-1) and (R-2) Zones, as per Section 48.3.4.a), any lot consolidations that are requested in zones other than these shall be subject to Council approval.

Since the subject properties are zoned Comprehensive Development Area (CDA) Zone, this application is required to proceed through Planning Board and Council. The applicants have requested a lot consolidation in order allow the future development of the apartment buildings to occur.

CONCLUSION:

It is the opinion of Planning staff that the proposed lot consolidation would facilitate and implement the intentions of the recent zoning and land-use designation that were recently approved by Council to enable the intended apartment development to occur.

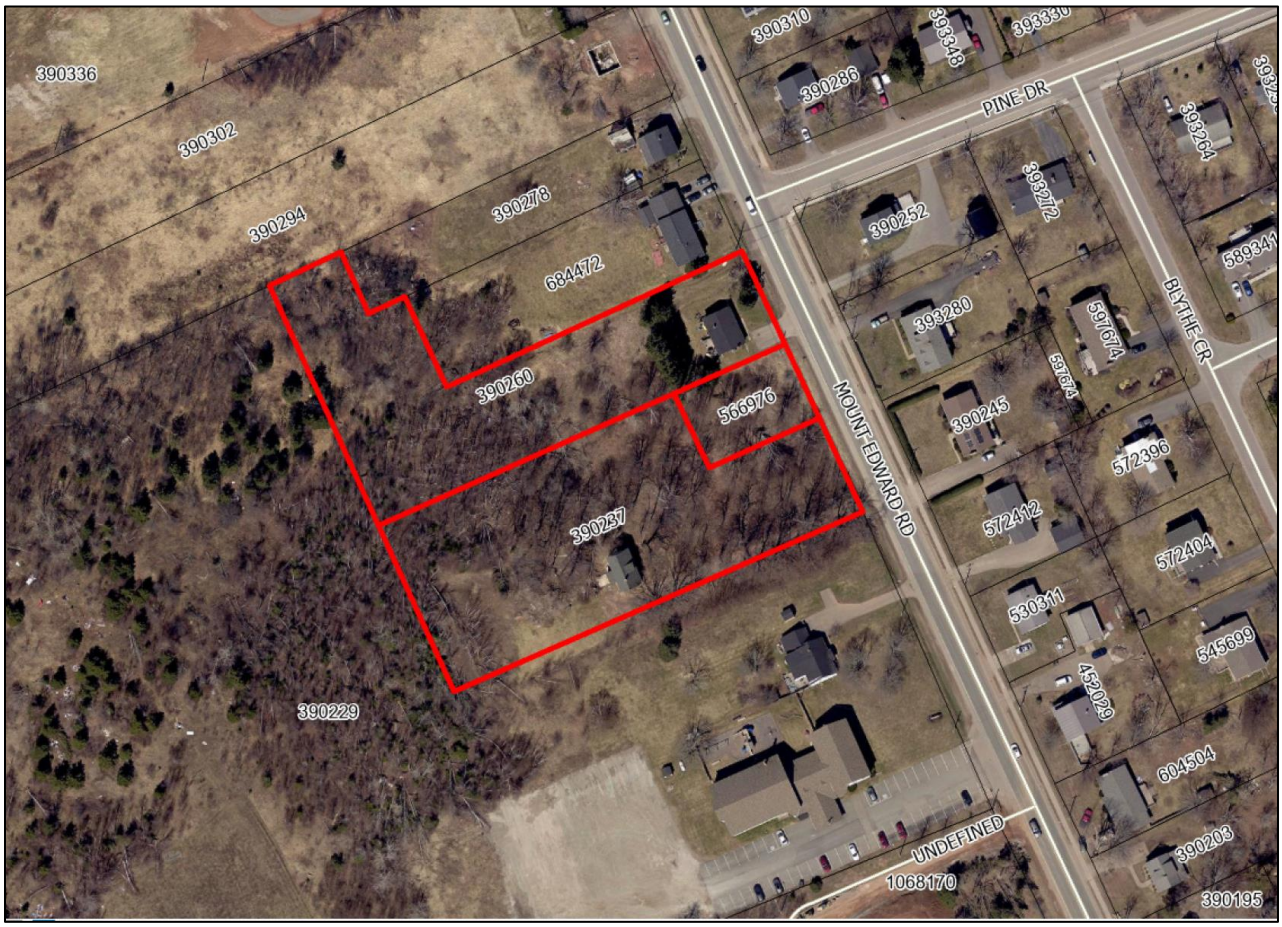
The Planning & Heritage Department therefore encourages the Planning Board to recommend that the consolidation of the lands identified as 161-167 Mount Edward Road (PID#s 390237, 566976, 390260) be approved, subject to a final pinned survey plan.

Presenter:

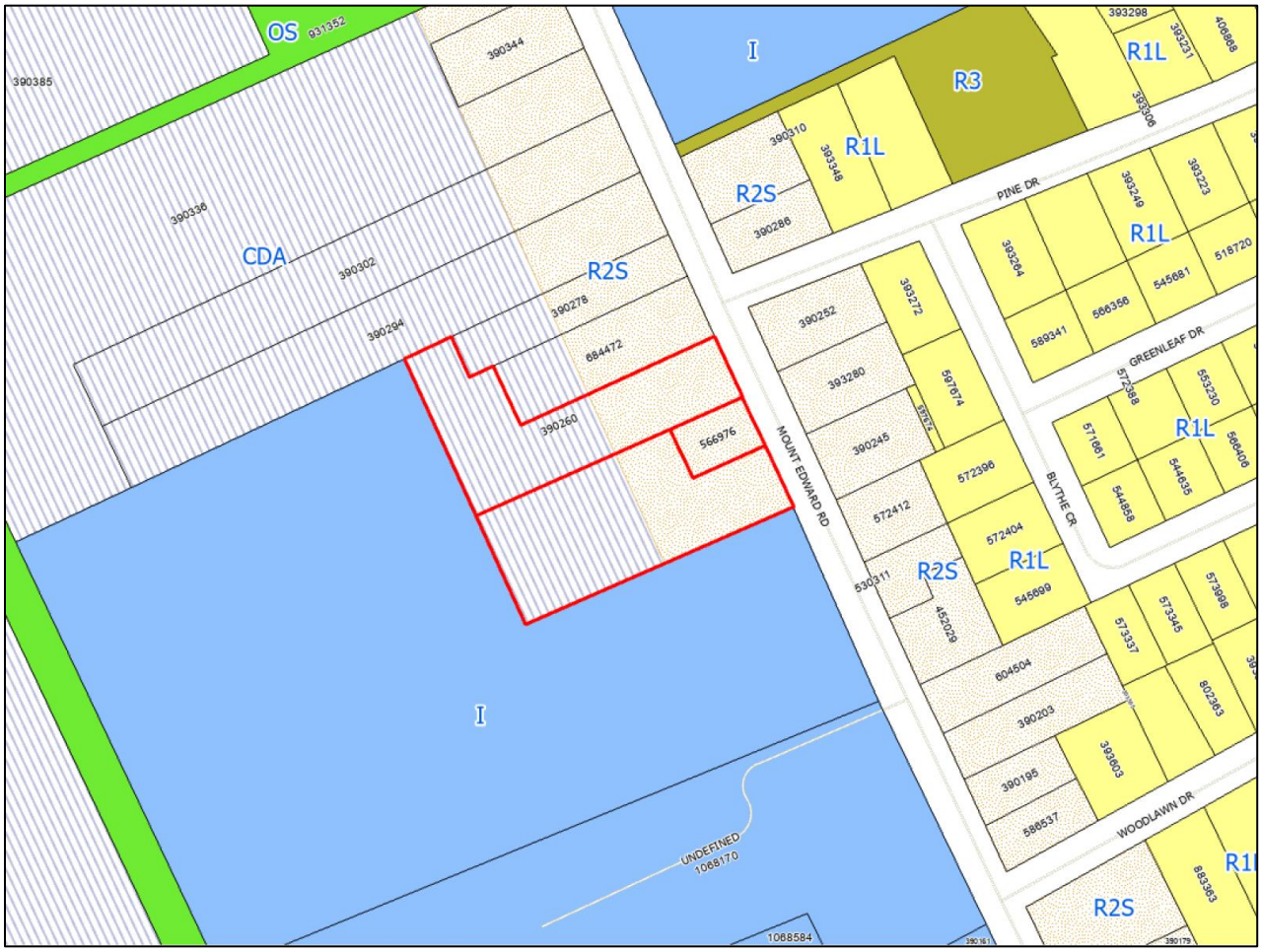


David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

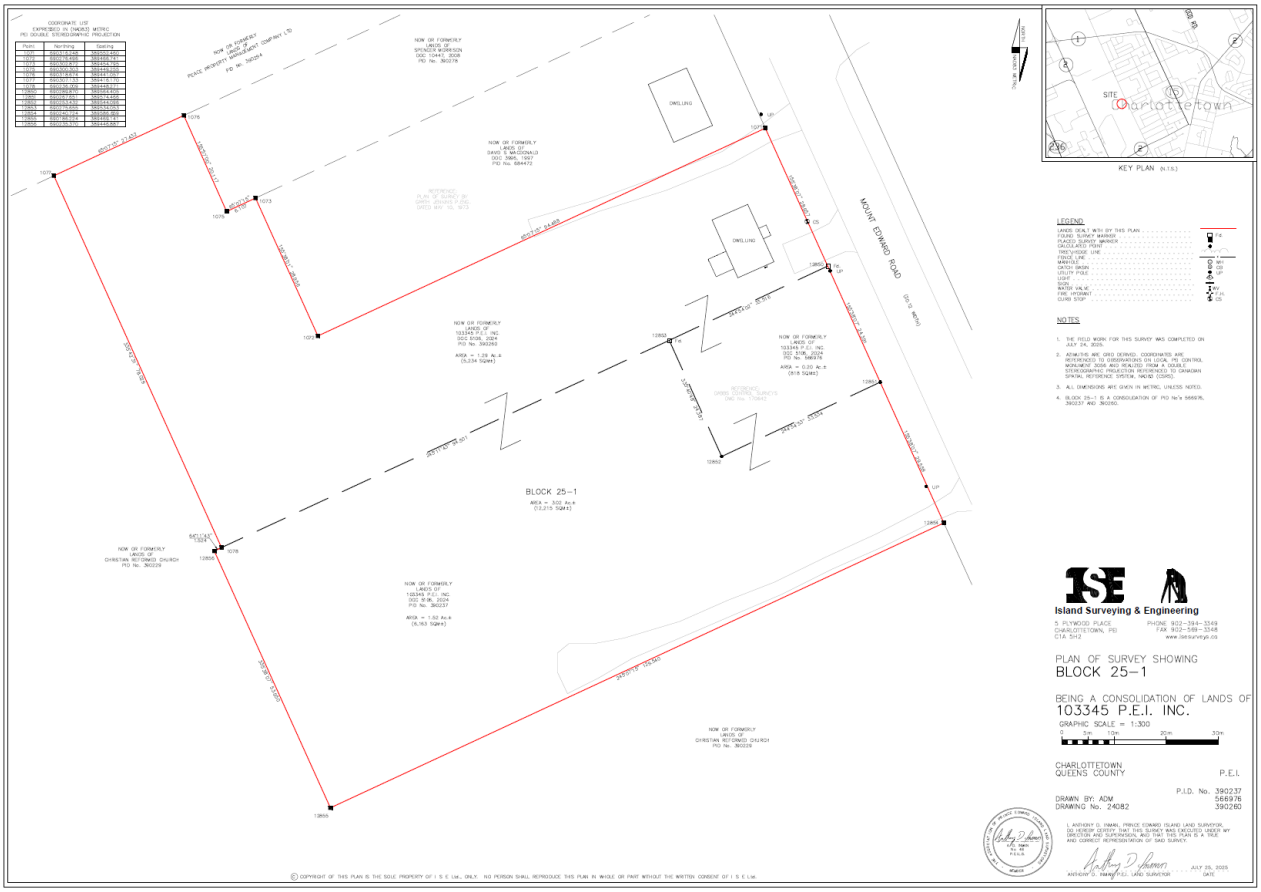
Attachment "A" – Air Photo:



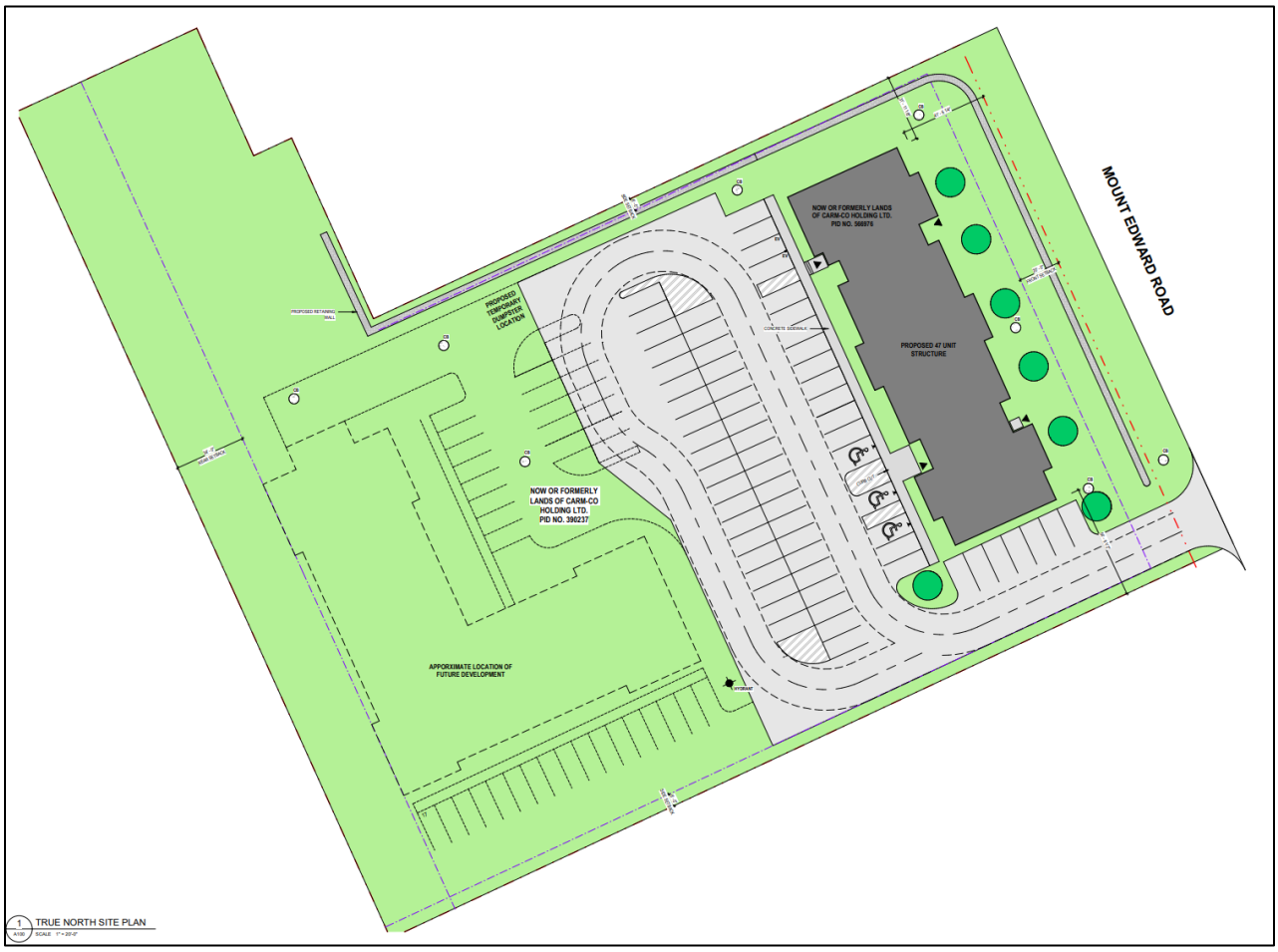
Attachment "B" – Zoning Map:



Attachment "C" – Lot Consolidation Survey Plan:



Attachment "D" – Site Concept Plan:



Attachment "E" – Building Renderings:









CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage
#6

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That the consolidation of primarily vacant and undeveloped lands identified as 161-167 Mount Edward Road being PID#s 390237, 566976 and 390260 be approved, subject to a final pinned survey plan.

PLANNING BOARD REPORT **RECONSIDERATION REQUEST** **231 Richmond Street (PID# 340703)** **FILE: PLAN-2025-05-AUGUST-6D-1** **OWNER:** PEI Housing Corporation Inc. **APPLICANT:** Public Works and Planning Division (DTI)	CHARLOTTETOWN
MEETING DATE: August 05, 2025	**Page 1 of 23**

DEPARTMENT: Planning & Heritage	**ATTACHMENTS:** A. Air Photo B. Letter Requesting Reconsideration C. Development Rendering D. Site Photos (July 30, 2025) E. Heritage Board Minutes (June 14, 2023) F. Planning Board Minutes (August 8, 2023) G. Council Resolution (August 14, 2023)

SITE INFORMATION:

Context: The subject property is a corner lot under active development that was formerly the site of a residential building that was recently demolished and removed.

Ward No: 1 – Queens Square

Existing Land Use: Vacant (under active development for new multi-residential)

Official Plan: Downtown Neighbourhood

Zoning: Downtown Neighbourhood (DN)

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board **NOT** to recommend to Council to allow for the request to reconsider a decision of the City to issue a Demolition Permit (Permit# 005-DEM-25) as it pertains to 231 Richmond Street (PID# 340703) concerning the removal of a residential building on the subject property.

REQUEST

City Planning has received a request for Reconsideration under Section 3.15 of the Zoning and Development Bylaw regarding a Demolition Permit (Permit# 005-DEM-25) that was issued on May 30, 2025 to permit the removal of an existing residential building on the subject property. A formal request for reconsideration was received by the City on June 19, 2025 (see Attachment C).

BACKGROUND:

The subject property addressed as 231 Richmond Street (PID# 340703) is a corner lot located on the northeast corner of the intersection of Richmond Street and Hensley Street. The subject

property was up until very recently occupied by a two and a half storey residential dwelling that has since been demolished and removed (see Attachment D). The site is currently under active development via Permit 084-BLD-23 which authorized the construction of a proposed 3-unit affordable housing building (see Attachment C).

It is noted that the subject property is within the Downtown Neighbourhood (DN) Zone of the Zoning & Development Bylaw and abuts neighbouring properties to the north and east which are also within the (DN) Zone.

Other surrounding properties in the area are primarily residential in nature being predominantly single-detached, duplex and converted dwellings found on lots within the (DN) zone. The subject property is owned by PEI Housing Corporation and is being developed by the Province of PEI to provide additional affordable housing units for the local market. There exists some application history to this development that goes back several years and that history will be described herein for context to the recommendation contained at the end of this report.

On April 17, 2023 resident Andrea Battison appealed a decision of the City of Charlottetown to issue a Demolition Permit (Permit# 001-DEM-23) for removal of the residential structure that existed on the property at that time on the basis that issuance of the Permit was contrary to Official Plan Section 4.2.1 and Zoning & Development Bylaw Section 3.5.2 and was not consistent with good planning principles.

On September 27, 2024 IRAC dismissed the appeal on the basis that the Commission did not have jurisdiction to hear an appeal of a Demolition Permit issued in accordance with the Building Codes Act. The appellant Ms. Battison then made a request for a review of this decision by IRAC which was then subsequently denied on December 23, 2024.

As the original Demolition Permit (Permit# 001-DEM-23) was deemed to have expired by the time that the IRAC appeal and subsequent challenge to the decision of IRAC had been resolved, the City moved to issue a new Demolition Permit (Permit# 005-DEM-25) on May 30, 2025 to reinstate the permissions that were granted under the previous Permit now that IRAC had ruled on the matter. To be clear, the intent and purpose of both Demolition Permits issued by the City was exactly the same.

THE PROCESS OF RECONSIDERATION:

In order for an application to be reconsidered there are two stages to a reconsideration request. When an applicant requests a Reconsideration the application for Reconsideration is required to pass a threshold test. To pass the threshold test, the applicant must provide sufficient particulars in the request to show that the request falls within the stated grounds contained in Section 3.15 of the By-law.

Section 3.15 of the Zoning and Development Bylaw states,

3.15 RECONSIDERATION

.3 Council May review, rescind, change, Alter or vary any order or decision made by the Development Officer or Council, and Council May reconsider any application under this section provided that:

(a) new material facts or evidence not available at the time of the initial order or decision have come to light;

(b) a material change of circumstances has occurred since the initial order or decision; or

(c) there is a clear doubt as to the correctness of the order or decision in the first instance.

If, after receiving a recommendation from the Board, Council determines that the request passes the threshold test, Reconsideration will be given based on the merits of the application.

The application is currently at the "Threshold Test" stage. Staff has reviewed the initial application and the grounds put forth by the applicant for the reconsideration. The requesting party for reconsideration did not detail precisely which threshold tests they were basing their request for reconsideration on but did quote all three tests in their letter to the City. On that basis, staff have reviewed for each of the threshold tests under Section 3.15 as follows:

(a) new material facts or evidence not available at the time of the initial order or decision have come to light;

In the applicant's correspondence (see Attachment C), reference is made to the presence of a 500 Lot Heritage Preservation Area or 'heritage district' that dates back to the pre-amalgamation 1979 Zoning Bylaw that would have had some bearing on protection or heritage status for the subject property at the time the 1979 Zoning Bylaw was still in force and effect.

It should be made clear that when the 1979 Zoning Bylaw was rescinded and replaced with the first and subsequent Zoning Bylaws for the modern City of Charlottetown in the late 1990s and early 2000s, that this 'heritage district' as it is referred to ceased to exist in a legal sense. Therefore this point cannot be considered as a new material fact or evidence that would have bearing on the City's decision to issue the new Demolition Permit. As noted elsewhere in this report, the subject property is not designated under the City's Heritage Preservation Bylaw and is therefore not considered to be a heritage resource in a legal sense.

(b) a material change of circumstances has occurred since the initial order or decision; or

Since the issuance of the new Demolition Permit (Permit# 005-DEM-25) on May 30, 2025 no material change of circumstances has occurred since that initial order or decision that would have affected the issuance of the Permit. It is noted by Planning staff that since the issuance of the Demolition Permit the associated building has been removed based on staff visit to the site dated July 30, 2025 (see Attachment D).

c) there is a clear doubt as to the correctness of the order or decision in the first instance.

Staff findings do not support this claim. There is no new information that has come forward since IRAC ruled on the original Demolition Permit (Permit# 001-DEM-23) and the challenge to IRAC's appeal decision was struck down in late 2024.

On the basis of the applicant's submission, the applicant is claiming that the property at 231 Richmond Street has inherent heritage value and significance that should be considered via at minimum, a temporary heritage designation under the Heritage Preservation Bylaw.

It is noted that the subject property is not a Designated Heritage Resource, and it is not located in a Heritage Preservation Area. The subject property was sent to the Heritage Board to determine if the subject property should be protected as a heritage site. As per the Board's recommendation to Council dated June 14, 2023 the Board recommended that the subject property **not be** temporarily designated as a heritage resource. A copy of the Heritage Board's meeting minutes from June 14, 2023 are attached to this report for reference (see Attachment E).

It also should be noted that following the decision of Heritage Board in 2023, that the applicant to the current reconsideration request being considered at this point in time in 2025, also filed a

same request for reconsideration under the Zoning & Development Bylaw in 2023. This request was forward to both Planning Board and Council at the time whereby both bodies recommended unanimously against the request dealing with the same matter as today. A copy of the meeting minutes of Planning Board dated from August 8, 2023 as well as copy of Council's Resolution from August 14, 2023 related to this past request for reconsideration of Demolition Permit# 001-DEM-23 have been included as attachments to this report for reference (see Attachments F & G).

On the combined basis among the past findings and direction of the City Heritage Board, City Planning Board, City Council and the Island Regulatory and Appeals Commission (IRAC), there is no doubt as to the correctness of the decision to issue the second Permit (Permit# 005-DEM-25) as it was found to meet all related requirements of both the Zoning & Development Bylaw as well as the National Building Code (2020), notwithstanding the past reviews and directions provided by four (4) different legislative bodies over the past 3-year period all clearing the way for demolition of the structure to occur as it regarded both reconsideration under the Bylaw and legislative appeal.

Staff further opine that had the City denied issuing Permit 005-DEM-25, it is very possible that the City could have been held legally liable for denying a property owner their legal development rights under zoning as the Permit was found to be 'as-of-right' and in conformity with all requirements under the applicable zoning in addition to the fact that IRAC previously ruled that the matter was not within their jurisdiction to rule on. Further to this, the City's Heritage Board has reviewed the property and ruled that it should not be protected under the Heritage Preservation Bylaw nor afforded a temporary protection either.

RECOMMENDATION:

Given these findings, Planning staff do not recommend for reconsideration of the original decision of City staff to issue Permit# 005-DEM-25 as it pertains to 231 Richmond Street (PID# 340703) concerning the demolition and removal of a residential building on the subject property.

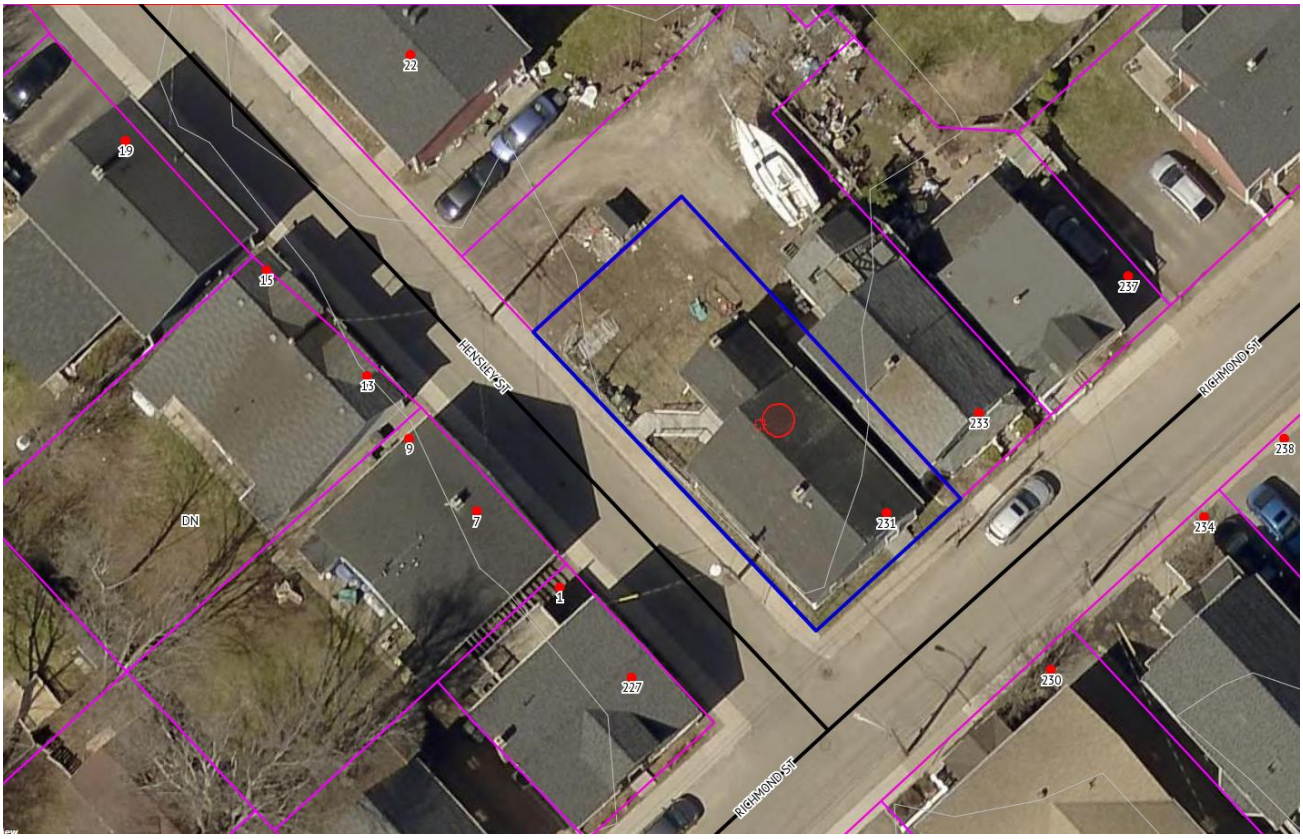
Staff recommends the rejection of the request for Reconsideration as the grounds proposed for the Reconsideration by the requesting party do not meet the requirements of Section 3.15.3 of the Zoning and Development By-law (Threshold Test).

PRESENTER:



David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment A: Air Photo



Attachment B: Letter Requesting Reconsideration

Manager of Development
Planning and Heritage Department
Charlottetown

June 19, 2025

RE: RECONSIDERATION REQUEST – DEMOLITION PERMIT 231 Richmond St. (Permit #005-DEM-25)

Dear Mr. Gundrum,

I, Andrea Battison, as an aggrieved person respectfully request that the City of Charlottetown reconsider the approval of the demolition permit for 231 Richmond St. (Permit #005-DEM-25), issued May 30, 2025. This request is made under provision 3.15.3.a and 3.15.3.c of Section 3.15 Reconsideration, of the Charlottetown Zoning and Development Bylaw.

> 3.15.3 Council may review, rescind, change or vary any order or decision made by the Development Officer or by Council provided that:
>
> a. New material facts or evidence not available at the time of the initial order or decision have come to light;
>
> b. A material change of circumstances has occurred since the initial order or decision; or
>
> c. There is a clear doubt as to the correctness of the order or decision in the first instance.

I am respectfully requesting that the City reconsider its decision to permit the demolition of 231 Richmond Street (Permit #005-DEM-25) based on the following points from the Official Plan and the Heritage Preservation and Zoning and Development bylaws outlined below.

Please note the arguments set forth differ from those for the previous permit and include an extensive review of the evolution of the City's Official Plan and Zoning and Development bylaw from 1979 in regard to the Heritage Preservation Area. As such, I ask that they are given due consideration for this new permit.

I. *A history of the property back to 1843, was provided to the Manager of Policy and Heritage on January 23, 2024. This new material information was not forwarded to the Heritage Board for review to consider a temporary heritage designation (Heritage Preservation bylaw, section 3.4). Issuing a demolition permit for 231 Richmond Street was done without considering the new material facts.*

a. The June 14, 2023 report only went back to ~ 1900

b. Information in the January 2025 review goes back to 1843 and includes maps not referenced in the June 2023 report

c. There is potential for a structure dating to 1863 to exist on the property which could increase its overall heritage value.

d. The Official Plan, section 4.2.2. Defining Our Direction, Objective 4 to "protect, restore, respect and leverage all Heritage Resources" states "The ability to demolish properties and buildings and the process and timing of granting demolition permits shall also be dependent upon an assessment of each property's heritage attributes."

e. Not considering the new information is a failure to properly assess the property's heritage attributes. The Heritage Board should have been given the opportunity to review the new information and consider a temporary heritage designation to allow further investigation of the property.

f. Failing to complete a detailed and thorough heritage assessment can result in the significance of properties being overlooked when only cursory evaluations are done e.g., house at 41 Prince Street previously overlooked was considered eligible for designation

II. *The City's position is that there is no longer a Heritage Preservation Area in the City of Charlottetown; however, the city has not produced documentation that the designated status of the Great George Heritage Area, expanded to include the 500 Lot Area in 2013, has been revoked. Therefore, the designated status and associated protections under the Heritage Preservation Bylaw remain. The correctness of the decision to issue a demolition permit is in doubt.*

a. The original Great George Historic Preservation Area was designated by Council in 1979. Concurrently but separately, a list of several individually properties inside and outside of the 500 Lot Area were also designated.

b. The Great George Heritage Area was expanded in the Official Plan's Future Land Use map by resolution in 2013. Concurrently, heritage protections were extended to the entire 500 Lot Heritage Preservation Area and recognised in the Zoning & Development bylaw.

c. The city's Official Plan still recognises the expanded Great George Heritage Area in Section 3.7 "Capitalising on Heritage Resources".

d. The Official Plan Section 1.5.1 a) requires the Zoning and Development bylaw "shall contain regulations and maps that are compliant with the Plan" and 1.5.1 c) states "bylaws adopted by Council shall be in general compliance with the Plan" Compliance with the Official Plan is further required by the Planning Act 15 (2) "the bylaws or regulations made under clause 1(d) shall conform with the Official Plan and in the event of any conflict or inconsistency, the Official Plan prevails….". In this case, as the expanded Great George Heritage Area is recognised by the Official Plan it must by recognised by the Zoning and Development and Heritage Preservation bylaws.

e. The history of the evolution of the city's Official Plan and Zoning & Development bylaw from 1979 is provided in this submission (Encl). Comments are included. At no point is there evidence of a revocation of the designated status of the 500 Lot Heritage Preservation Area.

f. Per section 3.5.2 of the Zoning and Development bylaw demolition permits can not be issued for properties in Heritage Preservation Areas or for designated Heritage Resources. The 500 Lot Area is defined as "the Heritage Resource Area identified within the City of Charlottetown that is generally located south of Euston Street, and is more specifically described in Appendix H". This area was designated in 1979 and expanded in 2013 it is therefore a designated Heritage Resource Area as well as a designated Heritage Preservation Area.

g. Section 4.2 of the Heritage Preservation bylaw describes the process for issuing demolition permits. The process to revoke designation is defined in Section 3.5. The section of the Designated Heritage Resource /Heritage Preservation Area that is 231 Richmond Street in the 500 Lot Area has not had its designated status revoked. The demolition permit should not have been issued.

h. Section 4.2.1 of the Heritage Preservation Bylaw which prohibits demolition of any property within a Heritage Preservation Area applies.

Also relevant to the development proposal for this property:

1. The Design Review completed April 12, 2023 by Mr. Peter Fellows does not meet requirements as Mr. Fellows was retired at the time of his review (see signature on review). Lack of an active license has been confirmed by all Atlantic provinces. Per section 2.3.3.b of the Zoning and Development bylaw, only licensed professionals can be Design Reviewers.

2. Major variances approved February 15, 2022 for the proposed development have expired as of February 22, 2024 per section 3.9.6 of the Zoning and Development bylaw. The footing permit issued May 14, 2025 from the March 16, 2023 application is not valid.

Thank you for your time.

Sincerely,

Andrea Battison

[redacted]

Enclosure: Charlottetown's 500 Lot Area is a Designated Heritage Resource or Heritage (Preservation) Area

Attachment C: Development Rendering



Attachment D: Site Photos (July 30, 2025)





Attachment E: Heritage Board Minutes (June 14, 2023)

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
WEDNESDAY, JUNE 14, 2023 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Aaron Stavert, RM**
	Councillor Norman Beck	**Lucas MacArthur, RM**
		Sharon Larter, RM
		Simon Moore, RM
		Tara Maloney, RM
Also:	**Eleanor Mohammed, CAO**	**Ellen Faye Catane, S*upport****
	Todd Saunders, HO	**Minute taker*
Also in attendance:		
Regrets:	**Councillor Julie McCabe**	**Emile Gallant, RM**
	Mayor Philip Brown	**Ken McInnis, RM**
		Wayne MacKinnon, RM

1. **Call to Order**
Deputy Mayor Jankov called the meeting to order at 4:36 p.m.

2. **Declaration of Conflicts**
Deputy Mayor Jankov asked if there are any conflicts. Simon Moore declared conflict.

3. **Approval of Agenda**
Moved by Councillor Beck and seconded by Tara Maloney, that the agenda for Wednesday, June 14, 2023, be approved.

CARRIED

4. **Adoption of Minutes**
Moved by Councillor Beck and seconded by Tara Maloney, that the minutes of the meeting on Monday, May 29, 2023, as circulated, be approved.

CARRIED

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

Simon Moore left the room.

6. **231 Richmond Street (PID# 340703)**
Request: Interest to impose temporary designation

Property Information: Downtown Neighbourhood (DN) Zone in the 500 Lot Area.
Presenter: Todd Saunders
Reference: Heritage Board Package

Summary:

- The building is not a designated heritage resource and not protected under the Heritage Preservation Bylaw.
- A demolition permit was issued to demolish the existing structure. The demolition is considered "as-of-right" under the Zoning & Development Bylaw
- A request for reconsideration and IRAC appeal have been filed to revoke the demolition permit.
- The property is owned by PEI Housing Corporation and has operated as affordable housing. The building has been vacant for years due to its poor/inhabitable conditions.

- The demolition would allow for a new three (3) storey development, intended to be used as affordable housing.
- The heritage evaluation of the building in 2007 resulted in a fairly low score, Grade 3, just one grade above being ineligible for designation. The deterioration of the building's condition would result in an even lower score if evaluated at present.
- While the Official Plan supports the protection and designation of heritage resources, this building does not merit a heritage designation.
- Council has the ability to impose a temporary designation that would prevent the building from being demolished or altered for a period of 45 days in order to allow Council time to determine if it should proceed with the process of designating the building as a heritage resource.
- Staff is of the opinion that the temporary designation is not necessary due to the buildings historical background and current state.

Discussions/Questions:

- Can you clarify the relevance of the temporary designation with the on-going reconsideration and IRAC appeal that was filed? Both reconsideration and IRAC appeal requests that the approved demolition permit be revoked. The City's legal counsel would like to seek Heritage Board's opinion if the building merits a heritage designation.
- What happens if the board agreed not to impose a temporary designation and then the appeal's decision is to cancel the demolition permit? Will the demolition permit be put on hold while the appeal is on-going?
- Staff explained that the temporary designation does not directly impact the appeal process. It will only allow Council to delay the demolition of the building if there is a need to consider being designated as a heritage resource.
- This building is not significant. It is one whose style we have many, many of in the city. Its in disrepair and its owners do not want to repair. If it was one of a kind or if there was something architecturally remarkable it would warrant consideration but that is not the case with this building.
- If there is no temporary designation on the building, the developers may proceed with the demolition of the building at their own risk even when the appeal is on-going.
- Members of the board agrees with preserving heritage. While the building in question contributes to the streetscape, it does not have enough historical significance or unique characteristics to merit a temporary designation or potentially designating it at as a heritage resource.
- Members of the board agree that it is not necessary to impose temporary designation on the building.

Motion:
Moved by Councillor Beck and seconded by Tara Maloney, that the request to not impose a temporary designation on the building located at 231 Richmond Street (PID #340703), be approved.

CARRIED (5-0)
S.Moore in conflict.

7. **New Business**

There was no new business that arose.

8. **Adjournment**

Moved by Tara Maloney and seconded by Sharon Larter, that the meeting be adjourned. The meeting was adjourned at 5:02 PM.

_____
Deputy Mayor Alanna Jankov, Chair

Minutes prepared by: EFCatane

Attachment F: Planning Board Minutes (August 8, 2023)

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, AUGUST 08, 2023, 4:30 P.M.
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Jacqui Scaman, RM**
	Councillor Julie McCabe	**Paul Connolly, RM**
	Basil Hambly, RM	**Rosemary Herbert, RM**
	Bobby Kenny, RM	**Satyajit Sen, RM**
Also:	**Eleanor Mohammed, CAO**	**Jason Doucette, IO/AA**
	Bradon Archibald, PI	**Rob Stavert, TA ****
	Donna Miller-Ayton, Mgr-Policy	***minute taker*
	Emily Trainor, Consultant	**Robert Zilke, PIII**
Also in attendance: *(applicant)*	**Chris Baglole,** **Jen Du**	**Robert Chang** **Robert Haggis**
Regrets:	**Councillor Norman Beck**	**Kris Fournier, RM**
	Mayor Philip Brown	**Laurel Palmer Thompson, PIII**

1. **Call to Order**
Deputy Mayor Jankov called the meeting to order at 4:33 p.m.

2. **Declaration of Conflicts**
Deputy Mayor Jankov asked if there are any conflicts; there being none, moved to the approval of the agenda.

3. **Approval of Agenda**
Moved by Paul Connolly and seconded by Satyajit Sen, that the agenda for Tuesday, August 08, 2023, be approved.

CARRIED

4. **Adoption of Minutes**
Moved by Jacqui Scaman and seconded by Bobby Kenny, that the minutes of the meeting held on Tuesday, July 04, 2023, as circulated, be approved.

CARRIED

5. **Business arising from Minutes**
There was no business that arose.

6. **139 Beach Grove Road (PID #386623)**
Request: Reduce the required side yard setback from 1.83m (6ft) to approximately 1.53m (5.02ft) in order to allow a change of use of the existing accessory building from Garage to Garden Suite.

Property Information: Single-Detached Residential (R-1L) Zone
Presenter: Brandon Archibald
Reference: Planning Board Package

Summary:
- The accessory dwelling was constructed in 1998 and used as a garage.
- The request is to convert the garage into a garden suite.
- The structure meets the garden suite requirements except for the sideyard setback.

- Letters were sent to property owners within 100m of the subject property. No comments were received.
- Sections of the Official Plan support this application.
- Staff recommended that the request be approved.

Discussions:
- None

MOTION:

Moved by Councillor McCabe and seconded by Satyajit Sen, that the request for a Major Variance to reduce the required side yard setback from 1.83m (6ft) to approximately 1.53m (5.02ft), in order to allow a change of use of the existing accessory building from Garage to Garden Suite at 139 Beach Grove Road (PID #386623), be recommended to Council for approval.

MOTION CARRIED
(7-0)

7. **247 - 251 Mt Edward Road (PID#s 390625 and 390633)**

Requests: Proceed to public consultation for the following requests:
- Amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the City of Charlottetown Zoning and Development Bylaw to permit a two (2) phase residential development, including: Phase I - 16 stacked townhouses dwellings (32 units) and three apartment dwellings (42 units) on 5.25 acres of land; and Phase II - three apartment dwellings (175 units) and two stacked townhouses (four units) on 2.70 acres of land;
- Amend the easterly portion of the subject property in Appendix "A" the City of Charlottetown Future Land Use Map from Low Density Residential to Comprehensive Planning Area.
- Amend the easterly portion of the subject property in Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential Single (R-2S) Zone to Comprehensive Development Area (CDA).

Property Information: Low Density Residential Single (R-2S) Zone, Comprehensive Development Area (CDA) Zone
Presenter: Emily Trainor, Dillon Consulting
Applicants/Architect: Robert Cheng, Jen Du, Robert Haggis (Architect)
Reference: Planning Board Package

Summary:
- Development Concept Plan proposes a multi-unit residential development (253 units in total), including:
  - Phase I – 16 stacked townhouses (32 units total) and three (3) apartment buildings (42 units total)
  - Phase II – Two (2) stacked townhouses (4 units) and three (3) apartment buildings (175 units)
- The subject property is currently split zoned Low Density Residential and CDA. The bulk of the subject property is zoned CDA.
- A public road is proposed to run north-south through the property. The proposed public road configuration aligns with the West Royalty Transportation Master Plan recommendation. A temporary access is proposed off of Mount Edward Road until Phase II is complete.
- The proposed development is supported by several sections of the Official Plan.
- SableARC provided a design and phasing concept, as well as a design brief in support of this request.
- It is recommended that the proposed development proceed to public consultation.

Discussions:
- Should water & sewer and second access point issues be addressed before going to a public meeting? *The Manager of Water & Sewer Utility Dept. has indicated that there is work underway for a cost-*

sharing agreement between property owners along this portion of Mt Edward Road and if the applicant wishes to proceed with development prior to completion of this agreement, they can do so at their own cost. The Manager of Public Works has also indicated support for the proposed accesses.

- Robert Haggis explained that the development of Phase II cannot proceed without the north-south connector in place. The proposed north-south road configuration aligns with other developments in the area. Phase I will have two (2) access points, one along Mount Edward Road and the other off of Spencer Drive. A consultant has been retained for the detailed design of Spencer Drive Extension.
- At this time, the north-south connection to St. Martha's Court lands has yet to be established.
- What is the timeline for completion of this development? *It is a five (5) year development.*
- Traffic in the area is a general issue.
- How many total units have been approved in this area of the City? When will the north-south connector be built? *The timeline for the road would be best answered by the Manager of Public Works.*
- Traffic concerns and road construction are missing pieces right now. However, there is a need to support higher density development to support housing.
- Will these units be rental units? *Yes.*
- Any thoughts on affordable housing? *Deputy Mayor Jankov noted that this is not part of the application.*
- *Deputy Mayor also advised that it is too premature to refer to the draft Official Plan as reference for this approval since this draft will undergo further revisions prior to finalization.*
- The Traffic Master Plan is in place, there should be give and take as part of the overall planning process to get developments approved. The City should negotiate with developers to get these roads in place.
- While there are concerns on traffic, the City also should anticipate the increase in population. Rather than waiting for road to be constructed, the City should review development.
- Are green spaces integrated and collaborated? *Yes. Connectors, sidewalks, greenspace abutting trail, stormwater retention plan, etc. are incorporated in the plan.*
- Does the City have plans for an increase in transit system? *This is not related to the application. Planning Board only deals with land use. Transit routes can be looked at by the City as a whole.*
- Spencer Drive connector is currently a two (2) lane road. A portion of it is owned by the applicants and they are willing to deed additional land to the City to convert it to four (4) lanes with multi-use pathways, etc.
- It is great to go to public consultation but would be good to be fully prepared at the public meeting. Can Public Works attend the public meeting to provide updates on timelines regarding road construction? *If the application is approved for public meeting, it is recommended that meeting scheduling be coordinated with the Manager of Public Works to ensure he is at the meeting and able to provide timelines on infrastructure projects. CBCL, who prepared the Traffic Master Plan could also be considered as a resource at the public meeting.*
- Jen Du shared that the application is a good housing project because it is close to amenities. She also added that the City needs to work together to review developments to avoid project delays.

MOTION:

Moved by Satyajit Sen and seconded by Bobby Kenny, that the Development Concept Plan submitted in support of requests to:

- **Amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the City of Charlottetown Zoning and Development Bylaw to permit a two (2) phase residential development, including: Phase I - 16 stacked townhouses dwellings (32 units) and three apartment dwellings (42 units) on 5.25 acres of land; and Phase II - three apartment dwellings (175 units) and two stacked townhouses (four units) on 2.70 acres of land;**
- **Amend the easterly portion of the subject property in Appendix "A" the City of Charlottetown Future Land Use Map from Low Density Residential to Comprehensive Planning Area and**

- **Amend the easterly portion of the subject property in Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential Single (R-2S) Zone to Comprehensive Development Area (CDA),**

For the properties located at 247- 251 Mt Edward Road (PID#s 390625 and 390633), be recommended to Council to proceed to public consultation.

MOTION CARRIED
(7-0)

8. **480 -482 Queen St (PID #371203)**

Requests:

- Amend Appendix "A" Future Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential; and
- Amend Appendix "G" Zoning Map of the City of Charlottetown Zoning and Development Bylaw from Low Density Residential (R-2S) Zone to Medium Density Residential Townhouse (R-3T) Zone.

Property Information: Low Density Residential Single (R-2S) Zone
Presenter: Brandon Archibald
Reference: Planning Board Package

Summary:

- Request to add two (2) more units to the existing semi-detached dwelling on the property, for a total of four (4) units.
- Each unit meets the lot area requirement and will require its own services and a party wall agreement. Each unit is required to be subdivided as well.
- Letters were sent to property owners within 100m of the subject property. One (1) letter of support was received.
- Sections of the Official Plan support this type of development.
- Staff recommends that the application be approved.

Discussions:

- None.

MOTION:

Moved by Paul Connolly and seconded by Jacqui Scaman, that the request to:

- **Amend Appendix "A" Future Land Use Map of the City of Charlottetown from Low Density Residential to Medium Density Residential; and**
- **Amend Appendix "G" Zoning Map of the City of Charlottetown Zoning and Development Bylaw from Low Density Residential (R-2S) Zone to Medium Density Residential Townhouse (R3-T) Zone,**

for the property located at 480-482 Queen Street (PID #371203), be recommended to Council for approval.

MOTION CARRIED
(7-0)

9. **257 Mount Edward Road (PID# 390674), 261 Mount Edward Rd. (PID# 390682), 265 Mount Edward Rd. (PID# 390708), 269 Mount Edward Rd. (PID# 390757) and Parcel with PID #390690**

Requests:

- Approve a Development Concept Plan;
- Amend Appendix "A" - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Planning Area;

- Amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the City of Charlottetown Zoning & Development Bylaw to allow for mixed-use residential development consisting of apartment buildings and townhouses;
- Amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2S (Low Density Residential Single) Zone to CDA (Comprehensive Development Area) Zone for a portion of (PID #'s 390757, 390708, 390690, 390682, and 390674); and
- Consolidate 257 Mount Edward Rd. (PID# 390674), 261 Mount Edward Rd. (PID# 390682), 265 Mount Edward Rd. (PID# 390708), 269 Mount Edward Rd. (PID# 390757) and Parcel with PID #390690

Property Information: Comprehensive Development Area (CDA) Zone, Low Density Residential Single (R-2S) Zone
Presenter: Brandon Archibald
Applicant: Chris Baglole
Reference: Planning Board Package

Summary:

- Request to construct a phased multi-unit residential dwellings.
- Percentage of ground floor space will be used as commercial spaces
- Letters were sent to property owners within 100 m of the subject property. Eight (8) responses were received in support of the application.
- At the public meeting, a detailed presentation of the project was presented. Most of the comments were around parking spaces (can parking spaces be reduced), increased green space and concern on road connector (north-south)
- Sections of the Official Plan support the development.
- Staff is recommending that the application be approved.

Discussions:

- Is this the same application presented last summer? *Yes*.
- The total number of units seemed to have changed.
- The correct number of units were presented at the public meeting.

MOTION:

Moved by Satyajit Sen and seconded by Bobby Kenny, that the request to:

- **Approve the Development Concept Plan and Amend Appendix "B" Comprehensive Development Area (CDA) Parcels and Permitted Uses of the City of Charlottetown Zoning & Development Bylaw to allow for mixed-use residential development consisting of apartment buildings and townhouses for the properties at 257 Mount Edward Road (PID# 390674), 261 Mount Edward Rd. (PID# 390682), 265 Mount Edward Rd. (PID# 390708), 269 Mount Edward Rd. (PID# 390757) and Mount Edward Road Parcel with PID #390690;**
- **Amend Appendix "A" - Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Comprehensive Planning Area and Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from R-2S (Low Density Residential Single) Zone to CDA (Comprehensive Development Area) Zone for a portion of the properties located at 257 Mount Edward Road (PID# 390674), 261 Mount Edward Rd. (PID# 390682), 265 Mount Edward Rd. (PID# 390708), 269 Mount Edward Rd. (PID# 390757) and Mount Edward Road Parcel with PID #390690; and**
- **Consolidate the properties at 257 Mount Edward Rd. (PID# 390674), 261 Mount Edward Rd. (PID# 390682), 265 Mount Edward Rd. (PID# 390708), 269 Mount Edward Rd. (PID# 390757) and Parcel with PID #390690**

be recommended to Council for approval.

MOTION CARRIED
(7-0)

10. Lot 39 Oak Drive (PID #392396)

Request: Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single Detached Residential (R-1L) Zone to Low Density Residential (R-2) Zone to construct a duplex. The application is required to proceed to a public hearing to obtain public feedback on the proposal.

Property Information: Single Detached Residential (R1-L)
Presenter: Robert Zilke
Reference: Planning Board Package

Summary:

- The subject property sits on a corner lot and is currently vacant.
- Sanitary easements exist across property for infrastructure services.
- The proposed structure is designed to be constructed outside the easement.
- Two (2) access points for each unit.
- If the request to rezone is approved, the semi-detached dwelling will require a variance for lot area and lot frontage.
- Staff is recommending that the application be approved to proceed to pubic consultation.

Discussions:

- The lot is located on a poor corner on Oak Drive.
- Was there any discussion with Public Works regarding this proposal? No consultation has been done with Public Works Department at the moment. However, the access points have been located as far from the corner as possible, and in a location that complies with the bylaw requirements.

MOTION:

Moved by Paul Connolly and seconded by Bobby Kenny, that the request to Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw from Single Detached Residential (R-1L) Zone to Low Density Residential (R-2) Zone, to construct a duplex at Lot 39 Oak Drive (PID #392396), be recommended to Council to proceed to public consultation.

MOTION CARRIED
(7-0)

11. Reconsideration for 231 Richmond Street (PID #340703)

Requests: Reconsider the issuance of a demolition permit (001-DEM-23) in the Downtown Neighbourhood (DN) Zone for a single detached dwelling.

Property Information: Downtown Neighbourhood (DN) Zone
Presenter: Robert Zilke
Reference: Planning Board Package

Summary:

- In order to trigger a reconsideration, the threshold test should be met.
- Based on staff's analysis, the threshold test was not met.
- The property is not a designated heritage resource nor is located in the heritage preservation area. The application was sent to the Heritage Board to determine of a temporary designation is necessary. The Heritage Board deemed that there is no need for a temporary designation.

- The demolition permit was approved on March 27, 2023. The permit does not need Council approval because the property is not a heritage resource.
- The report was reviewed by the City solicitor.
- Staff followed the correct process and does not recommend for this request to be reconsidered.

Discussions:

- Is this subjected to IRAC? *An appeal has been submitted to IRAC. IRAC held the appeal on abeyance until the reconsideration process is completed.*
- Do not see any error in the process.

MOTION:

Moved by Councillor McCabe and seconded by Bobby Kenny, that the decision pertaining to the demolition permit (001-DEM-23) for 231 Richmond Street (PID #340703), be recommended to Council NOT to be reconsidered.

MOTION CARRIED
(7-0)

12. Introduction of New Business

There was no new business that arose.

13. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Paul Connolly, that the meeting be adjourned. The meeting was adjourned at 5:55 p.m.

CARRIED

_____
Deputy Mayor Alanna Jankov, Chair

Minutes prepared by Ellen Faye Catane

Attachment G: Council Resolution (August 14, 2023)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Carried

Planning #6

MOTION CARRIED 9-1 (Councillor Tweel opposed)

MOTION LOST _____

Date: August 14, 2023

Moved by Deputy Mayor _____ Alanna Jankov

Seconded by Councillor _____ Julie McCabe

RESOLVED:

That the decision pertaining to the demolition permit (001-DEM-23) for 231 Richmond Street (PID #340703), NOT be reconsidered.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage
#7

Date: August 12, 2025

Moved by Deputy Mayor _____**Alanna Jankov**

Seconded by Councillor _____**Julie McCabe**

BE IT RESOLVED:

That the request to reconsider a decision of the City to issue a Demolition Permit (Permit# 005-DEM-25) as it pertains to 231 Richmond Street (PID# 340703) concerning the removal of a residential building on the subject property be denied to continue through the reconsideration process.

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):

To adopt the Official Plan Amendment, PH-OPA.1-052, That the land use for the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.1-052, as it pertains to properties identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308)", as attached, be adopted.

Date: _____ August 12, 2025

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

ZONING & DEVELOPMENT BYLAW(PH-ZD.2.101):

To adopt Bylaw PH-ZD.2-101, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Density Residential Single (R-2S) Zone to the Medium Density Residential (R-3) Zone for the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-101, as it pertains to the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308)", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Date: _____ August 12, 2025

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-101, as it pertains to the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308)", as attached, was read and approved a first time on August 12, 2025;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Date: _____ September 9, 2025

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

BE IT RESOLVED THAT the said Bylaw be adopted.

Date: _____ September 9, 2025

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-101

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

PART I – INTERPRETATION AND APPLICATION

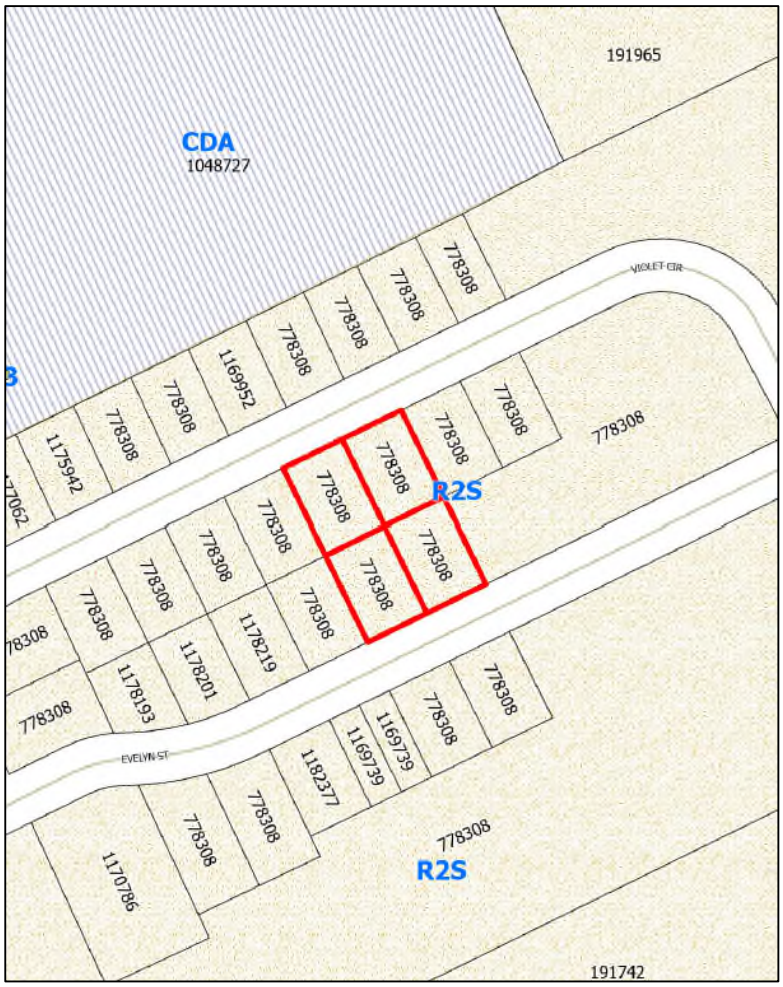
1. Title
(1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-101"

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 as it pertains to the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-101, is Medium Density Residential (R-3) Zone, hereby excluding it from its former designation of Low Detached Residential (R-2S) Zone.



PART III – EFFECTIVE DATE

2. Effective Date

(1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Housing, Land and Communities.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-101, was read a first time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-101, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2025.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-101, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2025.

3. Signatures

_____ _____
Mayor/Chairperson Chief Administrative Officer
(signature sealed) (signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-101, adopted by the Council of the City of Charlottetown on _____ day of _____, 2025 is certified to be a true copy.

_____ _____
Chief Administrative Officer Date:
(signature sealed)

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-101) is hereby approved.

Dated on this __ day of _____, _____. _____
Hon. Steven Myers
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-052, That the land use for the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Housing, Land and Communities.

Adoption and Approval by Council:
The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 12th day of August, 2025.

_____	_____
Mayor/Chairperson	Chief Administrative Officer
(signature sealed)	(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-052) is hereby approved.

Dated on this __ day of _____, _____.

_____
Hon. Steven Myers
Minister of Housing, Land and Communities

CITY OF CHARLOTTETOWN

Official Plan Amendment PH-OPA.1-052
Appendix "A" – Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for the four (4) lots identified as Lots 16, 17, 28 and 29 on Violet Circle and Evelyn Street (PID# 778308) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential.



CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 4th, 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-2301	492405	353-BLD-23	12-Sep-23	4-Jul-25	APPROVED	8 St. Martha's Court (Lot 2019-4)	Occupancy Permit: Phase 2: 45-unit apartment building	Fitzgerald and Snow Ltd.	25-Jul-25
24-1110	347708	356-BLD-24	11-Oct-24	28-Jun-25	APPROVED	61 York Lane	Addition of Attached Garage	Leigh Gao	19-Jul-25
24-620	452359	153-BLD-24	1-May-24	3-Jul-25	APPROVED	14 Garfield Street	Occupancy Permit: Office Fit-up	Thane Hansen	24-Jul-25
25-682	1176791	174-BLD-25	22-May-25	2-Jul-25	APPROVED	33-35 Paddington Ave	Construction of a Semi-Detached Dwelling	Massey Fine Homes Inc	23-Jul-25
25-762	370304	211-STR-25	26-Jun-25	4-Jul-25	APPROVED	29 Selkirk Cres	Tourist Home: Short Term Rental	Chris Connolly	25-Jul-25

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 July 11th, 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1065	1174721	332-BLD-24	11-Sep-24	8-Jul-25	APPROVED	42 Hudson Ave (Lot 80)	Occupancy Permit: Construction of a Single Detached Dwelling	Edgar EL Sabbagh	29-Jul-25
24-1233	1043314	396-BLD-24	4-Dec-24	11-Jul-25	APPROVED	1 Raspberry Ave	Occupancy Permit: New Single Detached Dwelling (Foundation is Existing)	Burden Construction & Development Ltd	1-Aug-25
24-860	534115	244-BLD-24	17-Jul-24	8-Jul-25	APPROVED	60 Riverside Dr	Occupancy Permit: Fit-up for QEH Medical Education Space	Department of Transportation & Infrastructure	29-Jul-25
25-484	1180686	100-BLD-25	3-Apr-25	9-Jul-25	APPROVED	36 Emily Dr (Lot 182B)	Construction of a Single Detached Dwelling	Brock Richard	30-Jul-25
25-622	778308	149-BLD-25	12-May-25	2-Jul-25	APPROVED	48-50 Evelyn St (Lot 34)	Construction of a Semi-Detached Dwelling	Falcon Homes PEI	23-Jul-25
25-623	778308	150-BLD-25	12-May-25	2-Jul-25	APPROVED	42-44 Evelyn St (Lot 35)	Construction of a Semi-Detached Dwelling	Falcon Homes PEI	23-Jul-25
25-627	1124189	154-BLD-25	9-May-25	10-Jul-25	APPROVED	149 Sherwood Rd	Interior Renovation of Existing Storage Area - Universal Truck & Trailer	Mike Turnbull	31-Jul-25
25-737	342535	026-SGN-25	12-Jun-25	9-Jul-25	APPROVED	180 Queen St	Sign Outside the Mall Facing Queen St. Between TD Bank and Shoppers	Miyeon Lee	30-Jul-25
25-736	452318	012-DEM-25	25-Jun-25	8-Jul-25	APPROVED	15 Ellis Rd	Interior Demolition Preparation for Interior Renovation for the Use of a Daycare	Guopeng XU	29-Jul-25
25-743	386227	204-BLD-25	13-Jun-25	9-Jul-25	APPROVED	26 Brows Ln	Replace Current Back Deck. Addition of a Sliding Patio Door onto Deck.	Chad Lorenzo Paquet & Alexandra M Dalton	30-Jul-25
25-746	338475	047-HRT-25	26-Jun-25	11-Jul-25	APPROVED	222 Sydney St	Exterior Renovation	Heather L Diamond	1-Aug-25
25-748	387761	205-BLD-25	26-Jun-25	11-Jul-25	APPROVED	670 University Ave	Office fit-up for Alliance for Mental Well-being	APM Commercial	1-Aug-25
25-749	387761	206-BLD-25	27-May-25	9-Jul-25	APPROVED	670 University Ave	Cosmetic renovation to existing unit for new travel store - Maritime Travel	APM Commercial	30-Jul-25
25-750	388579	207-BLD-25	13-Jun-25	11-Jul-25	APPROVED	57-59 Airfield Crt (Lot 21-13)	Construction of a Two-Story Semi-Detached Dwelling	George Zafiris	1-Aug-25

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
N/A	N/A	N/A	N/A	8-Jul-25	Approved	199 Queen St	That Council approve the bid from Upland Planning + Studio in the amount of $148,760 + HST to undertake the development of pre-approved housing designs in support of the City's Accessory Dwelling Unit (ADU) Program, as outlined in the agreement between the City and the Canada Mortgage and Housing Corporation (CMHC) through the Housing Accelerator Fund (HAF) initiative. And further that, the Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.	City of Charlottetown	29-Jul-2025
25-587	684696	010-MJV-25	13-May-25	8-Jul-25	Denied	6 Irwin Dr	That the Major Variance for the subject property addressed as 6 Irwin Drive, PID 684696 to allow for an appointment based home occupation to accommodate an online grocery business, be denied.	Raddad Alkabalan	29-Jul-2025
N/A	341461	N/A	N/A	8-Jul-25	Approved	N/A	That the following Major Variance for the subject property addressed as 90 Cumberland Street (PID# 341461) be approved: 1. Reduce the setback from the front property line for a freestanding sign to 0.0 metres; 2. Allow an electronic sign to be erected within a 30.5 metre (100 foot) radius of a residence; and 3. Allow the maximum electronic sign area to be increased to 32 square feet (2.97 square metres)	N/A	29-Jul-2025
N/A	N/A	N/A	N/A	8-Jul-25	Approved to Proceed to Second Reading	199 Queen St	To Amend the City of Charlottetown Mall Bylaw Part II: Definitions, Part V: Section 5.2 Activities on the Pedestrian Mall and Part VII: Section 7.3 Penalties; assign Bylaw No. 2025-PM-01, and reference the Municipal Government Ace of Prince Edward Island.	City of Charlottetown	N/A
24-717	396937	006-SSE-24	5-Jun-2024	8-Jul-25	Passed Second Reading. Awaiting Ministerial Approval.	20 Ralden Ave	To adopt Bylaw PH-ZD.2-099, 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 20 Ralden Avenue (PID# 396937), in the Low Density Residential (R-2) Zone, to allow for the existing building (325 square metres – 3,500 square feet) on the subject property be used as an automotive	Chris Williston	N/A

							repair shop and that an automotive repair shop be added as an additional permitted use for the zoning that applies to the subject property, subject to a Development Agreement being entered into between the applicants and the City		

CHARLOTTETOWN

Planning & Heritage Summary (Week ending July 18th, 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-358	343970	074-BLD-25	19-Mar-25	18-Jul-25	APPROVED	39 All Souls Ln	Renovation for the Addition of an Elevator	Charlotte Residence	8-Aug-25
25-672	862680	167-BLD-25	23-May-25	16-Jul-25	APPROVED	1 Browns Ct A	Interior Renovation	Sam Skauge	6-Aug-25
25-786	1100635	214-BLD-25	20-Jun-25	15-Jul-25	APPROVED	15 Haviland St	Site Mobilization and Construction Hoarding for New Apartment Building	Pan American Properties Inc	5-Aug-25
25-771	338962	212-STR-25	27-Jun-25	14-Jul-25	APPROVED	4 Richmond St	Tourist Home: Short Term Rental	Lawrenceville Investments 2017 Inc	4-Aug-25

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-779	746156	005-LC-25	25-Jun-25	14-Jul-25	Approved	231 Westridge Cres	Lot Consolidation (Lot 2024-1)	Monika Somogyi	4-Aug-25
25-781	1114537	033-LS-25	9-Jul-25	18-Jul-25	Approved	44-46 Gilbert Drive	Lot Subdivision (Lots 43-A & 43-B)	Ching Yi Lam	8-Aug-25
25-810	1061944	034-LS-25	15-Jul-25	18-Jul-25	Approved	31 Parkman Drive	Lot subdivision (Lot 12-57)	Jorge Hernandez	8-Aug-25

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 25th, 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-1030	462739	225-BLD-23	20-Jun-23	25-Jul-25	APPROVED	193 Minna Jane Dr	Occupancy Permit: Construct demising walls to create new commercial units	103030 PEI Inc.	15-Aug-25
24-706	708065	192-BLD-24	21-May-24	23-Jul-25	APPROVED	17 Strathmore Ln (Lot 59)	Occupancy Permit: Construction of a Single Detached Dwelling	Ninaber Construction Ltd (Joel Ninaber)	13-Aug-25
25-626	1077445	153-BLD-25	13-May-25	22-Jul-25	APPROVED	7 Cohen Ct	Construction of a 12' x 24' Pool	Martin & Jennifer Nichol	12-Aug-25
25-673	369165	168-BLD-25	23-May-25	24-Jul-25	APPROVED	26 Allen St	Interior Renovation - Bathrooms, Stairs and Minor Framing Changes	Ridgeline Construction Ltd.	14-Aug-25
25-679	1151869	172-BLD-25	20-May-25	21-Jul-25	APPROVED	41 Anne Ave (Lot 51)	Construction of a Single Detached Dwelling with Secondary Suite	Phuong (Kenzie) Corrigan	11-Aug-25
25-751	388579	208-BLD-25	13-Jun-25	22-Jul-25	APPROVED	54-56 Airfield Crt (Lot 21-14)	Construction of a Two-Story Semi-Detached Dwelling	George Zafiris	12-Aug-25
25-804	345637	231-BLD-25	8-Jul-25	23-Jul-25	APPROVED	35 Fitzroy St	Interior Renovation to Create Two New Washrooms and Janitorial Room	St James Presbyterian Church	13-Aug-25
25-828	337220	056-HRT-25	21-Jul-25	21-Jul-25	APPROVED	175 King St	Replacement of 5 windows	AS5 Holdings Inc.	11-Aug-25

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-852	1163963	037-LS-25	24-Jul-25	25-Jul-25	Approved	158/160 Brooklyn Ave	Lot Subdivision (Lots 26A & 26B)	Marc MacArthur	15-Aug-25
25-608	1100528, 663823, 193284	002-LC-25	22-May-25	24-Jul-25	Approved	PID# 1100528, 663823, 193284 MacWilliams Rd	Lot Consolidation (Block LMM and Parcel OS2-A)	Department of Transportation and Infrastructure	14-Aug-25

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 August 1st, 2025)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-3113	1159110	379-BLD-23	17-Oct-23	31-Jul-25	APPROVED	27-29 Stanmol Dr (Lot 125)	Occupancy Permit: New semi-detached dwelling	Emily Boswall	21-Aug-25
23-1048	1047562	232-BLD-23	21-Jun-23	30-Jul-25	APPROVED	158-160 Brooklyn Ave (Lot 26)	Occupancy Permit: New semi-detached dwelling	Dylan Wheatley	20-Aug-25
25-10	388173	007-BLD-25	2-Jan-25	1-Aug-25	APPROVED	73 Malpeque Rd	Expansion to existing community care facility	Greg MacDougall	22-Aug-25
25-575	880559	131-BLD-25	6-May-25	28-Jul-25	APPROVED	26 Exhibition Dr	Kerr Controls addition	Top Construction Ltd	18-Aug-25
25-696	1016294	184-BLD-25	6-Jun-25	2-Jul-25	APPROVED	48 Kingsburgh Ave (Lot 178)	Construction of a single detached dwelling	Paul Llewellyn	23-Jul-25
25-800	607416	227-BLD-25	2-Jul-25	30-Jul-25	APPROVED	8 Henri Blanchard Dr	Replacement of existing deck	Amanda Marie & Darren J Hughes	20-Aug-25
25-818	274258	031-SGN-25	16-Jul-25	29-Jul-25	APPROVED	12 Mt. Edward Rd	1 New wall sign	Priority Permits Ltd.	19-Aug-25
25-827	341735	055-HRT-25	21-Jul-25	29-Jul-25	APPROVED	18 West St	Replacing exterior egress stair with stair that is code compliant	Lorin T. Brehaut	19-Aug-25
25-826	388280	238-BLD-25	26-Jun-25	29-Jul-25	APPROVED	178 Minna Jane Dr	New fenced lumber yard	APM Commercial	19-Aug-25

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 JULY 2024
DOLLAR VALUES

	JUL	Totals
Residential New	$7,338,333.00	$49,338,579.25
Residential Renovations and Additions	$996,000.00	$3,391,365.00
Industrial-Commercial New	$3,850,000.00	$8,540,000.00
Industrial-Commercial Renovations	$850,000.00	$14,797,500.00
Institutional New	$0.00	$36,456,430.00
Institutional Renovations	$0.00	$3,565,000.00
Signage	$7,700.00	$177,280.61
Other	$10,500.00	$920,962.25
Agriculture	$0.00	$0.00
TOTALS	**13,052,533.00**	**117,187,117.11**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR JULY 2025
DOLLAR VALUES

	JUL	Totals
Residential New	$3,334,250.00	$100,596,192.00
Residential Renovations and Additions	$486,570.00	$22,584,880.50
Industrial-Commercial New	$600,000.00	$1,100,000.00
Industrial-Commercial Renovations	$1,093,050.00	$13,827,542.02
Institutional New	$0.00	$0.00
Institutional Renovations	$565,000.00	$3,096,000.00
Signage	$2,100.00	$303,181.23
Other	$15,704.29	$586,052.39
Agriculture	$0.00	$0.00
TOTALS	**6,096,674.29**	**142,093,848.14**

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

	JUL	Totals
Single Family Dwellings - New	6	51
Two-Family Dwellings - New	1	19
Multi-Family Dwellings - New	1	4
Residential Renovations and Additions	7	44
Industrial-Commercial New	2	12
Industrial-Commercial Renovations	2	36
Institutional New	0	10
Institutional Renovations	0	7
Signage	3	27
Other	3	42
Agriculture Renovations	0	0
TOTALS	**25**	**252**

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

	JUL	Totals
Single Family Dwellings - New	4	57
Two-Family Dwellings - New	4	25
Multi-Family Dwellings - New	0	8
Residential Renovations and Additions	5	43
Industrial-Commercial New	1	2
Industrial-Commercial Renovations	7	35
Institutional New	0	1
Institutional Renovations	2	8
Signage	2	25
Other	1	41
Agriculture Renovations	0	0
TOTALS	**26**	**245**

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
August 12th, 2025

The Finance, Audit Tendering & Administration Committee met July 16th, 2025 for their regular July meeting, July 21st, 2025 for a special meeting, and August 6th, 2025, for their regular August meeting. The draft minutes are included in your package.

There are three (3) resolutions for your consideration.

Respectfully submitted,

Councillor John McAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, July 16th, 2025
12:00 pm. Parkdale Room.

DRAFT

Present:	**Councillor John McAleer (Chair)**	**Councillor Terry Bernard**
	Mayor Philip Brown	**Tamara Whitlock, AA**
	Lane Pineau, Manager of Finance	**Dep. Mayor Alanna Jankov**
	Brad MacConnell – CAO	
Guests:	**Richard MacEwen – Director of Community Services**	

1. **Call to Order.**
   The Chair called the meeting to order at 12:00 pm.

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to approve agenda was made by Mayor Brown and moved by Councillor Bernard.
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous meeting June 4th, 2025, was made by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

5. **Business Arising from Minutes.**
   Mayor Brown asked for an update on Alive Consulting on the work done to date regarding the work they were doing on the Procurement Bylaw.

   Lane Pineau confirmed he does have a breakdown of the consulting services Alive Consulting has done to date. Lane has reviewed the file which includes a draft of the procurement bylaw which is being taken to the Senior Administration Team. There is also analysis on other jurisdictions' bylaws, and some considerations for thresholds that we have in our current policy.

   Lane did determine that there is a good supply of information, and a good working draft of a procurement bylaw to the point that he can bring it forward to the Senior Administration Team over the next week. There's discussion about what clauses should be bylaw and what should be policy and procedure that give staff direction to carry out the process to ensure consistency.

   The next step after the Senior Administration Team has reviewed it is to share the updated draft with managers to get their feedback, and then to bring to Finance Committee. He is aiming to have this brought to Council in September.

Mayor Brown asked if we would need to go back to Alive Consulting, or if this is in the City's hands moving forward, and if there was any other additional support the City could offer Lane to move things along.

Lane confirmed that he has everything he needs at the moment to move forward, he will ensure he reaches out if he needs additional support to move this along.

It was clarified that in the process of creating a procurement bylaw, the intent is to update the internal policy and procedures at the same time.

Action Required: Draft Procurement Bylaw and Draft Procurement Policy is to be reviewed by Senior Administration Committee, then Department Managers for feedback. The aim is to have both draft documents presented to Council for review in September.
Lead: Lane Pineau/Senior Administration Committee/Department Managers.

Deputy Mayor Jankov pointed out that at the June 4th meeting, it was asked that they be provided with a dollar amount of what the consultant has spent to date. The dollar amount requested will be provided that will include that information.

Action Required: A document will be provided to Committee with a breakdown of Alive Consulting's hours to date. This will include the dollar amount spent.
Lead: Lane Pineau.

6. Discussions/Reports

a. Report FIN-26-2025 – Mt. Edward Rd. Properties - Lane Pineau - Manager of Finance.

The City of Charlottetown owns three (3) residential structures:

- 241 Mount Edward Road(Property Identification Number 390583);
- 245 Mount Edward Road (Property Identification Number 390575) and,
- 54 Maple Avenue (Property Identification Number 416222)

These structures are to be removed from to support alternate development.

In July 2024, a Request for Bids (RFB) was released to the purchase (as is) and removal of three (3) residential structures, and one outbuilding (2 car garage located at 245 Mount Edward Road). The RFB closed on July 23, 2024 with no responses to the request.

In March 2025, Andrews Pond Estates Inc. (APEI) approached the City with a proposal to remove all three (3) residential structures, three (3) sheds, and two (2) garages at no cost to the City. APEI has been contracted to remove the structures on the adjacent 247 Mount Edward Road property.

The proposal includes removing all materials from each of the three basements, collapse the basement walls, fill the open areas, and rough grade the site. Any shrubs

and bushes, decking, and related posts would be removed. As well, the fence between the Sherwood Community Centre and the 54 Maple Avenue property would be removed to facilitate future maintenance requirements.

The stated plans for the buildings include one of the buildings being moved to Dunstaffnage, one to remain within the City of Charlottetown, and the third property to be demolished. APEI will provide a certificate of insurance naming the City of Charlottetown as an additional insured party prior to removal of the structures.

It was clarified that Andrews Pond Estates Inc. would have ownership of the buildings for doing the work of moving them.

Deputy Mayor Jankov asked if they could review the proposal before making a recommendation.

Mayor Brown asked for clarification on who brought forward the proposal. Richard MacEwen confirmed the director of Andrews Pond Estates Inc., Daniel Mullen, brought forward the proposal. Mayor Brown voiced that he has some concerns and asked that we defer any decisions. Deputy Mayor Jankov supported this as she would like the committee to review the agreement before they make a recommendation.

Mayor Brown clarified that he would like to see the plan for moving the buildings, including street closures, equipment, permits, police presence, etc.

Action Required: The proposal will be forwarded to the Finance Committee for review before the Committee moves forward with a recommendation. A special meeting of the Finance Committee will be scheduled at a later date to further discuss. This item is deferred to that special meeting.
Lead: Richard MacEwen will forward the document by email prior to the special meeting.

b. Report FIN-27-2025 – Assistant Manager Finance – Lane Pineau – Manager of Finance.

The City of Charlottetown continues to experience rapid growth and expansion. With this comes the increase in programs, the need to strengthen internal processes, financial reporting, and analysis. In addition, the City's Finance department plays a pivotal role during the budgeting process, as well as during our audits.

The introduction of an Assistant Manager of Finance position would assist with addressing some of these demands and provide critical operational support. This would also alleviate the workload of Manager of Finance, who is expected to play a more active role in policy/bylaw development and strategic financial initiatives.

We will be looking to fill this additional role and refrain from backfilling the Senior Finance Officer position which has been vacant since February 2025. This position will also provide support with regards to performance management and day-to-day supervision of Finance department staff.

The proposed introduction of the Assistant Manager of Finance reflects the evolving needs of the department and the City and will position the municipality to more effectively manage the City's Finances.

CAO Brad MacConnell and Mayor Brown confirmed that they are in support of the creation of this role.

Support of the creation of the role was moved by Councillor Bernard and seconded by Mayor Brown.

Action Required: Proposed creation of the Assistant Manager of Finance position will go on to Human Resources Committee for approval and creation.
Lead: Lane Pineau/Human Resources Committee.

c. Report FIN-28-2025 – Update to Committee on Matters of Interest – Lane Pineau – Manager of Finance.

FY2024-25 Year End Audit
MRSB was on site the week of April 21 to do preliminary testing. They were aiming to return on site the week of August 4th to finish the audit. Year End will be a priority for Finance in the coming weeks to prepare for MRSB's return.

Long Term Debt
A tender document has been prepared for the Manager of Finance to review, proposing additional long-term debt financing for the FY2025-26 Capital Budget and 5-Year Plan. We plan to issue this tender in the next two weeks.

Procurement Bylaw:
The Senior Administration Team is reviewing a draft of the Procurement Bylaw, due by July 16. It will then be circulated to key department managers for practical input, with the aim of presenting it to Finance Committee and Council for final approval in September.

Procurement Officer Posting:
The posting has closed with interviews to be scheduled in the coming weeks.

Tenders/RFP/RFQ Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Heartz Hall Building Upgrades Phase 2: Interior Fit Up	Open	June 30, 2025	July 24, 2025			
Vehicle Manager 7.1 Server	Open	June 17, 2025	July 14, 2025			
Rectangular Rapid Flashing Beacons	Open	June 26, 2025	July 14, 2025			
72" Commercial Grade Front Mount Lawn Mower	Open	June 17, 2025	July 11, 2025			
Review and Update Heritage Conservation Bylaw	Closed	May 27, 2025	June 25, 2025	1		Being reviewed
Bronze Memorial Statue Restoration	Closed	June 19, 2925	July 10, 2025	3		With department
Memorial Statue Granite Base	Closed	June 19, 2025	July 10, 2025	1		With department
Pre Purchase of Fine Bubble Aeration Material	Upcoming					
Fall Tree Order	Upcoming					
Event Barricades	Upcoming					
Pownal Parkade Restoration	Upcoming					

– Pkg 1 – Fireproofing Steel Structure						
Sherwood Sport and Recreation Complex Master Plan	Upcoming					

Lane Pineau noted that the Heartz Hall tender's deadline of July 17th was changed as of this morning to July 24th.

Mayor Brown asked for an update on the Spencer Drive project. CAO Brad MacConnell confirmed that he has meetings scheduled to find a way forward with the project and that staff is working on it. Richard MacEwen confirmed that we are working with the developers to understand the nature of their development and infrastructure needs to move forward with proper designs. We are also waiting to hear about funding requests to move forward.

Mayor Brown asked for an update in relation to the Eastern Gateway project and the purchase of the land between Water St Parkway and Grafton St East. That update will be provided at a later date.

Action Required: Update on the purchase of property in relation to the Eastern Gateway project will be provided to the Committee.
Lead: Lane Pineau/Richard MacEwen.

Councillor Bernard asked for clarification regarding report PW-2025-04-30-006 that was brought up in the Finance Committee Meeting on May 7th, 2025. At that time, it was requested that a budget transfer of $1.5 million be approved to complete sidewalk work in the 2025 fiscal year. During that discussion it was determined that $1.5 million was approved in 2024 but was not properly carried over to 2025 to fund this work, hence the budget transfer request. Councillor Bernard asked what the best way to put those funds back in the budget were so that work can continue and be completed this year.

Lane confirmed that there were two options. The first being to bring forward a funding request to increase the Capital Budget for FY2025/26 noting that the project was approved the year prior, but funds were not carried forward. The second being for Finance to look at all 2025/26 funded Capital projects to

determine if there are projects deferred or delayed that could make funds available in this year to cover the projects.

Action Required: A review of this years Capital Projects to see if funds are available to cover sidewalk work within the current fiscal year. Lead: Lane Pineau/Public Works.

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

8. **Adjournment**
   Motion to adjourn was moved by Mayor Brown and seconded by Deputy Mayor Jankov.

   Meeting adjourned at 12.57 pm.

_____

Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, July 21st, 2025
2:00 pm. Parkdale Room.

DRAFT

Present: **Councillor John McAleer (Chair)** **Mayor Philip Brown**
Councillor Terry Bernard (Teams) **Brad MacConnell, CAO**
Lane Pineau, Manager of Finance **Dep. Mayor Alanna Jankov**
Tamara Whitlock, AA

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

1. **Call to Order.**
   The Chair called the meeting to order at 2:05 pm.

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to move into closed session was made by Mayor Brown and moved by Deputy Mayor Jankov as per the MGA Section 119(1) (a) & (e).

   119. Closed meetings Despite subsection 118(1), a council or council committee may, by resolution, close all or part of a meeting to the public, either in advance or at the meeting, where the matter to be discussed is, in relation to any of the following, confidential:

   (a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
   (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;
   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous meeting July 16th, 2025, was made by Mayor Brown and seconded by Deputy Mayor Jankov.
   Motion Carried.

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

6. **Discussions/Reports**
   a. **Report FIN-26-2025 – Mt. Edward Rd. Properties - Lane Pineau - Manager of Finance.**

   Deferred until further notice.

7. Introduction of New Business.
None.

8. Adjournment
Motion to adjourn was moved by Mayor Brown and seconded by Deputy Mayor Jankov.

Meeting adjourned at 2:40 pm.

_____
Chair: Councillor John McAleer.

Finance, Audit, Tendering, & Administration Committee
Wednesday, August 6th, 2025
12:00 pm. Parkdale Room.

DRAFT

Present:	**Councillor John McAleer (Chair)**	**Brad MacConnell, CAO**
	Lane Pineau, Manager of Finance	**Mayor Philip Brown**
	Dep. Mayor Alanna Jankov	**Nancy Milligan, AA**
Regrets:	**Councillor Terry Bernard**	
Guests:	**Michael Ruus, Director of Integrated Growth**	
	Nick Walker, Energy Management Engineer	
	Pam Montgomery, Habitat for Humanity	
	Beth Beaton, Habitat for Humanity	

1. **Call to Order.**
   The Chair called the meeting to order at 12:23

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to rearrange agenda order to accommodate some schedule conflicts was put forward by Mayor Brown and seconded by Deputy Mayor Jankov. New agenda order as follows for section 6:

   a. **Report FIN-30-2025 – FCM Funding Agreement – Lane Pineau – Manager of Finance & Nick Walker – Energy Management Engineer.**
   b. **Report FIN-31-2025 – Insurance Renewal 2025-26 – Lane Pineau – Manager of Finance.**
   c. **Report FIN-32-2025 – Update to Committee on Matters of Interest – Lane Pineau – Manager of Finance.**
   d. **Planning Report PH-2025-08-16 – Heritage Bylaw Tender Award – Donna Miller-Ayton – Manager of Policy & Heritage & Lane Pineau – Manager of Finance.**
   e. **Presentation (no report) – Pam Schurman Montgomery – Habitat for Humanity & Mike Ruus – Director of Integrated Growth.**

   Motion Carried.

4. **Adoption of Minutes.**
   Motion to approve minutes from previous open session on July 21st 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-30-2025 – FCM Funding Agreement – Lane Pineau – Manager of Finance & Nick Walker – Energy Management Engineer.

Report was presented to provide Council with details on a funding agreement with the Federation of Canadian Municipalities (FCM) to adhere to the Borrowing Bylaw and update the related resolution for FCM

In September 2021 a Green Municipal Fund (GMF) funding application was started with the Federation of Canadian Municipalities, for the new Brackley building. The building has been designed with energy saving features including envelope upgrades, geothermal heating, and solar panels. These features make the building the City of Charlottetown's first Net Zero building. When the building was being designed, the cost difference between a net zero building and the "Base Case" building built to code was about $940,000.

In December 2023, FCM reached out to let the City know their application has been approved for funding. The funding includes a grant of $714,110 and a loan of $4,760,740.

The City had a choice of 10 or 20 years for the term of the loan.
The provided January interest rates were as follows:

- 10-year loan term is 4.30%
- 20-year loan term is 4.57%

The City adopted the 10 Year loan term.

The funding is to be provided in one disbursement with a holdback of $100,000.

UPDATE
In order to begin the first disbursement of funding, the resolution to accept this funding needs to be updated to adhere to the Borrowing Bylaw. The resolution shall include the following information;

a) the amount proposed to be borrowed;
b) a statement that the amount borrowed will not cause the City to exceed its debt limit;
c) the purpose for which the expenditure is to be made;
d) the proposed term or terms and amortization of the loan;
e) the estimated rate of interest and commissions or other costs payable on the loan;
f) the method of repayment;
g) the security, if any, to be given by the City for the repayment of the loan;

h) the revenue sources to be used to repay the capital and interest owing for the amount to be borrowed;
i) in the case of short term borrowing, a statement confirming that the amount borrowed is to be repaid during the current fiscal year

Staff recommendation is that Council refine its resolution to abide by the Borrowing Bylaw to allow the City to borrow money from FCM including the following details:

a. The amount proposed to be borrowed will be $4,760,740;
b. The City of Charlottetown confirms that this borrowing will not cause the City to exceed its debt limit;
c. The purpose of the loan is to cover a portion of the cost of constructing the Brackley building to net zero standards, including energy saving features, LED lighting, geothermal heating, and solar panels;
d. The proposed term of the loan is 120 months;
e. The interest rate of the loan will be 4.30%;
f. The City of Charlottetown will repay all obligation under the borrowing arrangement through operational budgets which are supported by other financing arrangements including operational and long-term financing facility which exist with our financial institutions;
g. The City of Charlottetown agrees to repay all obligations under the borrowing arrangement with no additional specific security provided; and
h. The City of Charlottetown will use property tax revenue and operation savings to repay the capital and interest owing.

Mayor Brown asked for clarification on the interest rate list at 4.3% for 10 years and 4.5% for 20 years. Nick Walker confirmed that those numbers were provided by FCM and are subject to change. They are based on similar and historical numbers. Mayor Brown asked if our long-term debt interest rate was the same. Lane Pineau confirmed it was in the same range, but he did not have the exact numbers with him for this meeting.

Mr. Walker confirmed that there is a loan portion and a grant portion of the FCM funding. They are part of the same agreements and cannot be separated.

Mayor Brown confirmed that the "financial implications" listed a loan of $4,760000 and a grant of $714,000. Both of these are from FCM.

Motion to approve the new resolution go to Council was moved by Mayor Brown and seconded by Deputy Mayor Jankov.

Motion Carried.

Action Required: Resolution to amend previous resolution is to be presented to Council at August 12th, 2025 meeting.
Lead: Lane Pineau

b. B Report FIN-31-2025 – Insurance Renewal 2025-26 – Lane Pineau – Manager of Finance.

Report was presented To provide the Finance, Audit, Tendering & Administration Committee and Council with information regarding City and Utility Insurance Renewal.

In June 2021, the City awarded the contract for City and Utility Insurance needs for July 2021 – June 2022, with the option to renew for 5 years to Cooke Insurance / Marsh Canada (Broker).

The total premium for 2025-2026 is $1,164,488.00, reflecting a $160,810 increase (16.02%) from the previous year. Here is the breakdown:

	Type of Coverage	2024 Premium	2025 Premium (Quote)	2025 Premium (Recommended)	Difference ($)	Difference (%)
1	General Liability	$401,861	$456,871	**$456,871**	$55,010	13.69%
	Umbrella Liability (1st Layer)	$41,663.00	$43,720.00	$43,720	$2,057	4.94%
	Umbrella Liability (2nd Layer)	$17,533.00	$18,410.00	$18,410	$877	5.00%
2	Property	$260,821	$345,564	$345,564	$84,743	32.49%
	Property: Boiler	$26,066	$34,556	$34,556	$8,490	32.57%
	Crime Primary	$2,750	$2,750	$2,750	$0	0.00%
3	Automobile Insurance (Note 3)	$199,825	$208,458	$208,458	$8,633	4.32%
	Council Accident	$2,409	$2,409	$2,409	$0	0.00%
4	Legal Expense (ARAG)	NEW	$27,020	**$0**	$0	N/A
5	Cyber Insurance	$50,750	$51,750	$51,750	$1,000	1.97%
	Total	**$1,003,678**	**$1,191,508**	**$1,164,488**	**$160,810**	**16.02%**

KEY REASONS FOR INCREASE:

- **1. General Liability Including 1st and 2nd Layer:**
  - Increase for Primary GL and EIL due to claims deterioration.
  - 5% increase for Umbrella Layers 1 & 2 due to standard market conditions.
  - Deductibles for GL and EIL set at $25,000 (see options under the Standard Subjectivities section).
- **2. Property Limits:**
  - Total Insured Value (TIV) Increased from $220,855,089 to $293,865,031, which is a difference of $73,009,942, reflecting an approximate 33.06% increase (8% standard inflation increase + notable additions including the full value of Simmons for the full year + Lift Station at Capital Drive, and additions in Victoria Park)
- **3. Automobile Insurance:**
  - 4.32% increase due to standard market conditions.
- 4. **Legal Expense**
  - This is a new optional policy presented by the Insurer, which is designed to cover the cost of lawyers for specific types of legal issues that are not typically covered by general liability, such as employment disputes, contract disagreements, or other certain legal costs not covered under the regular Commercial General Liability policy.

- It is recommended, given the significant increase in premium, that this optional insurance not be pursued and be revisited next year (2026-27).

- **5. Cyber Insurance:**
  - Increase of 1.97% due to standard market conditions.
  - Criminal Reward Cover – New Insuring Clause
  - Contingent Bodily Injury- New section under Network Security & Privacy Liability.
  - Emergency and Additional Operational Continuity Costs
  - Lost or Missed Bids – New Section

STANDARD SUBJECTIVITIES:

- **General Liability Including EIL:**
  - Current Deductibles: $25,000 on General Liability (GL) and Environmental Impairment Liability (EIL).
  - There is an option for the City to increase the deductible from $25,000 to $50,000 on the annual premium which would result in a reduction of $74,600 in annual premium.
  - Given the City's claims history (see claims experience chart attached), the Broker is recommending we retain the $25,000 deductible, as $50,000 would substantially raise the immediate financial impact of each incident for the City. It is often more strategic to accept a slightly higher premium in exchange for a lower, more predictable financial premium in exchange for a lower, more predictable financial retention per incident, especially when the overall claims environment is challenging.

COMMENTS ON THE RENEWAL TERMS:

While the overall premium increase 16% may seem substantial, it's crucial to acknowledge that a significant portion of this is directly attributable to the **increase in your property coverage limits**. The addition of new properties to the policy this year, combined with the standard increase in limits for historical property on the policy to keep pace with inflation, makes this renewal premium, from a coverage adequacy standpoint, **make a lot of sense**. It ensures that your valuable assets are appropriately protected at their current replacement values.

Financial Implications:

	Budget	Increase	Actual	Increase
12 months ended March 31, 2022	918,113		707,072	
12 months ended March 31, 2023	905,113	-1.4%	774,078	9.5%
12 months ended March 31, 2024	975,816	7.8%	877,072	13.3%
12 months ended March 31, 2025	924,531	-5.3%	978,771	11.6%
12 months ended March 31, 2026	1,218,136	31.8%	1,126,932	15.14%

Chair McAleer asked if there are any examples of the legal insurance being beneficial in the past where the legal insurance would have been beneficial. Lane Pineau stated that in his time with the City, the legal costs that he has typically seen relate to bodily injury or property damage. Some examples of what might fall under this new coverage would be employment disputes, contract disagreements, or disputing an audit result.

Mayor Brown asked when the last time insurance went to tender. Lane Pineau confirmed that this is currently the 5th year in a 5-year agreement, but terms and rates are on a year-to-year basis.

Mayor Brown asked for confirmation that this policy covers both entities (City and Utility), Lane Pineau confirmed that both corporate entities are covered by this policy. Mayor Brown asked if it was a 50/50 split between the two. Lane was unsure but confirmed that it would be largely tied to the value of the assets.

Deputy Mayor Jankov asked if there was coverage in the policy to protect Mayor & Council. Lane Pineau confirmed there is coverage if Mayor or Council is injured or killed while on official City business. If an injury occurs while visiting residents, that would be considered on duty.

Chair McAleer asked if the cyber insurance would cover if the City was scammed in any way. Lane confirmed that if the City's system was hacked then that would be covered under that policy.

Mayor Brown asked for clarification on the "Paid Loss" and "Paid Expense" portion of the report. Lane confirmed that "Paid Loss" would refer to settlements paid out in excess of our deductibles, and "Paid Expense" would refer to expenses incurred such as legal expenses to administer the policy. Mayor Brown also asked for clarification on the "Net Incurred" column. Lane Pineau confirmed that this would be what the insurance incurred, and the "Deductible" is what the City incurred.

Motion to move insurance renewal on to Council was moved by Mayor Brown and seconded by Deputy Mayor Jankov.

Motion Carried.

Action Required: Resolution to approve insurance renewal will be moved on to Council in August 12th, 2025 meeting.
Lead: Lane Pineau.

c. C Report FIN-32-2025 – Update to Committee on Matters of Interest – Lane Pineau – Manager of Finance.

Report was presented to provide members of the Finance, Audit, Tendering and Administration Committee with information regarding operation matters believed to be of interest to members of the committee.

FY2024-25 Year End Audit

MRSB was on site the week of April 21 to do preliminary testing. Year End continues to be a priority for Finance in the coming weeks to prepare for MRSB's return. We have delayed MRSB's site visit for field work to September.

Long Term Debt

A tender was posted to the City website on July 25th with a deadline for responses of August 8th. This is long-term debt financing to support the FY2025-26 Capital Budget and 5-Year Plan.

Chair McAleer asked if amortization periods are mentioned in the tender. Lane confirmed that the tender asks for 25- & 30-year amortization terms and to quote their rates at 5-, 10-, and 15-year terms. The request also leaves room for the banks to offer any other options they may deem of interest.

Procurement Bylaw:

The Senior Administration Team and Department Heads have reviewed documents relating to the draft Procurement Bylaw and associated policy. Their feedback is being incorporated into an update draft Bylaw with the aim of presenting it to Finance Committee and Council for approval in September.

Deputy Mayor Jankov asked if the draft bylaw will it go under a legal lens before going to Council. Lane will look into that. The Deputy Mayor advised that should that be the case, that it should go to legal soon as it can take up to 6-8 months for a bylaw to be reviewed.

Procurement Officer Posting:

The posting has closed with interviews to be scheduled in the coming weeks. Lane confirmed there are 7 or 8 applicants with good background.

Tenders/RFP/RFQ Update.

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Sherwood Sport and Recreation Complex Master Plan	Open	July 23, 2025	August 14, 2025			
2025 Sidewalks	Open	July 25, 2025	August 12, 2025			
Pownal Parkade Concrete Restoration	Open	July 28, 2025	August 12, 2025			
Long Term Debt	Open	July 25, 2025	August 8, 2025			
Pre-Purchase of Fine Bubble Aeration	Open	July 15, 2025	August 5, 2025			
Fall Tree Order – Streets and Parks	Closed	July 17, 2025	July 31, 2025	2		
Vehicle Manager 7.1	Closed	June 17, 2025	July 14, 2025	5	yes	Will be going to council on August 12th
Modular Event Barricades	Closed	July 14, 2025	July 25, 2025	0		Department is going out for quotes
Heartz Hall Building Upgrades – Phase 2	Closed	June 30, 2025	July 24, 2025	2	no	Aiming to go to PW Committee August 20th.
Review and Update Heritage Conservation Bylaw	Closed	May 27, 2025	June 25, 2025	1	No	Will be going to their Committee on August 5. Included in Finance Package
2025 Public Transit Bus	Upcoming					

Shelter Supply						
Removal of Three (3) Residential Structures	Upcoming					

Mayor Brown asked for clarification if the sidewalk tender listed in the above report is a Capital or Operational tender. Lane will confirm.

Action required: Lane will confirm information on 2025 Sidewalk Tender.
Lead: Lane Pineau.

d. D Planning Report PH-2025-08-16 – Heritage Bylaw Tender Award – Donna Miller-Ayton – Manager of Policy & Heritage & Lane Pineau – Manager of Finance.

Michael Russ presented the report on Donna Miller-Ayton's behalf. The report was presented to the Finance Committee for their review of the tender award for the Heritage Bylaw.

On May 27, 2025, the City of Charlottetown issued a Request for Proposals (RFP) to solicit submissions for the review and update of the existing Heritage Preservation Bylaw. The scope of work involves developing comprehensive recommendations aimed at strengthening the bylaw's effectiveness in protecting and conserving the city's heritage resources. The RFP also encompasses, but is not limited to, the following key components:

- **Regulatory Review:** Examine existing heritage resource regulations, including heritage conservation regulations, definitions, zoning regulations, provincial heritage laws, and national guidelines, to ensure comprehensive alignment and applicability.
- **Best Practices Analysis:** Assess best practices from other Canadian municipalities and jurisdictions to integrate innovative and practical approaches into the updated Bylaw.
- **Language and Structural Consistency:** Ensure clarity, precision, and consistency in the Bylaw's language and structural organization.
- **Zoning and Development Coordination:** Work collaboratively with City staff and consultants to ensure that theZoning and Development Bylaw update, which commenced in winter 2025, aligns with the Heritage Preservation Bylaw update. Cross-consultant collaboration is essential during the update to avoid duplication of work, ensure seamless

integration, and align deliverables so that the objectives of each project can be met.

- **Demolition Control Framework:** Develop clear evaluation criteria and procedures for assessing demolition requests, incorporating detailed heritage assessment protocols, ensuring alignment with heritage conservation priorities and addressing potential impacts on the 500 Lot Area. Establish a robust and enforceable process to manage and control demolitions within the 500 Lot Area.
- **Heritage Streetscape Identification:** Identify potential heritage streetscapes, areas, and districts that warrant protection and conservation.3
- **Assessment Criteria and Regulatory Processes:** Develop assessment criteria and establish regulatory processes for designating heritage buildings, streetscapes, areas, and districts, including a clear explanation of the enabling authority for creating and regulating such conservation areas.
- **Sustainable Development Integration:** Incorporate best practices for sustainable development, minimizing the risks of climate change impacts, reducing GHG emissions, and promoting environmental protection in the Bylaw.
- **Heritage Incentive Program Review:** Evaluate and align the Heritage Incentive Program with updated Bylaw provisions and objectives.
- **Temporary and Permanent Designations:** Develop a process for temporary and permanent designation of heritage resources, outlining clear criteria, timelines, and procedures for transitioning between these designations.

By the proposal deadline of June 25th, only one submission was received. Staff from the Planning and Heritage Department reviewed the proposal from INTRA Studio, sought clarification on several components, and are satisfied that the team has adequately addressed the project scope and demonstrated strong qualifications. The submission reflects a solid understanding of the City's context, guiding documents, and heritage landscape. INTRA Studio's team brings both local and international experience as active heritage professionals, which further strengthens their suitability for this project.

The request to bring this matter to the Finance Committee is due to the overall proposed budget exceeding the initial allocation after HST is added. However, discussions with the Finance team have confirmed there is sufficient flexibility within the department's approved budget to reallocate funds from other line items to cover the additional cost.

Motion to move this budget transfer request on to Council was moved Mayor Brown and seconded by Deputy Mayor Jankov.

Motion carried.

Action Required: Resolution to approve the budget transfer will be moved on to Council in August 12th 2025 meeting.
Lead: Lane Pineau.

e. Presentation (no report) – Pam Schurman Montgomery – Habitat for Humanity & Mike Ruus – Director of Integrated Growth.

Motion to move this item into closed session was moved by Deputy Mayor Jankov and seconded by Mayor Brown as per the MGA Section 119(1)(e).

119. Closed meetings Despite subsection 118(1), a council or council committee may, by resolution, close all or part of a meeting to the public, either in advance or at the meeting, where the matter to be discussed is, in relation to any of the following, confidential:

(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;

Motion Carried

Meeting entered closed session at 1:05 pm.

Meeting entered open session at 2:11 pm.

7. Introduction of New Business.
None.

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

Meeting adjourned at 2:13 pm

_____
Chair: Councillor John McAleer.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Finance, Audit, Tendering & Administration # 1

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**John McAleer**

Seconded by Councillor _____ **Alanna Jankov**

RESOLVED:

That Council rescind Resolution #2024-COCR-0084 dated April 23, 2024

> **"*That Council approve the FCM funding including a $4,760,740 loan with a 10-year term and grant of $714,110 towards the new Net Zero Brackley Point Road Depot (PID#719591*)"**

And the following Resolution be approved:

That Council approve the FCM Funding as follows:

1. **The amount proposed to be borrowed will be $4,760,740;**
2. **The City of Charlottetown confirms that this borrowing will not cause the City to exceed its debt limit;**
3. **The purpose of the loan is to cover a portion of the cost of constructing the Brackley building to net zero standards, including energy saving features, LED lighting, geothermal heating, and solar panels;**
4. **The proposed term of the loan is 120 months;**

5. **The interest rate of the loan will be 4.30%;**
6. **The City of Charlottetown will repay all obligation under the borrowing arrangement through operational budgets which are supported by other financing arrangements including operational and long-term financing facility which exist with our financial institutions;**
7. **The City of Charlottetown agrees to repay all obligations under the borrowing arrangement with no additional specific security provided; and**
8. **The City of Charlottetown will use property tax revenue and operational budget to repay the capital and interest owning.**

And that Council note that none of the terms and conditions of the agreement presented to Council in April 2024 have changed,

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

City of Charlottetown Committee Report

Report No: FIN-XX-2025

Date: August 6, 2025

Directed to Council through the following Committee:
Finance Standing Committee

Reporting Department:
Finance

Other Associated Departments:
Environment and Sustainability & Public Works

Prepared by:
Nick Walker, Energy Management Engineer (E&S)

Attachments:
- none

Report Title:
FCM Funding for New Brackley Building Updated Resolution

Report Purpose:
To provide Council with details on a funding agreement with the Federation of Canadian Municipalities (FCM) to adhere to the Borrowing Bylaw and update the related resolution for FCM

Staff Recommendation:
That Council refine its resolution to abide by the Borrowing Bylaw to allow the City to borrow money from FCM including the following details:

a. The amount proposed to be borrowed will be $4,760,740;
b. The City of Charlottetown confirms that this borrowing will not cause the City to exceed its debt limit;
c. The purpose of the loan is to cover a portion of the cost of constructing the Brackley building to net zero standards, including energy saving features, LED lighting, geothermal heating, and solar panels;
d. The proposed term of the loan is 120 months;
e. The interest rate of the loan will be 4.30%;
f. The City of Charlottetown will repay all obligation under the borrowing arrangement through operational budgets which are supported by other financing arrangements including operational and long-term financing facility which exist with our financial institutions;
g. The City of Charlottetown agrees to repay all obligations under the borrowing arrangement with no additional specific security provided; and
h. The City of Charlottetown will use property tax revenue and operational savings to repay the capital and interest owning.

Report Details:

BACKGROUND

In September 2021 a Green Municipal Fund (GMF) funding application was started with the Federation of Canadian Municipalities, for the new Brackley building. The building has been designed with energy saving features including envelope upgrades, geothermal heating, and solar panels. These features make the building the City of Charlottetown's first Net Zero building. When the building was being designed, the cost difference between a net zero building and the "Base Case" building built to code was about $940,000.

In December 2023, FCM reached out to let the City know their application has been approved for funding. The funding includes a grant of $714,110 and a loan of $4,760,740.

The City had a choice of 10 or 20 years for the term of the loan.
The provided January interest rates were as follows:

- 10-year loan term is 4.30%
- 20-year loan term is 4.57%

The City adopted the 10 Year loan term.

The funding is to be provided in one disbursement with a holdback of $100,000.

UPDATE

In order to begin the first disbursement of funding, the resolution to accept this funding needs to be updated to adhere to the Borrowing Bylaw. The resolution shall include the following information;

a) the amount proposed to be borrowed;
b) a statement that the amount borrowed will not cause the City to exceed its debt limit;
c) the purpose for which the expenditure is to be made;
d) the proposed term or terms and amortization of the loan;
e) the estimated rate of interest and commissions or other costs payable on the loan;
f) the method of repayment;
g) the security, if any, to be given by the City for the repayment of the loan;
h) the revenue sources to be used to repay the capital and interest owing for the amount to be borrowed;
i) in the case of short term borrowing, a statement confirming that the amount borrowed is to be repaid during the current fiscal year

Council or Committee History:

On June 28, 2021 the resolution was passed to accept the tender to begin construction of the Brackley building.
On April 23, 2024 a resolution was passed to approve the FCM funding (2024-COCR-0085).

Financial Implications:

Loan of $4,760,740 and grant of $714,110 to the City of Charlottetown

Public Engagement and Communication:

n/a

Legislative Authority:

MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Guiding Principles: Collaborating, Accountable
Commitments: Sustainability, Technology, Growth
Pillars: Infrastructure and the Environment

Reviewed By:

Manager	Director/CAO
Nick Walker, Energy Management Engineer **August 1, 2025**	**Lane Pineau, Acting CFO, August 1, 2025**

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Finance, Audit, Tendering & Administration # 2

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**John McAleer**_

Seconded by Councillor _____**Alanna Jankov**

RESOLVED:

That Council approve the insurance renewal for July 1, 2025 – June 30, 2026 as presented by Cooke Insurance / Marsh Canada, in the amount of $1,164,488,

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

City of Charlottetown

Report No: FIN-31-2025

Date: August 6, 2025

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

Department: Finance

Prepared by: Lane Pineau, Manager of Finance

Attachments:

- Claims Experience – By Year and By Category
- 2025 – 2026 City of Charlottetown Insurance Renewal Proposal
- Quote – Cyber Insurance

Report Title:

- Insurance Renewal 2025-26

Report Purpose:

- To provide the Finance, Audit, Tendering & Administration Committee and Council with information regarding City and Utility Insurance Renewal.

Staff Recommendation:

- That Council approves the insurance renewal for July 1, 2025 – June 30, 2026 as presented by Cooke Insurance / Marsh Canada, in the amount of $1,164,488.

Report Details:

- In June 2021, the City awarded the contract for City and Utility Insurance needs for July 2021 – June 2022, with the option to renew for 5 years to Cooke Insurance / Marsh Canada (Broker).
- The total premium for 2025-2026 is $1,164,488.00, reflecting a $160,810 increase (16.02%) from the previous year. Here is the breakdown:

	Type of Coverage	2024 Premium	2025 Premium (Quote)	2025 Premium (Recommended)	Difference ($)	Difference (%)
1	General Liability	$401,861	$456,871	**$456,871**	$55,010	13.69%
	Umbrella Liability (1st Layer)	$41,663.00	$43,720.00	$43,720	$2,057	4.94%
	Umbrella Liability (2nd Layer)	$17,533.00	$18,410.00	$18,410	$877	5.00%
2	Property	$260,821	$345,564	$345,564	$84,743	32.49%
	Property: Boiler	$26,066	$34,556	$34,556	$8,490	32.57%
	Crime Primary	$2,750	$2,750	$2,750	$0	0.00%
3	Automobile Insurance (Note 3)	$199,825	$208,458	$208,458	$8,633	4.32%
	Council Accident	$2,409	$2,409	$2,409	$0	0.00%
4	Legal Expense (ARAG)	NEW	$27,020	**$0**	$0	N/A
5	Cyber Insurance	$50,750	$51,750	$51,750	$1,000	1.97%
	Total	**$1,003,678**	**$1,191,508**	**$1,164,488**	**$160,810**	**16.02%**

KEY REASONS FOR INCREASE:

- **1. General Liability Including 1st and 2nd Layer:**
  - Increase for Primary GL and EIL due to claims deterioration.
  - 5% increase for Umbrella Layers 1 & 2 due to standard market conditions.
  - Deductibles for GL and EIL set at $25,000 (see options under the Standard Subjectivities section).

- **2. Property Limits:**
  - Total Insured Value (TIV) Increased from $220,855,089 to $293,865,031, which is a difference of $73,009,942, reflecting an approximate 33.06% increase (8% standard inflation increase + notable additions including the full value of Simmons for the full year + Lift Station at Capital Drive, and additions in Victoria Park)
- **3. Automobile Insurance:**
  - 4.32% increase due to standard market conditions.
- 4. **Legal Expense**
  - This is a new optional policy presented by the Insurer, which is designed to cover the cost of lawyers for specific types of legal issues that are not typically covered by general liability, such as employment disputes, contract disagreements, or other certain legal costs not covered under the regular Commercial General Liability policy.
  - It is recommended, given the significant increase in premium, that this optional insurance not be pursued and be revisited next year (2026-27).
- **5. Cyber Insurance:**
  - Increase of 1.97% due to standard market conditions.
  - Criminal Reward Cover – New Insuring Clause
  - Contingent Bodily Injury- New section under Network Security & Privacy Liability.
  - Emergency and Additional Operational Continuity Costs
  - Lost or Missed Bids – New Section

STANDARD SUBJECTIVITIES:

- **General Liability Including EIL:**
  - Current Deductibles: $25,000 on General Liability (GL) and Environmental Impairment Liability (EIL).
  - There is an option for the City to increase the deductible from $25,000 to $50,000 on the annual premium which would result in a reduction of $74,600 in annual premium.
  - Given the City's claims history (see claims experience chart attached), the Broker is recommending we retain the $25,000 deductible, as $50,000 would substantially raise the immediate financial impact of each incident for the City. It is often more strategic to accept a slightly higher premium in exchange for a lower, more predictable financial premium in exchange for a lower, more predictable financial retention per incident, especially when the overall claims environment is challenging.

COMMENTS ON THE RENEWAL TERMS:

While the overall premium increase 16% may seem substantial, it's crucial to acknowledge that a significant portion of this is directly attributable to the **increase in your property coverage limits**. The addition of new properties to the policy this year, combined with the standard increase in limits for historical property on the policy to keep pace with inflation, makes this renewal premium, from a coverage adequacy standpoint, **make a lot of sense**. It ensures that your valuable assets are appropriately protected at their current replacement values.

Financial Implications:

	Budget	Increase	Actual	Increase
12 months ended March 31, 2022	918,113		707,072	
12 months ended March 31, 2023	905,113	-1.4%	774,078	9.5%
12 months ended March 31, 2024	975,816	7.8%	877,072	13.3%
12 months ended March 31, 2025	924,531	-5.3%	978,771	11.6%
12 months ended March 31, 2026	1,218,136	31.8%	1,126,932	15.14%

Public Engagement and Communication:

- As this is an internal operational item, no public engagement is required.

Legislative Authority:

- City of Charlottetown Procurement Policy (P-Fin-1)
- Section 156(1)(5) of the *Municipal Government Act*

Strategic Alignment:

Our Purpose:
Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Manager:	**CAO/Director:**
Lane Pineau, Manager of Finance, August 1, 2025	**Brad MacConnell, CAO, August 1, 2025**

Committee Recommendation (if differing from staff):

City of Charlottetown
Claims Experience by Year by Category
As of July 2025

LIABILITY CLAIMS

Loss Date	# Claims	Paid Loss	Paid Expense	Total Paid	Loss Reserve	Expense Reserve	Total Incurred	Deductible	Net Incurred
2015	2	$40,000.00	$19,945.00	$59,945.00	$0.00	$0.00	$59,945.00	$50,000.00	$27,472.00
2017	8	$56,094.00	$151,037.00	$207,131.00	$100,000.00	$39,480.00	$346,611.00	$200,000.00	$246,689.00
2018	12	$470,300.00	$158,755.00	$629,055.00	$0.00	$13,742.00	$642,797.00	$300,000.00	$501,921.00
2019	8	$23,500.00	$14,148.00	$37,648.00	$0.00	$0.00	$37,648.00	$200,000.00	$0.00
2020	10	$100,394.00	$191,441.00	$291,835.00	$67,500.00	$49,884.00	$409,219.00	$227,500.00	$276,876.00
2021	5	$10,000.00	$13,406.00	$23,406.00	$0.00	$0.00	$23,406.00	$125,000.00	$0.00
2022	8	$13,734.00	$68,603.00	$82,337.00	$0.00	$62,575.00	$144,912.00	$200,000.00	$59,969.00
2023	5	$12,500.00	$20,529.00	$33,029.00	$0.00	$52,465.00	$85,494.00	$125,000.00	$30,000.00
2024	8	$0.00	$29,874.00	$29,874.00	$0.00	$66,005.00	$95,879.00	$200,000.00	$18,504.00
Total Claims:	**66**	**$726,522.00**	**$667,738.00**	**$1,394,260.00**	**$167,500.00**	**$284,151.00**	**$1,845,911.00**	**$1,727,500.00**	**$1,161,431.00**

PROPERTY CLAIMS

Loss Date	# Claims	Paid Loss	Paid Expense	Total Paid	Loss Reserve	Expense Reserve	Total Incurred	Deductible	Net Incurred
2019	1	$0.00	$3,372.00	$3,372.00	$0.00	$0.00	$3,372.00	$10,000.00	-$6,628.00
2021	2	$83,779.00	$4,037.00	$87,816.00	$0.00	$0.00	$87,817.00	$20,000.00	$67,817.00
2022	3	$0.00	$3,219.00	$3,219.00	$0.00	$0.00	$18,700.00	$30,000.00	-$11,300.00
2023	3	$26,827.00	$6,666.00	$33,493.00	$88,709.00	$0.00	$91,285.00	$30,000.00	$61,285.00
2024	1	$0.00	$1,405.00	$1,405.00	$4,320.00	$0.00	$5,725.00	$10,000.00	-$4,275.00
Total Claims:	**10**	**$110,606.00**	**$18,699.00**	**$129,305.00**	**$93,029.00**	**$0.00**	**$206,899.00**	**$100,000.00**	**$106,899.00**

AUTO CLAIMS

Loss Date	# Claims	Paid Loss	Paid Expense	Total Paid	Loss Reserve	Expense Reserve	Total Incurred	Deductible	Net Incurred
2015	3	$24,920.00	$3,050.00	$27,970.00	$0.00	$0.00	$27,970.00	$0.00	$27,970.00
2016	5	$23,498.00	$3,282.00	$26,780.00	$0.00	$0.00	$26,780.00	$0.00	$26,780.00
2017	3	$1,782.00	$759.00	$2,541.00	$0.00	$0.00	$2,541.00	$0.00	$2,541.00
2018	9	$16,736.00	$4,714.00	$21,450.00	$0.00	$0.00	$18,780.00	$0.00	$18,780.00
2019	8	$16,065.00	$3,047.00	$19,112.00	$0.00	$0.00	$18,910.00	$0.00	$18,910.00
2020	9	$8,017.00	$0.00	$8,017.00	$0.00	$0.00	$8,017.00	$0.00	$8,017.00
2021	15	$33,281.00	$25,169.00	$58,450.00	$0.00	$0.00	$56,638.00	$0.00	$56,638.00
2022	15	$94,159.00	$1,450.00	$95,609.00	$0.00	$0.00	$91,864.00	$0.00	$91,864.00
2023	14	$126,515.00	$50.00	$126,565.00	$0.00	$0.00	$126,565.00	$0.00	$126,565.00
2024	8	$29,216.00	$0.00	$29,216.00	$83,093.00	$0.00	$113,270.00	$30,000.00	$83,270.00
2025	6	$10,275.00	$69.00	$10,344.00	$56,449.00	$0.00	$77,508.00	$40,000.00	$37,508.00
Total Claims:	**95**	**$384,464.00**	**$41,540.00**	**$426,004.00**	**$139,542.00**	**$0.00**	**$568,843.00**	**$70,000.00**	**$498,843.00**

All Combined	# Claims	Paid Loss	Paid Expense	Total Paid	Loss Reserve	Expense Reserve	Total Incurred	Deductible	Net Incurred
Totals	**171**	**$1,221,592.00**	**$727,977.00**	**$1,949,569.00**	**$400,071.00**	**$284,151.00**	**$2,621,653.00**	**$1,897,500.00**	**$1,767,173.00**

Marsh

City of Charlottetown

Insurance Proposal

Policy Period

June 30, 2025 - June 30, 2026

12:01 a.m. Standard Time as to each said dates

1

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy(ies).

Breach of Warranty or Subjectivity

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the

Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.

Risk And Claims Information

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

Taxes Payable By Insureds

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

Limits of Liability:	$5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence; No Aggregate
	$5,000,000	any one Occurrence and in the Annual Aggregate for Products and Completed Operations during the Policy Period
Extensions of Coverages:	$5,000,000	Employers' Liability; any one Claim
	$5,000,000	Tenant Legal Liability; any one Occurrence
	$5,000,000	Employee Benefit Liability; any one Claim
	$5,000,000	*Incidental Medical Malpractice; any one Claim
		Retroactive Date: November 15, 1993
	$50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	$2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	$50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	$250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	$100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	$1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	$500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	$100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	$100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	$500,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	$5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	$250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	$5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence
Endorsements:	$5,000,000	*Municipal Errors and Omissions Liability; any one Claim and in the Annual Aggregate during the Policy Period
		Retroactive Date: November 15, 1993
	$2,500,000	*Environmental Impairment Liability; any one Claim and
	$5,000,000	Environmental Impairment Liability; in the Annual Aggregate during the Policy Period
		Retroactive Date: November 15, 1993
	$2,000,000	*Abuse / Molestation Liability; any one Claim and
	$2,000,000	Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period
		Retroactive Date: June 30, 2015
	Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits	
	$5,000,000	Police Officer Assault; any one Occurrence
	$1,000,000	*Communicable Disease; each and every claim
		Retroactive Date: January 1, 2021
***Claims Made Coverage Note:**	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	

Deductibles:	$25,000	Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up
	$25,000	Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;
	Nil	Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary
	$1,000	Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos
	$25,000	Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)
	$25,000	Municipal Errors and Omissions Liability; any one Claim
	$25,000	Environmental Impairment Liability; any one Claim
	$25,000	Abuse / Molestation Liability; any one Claim
	$25,000	Police Officer Assault; any one Occurrence
	$25,000	Communicable Disease; each and every claim
Additional Endorsements:	Excluding Cyber, as per LMA5529 PFAS Exclusion, as per LMA5595 amended 29 July 2022 ASTs Excluded (2,10, 17,19 & 20) as per tank list provided	
Policy Form:	B0509BOWCI2451887 6298Z/24	
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
Subject To:	Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Canadian Councils Umbrella Liability (1st Layer)

Limit of Coverage:	$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	$ 20,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	$ 5,000,000	Employee Benefits Liability; any one Claim
	$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability
	$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
*** Claims Made Coverage Note:**	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	$ Nil	
Endorsements:	Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 PFAS Exclusion, as per LMA5595 amended 29 July 2022	
Policy Form:	B0509BOWCI2451885 EK2004498	
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
Subject To:	Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Canadian Councils Excess Umbrella Liability (2nd Layer)

Limit of Coverage:	$ 25,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	$ 25,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	$ 25,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	$ 25,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	$ 5,000,000	Employee Benefits Liability; any one Claim
	$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability
	$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
*** Claims Made Coverage Note:**	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	$ Nil	
Endorsements:	Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 PFAS Exclusion, as per LMA5595 amended 29 July 2022	
Policy Form:	B0509BOWCI2451886 EK2004498	
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
Subject To:	Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Combined Physical Damage & Machinery Breakdown

Coverage:	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)	
Limits of Liability:	$ 293,865,031	Blanket Limit of Loss on Property of Every Description including Machinery Breakdown
	$ 287,934,957	Total Insured Value
	$ 897,188	CONTRACTOR'S EQUIPMENT
	$ 1,716,613	SOLAR PANELS
	$ 255,436	CELTIC MONUMENT, QUEEN ST ARMORY
	$ 2,569,812	BOARDWALK & DOCKS
	$ 453,496	WATERCRAFT
	$ 113,374	UNMANNED AIR VEHICLE
Physical Damage Extensions of Coverage:	The limits for the following extensions of coverage are included in the Blanket Limit shown above:	
	$ 500,000	Valuable Papers;
	$ 500,000	Extra Expense;
	$ 500,000	Accounts Receivable;
	$ 500,000	Gross Rentals;
	$ 746,500	Computer Media;
	$ 1,530,950	Fine Arts (Agreed Value);
	$ 746,500	Computer/Electronic Data Processing
	The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:	
	$ 1,000,000	Newly Acquired Property;
	$ 1,000,000	Building in the Course of Construction; Contractors and Consultants
	$ 500,000	Property in Transit;
	$ 1,000,000	Unnamed Locations;
	$ 500,000	Expediting Expense;
	$ 300,000	Business Interruption – Profits; Subject to maximum of $25,000 per month;
	$ 1,000,000	Contingent Business Interruption;
	$ 100,000	Fire Extinguishing Material and Fire Fighting Expense;
	$ 500,000	Professional Fees;
	$ 10,000	Master Key;
	$ 100,000	Land and Water Pollution Clean Up Expense;
	$ 100,000	Stock Spoilage;
	$ 100,000	Commercial Property Floater;
	$ 1,000,000	Off Premises Service Interruption;
	$ 100,000	Exhibition Floater;
	$ 100,000 or 10%	Environmental Upgrade;
	$ 15,000	Money, Cash Cards and Securities;
	$ 15,000	Preservation of Property;
	$ 25,000	Technological Advancement;
	$ 1,000,000	Demolition and Increased Cost of Construction;
	$ 50,000 / 100,000	Prevention of Ingress / Egress; 4 weeks;
	$ 100,000 or 25%	Debris Removal;
	$ 15,000	Property of Councillors, Board Members and Employees; any one loss ($25,000 maximum annual policy limit)
Machinery Breakdown:	$1,000,000	Newly Acquired Property
	$500,000	Expediting Expense
	$500,000	Professional Fees
	$100,000	Consequential Damage
	$500,000	Hazardous Substance
	$10,000	Data and Media

	$500,000	Ammonia Contamination
	$500,000	Water Escape
	$10,000	Reproduction Costs
	$ 50,000 / 100,000	Interruption by Civil Authority; 4 weeks
Endorsements:	Automobile Replacement Cost Deficiency Endorsement	
Deductibles:	$ 10,000	each occurrence for all losses except
	$ 10,000	each Computer/Electronic Data Processing loss
	$ 10,000	each Fine Arts loss
	$ 50,000	Windstorm
	$ 100,000	each Flood loss
	5% of total insured value at loss location or $100,000 minimum, whichever is greater, each Earthquake occurrence	
Policy Form:	Municipal Insurance Program - Master Policy (January 1, 2022)	
Insurer(s) and Proportion of Participations(s):	**Physical Damage:** Aviva Insurance Company of Canada - 70% Zurich Insurance Company - 30% **Machinery Breakdown:** Aviva Insurance Company of Canada - 100%	
Subject To:	A Schedule of Property including Construction, Occupancy, Protection, Exposure, civic address including postal codes for all locations. Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer. All locations may be subject to Engineering Inspection. Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Comprehensive Crime

Limits:	$1,000,000	Employee Dishonesty – Form A
	$200,000	Broad Form Loss of Money (Inside Premises)
	$200,000	Broad Form Loss of Money (Outside Premises)
	$200,000	Money Orders & Counterfeit Paper Currency
	$1,000,000	Depositors Forgery
	$200,000	Professional Fees / Audit Expenses
	$200,000	Computer Fraud or Funds Transfer Fraud
Deductible(s):	NIL per Loss	
Policy Form:	Master Crime Wording (April 2012)	
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%	
Subject To:	Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. All cheque requisitions and issued cheques containing dual signatures. If the above is not part of your internal financial controls, please provide explanation(s). Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Automobile Insurance (Prince Edward Island)

Limits:	$5,000,000	Liability – Bodily Injury / Property Damage Deductible: NIL Accident Benefits – Basic Benefits; Limits as stated in the Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Deductible: NIL Uninsured Automobile; Limits as stated in the Policy Deductible: NIL Direct Compensation – Property Damage; Limits as stated in the Policy Loss or Damage – All Perils Deductible: $2,500 No Physical Damage Insurance for Parade Vehicles and Unlicensed Equipment
Endorsements:	PE-SEF 3	Drive Government Automobiles Endorsement
	PE-SEF 4A	Permission to Carry Explosives
	PE-SEF 4B	Permission to Carry Radioactive Material
	PE-SEF 5	Permission to Rent or Lease
	PE-SEF 20	Loss of Use Endorsement - Applicable to Light Units per occurrence (Applicable only to Private Passenger Vehicles and Light Commercial Vehicles)
	PE-SEF 21B	Blanket Fleet Endorsement – No Annual Adjustment
	PE-SEF 24	Freezing of Fire-Fighting Apparatus
	PE-SEF 31	Non-Owned Equipment
	PE-SEF 32	Use of Recreational Vehicles by Unlicensed Drivers
	PE-SEF 43R	Removing Depreciation Deduction – 24 Months New
	PE-SEF 44	Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles
	Notice of Cancellation Ninety (90) Days	
Policy Form:	Provincial Statutory Owners Policy	
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%	
Subject To:	Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**	

Councillors' Accident Coverage

Limits of Coverage:	$250,000 Principal Sum
Included Coverage	Number of Councillors: 11 While on Duty Only Coverage
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	$2,500,000 Aggregate Limit of Indemnity Per Accident Terms will remain as indicated subject to no claim's deterioration as of **June 30, 2025**

LEGAL EXPENSE (NEW)

Aggregate Limit of Indemnity:	$ 1,000,000		
Sub-Limits:	$	200,000	Employment Disputes
	$	200,000	Employees Extra Protection
	$	50,000	Judicial Review
	$	200,000	Legal Defence
	$	200,000	Auto Legal Defence
	$	200,000	Contract Disputes and Debt Recovery
	$	200,000	Statutory Licence Appeals
	$	200,000	Property Protection
	$	200,000	Bodily Injury
	$	200,000	Tax Protection
	$	Unlimited	Legal Helpline
	$	12 per year	Legal Document Review
	$		Simple Legal Letter Drafting
	$	Unlimited	Legal Document Centre
	$	Unlimited	HR Assistance
Deductibles:	$ 2,500	Contract Disputes & Debt Recovery	
Co-Insurance:	25% Employment Disputes 15% Judicial Review		
Policy Form:	BLS.MM.8002630.1.2.3.7 Jul 2022		
Coverage Form:	Occurrence Basis		
Insurer(s) and Proportion of Participations(s):	HDI Global Speciality SE – 100%		
Subject To:	Terms will remain as indicated subject to no claims deterioration as of **June 30, 2025**		

Why choose **CFC cyber?**

Find out why CFC's market-leading cyber insurance products are trusted by over 100,000 businesses around the globe to help protect them against cyber risk.

Broad cyber coverage

Covering a range of attacks and incidents, including:

- **Unlimited reinstatements with nil deductible,** where you'll pay either none, or only single deductible, no matter how many cyber incidents we respond to.
- **Proactive cyber attack prevention** contractually embedded into the insurance product as a world first.
- **Business interruption** includes full limits for systems failure events, lost or missed bids, data recreation cover and emergency continuity costs.
- **Interim payments** for business interruption losses prior to the final adjustment.
- **Extensive crime coverage,** including invoice manipulation, theft of client funds and physical goods.
- **Affirmative coverage** for AI, contingent bodily injury, extortion response costs and more.

Largest in-house incident response and claims team

- **+200 incident response experts** situated around the globe to offer 24x7x365 support.
- **Specifically trained** to triage, remediate and recover businesses from cyber attacks.
- **Regionally specialized claims team** —who have a deep understanding of your local jurisdiction.

Cyber attack prevention services—as standard

Working to protect you from cyber attacks—helping to prevent a claim, before it happens.

- Starts the day you bind, working throughout the policy period.
- Included as standard, at no extra cost.
- Using a range of advanced cyber security tools and technology to identify threats and alert you to those that matter.

99.1% cyber claims acceptance rate*

- Giving you the confidence and peace of mind that your largest business risk will be covered.
- Providing you with a comprehensive product that covers what it says it will.

25 years' cyber experience

- As one of the **longest running cyber providers,** you can trust we work to put your business first.
- The largest in-house cyber team in the market, who offer a **streamlined and efficient process** from underwriting and cyber security to incident response and claims.

Based on the last 12 months of cyber claims.

Note: Incident response services are provided by an affiliate of CFC Underwriting Ltd, trading under the name CFC Response.

Cyber attack prevention and remediation

A CFC cyber policy offers protective services working to help prevent attacks from happening in the first place. If an incident does occur, our expert technical team will help get you back online, fast.

Proactive cyber attack prevention

Working to protect you from cyber incidents.

We supplement your existing cyber security programme by assessing your businesses' attack surface to understand what we're protecting. Then work around the clock, seeking to identify threats and risks that could impact your businesses—only alerting you to those threats that matter.

Using a range of advanced cyber security tools:

Threat intelligence

We partner with government and private threat intelligence organizations to receive and **analyze information about cyber threats** targeting your business.

Threat hunting

Our cyber threat analysts **actively search the dark web** and hacker forums for compromised customer credentials and any other malicious activity.

Vulnerability scanning

We actively **scan insureds for known vulnerabilities** and cyber risks that have a high correlation to claims.

Real-time claims data

We use our own proprietary claims data to help **identify attack trends** and potential threats.

Expert incident response and cyber claims

Helping to get you back online, fast.

If we alert you to malicious activity in your system, or you notify us of something, our in-house team are trained to:

Triage

Once notified, **we'll be in touch within 15 mins*** to assess the situation and identify the necessary resources to address the incident.

Contain

Our team of cyber security engineers, forensic specialists and incident responders will **contain and remediate the incident**. If needed, we'll partner with third-party specialists.

Recover

Once contained, our incident response and claims team work closely together to rebuild systems, reconstitute data and **get your business back up and running.**

Response app

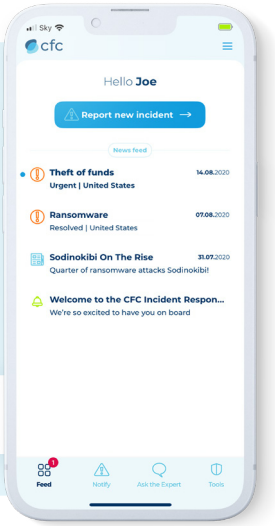
Our award-winning mobile app offers free exclusive cyber security tools and access to technical support 24/7. Helping you get the most out of our preventative and responsive cyber services.

- **Most secure line of communication** with our expert cyber security team.
- Fastest **way to alert us** of an incident.
- Receive personalized critical **cyber threat alerts.**

Download today to get the most out of your cyber policy.

GET IT ON Google Play

Download on the App Store



*For notifications that come through our app, Response or via phone.

Note: Incident response services are provided by an affiliate of CFC Underwriting Ltd, trading under the name CFC Response.

INDICATION OF TERMS

REFERENCE NUMBER:	5670442
COMPANY NAME:	City of Charlottetown
TOTAL PAYABLE:	CAD51,700.00
Premium breakdown:	
Cyber & Privacy:	CAD43,950.00
Cyber Crime:	CAD7,000.00
Policy Administration Fee:	CAD750.00
BUSINESS OPERATIONS:	Municipality
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
AGGREGATE DEDUCTIBLE:	CAD75,000.00 in the aggregate
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
TIME FRANCHISE:	8 hours
WORDING:	Cyber Proactive Response v4.0
ENDORSEMENTS:	Regulatory Statement (CAN) Schedule Of Information Notice Concerning Personal Information Code Of Consumer Rights And Responsibilities Risk Management Timetable Condition Clause Service of Suit Clause Policy Aggregate Limit of Liability Clause (Including Aggregate Sub-limit For Cyber Crime)
SUBJECTIVITIES:	This quote is subject to the following being provided by the stated deadline:

1. Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents. (30 days post binding)
2. Please confirm that before you transfer funds to an account that you haven't paid into before, you obtain authorization from the recipient of the funds via an authentication method which is different to the original method used to request the transfer (prior to binding)
3. Satisfactory Confirmation on the following: 1. Multi Factor Authentication for all remote access to the network, including VPN and RDP connections. 2. Multi Factor Authentication for all remote access to emails. 3. Multi Factor Authentication for access to the cloud backups. If one/any are not in place we would need to add a Risk Management

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Timetable Condition Clause (prior to binding)

POLICY PERIOD:	12 months
DATE OF ISSUE:	23 Jun 2025
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100% of applicable annualized premium
ADDITIONAL NOTES:	
SECURITY:	Certain Lloyd's underwriters and other insurers
UNDERWRITER:	Josh Bilson

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES

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DECLARATIONS

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION B: LEGAL AND REGULATORY COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION C: IT SECURITY AND FORENSIC COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION D: CRISIS COMMUNICATION COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Aggregate limit of liability:	CAD2,000,000	in the aggregate

SECTION G: POST BREACH REMEDIATION COSTS

Aggregate limit of liability:	CAD50,000	in the aggregate, subject to a maximum of 10% of all sums **we** have paid as a direct result of the **cyber event**

INSURING CLAUSE 2: CYBER CRIME

SECTION A: FUNDS TRANSFER FRAUD

Aggregate limit of liability:	CAD250,000	in the aggregate

SECTION B: INVOICE MANIPULATION

Aggregate limit of liability:	CAD250,000	in the aggregate

SECTION C: NEW VENDOR FRAUD

Aggregate limit of liability:	CAD250,000	in the aggregate

SECTION D: PHYSICAL GOODS FRAUD

Aggregate limit of liability:	CAD250,000	in the aggregate

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SECTION E: THEFT OF PERSONAL FUNDS

Aggregate limit of liability: CAD250,000 in the aggregate

SECTION F: CORPORATE IDENTITY THEFT

Aggregate limit of liability: CAD250,000 in the aggregate

SECTION G: THEFT OF FUNDS HELD IN ESCROW

Aggregate limit of liability: CAD250,000 in the aggregate

SECTION H: THEFT OF CLIENT FUNDS

Aggregate limit of liability: CAD50,000 in the aggregate

SECTION I: CUSTOMER PAYMENT FRAUD

Aggregate limit of liability: CAD50,000 in the aggregate

SECTION J: TELEPHONE HACKING

Aggregate limit of liability: CAD250,000 in the aggregate

SECTION K: UNAUTHORIZED USE OF COMPUTER RESOURCES

Aggregate limit of liability: CAD250,000 in the aggregate

INSURING CLAUSE 3: CYBER EXTORTION

Aggregate limit of liability: CAD2,000,000 in the aggregate

INSURING CLAUSE 4: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION B: HARDWARE REPLACEMENT COSTS

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION C: INCOME LOSS AND EXTRA EXPENSE

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION D: EMERGENCY AND ADDITIONAL OPERATIONAL CONTINUITY COSTS

Aggregate limit of liability: CAD100,000 in the aggregate

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SECTION E: VOLUNTARY AND REGULATORY SHUTDOWN

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION F: DEPENDENT BUSINESS INTERRUPTION

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION G: CONSEQUENTIAL REPUTATIONAL HARM

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION H: LOST OR MISSED BIDS

Aggregate limit of liability: CAD2,000,000 in the aggregate

SECTION I: CLAIM PREPARATION COSTS

Aggregate limit of liability: CAD25,000 in the aggregate

INSURING CLAUSES 5 AND 7 - 9 COMBINED

Aggregate limit of liability: CAD2,000,000 in the aggregate

INSURING CLAUSE 5: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability: CAD2,000,000 in the aggregate, including **costs and expenses**

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability: CAD2,000,000 in the aggregate, including **costs and expenses**

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability: CAD2,000,000 in the aggregate, including **costs and expenses**

SECTION D: REGULATORY FINES, PENALTIES AND INVESTIGATION COSTS

Aggregate limit of liability: CAD2,000,000 in the aggregate, including **costs and expenses**

SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability: CAD2,000,000 in the aggregate, including **costs and expenses**

SECTION F: CONTINGENT BODILY INJURY

Aggregate limit of liability: CAD250,000 in the aggregate, including **costs and expenses**

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INSURING CLAUSE 6: CRIMINAL REWARD COVER

Aggregate limit of liability:	CAD100,000	in the aggregate

INSURING CLAUSE 7: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	CAD2,000,000	in the aggregate, including **costs and expenses**

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	CAD2,000,000	in the aggregate, including **costs and expenses**

INSURING CLAUSE 8: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN

INSURING CLAUSE 9: COURT ATTENDANCE COSTS

Aggregate limit of liability:	CAD100,000	in the aggregate

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OUR REGULATORY STATUS

CFC Underwriting Limited is authorised and regulated by the United Kingdom Financial Conduct Authority (FCA). CFC Underwriting Limited's Firm Registration Number at the FCA is 312848. These details may be checked by visiting the Financial Conduct Authority website at www.fca.org.uk/register/. Alternatively the Financial Conduct Authority may be contacted on +44 (0)800 111 6768.

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations to you in respect of insurance policies that we have underwritten on behalf of insurers. This depends on the type of business and the circumstances of the claim. In respect of general insurance business the FSCS will cover 90% of the claim, without any upper limit and for compulsory classes of insurance, the FSCS will cover 100% of the claim, without any upper limit. Further information about compensation scheme arrangements is available from the FSCS.

HOW TO COMPLAIN

We intend to provide an excellent service to you. However, we recognise that there may be occasions when you feel that this has not been achieved. If you are unhappy with any aspect of the service that you receive from us, please contact your insurance broker in the first instance, stating the nature of your complaint, the certificate and/or claim number.

Alternatively, you can contact us directly at complaints@cfc.com or please write to:

Chief Executive Officer
CFC Underwriting Limited
11th Floor, 8 Bishopsgate
London EC2N 4BQ
United Kingdom

We will aim to acknowledge your complaint within 2 business days following receipt and will aim to respond to your complaint within 20 business days.

If after taking this action you are still unhappy with the response it may be possible in certain circumstances for you to refer the matter to Lloyd's Canada Inc. The contact details are as follows:

Complaints Officer,
Royal Bank Plaza South Tower
200 Bay Street
Suite 2930
PO Box 51
Toronto
Ontario M5J 2 J2.
Tel: 1-877-455-6937
Email: info@lloyds.ca

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If you remain dissatisfied after Lloyd's Canada Inc. has considered your complaint, you may have the right to refer your complaint to the following organisations:

General Insurance OmbudService (GIO) – assists in the resolution of conflicts between insurance customers and their insurance companies. The GIO can be reached at:

Toll free number: 1-877-225-0446

Website: https://giocanada.org/

If you have a complaint specifically about Lloyd's Underwriters' complaints handling procedures you may contact the FCAC.

Financial Consumer Agency of Canada (FCAC) – provides consumers with accurate and objective information about financial products and services, and informs Canadians of their rights and responsibilities when dealing with financial institutions. FCAC also ensures compliance with the federal consumer protection laws that apply to banks and federally incorporated trust, loan and insurance companies. The FCAC does not get involved in individual disputes. The FCAC can be reached at:

427 Laurier Avenue West, 6th Floor,
Ottawa
ON K1R 1B9
Tel: 1-866-461-3222 (Services in English)
Tel: 1-866-461-2232 (Services in French)
Website: www.fcac-acfc.gc.ca

For clients based in Quebec only:

Autorité des marchés financiers (AMF)- The regulation of insurance companies in Quebec is administered by the AMF. If you remain dissatisfied with the manner in which your complaint has been handled, or with the results of the complaints protocol, you may send your complaint to the AMF who will study your file and who may recommend mediation, if it deems this action is appropriate and if both parties agree to it. The AMF can be reached at:

Toll free: 1-877-525-0337
Québec: (418) 525-0337
Montréal: (514) 395-0311
Website: www.lautorite.qc.ca

The existence of this complaints procedure does not affect your right to commence a legal action or an alternative dispute resolution proceeding in accordance with your contractual rights.

DATA PROTECTION NOTICE

We collect and use relevant information about you to provide you with your insurance cover or the insurance cover that benefits you and to meet our legal obligations. Where you provide us or your agent or broker with details about other people, you must provide this notice to them.

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The information we collect and use includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit. This information may include more sensitive details such as information about your health and any criminal convictions you may have.

In certain circumstances, we may need your consent to process certain categories of information about you (including sensitive details such as information about your health and any criminal convictions you may have). Where we need your consent, we will ask you for it separately. You do not have to give your consent and you may withdraw your consent at any time. However, if you do not give your consent, or you withdraw your consent, this may affect our ability to provide the insurance cover from which you benefit and may prevent us from providing cover for you or handling your claims.

The way insurance works means that your information may be shared with, and used by, a number of third parties in the insurance sector for example, insurers, agents or brokers, reinsurers, loss adjusters, sub-contractors, regulators, law enforcement agencies, fraud and crime prevention and detection agencies and compulsory insurance databases. We will only disclose your personal information in connection with the insurance cover that we provide and to the extent required or permitted by law.

We will process individual insured's details, as well as any other personal information you provide to us in respect of your insurance cover, in accordance with our privacy notice and applicable data protection laws.

To enable us to use individual insured's details in accordance with applicable data protection laws, we need you to provide those individuals with certain information about how we will use their details in connection with your insurance cover.

You agree to provide to each individual insured this notice, on or before the date that the individual becomes an individual insured under your insurance cover or, if earlier, the date that you first provide information about the individual to us.

We are committed to using only the personal information we need to provide you with your insurance cover. To help us achieve this, you should only provide to us information about individual insureds that we ask for from time to time.

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our full privacy notice, please contact us directly at dataprotection@cfc.com.

For more information about how we use your personal information please see our full privacy notice, which is available online on our website at:

http://www.cfc.com/privacy

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OTHER COSTS, FEES AND CHARGES

A Policy Administration Fee may be charged by CFC Underwriting Limited for administration costs incurred by it for its role in the distribution of this policy. Any applicable Policy Administration Fee:

a. is separate from and in addition to the premium stated in the Declarations page;

b. is not subject to any tax that would otherwise be applied to the premium; and

c. constitutes a separate agreement between the Insured stated in the Declarations page and CFC Underwriting Limited which will come into effect upon inception of the policy.

If a Policy Administration Fee is applicable then it will be deemed fully earned upon inception of this policy and it will not be refundable in the event this policy is cancelled in accordance with the terms and conditions of this policy.

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SCHEDULE OF INFORMATION

ATTACHING TO POLICY NUMBER:	N/A
THE INSURED:	City of Charlottetown
WITH EFFECT FROM:	-

The information stated below has been provided to **us** as part of **your** application for this Policy. It is important that this information is correct as **we** may seek to avoid this Policy or reject a claim in the event of any reckless or deliberate non-disclosure or misrepresentation.

If any of the information below is incorrect, please contact **us** as soon as is reasonably practicable.

1. Company web address: charlottetown.ca
2. Number of employees: 563
3. Annual revenue: CAD96,522,092
4. **You** have not experienced a **cyber event** in the past three years that has resulted in a direct financial loss of more than CAD10,000
5. **You** have not had any legal action brought or threatened against **you** in the last five years as a direct result of a **cyber event**
6. **You** have not had any regulatory action initiated against **you** in the last five years as a direct result of a **cyber event**
7. **You** are not involved in the direct supply of goods or services to the cannabis industry, nor are **you** involved directly with the use or supply of cryptocurrency

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

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NOTICE CONCERNING PERSONAL INFORMATION

By purchasing insurance from certain Underwriters at Lloyd's, London (“Lloyd's”), a customer provides Lloyd's with his or her agreement to the collection, use and disclosure of personal information, including that previously collected, for the following purposes:

- the communication with Lloyd's policyholders
- the underwriting of policies
- the evaluation of claims
- the detection and prevention of fraud
- the analysis of business results
- purposes required or authorized by law

For the purposes identified, personal information may be disclosed to Lloyd's related or affiliated organizations or companies, their agents/mandataires, and to certain non-related or unaffiliated organizations or companies, including service providers. These entities may be located outside Canada therefore a customer's information may be processed in a foreign jurisdiction (the United Kingdom and the European Union) and their information may be accessible to law enforcement and national security authorities of that jurisdiction.

To obtain written information about Lloyd's policies and practices in respect of service providers located outside Canada, please contact the Ombudsman at info@lloyds.ca who will also answer customer's questions about the collection, use, disclosure or storage of their personal information by such Lloyd's service providers.

Further information about Lloyd's personal information protection policy may be obtained from the customer's broker or by contacting Lloyd's on: 514 861 8361, 1 877 455 6937, or through info@lloyds.ca.

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CODE OF CONSUMER RIGHTS AND RESPONSIBILITIES

Insurers (including Lloyd's Underwriters), along with the brokers and agents who sell home, auto and business insurance are committed to safeguarding your rights both when you shop for insurance and when you submit a claim following a loss. Your rights include the right to be informed fully, to be treated fairly, to timely complaint resolution, and to privacy. These rights are grounded in the contract between you and your insurer and the insurance laws of your province. With rights, however, come responsibilities including, for example, the expectation that you will provide complete and accurate information to your insurer. Your policy outlines other important responsibilities. Insurers and their distribution networks, and governments also have important roles to play in ensuring that your rights are protected.

RIGHT TO BE INFORMED

You can expect to access clear information about your policy, your coverage, and the claims settlement process. You have the right to an easy-to-understand explanation of how insurance works and how it will meet your needs. You also have a right to know how insurers calculate price based on relevant facts. Under normal circumstances, insurers will advise an insurance customer or the customer's intermediary of changes to, or the cancellation of a policy within a reasonable prescribed period prior to the expiration of the policy, if the customer provides information required for determining renewal terms of the policy within the time prescribed, which could vary by province, but is usually 45 days prior to expiry of the policy.

You have the right to ask who is providing compensation to your broker or agent for the sale of your insurance. Your broker or agent will provide information detailing for you how he or she is paid, by whom, and in what ways.

You have a right to be told about insurers' compensation arrangements with their distribution networks. You have a right to ask the broker or agent with whom you deal for details of how and by whom it is being paid. Brokers and agents are committed to providing information relating to ownership, financing, and other relevant facts.

RESPONSIBILITY TO ASK QUESTIONS AND SHARE INFORMATION

To safeguard your right to purchase appropriate coverage at a competitive price, you should ask questions about your policy so that you understand what it covers and what your obligations are under it. You can access information through one-on-one meetings with your broker or agent. You have the option to shop the marketplace for the combination of coverages and service levels that best suits your insurance needs. To maintain your protection against loss, you must promptly inform your broker or agent of any change in your circumstances.

RIGHT TO COMPLAINT RESOLUTION

Insurers, their brokers and agents are committed to high standards of customer service. If you have a complaint about the service you have received, you have a right to access Lloyd's Underwriters' complaint resolution process for Canada. Your agent or broker can provide you with information about how you can ensure that your complaint is heard and promptly handled. Consumers may also contact their respective provincial insurance regulator for information. Lloyd's is a member of an independent complaint resolution office, the General Insurance OmbudService.

RESPONSIBILITY TO RESOLVE DISPUTES

You should always enter into the dispute resolution process in good faith, provide required information in a timely manner, and remain open to recommendations made by independent observers as part of that process.

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RIGHT TO PROFESSIONAL SERVICE

You have the right to deal with insurance professionals who exhibit a high ethical standard, which includes acting with honesty, integrity, fairness and skill. Brokers and agents must exhibit extensive knowledge of the product, its coverages and its limitations in order to best serve you.

RIGHT TO PRIVACY

Because it is important for you to disclose any and all information required by an insurer to provide the insurance coverage that best suits you, you have the right to know that your information will be used for the purpose set out in the privacy statement made available to you by your broker, agent or insurance representative. This information will not be disclosed to anyone except as permitted by law. You should know that Lloyd's Underwriters are subject to Canada's privacy laws - with respect to their business in Canada.

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RISK MANAGEMENT TIMETABLE CONDITION CLAUSE

ATTACHING TO POLICY NUMBER: N/A
THE INSURED: City of Charlottetown
WITH EFFECT FROM: -

It is understood and agreed that it is a Condition to coverage under this Policy that **you** take the following risk management actions by the deadlines stated below:

Risk Management Actions	Deadline
Decommission all EOL software	60 days days from the **inception date**.

It is further understood and agreed that in the event these risk management actions are not taken by the deadline stated above, then:

a. the total value of any claim arising out of **ransomware** will be paid by **you** and **us** on a proportional basis, with 50% payable by **us** and 50% payable by **you**;

b. the **deductible** in respect of all **SECTIONS** for which **you** have purchased coverage will be increased to an amount equal to 200% of the **deductible**; and

c. the terms stated in a. and b. above will remain in place until the risk management actions have been taken.

For the purposes of this **RISK MANAGEMENT TIMETABLE CONDITION CLAUSE**, the following **DEFINITION** is added:

"Ransomware" means

any form of malicious software or encryption program that prevents access to **your computer systems** or data or any **third party** systems hosting **your** applications or data, unless **you** pay a ransom demand in exchange for access to be restored.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

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SERVICE OF SUIT CLAUSE

ATTACHING TO POLICY NUMBER: N/A
THE INSURED: City of Charlottetown
WITH EFFECT FROM: -

In any action to enforce the obligations of the underwriting members of the Lloyd's syndicates and other subscribing insurers, they can be designated or named, in respect of the Lloyd's syndicates, as “Lloyd's Underwriters” and such designation will be binding on the members as if they had each been individually named as defendant. Service of such proceedings against Lloyd's syndicates may validly be made upon the Attorney In Fact in Canada for Lloyd's Underwriters whose address for such service is 200 Bay Street, Suite 2930, P.O. Box 51, Toronto, Ontario, M5J 2J2, and service of such proceedings against other subscribing insurers may validly be made upon Norton Rose Fulbright Canada LLP whose address for such service is One Place Ville Marie, Suite 2500, Montréal, Quebec, H3B 1R1.

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POLICY AGGREGATE LIMIT OF LIABILITY CLAUSE (INCLUDING AGGREGATE SUB-LIMIT FOR CYBER CRIME)

ATTACHING TO POLICY NUMBER: N/A
THE INSURED: City of Charlottetown
WITH EFFECT FROM: -

It is understood and agreed that the following is added to the Declarations page:

AGGREGATE LIMIT OF LIABILITY FOR ALL INSURING CLAUSES COMBINED

Aggregate limit of liability:	CAD2,000,000	in the aggregate, including **costs and expenses**

Sub-limited as follows in respect of all **SECTIONS** of the **CYBER CRIME INSURING CLAUSE** combined:

Aggregate limit of liability:	CAD250,000	in the aggregate. This sub-limit is a part of and not in addition to the "**AGGREGATE LIMIT OF LIABILITY FOR ALL INSURING CLAUSES COMBINED**".

It is understood and agreed that **HOW MUCH WE WILL PAY** is deleted in its entirety and replaced with the following:

YOUR MAXIMUM LIMITS UNDER THIS POLICY

The maximum amount payable by us under this Policy for any one claim or series of related claims is the policy limit.

The maximum amount payable by us under any Insuring Clause for any one claim or series of related claims is the amount shown as the limit in the Declarations page for that Insuring Clause.

The maximum amount payable by us under any Section for any one claim or series of related claims is the amount shown as the limit in the Declarations page for that Section.

YOUR MAXIMUM LIMIT FOR RELATED INCIDENTS

Where more than one claim arises from the same original cause or single source or event, all of those claims will be deemed to be one claim and only one policy limit will apply in respect of that claim.

PAYMENT FOR PHYSICAL GOODS

If we make any payment under **INSURING CLAUSE 2** (**SECTION D** only), we will do so on a cost price basis. This means that any payment we make will be based on the original purchase price or cost of production of your tangible property and will not include your loss of profit.

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PAYMENT FOR LOSS INCURRED BEFORE TIME FRANCHISE ELAPSED

In respect of **INSURING CLAUSE 4** (**SECTIONS C**, **D**, and **F** only), where you are entitled to cover for any income loss or extra expense, any income loss or extra expense incurred before the time franchise elapsed will also be covered.

YOUR LIABILITY COVERAGES

In respect of **INSURING CLAUSES 5**, **6** and **7**, we may at any time pay to you in connection with any claim the amount of the policy limit (after deduction of any amounts already paid). Upon that payment being made we will relinquish the conduct and control of the claim and be under no further liability in connection with that claim except for the payment of costs and expenses incurred prior to the date of such payment (unless the policy limit is stated to be inclusive of costs and expenses).

If costs and expenses are stated in the Declarations page to be in addition to the policy limit, or if the operation of local laws require costs and expenses to be paid in addition to the policy limit, and if a damages payment in excess of the policy limit has to be made to dispose of any claim, our liability for costs and expenses will be in the same proportion as the policy limit bears to the total amount of the damages payment.

It is further understood and agreed that the following amendments are made to this Policy:

1. The **DEFINITION** of **"Incident response limit"** is deleted in its entirety.
2. The third paragraph of the "Agreement to pay claims (duty to defend)" **CONDITION** is deleted in its entirety and replaced with the following:

   We will endeavor to settle any **claim** through negotiation, mediation or some other form of alternative dispute resolution and will pay on **your** behalf the amount **we** agree with the claimant. If **we** cannot settle using these means, **we** will pay the amount which **you** are found liable to pay either in court or through arbitration proceedings, subject always to the **policy limit**.
3. The first part a. of the "Continuous cover" **CONDITION** is deleted in its entirety and replaced with the following:

   a. the indemnity will be subject to the applicable limit of liability of the earlier Policy under which the matter should have been reported or the **policy limit**, whichever is the lower;
4. The third paragraph of the "Optional extended reporting period" **CONDITION** is deleted in its entirety and replaced with the following:

   The right to the optional extended reporting period will not be available to **you** where cancellation or non-renewal by **us** is due to non-payment of the **premium** or **your** failure to pay any amounts in

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excess of the applicable **policy limit** or within the amount of the applicable **deductible** as is required by this Policy in the payment of claims.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

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City of Charlottetown Committee Report

Report No: FIN-32-2025

Date: August 6, 2025

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

Attachments:
- Financial Report – June 2025

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Lane Pineau, Manager of Finance
- Connie McGaugh, Purchasing Officer

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:

FY2024-25 Year End Audit
MRSB was on site the week of April 21 to do preliminary testing. Year End continues to be a priority for Finance in the coming weeks to prepare for MRSB's return. We have delayed MRSB's site visit for field work to September.

Long Term Debt
A tender was posted to the City website on July 25th with a deadline for responses of August 8th. This is long-term debt financing to support the FY2025-26 Capital Budget and 5-Year Plan.

Procurement Bylaw:
The Senior Administration Team and Department Heads have reviewed documents relating to the draft Procurement Bylaw and associated policy. Their feedback is being incorporated into an update draft Bylaw with the aim of presenting it to Finance Committee and Council for approval in September.

Procurement Officer Posting:
The posting has closed with interviews to be scheduled in the coming weeks.

Tenders/RFP/RFQ Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Sherwood Sport and Recreation Complex Master Plan	Open	July 23, 2025	August 14, 2025			
2025 Sidewalks	Open	July 25, 2025	August 12, 2025			
Pownal Parkade Concrete Restoration	Open	July 28, 2025	August 12, 2025			
Long Term Debt	Open	July 25, 2025	August 8, 2025			
Pre-Purchase of Fine Bubble Aeration	Open	July 15, 2025	August 5, 2025			
Fall Tree Order – Streets and Parks	Closed	July 17, 2025	July 31, 2025	2		
Vehicle Manager 7.1	Closed	June 17, 2025	July 14, 2025	5	yes	Will be going to council on August 12th
Modular Event Barricades	Closed	July 14, 2025	July 25, 2025	0		Department is going out for quotes
Heartz Hall Building Upgrades – Phase 2	Closed	June 30, 2025	July 24, 2025	2	no	Aiming to go to PW Committee August 20th.
Review and Update Heritage Conservation Bylaw	Closed	May 27, 2025	June 25, 2025	1	No	Will be going to their Committee on August 5. Included in Finance Package
2025 Public Transit Bus Shelter Supply	Upcoming					
Removal of Three (3) Residential Structures	Upcoming					

Financial Implications:

- All items noted in the procurement update are budgeted.

Public Engagement and Communication:

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

Legislative Authority:

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

Strategic Alignment:

Our Purpose:

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

Reviewed By:

Manager	**CAO/Director**
Lane Pineau July 31, 2025 (Acting CFO)	

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN

For the Three Months Ending June 30, 2025

	Original Budget	Current YTD	2025	Funds Available	% of Budget
City Revenues					
Property Taxes	$48,781,073	$12,941,748	$11,745,597	$35,839,325	26.53%
Provincial Grant	23,824,902	5,286,066	5,239,605	18,538,836	22.19%
CUSA 1999 Memorandum of Agreement	140,000			140,000	0.00%
Licenses	3,050,300	498,485	432,537	2,551,815	16.34%
Parking Garages	500,000	28,242	78,606	471,758	5.65%
Parking Meters	895,514	322,575	191,644	572,939	36.02%
Police	2,181,500	108,379	237,756	2,073,121	4.97%
Outside Fire Protection	30,000	30,000			100.00%
Utility Administration Fee	205,000	51,250	51,250	153,750	25.00%
Interest	50,000	7,493	162,269	42,507	14.99%
Recreation	876,460	164,187	107,005	712,273	18.73%
Tourism Accommodation Levy Administration Fee	2,000,000	322,825	511,685	1,677,175	16.14%
Municipal Capital Expenditure Grant	4,500,000			4,500,000	0.00%
Housing Accelerator Fund Revenue	1,777,379			1,777,379	0.00%
Other Revenue	1,133,913	543,294	269,899	590,619	47.91%
City Operating Revenue	89,946,041	20,304,544	19,027,853	69,641,497	22.57%
City Expenditures					
General Government Services:					
City Government	3,149,004	741,908	700,934	2,407,096	23.56%
Finance and Audit	1,192,229	241,684	223,781	950,545	20.27%
Municipal Buildings	2,360,000	497,739	382,410	1,862,261	21.09%
Insurance	1,073,971	212,238	188,817	861,733	19.76%
Communications	46,500	23,948	23,241	22,552	51.50%
Mayor and Council	880,255	163,054	264,314	717,202	18.52%
	8,701,959	1,880,571	1,783,497	6,821,389	21.61%
Protective Services:					
Fire Department	6,407,863	1,495,650	1,260,616	4,912,213	23.34%
Emergency Preparedness - Fiona Funding					0.00%
Emergency Preparedness - Fiona Expenses	47,669		120,781	47,669	0.00%
Police Department	15,932,370	3,213,635	3,174,078	12,718,735	20.17%
	22,387,902	4,709,285	4,555,475	17,678,617	21.03%
Public Works	18,180,000	3,301,738	3,434,942	14,878,262	18.16%
Fiscal Services	17,981,923	4,167,658	2,336,349	13,814,265	23.18%
Parks and Recreation	5,474,890	1,085,829	1,080,609	4,389,061	19.83%
Environmental Sustainability	1,742,153	433,429	193,231	1,308,724	24.88%
Planning	3,203,172	554,005	426,356	2,649,166	17.30%
Heritage	228,500	288	7,209	228,212	0.13%
Economic Development, Tourism and Culture	3,337,563	690,797	1,012,061	2,646,766	20.70%
Human Resources	1,493,816	253,378	235,042	1,240,438	16.96%
Strategic Priorites & Intergovernmental Cooperation	18,500	378	-19,274	18,122	2.04%
Transit System	2,513,364	272,762	228,937	2,240,602	10.85%
Information Technology	1,396,400	234,776	279,188	1,161,624	16.81%
Other	5,518,085	1,137,243	1,315,142	4,380,842	20.61%
Tourism Accommodation Levy	2,000,000	444,002	566,071	1,555,998	22.20%
Total City Expenditures	**94,178,228**	**19,166,139**	**17,434,835**	**75,012,088**	**20.35%**
City Revenue less Expenditures	**-4,232,187**	**1,138,405**	**1,593,018**	**-5,370,591**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	-1,138,405	-1,593,018	5,370,591	
City Surplus (Deficit)	**-747,762**	**0**	**0**	**0**	
Water and Sewer Annual Operations					
Water and Sewer Operating Revenue	16,052,860	3,699,192	3,527,379	12,353,668	23.04%
Water and Sewer Expenditures					
Administration	1,021,312	119,410	144,711	901,902	11.69%
Works & Engineering	6,726,244	1,130,828	1,162,100	5,595,416	16.81%
Debt Administration	4,855,879	1,171,064	1,113,665	3,684,815	24.12%
Charlottetown Pollution Control Plant	3,729,771	786,518	789,324	2,943,254	21.09%
Total Water and Sewer Expenditures	16,333,206	3,207,820	3,209,800	13,125,387	19.64%

Water and Sewer Revenue less Expenditures	**-280,346**	**491,372**	**317,579**	**-771,718**
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	-491,372	-317,579	771,718
Water and Sewer Surplus (Deficit)	**892,066**	**0**	**0**	**0**
Current Year Consolidated Operating Surplus (Deficit)	**144,305**	**0**	**0**	**0**

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Finance, Audit, Tendering & Administration # 3

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**John McAleer**_

Seconded by Councillor _____**Alanna Jankov**

RESOLVED:

That, as per the Request for Proposals (RFP) to "Review and Update Heritage Conservation Bylaw" (aka Heritage Preservation Bylaw) the submission amount of $150,000 Plus HST from INTRA Studio be accepted.
That Council approves the following budget transfer as per the attached documentation:

- **Planning and Heritage Department: Transfer of $15,000 within the Planning and Heritage Operating Budget**

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. PH-2025-08-16

Date: August 5, 2025

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

Reporting Department: Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments: None

Report Title:
Contract Award for the Review and Update of the Heritage Bylaw

Report Purpose:
To inform the Planning and Heritage Committee and subsequently the Finance Committee and Council of the outcome of the Request for Proposals (RFP) process for the review and update of the City's existing Heritage Preservation Bylaw.

Staff Recommendation:
That the Planning and Heritage Committee recommend to the Finance Committee, and subsequently to Council, that the bid submitted by INTRA Studio in the amount of $150,000 plus HST be accepted for the review and update of the City's existing Heritage Preservation Bylaw.

Report Details:

On May 27, 2025, the City of Charlottetown issued a Request for Proposals (RFP) to solicit submissions for the review and update of the existing Heritage Preservation Bylaw. The scope of work involves developing comprehensive recommendations aimed at strengthening the bylaw's effectiveness in protecting and conserving the city's heritage resources. The RFP also encompasses, but is not limited to, the following key components:

- **Regulatory Review:** Examine existing heritage resource regulations, including heritage conservation regulations, definitions, zoning regulations, provincial heritage laws, and national guidelines, to ensure comprehensive alignment and applicability.
- **Best Practices Analysis:** Assess best practices from other Canadian municipalities and jurisdictions to integrate innovative and practical approaches into the updated Bylaw.
- **Language and Structural Consistency:** Ensure clarity, precision, and consistency in the Bylaw's language and structural organization.
- **Zoning and Development Coordination:** Work collaboratively with City staff and consultants to ensure that the Zoning and Development Bylaw update, which commenced in winter 2025, aligns with the Heritage Preservation Bylaw update. Cross-consultant collaboration is essential during the update to avoid duplication of work, ensure seamless integration, and align deliverables so that the objectives of each project can be met.
- **Demolition Control Framework:** Develop clear evaluation criteria and procedures for assessing demolition requests, incorporating detailed heritage assessment protocols, ensuring alignment with heritage conservation priorities and addressing potential impacts on the 500 Lot Area. Establish a robust and enforceable process to manage and control demolitions within the 500 Lot Area.
- **Heritage Streetscape Identification:** Identify potential heritage streetscapes, areas, and districts that warrant protection and conservation.

- **Assessment Criteria and Regulatory Processes:** Develop assessment criteria and establish regulatory processes for designating heritage buildings, streetscapes, areas, and districts, including a clear explanation of the enabling authority for creating and regulating such conservation areas.
- **Sustainable Development Integration:** Incorporate best practices for sustainable development, minimizing the risks of climate change impacts, reducing GHG emissions, and promoting environmental protection in the Bylaw.
- **Heritage Incentive Program Review:** Evaluate and align the Heritage Incentive Program with updated Bylaw provisions and objectives.
- **Temporary and Permanent Designations:** Develop a process for temporary and permanent designation of heritage resources, outlining clear criteria, timelines, and procedures for transitioning between these designations.

By the proposal deadline of June 25th, only one submission was received. Staff from the Planning and Heritage Department reviewed the proposal from INTRA Studio, sought clarification on several components, and are satisfied that the team has adequately addressed the project scope and demonstrated strong qualifications. The submission reflects a solid understanding of the City's context, guiding documents, and heritage landscape. INTRA Studio's team brings both local and international experience as active heritage professionals, which further strengthens their suitability for this project.

The request to bring this matter to the Finance Committee is due to the overall proposed budget exceeding the initial allocation after HST is added. However, discussions with the Finance team have confirmed there is sufficient flexibility within the department's approved budget to reallocate funds from other line items to cover the additional cost.

Council or Committee History:

Financial Implications:
Fully funded through the HAF program. This project was approved as part of the overall budget for the current fiscal year.

Public Engagement and Communication:
Stakeholder consultations/Public Education Campaign will be done in collaboration with the City's Communications team.

Legislative Authority:
Municipal Government Act

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

Reviewed By:

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

Committee Recommendation: (if differing from staff)

City of Charlottetown

Transfer of Budget Funds Form

Department: **Planning & Heritage**

Date: August 1, 2025

TRANSFER FROM			TRANSFER TO			REASON
	Account			Account		
Amount	No.	Name	Amount	No.	Name	
$15,000.00	010-6100-50010-0000	Planning Wages - Permanent -Non-Union	$15,000.00	010-6400-55250-0000	Heritage Special Projects	To offset the HST cost associated with the Heritage Preservation Bylaw Review and Update, which came in at our allocated budget of $150,000 (excluding HST).
$ 15,000.00			$ 15,000.00			

Manager

Director

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

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

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
AUGUST 12, 2025

The Economic, Tourism & Cultural Development Committee and the Arts Advisory Board have not met since the last Regular Meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

August 12, 2025

The Human Resources Committee met on July 8th and August 7, 2025. The minutes of these meetings are included in your package. There are Four (4) resolutions for the Council's consideration.

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, July 8, 2025

11:30AM – Council Chambers – City Hall 199 Queen Street

Open Session

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

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

REGRETS:

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:38 am.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councilor Mayor Philip Brown and seconded by Councilor Trevor MacKinnon 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):

- **Amended Smoking in the Workplace Policy HR-07-08-2025-01**

Human Resources Manager Emilee MacLeod presented the amended Smoking in the Workplace Report. She noted the updates mainly consist of updated language and explained that our policy is in line with the PEI Smoke-free Places Act and the PEI Occupational Health and Safety Act and that our policy dives into what occurs in terms of discipline and the procedures specific to our staff.

Councilor Beck asked if there is a timeline for updating reviews.
Human Resources Manager Emilee MacLeod mentioned now that we have a Policy and Programs Officer on staff, we will be updating policies accordingly.

Motion to forward policy to Council
Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe

- **Safe Handling of Sharps HR-07-08-2025-02**

Human Resources Manager Emilee MacLeod presented the Safe Handling of Sharps report. The changes that were made were cleaning up language. She also noted that section 4 under the procedure was updated to include Dispatches phone number as this is reflective of what is currently occurring when a staff member cannot get a hold of Duty Crew. Under section 4.11 if a member of the public or staff finds a sharp on private property the procedure is to contact police for safe disposal.

Motion to forward policy to Council
Moved by Councilor Julie McCabe and seconded by Councilor Trevor MacKinnon

- **Heritage Officer Position Report HR-07-08-2025-03**

Human Resources Manager Emilee MacLeod presented the Heritage Officer Position report and recommended that the committee approve the proposed conversion of the position from part-time to full-time. If approved, the department would see an approximate annual budget increase of $40,000. The plan is to hire the full-time employee in the fall, allowing for a transition period before the current part-time contract ends in December.

Human Resources Manager Emilee MacLeod will provide additional information regarding funding in a follow-up email to the committee.

Motion to forward to Council
Moved by Mayor Philip Brown and seconded by Councilor Trevor MacKinnon

- **Staffing Numbers HR-07-08-2025-04**

Human Resources Manager Emilee MacLeod presented the Staffing Numbers Report and turned it over to the floor for questions.

Mayor Philip Brown inquired whether the increase in staffing was due to part-time positions. Emilee MacLeod responded that this could be a contributing factor, along with an increased workload in various departments.

Councillor Beck requested a list of current vacant positions. Emilee MacLeod confirmed she would provide that information in a follow-up email to the committee.

9) Introduction of New Business

Mayor Philip Brown congratulated the Human Resources team on a great event in the Service Awards. He noted that there was a great turnout. He asked whether this event was exclusively for permanent staff and not for all staff.

Human Resources Manager Emilee MacLeod responded that yes, the Service Awards are specifically for permanent staff, as they recognize long-term consecutive service. However, the Summer Staff BBQ is intended to show appreciation to all staff members.

10) Adjournment

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

Closed meeting 12:01 pm.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Human Resources #1

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Norman Beck**

Seconded by Councillor _____**Julie McCabe**

RESOLVED: That Council accepts the amendments to the attached City of Charlottetown Smoking in the Workplace Policy.

City of Charlottetown	**Report No: HR-07-08-2025-01** **Date: July 8, 2025**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Amended Smoking in the Workplace Policy

Report Title:
Smoking in the Workplace Policy

Report Purpose:
The purpose of this report is for committee support to forward the updated Smoking in the Workplace Policy to Council for approval of the proposed revisions.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed Smoking in the Workplace Policy.

Report Details:
Please find the attached updated Smoking in the Workplace Policy and accompanying Summary of Changes for review. The proposed updates and changes to the Smoking in the Workplace Policy reflects a commitment to creating a safe, healthy, and inclusive environment for all employees.

Council or Committee History:
Last updated by City Council May 10, 2010, and amended May 14, 2018

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 **Emilee MacLeod 02-Jul-25**	**CAO** **Brad MacConnell 07-Jul-25**

CITY OF CHARLOTTETOWN POLICY

Policy Title: **Smoking in the Workplace**	**Policy Number:** **P-HR-22**
Approved By: **-Council** **-Council** **-Council**	**Approval Date:** **-May 10, 2010** **-December 14, 2015** **-May 14, 2018**
Related Legislation: PEI Smoke-free Places Act PEI Occupational Health and Safety Act **Related Bylaw: n/a**	

1.0 PURPOSE

1.1 To provide a healthy and safe work environment, the City of Charlottetown ("City") offers a smoke-free workplace for its employees. Employees are responsible ~~to adhere~~for adhering to this smoke-free directive. ~~and, as is the case with any Employer policy,~~ N~~n~~oncompliance will be treated as an infraction of the e~~E~~mployer's rules and will be subject to progressive discipline.

2.0 SCOPE

2.1 This policy applies to all City of Charlottetown employees regardless of their work site or location and is intended to support *the Smoke-free Places Act* and ~~the~~ *Occupational Health and Safety Act of Prince Edward Island*. For the purpose of this policy, smoking includes the use of products that contain tobacco or nicotine, including cigarettes, cigars, pipes, hookahs, water pipes, and all forms of smokeless tobacco including electronic or e-cigarettes and marijuana that is smoked or vaporized.

3.0 DEFINITIONS

3.1 **Workplace:** ~~For the purpose of this policy, workplace~~ means any employer property, including all buildings, the fifteen-foot smoke-free buffer zone surrounding entrances, any construction site, police or fire scene, City vehicles or City mobile equipment, etc.

Due Process: The ~~idea~~ principle that laws and legal proceedings must be fair meaning ~~an an~~ employee must be ~~made aware~~informed of any allegations of misconduct (such as smoking in the workplace) and be given an opportunity to ~~provide~~ present their ~~'side of the story'~~perspective.

Documentation: During the investigative process, it is important to document~~note~~ facts in writing so that any subsequent discipline ~~which may~~ can be substantiated if necessary. ("If the violation was not documented, the act did not occur.")

4.0 PROCEDURES

4.1 Management will promptly follow-up on all allegations or complaints of smoking Infractions ~~promptly~~. The employee's Manager and/or Human Resources will review the applicable collective agreement ~~time line~~timeline requirements for the imposition of discipline and interview the employee and all witnesses as soon as possible, documenting all related conversations.

4.2 If the employee is found to have committed an infraction, Human Resources will check their personnel file to see if there is prior related discipline.

4.3 The Manager/Supervisor and Human Resources Manager will discuss before imposing the appropriate level of progressive discipline in accordance with the City of Charlottetown's Corrective Discipline Policy.

4.4 The Manager and/or Human Resources Manager will provide an offer of assistance through the Employee Assistance Program for a smoking cessation program to assist the employee to quit smoking.

Summary of Changes

Smoking in the Workplace Policy

June 2025

1.1 Add “(“City”)” after “City of Charlottetown”

1.1 Remove “to adhere” and Add “for adhering”

1.1 Remove “and, as is the case with any Employer policy”

1.1 Change “noncompliance” to “Noncompliance”

2.1 Remove “the” before “Occupational Health and Safety Act of Prince Edward Island”

3.1 Workplace: Remove “For the purpose of this policy, workplace”

3.1 Due Process: Change “idea” to “principle”

3.1 Due Process: Add “meaning an” before “employee must be”

3.1 Due Process: Remove “made aware” and Add “informed”

3.1 Due Process: Add “(such as” before “smoking in the workplace”

3.1 Due Process: Remove “provide” and Add “present”

3.1 Due Process: Remove “side of the story” and Add “perspective”

3.1 Documentation: Remove “note” and Add “document”

3.1 Documentation: Add “subsequent” before “discipline”

3.1 Documentation: Remove “which may” and Add “can be” before “substantiated if necessary”

4.1 Add “promptly” before “follow-up on all allegations”

4.1 Remove “promptly” after “complaints of smoking infractions”

4.3 Add “Supervisor” after “Manager”

4.3 Add “Manager” after “Human Resources”

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Human Resources #2

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Norman Beck**

Seconded by Councillor _____**Trevor MacKinnon**

RESOLVED: That Council accepts the amendments to the attached City of Charlottetown Safe Handling of Sharps Policy.

City of Charlottetown	**Report No: HR-07-08-2025-02** **Date: July 8, 2025**
Directed to Council through the following Committee: Human Resources Committee **Department:** Human Resources **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Amended Safe Handling of Sharps Policy

Report Title:
Safe Handling of Sharps Policy

Report Purpose:
The purpose of this report is to obtain committee support to forward the updated Safe Handling of Sharps Policy to Council for approval of the proposed revisions.

Recommendation:
That the Human Resources Committee approve and forward to Council, the proposed Safe Handling of Sharps Policy.

Report Details:
Please find attached the updated Safe Handling of Sharps Policy and accompanying Summary of Changes for review. The proposed updates and changes align with best practices when dealing with sharps found on public and private property. These updates reflect the City's commitment to maintaining a safe working environment and reducing the risk of injury for all employees.

Council or Committee History:
Last updated by City Council on Monday, March 13, 2017

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 & Safety in all we do (Page 7).

Reviewed By:

Manager / Director	**CAO**
Emilee MacLeod 02-Jul-25	**Brad MacConnell 07-Jul-25**

CITY OF CHARLOTTETOWN POLICY

Policy Title: Safe Handling of Sharps	Policy Number: P-HR-10
Approved By: -Council	Approval Date: -March 13, 2017
Related Legislation: Related Bylaw: n/a Related Policies: n/a	

1.0 POLICY STATEMENT

To provide specific directions and procedures for the employees of the City of Charlottetown for the safe handling and proper disposal of sharps. This policy aims to ensure that measures and precautions for the recovery of sharps are ~~is~~ provided to protect employees ~~staff members~~ and prevent injury when handling these potentially harmful materials.

2.0 SCOPE

This policy applies to all employees, volunteers and contractors working in any capacity for the City of Charlottetown.

3.0 DEFINITIONS

3.1 **Sharps** are defined as needles, wires, razor blades, scalpels, broken glass, and like materials.

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 **Approved Sharps container** is defined as a rigid, puncture resistant, unbreakable, leak resistant container with a tightly sealed lid that is labeled "Sharps Waste" or with the International Biohazard label.

4.0 PROCEDURE

4.1 If a used syringe and/or needle (sharp) is located, all employees must be vigilant in ensuring the safe handling from the point of finding to disposal. Viruses such as HIV, Hepatitis “B” and “C” can live for many days on sharps. ~~If a sharp is found, the following procedure must be followed to ensure safe disposal.~~ Any employee or agent of the City of Charlottetown who becomes aware of a sharp of any kind must immediately **contact the City of**

Charlottetown Duty Crew (call 902-628-5039) **or dispatch line at 902-629-6916** for proper disposal.

4.1.1 If a sharp can be viewed by an employee, volunteer, contractor or member of the general public on private property, the employee who was notified is to contact Charlottetown Police Services (call 902-629-4063) for safe disposal.

4.2 Upon arrival at the location containing the sharp a member of the City of Charlottetown Duty Crew will use the following guidelines for safe disposal:

4.2.1 Using appropriate **personal protective equipment including safety glasses, proper fitting puncture resistant gloves and forceps or tongs** place the sharp into an approved sharps container in a duty crew vehicle. The purpose of these containers is for the disposal of sharps only and these containers are not to be used for any other purposes. **Always proceed with caution when handling sharps.**

4.2.1 Sharps should never be disposed of in regular waste containers.

4.2.2 To prevent needle stick injuries, needles and/or syringes should never be recapped, bent, broken or otherwise purposefully manipulated.

4.2.3 If the sharp was found on a surface (counter, floor, etc.) the entire area of contact must be properly sanitized to ensure that the risk of disease is fully negated. The following procedure should be followed for sanitizing:

4.2.4.1 Block off the area until disinfection is complete. No visitors or ~~unprotected~~ employees without PPE should be able to access the area.

4.2.4.2 Put on disposable gloves and gently pour bleach solution on area.

4.2.4.3 Let bleach solution remain on contaminated area for 3 minutes and then wipe up remaining bleach solution with a disposable rag or cloth.

4.2.4.4 Remove gloves and place in a garbage bag with all other soiled cleaning materials, double bag and securely tie up garbage bags and discard.

4.2.4.5 Thoroughly wash hands with soap and water.

4.3 **Sharps container replacement:**

4.3.1 A sharps container should never be filled to the top. When a sharps container is **¾ full**, it should be properly sealed, carefully removed from vehicle, and turned in at the Charlottetown Police Services station~~police~~ station for proper disposal. The police will supply a new approved and properly marked sharps container to be re-installed in the vehicle.
Employees who remove a sharps container for disposal and replacement are responsible ~~to notify~~for notifying their supervisor immediately and to have the container replaced promptly for future use.

4.4 **The following process should be followed if an Employee gets stuck with a sharp while on duty**:

4.4.1 Wash the exposed area right away with water and soap or use a skin disinfectant (antiseptic) such as rubbing alcohol or hand sanitizer.

4.4.2 Notify the Employee's Supervisor and/or Manager and seek immediate medical attention by going to the hospital.

4.5 **Responsibilities of people who generate infectious waste are as follows:**

4.5.1 People who use sharps must use designated containers to dispose of the sharps and must segregate the sharps from all other waste.

Summary of Changes

Safe Handling of Sharps

June 2025

- 1.0 Policy Statement: Change “is” to “are” after “recovery of sharps”
- 1.0 Policy Statement: Change “staff members” to “employees” after “provided to protect”
- 3.0 Definitions: Personal Protective Equipment (PPE): Add “proper fitting” before “puncture gloves”
- 4.0 Procedure: Add “(sharp)” after “needle”
- 4.0 Procedure: Remove “If a sharp is found, the following procedure must be followed to ensure safe disposal”
- 4.0 Procedure: Add “of Charlottetown” after “City”
- 4.0 Procedure: Add “or dispatch line at 902-629-6916”
- 4.0 Procedure: Add “If a sharp can be viewed by an employee, volunteer, contractor or member of the general public on private property, the employee who was notified is to contact Charlottetown Police Services (call 902-629-4063) for safe disposal.”
- 4.2: Add “City of Charlottetown” before “Duty Crew”
- 4.2.1: Add “proper fitting” before “puncture resistant gloves”
- 4.2.4.1: Remove “unprotected” before “employees”
- 4.2.4.1: Add “without PPE” after “employees”
- 4.3.1Sharps container replacement: Add “Charlottetown Police Services” before “for proper disposal”.
- 4.3.1 Sharps container replacement: Remove “station” after “Charlottetown Police Services”.
- 4.3 Sharps container replacement: Remove “to notify” and Add “for notifying”

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Human Resources #3

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Norman Beck**

Seconded by Councillor _____**Trevor MacKinnon**

RESOLVED: That Council approves the attached updated Heritage Officer job description and the proposed conversion of the position from part-time to full-time.

City of Charlottetown	**Report No: HR-07-08-2025-03** **Date: July 8, 2025**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Updated Heritage Officer Job Description

Report Title:
Heritage Officer position

Report Purpose:
The purpose of this report is to seek the committee's support in forwarding the updated Heritage Officer job description, along with the proposed conversion of the position from part-time to full-time, to Council for approval.

Recommendation:
That the Human Resources Committee approve and forward to Council the updated Heritage Officer job description and the proposed conversion of the position from part-time to full-time**.**

Report Details:
Charlottetown continues to experience rapid population growth and increasing development pressure, particularly within heritage areas. These pressures require a sustained and focused response from staff to ensure heritage values are appropriately considered and protected in the face of ongoing urban development.

Converting the current part-time Heritage Officer position into a full-time permanent role would help address these demands and provide critical operational support. This transition would also alleviate the workload of the Planner II/Heritage Officer, who is expected to play a more active role in planning policy development and the implementation of Housing Accelerator Fund (HAF) initiatives.

With the City preparing to undertake a comprehensive review and update of the Heritage Preservation Bylaw, having dedicated, full-time capacity will ensure proper coordination, continuity, and engagement throughout the process.

The proposed conversion reflects the evolving needs of the department and the City and will position the municipality to more effectively manage heritage conversation amid growing urban development demands.

Council or Committee History:
N/A

Financial Implications:
Converting the Heritage Officer from part-time to permanent would be a $52,506,13 increase to the annual departmental budget. This reflects the increase in working hours, life insurance, and long-term disability coverage.

For the current fiscal year, assuming the role is filled in October, and the incumbent finishes their contract in December, the department could see an increase of $42,010.23 to the 2025/2026 budget.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA: Section 93. (1) (d) is responsible for hiring, directing, managing and supervising the activities of the municipality

Strategic Alignment:
Our Guiding Principles: People - focused always (Page 7).

Reviewed By:

Manager / Director	**CAO**
Emilee MacLeod 02-Jul-25	**Brad MacConnell 07-Jul-25**

HERITAGE OFFICER

NATURE OF WORK: The incumbent will be responsible for implementing the heritage provisions of the Official Plan and Zoning and Development Bylaw. The individual will work to enhance the understanding, appreciation and development of the built heritage character of Charlottetown.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Planning.
- Works closely with all members of the Planning and Heritage Department.
- Develops and maintains working relationships with members of Council, departmental managers, supervisors and all City employees to assist with Planning and Heritage related functions.
- Works closely with City legal advisors, Development Officers, Police Services, Chief Building Inspector and Fire Services with regards to Bylaw and Code interpretations.
- Communicates frequently with Contractors, Architects, Engineers, building owners, and the public on behalf of the City.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Develops, implements and manages strategies, programs, policies and activities to achieve the municipality's objectives in the area of heritage planning, development, and community revitalization.
- Implements the Heritage Bylaw in conjunction with the Heritage and Planning Department.

- Reviews and evaluates heritage permit applications for compliance with the Heritage Bylaw and departmental procedures.
- Interprets construction drawings and specifications and where necessary, negotiates and administers any revisions or deviations during the construction process.
- Acts as a resource to and provides advice to developers, property owners, community stakeholders, City Council, and staff with respect to heritage issues.
- Researches and analyzes technical information on heritage construction topics including conservation, rehabilitation, restoration and preservation.
- Leads and manages investigative projects to identify and define heritage values and assesses the integrity of heritage assets.
- Provides expertise, advisory services, and technical and conceptual design advice to developers and property owners on a broad range of heritage planning initiatives including policies and strategies consistent with heritage provisions.
- Serves as a liaison with the public, government and non-government agencies on planning and development of heritage matters.
- Performs other related duties, functions and responsibilities as assigned.

REQUIRED COMPETENCIES:

- Proven ability to prepare technical reports and provide briefings to management and board members for decision-making.
- Knowledge of planning legislation and development practices, building and fire code requirements, conservation standards and guidelines, heritage bylaws, sign design and regulations, architectural conservation technology, period construction, heritage recording, conservation of materials and building components.
- The ability to interpret and enforce bylaws and codes.
- The ability to work in a co-operative manner with the public, staff and developers and to collaborate effectively in team settings.
- Knowledge of the construction industry with specific emphasis on the restoration of older buildings, history of architecture, heritage conservation, and land use issues.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office as well as other technical software.
- Sound judgment and excellent decision making skills.
- Excellent writing and communication skills and a high level of attention to detail.
- Exceptional interpersonal skills with a strong sense of customer service.
- A demonstrated ability to deal with sensitive or confidential matters with discretion and tact.

- Ability to manage relationships with external agencies and citizens on behalf of the City Corporation.
- Advanced, verbal and written communication skills and the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast paced environment.
- Ability to work overtime on occasion to accommodate evening meetings or events.

REQUIRED QUALIFICATIONS:

- A post-secondary degree or diploma in architecture, planning, or heritage resource management; or extensive specialized training in architecture or planning relating to heritage preservation.
- Experience with heritage preservation and renovations, the construction industry, the architectural or engineering fields, advisory boards, and regulatory bodies.
- A minimum of five (5) years of experience in the architectural or planning fields with emphasis on heritage building renovations.
- A minimum of two (2) years of project management experience and experience overseeing the work of project staff and contract personnel and inspecting work at construction sites.
- Experience using planning and architecture software, such as GIS, Sketchup and Photoshop
- An equivalent combination of education and experience may be considered.

HUMAN RESOURCES COMMITTEE

DRAFT

Thursday, August 7, 2025

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, Executive Assistant Human Resources
Brad MacConnell, CAO

REGRETS:
Mayor Philip Brown

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:32 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):

- **Assistant Manager of Finance Position – HR-08-07-2025-01**

Human Resources Manager Emilee MacLeod presented the Assistant Manager of Finance position report to the committee.

Motion to forward report to Council

Moved by Councilor Trevor MacKinnon and seconded by Councilor Julie McCabe

Human Resources Manager Emilee MacLeod advised that the Director position is currently vacant, with the Finance Manager acting in the role on an interim basis. The Senior Finance Officer position is also vacant. Following a review of the department's structure and needs, it was determined that the proposed new position would be a more suitable fit and would offer enhanced support to the department.

Given the current vacancies, there is capacity within the 2025–2026 budget to accommodate the new role. From the 2026–2027 financial year onwards, the position would require full budget allocation.

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;

- UPSE Salary Information Discussion
- CUPE 830 Discussion
- CAO 6 Month Probation Review Discussion

8) Business Arising from the Closed Session

The items discussed to be forwarded to a Closed Session during the Regular Meeting of Council scheduled for August 12, 2025.

9) Introduction of New Business

None

10) Adjournment

Moved by Councilor Norman Beck and seconded by Councilor Julie McCabe**.**

Closed meeting 1:32 pm.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Human Resources #4

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Norman Beck**

Seconded by Councillor _____**Julie McCabe**

RESOLVED: That Council approves the attached Assistant Manager of Finance job description and creation of the new permanent position.

City of Charlottetown	**Report No: HR-08-07-2025-01** **Date: August 7, 2025**
Directed to Council through the following Committee: Human Resources Committee **Department: Human Resources** **Prepared by:** Emilee MacLeod, Manager of Human Resources	**Attachments:** • Assistant Manager of Finance Job Description

Report Title:
Assistant Manager of Finance Position

Report Purpose:
The purpose of this report is to obtain the committee's support in forwarding the new job description of Assistant Manager of Finance and support in creating a new permanent position to Council for approval.

Recommendation:
That the Human Resources Committee approve the Assistant Manager of Finance job description and creation of the new permanent position and recommend its submission to Council for approval.

Report Details:
This recommendation comes in response to the increasing demands placed on the Finance Department as the organization continues to grow. The Assistant Manager of Finance position is being created to enhance operational efficiency, support departmental leadership, and ensure continuity in critical financial processes.

These demands include increased budgeting responsibilities, more complex reporting requirements, and a heightened need for internal controls and compliance oversight. Currently, these functions are managed by a limited number of senior staff, which has led to capacity challenges and operational strain.

The addition of an Assistant Manager would provide much-needed support to the Finance Manager, ensuring operational continuity and allowing the department to meet its obligations more effectively.

Council or Committee History:
N/A

Financial Implications:
This position falls under the Management/Non-Union salary grid at Band 8, which corresponds to a salary range of $99,091.26 - $116,578.22

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 30-Jul-25**	**CAO** **Brad MacConnell 01-Aug-25**

ASSISTANT MANAGER OF FINANCE

NATURE OF WORK: This is a professional management position responsible for the delivery of a wide range of financial services including guidance, support, and assistance with the oversight of the Finance department. Reporting directly to the Manager of Finance, the Assistant Manager provides professional work of a highly technical nature in the areas of financial reporting, planning and analysis, revenue management, internal controls monitoring and supervision to ensure strong financial services are provided to support City operations.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Finance
- Works closely with all members of the Finance department.
- Provides direction to the Finance Department in the absence of the Manager of Finance.
- Works closely with Directors, departmental Managers, Supervisors, and all City Employees, to provide professional support for finance related functions.
- Relates to Council, through the Manager, or Chief Financial Officer, as well as through various standing committees as required.
- Develops and maintains relationships with service providers, external agencies such as the Canada Revenue Agency, federal and provincial government, auditors, banks, consultants with respect to financial reporting, funding and compliance issues.
- As a committed member of the leadership team for the City of Charlottetown, the Assistant Manager of Finance provides valuable input for strategic planning to assist the organization in meeting the goals of Council and acts as a positive role model for all employees throughout the organization in the provision of excellent service to support our staff.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Provides leadership and accountability in achieving the goals and objectives of the Finance department.

- Provides direction and leadership to the staff on a daily basis.
- Assists with the development, implementation, and approval of Finance policies and procedures.
- Assists department Managers and Employees with the interpretation and administration of Finance policies and procedures, providing guidance and clarification.
- Assists the Manager of Finance in the preparation of financial reports and statements, investments, reconciliations, analysis, statistics, budget monitoring and other reports as required.
- Assists in the preparation of analysis for credit facilities and cash management.
- Provides financial analysis as requested; analysis of monthly financial statements prior to submission for council packages and preparing adjustments as required.
- Supervises Finance main counter staff and ensures daily and monthly reconciliations (City and Utility) daily invoicing and payments/receipts are recorded correctly and on a timely basis and ensures billings are dispatched in a timely manner.
- Supervises all cash management including supervising bank download of daily electronic payments, supervises daily cash deposit and reconciliations to the financial system.
- Maintains a high level of customer service at the main counter at City Hall by ensuring adequate staffing and assisting staff as needed. Acts as the escalation level with regards to matters at the front counter area and related citizen concerns.
- Ensures cash and inventory counts (Utility) are carried out at year end, dispatches audit confirmations in a timely manner, prepares year end accounting and audit readiness working papers.
- Assists in the identification of changes in legislation that have financial implications for City Bylaws and internal policies and recommends changes to the Manager of Finance.
- Responsible for building an effective team and fostering a positive work culture, which may involve hiring, supervising, engaging, training, and development and performance management of Finance staff.
- Works with considerable freedom and exercises independent judgment in the performance of duties, guided by current policies and practices.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Strong working knowledge of Public Sector Accounting and reporting standards.
- Considerable knowledge of accounting methods, internal controls, and procedures.
- Patience, sound judgement, and excellent decision-making skills.
- A demonstrated ability to deal with sensitive or highly confidential financial matters with discretion and tact.

- Ability to manage relationships with external agencies, professional groups, and consultants on behalf of the City Corporation.
- Excellent interpersonal skills paired with the ability to form and maintain strong working relationships both externally on behalf of the organization and with staff and management.
- Advanced verbal and written communication skills with the ability to engage others.
- Excellent analytical and organizational skills and the ability to work as part of a team in a fast-paced environment.
- Considerable experience with internal controls, policy compliance and development.
- The ability to take a lead role in the absence of the Manager of Finance to support the Chief Finance Officer and council committees as required.
- Ability to work overtime and attend evening meetings or events on occasion.

REQUIRED QUALIFICATIONS:

- A Chartered Professional Accountant (CPA) designation.
- A minimum of 5 years professional experience in the development and delivery of Finance functions.
- A minimum of three (3) years of Supervisory experience.
- Experience with labour relations or work in a unionized environment is an asset.
- An equivalent combination of education and experience may be considered.

City of Charlottetown

Report No: HR-07-08-2025-04

Date: July 8, 2025

Directed to Council through the following Committee:
Human Resources Committee

Attachments:
N/A

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Report Title:
Staffing Numbers

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

Recommendation:
For information purposes only.

Report Details:

Overview

June	2024	2025
Permanent	**256**	**268**
Contract	**10**	**12**
Casual	**102**	**114**
Part Time	**13**	**15**
Entry Level Seasonal	**79**	**73**
Seasonal	**93**	**96**
Project Staff	**0**	**0**
Total	**553**	**578**

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:

- Municipal Government Act: Section 147(1) Access to Information: A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality.

Strategic Alignment:

Governance and Civic Engagement: to create a high performance and responsive local government.

- Serve as leaders in creating a culture of community safety by protecting people, property and the environment.
- Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:	
Manager / Director **Emilee MacLeod 02-Jul-25**	**CAO** **Brad MacConnell 07-Jul-25**

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
AUGUST 12, 2025

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on July 24, 2025, and the draft minutes are included in your package.

There are three (3) resolutions for your consideration.

First Reading to amend the Procedural Bylaw is attached

Respectfully submitted,

Councillor Justin Muttart, Chair

DRAFT

Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, July 24, 2025
12:00 PM – Council Chamber

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large
Councillor Trevor MacKinnon, Member at Large

Also: Brad MacConnell, CAO
Wayne Long, EG&AM
Doug Dumais, CEC
Rory Chaisson, SITO
Melanie Bailey, SIO
Chantal Matheson, ERPC I

Regrets: Brad MacConnell, CAO

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:02 PM.

2) Declarations of conflict of interest
There were no conflicts of interest declared.

3) Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the minutes of June 26, 2025, be approved. Carried.

5) Business Arising from the minutes

City of Charlottetown Website
Mayor Philip Brown raised a concern regarding the user-friendliness of the City of Charlottetown's website. He inquired about progress on the website update. In response, it was clarified that under the new website project, content management improvements could shorten links and enhance navigation. Two options had been presented in a previous report: a simple migration to a new platform (Option 1) and a more comprehensive overhaul of content, navigation, and user experience (Option 2). Staff indicated a preference for Option 2, which would involve stakeholder consultations, including internal staff and the public. It was also noted that the current site is heavily used internally and externally, and future design should consider how users primarily access information—often through social media and apps. Mayor Philip Brown emphasized the importance of integrating direct links into the redesigned platform. It was noted, the City's new webpage will have direct links to get to where users need to go.

Boulder Park

Mayor Philip Brown inquired about the follow-up with the Speaker's Office regarding Boulder Park and the evolving relationship between the City and the Legislative Assembly. It was confirmed that City staff reached out to the Clerk of the Speaker's Office following both Committee and Council meetings, where the City expressed a desire to be actively involved in discussions around the development of a proposed grounds use policy. While a response from the Speaker's Office is still pending, staff are committed to following up and keeping the Chair informed. Comparisons were made to other properties like Victoria Park and the Confederation Trail, which, although not owned by the City, are maintained by it. In contrast, Boulder Park is owned by the City, giving it both care and control—a more favorable situation. The Committee agreed to continue monitoring the situation and press for active involvement in shaping the land use policy.

6) Discussion Items/Reports:

a) Vehicle Manager 7.1 Servers (RFQ)

Rory Chaisson provided an update on the RFQ for server hardware, which closed on July 10, 2025. Five bids were received, with two disqualified for not meeting the RFQ requirements. The lowest qualifying bid was from CDW Canada at $104,929.50. Staff recommended awarding the contract to CDW Canada.

In response to a question about procurement criteria, it was clarified that since the RFQ was for hardware only, the evaluation was based solely on meeting minimum specifications and lowest price. CDW Canada met all technical requirements.

It was moved by Councillor Trevor MacKinnon and seconded by Deputy Mayor Alanna Jankov to move the RFQ award to Council. Carried.

b) Priority Bylaw Update

Melanie Bailey, SIO provided an update. A progress update was provided on the City's 10 priority bylaws for 2025. Four key bylaws were highlighted: Procurement, Patio, Council Code of Conduct, and Emergency Measures. Notable developments include the completion of the Unsightly Bylaw and significant progress has been made on the Emergency Measures Bylaw (70% complete), which is pending the completion of the accompanying emergency plan. The Procedural Bylaw has been deferred to a Special Meeting of Council on August 6, 2025, while the Council Code of Conduct Bylaw is under internal and legal review after feedback prompted revisions, particularly around the complaints resolution process.

The Procurement Bylaw, led by Lane, is in its draft stage and undergoing internal review, with plans to present a final version to the Finance Committee in September. However, there was concern over conflicting timelines, as earlier discussions suggested it could take another year. The Patio Bylaw is being developed in consultation with the business community and is awaiting legal input, with anticipated delivery in early fall.

Work is set to begin on the Parks and Fees bylaws by the end of August, with interest in updating the Victoria Park Bylaw. The Zoning Bylaw is progressing well with strong community engagement and the Official Plan now passed. The Capital Recovery Bylaw remains a concept only, with no bylaw drafted. Several members expressed concern over its inclusion on the priority list given limited council support and current development pressures.

Committee Members suggested including a "percent complete" column in future reports for clarity and accountability.

DRAFT

Questions were raised regarding how the City's strategic plan (2022–2026) aligns with bylaw work and other council priorities. It was acknowledged that while the plan exists, it has not been actively referenced or tracked at the Committee or Council level. Staff confirmed that department heads are meeting soon to review progress on strategic plan actions and updates will be brought forward in future meetings.

c) Draft Protocol Policy

The Committee reviewed the Draft Protocol Policy, which aims to establish a formal framework for handling ceremonial and symbolic requests such as flag raisings, tower lighting, and civic recognitions. The City currently lacks a policy in this area, which has led to inconsistent decision-making and potential reputational risk. The draft policy outlines appropriate criteria for accepting or denying external requests and aligns with best practices from other Canadian municipalities. It clarifies the distinction between protocol matters and general event permitting and includes a list of prohibited requests to ensure alignment with City values. Members emphasized the importance of such recognition efforts in promoting inclusion and belonging, particularly for newcomer communities. The policy will be followed by operational procedures to guide implementation, such as managing half-mast flags.

It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon to forward the Protocol Policy to Council for adoption. Carried.

d) Draft Bylaw Development Policy

Michael Ruus, DIG, presented the report. The Committee reviewed a draft Bylaw Development Policy intended to formalize and standardize the internal process for creating, amending, or repealing municipal bylaws. Currently, the City follows the Municipal Government Act but lacks a formal internal policy, which has led to inconsistencies in transparency, quality, and fiscal accountability. The proposed policy introduces a structured framework including scoping reports, stakeholder engagement, legal and financial assessments, and implementation planning. It applies to bylaws initiated by Council, staff, or public interest, except where exempt (e.g., planning and development, governed by provincial legislation). Staff confirmed the policy has been reviewed by the senior administrative team and departments, and its implementation will not require additional staffing or oversight offices. Instead, originating departments will lead bylaw development in coordination with other departments. Committee members expressed support, highlighting the policy's importance in ensuring a consistent and transparent approach across the corporation. A recommendation will be made to council for adoption.

It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon to forward the Bylaw Development Policy to Council for adoption. Carried.

7) Introduction of New Business

There was no new business.

8) Adjournment

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the meeting be adjourned. CARRIED.

Meeting adjourned at 12:50 PM

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Strategic Priorities, Communications & Intergovernmental Cooperation Committee #1

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Justin Muttart**

Seconded by Deputy Mayor_____**Alanna Jankov**

RESOLVED:

That Council approve the award of the Vehicle Manager 7.1 Servers RFQ to CDW Canada in the amount of $104,929.50 plus all applicable taxes,

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: SPC&IC-2025-07-24-001

Date: July 24, 2025

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

Reporting Department: Information Technology (IT)

Other Associated Departments:

Prepared by: Spencer Massiah

Attachments:

Report Title:
Vehicle Manager 7.1 Servers (RFQ)

Report Purpose:
To inform Council on the results of the Vehicle Manager 7.1 Servers RFQ

Staff Recommendation:
That Council approve the award of the Vehicle Manager 7.1 Servers RFQ to CDW Canada in the amount of $104,929.50 plus all applicable taxes.

Report Details:
The RFQ for Vehicle Manager 7.1 Servers closed on July 10th 2025, at 2:00PM. A public opening occurred immediately following RFQ closing. The City received five submissions:

CDW Canada -	$104,929.50 (plus applicable taxes)
Cattan Technologies -	$116,314.00 (plus applicable taxes)
Levata -	$125,746.59 (plus applicable taxes)
Brunnet -	Disqualified, did not meet Product Requirements
Expertedge Infotech System Limited -	Disqualified, did not meet Product Requirements

It is recommended that the Vehicle Manager 7.1 Servers RFQ be awarded to CDW Canada with an estimated cost of 104,929.50 (plus applicable taxes).

Council or Committee History:
On June 26th, 2025, Council approved adjustment of 2025/2026 Capital Budget to include funds for Vehicle Manager 7.1 servers totalling $150,000.

Financial Implications:
Budget allocation for this project in the 2025 / 2026 Capital Budget in the amount of $150,000. The recommended award is within the budget allotment.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment; Enhance accessibility to information and data to guide decision making and provide information citizens require through investment in smart infrastructure, technology and tools, such as GIS;

Governance and Civic Engagement; Grow the use of technology to support citizen engagement and streamlined accessibility to municipal processes.

Reviewed By:

Manager	**CAO / Director**
Rory Chaisson – July 18, 2025	B. MacConnell – July 23, 2025

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: SPC&IC-2025-07-24-002

Date: July 24, 2025

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Melanie Bailey, Strategic Initiatives Officer

Attachments:

- Priority Bylaw Status Report _July 22 2025
- Outdoor Patio Bylaw Questions_ Summary of Previous Advice and Recommendations

Report Title:
Priority Bylaw Update.

Report Purpose:
Provide an updated status for each priority bylaw.

Staff Recommendation:
That Committee receives this report for informational purposes.

Discussion:

The attached status report provides the *Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC) Standing Committee* an informational update on the current status for each of the 10 priority bylaws.

Highlights from the Report:

- **Procurement Bylaw (Finance):** The Senior Administration Team has reviewed and provided feedback on the first draft of the Procurement Bylaw, with a *final* review occurring at their July 23 meeting. Following this, Finance will share an updated draft with department heads for their review and practical input, with the aim of presenting a final bylaw draft at Finance Committee in September.
- **Patio Bylaw (Planning & Heritage):** Following input from teams, Planning & Heritage is completing their first draft (July) and will be seeking legal opinion (August). Following this, there will be stakeholder consultations, facilitated by a third-party consultant. The aim is to present public engagement findings and the final bylaw draft at the Planning & Heritage Committee in the Fall.
- **Council Code of Conduct (Administration):** Following Council review of the draft bylaw in the shared folder, draft 2 was recently completed to incorporate requests from Council members and additional provincial legislation. The bylaw draft is expected to be with legal soon, with the aim of presenting a final draft at SPCIC Committee in August-September.
- **Emergency Measures Bylaw (Fire Services):** A completed Bylaw draft remains in the shared folder for Council review, while work continues on updating the Emergency Plan that must accompany the Bylaw. Following legal review of the bylaw draft, the aim is to present the emergency plan and final bylaw draft to the Protective & Emergency Services Committee in the Fall.

Council or Committee History:

- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – October 31, 2024
- Special Meeting of Council – October 22, 2024
- Resolution of Council – October 22, 2024
- Strategic Priorities, Communications, and Intergovernmental Committee Meeting – August 22, 2024
- Bylaw Priority Survey – Council and Department Heads participation Spring/Summer 2024

Financial Implications:
None at this time.

Public Engagement and Communication:

- Cross-department consultations and recommendations during bylaw renewal process.
- Ongoing inclusion/ advice from communications team.
- External and/or public engagement when required.

Legislative Authority:

Municipal Government Act (MGA) - Part 5, Division 2 - Bylaws & Resolutions
MGA - Part 5, Division 4 – Emergency Management Program
MGA – Part 5, Division 6 – Code of Conduct
Procedural Bylaw Regulations
Code of Conduct Regulations
Emergency Measures Act

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Pillar: Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Staff:	**Director/CAO:**
M. Bailey, SIO – July 22, 2025	B. MacConnell – July 23, 2025

Committee Recommendation: (if differing from staff)

Priority Bylaws Status Report

July 22 2025

	Priority Bylaw	Bylaw Draft (Complete %)	Committee Taking Bylaw to Council	Department Responsible	Staff Responsible	Bylaw Draft (Completion Date)	Work Required (before Committee review)	Committee Review Bylaw (Estimate)	Status (July 22 2025)	Next Steps
1	**Dangerous, Hazardous and Unsightly Properties**	**100% (step 1)** TBD - step 2	~~Protective and Emergency Services~~	~~Police Services~~	~~Multiple (Bylaw Enforcement, Public Works, Administration, Fire Services, Police Services).~~	~~Jan-Feb 2025~~	~~Interdepartment direction, incorporate legal direction, Council resolution, Council feedback and requests.~~	~~Jan-Feb 2025~~	• Complete (Council requested priorities) • Bylaw Amended	• By Dec 2025, document final recommendations and determine plan to modernize bylaw.
2	**Emergency Measures Bylaw**	**100%**	~~Protective and Emergency Services~~	~~Fire Services~~	~~Melanie, with direction from Tim, and support from Tim, Kent, Bob.~~	~~May-Jun 2025~~	**Complete Emergency Plan (August) & legal review (September)**	**Sept-Nov 2025**	• Complete, bylaw draft remains in shared folder for Council's review, while the Emergency Plan is worked on.	• Finish Emergency Plan, it must accompany Bylaw (70% complete). Seek legal opinion. • Provincial approval of Bylaw and Emergency Plan is required (Fire initiated).
3	**Procedural Bylaw**	**100% (draft 1)** TBD - next steps	~~SPCIC~~	~~CAO & Administration~~	~~Tracey & Cindy~~	~~March-April 2025~~	~~Complete~~	~~April-May 2025~~	**• Bylaw went to Council for adoption process, Council requested deferral to Special Meeting for further discussion.**	• Next steps pending August 6 Special Meeting of Council.
4	**Council Code of Conduct**	~~100% (draft 1)~~ **100% (final draft)**			~~Melanie, with direction from administration team.~~	~~Draft 1: May-June 2025~~ **Draft 2- July 2025**	**Complete administration review (July) & legal review (August)**	**Sept-Oct 2025**	• Council reviewed draft 1 in shared folder • Based on Council feedback, additional Bylaw editing work required (final draft)	• Submit to legal and prepare bylaw for SPCIC review.
5	**Procurement Bylaw**	**90%**	~~Finance~~	~~Finance~~	~~Finance~~	**July-August 2025**	**Interdepartmental Review and Recommendations**	**Aug-Sept 2025**	**• Senior leaders complete review this week, followed by interdepartmental review and feedback.**	• Complete review process, finalize recommendations, prepare final draft for Committee presentation in September.
6	**Patio Bylaw**	~~70% (draft 1)~~ **90% (draft 2)**	~~Planning and Heritage~~	~~Planning & Heritage~~	~~Sebastian, with input from teams.~~	**July-August 2025**	**Seek legal opinion and stakeholder consultations through consultant.**	**Oct-Nov 2025**	**• Team completes review of draft in July**	• Legal opinion • Stakeholder input: community, local businesses, and Council. • Draft revised Bylaw to incorporate feedback
7	**Victoria Park & Promenade Bylaw *or* Parks Usage Bylaw**	**15%**	Parks, Recreation, and Leisure Activities	Parks & Recreation	Melanie, with direction from Frank.	**Next on List**	**Have gathered legislation and team input, to do: complete research, draft bylaw, gather interdepartmental feedback, seek legal opinion, consult with stakeholders.**	Oct-Nov 2025	• Next on List (if Victoria Park Bylaw work can replace a new Parks Usage Bylaw, with recommendation to move Parks Usage Bylaw onto 2026 priority list).	• Seeking approval to defer a NEW Parks Usage Bylaw to **2026** and prioritize the existing, legally-required, MGA-mandated, Victoria Park bylaw that is outdated creating recurring questions and concerns at Committee/Council meetings, with *most recent discussion occuring at June 26 2025* SPCIC Meeting.
8	**Fees Bylaw**	**10%**	Finance	Finance	Melanie, with direction from Lane and input from all teams.	**Next on List**	**Update the Fees Bylaw Schedule with current fees.**	Oct-Nov 2025	• Next on list: draft (July - August 2025) and submit to Committee (September 2025).	• Open fee schedule and request interdepartmental input on fee changes.
9	**Capital Recovery *Concept Only***	*not applicable*	Public Works	Public Works	Public Works, with support from Melanie.	*not applicable*	*not applicable*	*not applicable*	**• Discussion only**- Council approved a discussion on this topic, not a bylaw.	• Staffing changes- job was filled, but high priority bylaws are being prioritized first. • Following completion of high priority bylaws, PW book presentation with Council/consultant for discussion of findings
10	**Zoning Bylaw**	**with consultant**	~~Planning and Heritage~~	~~Planning & Heritage~~	~~Consultant, as required in Planning Act. Donna leading process.~~	**Nov-Dec 2025**	Continue meeting ongoing milestones.	**Nov-Dec 2025**	• PH continues to meet each milestone required for the estimated Nov-Dec finish line and is exceeding expectations at each step (recent example: completion of zoning survey and number of responses received).	• Adoption of Official Plan required to initiate next steps.

upcoming work
~~work completed~~

June 3, 2025
Updated June 13, 2025

Background: Outdoor Patios and the Patio Bylaw

Please see the update below for a summary of previous interdepartmental updates and advice shared in response to outdoor patio questions raised during previous Committee and Council meetings.

The purpose of the document is to move previous updates (up to June 2025) into one document, ensure anyone that requires has the same background information previously shared, and to keep record of recommendations that led to a new Patio Bylaw being prioritized in 2025 and currently, the work Planning & Heritage is leading to modernize and streamline the outdoor patio program through a Council-requested *new* Patio Bylaw.

1. **Three Types of Outdoor Patios:**
   - Right-of-Way Patios (example: Street Patios found on Victoria Row)
   - Private Parking Lot Patios (example: patios that require a variance in the current Zoning Bylaw)
   - Parking Meter Patios (example: Street Patios where there are parking meters)
2. **Patio Season, Encroachment Agreement, and Registration with Province:**
   - Typical Patio season is July – Sept, but business owners can choose to operate a patio in the June and October shoulder season.
   - By October 31st, all Patios must be removed for winter.
   - Encroachment agreements are signed between the City and the Business Owner; they allow the owner to legally operate a street patio
   - Encroachment agreements (for parking meter patios) are for **3 years.**
     - **Except**: **new** patio agreements are typically less than 3 years, so their agreements expire on the same day/ same year as existing patio agreements.
     - The current (parking meter patio) iteration is in year 2 of 3 years (its second summer), all existing and new encroachment agreements will expire in **October 2026.**
   - After the City and Business Owner sign an encroachment agreement, it must be submitted and registered with the province. After the province registers, they will stamp the agreement.
   - The City requires a copy of the *stamped* agreement and keeps that copy on file.
3. **Distinguishing Type of Patios and Recommend Merging into one Bylaw:**
   - Recommend: giving "each" of the three types of Patios their own name (i.e. Parking Meter Patio, Right-of-Way Patio, Parking Lot Patio) and adding these to the bylaw definitions to reduce confusion in the future, related to which type of patio is under discussion.
   - Currently, or if/when Zoning Bylaw allows, consider opportunity to merge all three types of Patio Bylaws into one Patio Bylaw.
4. **Limited Availability of Parking Meter Patios:**
   - Parking Meter patios are capped at a total of **46 spots** (we are at 46 now)
   - While this is the current cap, part of new bylaw would require Council's determination on future of this (whether reduced, increased, or removed), PH/consultant support on stakeholder engagement will be important in supporting Council with deliberation process.
5. **Fire Clearance:**
   - Fire recommends adding street clearance requirements to ensure patios don't encroach on legislated fire clearance requirements.
6. **Fees:**
   - Once the patio fee is written into new encroachment agreements, the operator will pay the same fee, each summer, for the length of their up to 3-year agreement- unless an annual increase percentage can be written into agreements.
   - Elected Officials and staff have spoken on the importance of considering cost recovery when setting fees for patios, in the example of parking meter patios that take parking meters out of commission– 'it's important to ensure that the patio fee covers lost parking meter revenue'.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Strategic Priorities, Communications & Intergovernmental Cooperation Committee #2

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Justin Muttart**

Seconded by Deputy Mayor_____**Alanna Jankov**

RESOLVED:

That Council adopt the Bylaw Development Policy (Policy # P-ADMIN-04), as attached.

City of Charlottetown Committee Report

Report No: IG-2025-06

Date: July 24, 2025

Directed to Council through the following Committee: N/A

Reporting Department: Strategic Priorities, Communications & Intergovernmental Cooperation

Other Associated Departments: Strategic Initiatives

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:
Bylaw Development Policy

Report Title:
Bylaw Development Policy

Report Purpose:
To seek Committee and Council support for the development and adoption of a new municipal bylaw policy.

Staff Recommendation:
That Committee recommends to Council that the proposed Bylaw Development Policy be adopted.

Background:
The City of Charlottetown currently develops and adopts bylaws in accordance with legislative authority provided under the *Municipal Government Act (MGA)*. While this legislative framework provides general guidance, there is no formal internal municipal policy governing the **process** for how bylaws are initiated, scoped, reviewed, and finalized.

The absence of such a framework creates the potential for inconsistencies in the quality, transparency, and fiscal assessment of bylaw proposals. In response, staff have prepared a **Bylaw Development Policy** to support the City's governance and legislative processes.

Discussion:
The proposed policy outlines a step-by-step process that applies to all new bylaws and substantive amendments initiated by Council, staff, or through public request. Key features of the policy include:

- **Scoping Report** – that evaluates multiple policy and regulatory options, including the status quo, and analyzes the legal, operational, financial, and community impacts of each option. This report must also include a summary of short- and long-term cost implications, potential funding sources or revenue mechanisms (such as fees or fines), and a rationale for the recommended approach.
- **Consultation** – required with relevant Committees of Council and external stakeholders where appropriate. Internal consultation with affected departments and the City Solicitor is also required.
- **Implementation Plan** – developed by the originating department outlining how the bylaw will be administered, enforced, and communicated, including required resources and timelines. This ensures that each bylaw proposal is supported not only by legislative intent, but also by a realistic and financially responsible plan for delivery.

The policy reflects the City's strategic principles of **transparency**, **consistency**, **accountability**, and **fiscal responsibility**, and is intended to support decision-making by both staff and Council. Minor administrative amendments that do not have community or business impacts are exempt from the full requirements of the policy, allowing for a more proportionate approach.

Upon Council approval, the policy will be communicated to all departments and incorporated into the City's internal policy framework. Staff will be provided with any necessary support to ensure consistent implementation across the organization.

Council or Committee History:

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
Municipal Government Act – Division 2, Section 86 Duties of Council

Strategic Alignment:
Governance and Civic Engagement

Reviewed By:

Director	**CAO**
M. Ruus – July 23, 2025	B. MacConnell – July 23, 2025

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN POLICY

Policy Title: BYLAW DEVELOPMENT POLICY	Policy Number: P-ADMIN-04
Approved By:	**Approval Date:**
Related Legislation: **Related Bylaw:**	

1.0 PURPOSE

1.1 The purpose of this policy is to establish a standardized process for developing, reviewing, and enacting municipal bylaws to ensure transparency, consistency, and compliance with applicable legislation.

2.0 SCOPE

2.1 This policy applies to all bylaws proposed, amended, or repealed by the municipality, including those initiated by Council, staff, or public request.

2.2 This policy does **not** apply to the development, review, or adoption of municipal planning documents (e.g., Official Plan, Zoning Bylaw, or Secondary Plans) that are governed by the requirements of the **Municipal Government Act** and the **Planning Act**. These documents shall follow the statutory process established in provincial legislation, including public notice, consultation, and approval requirements.

2.3 This policy does **not** apply to minor bylaw amendments in which no impact is anticipated on community stakeholders or the business community.

3.0 DEFINITIONS

3.1 **Bylaw** – A municipal regulation passed by Council under the authority of provincial legislation to govern matters within the municipality's jurisdiction.

3.2 **Implementation Plan** – A document outlining the steps, resources, timeline, and responsibilities necessary for enforcing and administering a bylaw.

3.3 **Originating Department** – The municipal department responsible for proposing, drafting, and coordinating a new bylaw or bylaw amendment.

3.4 **Scoping Report** – A detailed analysis of the potential financial implications of all proposed options for addressing a specific issue, including direct and indirect costs, implementation expenses, and any potential revenue implications.

3.5 **Senior Administrative Team (SAT)** – A group of senior municipal staff, led by the Chief Administrative Officer, responsible for the internal review of proposed bylaws and related materials.

3.6 **Stakeholder** – Any individual, group, organization, or agency, internal or external to the municipality, that is affected by or has an interest in a proposed bylaw.

4.0 GUIDING PRINCIPLES

4.1 Transparency: The bylaw development process shall be open and accessible to the public.

4.2 Consistency: Bylaws shall align with municipal goals, existing regulations, and best practices.

4.3 Accountability: Council and staff shall ensure due diligence in research, consultation, and compliance.

4.4 Fiscal Responsibility: Council and staff shall prioritize the efficient use of municipal resources by evaluating the financial implications of proposed bylaws and seeking cost-effective and sustainable regulatory solutions.

5.0 INITIATION OF A NEW BYLAW OR BYLAW AMENDMENT

5.1 A new bylaw or an amendment to an existing bylaw may be initiated through one of the following methods:

5.2 **Recommendation from Council**

a) A member of Council may propose a new bylaw or an amendment to an existing bylaw by bringing forward a motion at a Council meeting.

b) If the motion receives Council approval, staff shall be directed to research and draft the proposed bylaw or amendment.

5.3 **Staff Recommendation**

a) Municipal staff may identify a need for a new bylaw or an amendment to an existing bylaw due to legislative changes, operational requirements, or public concerns.

5.4 A report outlining the rationale, implications, and recommended approach shall be prepared and submitted to the Senior Administrative Team (or Chief Administrative Officer [CAO]) for review.

a) Prior to initiating a new bylaw, the originating department shall prepare a Scoping Report outlining all reasonable policy and regulatory options considered in response to the issue or opportunity.

b) The Scoping Report must include:
   I. A description of each option evaluated, including maintaining the status quo.
   II. A summary of advantages and disadvantages for each option from legal, operational, financial, and community perspectives.
   III. Estimated short- and long-term costs related to implementation, administration, and enforcement including consideration of financial sustainability and impacts on the municipal budget.
   IV. Identification of potential funding sources or revenue mechanisms (e.g., fees, fines, grants).
   V. A clear rationale for the recommended course of action, justifying its selection over alternative options.
   VI. The Scoping Report shall be submitted for review by the Senior Administrative Team (or CAO).

5.5 If the recommendation is supported by the Senior Administrative Team (or CAO), it shall be forwarded to Council for consideration.

6.0 WRITING OF BYLAWS

6.1 Responsibility for Drafting

a) Bylaws shall be written by staff from the originating or lead department responsible for the subject matter of the bylaw.

6.2 Coordination and Numbering

a) The originating department shall contact the Procedure and Records Coordinator to assist with the bylaw drafting and approval process.

b) The Procedure and Records Coordinator shall assign a bylaw number, which must be used on all related documents.

6.3 Internal Consultation

a) The originating department shall consult with all affected municipal departments involved in the licensing, administration, remedy, and enforcement of the bylaw.

b) The draft bylaw shall be circulated to these departments for review and comment to ensure it is enforceable and administratively feasible.

6.4 Consultation with Committees of Council

a) The originating department shall consult with any Committees of Council that have a stake in the bylaw to ensure alignment with municipal priorities and objectives.

6.5 Consultation with External Stakeholders

a) Where appropriate, the originating department shall consult with external stakeholder groups affected by the proposed bylaw.

b) Methods of consultation may vary and are at the discretion of the originating department.

6.6 Financial Considerations, Fee Structures, and Implementation Plan

a) The originating department, in consultation with internal and external stakeholders, shall examine anticipated costs for implementation and enforcement.

b) The department shall recommend any applicable fees or charges associated with the bylaw that support cost recovery where feasible.The originating department shall draft an implementation plan outlining the steps, responsibilities, timeline, and resources required for the effective enforcement and administration of the bylaw.

c) The originating department shall draft an implementation plan outlining the steps, responsibilities, timeline, and resources required for the effective enforcement and administration of the bylaw, while balancing service delivery and financial sustainability.

6.7 Review by the Senior Administrative Team

a) Once the bylaw has been drafted, the originating department shall prepare and submit:
   I. The draft bylaw
   II. A draft staff report
   III. An implementation plan

b) These documents shall be forwarded to the Senior Administrative Team for review and comment.

6.8 Review by City Solicitor

a) Once reviewed by the Senior Administrative Team, the originating department shall forward the draft bylaw to the City Solicitor for review and comment.

6.9 Approval and Submission to Council

a) After the Senior Administrative Team approves the bylaw and implementation plan, the originating department shall forward the staff report and draft bylaw to the appropriate Standing Committee of Council.

b) The Standing Committee shall review the bylaw and make recommendations before forwarding it to City Council for consideration.

7.0 APPROVAL BY COUNCIL

7.1 The bylaw must be read and formally approved by a majority of the Council members present and voting on two (2) separate occasions at meetings of the Council held on different days.

7.2 After the bylaw is read a second time, it is formally adopted by Council.

7.3 The adopted bylaw must be signed by the mayor and CAO and sealed with the municipality's seal.

8.0 IMPLEMENTATION AND COMMUNICATION

8.1 The municipality shall ensure appropriate publication and communication of the bylaw to the public and stakeholders.

8.2 Training or guidance materials may be developed to support enforcement and compliance.

9.0 REVIEW AND AMENDMENTS

9.1 All bylaws shall be reviewed periodically to ensure continued relevance and effectiveness.

9.2 Amendments shall follow the same process outlined in this policy.

10.0 COMPLIANCE AND ENFORCEMENT

10.1 The municipality shall ensure mechanisms are in place for the enforcement of bylaws.

10.2 Compliance measures, penalties, and dispute resolution processes shall be clearly outlined in each bylaw.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Strategic Priorities, Communications & Intergovernmental Cooperation Committee #3

MOTION CARRIED _____

MOTION LOST _____

Date: August 12, 2025

Moved by Councillor _____**Justin Muttart**

Seconded by Deputy Mayor_____**Alanna Jankov**

RESOLVED:

That Council adopt the Protocol Policy(Policy # P- ADMIN-05), as attached.

City of Charlottetown Committee Report

Report No: SPC&IC-2025-07-24-003

Date: July 24, 2025

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

Attachments:
- Protocol Policy Draft

Reporting Department:
Economic, Tourism & Cultural Development

Other Associated Departments:
Office of the Mayor
Communications
Parks and Recreation
Public Works
Charlottetown Police Services
Charlottetown Fire Department

Prepared by:
Doug Dumais, Culture and Economic Coordinator

Report Title:
Protocol Policy Draft

Report Purpose:
This report provides additional background, context, and rationale for the enclosed draft Protocol Policy.

Staff Recommendation:
That Council adopt the Protocol Policy.

Report Details:
The City of Charlottetown currently does not have a protocol policy, which means there is no formal basis for approving or declining protocol requests from external parties. This situation can pose a risk to the City's reputation if protocol events or requests are not managed appropriately.

The draft Protocol Policy provides high-level direction for protocol matters, including Freedom of the City, Key to the City ceremonies, official visits, flag raisings, tower lighting, commemorative observances, and proclamations. It also outlines the types of requests the City will not support if they do not align with the City's values or role.

Developed through a jurisdictional scan, extensive research, and staff collaboration, this policy draft establishes a clear framework for protocol events. Separate procedural documents, developed and managed by staff in relevant departments, will guide day-to-day implementation. For example, staff receiving a flag-raising request will review it against the policy but will process it according to the Flag-Raising and Tower Lighting Procedures, which outline the step-by-step operational process for considering and carrying out a request. This policy and procedure structure clarifies roles and responsibilities, eliminates task duplication, and aligns with best practices in other Canadian municipalities.

Council or Committee History:
None

Financial Implications:
There is no cost associated with the development and approval of this policy. Any protocol events with event-related costs (e.g. Freedom of the City) are budgeted in the annual operating budget process.

Public Engagement and Communication:
None by the Economic, Tourism & Cultural Development department, although specific procedures (e.g. external requests for tower lighting or flag raisings) may be added to the City's website to ensure transparency.

Legislative Authority:
Municipal Government Act, section 86 (2) (b): A council "may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency."

Strategic Alignment:
Our Commitments (Collaboration and partnership; Inclusion; Transparency; Communication); Pillar of **Community-Building and Placemaking** (Create a multicultural city that is welcoming to both new residents and newcomers and which celebrates and honours the diversity of its people and their traditions); Pillar of **Governance and Civic Engagement** (Grow the use of technology to support citizen engagement and streamlined accessibility to municipal processes).

Reviewed By:

Manager	**Director/CAO**
W. Long – June 24, 2025	M. Ruus – July 23, 2025

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN POLICY

Policy Title: PROTOCOL POLICY	**Policy Number: P-ADMIN-05**
Approved By:	**Approval Date:**
Related Legislation: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 86(2)(b) **Related Bylaw:**	

1.0 PURPOSE

1.1 The protocol policy establishes a framework and consistent guidelines for protocol-related events and initiatives.

2.0 SCOPE

2.1 This policy applies to protocol events and initiatives, including, but not limited to:

a) Freedom of the City
b) Key to the City
c) Flag Display Protocol
d) Requests from external organizations for flag raisings
e) Requests from external organizations for City Hall tower lighting
f) Requests from external organizations for Proclamations
g) Commemorative Observances
h) Official visits by dignitaries
i) Official gift-giving or receiving

3.0 DEFINITIONS

3.1 **City** – Means the City of Charlottetown.

3.2 **City Sites** – Facilities, properties, buildings, and parks owned or operated by the City of Charlottetown.

3.3 **Commemorative Observances** – Annual or recurring days, weeks, or months that recognize or celebrate various aspects of cultural, historical, and social significance that are important to Charlottetown residents.

3.4 **Community Flagpole** – The designated flagpole at Charlottetown City Hall is used to fly the flags of external organizations or initiatives that promote awareness of causes important to Charlottetown residents.

3.5 **Council** – means the Mayor and other members of the Council of the municipality.

3.6 **Dignitaries** – High-ranking officials or distinguished visitors, such as political leaders or heads of state, for whom special protocol procedures may be followed during a visit to Charlottetown.

3.7 **Freedom of the City** – A ceremonial honour granted by the City of Charlottetown to a military unit, allowing it the symbolic privilege of marching through city streets with flags flying, bayonets fixed, and a band playing.

3.8 **Key to the City** – The highest ceremonial recognition awarded by the City of Charlottetown to individuals or groups who have made distinguished contributions to the community.

3.9 **Official Events** – Activities, ceremonies, or gatherings organized, hosted, or supported by the City of Charlottetown, or those proposed by external organizations in partnership with the municipality for consideration. Events may range from civic celebrations and official ceremonies to community awareness initiatives.

3.10 **Official Gift** – An item presented by City officials or Council members to dignitaries or officials as a formal gesture during official events or an item gifted to City officials or Council members in accordance with the City's gift-giving procedures.

3.11 **Proclamation** – An official statement or declaration issued by municipalities to recognize specific events, causes, or achievements.

3.12 **Prohibited Events** – Types of events or requests that the City of Charlottetown does not support.

3.13 **Protocol** – The official system of rules and formal procedures governing the conduct of events, ceremonies, and communications associated with municipal affairs or diplomatic occasions, managed by the City's Economic Growth and Attraction Department.

3.14 **Tower Lighting** – An LED lighting system installed on the tower of Charlottetown City Hall, which is made available to organizations for public awareness purposes.

4.0 PROHIBITED EVENTS

4.1 The City will not host protocol events for or consider external organization requests from:

a) Political parties, organizations, events, or observances;
b) Religious figures or organizations;
c) Subjects or groups that denigrate ideological, religious, political, or other beliefs;
d) Subjects or groups that symbolize social or racial intolerance, violence, discrimination, or hatred of any kind;
e) Subjects or groups with the intent to defame the Mayor, Council, or the City of Charlottetown;
f) Commercial operations or organizations for advertising or profit;
g) Private occasions, such as birthdays or anniversaries;

h) Topics, groups, organizations, or events that are contrary to municipal policy or pose a risk to the reputation of the City;
i) Any events not directly related or of interest to the City's vision, values, authority, or role, at the City's sole discretion.

5.0 OFFICIAL EVENTS HOSTED BY THE CITY

5.1 The City of Charlottetown hosts several official events such as receptions, awards, ceremonies, and announcements. These include, but are not limited to:
a) Receptions for Freedom of the City, Key to the City, recognition or award programs;
b) Grand openings of City facilities;
c) Receptions associated with events or conferences being hosted directly by the municipality;
d) Funding announcements.

5.2 All departments that lead official events will ensure that the best practices are followed and the requirements of funding agreements or event partners are met.

5.3 Relevant departments may develop and manage customized event protocol processes where appropriate.

6.0 FREEDOM OF THE CITY

6.1 The Freedom of the City is an honour conferred by Charlottetown City Council upon a military unit. It grants the unit the privilege to march throughout Charlottetown city streets, thoroughfares, and highways without hindrance or trespass, with flags flying, bayonets fixed, and a band playing.

6.2 This honour is granted at the discretion of the Office of the Mayor to a military unit that has enjoyed a long relationship with the City of Charlottetown.

6.3 Recognition is conferred during a meeting of Council, typically held on the date of the Freedom of the City parade.

6.4 In special circumstances, such as centennials or significant occasions, City Council may reaffirm a military unit's Freedom of the City through a meeting of Council and a parade.

7.0 KEY TO THE CITY

7.1 The Key to the City is a ceremonial honour bestowed upon distinguished individuals or groups who have made significant contributions to the community. As the highest honour the City can confer, it is bestowed rarely, selectively and with diligent consideration.

7.2 To be eligible, nominees for the Key to the City must be from Charlottetown, or their accomplishments must significantly influence or impact the residents of Charlottetown.

7.3 Individuals or groups shall be nominated for the honour by a member of Council. The Councillor providing the nomination is responsible for providing complete and accurate documentation of the nominee's accomplishments and submitting it for Council consideration.

7.4 Recipients of the Key to the City must demonstrate exemplary service or significant contributions over several years and achieve the highest honour or level of success or recognition within their field by a national or international professional organization in areas such as:

a) Advocacy
b) Arts and Culture
c) Business and Commerce
d) Community Service
e) Healthcare
f) Humanities
g) Politics
h) Professional Endeavours
i) Science
j) Sport
k) Uniformed Services (e.g., police, fire, military)

7.5 The nomination and supporting documents shall be reviewed by Council and must be approved unanimously via resolution at a Regular Meeting of Council.

7.6 The Key to the City is issued in accordance with this policy and the **Key to the City Procedures.**

8.0 FLAG DISPLAY PROTOCOL

8.1 Flag placement, position, display, lowering, half-masting, and disposal at City Hall and other City sites follow the Government of Canada National Flag Etiquette, this policy, and the **Flag Display Procedures.**

8.2 External organizations may not use the official City of Charlottetown flag for commercial purposes, and the City reserves the right to refuse, deny, or restrict its use.

9.0 REQUESTS FROM EXTERNAL ORGANIZATIONS FOR FLAG RAISING OR TOWER LIGHTING

9.1 The City welcomes requests to raise flags or illuminate City Hall to raise awareness for important causes and initiatives to Charlottetown residents.

9.2 The official City flagpole at City Hall is designated as the community flagpole for external organizations that request their flag be flown for a certain period.

9.3 The LED lighting system on the tower at Charlottetown City Hall is available for external organizations that request the tower be illuminated with their colours for a certain period.

9.4 The community flagpole or tower lights may be used to recognize:

a) Public awareness and education campaigns;

b) National or independence days for nations recognized by the Government of Canada;
c) Charitable fundraising campaigns;
d) Cultural, social, athletic, historical, and civic celebrations;
e) Community programs or activities that foster inclusion among and respect for Charlottetown residents;
f) Special recognitions or honours at the discretion of the CAO or their designate in consultation with the Office of the Mayor.

9.5 Requests for prohibited events outlined in section 4.1 will not be considered.

9.6 The requesting organization must be based in the Charlottetown area or have a Provincial chapter or representative.

9.7 Organizations must submit annual applications for tower lighting or flag-raisings, as no recurring requests will be granted.

9.8 The City reserves the right to deny or cancel requests at its sole discretion, even if eligibility criteria are met.

9.9 The **Flag-Raising and Tower Lighting Procedures** outline details for managing requests from external organizations for flag raisings or tower lighting.

10.0 PROCLAMATIONS

10.1 The City of Charlottetown does not issue proclamations. Instead, the Office of the Mayor may issue letters of recognition, congratulations, or greetings at its discretion.

11.0 COMMEMORATIVE OBSERVANCE

11.1 The City acknowledges the importance of celebrating and commemorating recurring days, weeks, months, and observances that highlight various aspects of cultural, historical, and social significance that are important to Charlottetown residents.

11.2 The methods of acknowledging or observing these commemorations can include, but are not limited to, one or several of the following: a written statement from the Office of the Mayor, communications through the City's social media channels, or, in some instances, recognized statutory holidays.

11.3 Requests for prohibited events outlined in section 4.1 will not be considered.

11.4 Commemorative observances and the ways in which they are conducted adhere to this policy and the Commemorative Observances Procedures.

12.0 OFFICIAL DIGNITARY VISITS

12.1 For official visits from dignitaries to Charlottetown, the City will develop an appropriate protocol response tailored to the dignitary's rank, the required level of ceremony, and necessary security measures.

12.2 The department responsible for carrying out this policy must also notify protocol officials from the Province of Prince Edward Island of an official visit by a dignitary.

13.0 OFFICIAL GIFT GIVING AND RECEIVING

13.1 Council members or City officials may present dignitaries or other officials with an official gift. The Gifts and Awards Procedures details the process for acquiring and presenting official gifts.

13.2 Any gifts of significant value (over $250) presented to members of Council or City officials through their participation in a City event covered by this policy will belong to the City corporation and be managed by the Office of the Mayor, except for works of art of significant value (over $500), which will become part of the City of Charlottetown's Public Art Collection and follow this policy and the **Public Art Policy**.

14.0 FUNERALS

14.1 The CAO shall appoint a staff member as a contact and communicator for all relevant municipal funeral information. This individual will serve as the primary point of contact notified and will be responsible for official notification of the death of a municipal staff member, council member, or a relative of a municipal staff member or council member.

14.2 Funerals for current or past members of Council, staff, or members of municipal emergency services shall follow this policy, the **City Funeral Procedures**, and the **Flag Display Procedures**.

CITY OF CHARLOTTETOWN
PROCEDURAL BYLAW
AMENDMENT BYLAW #2018-19-H

Amend the City of Charlottetown Procedural Bylaw (#2018-19) to clarify the process for a Notice of Motion, add a Committee of the Whole as well as incorporate housekeeping amendments to ensure overall consistency throughout the Bylaw.

1st Reading

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

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____ Alanna Jankov
Date: August 12, 2025

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

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____ Alanna Jankov
Date: August 12, 2025

2nd Reading & Adoption

THEREFORE, BE IT RESOLVED: That the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW", which was read the first time on August 12, 2025, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____ Alanna Jankov
Date:

This Procedural Amendment Bylaw #2018-19-H was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2025.

_____
Philip Brown, Mayor

_____
Brad MacConnell, CAO

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Procedural Bylaw
Bylaw # 2018-19-H

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

PART I – INTERPRETATION AND APPLICATION

1. **Title**
   1.1. This bylaw shall be known and cited as the "Procedural Amendment Bylaw."

2. **Purpose**
   The purpose of this bylaw is to amend the City of Charlottetown's Procedural Bylaw (#2018-19) to clarify the process for a Notice of Motion, add a Committee of the Whole as well as incorporate housekeeping amendments to ensure overall consistency throughout the Bylaw.
3. **Authority**
   3.1. Pursuant to Part 5, Section 134 (1) – Revision of Bylaws of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.

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

5. **Numerous Sections - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:**

   5.1. Correct typographical errors, grammatical mistakes, punctuation, numbering, formatting inconsistencies, or other non-substantive housekeeping changes throughout this Bylaw.

6. **Section 4 – Application – of the City of Charlottetown Procedural Bylaw is hereby amended by the following:**

   6.1. Sections 4.3 and 4.4 – reference the ***most current edition of Roberts Rules of Order*.**

7. **Section 5 – Definitions - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:**

   7.1. Include definition "Council Inquiries" *means questions or requests from Members made during a Regular Meeting of Council, seeking information or updates from Administration where the subject matter is not contained in the meeting package. These inquiries are not intended for discussion or debate but are to be taken under consideration by Administration.*

7.2. Revise definition "Notice of Motion" *means a written notice given by a Member in advance of a Regular Meeting of Council indicating a topic for future consideration.*

7.3. Include the following definitions:

"Point of Information" *means a request raised by a Member directed through the Chair to another Member, or to the CAO, for information relevant to the matter, but not related to a Point of Order.*

"Point of Order" *means bringing to the attention of the Chair and Members that a person has broken a rule or made an error in procedure and asking that the rules be followed or that the error in procedure be corrected.*

"Point of Privilege" *means a request to the Chair and to Council to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members or of Council as a whole, despite other pending business currently before Council.*

"Recess" *refers to a brief pause, by motion, in the proceedings of the meeting to allow Members to step away from the meeting for a specified period of time as determined by the Presiding Officer.*

"Regular Meeting" *means a recurring monthly meeting where Council conducts its regular business, including receiving reports, making decisions, and passing bylaws.*

" Special Meeting" *means a meeting held in addition to the regularly scheduled meetings to primarily address time-sensitive matters that require immediate attention and/or accommodate presentations.*

8. Section 12 – Closed Meetings- of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

8.1 Delete Section 12.3:

~~A resolution to a close all or a part of a regular or special meeting of Council must state the reason(s) for closing the meeting, in accordance with section 119(3) of the Municipal Government Act.~~

9. Section 13 – Electronic Meetings - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

9.1 Delete wording in Section 13.2:

Subject to Section 13.3 of this Bylaw, a Committee of Council may hold a meeting by electronic means. ~~upon passage of a resolution by the Committee to that effect.~~

10. Section 17 – Agenda Item Respecting Employee of the City - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

10.1 Reword Section 17.1:

If a Member has an issue concerning a human resource matter, including an issue with an employee(s), either individually or collectively, the issue shall not be added to ~~the agenda of a regular or special meeting of the Council but shall be forwarded to a closed meeting of Council as permitted under section 119(1) of the Act and this Bylaw; but not until the Member has first discussed the issue with the CAO.~~ **any meeting agenda, instead it shall be privately brought to the attention of the CAO. If the matter is regarding the CAO, it shall only be added to a Closed Regular or Special Meeting of Council as permitted under Section 119(1) of the Municipal Government Act and this Bylaw.**

11. Section 19 – Late Additions to the Agenda - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

11.1. Reword Section 19.3:

The Mayor and the CAO shall review all requests received that comply with this section and shall ~~decide whether or not to place add the item on the agenda. The CAO shall notify the Member of the decision to place include or not place exclude the item on the agenda in advance of the regular meeting of Council~~ **notify the Member whether or not the item is to be brought forward at the meeting during approval of agenda.**

12. Section 23 – Agenda Package - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

12.1. Reword Section 23.1:

On the Friday preceding each regular meeting of the Council, each Member shall be ~~delivered electronically or~~ provided with a **digital** copy of the following:

(a) the agenda;

(b) previous draft Council meeting minutes;

(c) a copy of each **Committee** report which is to be considered;

~~(d)~~ a copy of each ~~motion~~ **resolution and/or bylaw reading** to be considered ~~if the motion or the purpose thereof is not indicated on the agenda.~~

13. Section 34 – Order of Business - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

13.1. Add **Council Inquiries** and **Notice of Motion(s)** to the Order of Business at a Regular Meeting of Council.

14. Section 37.2 – Speaking to a Question - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

14.1. Increase "Speaking to a Question" from two (2) times to three (3) times.

15. Section 38 – Points of Order, Procedure or Privilege - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

15.1. Add new Section 38.4:

The Presiding Officer may, by motion, recess the meeting for a brief period of time, no more than one (1) hour and call the meeting back to order without needing a motion. Business is resumed at the point where it was interrupted.

16. Section 41 – Notice of Motion - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

16.1. Revise Section 41.1:

Members may bring forward, **in writing**, a notice of motion as an item on the agenda of a regular meeting of Council. The notice of motion **along with the background rationale that supports said Motion,** shall be provided to the CAO **and Procedure and Records Coordinator** prior to the regular meeting of Council package deadline.

16.2. Insert new Section 41.2

Council will debate and vote on whether or not to advance the Notice of Motion to the relevant standing committee.

16.3. Revise former Section 41.2 and renumber to Section 41.3:

And replace with:

If Council votes to advance A written copy of the Notice of Motion, along with the background rational that supports said Motion, shall then be provided to the CAO who shall forward it all relevant material to the appropriate Standing Committee of Council for consideration, and the Committee shall provide a recommendation on the Motion to Council at a future meeting of Council.

16.4. Delete Section 41.3:

~~Once the recommendation of the Committee is made, the Notice of Motion will be placed on the next regular meeting of Council agenda.~~

17. Committee of the Whole - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

17.1. New Section 44 titled Committee of the Whole

44.1 Committee of the Whole consists of all Members of Council and is Chaired by the Mayor or designate and shall meet the requirements as set out in Section 11.

44.2 Committee of the Whole enables Members to review matters with Administration, and where the focus is on understanding the implications of the items being considered. The purpose of the Committee of the Whole is to:

(a) receive updates on emerging and ongoing projects and initiatives that have cross-department and/or city-wide impact, including:

i) Internal/External Presentations

ii) Budget Deliberations

iii) Bylaws & Policies – New, Amendments and Repeals

iv) Plans & Strategies

(b) meet principally as a forum for discussion rather than as a decision-making body, enabling all Committee members to discuss key items without the requirement to make a decision.

The key for the Committee is to keep the focus on the broader and more strategic items. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

44.3 Committee of the Whole meetings will be held, as needed, in Council Chamber at City Hall beginning at 5:00 p.m.

44.4 The Committee may make the following motions:

(a) to receive agenda reports as information;

(b) to refer matters to Administration or a Standing Committee for review;

(c) to make recommendations to Council; and

(d) to move into a closed meeting or to revert to an open meeting in accordance with Section 119 of the Act.

44.5 The CAO and other required Administration will be in attendance at Committee meetings to make presentations and answer questions.

44.6 Every person wishing to speak during a Committee of the Whole meeting shall address their comments through the Chair.

44.7 Members are not limited in the number of questions they are permitted to raise and can speak to any item until the Member determines whether their question has been addressed.

44.8 A special meeting of the Committee of the Whole can be called and shall meet the requirements set out in Section 11.

18. Bylaw Procedures - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

18.1. Bylaw Procedure Section renumbered from Section 44 to Section 45

18.2. Section 44.12 renumbered to Section 45.12 and revised as follows:

Council will make copies of all bylaws available for inspection by any person, in accordance with section 128 of the Act. **Bylaws and amending bylaws to be posted to the City's website.** Council will provide any person with a copy of any bylaw on payment of the fee, if any, established by the council in a bylaw made pursuant to section 147 of the Act.

19. Other Matters - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

19.1. Renumber 'Other Matters' Section from Section 45 to Section 46

19.2. Revise the following:

~~Member Education~~ **Information** Sessions

(a) sessions are optional and do not require quorum;

(~~b~~) ~~the purpose of the education session and Member attendance is recorded and summarized in a report for information at the next Council Meeting;~~

~~(c)~~(b) minutes shall not be taken;

~~(d)~~(c) are strictly educational (one-way information), allowing for clarifying questions;

~~(e) do not progress matters within Council's jurisdiction;~~

~~(f~~)(d) information provided may be shared with the public (not confidential);

~~(g)~~(e) where no directions or instructions shall be given to the CAO or Employees;

~~(h)~~(f) where no procedural or Council business decisions are made by the Members; and

~~(i)~~(g) not open to the public or publicly broadcasted.

20. Independent Officer - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

20.1. Delete Independent Officer Section:

~~In accordance with section 86.2(e)(iv) of the *Municipal Government Act*, the appointment or the suspension or revocation of the appointment shall be by a vote of at least two-thirds of the members of council then holding office voting in favour of the~~

~~resolution to appoint, suspend or revoke the appointment of the independent officer, as the case may be.~~

Approval and Adoption

13. Effective Date

24.1. This Procedural Amendment Bylaw #2018-19-H shall be effective on the date of approval and adoption below.

First Reading:
This Procedural Amendment Bylaw #2018-19-H was read a first time and approved by a majority of members present at the Council meeting held on the _____day of _____, 2025.

Second Reading:
This Procedural Amendment Bylaw #2018-19-H was read a second time and approved by a majority of members present at the Council meeting held on the ____day of _____, 2025.

Approval and Adoption by Council:
This Procedural Amendment Bylaw #2018-19-H was approved and adopted by a majority of Council members present at the Council meeting held on the _____day of _____, 2025.

Witness the corporate seal of the City of Charlottetown

_____ _____

Mayor (Sealed Signature) **Chief Administrative Officer (Sealed Signature)**

This Procedural Amendment Bylaw #2018-19-H adopted by the Council of the City of Charlottetown on _____day of _____, 2025 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

City of Charlottetown Committee Report

Report No: SPC&IC-2025-04-01

Date: April 22, 2025

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

Reporting Department:
Administration

Other Associated Departments:
n/a

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:
- Procedural Bylaw – Proposed Amendments
- Council Feedback re: Procedural Bylaw

Report Title:
Proposed Amendments to the City of Charlottetown Procedural Bylaw.

Report Purpose:
Update the Strategic Priorities, Communications, & Intergovernmental Cooperation Committee of the proposed amendments to the Procedural Bylaw, gather recommended changes, and seek approval to move onto Council.

Staff Recommendation: That the Committee forward the proposed amendments of the Procedural Bylaw as outlined in the attached document onto Council for consideration.

Report Details:
The Procedural Bylaw was last amended at a Regular Meeting of Council February 12, 2024. At that time, amendments adopted included the addition of educational sessions, Notice of Motions and moving regularly scheduled Council meetings from the second/fourth Monday of the month to the second/fourth Tuesday.

Since February 2024, proposed amendments have been discussed at Committee and Council level and late summer 2024, Administration surveyed Council and management to determine which bylaws required immediate attention; the survey was ranked by priority. October 22, 2024, City Council passed a resolution to prioritize creation of new or amending bylaws with the Procedural Bylaw being fourth (4th) on the list; an extensive bylaw review process followed. Thus far, several bylaws have gone through or are currently going through the amendment process.

March 20, 2025 – Mayor & Council were asked to review proposed amendments to the Procedural Bylaw and provide feedback on or before Friday, April 4, 2025; that deadline was extended to April 17, 2025.

The attached draft Procedural Bylaw incorporates several proposed amendments from Council and staff which includes establishing a Committee of the Whole, adding Council Inquiries, change in process related to a Notice of Motion, Speaking to a Question, etc. For those amendments that were not included, rationale has been provided to explain the exclusions. (see attached)

Council or Committee History:
February 12, 2024 – City Council amended the Procedural Bylaw to enable notice of motions, education sessions, governance clarity and to move Council meetings from Mondays to Tuesdays.

SP,C & IC Committee Meetings (May, June & October 2024) – suggested amendments included Consent Agenda, Council Inquiries, and a Notion of Motion submission form.

October 22, 2024 – City Council passed a resolution to prioritize creation of new or amendment bylaws with the Procedural Bylaw being fourth (4th) on the list.

March 20, 2025 – Council was provided the proposed amendments to the Procedural Bylaw and requested to provide feedback (deadline April 4, 2025). Deadline extended to April 17, 2025.

Financial Implications:
None

Public Engagement and Communication:
Proposed bylaw amendments forwarded to Council March 20, 2025 for feedback.

Legislative Authority:
Municipal Government Act Division 2 - Bylaws & Resolutions, Procedural Bylaw Regulations, and The City of Charlottetown Procedural Bylaw.

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other
Our Commitments - Transparency to strengthen accountability and trust.
Pillar: Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:

Manager	**CAO/Director** **Sue Fraser, CAO**

Committee Recommendation: (if differing from staff)

Note: 1st Reading to amend the Procedural Bylaw was deferred at the Regular Meeting of Council on June 10, 2025 to allow Council additional time to thoroughly review the proposed amendments at a Special Meeting of Council and consider suggested revisions.

Note: Discussion on the Procedural Bylaw took place at a Special Meeting of Council on August 6, 2025. Consensus of Council was to forward the current proposed amendments to the Regular Meeting of Council on August 12, 2025 for consideration.

CITY OF CHARLOTTETOWN

PROCEDURAL BYLAW

BYLAW #2018 – 19

Proposed Amendments marked in Red & Blue

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This Bylaw shall be known as, and may be cited as, the "Procedural Bylaw".

2. Authority

2.1. Subsection 86(2)(e) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., provides that a Council must establish a Procedural Bylaw to regulate its proceedings in accordance with the *Municipal Government Act*.

3. Purposes

3.1. The Purposes of this Bylaw are to:

(a) recognize the functions of the City, including providing good government;

(b) complement and supplement, and not to replace, the requirements contained in applicable municipal legislation;

(c) provide notice to the Members and the citizens respecting matters that will be considered by the Council; and

(d) provide an open, respectful and orderly forum for public input, debate and decisions.

3.2. In accordance with the purposes of Ssection 3.1, ~~the~~ Council hereby adopts the rules of procedure hereinafter set forth to govern meetings of ~~the~~ Council and Committees of Council.

4. Application

4.1. This Bylaw applies to all Members of Council, the CAO, Members of Committees of Council, City of Charlottetown Administration, those who appear before Council and members of the public.

4.2. For Committees of Council, the application of this Bylaw shall be read with the necessary modifications, as follows:

(a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee of Council;

(b) Any reference to a Member shall be treated as a reference to a member of the Committee of Council; and

(c) Any reference to Council shall be treated as a reference to the Committee.

4.3. When any matter(s) relating to proceedings arise which are not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to the most current edition of *Robert's Rules of Order*, ~~*12th Edition*~~, ~~unless Council determines that another edition of the *Robert's Rules of Order* shall be used.~~

4.4. The precedence of the rules governing the procedures of Council is:

(a) The Act;

(b) Other Provincial Legislation;

(c) This Bylaw; and

(d) Most current edition of Robert's Rules of Order. ~~12th Edition~~

5. Definitions

5.1. "Act" means the *Municipal Government Act*, RSPEI 1988, M-12.1;

5.2. "Administration" means the employees of the municipality;

5.3. "Chief Administrative Officer" or "CAO" means the administrative head of the City as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*;

5.4. "City" means the City of Charlottetown;

5.5. "Closed Meeting" means the portion of a meeting held pursuant to the Act, at which only members of Council or a Committee and other persons designated by Council may attend, which is approved by motion;

5.6. "Committee of Council" means any and all ad hoc or standing committees required or requested to consider, discuss or advise on matters to Council;

5.7. "Council" means the Mayor and other Members of the Council of the City;

~~5.7.~~5.8. "Council Inquiries" means questions or requests from Members made during a Regular Meeting of Council, seeking information or updates from Administration where the subject matter is not contained in the meeting package. These inquiries are not intended for discussion or debate but are to be taken under consideration by Administration.

~~5.8.~~5.9. "Councillor" means a Member of Council other than the Mayor;

~~5.9.~~5.10. "Employee" means, a person who performs work for the City for pay, and includes:

(i) a person on leave from employment with the City,

(ii) a person being trained by the municipality to perform work for the City,

(iii) a person retained under an employment contract to perform work for the City, and

(iv) any other person or class of person designated as an employee by the City.

~~5.10.~~5.11. "Member" means a Member of the Council and includes the Mayor.

Proposed Amendments

~~5.11.~~5.12. ~~"Notice of Resolution" or~~ "Notice of Motion" means a written notice given by a Member in advance of ~~at~~ a Regular ~~m~~Meeting of Council ~~advising~~ indicating a topic for future consideration ~~that the motion described therein will be brought forward at the next meeting of Council~~;

~~5.12.~~5.13. "Petition" includes a written or an electronic petition;

5.14. "Place" includes, in respect of information or a notice or other document to be posted, or a meeting to be held, by electronic means, the electronic location where the information, notice or document may be found, or the electronic meeting may be accessed;

5.15. "Point of Information" means a request raised by a Member directed through the Chair to another Member, or to the CAO, for information relevant to the matter, but not related to a Point of Order.

5.16. Point of Order means bringing to the attention of the Chair and Members that a person has broken a rule or made an error in procedure and asking that the rules be followed or that the error in procedure be corrected.

~~5.13.~~5.17. Point of Privilege means a request to the Chair and to Council to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members or of Council as a whole, despite other pending business currently before Council.

~~5.14.~~5.18. "Presiding Officer" means:

(i) the Mayor when present at a meeting of ~~the~~ Council;

(ii) the Deputy Mayor when presiding at a meeting of ~~the~~ Council in the absence of the Mayor;

(iii) the Chair of a Committee of Council; or

(iv) such other Member as may be presiding at a meeting of the Council in the absence of the Mayor and Deputy Mayor.

5.19. "Recess" refers to a brief pause, by motion, in the proceedings of the meeting to allow Members to step away from the meeting for a specified period of time as determined by the Presiding Officer.

5.20. "Regular Meeting" means a recurring monthly meeting where Council conducts its regular business, including receiving reports, making decisions, and passing bylaws.

5.21. "Resolution" means the exercise of the power of Council pursuant to the Act, and for the purposes of this Bylaw, includes a motion.

~~5.15.~~5.22. " Special Meeting" means a meeting held in addition to the regularly scheduled meetings to primarily address time-sensitive matters that require immediate attention and/or accommodate presentations

6. Rules Adopted and Suspended

Proposed Amendments

6.1. The proceedings of ~~the~~ Council and Committees of Council shall be governed by this Procedural Bylaw unless a provincial enactment provides otherwise.

7. Amendment to Rules

7.1. This Procedural Bylaw shall not be amended or repealed except under notice given in writing to the Members of Council and openly announced at a Regular Meeting of Council preceding the meeting at which the first reading of the amendment takes place.

8. Interference with the Work of the City

8.1. No Member shall have power to direct or interfere with the performance of any work of the City Corporation, or Administration, and no Member shall instruct or give direction to an employee.

PART II – TYPES OF COUNCIL MEETINGS ~~OF THE COUNCIL~~

~~9.~~ 9 First Meeting of the Council after Election

9.1. A newly elected Council shall not transact any business until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office.

9.2. The first meeting of the newly elected Council shall be held on the second Tuesday of December following the City's municipal election.

10. Regular Meeting of Council

10.1. Unless otherwise determined by the Mayor and published in accordance with this Section, ~~the~~ Council shall hold a meeting on the second Tuesday of the month in the Council Chamber at City Hall and should the second Tuesday of the month be a statutory holiday, Council shall meet on the day following which is not a public holiday. The meeting shall be known as the Regular Meeting of Council. The Regular Meeting of Council shall be held at such an hour as determined by the Mayor, and the time and place of the Regular Meeting of Council shall be published by electronic means and one other means of public notification.

11. Special Meeting of ~~the~~ Council

11.1. The Mayor may cause the CAO to call a S~~s~~pecial M~~m~~eeting of Council, in writing, when and as often as the Mayor may deem it proper with at least twenty-four (24) hours' notice before the time of the meeting being provided to the public and Members.

11.2. Upon receipt of a written petition of the majority of the Members, the CAO shall call a Special Meeting of Council for the purpose and at the time mentioned in the petition, on at least twenty-four (24) hours of notice.

11.3. Once such a petition is received by the CAO, no Member may remove his or her name from the petition.

11.4. Written notice of any S~~s~~pecial M~~m~~eeting of ~~the~~ Council setting forth the matters to be considered shall be given to all Members by delivery to the ~~address or~~ official email

Proposed Amendments

address of each Member recorded with the CAO, not less than twenty-four (24) hours prior to the time fixed for the meeting and the CAO shall make every reasonable effort to contact the Members to advise of the meeting. The CAO shall also cause notice of the meeting to be published on the City's web site or other social media avenue, at least twenty-four (24) hours in advance of the time of the Sspecial Mmeeting of ~~the~~ Council.

11.5. No business other than that stated in the notice shall be transacted at a Sspecial Mmeeting unless all members are present and unanimously agree to deal with other matters.

11.6. If other matters are dealt with at the Special Meeting of Council, such other matters shall be recorded in the minutes of the Special Meeting.

11.7. Council shall set a fixed day each month when a Special Meeting of Council may be held, being the fourth Tuesday of every month, at a time to be determined, provided the procedure for the calling of a Special Meeting of Council in this Bylaw is followed. A Special Meeting of Council may be held on a day other than the day fixed herein, provided the procedure for calling the Special Meeting of Council in this Bylaw is followed.

12. Closed Meetings

12.1. Council or a Committee of Council may, by resolution passed at or before a Rregular or Sspecial Mmeeting of ~~the~~ Council or Committee of Council, hold all or part of a Rregular or Sspecial Mmeeting that is closed to the public, when the matter to be discussed at the meeting is in relation to any of the confidential matters contained in Section 119(1) of the *Municipal Government Act*.

12.2. No resolution or bylaw can be passed during a closed meeting other than by resolution as set out in Section 119(2) of the *Municipal Government Act*.

12.3. ~~A resolution to a close all or a part of a regular or special meeting of Council must state the reason(s) for closing the meeting, in accordance with section 119(3) of the *Municipal Government Act*.~~ – SEE 12.1

12.4. The Council or Committee of Council shall make any matter considered at a closed meeting public when the confidentiality is no longer required, in accordance with subsection 119(4) of the *Municipal Government Act*.

12.5. No Council Member, Committee of Council Member or employee of the City shall, subject to subsection 119(5) of the *Municipal Government Act*, disclose or act on any information acquired at a closed meeting of Council or a Committee of Council respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council or a Committee of Council.

13 Electronic Meetings

13.1. Pursuant to Section 122 of the *Municipal Government Act*, Council may authorise meetings to be conducted by electronic means, including but not limited to a teleconference, a video conference or a live publicly streamed broadcast, in accordance with the provisions of this Bylaw.

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13.2. Subject to Section 13.3 of this Bylaw, a Committee of Council may hold a meeting by electronic means ~~upon passage of a resolution by the Committee to that effect~~.

13.3. A meeting shall only be conducted by electronic means if the electronic means by which the meeting is conducted enables, at a minimum:

a) the Council or the Members of a Committee of Council participating in the meeting to hear and speak to each other; and

b) where the meeting is open to the public, the public is able to ~~see and~~ hear and see the meeting~~'s participants~~ at ~~a~~ the place which is specified in the notice of the meeting.

13.4 The CAO shall ensure that at least twenty-four (24) hours' notice of an electronic meeting is given to all Council Members or Committee of Council Members and to the public of a meeting, advising:

a) that the meeting will be conducted by electronic means and the information necessary to enable the public to access the electronic meeting;

b) where the meeting is open to the public; the location of the facilities where the public can see and hear the meeting;

c) The CAO shall ensure that a City employee is present at the location specified in the notice of the electronic meeting to facilitate the viewing of the meeting and to ensure that the public can see and hear the participants in the meeting.

13.5 During a state of emergency declared by the Minister under the *Emergency Measures Act*, a state of local emergency declared under Section 146, or a public health emergency, a public meeting of Council or a Council Committee may be held by electronic means that do not comply with the requirements of clause 13.4, if:

(a) members of the public are able to hear the meeting as it occurs; and

(b) any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the Council or a Council Committee considers appropriate.

14 Electronic Participation in Meetings

14.1. Pursuant to subsection 122(4) of the *Municipal Government Act*, a Council Member or Committee of Council Member who is unable to attend a M~~m~~eeting of Council or Committee of Council Meeting in person may participate in the meeting by electronic means.

14.2. A Member may only participate by electronic means if the Council or Committee of Council Members are able to hear and speak to each other.

14.3. Where a Council Member of Committee of Council Member is participating in a meeting conducted by electronic means or is participating by electronic means and there is a report or recommendation to be considered in respect of a matter before the Council or

Proposed Amendments

Committee of Council, the Member shall take part in the debate and vote on that matter only if the Member has before them a copy of the report or recommendation to be considered, in accordance with subsection 122(6) of the *Municipal Government Act*.

14.4. Pursuant to subsection 122(4) of the *Municipal Government Act*, Council Members participating by electronic means are considered to be present at the meeting.

15 Electronic Participation in Closed Meetings

15.1 Pursuant to subsection 122(7) of the Act, electronic access to the meeting shall be restricted or suspended in order to close all or part of the meeting to the public in accordance with Section 119 of the Act.

15.2 The chair of a Council or a Committee of Council meeting shall require every Member participating by telephone or electronic means to confirm that there is no one else present in their location who is able to hear the discussion during the closed meeting.

PART III – AGENDA FOR MEETINGS OF THE COUNCIL

16 Agenda

16.1 The agenda for each Regular and Special Meeting~~s~~ of Council shall be prepared by the CAO and/or the CAO's designate, together with copies of all reports, resolutions ~~or~~ and communications to be dealt with at such meeting of the Council.

16.2 The headings of the Agenda for a Regular or Special Meeting of Council shall be the same as the order of business set forth in Sections 34 and 35 of this Bylaw.

17 Agenda Item Respecting Employee of the City

17.1 ~~If a Member has an issue concerning a human resource matter, including an issue with an employee(s), either individually or collectively, the issue shall not be added to the agenda of a regular or special meeting of the Council but shall be forwarded to a closed meeting of Council as permitted under section 119(1) of the Act and this Bylaw; but not until the Member has first discussed the issue with the CAO.~~

17.1. If a Member has an issue concerning a human resource matter, including an issue with an employee(s), either individually or collectively, the issue shall not be added to any meeting agenda, instead it shall be privately brought to the attention of the CAO. If the matter is regarding the CAO, it shall only be added to a Closed Regular or Special Meeting of Council as permitted under Section 119(1) of the Municipal Government Act and this Bylaw.

Proposed Amendments

18 Added Item to Agenda

18.1. If a Member wishes to have an item placed on the agenda for a Regular or Special Council Meeting, the Member shall submit the request in writing to the CAO no later than 12:00 noon on the Wednesday prior to the ~~Regular~~ Meeting of Council at which the item is to be considered.

19 Late Additions to Agenda

19.1. If a Member wishes to have an item placed on the agenda for a Regular Meeting of Council subsequent to the deadline prescribed by Section 18.1 of this Bylaw, the Member must submit the request in writing to CAO not later than ~~by~~ noon on the day of the Regular Meeting of Council.

19.2. The request shall include an explanation as to why the item should/or needs to be added to the agenda for the Regular Meeting of Council.

19.3. The Mayor and the CAO shall review all requests received that comply with this section and shall ~~decide whether or not to place~~ add ~~the item on the agenda. The CAO shall notify the Member of the decision to place~~ include ~~or not place~~exclude ~~the item on the agenda in advance of the regular meeting of Council.~~ notify the Member whether or not the item is to be brought forward at the meeting during approval of agenda.

20 Items Added by Council

20.1. Notwithstanding Section 19 of this Bylaw, ~~the~~ Council shall not vote on a motion arising out of an item added to the agenda by a Member until a staff report and recommendation is received from the appropriate standing committee.

21 Agenda Review

21.1. The agenda for a Regular, Special, or Public Meeting of Council shall be reviewed by the Mayor and CAO prior to the meeting; or by the Chair of a S~~s~~tanding Committee of Council and CAO prior to the meeting of a S~~s~~tanding Committee of Council.

21.2. On receipt of a request for a presentation to be made at a meeting of Council, the CAO or the CAO's designate, shall review the request and determine in consultation with the Mayor or Chair of the meeting, as appropriate, the appropriate disposition of the request.

22 Cancellation of any Meeting of the Council

22.1. A meeting of the Council or a Committee of Council may be cancelled if in the opinion of the Mayor or designated chair of the Council meeting, or the Chair of a Committee of Council, that there are insufficient agenda items for which to meet.

22.2. As per subsection 121(3) of the Act and Section 4 of the Procedural Bylaw Regulations, if Council changes the date, place or time of a Regular or Special Meeting, the CAO must give at least 24 hours notice of the change:

a) to the public on the municipality's website and by sign or poster that is posted in a place that is accessible to the general public; and

Proposed Amendments

b) to all members of Council by providing a copy of the notice to each Council member by telephone, e-mail or text message, as directed by each council member.

22.3 As per clause 4(1)(a) of the Procedural Bylaw Regulations, the notice referred to in Section 22.2 of this Bylaw shall specify the type of meeting and the new date, place and time of the meeting.

PART IV – INFORMATION PRIOR TO MEETING OF THE COUNCIL

23 Agenda Package

23.1 On the Friday preceding each Regular Meeting of the Council, each Member shall be ~~delivered electronically or~~ provided ~~with~~ a digital copy of the following:

a) the agenda;

~~a)~~b) previous draft Council meeting minutes;

~~b)~~c) a copy of each Committee report which is to be considered;

~~c)~~d) a copy of each ~~motion~~ resolution and/or bylaw reading to be considered ~~if the motion or the purpose thereof is not indicated on the agenda~~.

24 Information to be provided to the Public

24.1. The CAO shall ensure that the agenda and the other information referred to in Section 23 of this Bylaw are made available to the general public, subject to Section 25 of this Bylaw, no later than 9:00 am on the day of the Regular Meeting of Council.

25 Circulation of late Reports

25.1. If an item on the agenda has a notation indicating that the report will be circulated other than with the agenda package, the report shall be delivered electronically or circulated to all Members as soon as is reasonably possible, and in no case shall the report be made available to the public prior to the report having been provided to all Members.

PART V – REQUIREMENT FOR A MEETING OF THE COUNCIL

26 Duties of Presiding Officer

26.1. The Presiding Officer of a meeting of Council shall be the Mayor or such other Member who is acting in the stead of the Mayor at a Regular or Special Meeting of Council or the chair or Member acting in the stead of the chair of a Committee of Council and the Presiding Officer shall have the following duties:

a) open the meeting of the Council or the Committee of Council by taking the chair and calling the Members to order;

b) receive and submit, in the proper manner, motions properly presented by a Member;

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c) put to a vote a question that is moved and seconded or necessarily arises in the course of the proceedings and announce the result of the vote;

d) decline to put to a vote a motion which infringes upon the rules of procedure as set forth in the Act or this Bylaw;

e) restrain a Member(s), when engaged in debate, within the rules of order as set forth in the Act or this Bylaw;

f) enforce, on all occasions, the observance of order and decorum;

g) call by name any Member persisting in a breach of the rules of order of the Council thereby as set forth in the Act or this Bylaw, ordering him or her to vacate the Council Chamber or meeting room for Committee meetings; if warranted;

h) permit questions to be asked through the Presiding Officer of any official of the City to provide information to assist any debate when he or she deems it proper to do so;

i) provide information to Members on any matter touching on the business of the City;

j) inform the Council when necessary, or when referred to, on a point of order;

k) adjourn the meeting when the business is concluded;

l) at the time of calling the meeting to order, the Presiding Officer may call for a moment of reflection.

27 Call to Order the Meeting of Council

27.1. As soon after the hour of a meeting as there is a quorum present at a Regular or Special Meeting of Council, the Presiding Officer, shall take the chair and the Members shall be called to order.

27.2. If the Mayor is not present within fifteen (15) minutes of the hour of a meeting, the Deputy Mayor shall take the chair, and the Members shall be called to order.

27.3. If neither the Mayor nor the Deputy Mayor is in attendance within fifteen (15) minutes after the hour appointed for a meeting, the Council may appoint a person to preside from among the Members present.

27.4 The CAO shall cause the minutes of a meeting of Council to record the names of the Members present, the names of Members who arrive after the meeting has been called to order and the time of their arrival and the names of the Members who depart prior to or during the meeting and the time of their departure or absence from the meeting.

27.5 If there is no quorum present fifteen (15) minutes after the time appointed for the meeting, the CAO shall call the roll and ensure that the names of Members present are recorded, and the meeting shall then stand adjourned.

28 Presiding Officer has Power of the Mayor

Proposed Amendments

28.1. For greater certainty, while presiding, the Presiding Officer shall have all the powers of the Mayor under this Procedural Bylaw.

29 Seating of Members

29.1. Seating of Members in the Council Chamber shall be in numerical order of their wards, unless otherwise determined by the Mayor.

30 Quorum for Meeting

30.1. Subject to Section 113 of the Act, a quorum is a majority of all the Members of Council or a Committee of Council.

30.2. Where there is a vacancy in the Council's numbers, a quorum is determined in accordance with Section 113 of the Act.

31 Person within Bar of the Council Chamber

31.1. No person, except a Member or an approved employee of the City, shall be allowed to come beyond the bar of the Council Chamber during a Regular, ~~or~~ Special, or Public Meeting of Council without the expressed permission of the Presiding Officer.

32 Placing items on Desks

32.1. No person, other than a Member, the CAO, or other person as directed by the CAO shall, before or during a meeting of the Council, place on the desks of Members or otherwise distribute to Members any material whatsoever unless such person is so acting with the permission of the Presiding Officer or the CAO.

33 End of Meeting

33.1. A meeting of the Council shall stand adjourned at three hours after its commencement unless otherwise determined by a vote of two-thirds (2/3) of the Members present at the meeting.

PART VI – PROCEDURES DURING A MEETING OF THE COUNCIL

34 Order of Business

34.1. The order of business of Regular Meeting of Council shall be:

a) Call to order;

b) Declarations of conflict of interest;

c) Approval of agenda;

d) Adoption of minutes;

e) Business arising from the minutes;

~~e)~~f) Council Inquiries

~~f)~~g) Reports from standing and ad hoc Committees of Council;

Proposed Amendments

h) Introduction of New Business;

~~g)~~i) Notice of Motion(s);

~~h)~~j) Adjournment

35 Order of Business at Special Meeting of Council shall be:

35.1. The order of business of a Special Meeting of Council shall be:

a) Call to order;

b) Declarations of conflict of interest;

c) Approval of the agenda;

d) Consideration of the particular business for which the Special Meeting of Council was called;

e) Adjournment.

35.2 If there are a number of items for consideration at a Special Meeting, the order of business for a Regular Meeting of Council shall be followed so far as is possible.

36 Voting

36.1 Voting at meetings of Council shall be undertaken in accordance with Section 115 of the Act, as follows:

a) each Member present, except the Mayor, will vote on every matter unless a Member is excused specifically from voting, by resolution, or the Member is prohibited from voting because the Member has a conflict of interest;

b) no vote of Council will be taken by ballot, or any other method of secret voting and any vote taken by any form of secret voting is of no force or effect;

c) all votes of Council, both for and against, will be recorded;

d) the failure or refusal of a Member to vote on a matter that is properly before ~~the~~ Council will be considered a vote in favour except when the Member is excused or prohibited from voting in accordance with the Act and this Bylaw;

e) where there are an equal number of votes for and against a bylaw or motion, the Mayor or Presiding Officer will vote for the purposes of breaking the tie.

37 Conduct during ~~Public~~ Council Meetings

37.1 All persons in the public gallery at a Council meeting will:

a) refrain from addressing Council or a Member of Council unless permitted to do so by the Presiding Officer;

b) maintain quiet and order;

c) refrain from disturbing the proceedings by words, gestures or actions, including applauding, displaying flags, placards or similar material;

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d) refrain from talking on electronic mobile devices; and,

ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

37.2 Speaking to Question

a) No Member shall speak more than ~~twice~~ three (3) times to the question without a majority vote of those Council Members present, except in explanation of a material part of his or her speech which may have been misconceived and in doing so, the Member is not to introduce a new matter.

b) A Member shall not speak the first time for more than five (5) minutes.

c) No Member shall, without a majority vote of those Council Members present, speak a second time to the same question or in reply for longer than three (3) minutes.

37.3 Applicant/Participant Conduct during Public Council Meetings

a) Each Applicant shall be allotted a maximum of ten (10) minutes;

b) Participants shall speak only once and for no more than five (5) minutes on each agenda item.

38 Points of Order, Procedure or Privilege

38.1 A Member of Council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease, and the "point" shall be clearly stated by the Member and, if applicable, ruled upon by the Presiding Officer.

38.2 A Member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.

38.3 Where the Presiding Officer is called upon to decide a point of order or practice in accordance with Section 111 of the Act, the Presiding Officer shall state the question without unnecessary comment and decide the issue citing the rule or authority applicable thereto.

~~38.3~~38.4 The Presiding Officer may, by motion, recess the meeting for a brief period of time, no more than one (1) hour and call the meeting back to order without needing a motion. Business is resumed at the point where it was interrupted.

39 Appeal of Decision of the Mayor

39.1 Whenever a Member wishes to appeal any ruling of the Presiding Officer or a point of order or point of privilege to the whole of Council pursuant to Section 112 of the Act:

Proposed Amendments

a) the motion of appeal shall be made immediately after the ruling is made by the Presiding Officer or otherwise the ruling will be final;

b) the Member may offer a brief reason for the challenge; and

c) the Presiding Officer may state the reason for the decision made.

39.2 Following the motion of appeal and the response, if any, from the Presiding Officer, the question shall be put to a vote immediately without debate.

39.3 The Presiding Officer will be governed by the vote of the majority of the Members of Council present, and eligible to vote.

39.4 Neither the Presiding Officer nor the appellant will participate in the vote on an appeal.

40 Motions and Debate

40.1 A motion will express fully and clearly the intent of the mover.

40.2 A motion will not be considered unless it has been seconded.

40.3 Any Member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a Member while speaking.

40.4 When a motion is under debate no other motion may be made, except a motion to:

a) amend a motion;

b) refer a motion to a Committee of Council or Administration for a report back to Council;

c) postpone a motion to a fixed date;

d) request that a motion be put to a vote;

e) extend the time for a Council meeting; or

f) adjourn the meeting.

40.5 Notwithstanding any other provisions of this Bylaw, the Member of Council who moved a motion after a motion is under debate may, with the consent of Council, change the wording of the motion or agree to a change proposed by another member if the alteration does not change the intention of the motion.

40.6 All motions will be considered in the order in which they were moved.

41 Notice of Motion

41.1 Members may bring forward, in writing, Nnotices of Mmotion as an item on the agenda of a Rregular Mmeeting of Council. The Nnotice of Mmotion along with the background rationale that supports said Motion, shall be provided to the CAO and Procedure and Records Coordinator prior to the Rregular Mmeeting of Council package deadline.

41.2 Council will debate and vote on whether or not to advance the Notice of Motion to the relevant standing committee,.

Proposed Amendments

~~41.2~~41.3 If Council votes to advance ~~A written copy of~~ the Notice of Motion, ~~along with the background rational that supports said Motion, shall then be provided to~~ the CAO ~~who~~ shall forward ~~it~~ all relevant material to the appropriate Standing Committee of Council for consideration, and the Committee shall provide a recommendation on the Motion to Council at a future meeting of Council.

~~41.3 Once the recommendation of the Committee is made, the Notice of Motion will be placed on the next regular meeting of Council agenda.~~

42 Minutes

42.1 The CAO shall ensure that the minutes of meetings record all resolutions, decisions, and proceedings of ~~the~~ Council and shall at a minimum include:

a) The place, date and time of meeting;

b) The name of the Presiding Officer and the record of attendance of the Members, and employees present;

c) The subject matter of the issued discussed; and

d) All motions moved, or moved and seconded, by a Member or Members.

42.2 If there are any objections to such minutes of ~~the~~ Council presented at any R~~r~~egular M~~m~~eeting of ~~the~~ Council, the Member making the objection shall state the grounds of the objection, without comment, and if ~~the~~ Council agrees, the minutes shall be altered accordingly.

42.3 If all ~~the~~ Members present at such a meeting do not agree to the proposed alteration, a motion must then be duly made and seconded, to amend the minutes, to meet such objection, which shall then be debatable.

42.4 Where the Minutes have been previously circulated to the Members, reading of such minutes is not required unless a motion requiring such is adopted.

42.5 After the Minutes have been adopted, the Minutes shall be signed by the Mayor or Chair (as appropriate), and the CAO and posted to the City's website.

42.6 Where a meeting is closed to the public, the minutes of the meeting that may be disclosed to the public will be restricted to:

a) The place and date of the meeting;

b) The names of ~~the~~ Council or Committee Members and employees present; and

c) The type of matter under Section 119(1) of the Act that was discussed at the meeting.

42.7 Copies of the minutes will be open to inspection by any person during regular office hours and copies of the minutes will be provided to any person, on payment of the fee, if any, established by the council in a bylaw made pursuant to Section 147 of the Act.

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42.8 Proceedings, when taken in the form of minutes, shall not be recorded verbatim and shall be recorded in accordance with the best practices of the City. Verbatim minutes and/or verbatim excerpt requests of Council and/or Committee meetings shall be provided for internal legal purposes only. Request for verbatim will be directed to the Chief Administrative Officer for approval.

43 Committees of Council

43.1. The Mayor may establish standing and/or ad hoc committees that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision.

43.2. The Mayor may also designate the committees' mandate, term, composition, objectives, tasks, duties and responsibilities, and appoint its members to deal with any matter. The Mayor may also establish the eligibility criteria for membership and determine the events or circumstances that would result in termination of a committee member.

43.3. The Mayor will, by order, dissolve a committee of Council upon completion of their specific mandate.

43.4. The CAO shall designate certain employees of the City as may be required to be non-voting advisors to one or more committees, with the right to attend their designated committee.

43.5. Where a special meeting of a Standing Committee is called, the designated Administrative support will follow the procedures for the calling of a special meeting and ensure that notice of the special meeting is given.

43.6. Notice to the public of a regularly scheduled meeting or a special meeting of a standing committee must be published by electronic means~~,~~ and posted in the form of a sign or poster in a place that is accessible to the general public at least 24 hours in advance of the committee meeting.

44. Committee of the Whole

44.1. Committee of the Whole consists of all Members of Council and is Chaired by the Mayor or designate and shall meet the requirements as set out in Section 11.

44.2. Committee of the Whole enables Members to review matters with Administration, and where the focus is on understanding the implications of the items being considered. The purpose of the Committee of the Whole is to:

(a) receive updates on emerging and ongoing projects and initiatives that have cross-department and/or city-wide impact, including:

i) Internal/External Presentations

ii) Budget Deliberations

iii) Bylaws & Policies – New, Amendments and Repeals

iv) Plans & Strategies

Proposed Amendments

(b) meet principally as a forum for discussion rather than as a decision-making body, enabling all Committee members to discuss key items without the requirement to make a decision.

The key for the Committee is to keep the focus on the broader and more strategic items. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

44.3. Committee of the Whole meetings will be held, as needed, in Council Chamber at City Hall beginning at 5:00 p.m.

44.4. The Committee may make the following motions:

(a) to receive agenda reports as information;

(b) to refer matters to Administration or a Standing Committee for review;

(c) to make recommendations to Council; and

(d) to move into a closed meeting or to revert to an open meeting in accordance with Section 119 of the Act.

44.5. The CAO and other required Administration will be in attendance at Committee meetings to make presentations and answer questions.

44.6. Every person wishing to speak during a Committee of the Whole meeting shall address their comments through the Chair.

44.7. Members are not limited in the number of questions they are permitted to raise and can speak to any item until the Member determines their question has been addressed.

44.8. A special meeting of the Committee of the Whole can be called and shall meet the requirements set out in Section 11.

PART VII – BYLAWS

~~44.~~45. Bylaw Procedures

~~44.1.~~45.1. Council may ~~make~~establish, amend or repeal a bylaw in accordance with the procedures established in the Act and, as applicable, this Bylaw.

~~44.2.~~45.2. A bylaw is only valid~~ly made by Council~~ if it is read and formally approved by a majority of the Council members present and voting takes place on two occasions at meetings of the Council that are held on different days.

~~44.3.~~45.3. A bylaw may be approved and adopted by Council ~~by resolution~~ after being read a second time.

~~44.4.~~45.4. Pursuant to Section 125 of the Act, if copies of the proposed bylaw have been made available to the public at a Council meeting or prior to the meeting in which the proposed bylaw is to be read, the reading may consist of the recitation of the bylaw name and

Proposed Amendments

number and a brief description of its effect. Where copies of the proposed bylaw have not been made available to the public at or prior to the meeting, the entire proposed bylaw will be read word by word.

~~44.5.~~45.5. A bylaw adopted by Council must be ~~printed,~~ signed by the Mayor and the CAO, and sealed with the corporate seal of the City of Charlottetown.

~~44.6.~~45.6. Council may, in accordance with subsection 125(3) of the Act, amend a proposed bylaw after its first reading. If it is amended, the amendment will be read word by word at the meeting even if copies of the bylaw with the proposed amendment are made available to the public.

~~44.7.~~45.7. Where Council proposes to amend a bylaw, the same procedure shall be followed as found in Sections 4~~5~~4.2 to 4~~5~~4.5.

~~44.8.~~45.8. Pursuant to Section 127 of the Act, the first and second readings of a proposed bylaw are rendered null if the bylaw is not passed within two years from the date of first reading.

~~44.9.~~45.9. A bylaw established by Council will come into force at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another Act requires a bylaw to be approved by the Minister, the bylaw will not come into force until the approval of the Minister is given.

~~44.10.~~45.10. A regulation to a bylaw is made if:

44.10.1 It is formally adopted by resolution of ~~the~~ Council; and

44.10.2 It is signed by the Mayor and CAO, and formally declared to be passed, and sealed with the corporate seal of the City.

~~44.11~~45.11 The CAO shall ensure that a copy of every bylaw passed is filed with the Minister ~~within 21 days of adoption or~~ as required by provincial statute. The copy will be certified by the CAO as being "~~a true copy of the original seen by me~~certified to be a true copy" on the document, and shall be signed, dated, and printed with the CAO's name under their signature.~~, as well as their occupation, address and telephone number.~~

~~44.12~~45.12 Council will make copies of all bylaws available for inspection by any person, in accordance with Section 128 of the Act. Bylaws and amending bylaws to be posted to the City's website. Council will provide any person with a copy of any bylaw on payment of the fee, if any, established by the Council in a bylaw made pursuant to Section 147 of the Act.

~~44.13~~45.13 Planning bylaws undertaken under the authority of the Planning Act shall be made in accordance with Section 19 of that Act.

PART VIII – OTHER MATTERS

~~45~~46. ~~Member Education~~ Information Sessions

Proposed Amendments

~~45.1~~46.1 ~~Sessions for educational purposes~~Information Sessions may be held with Members as required, based on the following criteria:

(a) sessions are optional and do not require quorum;

~~(b) the purpose of the education session and Member attendance is recorded and summarized in a report for information at the next Council Meeting;~~

(c) minutes shall not be taken;

(d) are strictly educational (one-way information), allowing for clarifying questions;

~~(e) do not progress matters within Council's jurisdiction;~~

~~(f)~~(e) information provided may be shared with the public (not confidential);

~~(g)~~(f) where no directions or instructions shall be given to the CAO or Employees;

~~(h)~~(g) where no procedural or Council business decisions are made by the Members; and

~~(i)~~(h) not open to the public or publicly broadcasted.

~~46.~~ 47 Independent Officer

~~46.1.~~47.1. ~~In accordance with Section 86.2(e)(iv) of the *Municipal Government Act*, the appointment or the suspension or revocation of the appointment shall be by a vote of at least two-thirds of the Members of Council then holding office voting in favour of the resolution to appoint, suspend or revoke the appointment of the independent officer, as the case may be.~~

Proposed Amendments

Section of Proposed Procedural Bylaw	Proposed Amendment(s)/Questions	Requester	Included in the Draft (Yes/No)	Rationale to Include
Section 5.8 - Council Inquiries	"Council Inquiries" means questions or requests from Members made during a Regular Meeting of Council, seeking information or updates from Administration where the subject matter is not contained in the meeting package. These inquiries are not intended for discussion or debate but are to be taken under consideration by Administration.	Deputy Mayor Jankov via a Notion of Motion served at a Reg Mtg of Council on June 11, 2024.	Yes	This is providing Council with the opportunity to raise a question to a Report that will be answered at a future time. Basically the items that are currently being taken under advisement. Not meant for debate or discussion rather an opportunity to present these items all at once. Would eliminate questions raised during each Committee Report
Section 5.12	Add "or Special Meeting of Council"	Councillor Beck	No	Special Meetings are set aside primarily for presentations and time sensitive matters. A Regular Meeting of Council is the most appropriate venue to raise a Notice of Motion.
New Definition	Add Public Meeting of Council definition	Councillor Beck	No	There is no definition for public meeting in MGA or Planning Act. City's use of "Public Meeting" relate to a meeting where the public is permitted to provide feedback
New Definitions	Add Regular Meeting of Council and Special Meeting of Council	Councillor Beck	Yes	Added Sections 5.20 & 5.22
Section 11.4	delete the word "the" from last line before Council	Councillor Beck	Yes	Done
Section 14.1	Have 2nd line read "a meeting of Council, Committee of Council meeting, or a Public Meeting."	Councillor Beck	No	"a Meeting of Council" means Reg, Special & Public Meetings.
Section 15.2	currently do not confirm that no one else is present, we need to reiterate this	Councillor Beck		Wording is included in the bylaw but needs to be enforced by the presiding officer
Sections 18.1 & 19.1	add "or special" after Regular	Councillor Beck	Yes to 18.1/No to 19.1	Added for 18.1. There are different rules for adding items late to the Special Meeting. See Section 11.5.
Section 19.3	What criteria is used to determine whether the item is brought forward by the Mayor or CAO. Think this needs to be spelled out more clearly.	Councillor Muttart		Currently there is no criteria
Sections 21.1 & 23.1	add "or special" after Regular	Councillor Beck	Yes to 21.1/No to 23.1	23.1 – not necessarily possible for all Special Meetings as they can be held on any day/time of the week.
Section 24.1	Should the agendas for Committee meetings also be published the day before? Not sure if we currently do this or not.	Councillor Beck		The agendas for all Council, Committee & Advisory meetings are posted at least 24 hrs in advance
	Last line, can we make this available to the public "no later than 4:00 on the day before the regular, special or committee meeting of Council.	Councillor Beck	No	Packages can be revised up to 24 hours in advance of meeting (5pm for Council meetings). We post packages (regular, special, public meetings) out of courtesy, transparency and accountability, not a legislative requirement. Packages for Committee are not currently posted.
Section 34.1	remove Letter (f), as per my previous request in Section 5.12	Councillor Beck	No	Council Inquiries remains.
Section 35.1	Add "Notice of Motion(s) in Section E, change Adjournment to F	Councillor Beck	No	A Regular Meeting of Council is the most appropriate venue to raise a **Notice of Motion** not at Special Meetings as these mtgs are set aside primarily for presentations and time sensitive matters.
Section 36.1 (d)	remove the first part down to "before Council" and replace with "Refusal or abstention to vote"..... In accordance "with" the Act	Councillor Beck		Sec. 115 of MGA - Effect of failure or refusal - The failure or refusal of a member of council to vote on a matter that is properly before the council shall be considered a vote in favour except when the member is excused by resolution of the council or is prohibited from voting because the member has a conflict of interest.
Section 37.2	Speak of Question - like to see the number of questions increased from 2 to 3	Councillor Muttart	Yes	Robert's Rules of Order generally allow a member to speak twice on a debatable motion but Council can decide if three (3) is added to the bylaw

Section 37.3 (b)	add "unless there is a majority vote of those Council members present." Depending on the circumstances at a Public Meeting, Believe there are times when it is appropriate to allow someone to speak for more than 5 minutes, and would like to see this option in our bylaw	Councillor Beck	No	Could be perceived as preferential treatment and would lengthen meetings – there are other means of submitting feedback to Council.
Section 41	Notice of Motion - it appears the member brings forward the motion to council, council approves to move forward to standing committee, and then back to council. Don't understand why the motion is not just sent to the standing committee with a report and then back to council for discussion and debate.	Councillor Muttart	No	Past practice was for items to just be added through Committee chairs verbally at Council mtgs; items were being missed. This is a clearer process to ensure items are tracked. By Council approving the motion prior to it being forwarded to respective Committee. it would eliminate unnecessary staff resources when items are outside the City's jurisdiction.
Section 41.1	Add "or Special" after "Regular" (two times)	Councillor Beck	No	A Regular Meeting of Council is the most appropriate venue to raise a **Notice of Motion** not at Special Meetings as these mtgs are set aside primarily for presentations and time sensitive matters.
Section 41.3	replace "**relative**" with "**relevant**" material	Councillor Beck	Yes	...the CAO who shall forward it all **relevant** material to the appropriate Standing Committee...
Section 42.2	Add "**or Special**" after Regular	Councillor Beck	No	Draft Council minutes are only approved at Regular Meetings of Council
Section 42.3	Remove "the" before Members (grammar)	Councillor Beck	Yes	Done
Section 43.6	Should "regular committee" agenda notices be posted as well?	Councillor Beck		Currently in bylaw - "Notice to the public of a **regularly** scheduled meeting or a **special** meeting of a standing committee must be published by electronic means..."
Section 44.4	replace "make" with "undertake" and "motions" with "actions". Also, in sections a, b, c, d, remove the word "to"	Councillor Beck	No	No change to this section
Section 45.2	remove "only validly" and insert "is only valid" after Council	Councillor Beck	Yes	Done
	Do we have to insert somewhere here that "a bylaw must come forth as a recommendation of the respective Standing Committee, along with an accompanying report"?	Councillor Beck	No	A draft Bylaw Development Policy is currently underway which will explain processes of establishing/amending/repealing bylaws
Section 45.11	maybe insert "a" before "certified" and remove "to be a" after "certified" and "on the document" after "copy".	Councillor Beck	No	"**certified to be a true copy**" is from the Municipal Affairs template.
Section 46	Member Education Section -The word "education" section throws things off. Can it be called "Information Sessons" Education implies we are learning something to enhance our knowledge and duties as elected officials. To me is sounds like training or something to that effect. Most times when this is brought up by council members, we look to get together to have a better understanding of a topic of information. Don't think we are being educated. Maybe it's just semantics	Councillor Muttart	Agreed (Yes)	Member ~~Education~~ Information Sessions
Section 46.1 (d)	add "and discussion" after "questions".	Councillor Beck	No	current wording *(d) are strictly educational (one-way information), allowing for clarifying questions;* Questions typically result in discussions.
Section 47	What is an "Independent Officer" ? It should be defined on page 2 after "Employee"	Councillor Beck	*Removed	MGA definition - *"independent officer" means an officer engaged at pleasure by a council under a procedural bylaw* . The I/O Section in the Procedural Bylaw and definition seem vague. **Have it removed from the bylaw but Council can debate this.**

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
August 12, 2025

The Protective & Emergency Services Committee met on July 15, 2025, and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, July 15, 2025
11:30 AM – Council Chambers

Present: Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Brad MacConnell, CAO
Sean Coombs, DPC
Tim Mamye, FC
Kent Mitchell, DFC
Jackie Torraville, EA
Jessica Bradley, COMS

Regrets: Mayor Philip Brown**,** Member at Large
Jill Stewart, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:32 AM.

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

3) Approval of Agenda
It was moved by Councillor Ramsay and seconded by Councillor Dorion that the agenda be approved as circulated. Carried.

4) Approval of Minutes
It was moved by Councillor Ramsay and seconded by Councillor Dorion that the minutes from June 23, 2025, be approved. Carried.

5) Business Arising from Minutes - None

6) Reports/Discussions:

a. Report #07-2025-01 Operational Report
Kent Mitchell, DFC presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. Other areas noted are related to training and department activities. Some of the department activities were during our general monthly meeting in June, where we presented helmets to 8 new

Firefighters. Congratulations to all. Interviews occurred for 2 additional Platoon Chief Positions. Successful candidates will be chosen in the next few weeks. The career Firefighter 2 competition will also be completed in the next few weeks.
June 14 – Members proudly participated in Home Depot's Orange Door Fundraiser, supporting efforts to prevent and end youth homelessness in Canada.
June 22 – Firefighters attended DiverseCity, engaging with the community and distributing fire prevention materials
to promote public safety awareness.
June 28 – Members took part in the Canadian Tire Jumpstart Fundraiser, helping ensure that children from financially challenged families have the opportunity to participate in sports alongside their peers.

b. Report #07-15-02 Statistics related to seized drugs and firearms by CPS in 2025

Sean Coombs, DPC, presented the report.

This report is in response to a request from Council made on July 8, 2025, regarding an update on drugs and firearms in Charlottetown. The report stats are from January 2025 to the present. (Stat reports in package)

A discussion was held about whether operational information should remain confidential or be shared with the public. It was noted that the police have historically withheld certain information, especially in drug investigations, due to the sensitive nature of the data. It was emphasized that while some information is critically confidential, other details can be shared with the public. We trust the police department to provide us with the necessary information, distinguishing it from operational details.

c. Update on Fire Operations

Fire Chief Tim Mamye presented the report.

FC Mamye began his presentation to help distinguish between a 1720 Fire Department and a 1710 Department.
National Fire Protection Association (NFPA) 1720 Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Departments – This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination departments.

Combination Department – A fire department having emergency service personnel comprising less than 85% majority of either volunteer or career membership.
Volunteer Fire Department – A fire department having volunteer emergency service personnel comprising 85% or greater of its department membership.
Authority Having Jurisdiction (AHJ)– An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation per a procedure.
Application of 1720 – The AHJ determines if this standard is applicable to its fire department.
National Fire Protection Association (NFPA) 1710 Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments – This standard contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by Career departments.
Career Department – A fire department that utilizes full-time or full-time equivalent (FTE) station-based personnel immediately available to comprise at least 50% of an initial full alarm response.
Full Alarm Assignment - Single Family – 16/17, Open Air Strip 27/28, Apartment 27/28, High Rise 42/43 career firefighters. –Standard Purpose – "The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the CAREER public fire suppression operations, …."
Engine Companies (1710) – Companies shall be staffed with a minimum of four on-duty members, high number of incidents, five members, high-hazard zones, six on-duty.
Some key points of the presentation of 1710/1720 differences were as follows:

- 1710 is for full-time career staffed departments
- 1710 does not recognize or consider volunteer membership or response
- 1710 lists minimum staffing levels for the career complement
- 1710 relates to approximately 3% of the total fire departments in Canada (approximately 108 of over 3600 departments)
- 1720 is applicable for volunteer/combination departments
- 1720 does not list minimum staffing levels as it realizes that volunteer and combination departments may have varied response protocols
- 1720 is the standard for approximately 97% of departments in Canada and almost exclusively for those municipalities with less than 50,000 residents.

The conclusion of the presentation was that our department and its members remain committed to collaboration, transparency, and serving this community with integrity.
The lack of transparency, respect, and acknowledgement of our dedicated and professionally trained and experienced volunteers in recent public comments

directly and negatively affects their passion and commitment to the city and needs to be corrected immediately.
Addressing misinformation is essential to informing the public of the facts, and ensuring department membership is properly supported and appreciated while preventing deterioration of public trust and confidence in our historic and proud Department.

7) New Business - None

8) Adjournment

Moved by Councilor Ramsay and seconded by Councilor Dorion that the meeting be adjourned. Carried.

The meeting adjourned at 12:05 pm

City of Charlottetown Committee Report

Report No: 07-2025-01

Date: July 9-2025

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:

Prepared by:
Deputy Chief Kent Mitchell

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

Report Details:

June 1-30-2025

Total Fire Inspections

General Inspections	18
Inspections with Hazard Compliance Orders Issued	6
Inspections Closed	10
Plan Reviews, Permits, Consults	12
Fire Investigations	1
Education Session, Fire Drills	17

Emergency Responses:

Total number of calls	124
Station 1	31
Engine 1	47
Station 2	36
Inspector call outs	10

Report Details:

Training:

Regular weekly training broke for the summer months. How ever we are active with Pre-incident training, foam suppression training. Training has also included attending the Atlantic Fire Department information conference and boat operator courses. As well Blue Card Incident Command training continues.

June 2 – Members attended the Atlantic Canadian Mental Health Conference in Moncton, NB, gaining valuable insights into mental health support and resilience strategies.
June 4–6 – Our Fire Prevention Officer participated in TEMA Peer Support Training, hosted by Charlottetown Police Services, focusing on mental health and peer support for first responders.
June 5 – Fire Inspectors attended specialized training with the Canadian Fire Alarm Association, enhancing their expertise in fire alarm systems and code compliance.

Department activities Department Activities:
During our general monthly meeting in June, we presented helmets to 8 new Firefighters Congratulations to all.
Interviews occurred for 2 additional Platoon Chief Positions. Successful candidates will be chosen in the next few weeks.
The career Firefighter 2 competition will also be completed in the next few weeks.
Chief Mamye will give an update on Fire Underwriters Survey Progress
June 14 – Members proudly participated in Home Depot's Orange Door Fundraiser, supporting efforts to prevent and end youth homelessness in Canada.
June 22 – Firefighters attended DiverseCity, engaging with the community and distributing fire prevention materials to promote public safety awareness.
June 28 – Members took part in the Canadian Tire Jumpstart Fundraiser, helping ensure that children from financially challenged families have the opportunity to participate in sports alongside their peers.

Chief Mamye will give an update on Fire Underwriters Survey Progress.

Financial Implications:
Not at this time.

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment: Accountable

Reviewed By:

Manager / Director	**CAO**
K.Mitchell	Brad MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 07-15-02

Date: July 15, 2025

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
J. McCarron, Chief of Police

Attachments:
- Stats related to seized drugs and firearms

Report Title:
Statistics related to seized drugs and firearms by CPS in 2025

Report Purpose:
In response to a request from Council made on July 8, 2025, regarding an update on drugs and firearms in Charlottetown.

Staff Recommendation:
That Report 07-15-02 be received for information.

Report Details:

The 2025 year -to-date stats regarding seized drugs and firearms in Charlottetown is outline in the attached.

Council or Committee History:
Regular Monthly Council Meeting, July 8, 2025

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment:
1. Safety in all we do.
2. Collaborating
3. Accountable
4. Engagement

Reviewed By:

Manager / Director J. McCarron	**CAO** Brad MacConnell
Committee Recommendation: (if differing from staff)	

9-Jul-25

Request: A/Chief J. MCCARRON requests statistics related to seized drugs and firearms by CPS in 2025.

2025 Drug Seizures								2025 Firearm Seizures	
Fentanyl weight	Crystal Meth	Meth tablets	Cocaine	Hydromorphone	Oxy / Percs	Cannabis	Psilocybin Mushrooms	Real firearm	Fake firearm
1157 gr / 1.157 kg	2998 gr / 2.998 kg	361 tablets	1518 gr / 1.518 kg	360 capsules	140 tablets	1526 gr / 1.526 kg	280 gr	15	10

Monthly Council Meeting Statistics - Jul, 2025

CRIMES AGAINST PERSONS	2025			2024		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Robbery	0	0	7	2	3	-100%	133%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	56	50	231	32	217	56%	6%
Sexual (sex assault, voyeurism)	6	4	35	14	47	-71%	-26%
Sexual Child related	2	2	25	2	10	0%	150%
Threats	41	31	221	36	250	-14%	-12%
Total Crimes Against Persons	**105**	**87**	**519**	**86**	**527**	**1%**	**-2%**

PROPERTY CRIMES	2024			2023		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Break & Enter	18	14	56	15	73	-7%	-23%
Theft Under $5000	39	30	204	36	222	-17%	-8%
Theft from Motor Vehicles	19	18	104	6	100	200%	4%
Theft of Motor Vehicles	3	2	12	2	10	0%	20%
Shoplifting	7	7	95	17	123	-59%	-23%
Mischief Under $5000	31	27	172	40	197	-33%	-13%
Frauds	24	24	150	20	145	20%	3%
All Other Property Crimes		26	109	30	150	-13%	-27%
Total Property Crimes	**177**	**157**	**937**	**166**	**1020**	**-5%**	**-8%**

Impaired/CDSA/Other/Total Occurrences	2024			2023		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
All cc Driving & Impaired	63	41	214	45	208	-9%	3%
CDSA	18	18	114	30	154	-40%	-26%
All Other Criminal Code	83	81	421	83	496	-2%	-15%
Total Monthly Occurrences		1608	9986	1881	11637	-15%	-14%

MUNICIPAL BYLAWS	2024			2023		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Parking	2130	2130	12453	2219	15527	-4%	-20%
Nuissance	40	39	226	59	288	-34%	-22%
Dog	11	11	30	4	28	175%	7%
Total	2180	2180	12709	2282	15843	-4%	-20%
LCA	28	28	156	30	167	-7%	-7%

HTA & MVC's	2024			2023		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Highway Traffic Act	107	106	620	115	639	-8%	-3%
HTA Violations		123	1431	189	1484	-35%	-4%
Other Traffic	18	18	67	24	103	-25%	-35%
Motor Vehicle Collisions		108	690	72	588	50%	17%

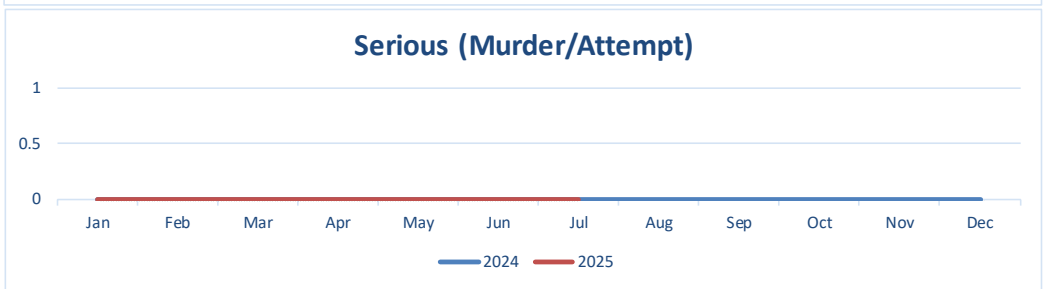
Mental Health	2024			2023		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Attempt/threat of suicide *		24	258	19	190	26%	36%
Mental Health Act		90	665	86	666	5%	0%
Wellbeing check		88	484	175	716	-50%	-32%
Total MHA + Wellbeing checks		**178**	**1146**	**261**	**1382**	**-32%**	**-17%**

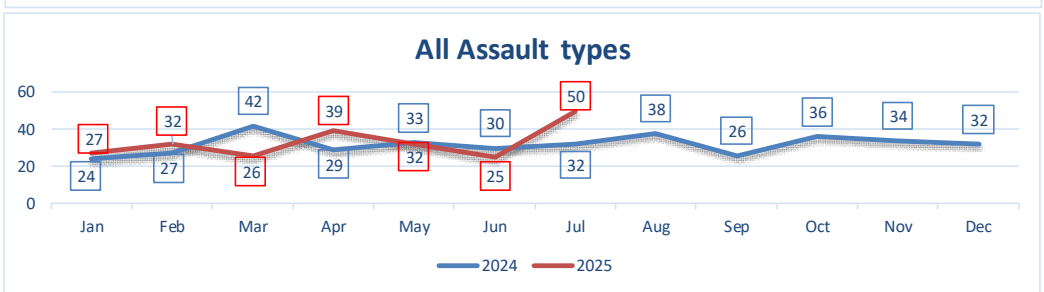
* Attempt/threat of suicide is inclusive with MHA, do not add both results.

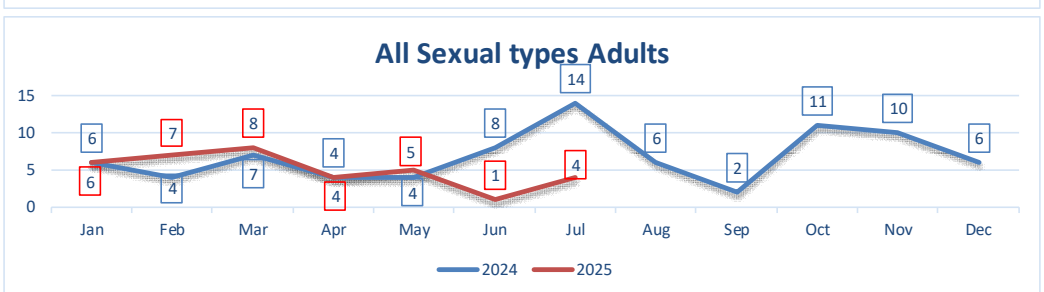
Monthly Council Meeting Statistics - Jul, 2025

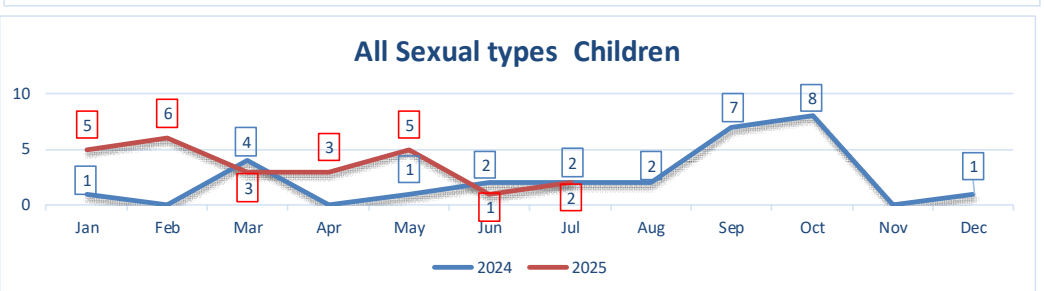
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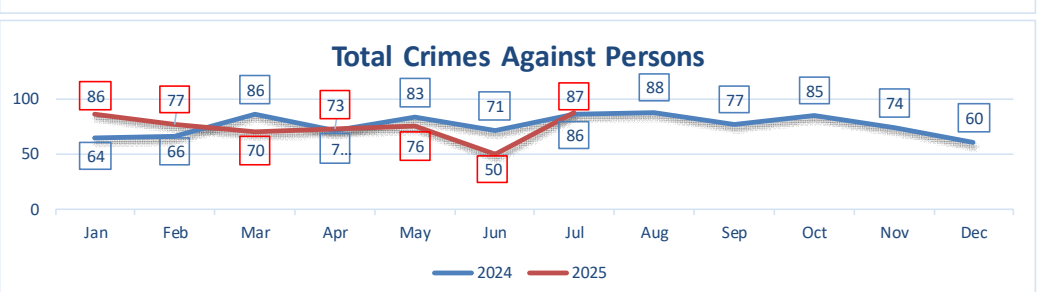






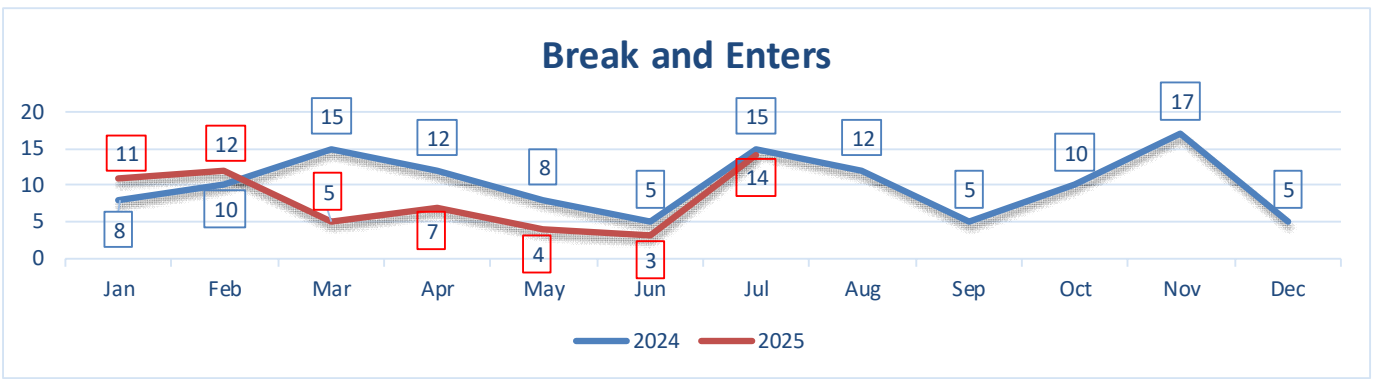


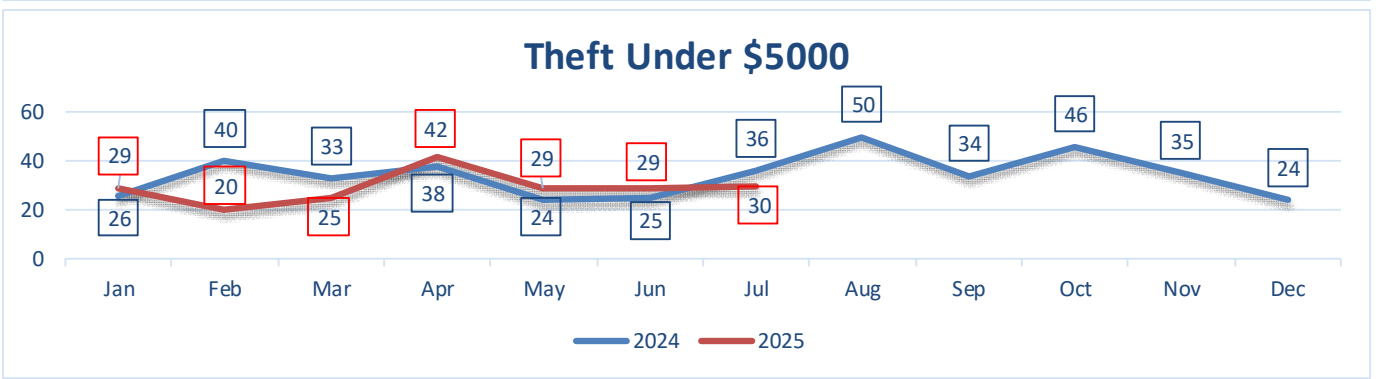


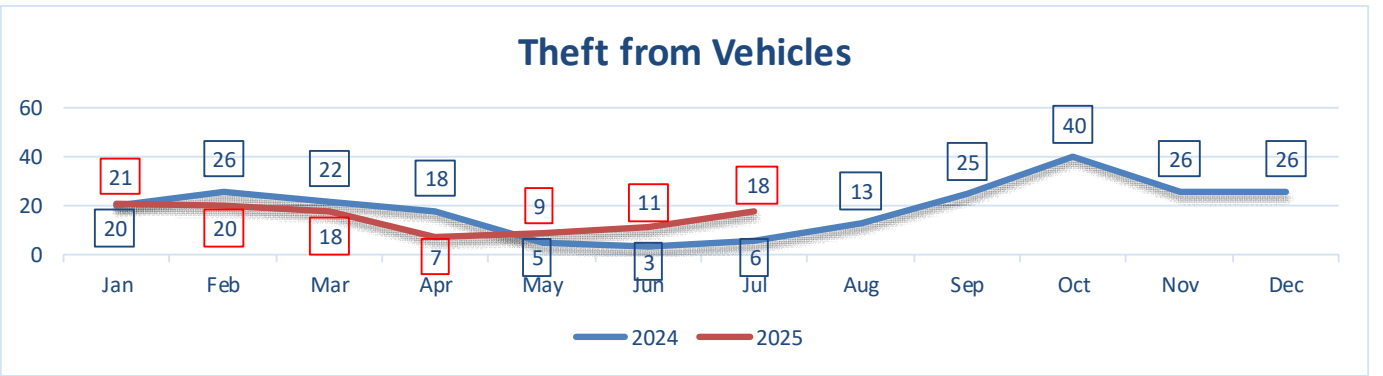


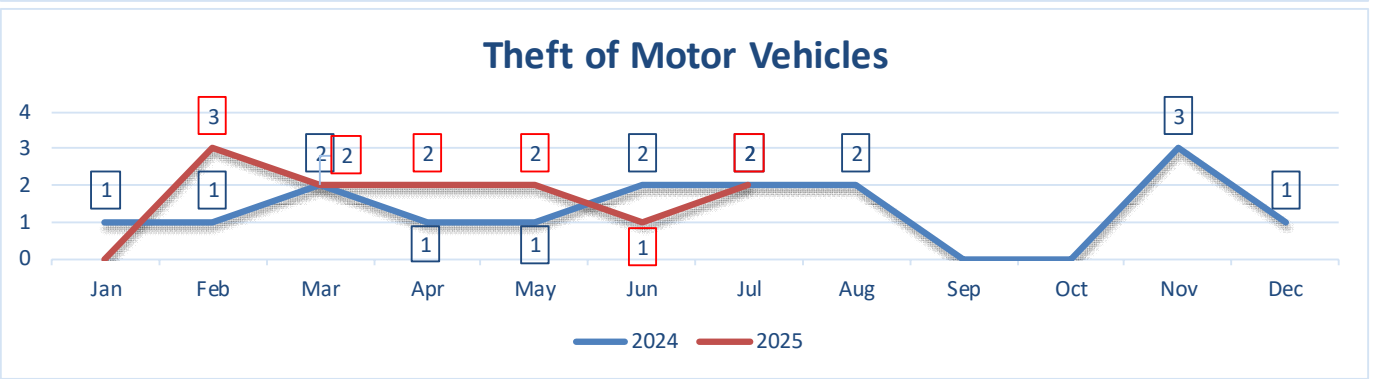
Monthly Council Meeting Statistics - Jul, 2025

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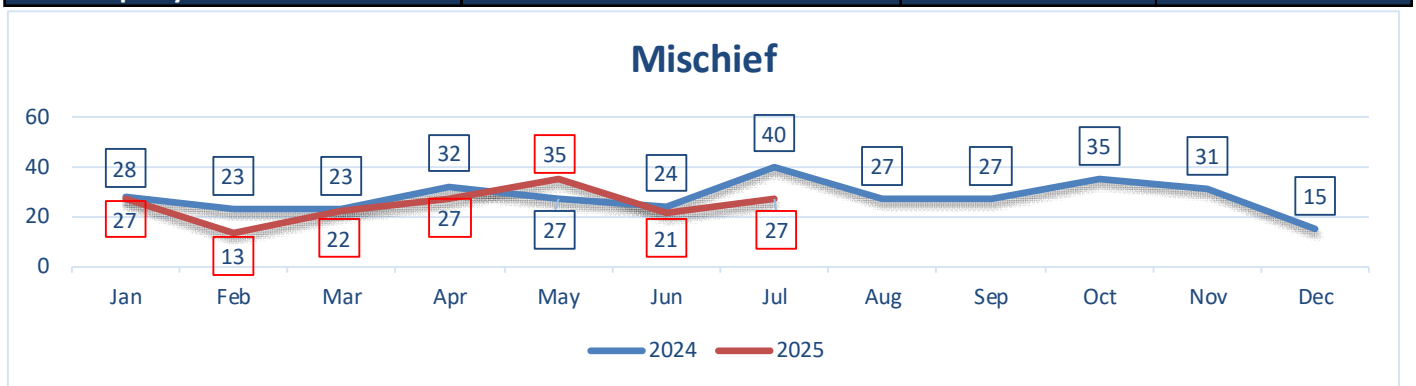


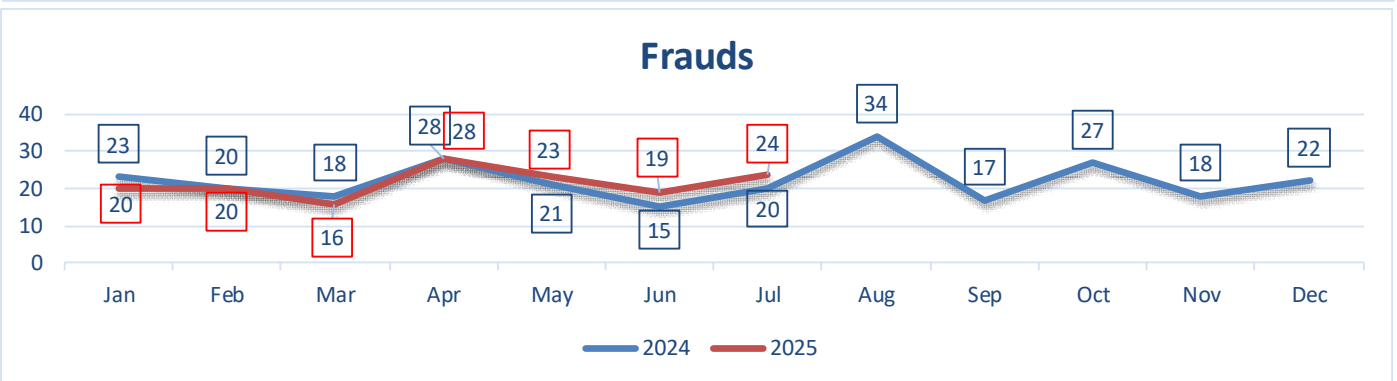


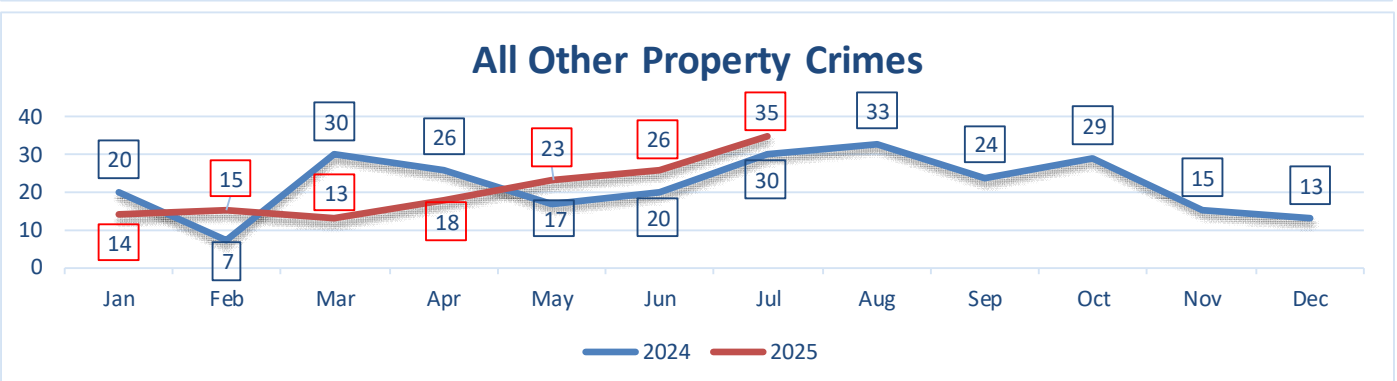


Monthly Council Meeting Statistics - Jul, 2025

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All Other Property Crimes		26	109	30	150	-13%	-27%
Total Property Crimes	**177**	**157**	**937**	**166**	**1020**	**-5%**	**-8%**



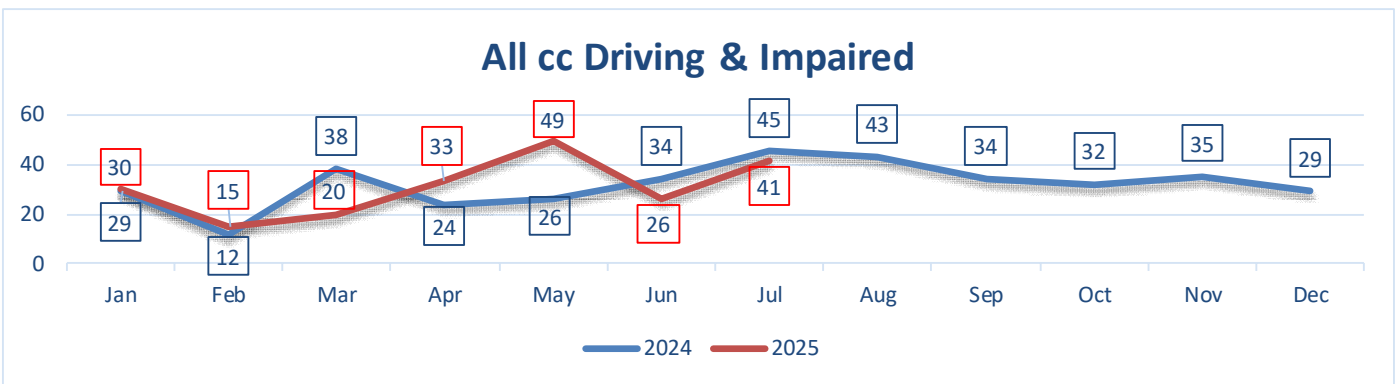


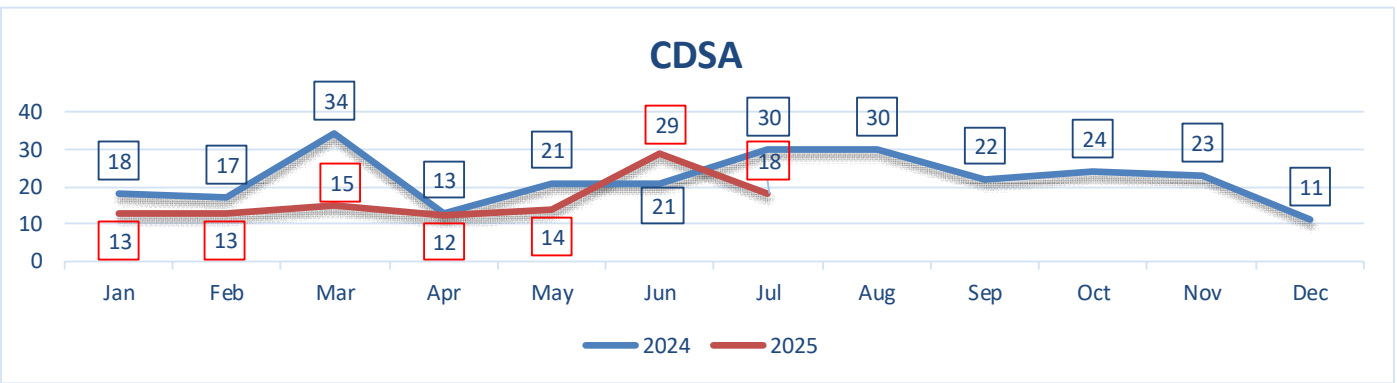


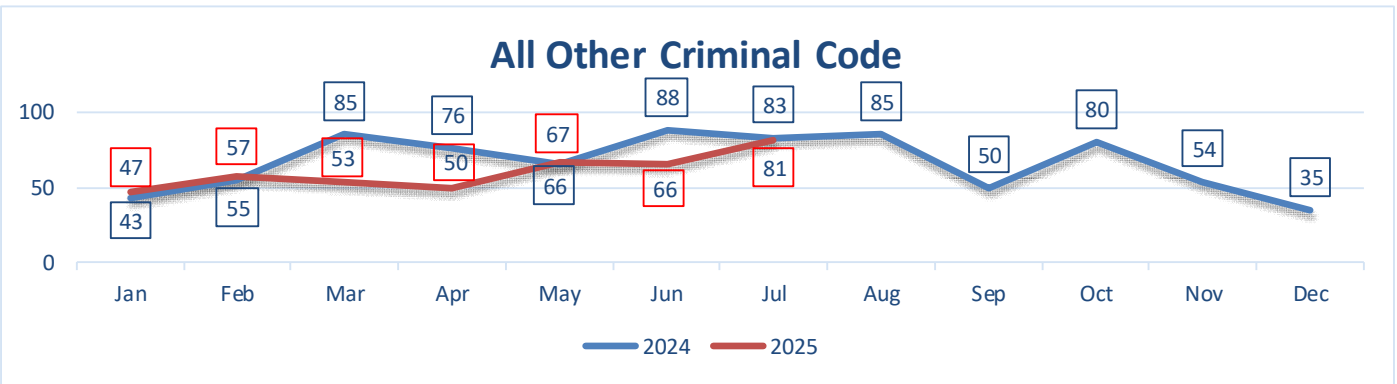


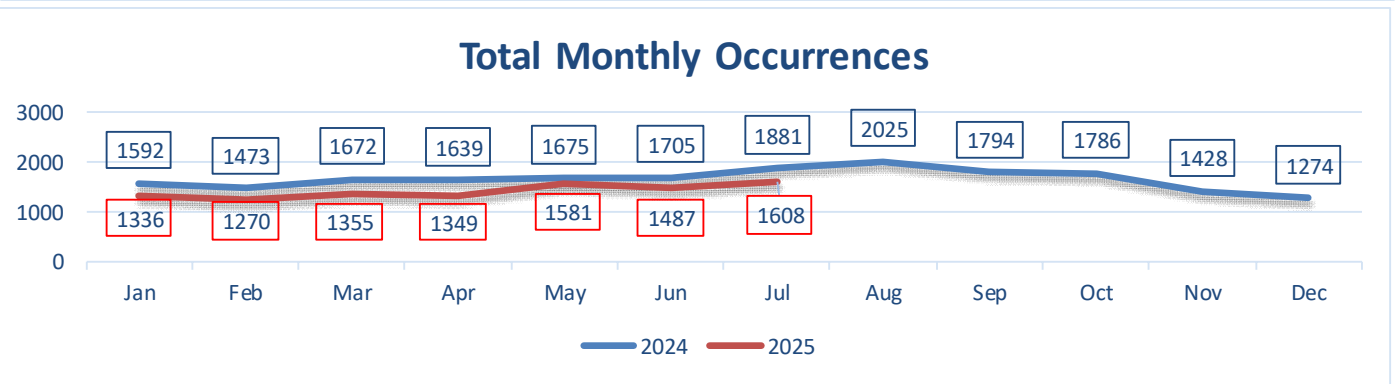
Monthly Council Meeting Statistics - Jul, 2025

Impaired/CDSA/Other/Total Occurrences	2025			2024		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
All cc Driving & Impaired	63	41	214	45	208	-9%	3%
CDSA	18	18	114	30	154	-40%	-26%
All Other Criminal Code	83	81	421	83	496	-2%	-15%
Total Monthly Occurrences		1608	9986	1881	11637	-15%	-14%





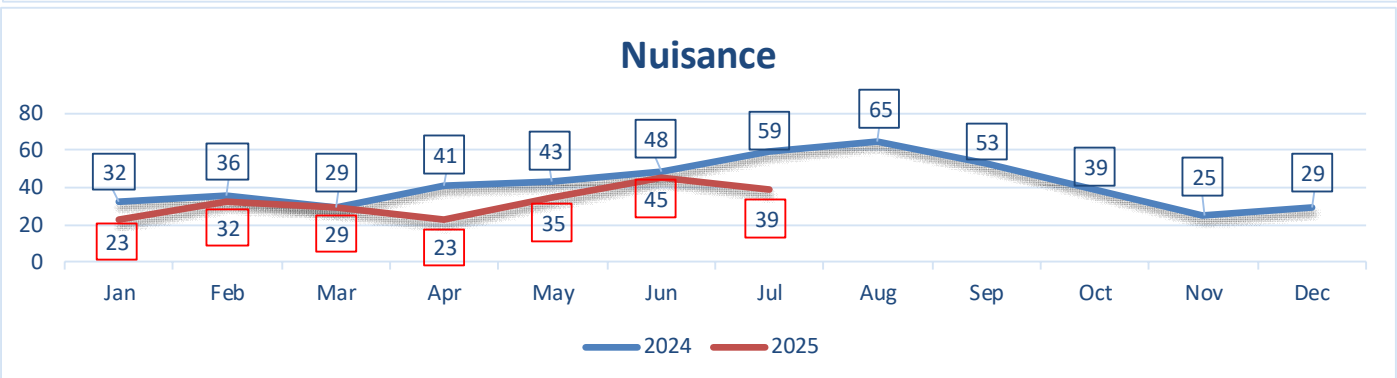


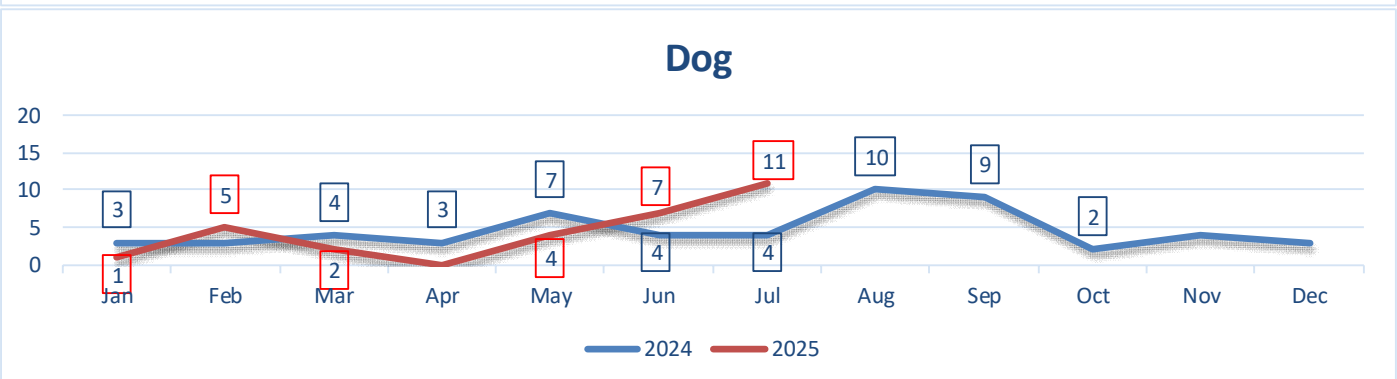


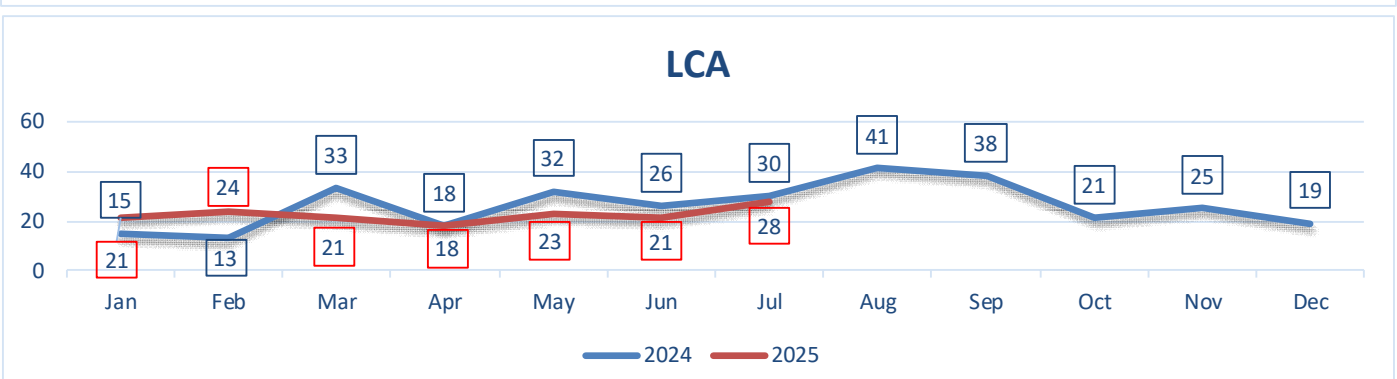
Monthly Council Meeting Statistics - Jul, 2025

MUNICIPAL BYLAWS	2025			2024		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Parking	2130	2130	12453	2219	15527	-4%	-20%
Nuissance	40	39	226	59	288	-34%	-22%
Dog	11	11	30	4	28	175%	7%
Total	2180	2180	12709	2282	15843	-4%	-20%
LCA	28	28	156	30	167	-7%	-7%



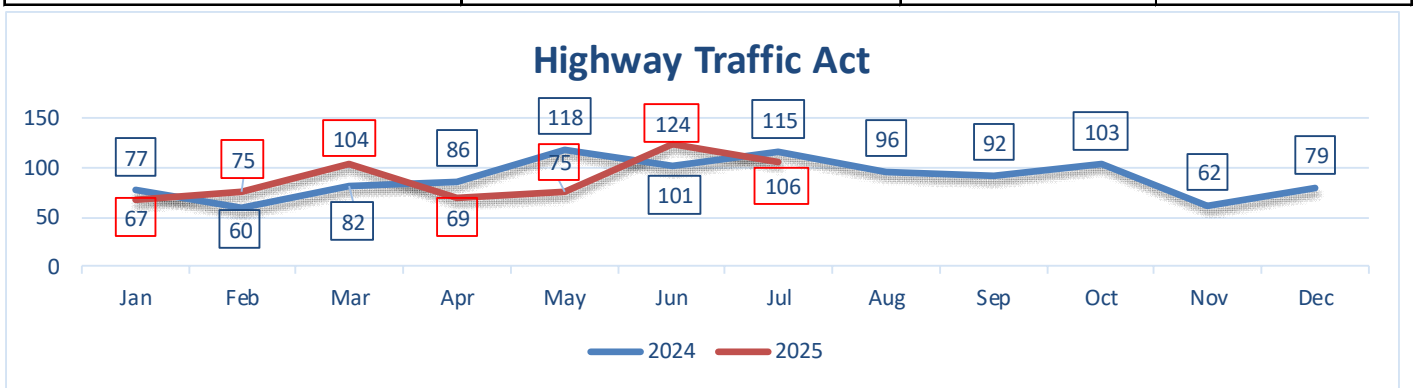


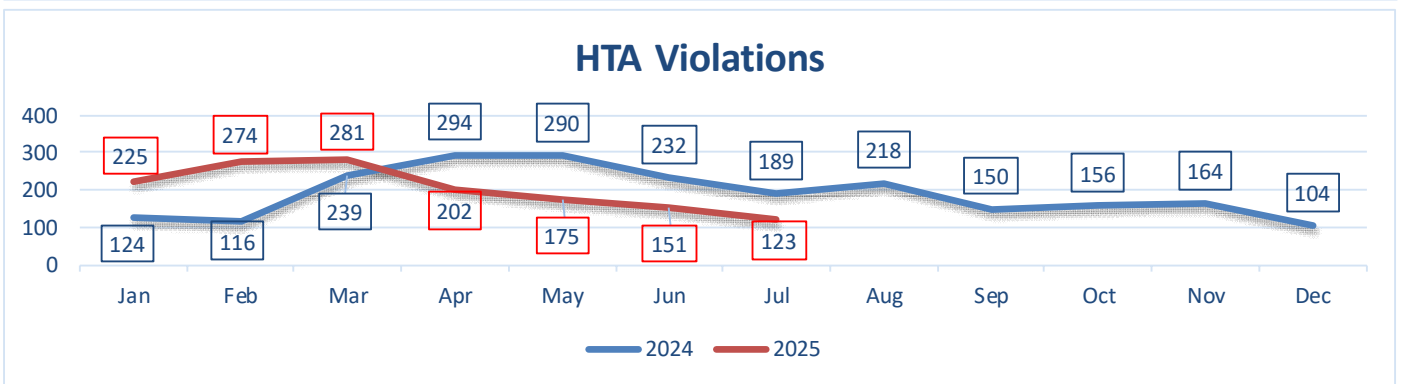


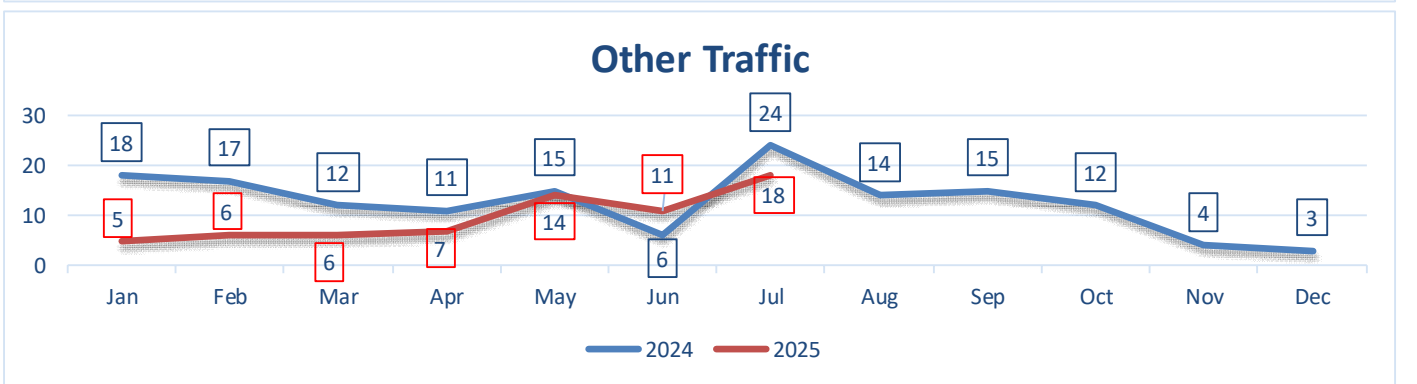


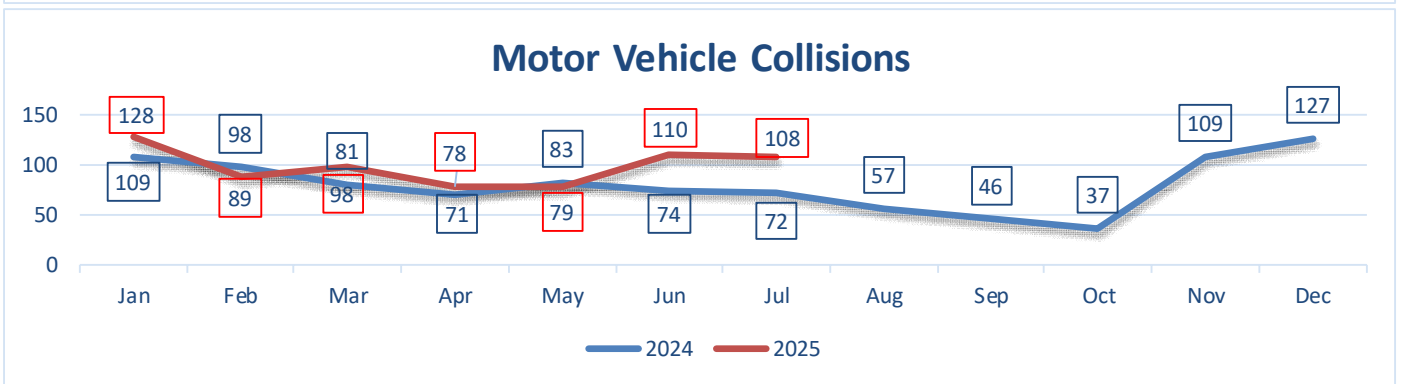
Monthly Council Meeting Statistics - Jul, 2025

HTA & MVC's	2025			2024		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Highway Traffic Act	107	106	620	115	639	-8%	-3%
HTA Violations		123	1431	189	1484	-35%	-4%
Other Traffic	18	18	67	24	103	-25%	-35%
Motor Vehicle Collisions		108	690	72	588	50%	17%





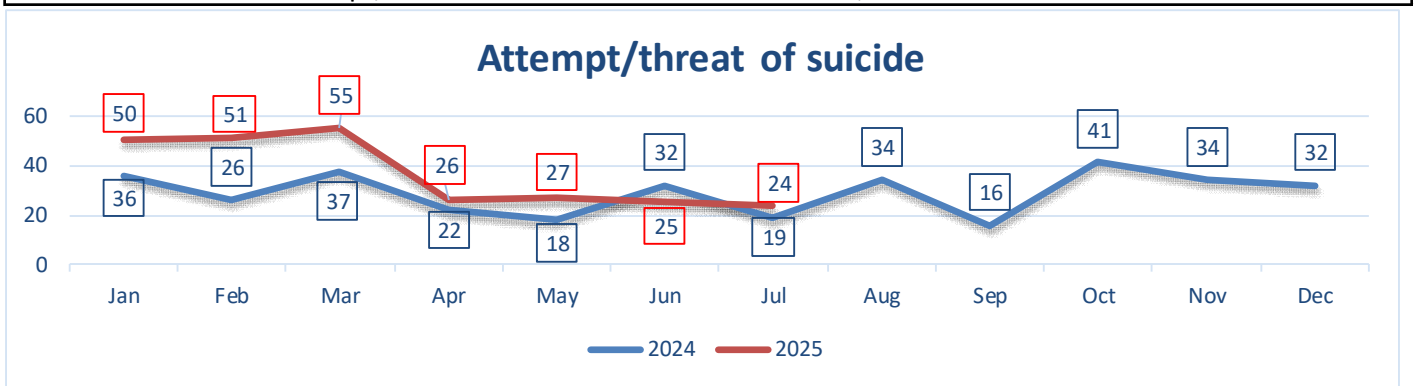


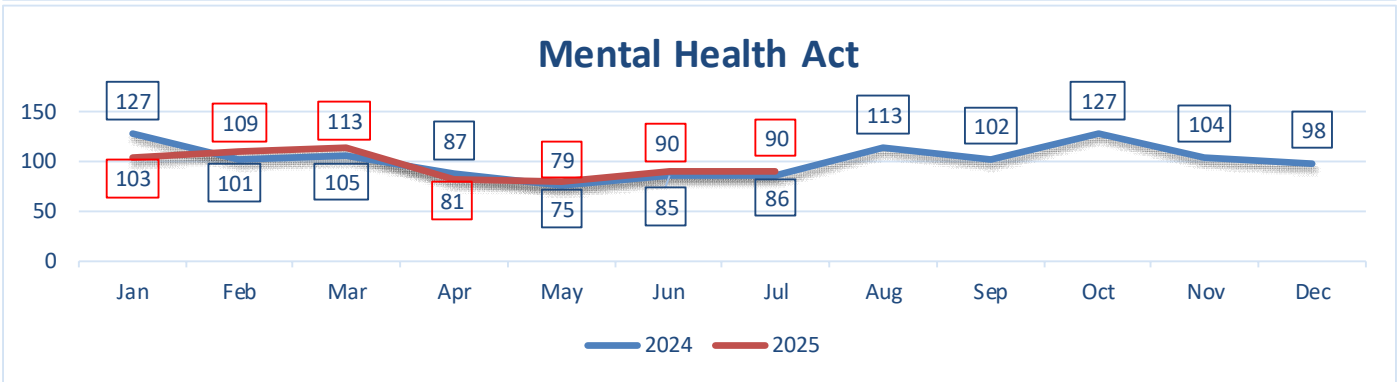


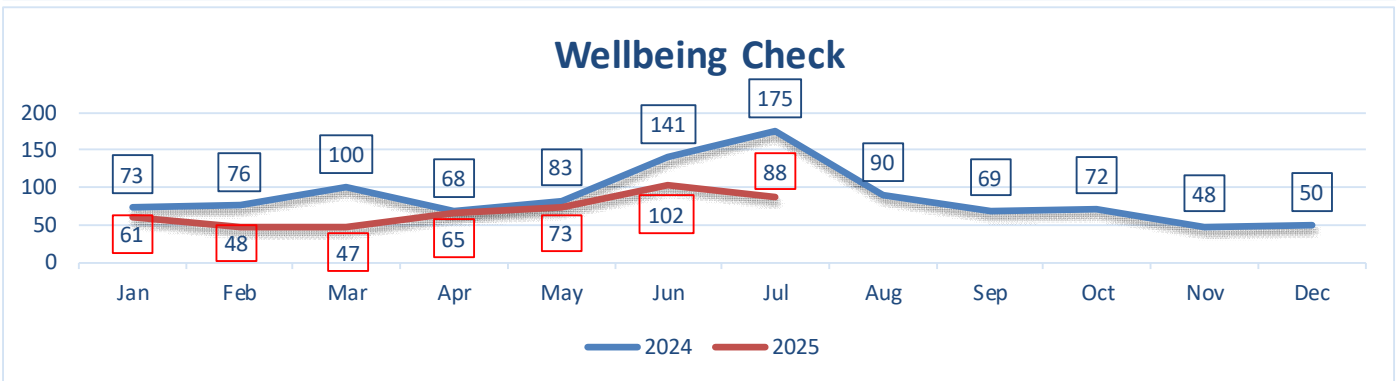
Monthly Council Meeting Statistics - Jul, 2025

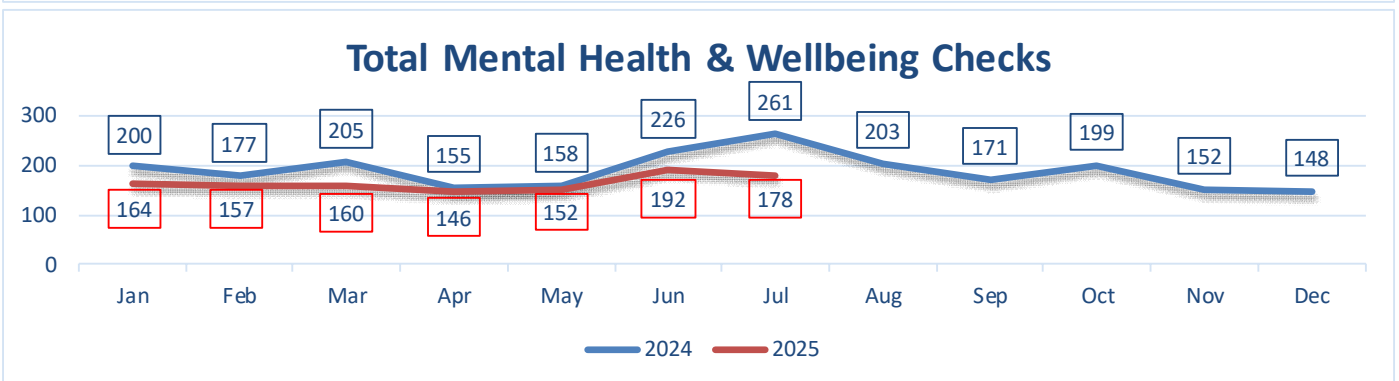
Mental Health	2025			2024		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Attempt/threat of suicide *		24	258	19	190	26%	36%
Mental Health Act		90	665	86	666	5%	0%
Wellbeing check		88	484	175	716	-50%	-32%
Total MHA + Wellbeing checks		**178**	**1146**	**261**	**1382**	**-32%**	**-17%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
August 12, 2025

The Parks, Recreation and Leisure Activities Committee has not meet yet in August 2025.

There are no resolutions for Council's consideration.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
AUGUST 12, 2025

The Water & Sewer Utility Committee met on July 28, 2025, and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

DRAFT

Water & Sewer Utility Committee
Thursday, July 28, 2025
Council Chamber – City Hall, 199 Queen Street
12:00PM

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

Regrets: None

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

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

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

4. Adoption of Minutes
It was moved by Mayor Philip Brown and seconded by Councillor Justin Muttart that the minutes of June 5, 2025, be approved.

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

6. Reports/Discussions
a) Utility Vehicle Use
Josh McInnis, UM provided an overview of vehicle usage within the Water and Sewer Utility, noting that there are no recommended changes at this time and the information was presented for awareness. The utility follows the City of Charlottetown's Vehicle Usage Policy, which outlines the conditions under which city-owned vehicles may be used, including provisions for limited personal use in specific roles. Three utility positions currently have authorization for direct home-to-work site travel due to the operational need

for 24/7 responsiveness. These staff regularly travel to well fields and facilities—some outside city limits—for essential duties such as system checks, water sampling, and emergency response. It was confirmed that all city vehicles are clearly marked and equipped with GPS tracking for accountability. While no evidence of misuse has been found, staff acknowledged that any concerns would be reviewed and addressed as necessary. The discussion was prompted by a resident concern regarding potential overuse and costs associated with vehicle travel. The Committee discussed the efficiency and necessity of current practices, with general agreement that the policy is being followed appropriately and supports operational readiness.

b) Fibre Optic Project Update

The Committee continued discussions regarding the ongoing contract with UCC and efforts to finalize an agreement for presentation and approval. It was noted that only a few outstanding items remain, primarily related to system damage caused by third parties, with UCC working to resolve these with contractors. The legal teams from both sides are working to finalize the agreement. Concerns were raised about the extended timeline, as the original contract was signed in August 2019, with the project initially expected to be completed in March 2020. Despite ongoing assurances, members expressed frustration with the lack of progress and consensus emerged around the need for third-party verification. As a result, the Committee agreed to revisit and reissue a previous tender for an independent audit of the fiber network and IRU to confirm infrastructure readiness and to help bring the project to a conclusion. The Chair emphasized the urgency of reaching a resolution, and a motion was made to proceed with the audit tender.

c) Water & Sewer Master Plan – Infrastructure

The Committee received an update on the City's long-term water and sewer infrastructure planning. This report, presented for informational purposes, was based on findings from the Growth Management Strategy prepared by CBCL and UPLAND and delivered in September 2022. The strategy reviewed the condition, usage, and future capacity needs of the City's potable water, sanitary sewer, stormwater, and transportation systems. It identified the downtown core as a high-priority area due to aging infrastructure and increased demand. To align infrastructure renewal with fiscal responsibility, the utility continues to coordinate with Public Works to align underground replacements with street resurfacing programs to reduce costs. The City currently manages over 300 km of water mains and 280 km of sewer mains. Assuming a 100-year service life, the utility would need to replace approximately 1% of infrastructure annually—an undertaking estimated at $28 million per year if borne entirely by the utility. Without significant federal or provincial funding, this would require substantial rate increases. While the Growth Management Strategy does not explicitly recommend a 1% replacement rate, this figure is based on internal projections to maintain system sustainability. The committee discussed the importance of proactive planning, funding opportunities, and the coordination of infrastructure projects to minimize impact and cost.

d) Wellfield Protection Plan

The Committee received an update on Charlottetown Water and Sewer Utility's efforts to protect the City's water sources. Charlottetown draws water from four wellfields located in Miltonvale Park, Brackley, Union, and Suffolk, which rely on two key watersheds: Winter River and Ellens Creek. Since 2016, the utility has worked from wellfield protection plans developed by Juice Environmental Consulting, which outline risk mitigation strategies for activities within 250-day, 5-year, and 25-year water travel zones. Risks include pesticide use, fuel storage, septic systems, and land development. To address these, land acquisition and bylaw updates in collaboration with neighboring municipalities have been prioritized. The utility recently purchased 16.2 acres in Brackley within the 250-day zone and continues to monitor and pursue other opportunities, including in Miltonvale. Committee members expressed concerns about the effectiveness of current strategies and the underutilization of budgeted funds for land acquisition. It was proposed that the utility take a more proactive approach, including creating a communications plan to reach out to local landowners and explore partnerships with groups like the Nature Conservancy of Canada. Follow-up with provincial officials was also recommended to ensure collaborative support for long-term protection initiatives.

e) Utility Staffing Vacancies

An update was provided on current vacancies within the utility department for informational purposes. Vacant positions include Assistant Manager, Superintendent of the Wastewater Treatment Plant, part-time Maintenance and Construction Workers, an Accounts Receivable Computer Clerk, and a recently opened Technician 1 role due to retirement. Recruitment efforts are ongoing, but finding qualified candidates has been challenging due to the technical and managerial requirements of some roles. The utility is working closely with Human Resources to fill these vacancies. Additionally, it was noted that approximately 1,700 customers currently pay their water and sewer bills online, with numbers gradually increasing, although many residents still pay in person.

f) Utility Staffing – Superintendent

The Committee was advised of the ongoing efforts to fill the vacant Wastewater Treatment Plant Superintendent position. This level four, highly automated facility requires a superintendent to oversee operations, capital projects, staffing, budgeting, and regulatory compliance. The previous superintendent resigned in July 2024, and since then, recruitment efforts—including posting on the City's website and engaging a recruitment firm—have yielded limited interest due to the role's technical demands. The position is unionized, with a current salary top of approximately $97,000, which has been identified as a barrier in attracting candidates. The utility is considering a market salary review and possible adjustments to improve recruitment prospects. The Committee emphasized the heavy workload on current staff managing operations without a superintendent and supported efforts to address staffing challenges promptly.

8. Introduction to New Business

It was clarified that the upcoming tender for the fiber network audit does not require a Council resolution to proceed. The process involves issuing the tender, presenting the results to the Committee, and then making a recommendation to go through council. This approach was noted to save time and streamline the process.

9. Adjournment

It was moved by Councillor John McAleer and seconded by Mayor Philip Brown to adjourn the meeting.

City of Charlottetown Committee Report

Report No: WSC 19-25

Date: June 5, 2025

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Water & Sewer Utility Vehicle Use

Report Purpose:
To inform Committee of Water & Sewer Utility Vehicle Use

Staff Recommendation:
For Informational Purposes.

Report Details:
The Water & Sewer Utility follows the City of Charlottetown Use of City Vehicles Policy when assigning Utility vehicles to staff members. All employees are expected to abide by the Use of City Vehicles Policy, as well as all other Provincial / Federal rules and regulations pertaining to the operation of motor vehicles on highways.

The Use of City Vehicles policy details the limitations and expectations for use of City owned vehicles. Section 1.2 states "City Vehicles shall be provided to departments as determined by Council and assigned to employees as determined most appropriate by the Department Manager or designate for the purpose of performing departmental responsibilities and functions."

Additionally, within Section 2.0, Categories, the policy further details categories of approved vehicle use:

- Employees, who drive City vehicles to carry out their work duties, who are not authorized to use those vehicles for personal use…
- Employees who drive emergency vehicles to carry out their work duties are not authorized to use the vehicle for personal use…
- Employees, who drive City vehicles to carry out their work duties and, due to the nature of those duties, are authorized to use those vehicles for personal use.

Currently, there are three (3) positions within the Utility whose vehicle use authorization fall within the 3rd category above. The three (3) positions are the Water & Sewer Pumping Station Maintenance Worker, Water & Sewer Station Maintenance Assistant, and the Works Field Supervisor. All three (3) positions have an expectation of 24/7/365 responsiveness in the event of operational issues and are routinely required to attend to Water & Sewer facilities throughout the City and to areas outside of City boundaries (wellfields, distributions systems, etc.).

Personal use is a blanket term used to describe any vehicle use that is not directly for City business, this includes direct travel to / from work or home. The only authorized personal use for Utility vehicles is for travel to / from home and the work site. This allows these three (3) positions to report directly to a work site, reducing response times and remedying issues more promptly. Three (3) of the four (4) City wellfield locations are situated on route to the office for the two (2) Station workers, this authorized vehicle use cuts response times to less than half when compared to traveling fully to the office then turning around and traveling back to a wellfield.

Vehicle use authorizations have been advantageous to the Utility's operations and will continue to utilized. As with any permission-based system, permissions may be reduced or revoked. In the event use authorizations are being abused, the Utility will review the situation and make corrective actions or discipline up to and including dismissal.

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 3, 2025	RDM June 3, 2025

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 26-25

Date: July 24, 2025

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 Council of the status to date of the fibre optic project.

Staff Recommendation:
Continue to work towards a successful project completion.

Report Details:
There are outstanding repairs to be completed. UCC is seeking resolution with the responsible contractors.

Negotiations concerning the maintenance contract / IRU are ongoing.

Council or Committee History:
Ongoing project.

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:

anager	**CAO/Director** RDM July 24, 2025
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: WSC 25-25

Date: July 28, 2025

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

Attachments:
- NA

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Water & Sewer Infrastructure

Report Purpose:
To inform Committee of the Water & Sewer Utility Infrastructure Plans

Staff Recommendation:
For Informational Purposes

Report Details:
The Infrastructure & Asset Management Department had engaged CBCL and Upland to create a Growth Management Strategy for the City of Charlottetown, inclusive of Water & Sewer Master Plans; this report was delivered in September 2022.

The Growth Management Strategy had primarily focused on the transportation, storm water, sanitary sewer and potable water networks, reviewing system attributes, physical condition, age, operational philosophy, current use and effectiveness. Additionally, a review of potential growth areas was undertaken to better understand future servicing requirements and how existing infrastructure could be affected. Recommendations were provided to facilitate long term goals and to mitigate or prepare for anticipated system demands.

The downtown core had been identified as an area with future high anticipated infrastructure demands; this is primarily due to the age of existing infrastructure and the overall physical asset decline associated with extended time in service.

In an effort to maximize the use of available funding, for the replacement of buried infrastructure, the Utility coordinates with the Public Works Department in their street resurfacing program. This coordination allows for cost sharing of excavation, backfill and material costs, whereas if the Utility were to replace infrastructure on their own all cost would be borne by the Utility.

The Utility has over 300 km of watermains and over 280 km of sewer mains, assuming a 100-year service life, this would require the Utility to replace approximately 3 km of infrastructure per year. Utilizing recent tender results, assuming the Utility bears all costs, this would equate to a recurring increase of approximately $28,000,000 to the annual capital budget for construction costs, there would be additional funding requirements for engineering design and consultant fees. Unfortunately, infrastructure replacement is not always linear and there may be years where required replacements are greater than the 1% per year.

In the absence of significant partner funding (provincial or federal), the Utility would be required to increase their service rates substantially, in order to achieve proactive infrastructure renewal.

Council or Committee History:
Charlottetown Water and Sewer Master Plans within the Charlottetown Growth Management Strategy

Financial Implications:
TBD

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager July 21, 2025 Joshua McInnis	**CAO/Director** RDM July 23, 2025
Committee Recommendation: (if differing from staff)	

City of Charlottetown Committee Report

Report No: WSC 24-25

Date: July 28, 2025

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

Attachments:
- NA

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Wellfield Protection Plans

Report Purpose:
To inform Committee of the Water & Sewer Utility's Plans for Wellfield Protection

Staff Recommendation:
For Informational Purposes

Report Details:

The Water & Sewer Utility recognizes the significance of protecting Charlottetown's water sources. Currently, Charlottetown sources water from four (4) Wellfields, located in Miltonvale Park, Brackley, Union and in Suffolk. The four (4) Wellfields draw water from two (2) watersheds, the Winter River watershed and the Coles Creek Watershed.

In 2016, Joose Environmental Consulting Inc. was engaged by the City to develop Wellfield Protection Plans, as required by the Department of Communities, Land and Environment. These plans identified current land use and activities within various travel zones (250-day, 5-year, 25-year) and proposed strategies for the mitigation of potential risks to the water supply.

The main risks identified included application of pesticides / fertilizers, the use of road salts, fuel storage locations and private septic systems. Other potential risks included manure storage locations, poorly constructed private groundwater wells, etc.

As the majority of City wellfields are located outside of City boundaries, the most effective method to address non-conforming property development and mitigate the above-mentioned risks was identified to be land acquisition. Additionally, coordination with neighboring municipalities to update / amend existing By-Laws & Official Plans to limit development and land use risks within the Wellfield Protection Zones was a top recommendation.

The Utility has worked with our neighboring municipalities and the province to implement administrative changes to protect the wellfield areas. Additionally, the Utility has purchased land within the protection zones to limit development and control land use. Most recently (July 2025) the Utility has acquired 16.2 acres in Brackley, this parcel falls within the 250-day travel zone.

The Utility will continue to seek available lands within the wellfield protection zones, firstly focusing on the 250-day travel zone, and will continue to work with our neighbors and the Province to further administrative protections for lands not within the control of the City.

Council or Committee History:

Wellfield Protection Plan past reviews.

Financial Implications:

Capital Budget utilization of Wellfield Protection funds

Public Engagement and Communication:

N/A

Legislative Authority:

MGA Part 7 Division 3 Water and Sewer Utilities

Strategic Alignment:

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

Reviewed By:

Manager	**CAO/Director**
July 21, 2025 Joshua McInnis	RDM July 24, 2025

City of Charlottetown Committee Report

Report No: WSC 23-25

Date: July 28, 2025

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Utility Staffing Vacancies

Report Purpose:
To inform Committee of the status of several staffing vacancies with the Utility.

Staff Recommendation:
For Informational Purposes

Report Details:
The Water & Sewer Utility currently has several staffing vacancies, below are details pertaining to each noted vacancy:

- Assistant Manager
  - Management & Non-Union position – Administrative / Supervisory / Technical role
  - Actively recruiting, currently with Integrated Staffing
  - Interviews have been conducted and will continue as candidates become available
  - One job offer extended but the candidate chose to remain with their current employer
- Superintendent Wastewater Treatment Plant
  - UPSE position – Administrative / Supervisory / Technical role
  - Actively recruiting, currently with Integrated Staffing Limited
  - Interviews have been conducted and will continue as candidates become available
  - One job offer was extended but the candidate declined
- Maintenance & Construction Worker – Part Time
  - CUPE 830 position – Field Level / Hands-On role
  - Actively recruiting, job posting on City of Charlottetown website
  - Job posting will close June 4th
  - Suitable candidates are expected
- Account Receivable Computer Clerk
  - CUPE 830 position – Financial / Technical Role
  - Reports to Senior Finance Officer – Finance Department Role
  - Hiring requisition is the responsibility of the Finance Department
  - Finance is seeking to update the job description; this cannot be done while the current collective agreement is being negotiated

Near Future Vacancies
- Technician 1
  - CUPE 830 position – Field Level / Technical
  - Recently announced retirement, date TBD
- Maintenance & Construction Worker – Full Time
  - CUPE 830 Position – Field Level / Hands-On role
  - Retiring July 18, 2025

The Utility is actively recruiting for all vacancies within their department, some roles require a high level of technical and managerial capability, the availability of qualified and interested candidates has been a challenge.

Additionally, the Utility will continue to work with the Finance department and advocate for filling the shared Utility/Finance position. These vacancies do create a change in workflow and are limiting administrative & clerical capacity in both Departments at that level.

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 July 17, 2025	RDM July 24, 2025

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 21-25

Date: June 28, 2025

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
Human Resources

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Utility Staffing – Wastewater Treatment Plant Superintendent

Report Purpose:
To inform Committee of the efforts to date in recruiting a new WWTP Superintendent.

Staff Recommendation:
For informational purposes only.

Report Details:

The Charlottetown Wastewater Treatment Plant (WWTP) is a Level 4 treatment facility with a dedicated team of nine (9) operational employees, one (1) administrative employee and one (1) Superintendent.

The WWTP is a secondary treatment facility with UV disinfection and is highly automated / mechanized. The Level 4 treatment facility designation is the highest classification for a WWTP, due to the complexity of the operation and the expected process outcomes.

The WWTP Superintendent position oversees all Capital, Operational and Human Resource tasks at the WWTP. This includes budgeting for Operational and Capital programs, oversight of project implementation, oversight of daily operations, coordinating staffing resources and ensuring regulatory compliance. The WWTP Superintendent position is a highly skilled position, both in a technical / operational capacity as well as in a management / human resource capacity, being the first level of response to any staffing issues.

The previous Superintendent had resigned in July of 2024, since this time the Utility has been actively seeking a replacement. Initially, the position was posted on the City of Charlottetown's employment opportunities website, with little interest being received. Currently, the City has engaged a recruiting firm, Integrated Staffing Limited, to engage further candidates, to date this has been unfruitful as well.

Due to the technical and managerial aspects of the position, the candidate pool is generally limited to individuals already in a similar role, this means the Utility is competing with the private sector and other municipalities. The Utility has also entertained the possibility of recruiting a strong managerial candidate and providing the necessary technical training to bring them up so speed.

The Utility has received very limited interest in the position, even after engaging a recruiting firm. The Utility did recently make an offer of employment to a candidate with a strong managerial background but was unsuccessful. Remuneration has been a common issue when discussing the position with potential candidates.

Council or Committee History:

N/A

Financial Implications:

There would be an increase in the Operational Budget if there were any adjustments to remuneration.

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	**Director/CAO**
Joshua McInnis July 17, 2025	RDM July 24, 2025

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
August 12, 2025

The Environment & Sustainability Committee met on July 08 and July 29, 2025. The meeting minutes are included in your package.

There are two (2) resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Tuesday, July 08, 2025, 3:30 PM
Council Chambers, 199 Queen Street

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Norman Beck
Mayor Philip Brown

ALSO: **Richard MacEwen, Director of Community Services**
Brad MacConnell, Chief Administrative Officer
Jessika Corkum-Gorrill, Manager of Environment & Sustainability
Anna Keenan, Sustainable Transportation Officer
Sydney Gillis, Acting Sustainability Project Coordinator
Elmira Moghimi, Program Administrative Assistant

REGRETS: **Councillor Mitchell G. Tweel**
Nick Walker, Energy Management Engineer

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 3:34 PM.

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Beck. Carried.

4) **Approval of Minutes**
It was moved by Councillor Beck and seconded by Mayor Brown, that the minutes from May 16, 2025, be approved. Carried.

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

6) **Reports/Discussions**

a. Community Sustainability Microgrant 2025 Recipients

Sydney Gillis, Acting Sustainability Project Coordinator, presented a report to inform the committee of the successful applicants of the 2025 Community Sustainability Microgrants. Funds for these grants included $15,000 from the approved 2025-2026 Environment and Sustainability Operating budget and $1,500 from Parks and Recreation's Go!PEI fund.

Eight recipients were selected through a selection process involving nine staff members from various City departments.

Mayor Brown and Councillor Beck raised questions regarding two projects—*Music in the Park* and *Voices for Democracy*, seeking clarity on their alignment with the City's Climate Action Plan. These projects fall under the theme, Education and Communication and the goal of creating resilient communities. Jessika Corkum-Gorrill, Manager of Environment and Sustainability, encouraged the committee to think broadly about the goals of the Climate Action Plan; outside of carbon emissions and infrastructure, a sustainable community has gathering spaces in parks and connection amongst neighbours as well as dialogue for how residents can have a voice for climate action. Having cross-department representation on the Microgrant Selection Committee ensures diverse perspectives when choosing successful applications.

b. Transit Services Contract Update and Contract Agreement

Jessika Corkum-Gorrill, Manager of Environment and Sustainability, recommended Council approve a Contract Bridging Agreement to the existing Transit Agreement with Trius for 1,545 extra service hours at $78/hour, for a total of $120,510 before tax, until a new contract is launched on April 1, 2026.

The existing Transit Agreement began with an initial term ending on September 30, 2015, and includes three ten-year renewal options, extending the agreement to 2045. The contract was originally created during a period of lower service levels, a smaller fleet, reduced ridership, and a smaller budget. Both the City and Trius agree that the agreement must be updated to reflect the current scope and scale of the transit system.

Negotiations, under the leadership of the Capital Area Transit Coordinating Committee (CATCC), began in February 2025 and are progressing well. The updated agreement will undergo legal review prior to being presented to Council. The intended effective date for the new contract is April 1, 2026, to align with the next fiscal year and six months beyond the current renewal date of September 30, 2025.

To support additional services planned to begin in mid-August 2025, and to allow for a thorough negotiation process, Trius, CATCC, and municipal staff are proposing a Contract Bridging Agreement. This agreement would:

- Support increased service levels with updated payment terms until April 1, 2026.
- Introduce service expansions at a transitional rate beginning in August 2025.
- Provide time to finalize contract revisions and accurately forecast operational budgets ahead of the next fiscal year.

Mayor Philip Maylor commented on the growing community population, noting that increased demand for public transit services will require expanded service offerings to meet residents' needs.

Councillor Beck moved that this resolution be forwarded to Council. The motion was seconded by Mayor Brown. Carried.

c. Holland College Solar Project

Jessika Corkum-Gorrill, Manager of Environment and Sustainability, on behalf of Nick Walker, presented a report to inform the Council of the work completed by a student of Holland College's Energy Systems Engineering Technology program. The project was part of their on-the-job training.

- The student developed a 3D solar panel layout for selected municipal buildings. The software used in the project included rooftop shading analysis and spatial assessment for potential solar panel installations.
- Mayor Brown noted that City Hall may not be an ideal site for solar panel installation due to its slate roof and limited space, which may not accommodate enough panels to power the building
- Councillors Beck and MacKinnon expressed positive feedback and support for the initiative.
- Jessika noted that there is an FCM funding application underway that, if selected, will look at the potential for community scale renewable energy systems and what options would work best considering the current regulations with the province and MECL.

d. Shared Micromobility Study by Dalhousie Master of Planning Student group

Anna Keenan, Sustainable Transportation Officer, provided an overview of the recent Shared Micromobility Study project. Shared Micromobility refers to publicly accessible fleets of small, low-speed active transportation vehicles – for example bikes, e-bikes, and e-scooters. The study was undertaken as a collaborative initiative by a student group of final-year Masters of Planning students from Dalhousie University, supported by the City's Environment and Sustainability and Planning Departments.

The students' work will help to shape a Bikeshare program for Charlottetown that is being developed for implementation in 2026 and 2027, as well as proposals for future bylaws for regulating private shared micromobility providers. It also provided the Masters students with a real-world client experience as they begin their careers.

As part of the project, students offered recommendations on several key areas: permitting and regulatory frameworks for private bike- and scooter-share operators; criteria for selecting parking locations for micromobility fleets; governance models for city-led bikeshare systems; strategies to promote the use of shared micromobility options; projected fleet size and composition in the event of a successful bikeshare pilot program in 2026–2027.

The report is an internal document for staff use and is available to Councillors by request to staff.

- Mayor Brown emphasized the importance of helmet use and highlighted the need for public education. This led to a brief discussion and comments from attendees on the topic. Anna Keenan indicated that helmet mandates vary between Canadian provinces and are required by provincial law on PEI. As such, the City's RFP for a future bikeshare program will require that helmets be provided with each bikeshare bike.

7) New Business

There was no new business.

8) Adjournment

It was moved by Councillor MacKinnon and seconded by Councillor Beck that the meeting be adjourned. Carried.

The meeting adjourned 04:28 PM.

City of Charlottetown Committee Report

Report No: ES 25-21

Date: July 08, 2025

Directed to Council through the following Committee:
Environment and Sustainability Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Sydney Gillis, Acting Sustainability Project Coordinator

Attachments:
- Community Sustainability Microgrant Summaries for 2025 Recipients

Report Title:
2025 Community Sustainability Microgrant Recipients

Report Purpose:
To update Council on the projects that have been selected to receive funding through the 2025 Community Sustainability Microgrant Program.

Staff Recommendation:
That Council receives this report as information.

Report Details:
The Community Sustainability Microgrant program offers small scale grants of up to $2,500 to community groups and individuals who are planning events or projects that support themes and actions outlined in the City's Climate Action Plan.

This year, applications were open from May 8 to May 30, 2025. Of the numerous applications that were submitted, there were eight successful applicants chosen by a selection committee of nine City staff from various departments. The committee was comprised of the following members:

- Sydney Gillis, Acting Sustainability Project Coordinator, Environment and Sustainability
- Kristen Gore, Acting Climate Action Officer, Environment and Sustainability
- Jessika Corkum-Gorrill, Manager, Environment and Sustainability
- Simon Wilmot, Forest and Environment Officer, Environment and Sustainability
- Alistar Ozon, Water Coordinator, Environment and Sustainability
- Tracey Stevenson, Program Coordinator, Parks and Recreation
- Charlotte Nicholson, Tourism and Events Organizer
- Doug Dumais, Culture and Economic Coordinator
- Riley Taweel, Traffic Engineer, Public Works

The eight selected microgrants are worth a total of $16,500, of which $15,000 is allocated from the Environment and Sustainability 2025-2026 operational budget, and $1,500 from Parks and Recreation's Go!PEI fund. The selected recipients are as follows:

Project Title	Organization	Amount
World Sustainability Day	STEAMPEI	$1,800
Seven Teachings, One Community: Land-Based Learning in the City	Karla Willdey, Prince Street School	$2,500
Transplants and Blooms Garden Club	PEI Transgender Network	$2,500
Seeds for Sustainability and Success	Desbrisay Community Garden	$800
Supporting Lung Health: BiPAP Battery Backup & Emergency Readiness Program	LungNSPEI	$2,500
Craftivism for Climate and Democracy	Kirstie McCallum	$2,500
Music in the Park	CHANCES Inc.	$2,500
Voices for Democracy: A Conversation Cafe	Y Vote PEI	$1,400

Council or Committee History:
This program has been conducted annually since 2014. Funds were approved in the 2025-2026 E&S Operating Budget.

Financial Implications:
The eight selected microgrants are worth a total of $16,500, of which $15,000 is allocated from the Environment and Sustainability 2025-2026 operational budget, and $1,500 from Parks and Recreation's Go!PEI fund.

Public Engagement and Communication:
The successful Microgrant applicants will be shared on the City's social media channels and summaries of all projects will be posted on the City's website. At the request of recipients, the City will also share information of the various projects as they occur throughout the year, as capacity allows.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Vision: Creating a community for everyone.
Purpose: Build a sustainable and resilient city.
Guiding Principles: People-focused, Collaborating, Welcoming.
Commitments: Sustainability, collaboration and partnership, Inclusion, Commitment to ongoing community engagement.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement, Infrastructure and the Environment.

Reviewed By:

Manager	Director/CAO
JCG June 16, 2025	RDM June 17, 2025

Committee Recommendation: (if differing from staff)

2025 Community Sustainability Microgrant Recipients

1. **STEAM PEI – World Sustainability Day**

For the first time, on World Sustainability Day, STEAM PEI will host a free, vibrant, hands-on event to celebrate eco-friendly innovation and creativity with youth, families, and the broader community. Through interactive stations and STEAM-based activities, participants will learn how clean technologies and sustainable practices can shape a better future. Attendees will build and test renewable energy models, explore the science behind tidal energy, experiment with sustainable food systems, and discover how green infrastructure supports low-carbon living. By combining fun, education, and environmental awareness, STEAM PEI aims to foster a culture of innovation and resilience across generations in PEI.

2. **Karla Willdey/Prince Street Elementary School – Seven Teachings, One Community: Land-Based Learning in the City**

This project brings land-based learning grounded in Mi'kmaq ways of knowing to Prince Street School in Charlottetown. As an inner-city school with limited access to natural spaces, they will create meaningful opportunities for students to connect with the land and Indigenous knowledge through visits by local Mi'kmaq knowledge keepers who will lead storytelling, drumming, and nature-based experiences on school grounds. To make this commitment visible, they will install signage featuring the Seven Sacred Teachings aligned with their own Prince Street School values.

3. **PEI Transgender Network – Transplants and Blooms Garden Club**

The Transplants and Blooms Garden Club is a community-led initiative supporting Two Spirit, Transgender, Non-binary, and Gender Diverse (2S/TNBGD) Islanders through inclusive urban farming. They have obtained a 300-square-foot garden plot in the legacy garden to promote low-carbon food systems, skills-building sustainable practices, and inclusive community development. In addition to the garden plot, this project will also create at-home garden kits and a mix of digital and in-person events to encourage inclusion for individuals with accessibility needs.

In-person and Grow-at-Home members will engage in regular garden events, workshops, and celebrations. Through intentional design, the project will foster safe, gender-inclusive, trauma-informed spaces and provide both social and environmental benefits to participants.

4. **Desbrisay Community Garden – Seeds for Sustainability and Success**

This project aims to transform underused and problematic areas of the Desbrisay Community Garden. Key actions include removing invasive ornamental grasses and cherry tree runners to make space for new garden plots and fruit-bearing plants such as serviceberry and gooseberry. A new seed-saving bed will provide educational opportunities for members, helping them save money and preserve biodiversity. The garden also plans to host a fall harvest celebration featuring a recipe exchange.

By enhancing climate resilience and building community knowledge, the project will ensure the garden remains a vital, productive, and welcoming space for years to come.

5. **LungNSPEI – Supporting Lung Health: BiPAP Battery Backup & Emergency Readiness Program**

This project aims to safeguard the lives of Charlottetown residents who rely on BiPAP machines, lifesaving, electricity-dependent respiratory devices, by stockpiling and distributing five backup batteries for use during power outages. These batteries will be loaned to medically vulnerable, low-income individuals with limited mobility or access to emergency services, ensuring continuity of care during emergencies. In addition, the initiative includes a targeted public awareness campaign focused on emergency preparedness for people with severe respiratory conditions, shared through social media, newsletters, and the organization's website. This dual approach combines direct support with education to enhance community resilience.

6. **Kirstie McCallum – Craftivism for Climate and Democracy**

"Craftivism for Climate and Democracy" is an artist-led community-based arts program designed to foster inclusivity and belonging by inviting participants to bond while making crafts that express their shared social values. This project will host a series of gatherings where attendees can engage in peer-to-peer learning through arts and crafts. The groups will create hand-sewn cloth banners expressing social, political, and environmental concerns of each group. These banners will then be donated to the Charlottetown Learning Library.

7. **CHANCES Inc. – Music in the Park**

Music in the Park is a free, bilingual family concert series offering live music, movement, and early language learning at Victoria Park. Held during CHANCES' weekly Park Days, the program is led by Madame Abbey from The Nest and features interactive songs in English and French, puppets, props, and hands-on instrument play for children aged 0–6 and their caregivers. This joyful and inclusive experience supports outdoor play, family bonding, and early childhood development. In 2024, a pilot version of this project—delivered in

partnership with CHANCES and The Nest and funded by Canadian Parents for French—attracted over 470 local participants. Based on this success, they will be running 8 sessions through this summer and deepening their impact in the community.

8. **Y Vote PEI – Voices for Democracy: A Conversation Café**

A conversation cafe is a chance for community members to talk to each other in a calm, facilitated way about their values. It is a grassroots space for genuine dialogue about issues that matter to us all. Y Vote PEI will be hosting an event to encourage inclusive and constructive conversations based on the question, “What does democracy mean to you?” The group will include facilitators to ensure discussions remain respectful and productive. They will also have a licensed counsellor on-site and will be filming on-camera interviews that will serve as a collective portrait of diverse voices and reflections on democracy from Charlottetown residents.

City of Charlottetown Committee Report

Report No: 25-22

Date: July 08 , 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments: N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Attachments:
- N/A

Report Title:
Transit Service Contract Update and Contract Bridging Agreement.

Report Purpose:
To update Council on Transit Agreement negotiations and request approval of a proposed Contract Bridging Agreement to the existing contract.

Staff Recommendation:
That Council approve a Contract Bridging Agreement to the existing Transit Agreement with Trius for 1,545 extra service hours at $78/hour, for a total of $120,510 before tax, until a new contract is launched on April 1, 2026.

Report Details:

The existing Transit Agreement with Trius is for an initial term ending on September 30, 2015, with three options to renew for a period of ten years each, taking the contract end date to 2045. This contract was created when the transit system had less service, fleet, budget and ridership. Both the City and the operator agree that updates are needed to this contract so that it speaks to today's system.

Under the leadership of the Capital Area Transit Coordinating Committee (CATCC), contract negotiations began in February 2025. Negotiations have been going well, and meetings continue to be productive. The Transit Agreement has a lot of detail, and this should not be a rushed process. After both staff and the operator are happy with its contents, it needs to go for legal review before it is brought to Council. The current intention is for a new contract to be in place and effective as of April 1, 2026, aligning with the start of the next fiscal year, which is six months later than the September 30, 2025, renewal date in the current Transit Agreement.

Since additional service is being requested by the City to start in mid-August, and not wanting to rush the updates to the contract, Trius, CATCC and municipal staff are requesting a Contract Bridging Agreement. This would allow for:

1) the current level of service to continue under the terms and payment rates contained in the existing Transit Agreement, until April 1, 2026, when the updated contract will come into effect.
2) new service expansions to be added at a transitional/bridging payment rate, beginning in August.

A Contract Bridging Agreement would allow staff and Trius the summer and fall to finalize draft contract updates and to accurately forecast operational budgets for a fresh start with an updated Transit Agreement in the next fiscal year.

Cont'd on next page

The Contract Bridging Agreement would add new service hours starting this summer as follows:

- **Route 10 (East Royalty)** – 5.25 hrs/day, 5 days/week = 26.25 hrs/week = 110.9 hrs/month
- **Route 2 (West Royalty shuttle to address traffic issues causing service delays)** – 4.5 hrs/day, 5 days/week = 22.5 hrs/week = 95.1 hrs/month
- **Total new service** = 206 hrs/month x 7.5 months (starting in mid-August) = 1,545 extra service hours this fiscal year. 1,545 service hours x $78/hr = $132,561 (with 10% tax), plus the operator would retain any fare revenue from these services. Note that fare revenue is expected to be modest in the first year of any new service, which is a key reason that a transitional hourly rate is being offered.
- The current hourly rate for service expansions is $56.94/hr. Our transit operating partner has shared that they are unable to offer new expanded services at this cost this summer/fall/winter due to low expected fare revenue from new expansions, which will not have sufficient time to grow ridership before a new contract is in place.

In addition to the service expansion above, the City and operator have agreed on a Route 3 service adjustment (no cost impacts), which will remove duplication of bus services between Routes 1 and Route 3 on University Ave. Instead, Route 3 (coming from Sherwood along Belvedere), will turn at the Farmers' Market roundabout into the UPEI internal road, serving the university, Bell Aliant Centre and medical school, before re-entering University Avenue and the Royalty Crossing bus interchange.

Council or Committee History: On January 14, 2025, Council instructed staff to initiate transit contract renegotiations.

Financial Implications: The service expansion outlined above will cost the municipalities $132,561 for service hours (paid to our operator), plus an estimated $15,500 for other expenses (forecast increases to fuel subsidy, and to HST paid on fares), for a total expected cost of $148,061. This is $35,791 more than if these service hours would be paid at the rates in the existing Transit Agreement.

$100,000 was budgeted for service expansions in the 2025-26 Transit Operating Budget, assuming current Transit Agreement rates. However, the additional $48,061 for service expansions can be offset this year by savings expected on fuel subsidy payments as diesel prices are significantly lower than when the budget was passed. Therefore, these expenses can come from the existing 2025-26 Transit Operating Budget.

Public Engagement and Communication: The Communications Department will be engaged to promote service expansion and adjustments. Trius will be responsible for updating the T3 website, social media and transit schedules, and providing change notices to riders on board buses.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the future. Creating a community for everyone.
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city. Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: Welcoming; Collaborating; Accountable; Safety.
Commitments: Sustainability, Collaboration and partnership, Inclusion, Technology, Residents and Visitors, Transparency, Engagement, Growth.
Pillars: Community Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG June 16, 2025	RDM June 18, 2025

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 25-23

Date: July 08, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments: Parks and Recreation, Public Works

Prepared by: Nick Walker, Energy Management Engineer

Attachments:
- Solar Feasibility Study

Report Title:
Holland College Solar Project

Report Purpose:
To inform Council of the work completed by a student of Holland College's Energy Systems Engineering Technology program.

Staff Recommendation:
That Council receive this report as information.

Report Details:
In April, Environment and Sustainability had a student (Jasmine Peake) from Holland College's Energy Systems Engineering Technology program work on energy related projects as part of their on-the-job training. This work included helping perform energy audits on a few Parks and Recreation buildings as well as completing a report on solar potential for City owned buildings.

Through Holland College, Jasmine had access to professional solar design software that allowed her to design realistic solar panel layouts for City buildings. The buildings were 3D modelled in the software to include sources of shading and other rooftop obstructions, as well as accounting for roof edge setbacks. This gives a much more accurate idea of just how much room there is for solar panels on each City building.

Jasmine also considered multiple options for each building;
- How much solar the building needs for its electricity usage;
- How much solar can conservatively fit on the roof; and
- Maximum allowed through the net metering program.

Each of these options were modelled for each building. In some cases, a single PV system would satisfy all options. This report will give us a great resource to plan for future solar panel installs on City buildings and to prioritize installs with the biggest benefit.

The report outlining the findings of this work is attached.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Vision: Embracing the Future
Purpose: Problem solving and innovation
Guiding Principles: People-focused, Collaborating
Commitments: Sustainability, Partnerships, Technology, Growth and
Pillars: Infrastructure and the Environment

Reviewed By:

Manager	**Director/CAO**
JCG June 16, 2025	RDM June 20, 2025

Committee Recommendation: (if differing from staff)

City of Charlottetown Solar Feasibility Study



Prepared by:

Jasmine Peake

Energy Systems Engineering Technology Student

Holland College

April 7th 2025

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Report Scope

The purpose of this study is to determine which buildings owned by the City of Charlottetown are appropriate candidates for photovoltaic (PV) system installation. For those that would benefit from a PV system what the data is for panel layout, approximate system size, approximate energy production compared to the building's energy use, and whether a ground mounted PV system is possible or recommended.

The buildings modeled do not include the new Simmons arena or the Brackley Pt. Road building, both of which have solar and the latter of which has a geothermal system.

These designs do not consider whether or not the roof is designed to hold the weight of a PV system.

The city buildings covered in this study are as follows:

1. City Hall
2. Fire Station #1
3. Police Station
4. Planning Building
5. 12 MacAleer Dr Public Works
6. 10 MacAleer Public Works
7. West Royalty Community Centre
8. Hillsborough Park Community Centre
9. East Royalty Community Centre
10. Sherwood Recreation Hall
11. Heartz Hall
12. JE Blanchard Building
13. Cody Banks Arena
14. Lawn Bowling Clubhouse
15. JF McAulay Park Ball Clubhouse
16. East Royalty Soccer Clubhouse
17. West Royalty Soccer Clubhouse
18. Mulberry Ball Club House
19. Victoria Park Cultural Pavilion
20. Victoria Park Caretakers House
21. Victoria Park Tennis Clubhouse
22. Victoria Park Ball Clubhouse
23. Victoria Park Maintenance Building
24. Victoria Park Pool House
25. Pollution Control Plant
26. Eastlink Centre
27. Bell Aliant Centre
28. Queen Parkade
29. Fitzroy Parkade
30. Pownal Parkade

Methodology

The program used to model these buildings is Aurora Solar, which allows for 3D modeling of buildings, obstructions, trees and PV arrays to specific dimensions using currently available modules and components. Aurora utilizes Google Maps as the base of the model, so dimensions and scale are true to real-world. It can calculate an irradiance map and shadows for the model as well as create a graph of energy offset by the PV array compared to the energy consumption of the building. For this project, modules and components used are available on the Charge Solar supply website.

Net Metering

There are two ways you can make an arrangement with Maritime Electric (ME) when generating renewable energy on the grid: a Net Metering Agreement or a Power Purchase Agreement. A Net Metering Agreement is when a second electricity meter is installed. One meter measures the electricity being delivered to you from ME, while the second meter measures electricity being supplied to ME's grid from your renewable energy generator which is in this case a PV system. The monthly difference between the two meters determines if you will receive energy credits or a bill for the energy you used. A Power Purchase Agreement is a contract between the customer and ME where ME will purchase the excess power generated from the customer.

In order to fall under the Net Metering designation, a building with single phase power must be 30kW or under, and a building with three phase power must be 100kW or under.

Model Overview

There are three scenarios that were explored as the basis for each building modeled:

1. The maximum solar capacity of the site.
2. The solar capacity needed to offset the energy usage completely.
3. The maximum solar capacity up to the 30 kW single-phase cap or 100kW three-phase cap that would keep buildings under the Net Metering designation.

Some buildings were able to fit a roof mount array that would easily suit the needs of the energy usage, while others required the inclusion of a ground mount array in order to meet the needs of the site. A number of the buildings or sites were so large that a roof system was not enough to cover the energy needs, and for some buildings, a PV system may not be the best option when it cannot produce a significant amount of energy. In the case of Victoria Park, most of the buildings are too small to handle a properly sized PV array, but a ground mounted system for each small building may not be appropriate additions to the

park. To model the parkades, a flat roof was drawn with varying heights and ground mount panels were added on top to simulate a carport solar array racking system.

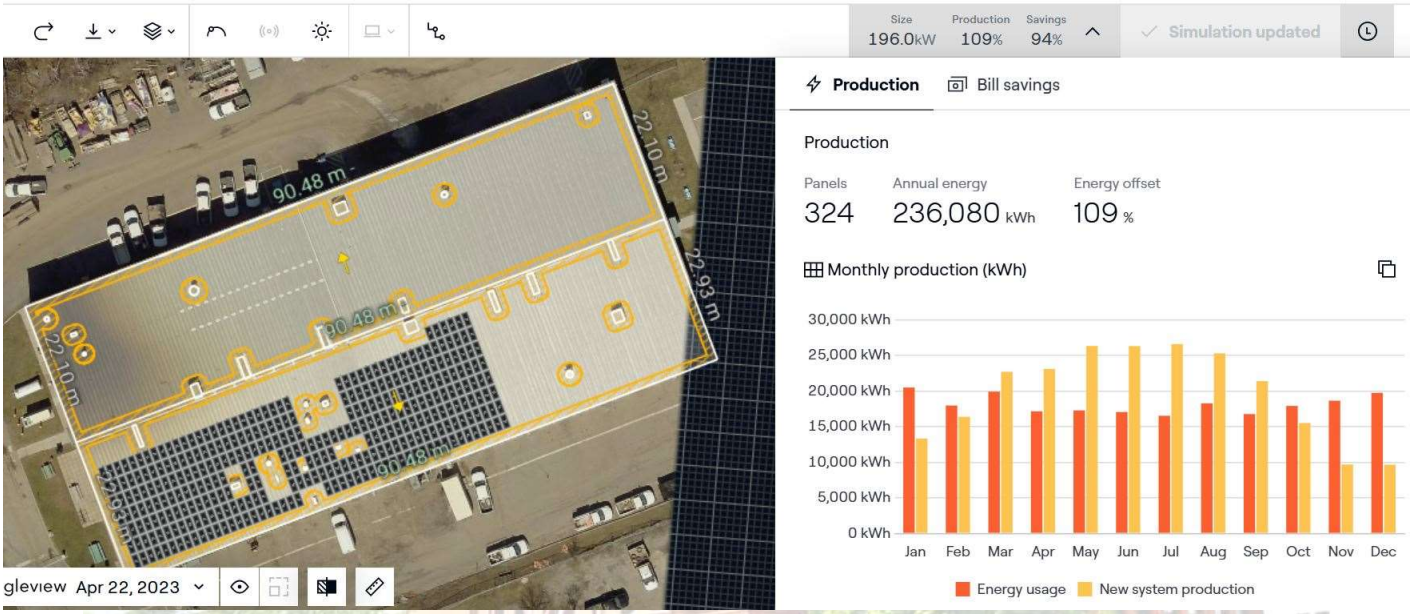


Model Examples

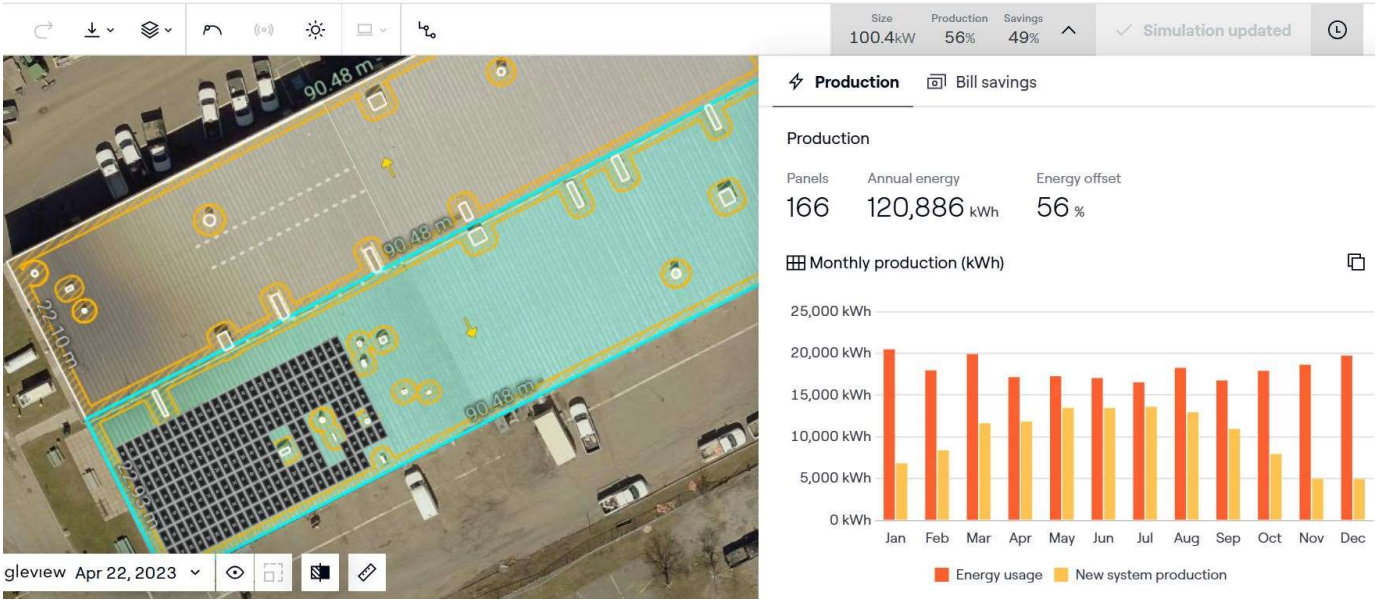
12 MacAleer Drive Public Works

This location has a very large roof space ideal for solar. It has the required space for both the 100kW cap, and to cover all of the building's energy needs.

Energy use requirement:



100kW cap:



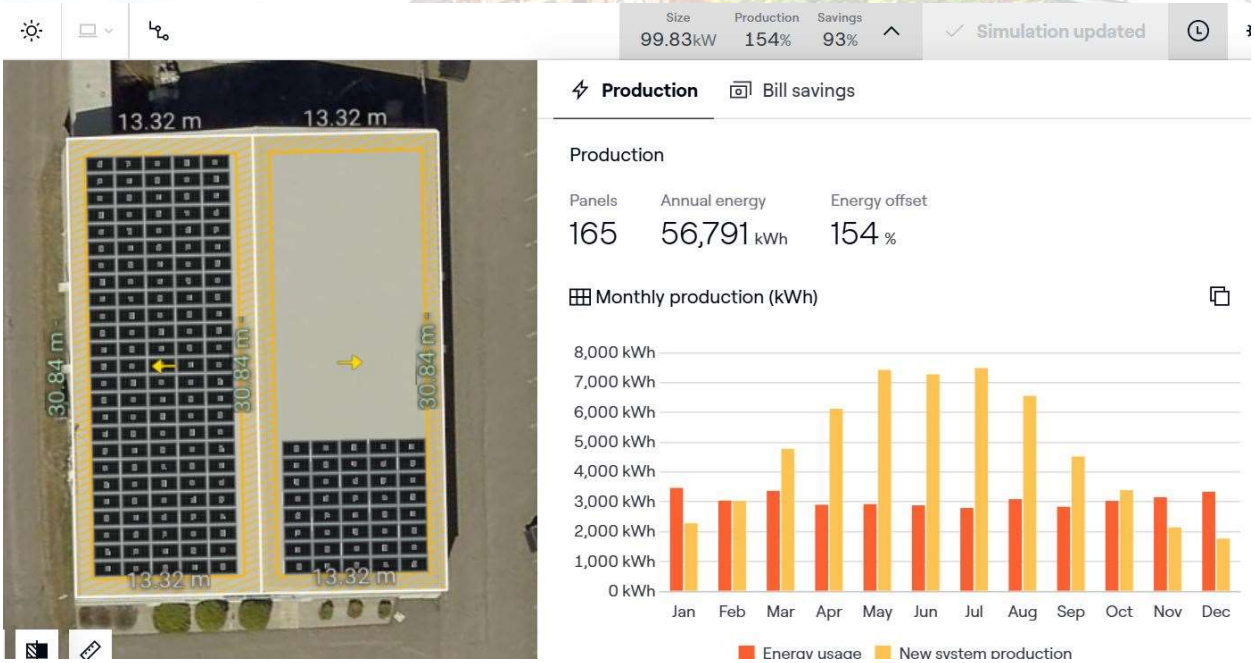
Maximum roof capacity:



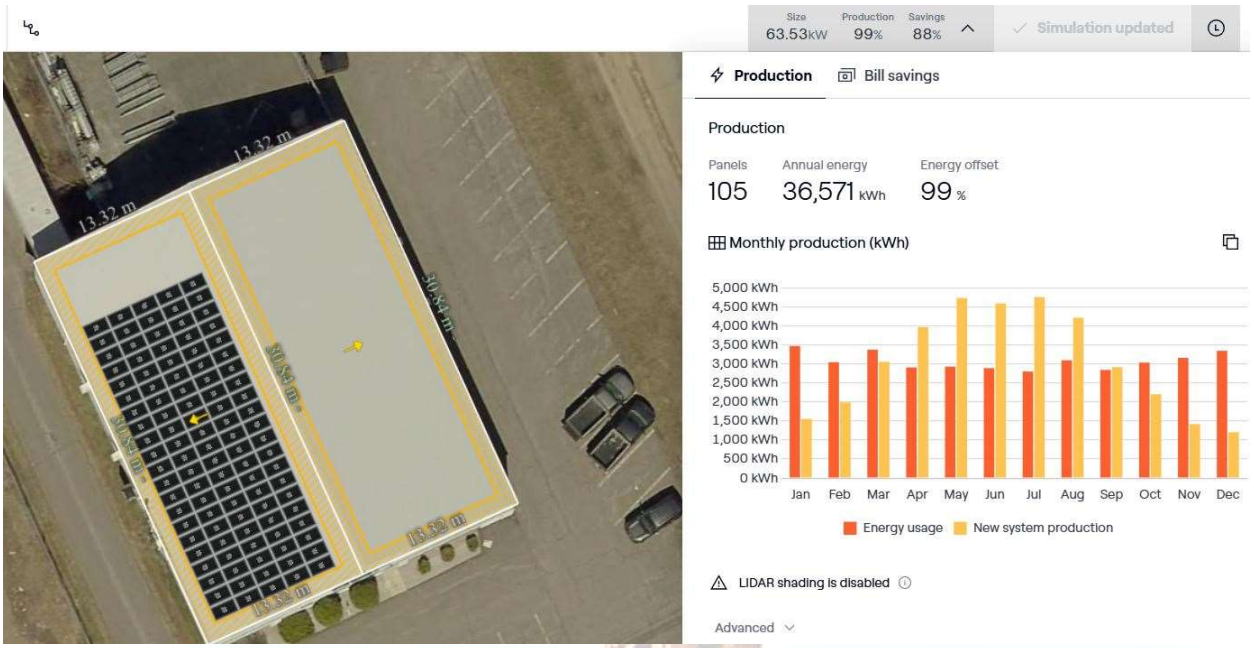
10 MacAleer Drive

This building has enough space for both the energy needs of the building and the 100kW cap, with even more potential.

100kW cap:

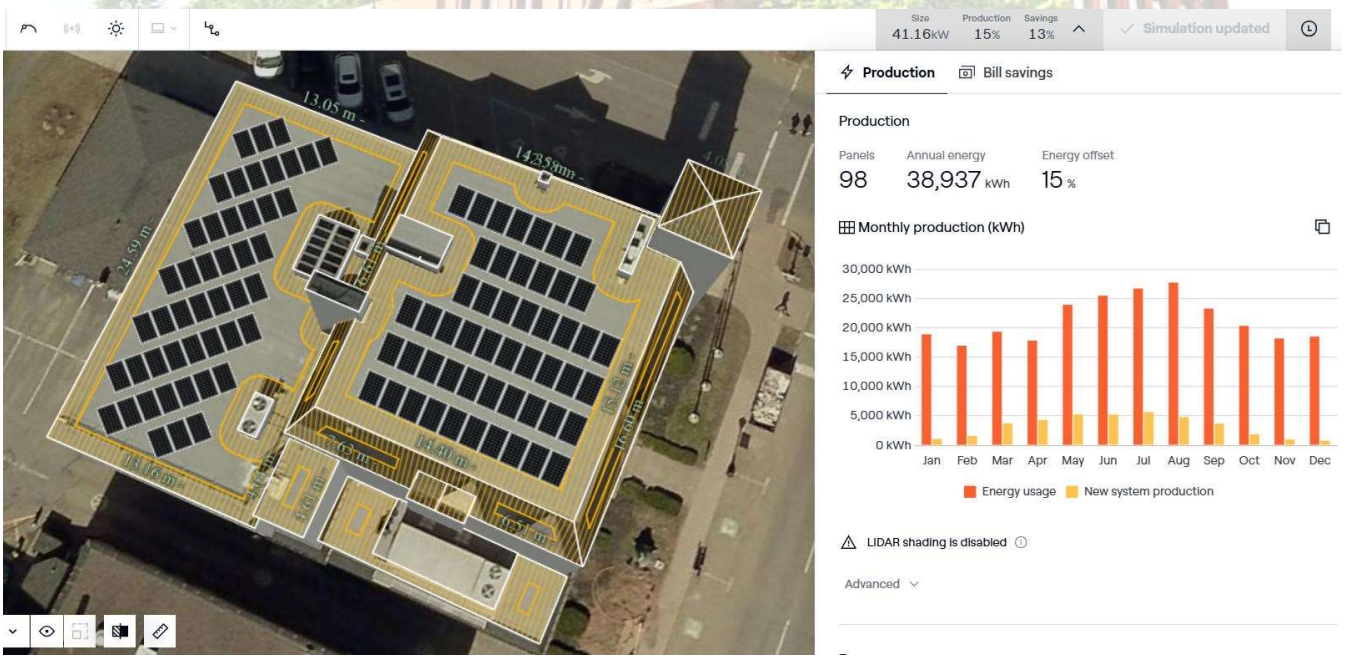


Energy use Requirement:



City Hall

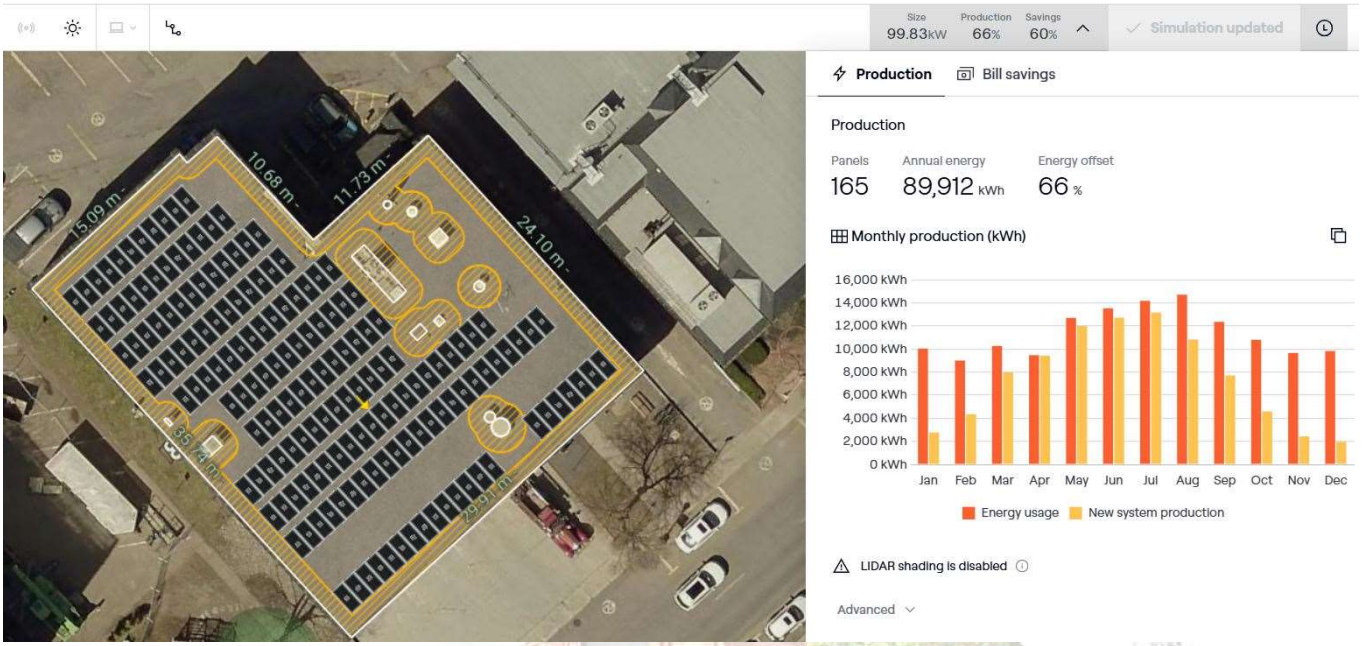
Because of the shape and different heights of the roof, City Hall is a more difficult building for installing a PV system. The maximum potential does not come close to the energy needs of the building.



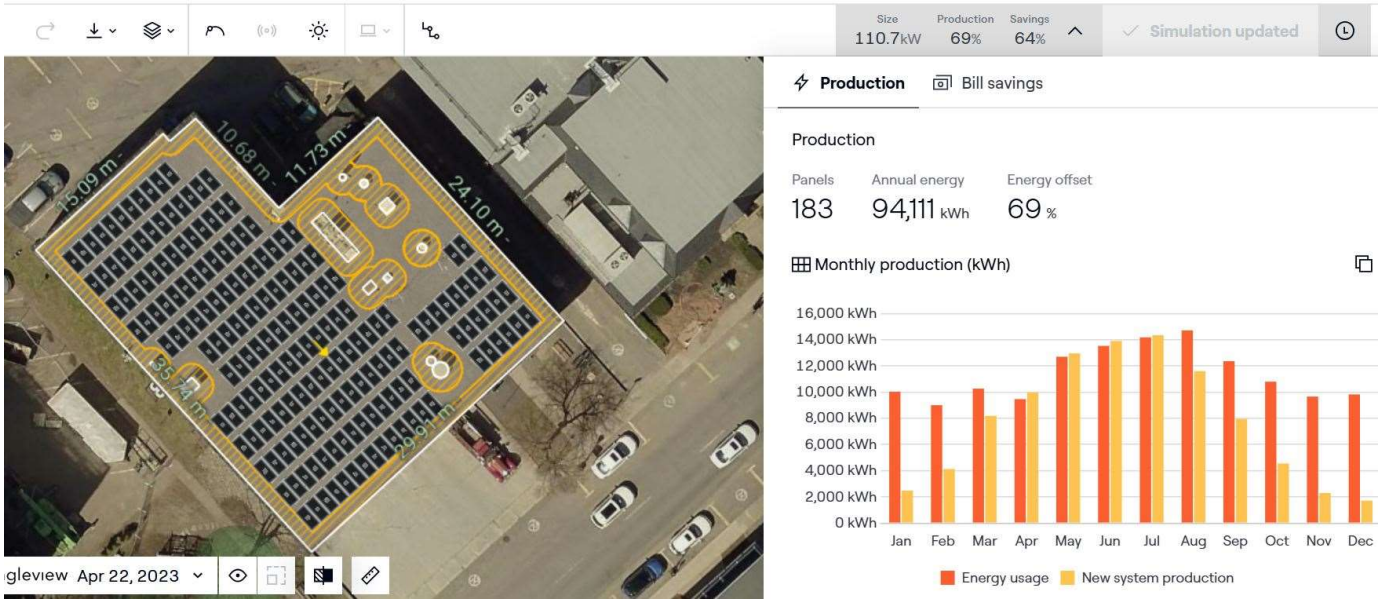
Fire Hall

This building does not have enough space to meet the total energy requirements, but it is still good production, offsetting around 66% of the annual electricity load for a 100kW system.

100kW cap:



Maximum Potential:



Police Station

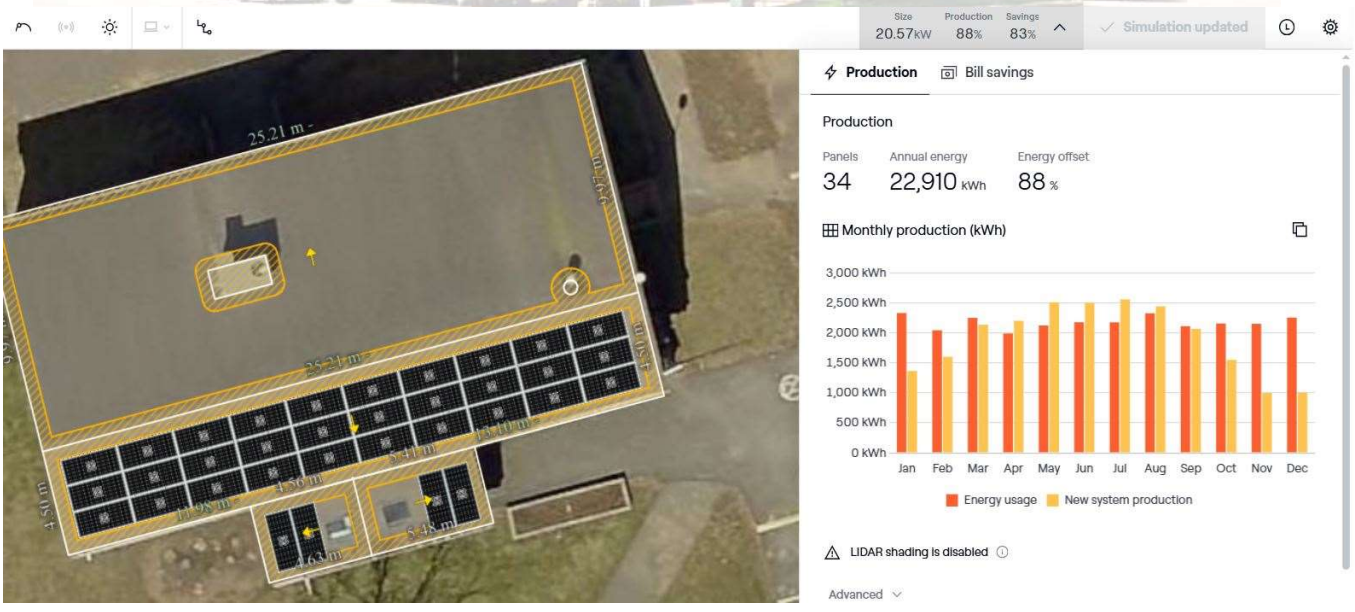
This building does not have a large enough roof to meet the energy needs; at the 100kW cap it only produces about 33% of the energy needed.



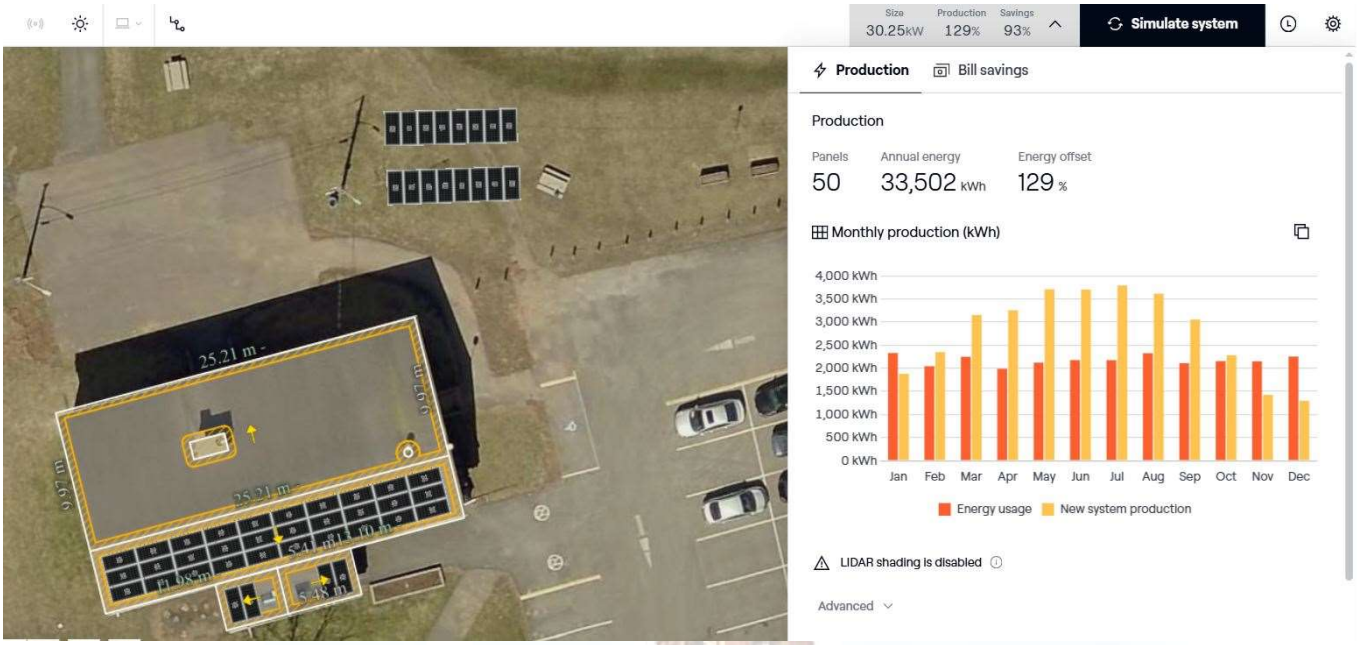
Hillsborough Community Centre

This site does not have enough roof space to totally offset the energy use, but it is a good number at 88% on roof only. To get to the 30kW cap, a ground mount system would be required either stand alone or in addition to the roof mounts. A ground mount system would meet the energy needs.

Roof maximum:



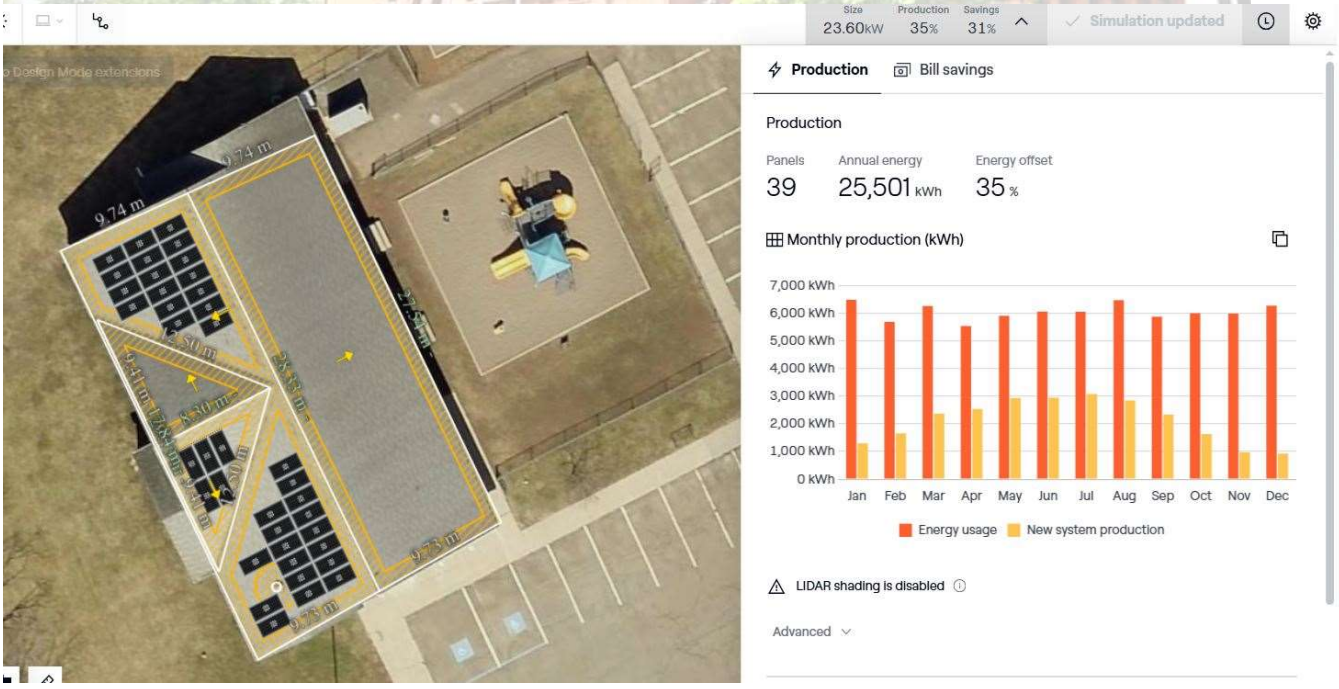
30kw with ground mount:



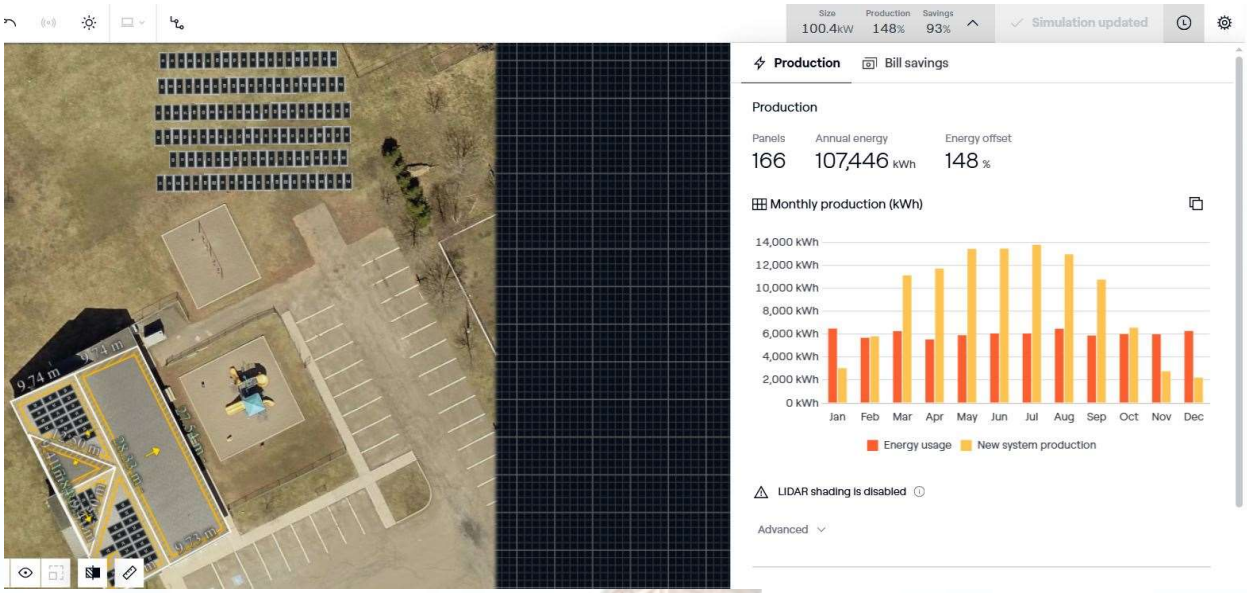
East Royalty Community Centre

This site has a very limited space for roof mount, so it does not meet the energy requirements for the building. With the inclusion of a ground mount system it would offset the energy needs up to the 100kW cap.

Roof maximum:



Ground mount 100kW:



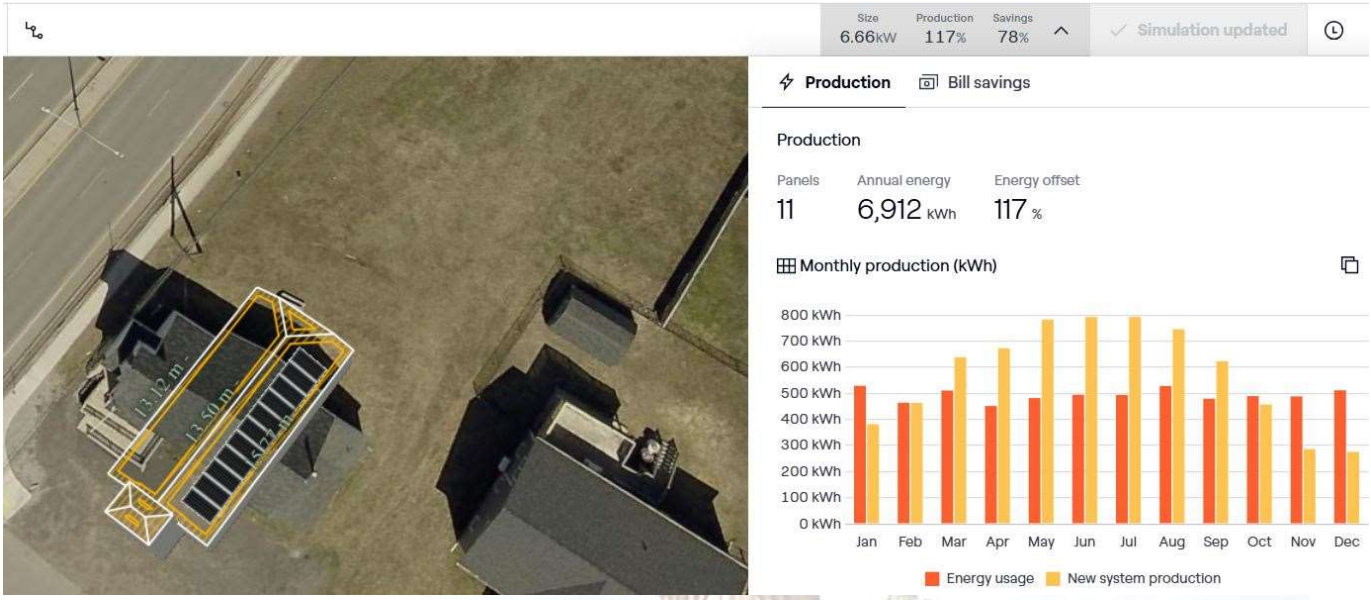
Sherwood Rec Centre

This building is small but has enough space for a roof mount that covers the energy needs.



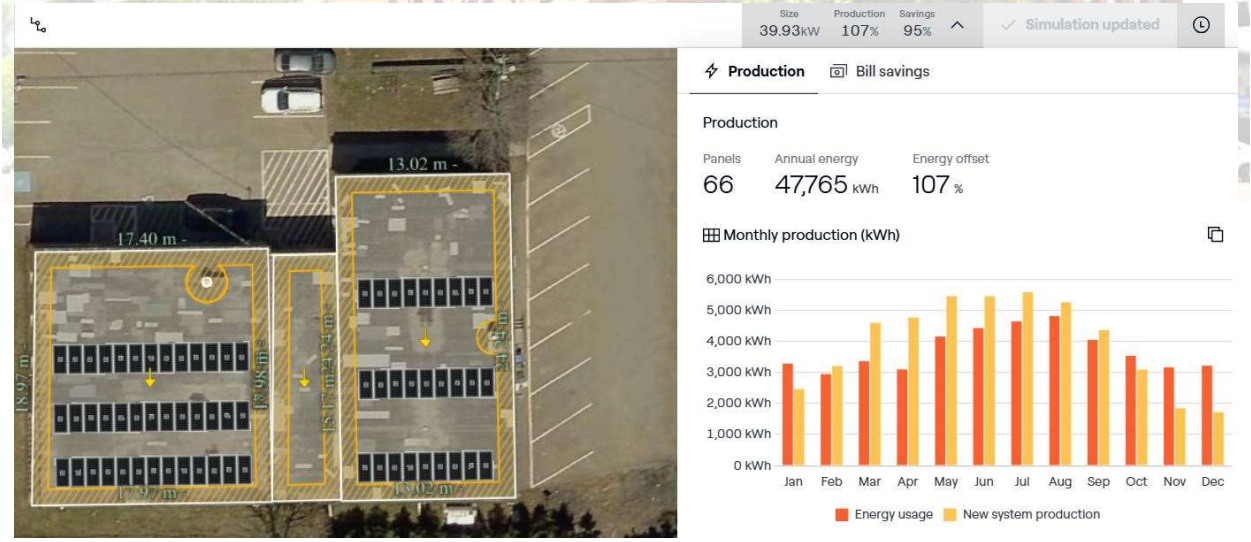
Heartz Hall

This church has been moved from facing east-west to face north-south, so the model has been moved accordingly. There is enough roof space to cover the energy need.



JE Blanchard Building

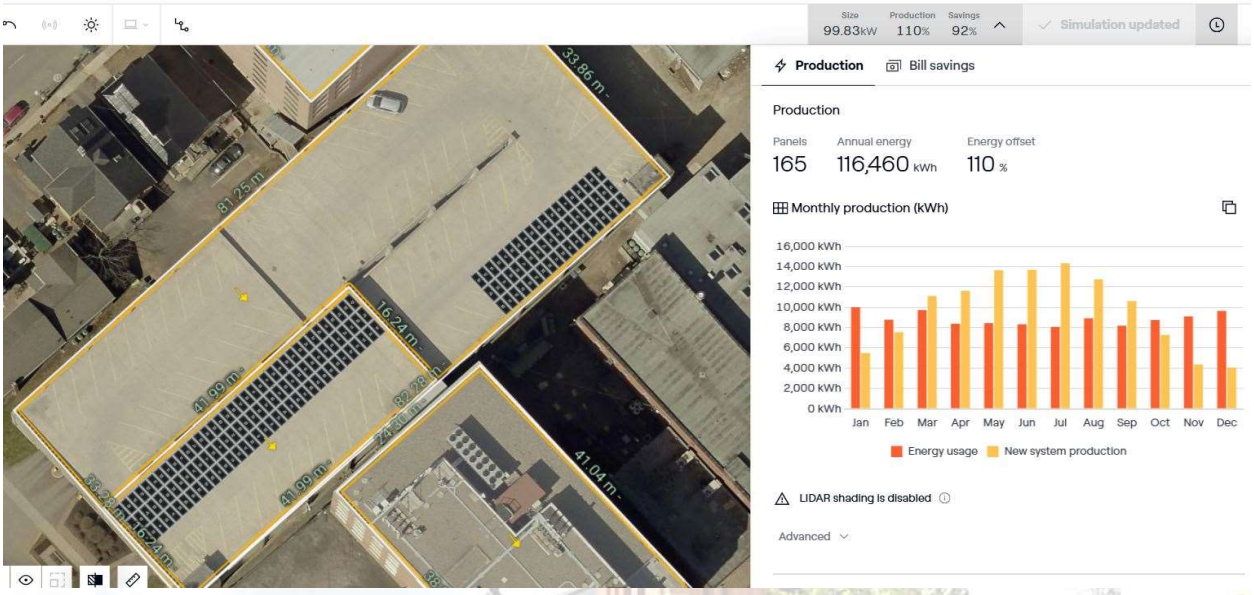
This building has an ideal roof that does not require many panels to cover the energy needs or go over that to produce extra if desired.



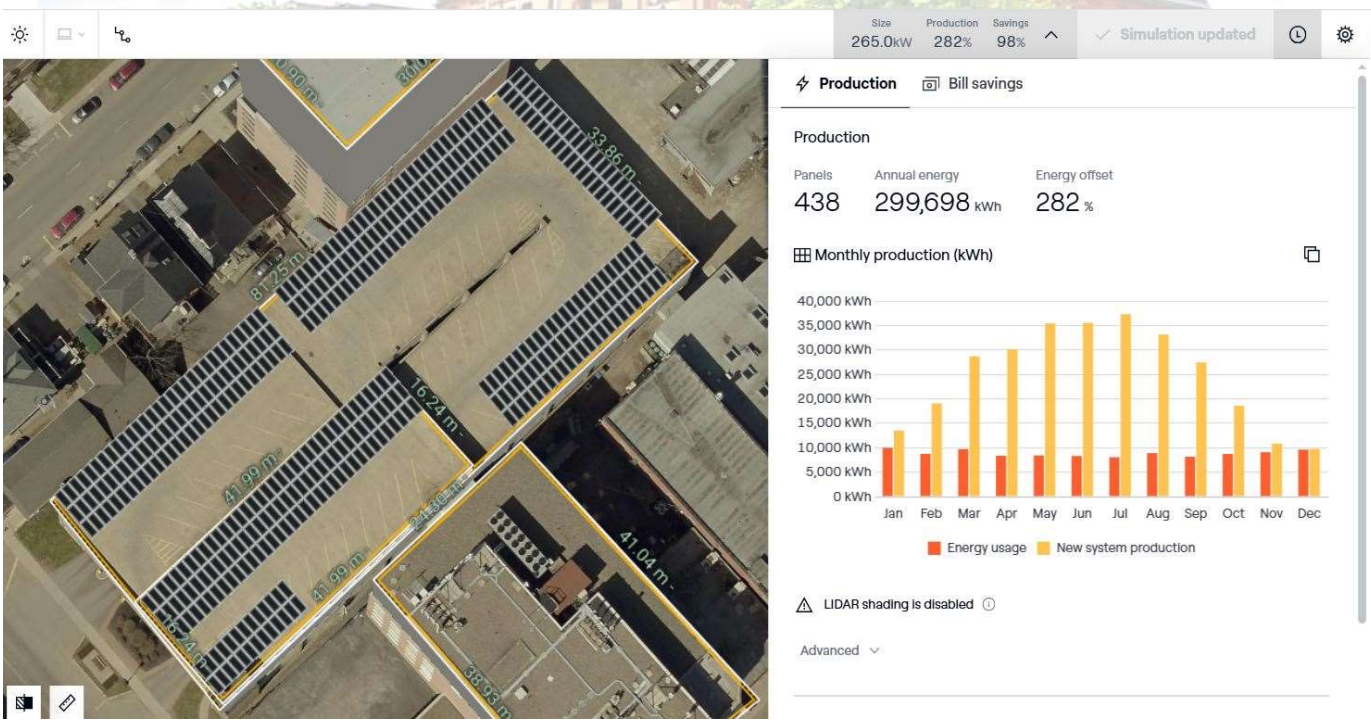
Queen Street Parkade

This parkade does a great job of covering its energy needs within the 100kW cap. Spacing is modeled to account for the shadowing of other buildings and the different parkade elevations.

100kW cap:



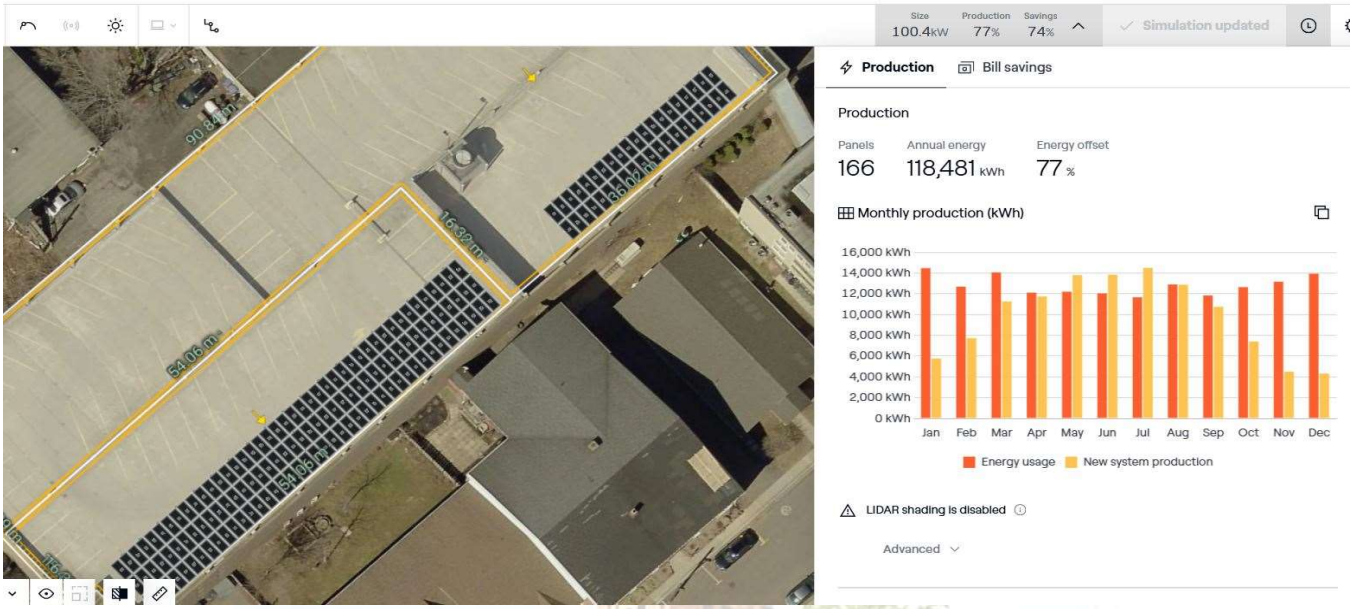
Maximum capacity:



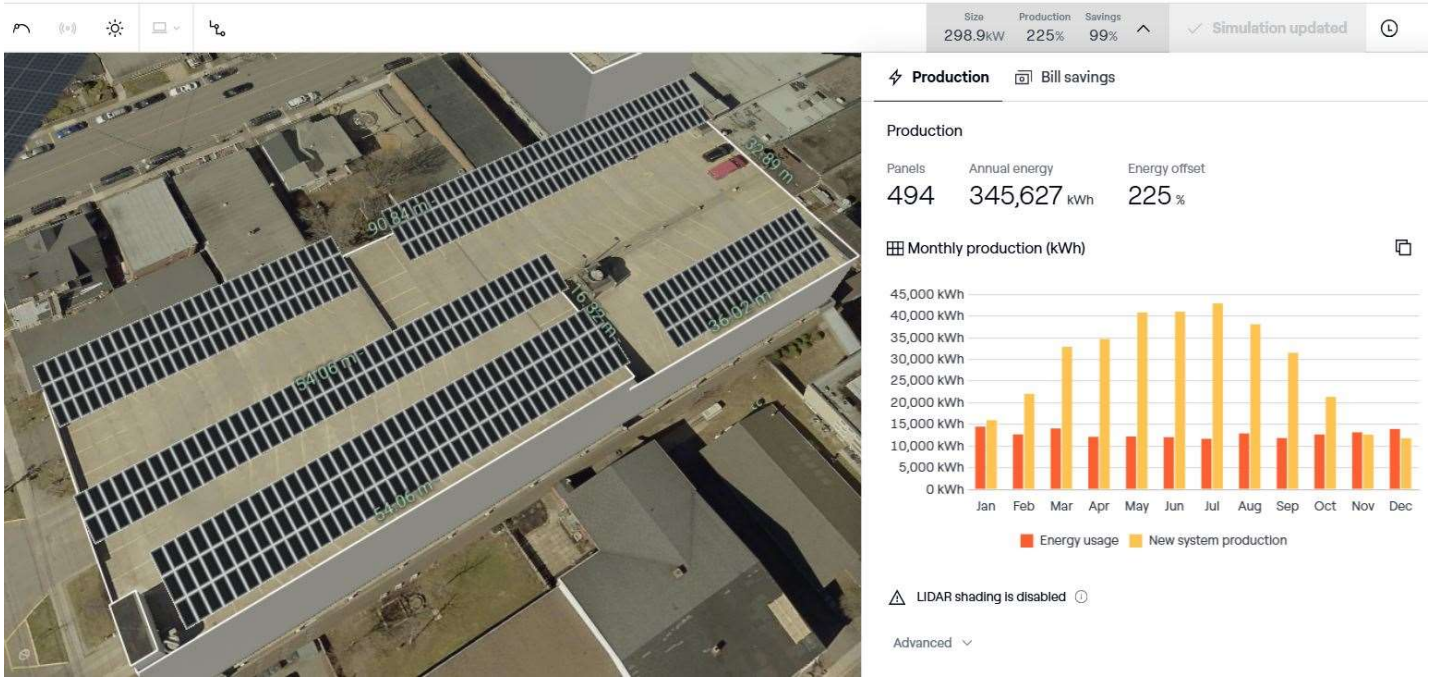
Pownal Parkade

The 100kW cap of this building does not meet the energy requirements at 77%, but going past that or to max capacity will meet the needs.

100kW cap:



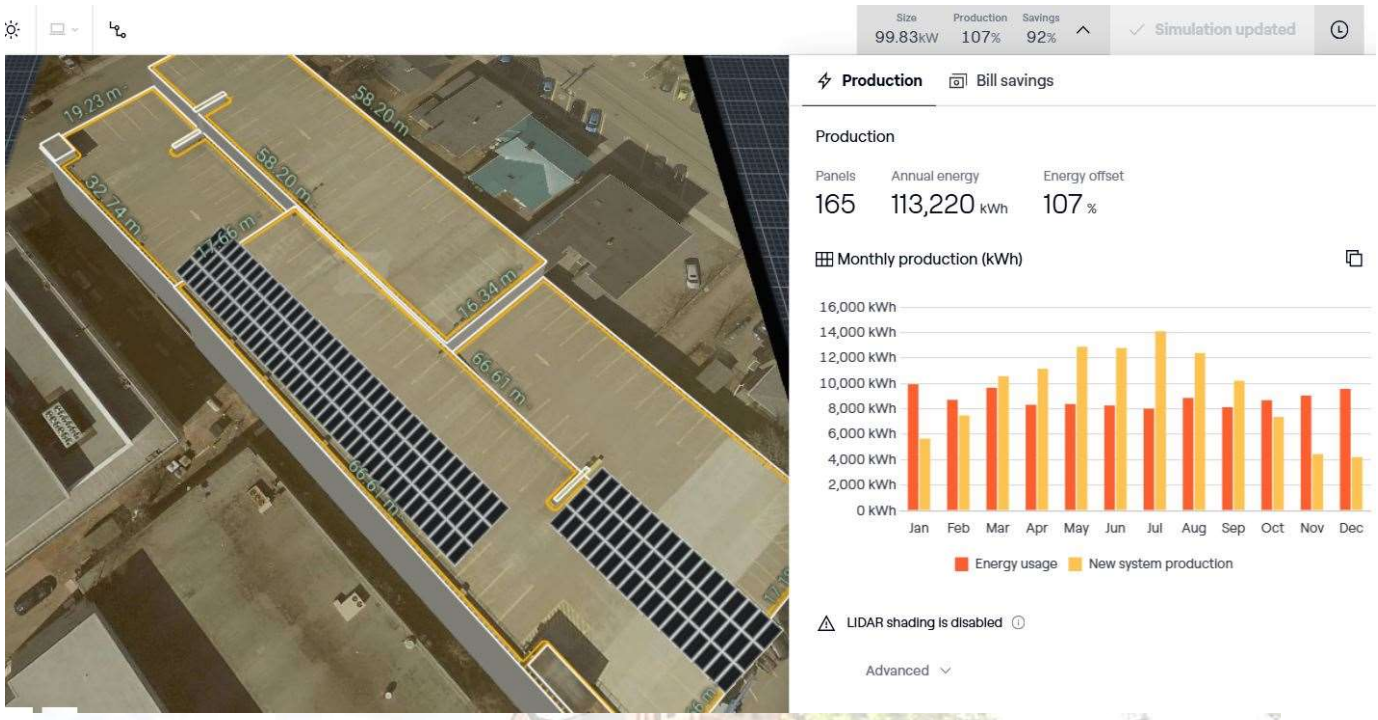
Maximum Capacity:



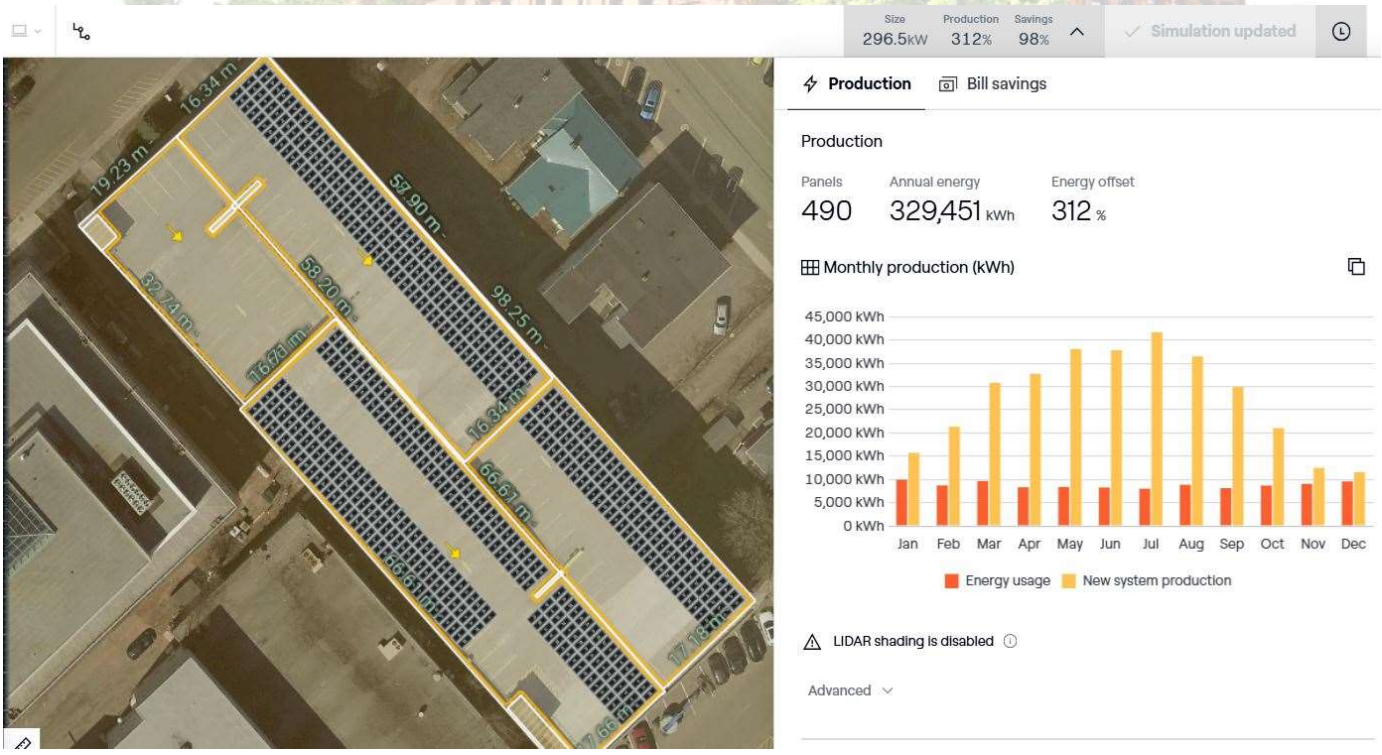
Fitzroy Parkade

This parkade is ideal for meeting its energy needs at the 100kW cap.

100kW cap:



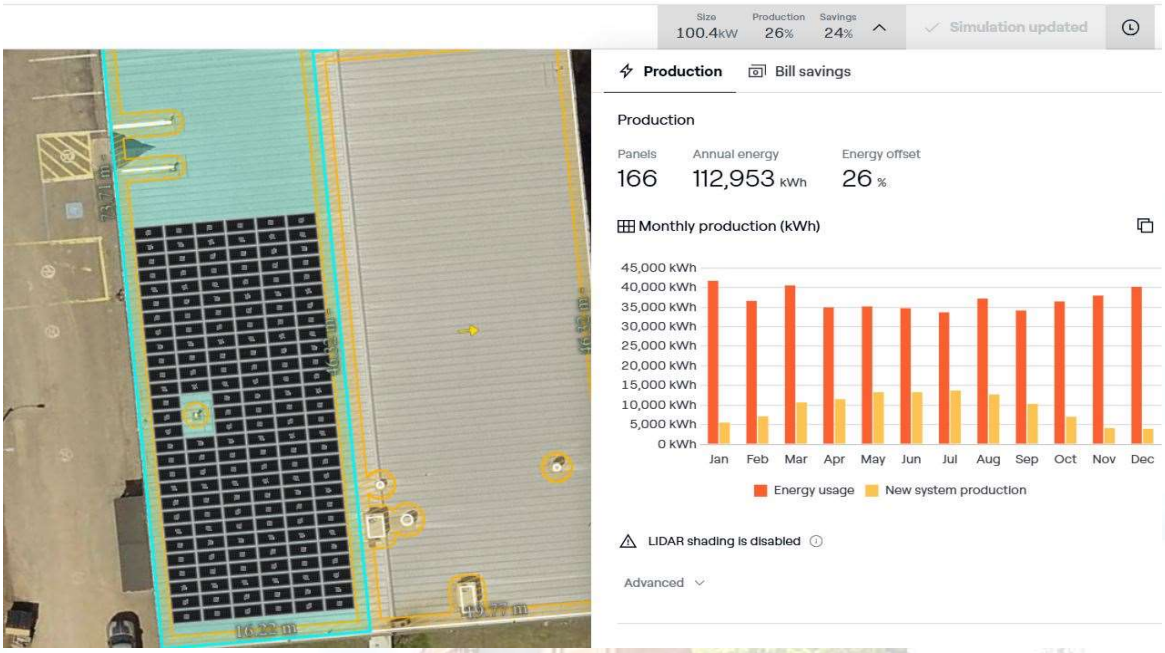
Maximum capacity:



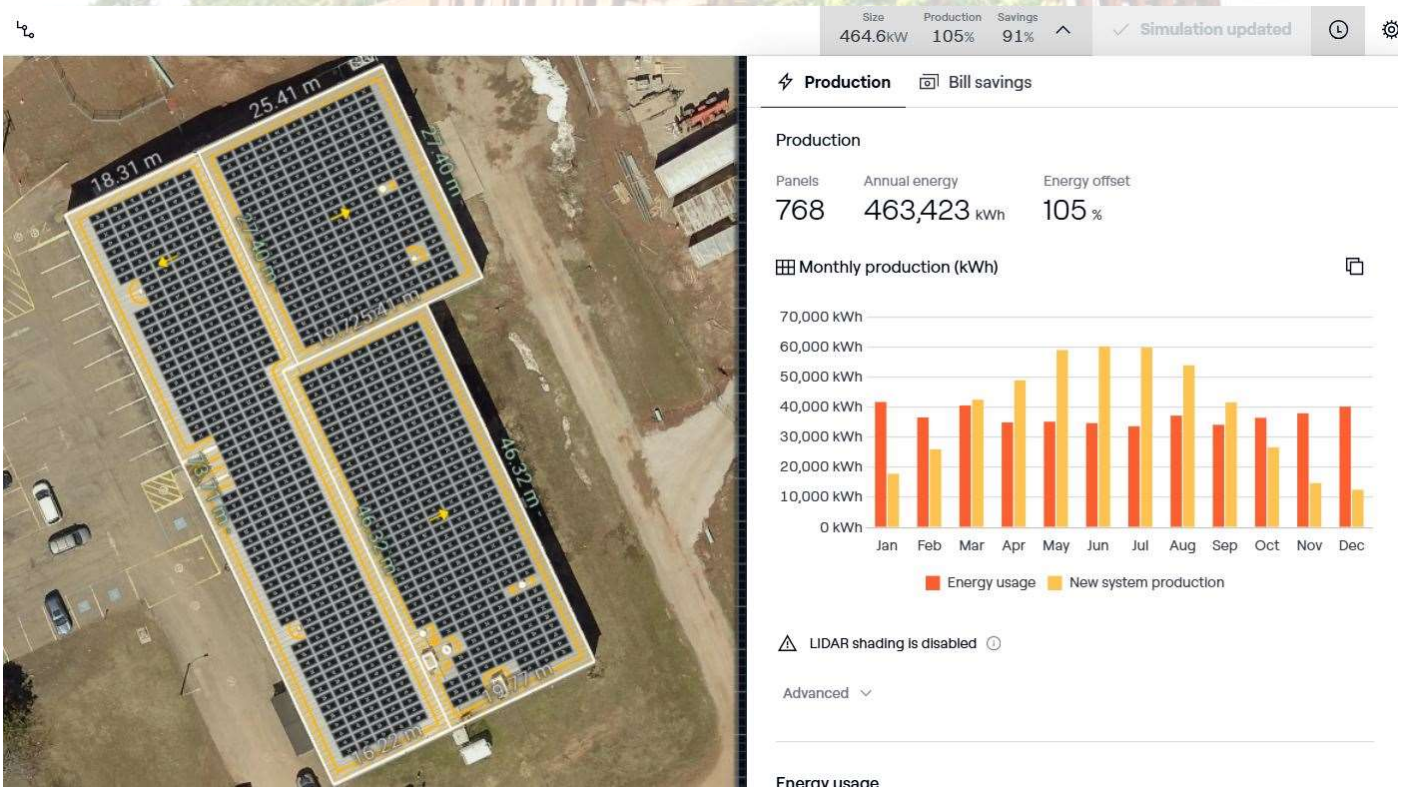
Cody Banks Arena

The arena is so large and uses so much energy that you would have to fill each roof face to meet the needs of the energy consumption. The 100kW cap covers only 26% of the need.

100kW cap:



Maximum solar to meet energy requirement:



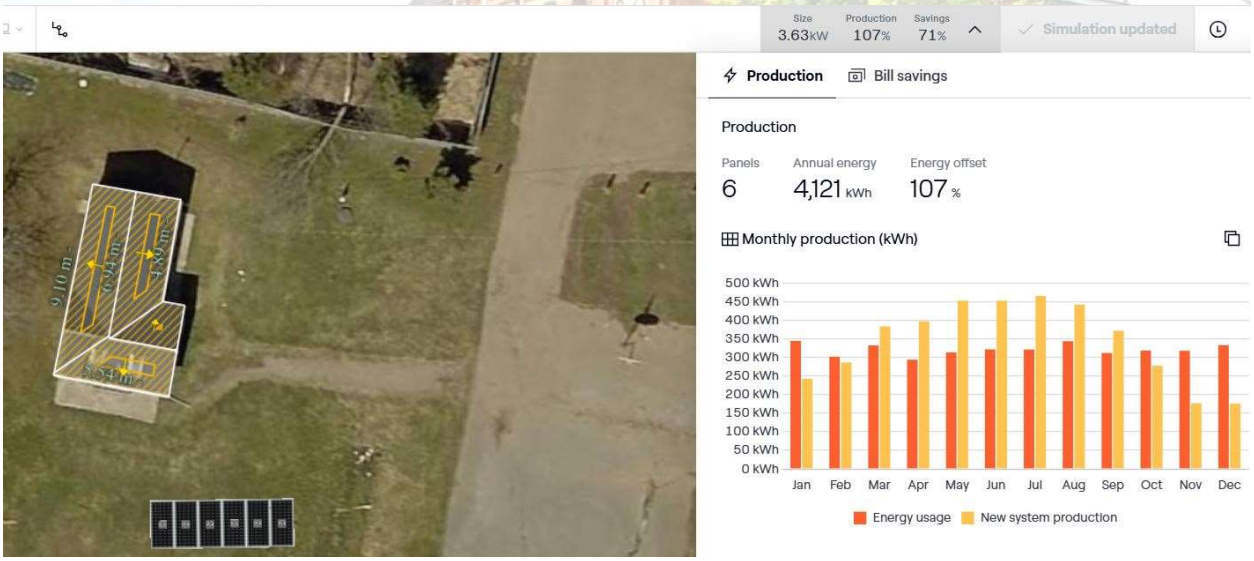
Lawn Bowling Clubhouse

The roof area is more than enough for the energy needs.



JF MacAulay Clubhouse

This building does not have a roof large enough for panels, but with a very small ground mount system it would easily cover the needs.



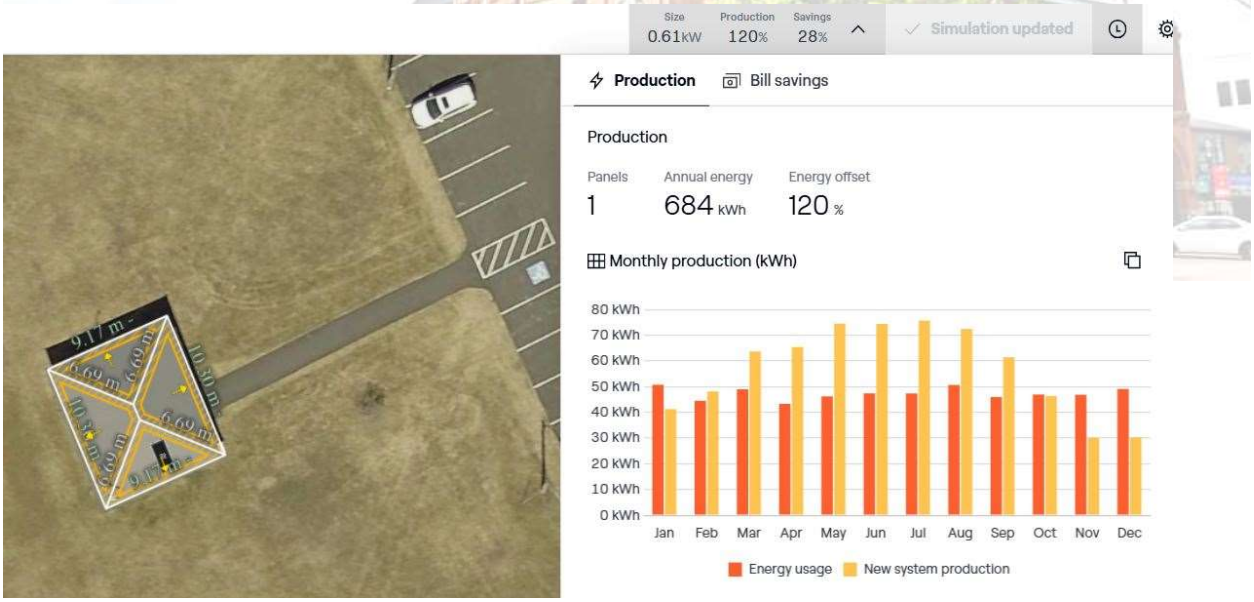
West Royalty Soccer Clubhouse

This building can meet the energy needs by just using a few panels.



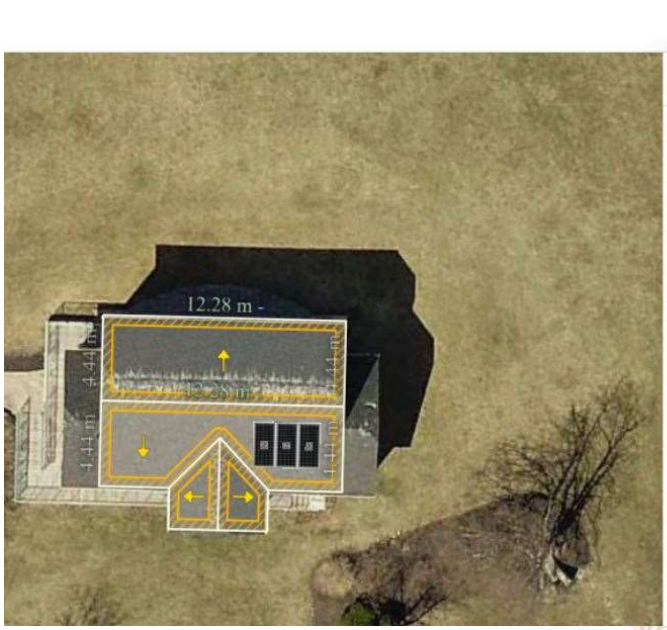
Mulberry Park Clubhouse

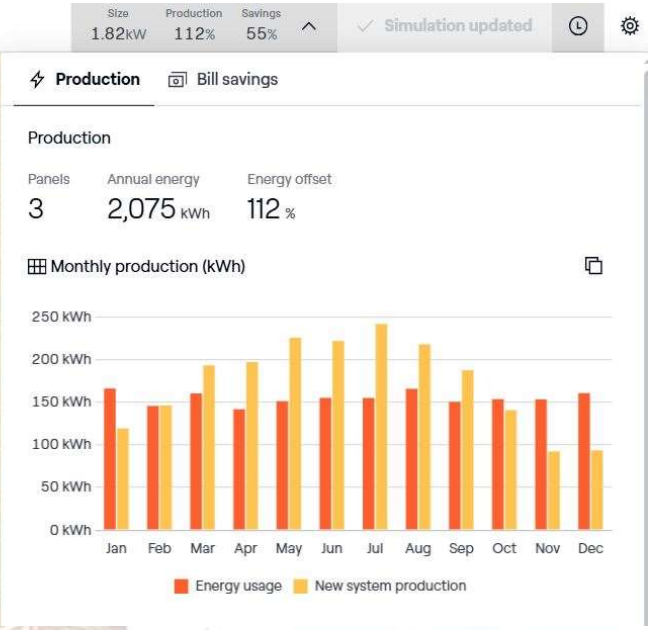
This building more than meets the energy needs with a single panel.



Victoria Park Cultural Pavillion

This building also goes over the energy needs with just three panels.

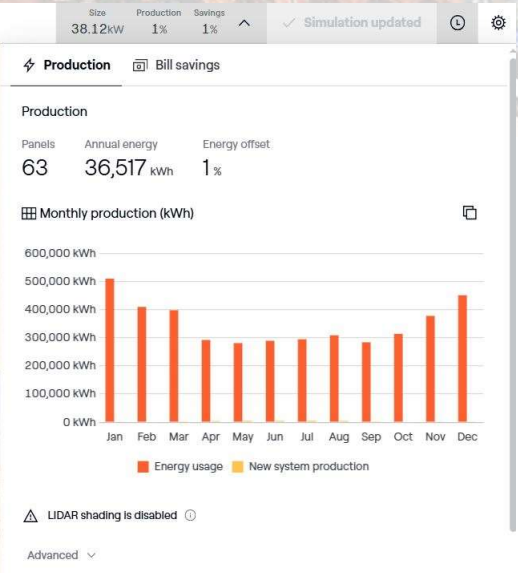




Pollution Control Plant

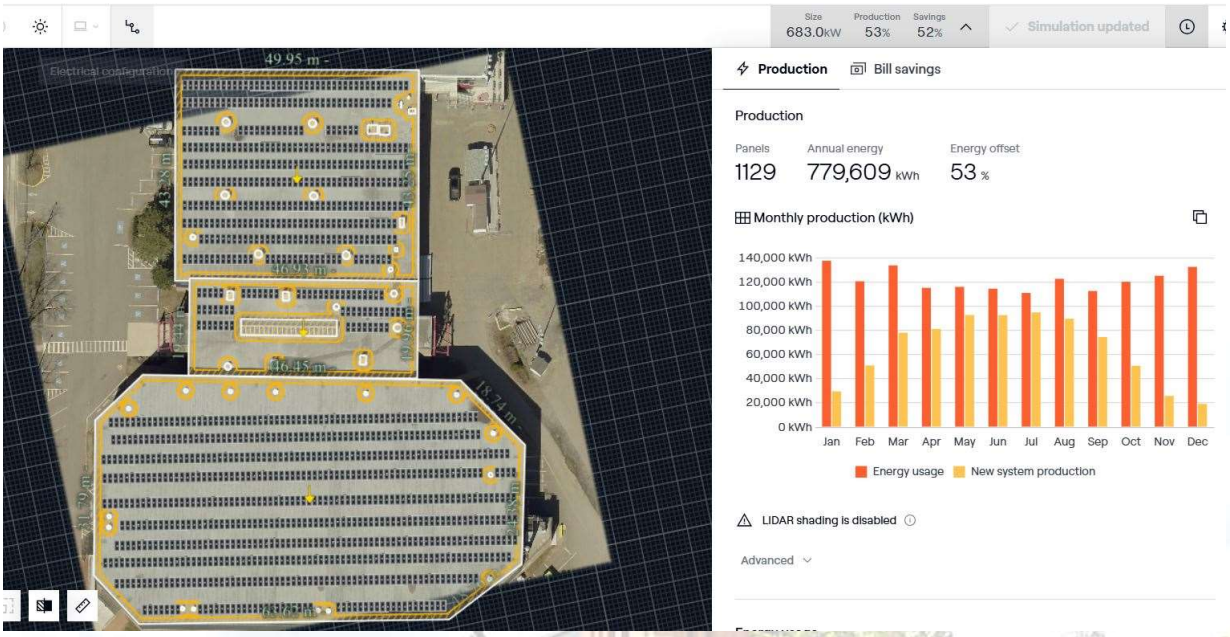
This building has such massive energy needs that a PV roof system is barely 1% of it's requirements. If solar energy is to be used here, it would require a very large ground mounted solar farm.





Eastlink Centre

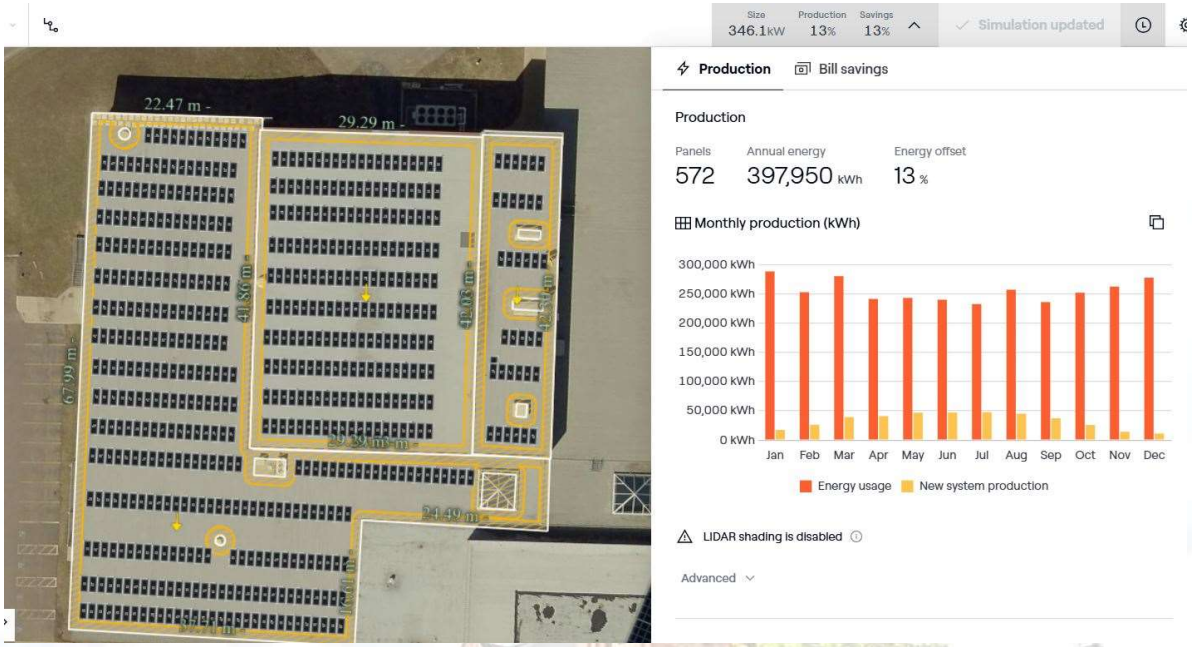
This building has a very large flat roof but the area is not enough for a PV system to cover the energy needs at just 54%.

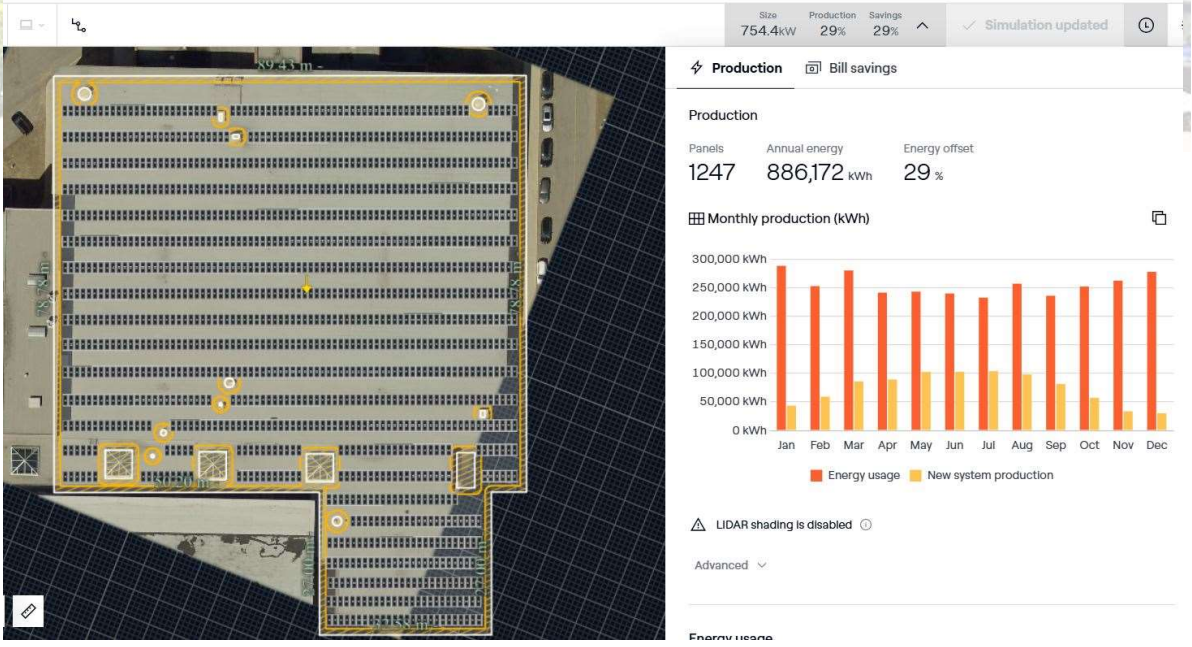




Bell Aliant Centre

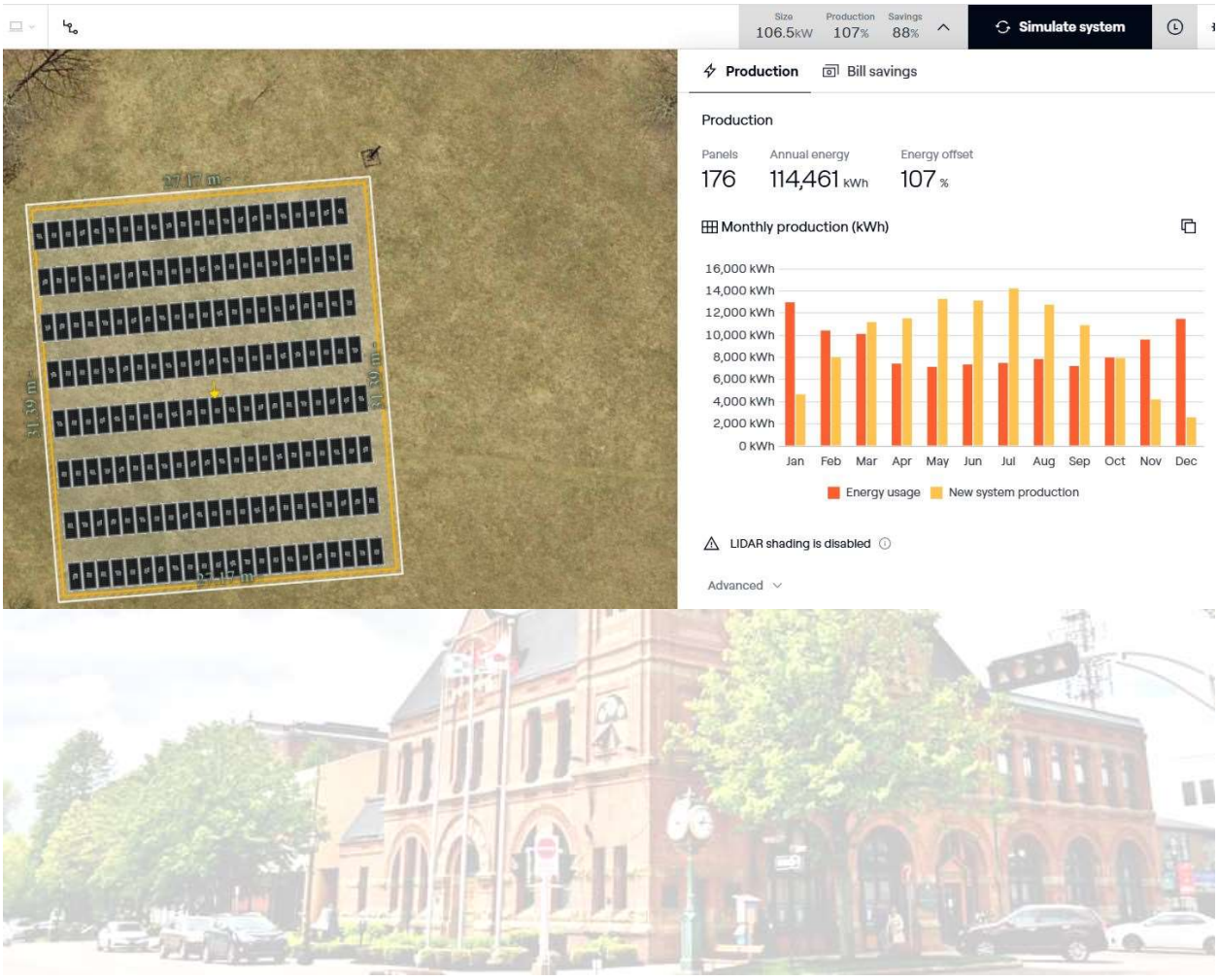
This building is so large that the model had to be split into two designs, but even with both added up, the entire roof space covered in PV is not enough to cover the energy needs.





Victoria Park Large Ground Mount

Because it is not ideal or may be impossible to have many small ground mount PV arrays throughout Victoria park, it may be desirable to have one large array in or outside of the park or a series of them used as cover for something like a picnic area. The image shows an idea of the number of panels required.



Recommendations

It is recommended that the simplest options are explored first with the buildings who have a great potential to easily cover all or most of their energy consumption needs by way of a roof mounted PV array while staying within the three phase 100kW or single phase 30 kW Net Metering cap, and with the lowest array size needed.

These buildings are:

Location	PV Size kW	Energy Consumption Offset	Aprx. Cost
10 MacAleer Drive	63.5	99%	$ 207,645.00
Sherwood Rec Centre	9	105%	$ 29,430.00
Heartz Hall	6.6	117%	$ 21,909.00
JE Blanchard	40	107%	$ 130,800.00
Lawn Bowling	3.6	107%	$ 11,772.00
West Royalty Soccer Clubhouse	6	107%	$ 19,620.00
Mulberry Park	0.6	120%	$ 1,962.00
Cultural Pavillion	3	187%	$ 5,886.00
Hillsborough Park Com. Centre	20.5	88%	$ 83,385.00



City of Charlottetown Committee Report

Report No: 25-24

Date: July 08, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Planning and Heritage

Prepared by:
Anna Keenan, Sustainable Transportation Officer

Attachments:
- None

Report Title:
Shared Micromobility Study by Dalhousie Masters of Planning student group.

Report Purpose:
To inform Council of the completion of a shared micromobility study, completed by Morris Consulting, a student group of Masters of Planning students from Dalhousie University.

Staff Recommendation:
That Council receives the report for information.

Report Details:

Shared Micromobility refers to publicly accessible fleets of small, low-speed active transportation vehicles. Primarily found in urban areas, shared micromobility systems most typically include electric and mechanical bikes, and electric scooters.

Dalhousie University annually offers the PLAN6500 course as a capstone project for final year Masters of Planning students, who take the role of consulting teams. Municipalities across the Maritimes, acting as clients, are invited to submit project briefs to the course professors, outlining questions or problems that they wish the student teams to investigate.

This year, the City of Charlottetown submitted three project briefs, and the Shared Micromobility project was selected by the Morris Consulting group, which consisted of Masters students Malsha Jalayath, Emma MacDonald, Myah Shantz and Shane Blundon. Their project advisors at the City included staff from both the Planning and Environment and Sustainability Departments, as well as the WSP consultants who are developing the City's 10 year Active Transportation Plan.

The collaboration has added valuable capacity and expertise, enabling the City to address questions at a higher level of quality, and more quickly, than would have been possible with internal capacity alone, and it has provided the Masters students with a real-world client experience as they begin their careers.

The group delivered the following work for the City:

- developed and executed a public and stakeholder engagement plan;
- conducted a jurisdictional scan which reviewed 101 shared micromobility systems (mostly in North America but with some international examples) to identify best practices and risks;
- gathered and analysed geospatial data for Charlottetown;
- crafted recommendations, tailored for Charlottetown's context, for:
    - permitting and regulation of private bike/scooter-share operators
    - criteria for choosing parking locations for micromobility fleets
    - regulations for sponsorship/advertising on publicly-owned micromobility fleets
    - future fleet size and composition assuming a successful two-year bikeshare pilot project in 2026 and 2027.

The report (available upon request to akeenan@charlottetown.ca) includes 61 detailed recommendations. Key recommendations include:

- **Adopting a City-owned, privately operated model** to balance oversight by the City, and operational flexibility. This approach allows the City to prioritize community goals such as accessibility and equity, while still ensuring financial sustainability and minimizing market risk.
- **The 2026-2027 pilot should consider excluding or limiting e-scooters from the City-owned fleet** due to higher risk of injury and liability and enforcement issues, but regulations for e-scooter shares should be included in a future shared micromobility bylaw, to create a framework for private operators.
- **Developing a bylaw to regulate shared micromobility use** in Charlottetown, including designating operating and parking zones, outlining operational standards and restrictions, safety protocols, insurance requirements, enforcement mechanisms, permitting, etc.
- **Restricting the service coverage area to 20 sqkm for the pilot**, prioritizing service within the boundaries of the by-pass (with an exception for East Royalty and Hillsborough neighbourhoods). Depending on the success of the pilot, post-pilot expansion could target a 30 sqkm service coverage area for Charlottetown. Assuming a low coverage rate of 10 bikes per 1,000 people, a post-pilot target fleet size of 300 could be set.
- **Selecting operator(s) via a competitive Request for Proposals process and** limiting the chosen operators to one to two operators to reduce complexity.
- **Implementing a hybrid parking system**, which is a mix of docking stations and dockless parking hubs. Docks should be situated in high-density areas such as downtown to assist with fleet organization and provide parking for AT users. Dockless hubs should be established in medium-density areas such as residential neighbourhoods to support residents who start and end their trips far from docking stations.
- **Establishing mechanisms for equitable access**, including user-friendly mobile apps, service coverage and fleet distribution, and discounted pricing for marginalized groups.
- **Post-pilot, securing title sponsorships** for long-term financial sustainability, and allow advertising on bikes, kiosks, docking stations, and mobile apps to generate revenue.
- **Consider undertaking a dedicated wayfinding and signage project** to enhance user experience and ensure the safety and success of the pilot and/ or future permanent bike-share program.
- **Monitor helmet usage and incident rates throughout** pilot to inform future policy changes.
- **Key metrics to track for micromobility evaluation** include: ridership, equity, operational efficiency, financial sustainability, safety, user satisfaction, helmet requirement evaluation, fleet utilisation by vehicle type (e.g. ebikes vs mechanical bikes).

Recommendations from the report will be considered by staff as the City issues an RFP for a bikeshare pilot project and develops a bylaw to regulate shared micromobility systems in the coming years.

Council or Committee History:
None

Financial Implications:
None

Public Engagement and Communication:

- Three stakeholder engagement sessions, one public open house event, and 385 survey responses, conducted in collaboration with the City's Active Transportation plan development with WSP.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the future. Creating a community for everyone.
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city. Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: Welcoming; Collaborating; Accountable; Safety.
Commitments: Sustainability, Collaboration and partnership, Inclusion, Technology, Residents and Visitors, Transparency, Engagement, Growth.
Pillars: Community Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG June 16, 2025	RDM June 20, 2025

Committee Recommendation: (if differing from staff)

DRAFT

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Tuesday, July 29, 2025, 12:00 PM
Parkdale Room, 199 Queen Street

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Norman Beck
Councillor Mitchell Tweel
Mayor Philip Brown

ALSO: **Richard MacEwen, Director of Community Services**
Jessika Corkum-Gorrill, Manager of Environment & Sustainability
Elmira Moghimi, Program Administrative Assistant
Simon Wilmot, Forest & Environmental Officer
Taylor Dall, Environmental Project Coordinator
Morgan Laverty, Urban Forest Technician
Julia Brown, Urban Forest Technician Assistant
Alistair Ozon, Water Coordinator
Rowan Neale, Nature Education and Restoration Coordinator

REGRETS: **None**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:01 PM.

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

3) **Approval of Agenda**
It as moved by Councillor Beck that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Councillor Beck and seconded by Councillor Tweel, that the minutes from July 08, 2025, be approved. Carried.

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

6) **Reports/Discussions**

a. Bus Depot Project – Rescind Wellington Award presented by Jessika Corkum-Gorrill, Manager of Environment & Sustainability

Jessika Corkum-Gorrill introduced a motion to rescind the December 10, 2024, resolution awarding the transit depot project to Wellington Construction. She explained that:

In February 2025, Council approved a redirection of focus from a depot to a fleet expansion initiative, including the purchase of full-size diesel buses and electric minibuses, plus charging infrastructure. The revised direction was deemed more cost-effective while achieving similar GHG reductions. Federal and provincial approvals to reallocate funding were received on July 7, 2025, so official resolution rescinding is coming forward now.

Conversations are ongoing with Trius Transit, focusing on the procurement of electric minibuses and required charging setups. Jessika mentioned that the plan includes installing two double-headed chargers at 5 and 7 Mount Edward Road for outdoor charging.

Chair MacKinnon posed a question regarding the date of ordering the minibuses, and Jessika Corkum-Gorrill confirmed the aim is to acquire two minibuses in March 2026 and two more in March 2027, to replace the smaller existing T3 buses. The current facility lacks charging ports; hence the scope adjustment includes outdoor charging infrastructure. A question also raised about penalties for rescinding the award. Jessika Corkum-Gorrill responded, no purchase order or contract was ever signed with Wellington. The RFP language reserved the City's right not to proceed.

Mr. MacEwen and Councillor Tweel affirmed the City's RFP included appropriate language allowing them to rescind without penalty.

Maylor announced his disagreement with the resolution; however, the Chair, Councillor MacKinnon, indicated that the matter has now been forwarded to the Council for approval.

Councillor Tweel formally moved the motion, seconded by Councillor Beck, stating the decision aligns with prior Council direction and allows more flexibility in future depot planning.

b. Spring Tree Planting Recap presented by Simon Wilmot, Urban Forestry Team Lead

Simon Wilmot presented with a slideshow to supplement the report provided. He introduced key members of the urban forestry team: Morgan (Urban Forest Technician), Julia (Urban Forest Technician Assistant), Taylor (Environmental Project Coordinator), and Rowan (Nature Education and Restoration Coordinator). Each spoke to their areas of work.

Simon Wilmot indicated this year achievements, over 3,000 trees, shrubs, and plants were planted across Charlottetown's parks, streets, green spaces, and natural areas. Projects were supported by *Federation of Canadian Municipalities (FCM) "Growing Canada's Community Canopies" (GCCC) program*, *TransCanada Trails (TCT) – "Planting for Tomorrow" program*, and donations by the *Rotary Club of Charlottetown*.

Morgan Laverty reported on the street and park tree plantings.

- 150 specimen trees were planted to date with 97 in parks and 53 along streets, using large-caliper stock (up to 60mm). They were planted by Public Works with assistance from a contracted backhoe operator.
- Trees were mulched, staked, tied, protected with tree guards and put on a watering schedule.
- 60% of trees were native to the PEI's Wabanaki-Acadian Forest.

Taylor Dall provided a progress report on the "Growing Canada's Community Canopies" (GCCC) and "Planting for Tomorrow" Programs

2025's major restoration program, funded by FCM's Green Municipal Fund, is a three-year project with Year One focused on planting and Years 2 and 3 on continued planting, maintenance, and reporting.

The program is centered around three locations: Windsor Park, which accounts for 62% of the work to date, Ellen's Creek, and Hermitage Creek. 2,000 plants were added during this phase, with large transformations taking place, including new park structures, walking paths, and restored habitats. Innovative elements such as log borders were used to combat erosion and manage stormwater.

The program also benefited from strong community involvement, including students from *Charlottetown Rural High School* who removed invasive buckthorns and planted native species at Hermitage Creek, and the *Business Tree Challenge*, which engaged nine businesses, 80 people, and added 326 plants. Most recently, a community capstone planting event at Windsor Park added 200 plants with a large public turnout.

Additionally, the TCT "Planting for Tomorrow" Project supported adding nearly 1,000 plants to Victoria Park, Confederation Trail, and Meadow Park.

Julia Brown reported on a Hedgerow Workshop planting event and information session (June 7) where 5 trees and 34 shrubs were planted selecting for short-stature species (urban-resilient, power line safe). Additionally, Julia reported on the Pollinator Garden installation added to the West Royalty Community Centre (supported by the Rotary Club of Charlottetown). This project added 120+ flowering species to support pollinator species such as bees, butterflies, and hummingbirds. For each of these projects educational signage shall be installed this summer to inform the public of their benefits.

Rowan Neale's report highlighted the planting of 215 trees and 145 understory plants, including ferns, shrubs, and herbaceous species, to rebuild the canopy and enhance biodiversity in Victoria Park. The focus areas included Dead Man's Pond and regions cleared by Hurricane Fiona, with native and regionally appropriate species chosen to build ongoing resilience. A key event was Arbor Day on June 6, where over 100 Grade 5/6 students planted nearly 200 trees. The day also featured cultural and artistic activities, with Mi'kmaq elders and the local library contributing to the celebration.

Year to date, the Nature Education program has engaged 16 groups, totaling 260 participants, and currently has 12 more groups (250 people) booked for remainder of

the season. Passive engagements have included the dissemination of 90 information booklets, and ongoing conversations with the park's visitors

Simon Wilmot stated that while this is the highest number of trees planted in one year, this amount still falls about 50% less than what is required if the City aims to restore the urban forest to pre-Fiona levels.

The presentation concluded with broad appreciation from Councillors and encouragement for Simon and the team to continue seeking external funding to expand restoration efforts.

a. Anti-Idling Policy Update

Jessika Corkum-Gorrill opened the discussion by confirming the changes to the anti-idling policy are mostly housekeeping in nature. She clarified that:

- There are no major changes and includes updates to reflect the new Climate Action Plan (the policy previously referenced an outdated plan).
- Minor typographical and grammatical errors were corrected.
- New language was added to speak to idling needs of police and emergency vehicles.
- The redline version of the policy in the report indicates the edits.

Mayor Brown inquired if anti-idling signs would be installed around the city. Jessika Corkum-Gorrill responded that the policy applies to City staff and vehicles, though she noted the suggestion for public awareness could be taken back to the team. She confirmed that the policy covers idling allowances in both cold and hot weather. The Chair closed the discussion by referring to section 3.4 of the policy.

This motion was moved by Councillor Beck and seconded by Councillor Tweel.

b. CLIMAtlantic Project

Alistair Ozon provided an overview of an ongoing collaboration with CLIMAtlantic, a regional nonprofit organization specializing in climate-focused support, facilitation, and data expertise. The City has previously worked with CLIMAtlantic on initiatives such as the climate action plan, and the current engagement builds on that relationship.

In 2024, CLIMAtlantic secured funding from NRCAN's Climate Resilient Coastal Communities program for a project that will support a cohort of communities across Atlantic Canada to build climate resilience through the creation of Adaptation Pathways. The City's project will focus on the theme of natural areas and corridors. As a partner, the City is not contributing financially to the project; only staff time is being committed. The core output will be a "climate adaptation pathway", a 100-year planning roadmap that outlines key decision points, adaptation strategies, and potential outcomes. This long-term plan is designed to guide future decisions and promote environmental sustainability over the coming decades. The project will be executed in three phases: Phase 1 will involve collaboration with subject matter experts; Phase 2 will engage both internal and external stakeholders, including City departments, academic institutions, the

Province, and Council members; and Phase 3 will focus on public engagement to gather community input and validate the planning assumptions.

Alistair Ozon explained that the adaptation pathway operates like a "choose-your-own-adventure" framework, where different decisions (e.g., altering a bylaw) lead to different environmental and planning outcomes, helping to distinguish between sustainable and maladaptive choices. He concluded by reaffirming that while the City is committing staff time now, the funding from Climate Atlantic may also support additional studies or modeling as the project progresses.

7) New Business

There was no new business.

8) Adjournment

It was moved by Councillor MacKinnon and seconded by Councillor Beck that the meeting be adjourned. Carried.

The meeting adjourned 12:57 PM.

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Environment & Sustainability #1

Date: August 12, 2025

Moved by Councillor _____**Trevor MacKinnon**

Seconded by Councillor _____**Norman Beck**

RESOLVED:

That Council rescind the December 10, 2024, resolution awarding the design- build of a new transit depot to Wellington Construction,

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

City of Charlottetown Committee Report

Report No: 25-25

Date: July 29, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Public Works

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Attachments:

- December 2024 Council Resolution

Report Title:
Rescind Transit Depot Construction Resolution Awarding Work to Wellington Construction.

Report Purpose:
To request that Council rescind the December 10, 2024, resolution awarding the design-build of a new transit depot to Wellington Construction.

Staff Recommendation:
That Council rescind the December 10, 2024, resolution awarding the design-build of a new transit depot to Wellington Construction.

Report Details:

In February 2025, Council passed a resolution directing staff to move from the transit depot construction project to fleet expansion that includes full-sized diesel buses and electric mini-buses and needed charging infrastructure and service improvements. This decision was made after comparing both the costs and greenhouse gas reductions in both scenarios. A project focused on fleet and service expansion proved to be more fiscally prudent, while achieving similar greenhouse gas emissions.

The official rescinding of the design-build resolution was not brought forward to Council until now, as staff were waiting on sign-off from the federal and provincial governments that they were supportive of funding moving from a depot project to a fleet and service improvement focused project. This confirmation was received on July 7, 2025.

Conversations with Trius Transit are ongoing to determine next steps for the existing transit depot considering the future needs of the system. Conversations are currently focused on the immediate project of incorporating and piloting T3's first electric buses and the construction of an outdoor charging station.

Council or Committee History:

- July 25/22 - Council resolution to purchase Mount Edward Rd property for transit depot.
- November 14/23 – Council resolution to endorse two-step procurement process for transit depot design-build (Expression of Interest followed by RFP).
- December 10/24 – Council resolution to award Wellington Construction design-build contract for depot (they were not issued a contract or PO and were communicated with that a further budget review was taking place to ensure this project was able to move forward).
- February 11/25 – Council resolution for staff to move from transit depot construction and full-sized electric bus procurement to diesel fleet expansion and electric minibus procurement.

Financial Implications:

Transit fleet capital projects are part of ICIP funding, seeing a split of costs between federal government (40%), provincial government (33.33%) and the three capital area municipalities (26.67%).

Public Engagement and Communication:

N/A

Legislative Authority:

MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:

Vision: Embracing the future. Creating a community for everyone.
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city. Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: Welcoming; Collaborating; Accountable; Safety.
Commitments: Sustainability, Collaboration and partnership, Inclusion, Technology, Residents and Visitors, Transparency, Engagement, Growth.
Pillars: Community Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2025	RDM July 24, 2025

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL 2024-COCR-0280

Environment & Sustainability #1

MOTION CARRIED 9-1 (Councillor Weal opposed) Carried

MOTION LOST _____

Date: December 10, 2024

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council accepts the bid from Wellington Construction in the amount of $15,273,447 before tax for the design and build of a public transit depot, and

Whereas, $10,249,627 before tax of budgeted ICIP funding is available for this project, an increase of $5,023,820 in the City's Capital budget from 2025 to 2027 is required,

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

City of Charlottetown Committee Report

Report No: ES 25-26

Date: July 29th, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department: Environment and Sustainability

Other Associated Departments:
Public Works
Parks and Recreation

Prepared by:
Simon Wilmot, Forestry and Environmental Officer
Taylor Dall, Environmental Project Coordinator
Morgan Laverty, Urban Forest Technician
Julia Brown, Urban Forest Technician Assistant
Rowan Neale, Nature Education and Restoration Coordinator

Report Title:
2025 Spring Planting Update

Report Purpose:
Update Council on the operational performance of the 2025 Spring urban forestry programs.

Staff Recommendation:
That Council receives this report as information.

Report Details:
Restoring and increasing tree canopy is a critical component of Charlottetown's Climate Action Plan. This spring, the City's urban forestry team planted over 3,000 trees, shrubs, and plants across streets, parks, green spaces, and natural areas. The work was carried out in collaboration with community partners and supported by funding from the Federation of Canadian Municipalities and the Trans Canada Trail's Planting for Tomorrow program. These efforts support the City's goals to restore the urban forest, enhance biodiversity, strengthen climate resilience, and foster community involvement. Highlights include major plantings in Windsor Park, Meadow Park, and Victoria Park, as well as innovative forest restoration modules and demonstration plantings at the West Royalty Community Centre that promote ecological recovery and education.

This report summarizes key initiatives and outcomes from the season.

Street and Park Specimen Trees:
A total of 150 large street and specimen trees were planted this spring across the city by the Public Works Tree Crew using heavy equipment.

- The species breakdown from this project was a 60/40 split between Native Wabanaki-Acadian Forest species and Non-Native Wabanaki-Acadian Forest species.
  - o Number of species native to the Wabanaki-Acadian Forest: 90
  - o Number of species not native to the Wabanaki-Acadian Forest: 60
- Non-native species are typically used in areas where there are size constraints relating to utility lines.
- Of the 150 trees planted, 53 trees were planted within our streets' right-of-way while the remaining 97 were planted within City parkland.

Growing Canada's Community Canopies Project:
The FCM Growing Canada's Community Canopies (GCCC) project supported the planting of approximately 2,000 trees and shrubs across Windsor Park, Hermitage Creek, and Ellen's Creek. The project was also supported by over 200 trees and shrubs provided by Ellen's Creek Watershed Group and 300 additional trees provided by and planted as part of the annual Business Tree Challenge.
Trees and Shrubs Planted:

- Windsor Park: 1250
- Ellen's Creek: 283
- Hermitage Creek: 470

Community Engagement:
• Charlottetown Rural High School: Over 80 students participated in invasive species removal and native planting at Hermitage Creek.
• Windsor Community Event (Late June): Volunteers planted over 200 trees and shrubs.
• Business Tree Challenge (Early June): Involved nine businesses and nearly 80 participants, planting 326+ trees and shrubs purchased by local businesses and GCCC funding.

Trans Canada Trails (TCT) - Planting for Tomorrow Program:
The TCT "Planting for Tomorrow" program supported the planting of over 900 trees to date in Meadow Park, along the Confederation Trail, and in Victoria Park. The program provided $30,000 from the Trans Canada Trail, matched by $10,000 from the City. A portion of this funding supported Ellen's Creek Watershed Group to build capacity for ongoing restoration work.
Trees and shrubs planted:
• 350+ in Meadow Park (naturalized area with walking trail)
• 170+ along the Confederation Trail
• 485 in Victoria Park, including 200+ on Arbor Day (plus an additional 75 ferns planted across the park)

Demonstration Areas – West Royalty Community Centre:
As part of efforts to promote urban biodiversity and climate resilience, two new demonstration naturalized modules were installed at the West Royalty Community Centre, adjacent to Ellen's Creek. These modules were designed to showcase climate-adaptive planting strategies and support ecological education. Informational signage will be installed at both sites to highlight their environmental benefits and design approaches.

Hedgerow Module:
Installed on June 7, 2025, during a public volunteer event and educational workshop, this module was designed to mimic traditional rural hedgerows. It includes 12 hardy, regionally appropriate species that offer habitat, buffer wind and noise, and enhance air and water quality. Species were also carefully selected to demonstrate how to

plant under utility lines without impacting them. The workshop featured presentations by the City's Forest and Environmental Officer and representatives from the PEI Department of Agriculture. Funding was provided by the PEI Climate Challenge Fund.
Total trees and shrubs planted: 39

Community Pollinator Garden:
Planted on June 7, 2025, with the help of public volunteers and members of the Rotary Club of Charlottetown, this garden supports bees, butterflies, and hummingbirds with a mix of native flowering plants. It includes 14 plant species, selected for both ecological function and seasonal beauty. Funding provided by the Rotary Club of Charlottetown.
Total plants: 124 (30 shrubs and 94 flowers)

Victoria Park Forest Restoration:
Victoria Park forest restoration efforts expanded in 2025 to rehabilitate degraded zones, increase biodiversity, and support long-term canopy recovery. A majority of tree plantings in naturalized areas were funded through the Trans Canada Trail's Planting for Tomorrow program (see above).
Key Highlights:

- Forest Restoration Modules: In response to extensive canopy loss from post-tropical storm Fiona, a new restoration approach is being piloted in Victoria Park's natural area. Invasive and overrepresented species were removed from degraded sites and replaced with dense plantings of native trees, shrubs, and ferns reflective of the Wabanaki–Acadian forest. Woodchips were applied to suppress invasive regrowth, retain moisture, and aid establishment. Over 120 plants were installed as part of this initiative.
- Ecosystem Restoration: 215 additional trees and 145 shrubs and herbaceous species were planted outside of the modules to promote ecological recovery of the forest area.
- Understory Restoration: A compacted area previously lacking vegetation is being transformed into a shaded forest glade using native, shade-tolerant species.
- Arbor Day: As part of the City's annual Arbor Day celebration 185 trees and shrubs were planted by over 100 children from West Kent, Parkdale, and Prince Street Elementary Schools learning firsthand how to do their part in stewarding urban forests.
- Ongoing work includes invasive species removal, site maintenance, and public education through tours and programming.

Fall Planting:
Tree planting and restoration efforts will continue into fall 2025. Planned activities include the planting of street and park trees, as well as continued natural area restoration. Additional support has been secured from the TD Friends of the Environment Foundation for plantings at Evergreen Park, with further funding applications pending to expand community participation.

Conclusion:
The 2025 planting totals are expected to exceed previous years. However, the City remains significantly behind its target of restoring the urban forest to pre–Hurricane Fiona levels by 2034. Additionally, current canopy gains must be weighed against ongoing tree losses from development, highlighting the need to intensify restoration efforts.

Meeting the City's forest restoration targets identified in the Climate Action Plan will require coordinated support across all departments. Integrating trees into the planning and design of municipal projects—such as transportation, infrastructure, parks, and land use—is essential to maximize canopy growth. A cross-departmental approach will help ensure tree planting and protection are consistently prioritized in support of long-term sustainability goals.

Council or Committee History:
The following reports have been shared through Council meetings in 2024/25:
ES 25-12 Climate Action Plan
ES 24-06 Fiona Restoration Plan
ES 24-26 Grants and Funding Updates
ES 24-35 Fall Events Update
ES 24-36 Provincial Tree Planting Support

Financial Implications:
Tree planting projects described are within the E&S 2025-26 budgets and are possible with support from FCM, the Trans Canada Trail's Growing Community Canopies funding, and TD Friends of the Environment Foundation. Approximately $200,000 was secured in external funds with approximately the same value in City budgets assigned to tree planting projects.

Public Engagement and Communication:
2025 urban forestry successes have been shared in the E&S newsletter "From the Park Bench" and posted on the City's website. The Windsor Park community received flyers at their home addresses. Social Media posts were made relating to community planting at Windsor Park. CBC covered some of the restoration work in Victoria Park.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Guiding Principles: Collaborating, Accountable, Safety
Commitments: Sustainability, Collaboration and partnership, Growth, Commitment to ongoing community engagement.
Pillars: Community-Building and Placemaking, Infrastructure and the Environment

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2025	RDM July 24, 2025

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Environment & Sustainability #2

Date: August 12, 2025

Moved by Councillor _____**Trevor MacKinnon**

Seconded by Councillor _____**Norman Beck**

RESOLVED:

That Council approve amendments to the City's Anti-Idling Policy as outlined in the attached,

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

City of Charlottetown Committee Report

Report No: 25-27

Date: July 29, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Attachments:

- 2025 Updated Anti-Idling Policy

Report Title:
Anti-Idling Policy Updates

Report Purpose:
To request that Council approve updates to the City's Anti-Idling Policy.

Staff Recommendation:
That Council approve updates to the City's Anti-Idling Policy as outlined.

Report Details:

The City's Anti-Idling Policy was created close to four years ago and updates are needed. The purpose of the suggested updates is to:

- Reflect the City's new Climate Action Plan.
- Fix typographical and grammatical errors.
- Add clarity to better inform readers.
- Add details that speak to emergency response vehicles.

Council or Committee History:
This policy was approved by Council in November 2021

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the future. Creating a community for everyone.
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city. Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: Collaborating; Accountable; Safety.
Commitments: Sustainability, Collaboration and partnership, Inclusion, Technology, Residents and Visitors, Transparency, Engagement, Growth.
Pillars: Community Building and Placemaking; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2025	RDM July 24, 2025

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN POLICY

Policy Title: **Anti-Idling Policy**	**Policy Number:** **P-ES-1**
Approved By: **-Council** **-Council**	**Approval Date:** **-November 8, 2021** **-**
Related Legislation: n/a **Related Bylaw: n/a**	

1. PURPOSE

1.1 The City of Charlottetown recognizes that idling vehicles contribute exhaust gases to the environment which forms ozone pollution, which can cause eye, nose and throat irritation and, in higher concentrations, asthma, bronchitis and decreased lung function. Long term exposure to these gases is hazardous to the health of all living things. The City of Charlottetown also recognizes that excessive idling wastes ~~a significant amount of~~ fuel and money.

The City of Charlottetown is committed to being environmentally responsible in the operation of its' fleet. By doing so, we will ~~significantly~~ contribute to achieving the City of Charlottetown's ~~Community Energy~~ Climate Action Plan: "Reduce emissions from private vehicles and City fleet". "~~To greatly reduce energy use in transportation~~"

Accordingly, this policy has been developed by the City of Charlottetown to protect the health of all concerned and to demonstrate climate leadership.

The City of Charlottetown acknowledges its leadership role in the community and aims to be a good role model ~~for affiliated clubs~~. The move to go idle free also complements the City of Charlottetown's desire to create a healthy family, community-friendly environment, and City's Climate Action ~~Community Energy~~ Plan. The City of Charlottetown believes that such an environment and image will be advantageous in influencing healthy attitudes and positively promoting sport and recreation programs.

Legislation and the legal duty of care around Canada also provide clear reasons to have idle-free facilities. Under common law the City of Charlottetown has a legal duty of care to ensure that employees, volunteers, and residents are not exposed to potentially harmful situations.

2. SCOPE

2.1 City of Charlottetown staff while performing City duties.

2.2 City of Charlottetown vehicles ~~used for personal use~~

2.3 Mayor and Council members

2.4 ~~Anyone wearing a City mask~~

~~2.5~~ 2.4 Transportation partners

~~2.6~~ 2.5 This policy always applies, the only exemption to this policy is for Fire, Police, emergency service vehicles while participating in emergency activity, and zero emission vehicles.

2.5.1 In cases of extreme weather (-20 degrees Celsius and below) police patrol vehicles may be allowed idling time to ensure proper function and uninterrupted service of necessary auxiliary emergency equipment (examples: Approved Screening Devices (ASD's) and Carbine rifles). In this case, reducing idling time should be considered and resources managed efficiently.

3. POLICY PROCEDURE

3.1 All City vehicle users must turn off their engine if they intend to idle for more than 60 seconds. The failure to turn off the engine by an individual when not exempted can cause temporary or permanent restrictions on using City Vehicles.

3.2 Procurement of new City vehicles should include Stop-Start systems. All City vehicles with Stop-Start Systems should always have the system on, unless there is a clear operational reason why this is not practical.

3.3 While participating in an emergency activity where idling more than 60 seconds is required, the person responsible should use their lightbar.

3.4 When the ambient outdoor temperature ~~it~~ is colder than zero degrees Celsius or warmer than 27 degrees Celsius, if the vehicle is required to be occupied, the maximum idling time would be five minutes per hour, or whatever duration exceeding five minutes is required to raise the cabin temperature above 10 degrees Celsius, or to lower the temperature below 25 degrees Celsius. The engine must be shut off when this temperature is reached.

3.5 In cold weather, older diesel vehicles (models before 2017) are allowed to idle up to 10 minutes (600 seconds) to prevent cold start. To prevent cold start, other vehicles may idle up to three minutes, if advised in the owner's manual.

4. REVIEW

4.1 This policy will be reviewed and updated as required.

5. FACTS ABOUT IDLING

5.1. Excessive idling wastes ~~a significant amount of~~ fuel and money and generates needless greenhouse gas (GHG) emissions. If drivers of light-duty vehicles avoided idling by just three minutes a day, over the year Canadians would collectively save 630 million litres of fuel and 1.4 million tonnes of carbon dioxide (CO2) emissions, and $~~630~~ 945 million in fuel costs (assuming a fuel cost of $1.~~05~~0/L).

5.2. Warming up the vehicle means more than warming the engine. The tires, transmission, wheel bearings and other moving parts also need to be warmed up for the vehicle to perform well. Most of these parts don't begin to warm up until you drive the vehicle. ~~So the best way to warm them up is to drive it. In fact, with today's computer-controlled engines~~ At most, even on cold winter days, no more than two to three minutes of idling is usually enough warm-up time before starting to drive.

5.3. Any more than ten seconds of idling uses more fuel than is required to restart the engine. However, the break-even time to offset any potential incremental maintenance costs to the starter or battery is under 60 seconds. So, as a guideline, if you're stopped for more than 60 seconds (except in traffic) turn off the engine.

5.4. For the average vehicle with a 3-litre engine, every 10 minutes of idling costs over one quarter of a litre (over 1 cup) in wasted fuel. Keep in mind that every litre of gasoline you use produces about 2.3 kilograms of carbon dioxide.

5.5. A poorly tuned engine uses up to 15 percent more energy when idling than a well-tuned engine. Keeping your vehicle properly maintained according to the manufacturer's suggested maintenance schedule is a key to fuel efficiency and reduced GHG emissions.

City of Charlottetown Committee Report

Report No: ES 25-28

Date: July 30, 2025

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments: n/a

Prepared by: Alistair Ozon, Water Coordinator

Report Title:
Climate Adaptation Pathways Project with CLIMAtlantic

Report Purpose:
To inform Council of the ongoing partnership with CLIMAtlantic

Staff Recommendation:
That Council receive this report as information.

Report Details:
In 2024, the City of Charlottetown provided a letter of support for a funding application that CLIMAtlantic submitted to NRCAN's Climate-Resilient Coastal Communities Program and had expressed interest in being one of the communities involved. The work proposed would assist communities in building climate adaptation capacity through the creation of adaptation pathways.

The project was approved for funding, and staff have been meeting with CLIMAtlantic's team to determine the focus for Charlottetown as one of the partner communities and to develop a project plan. The City will collaborate with CLIMAtlantic and additional partners (i.e. PEI Watershed Alliance and UPEI) to co-develop adaptation pathways focusing on how natural areas/assets are managed within the municipality, specifically the natural corridors of Ellen's Creek, Hermitage Creek and Wright's Creek.

Adaptation pathways are a decision-making approach focused on managing the impacts of climate change over time by sequencing a series of actions and decision points. This approach acknowledges the uncertainties associated with climate change and allows for adjustments to be made as conditions change. By identifying key decisions and the associated impacts that may take place over a 100-year period, the pathways guide decisions to ensure the municipality's actions are sustainable and avoid maladaptation scenarios. The complete pathways will act as a strategic document/roadmap for future land management or planning decisions made by the City and stakeholders.

The project will have three phases of engagement. The first phase will be working with subject matter experts to start creating the pathways and considering key scenarios. The second will be with City departments/council and external stakeholders (landowners like UPEI, Holland College, the Province, etc.). And the final stage will be a broader public/community engagement. A key team (including City staff) will be involved throughout all these stages.

CLIMAtlantic will provide the funding to support the engagement and to dive deeper into key areas as the project is elaborated.

Council or Committee History:
N/A

Financial Implications:
City participation does not require a financial contribution and only includes in-kind staff time (approximately 10 hours/month for year).

Public Engagement and Communication:
Targeted and public engagement will occur throughout stages two and three of this project.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Vision: Embracing the Future
Purpose: Problem solving and innovation
Guiding Principles: People-focused, Collaborating
Commitments: Sustainability, Partnerships, Technology, Growth and
Pillars: Infrastructure and the Environment

Reviewed By:

Manager	**Director/CAO**
JCG July 21, 2025	RDM July 24, 2025

Committee Recommendation: (if differing from staff)

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
August 12, 2025

The Public Works Committee met on Friday July 18, 2025, and the draft minutes are included in your package.

There are no resolutions for your consideration.

The Civic Board for Persons with Disabilities met on Wednesday July 23, 2025, and the draft minutes are included in your package.

Operational and Capital Summaries are included in your package.

Respectfully submitted,

Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Friday, July 18, 2025
12:00 PM, Parkdale Room, City Hall

DRAFT

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

Also: **Ylber Gashi, Public Works Manger**
Joey MacKinnon, Public Works Assistant Manager
Richard MacEwen, Director Community Services
Amber Robb, Public Works Administrative Assistant
Doug Dumais, Culture and Economic Coordinator

Regrets: **Brad MacConnell, Chief Administrative Officer**

1. Call to Order
Councillor Tweel, Chair, called the meeting to order at 12:01 PM.

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

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

4. Approval of Minutes
Moved by Councillor Muttart and seconded by Councillor McAleer that the draft minutes from July 3, 2025 be approved. Carried.

5. Business Arising from the Minutes
Mayor Brown requested an update on the removal of the three city owned vacant properties on Spencer Drive and Maple Drive. Key points from the discussion as follows:

- A request for bids to remove the buildings was issued last year but received no responses.
- The City explored other options that were not successful, including donating them to Habitat for Humanity.
- The City received a recent request to move the buildings at no cost, this is being reviewed through the Finance Committee as it involves real estate.
- The Finance Committee will be presenting this proposal to Council for a decision.

6. Discussions/Reports

a) Bronze Memorial Statue Restoration
Report 1A – Bronze Memorial Statue Restoration

The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi indicated that the department issued two tenders for the restoration of the monument, one for the

bronze statue and one for the granite base noting this approval is for the statue. Key points from the discussion as follows:

- Three proposals were received, after review the proposal from Heritage Grade was recommended.
- The allocated budget for the project is $125,000, with $25,000 from partner funding.
- Significant discrepancy in the bid amounts, after review Heritage Grade was deemed capable of delivering quality work.
- Restoration of Bronze Statue consists of: cleaning, corrosion removal, preventative measures and repatination to restore historical appearance.
- Restoration of Granite Base consists of: repointing mortar joints with historically accurate materials, cleaning stains and repairing damaged paving stones.
- A maintenance plan including annual waxing will be will be provided to ensure the statue's longevity and will prevent the need for major restorations in the future. There is a bylaw in place already that requires an annual maintenance report for the War Memorial Monument.
- Project to be completed before October 11 in advance of Remembrance. Parks Canada aims to open Province House as well before Remembrance Day.
- The statue is 100 years old and the last restoration was completed in 2004.
- Mayor Brown suggested to enhance the crosswalks by the monument with large painted Canadian symbols to make a statement on the tariff issue and include two soldiers to commemorate Remembrance Day.

Moved by Councillor Muttart and seconded by Mayor Brown that "Bronze Memorial Statue Restoration" be forwarded to Council for approval. Carried (3-0)

Report 1B – Memorial Statue Granite Base Repair

The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi indicated that the department is seeking approval to forward the resolution to Council to repair the Memorial Statue Granite base. Key points from the discussion as follows:

- Only one bid was received to repair the granite base.

Moved by Councillor Muttart and seconded by Mayor Brown that "Memorial Statue Granite Base Repair" be forwarded to Council for approval. Carried (3-0)

b) 72" Commercial Grade Front Mount Lawn Mower

The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi indicated that the department is seeking approval to forward the resolution to Council to award Good Equipment for the purchase of one 72" Commercial Grade Front Mount Lawn Mower for the Parks and Recreation Department. Key points from the discussion as follows:

- Two submissions were received, one was rejected for not meeting required specifications.
- The tender was created by staff, reviewed by finance and then reviewed by the superintendent of fleet operations, the manager and the director.
- There was a discussion about whether all commercial assets such as this are handled by Public Works and not by Parks and Recreation if this will be their asset. Director MacEwan indicated that fleet management resides with the fleet superintendent of Public Works. Councillor Muttart stated that this is a mower component not fleet and wondered why Public Works prepared the tender and report and asked if Public Works should be doing this work for other departments or not going forward. PWM Gashi will review the process and report back to Councillor Muttart with any findings.

Moved by Councillor Muttart and seconded by Mayor Brown that "72" Commercial Grade Front Mount Lawn Mower" be forwarded to Council for approval. Carried (3-0)

c) Rectangular Rapid Flashing Beacons

The Chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi indicated that the department is seeking approval to forward the resolution to Council to award Sojourn Signs (Alternate) for the purchase of 12 Rectangular Rapid Flashing Beacons. Key points from the discussion as follows:

- Purchase is for 12 Rectangular Rapid Flashing Beacons (RRFB's), enough for six crosswalks. Five bids were received, the department recommends to award to Sojourn Signs (Alternate).
- Most locations for the RRFB's have ben identified based on previous studies but specific locations were not provided during the meeting.
- There was a discussion about the affordability and the potential need for more units in the future. Operational costs for maintenance and installation were also noted.
- The placement of RRFB's follows guidelines from the Transportation Association of Canada (TAC) and involves evaluations based on engineering principles and local considerations.
- There was a discussion about the need for more enforcement to ensure drivers comply with the beacons, emphasizing the importance of driver responsibility.

Moved by Mayor Brown and seconded by Councillor Muttart that "Rectangular Rapid Flashing Beacons" be forwarded to Council for approval. Carried (3-0)

d) Department Update – Capital and Operational Summaries

The Chair asked the Public Works Manager (PWM) to speak to the report. PWN Gashi indicated that the department prepared a Public Works Capital Projects Tracker that shows a list of budget approved projects and their completion status as well as an update on operational activities. Key points from the discussion as follows:

- Progress has been made on various capital projects since the last meeting.
- Operations are continuing smoothly, with ongoing work and preparations for upcoming events including the Gold Cup Parade and Communities in Bloom.
- Spencer Drive Extension – funding application submitted to the Canadian Housing Infrastructure Fund (CHIF). Ongoing discussions with developers to understand infrastructure needs. No significant updates; waiting on funding approval.
- Eastern Gateway – improvements noted in traffic flow, no detailed public feedback yet but there is a potential for a full shared report with the Province highlighting the improvements and metrics. Business owners on Grafton Street East have seen improvements in traffic flow and business. Next Phases were to include a beach, it was noted that there is a plan in place but implementation depends on Charlottetown Area Development Corporation (CADC), who own the land.
- Paving Package A & B work is ongoing and is further along than what is indicated on the report. Budget for the roadwork is $5.1 million with $1.9 Million allocated to each of the two packages A & B, totaling $3.8 Million. An additional package is being considered with remaining funds in the budget. The exact amount left and potential additional work will be assessed and reported back to council.
- Nighttime paving was tried as a pilot on University Ave and was considered a success. Future nighttime work will be considered on a case by case basis.
- Councillors noted that residents appreciate the paving work greatly as it has an immediate positive impact on their neighborhoods and daily commute.
- Currently three pothole crews working.

7. Introduction of New Business

- Request from residents to install speed humps in the Spring Park area. Councillors requested an evaluation be completed to determine if more can be purchased or if the current number is sufficient.
- Suggestion brought forward by Mayor Brown on behalf of Kenny Murnaghan from the Injury Free PEI Association to create more image-based signage for helmet use awareness in the city.
- Request for the department to look in signalization options at St. Peters Road and Allen Street much like the set up at Euston Street and Pownal Street to improve traffic flow and reduce accidents.

8. Adjournment

Moved by Mayor Brown and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 1:05 PM.

City of Charlottetown Committee Report

Report No: PW-2025-07-18-004

Date: July 18, 2025

Directed to Council through the following Committee:
Public Works Committee

Attachments:

- Capital Summary
- Operational Summary

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Informational only

Staff Recommendation:
None – informational only

Report Details:
See summary pages

Council or Committee History:
None

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG July 17, 2025	RDM July 17, 2025

Committee Recommendation: (if differing from staff)

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	Originating Department	CONSULTANT	CONTRACTOR	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	2025/26 BUDGET	AWARDED COST (excluding taxes)
Carry Over										
Development Charges Background Study (Capital Construction Charge back Bylaw)	Consultant Services Awarded	75%	Preparation of reporting material underway.	Public Works	Hemson	n/a	In Progress	Summer 2025	$ 70,393.57	$ 99,400.00
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design at 90%, construction pushed to 2026.	Public Works	Exp.	TBD	TBD	TBD	PW: 0 W&S: 0	TBD
North River Road - Phase 1	Consultant Services Awarded - Construction Tender Documents In Progress	<10%	Construction not occuring this fiscal year	Public Works	WSP	TBD	TBD	TBD	PW: 0 W&S: 0	TBD
Charlottetown Police Services - Generator	Carry over from 2024. Project complete - closeout process underway.	99%	-	Public Works	Coles Associates Ltd	Ainsworth	July 16, 1905	June, 2025	$ 150,000.00	$ 185,400.00
Hillsborough Park Comm. Centre - Elevator Upgrade	Project Awarded - Construction Complete	99%	Carry over from 2024. Elevator has been installed	Public Works	Coles Associates Ltd	WM&M	In progress	Spring 2025	$ 25,000.00	$ 647,787.00
City Hall - Roof Strengthening	Project Awarded - Construction in Progress	90%	Carry over from 2024.	Public Works	n/a	CP Construction/Williams	In Progress	Summer, 2025	$ 150,000.00	$ 259,000.00
Street Reconstruction Projects										
Exhibition Drive Reconstruction	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design at 90%.Complete construction 2026	Public Works	Exp.	TBD	TBD	TBD	PW: $750,000 W&S: 0	TBD
Water Street Rehabilitation Phase 1	Consultant Services Awarded	<10%	Design at 10%.	Public Works	WSP	TBD	TBD	TBD	PW: $200,000 W&S: $200,000	TBD
University Avenue - Phase 1.1	Design In Progress	25%	Design work and Utility coordination is at 25%	Public Works	Exp.	TBD	TBD	TBD	PW: 100,000 W&S: 30,000	TBD
Roads - Street Resurfacing	Package A Awarded - Construction in Progress	30%	-	Public Works	Internal	Island Construction	June, 2025	Fall 2025	$ 5,100,000.00	$ 1,874,367.53
	Package B Awarded - Construction in Progress	15%	-			BirchHill Construction	June, 2025	Fall 2025		$ 1,857,593.00
Sidewalks & Multi-Use Paved Pathway Construction Projects									**$ 3,010,000.00**	$ 1,231,561.00
Westcomb Crescent - Glenview Lane to Andrews Court	Consultant Services Awarded - Construction Tender Documents In Progress	95%	Design at 95%	Public Works	CBCL	TBD	TBD	TBD	-	TBD
Parkside Drive - Beach Grove Road to Crestview Drive	Consultant Services Awarded - Construction Tender Documents In Progress	95%	Design at 95%	Public Works	CBCL	TBD	TBD	TBD	-	TBD
Stockman Drive - Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	Consultant Services Awarded - Construction Tender Documents In Progress	95%	Design at 95%	Public Works	CBCL	TBD	TBD	TBD	-	TBD
Elizabeth Street and Christie Drive - MacKay Drive to Parkview Drive, and Christie Drive from Parkview Drive to the end of the existing sidewalk	Consultant Services Awarded - Construction Tender Documents In Progress	95%	Design at 95%	Public Works	CBCL	TBD	TBD	TBD	-	TBD
Elena Court (MUP) - Norwood Road to the Cul-de-sac	Consultant Services Awarded - Construction Tender Documents In Progress	95%	Design at 95%	Public Works	CBCL	TBD	TBD	TBD	-	TBD
Angus Drive - St Peters Rd to Croker St	Project Awarded - Construction in Progress	70%	Carry over from 2024 sidewalks, pushed to 2025. Construction at 70%.	Public Works	CBCL	Earthform Construction	In Progress	Summer 2025	$ 468,750.00	$ 528,861.00
Montgomery Drive & Birch Hill Drive - Mt Edward Rd to Birch Hill Dr	Project Awarded - Construction in Progress	80%	Carry over from 2024 sidewalks, pushed to 2025. Construction at 80%.	Public Works	CBCL	Landmark Construction	In Progress	Summer 2025	$ 562,500.00	$ 702,700.00
Storm Water Management										
Storm Water Management - Malpeque Rd Stormwater upgrade	Pre-Design	n/a	Storm upgrades needed near intersection of Malpeque Rd and St. Dunstans St	Public Works	TBD	TBD	TBD	TBD	$ 250,000.00	TBD
Municipal Buildings										
West Royalty Community Center	Pre-Design	n/a	Initial planning in progress	Public Works	TBD	TBD	August 12, 2025	Winter 2025	$ 390,000.00	TBD
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Resolution Ready for PW Comittee	n/a	-	Public Works	Coles Associates Ltd	TBD	September, 2025	Winter 2025	$ 500,000.00	TBD
MacAleer - Upgrades	Upgrades in Progress	n/a	Garage door replacement in progress	Public Works	n/a	n/a	In Progress	TBD	$ 200,000.00	TBD
Mt. Edward Road Transit Building Upgrades	Design In Progress	95%	Design at 95%.	Public Works	Coles Associates Ltd	TBD	September, 2025	TBD	$ 250,000.00	TBD
City Hall Security Upgrades	Pre-Design	n/a	-	Public Works	TBD	TBD	TBD	TBD	$ 100,000.00	TBD
Station 1 Upgrades	Project Awarded	75%	Bunk room and platoon office renovations underway	Public Works	Coles Associates Ltd	Willams Murphy & Macleod (contractor)	In Progress	Summer 2025	$ 25,000.00	$ 26,987.00
Sherwood Rec Hall Upgrades	Engineering Services Tender in Progress. To be posted week of July 20th	n/a	-	Public Works	TBD	TBD	TBD	TBD	$ 500,000.00	TBD
Charlottetown Police Services - Interior Upgrades	Design in progress; project priorities may require reassessment	n/a	-	Public Works	Coles Associates Ltd	TBD	TBD	TBD	$ 150,002.00	TBD
Brackley Point Rd Upgardes	Call for quotes	n/a	-	Public Works	N/A	TBD	TBD	TBD	$ 100,000.00	TBD
Brackley Point Road - Beam Installation	Project Complete	100%	-	Public Works	N/A	n/a	Complete	Complete		$ 25,990.00
Parkades Major Repairs & Parking										
Pownal Parkade Upgrades	Engineering Services Tender in Progress	0%	Engineering Services Tender in Progress	Public Works	TBD	TBD	TBD	TBD	$ 1,000,000.00	TBD
Fitzroy Facade Installation	n/a	0%	n/a	Public Works	TBD	TBD	TBD	TBD	$ 75,000.00	TBD
Redevelopment of Queen Street Parkade	Design In Progress	10%	On hold. Design is at 10%.	Public Works	TweelCo Properties	TBD	TBD	TBD	$ 2,000,000.00	TBD
Master Plans & Studies										

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	Originating Department	CONSULTANT	CONTRACTOR	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	2025/26 BUDGET	AWARDED COST (excluding taxes)
Grafton Street Master Plan	Design In Progress	50%	Concepts presented to the public for feedback	Public Works	WSP	n/a	In Progress	Fall 2025	$ 62,175.00	$ 62,175.00
Mount Edward Road Master Plan	Pre-Design	n/a	RFP for engineering services nearly complete	Public Works	Internal	n/a	TBD	TBD	$ 70,000.00	TBD
Parking Study	Design In Progress	70%		Public Works	WSP	n/a	In Progress	September 2025	$ 68,790.00	$ 68,790.00
Municipal Design Guidelines Development	Consultant Services Awarded	30%		Public Works	Exp.	n/a	In Progress	Winter 2025	$ 265,512.00	$ 265,512.00
Queen Street -Storm Water Modelling Plan	Consultant Services Awarded	95%	Final Report complete awaiting review.	Public Works	CBCL	n/a	In Progress	Summer 2025	$ 60,000.00	$ 60,000.00
Stormwater Asset Data Collection & Modelling	Consultant Services Awarded	85%	Field Data Collection complete and modeling is nearing completion	Public Works	WSP	n/a	In Progress	Summer 2025	$ 254,400.00	$254,400 + $155/catch basin
Traffic										
Traffic Signal Upgrades	Pre-Design	n/a	-	Public Works	TBD	TBD	TBD	TBD	$ 1,000,000.00	TBD
Street Lighting										
Victoria Row Lanterns	Pre-Design	n/a	-	Public Works	TBD	TBD	TBD	TBD	$ 250,000.00	TBD
Urban Beautification										
Event Safety Barricades	Pre-Design	n/a	RFP complete, pending review	Public Works	TBD	TBD	Summer 2025	September 12, 2025	$ 350,000.00	TBD
Cenotaph Restoration	Resolution Ready for PW Comittee	n/a	-	Public Works	TBD	TBD	Summer 2025	October 11, 2025	$ 125,000.00	TBD

City of Charlottetown - Public Works Department

Public Works Operational Report: July 17, 2025

Public Works staff continue to work diligently across all divisions as we enter 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 5 crews, including curbing, are focused on sidewalk repairs for upcoming paving, W&S digs, and inspection deficiencies.
- **Events -** Communities in Bloom July 27-29th, Summer Socials, Pride Parade and Gold Cup Parade preparations in place.
- **Buildings** – Ongoing work on aging infrastructure. Increased demand for office space and storage remains an issue. City Hall roof strengthening is complete on the second and third floors.
- **Asphalt** – 5 crews working on pothole repairs, patching, and W&S cuts.
- **Beautification** – 3 crews planting annuals; hanging baskets arriving this week. Confederation Landing maintenance is ongoing. Planters will be planted next week.
- **Grass** – Weekly mowing underway; student staff now fully onboard. Remote mower is proving beneficial.
- **Watering** – Focused on annuals and hanging baskets. Supporting Sustainability with tree watering at the treatment plant.
- **Catch Basins** – 2 crews completing street resurfacing list repairs and general maintenance.
- **Sweepers** – 2 mechanical units active along with manual downtown sweeping.
- **Signs** – High demand for banners, billboards, and downed sign replacements.
- **Trees** – Trimming and maintenance ongoing; planting complete.
- **EDA Workers** – Back in the downtown core.
- **Meters** – Work remains steady.
- **Fleet** – Awaiting delivery of new vehicles: tandem dump trucks, Four (4) 1-tons, Nine (9) half-tons, Four (4) x 2500 series trucks, and Two (2) x trackless units.
- **Department Requests** – Ongoing assistance with barricades, fencing, storage, signage, moving equipment, garbage pickup, bylaw/encampments, needle pickup, and event support.

DRAFT

Civic Board for Persons with Disabilities

Wednesday, July 23, 2025

3:30 PM, Sherwood Room, City Hall

Present: Chair Glen Flood
Judith Bayliss
Alison Galley
Jeannie Poole
Tony Welsh
Linda Clark
Tracey Stevenson (Parks and Recreation)
Amber Robb (Public Works)

1. **Call to Order**
   Glen Flood, Chair called the meeting to order at 3:30pm

2. **Declarations of conflict of interest**
   There were no conflicts of interests declared.

3. **Approval of Agenda**
   Moved by Alison Galley seconded by Jeannie Poole that the agenda be approved as circulated. Carried.

4. **Approval of Minutes**
   Moved by Linda Clark and seconded by Tony Welsh that the draft minutes from June 17, 2025, be approved. Carried

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

6. **Discussion items**

a) **Accessible Taxi Update**

- Glen met with representatives of the Chinese Association who seem interested in the business potential of such a service.
- Pat & the Elephant, Brain Injury Assoc., Spinal Cord Injury Assoc., Cerebral Palsy Assoc., (+ others) have arranged to meet either Aug 1 or Aug 5 to discuss this topic further.

b) **Open House Round Table Discussion**

- Tracy (Parks and Recreation) suggested ideas for an open house/mini expo. She suggested several programs e.g. chair fitness demonstration. The Board supported this idea. Various suggestions - who to be involved, what businesses could be approached etc. could be modelled on the lines of a mini ‘Expo’. Booths, information,

accessibility organizations.

- Board members will be required to assist with the preparation.
- Seniors Engagement and Youth Engagement Committees to be approached.
- Light refreshments would be available during the event.
- Travel logistics were discussed, again reminded of the lack of available accessible transport. Linda mentioned that Transport East is an excellent company to deal with.
- Anna Keenan - Active Transportation would also be involved.
- Glenn suggested that the Open House has the potential to be an annual 'Legacy Event'.

c) General Housekeeping

- Still working on the Emergency Preparation contact list.
- Fire Department Window Decals given to Board members who requested them.
- Strategic Plan - under which 'pillar' does *Disability* fit? Community? Infrastructure? This topic could be incorporated into the Open House presentations.
- Glen will reach out to board members prior to the next meeting for further input on the Strategic Plan "Pillars" and which one/s best describe the purpose of the Civic Board for Persons with Disabilities.
- Discussion - does Tourism PEI have any information concerning visitors with disabilities? Especially with regards to cruise ship visitors. Do they meet any hurdles? Is transportation a problem?

7. Introduction of New Business

- The new Board member has not attended the last two meetings - apparently, she is unable to meet at 3.30pm as she is unable to leave her employment until 4.30. The time of meetings was discussed, and the consensus was that the meeting time remain as is, at 3:30. It's suitable for everyone, and enables the meetings to benefit from having Amber as the regular staff member available to help with background admin. This has been very helpful to the work of the Board.

8. Adjournment

Meeting adjourned at 4:30 pm.

Next meeting – August 19, 2025

Regular Meeting of Council
Tuesday, August 12, 2025

NOTICE OF MOTION (3)

As per Section 41.2 of the Procedural Bylaw, a written copy of each Notice of Motion, along with the background rationale that supports said Motion, is to be provided to the CAO who will forward it to the appropriate Committee of Council for consideration.

Agenda Item 6.11

- Councillor Mitchell Tweel – *That the City of Charlottetown officially recognize the achievements and accomplishments of Billy McGuigan, head coach of the Summerside Western Capitals.*

- Councillor Mitchell Tweel – *That City Council extend an invitation to the authors/consultants of the 2017 and 2020 Multi-Use Facility Reports to deliver a formal presentation at a Special Meeting of Council. This presentation would provide valuable insight and expert guidance on the available options, supporting Council in conducting a thorough and informed assessment of such a significant future investment, ultimately aiding Council in determining the most viable path forward for the development of a multi-use facility that meets the evolving needs of the community.*

- Councillor Mitchell Tweel – *That the City of Charlottetown create a task force on the proliferation of stolen bicycles and that the task force be mandated to develop a comprehensive strategy to track and report on bicycle thefts in the city since 2020.*