CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL AGENDA
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, MAY 12, 2026, at 5:00 PM

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am on Tuesday, May 12th

11 – RESOLUTIONS	3- BYLAW READINGS

❖ **Land Acknowledgement**

1. **Call to Order**

2. **Declaration of Conflict of Interest**

3. **Approval of Agenda**

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

   - Regular Meeting of Council – April 14, 2026

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

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

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

7.1. Planning & Heritage – Deputy Mayor Alanna Jankov, Chair
- Monthly Report
- Five (5) Resolutions
- Two (2) 2nd Readings to amend the Zoning & Development Bylaw
  - o 231 Brackley Point Road (PID# 623090) Rezone I Zone to M-3 Zone
  - o King & Dorchester Sts. (PID#s 336974, 336909, 336917,336966 and 1172915) DMUN to DMS Zone

7.2. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- Four (4) Resolutions

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

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

7.5. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
- Summary Page
- No Resolutions

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

- Monthly Report
- No Resolutions
- 1st Reading to Amend the Horsedrawn and Rickshaw Vehicle Bylaw

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

- Summary Page
- No Resolutions

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

- Summary Page
- No Resolutions

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

- Monthly Report
- No Resolutions

7.10. Public Works – Councillor Mitchell Tweel, Chair

- Monthly Report
- One (1) Resolution

7.11. New Business

- One (1) Resolution

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

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

a) Contract Services Matter

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

10. Adjournment

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

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Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Mitchell Tweel**
	Councillor Terry Bernard	**Councillor Bob Doiron**
	Councillor Kevin Ramsay	**Councillor Julie McCabe**
	Councillor Norman Beck	**Councillor Trevor MacKinnon**
	Councillor John McAleer	**Councillor Justin Muttart**
Also:	**Brad MacConnell, CAO**	**Michael Ruus, DIG**
	Richard MacEwen, DCS	**David Gundrum, PDM (T/C)**
	Donna Miller Ayton, PPHM	**Frank Quinn, PRM**
	Joshua McInnis, UM	**Wayne Long, EGAM**
	Sean Coombs, APC	**Ylber Gashi, PWM**
	Isaac Ewuah, FAM	**Laurel Palmer, PDO III**
	Jessica Bradley, SCO	**Melanie Bailey, SIO**
	Rory Chaisson, SITO	**Anna Keenan, STO**
	Katie Morello, CS	**Tracey McLean, PRC**
Regrets:	**Jessika Corkum-Gorrill, ESM**	**Amy McQuillan, FM**
	Emilee MacLeod, HRM	

(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.

- World Art Day is April 15 and the Mayor encouraged residents to check out the City's interactive public art map for a self-guided downtown art tour.

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

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

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

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

   - Regular Meeting of Council – March 10, 2026

…/2

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

CARRIED

5. Business Arising out of the Minutes

• **Special Meeting of Council (March 23, 2026) –** At this meeting, Mayor Brown asked Council who was in favour of the overall New Initiatives which included exclusion of six career firefighter positions. Councillor Tweel along with Councillors Doiron and McCabe were recorded as being opposed that evening. Councillor Tweel voiced he has always been in favor of a fourth firefighter being added to the fire engine when the engine leaves the station. He opposed the "New Initiatives" package because it did not include adding a fourth firefighter to each truck. Mayor Brown indicated that Council voted on the full "New Initiatives" package that evening, not specifically on the fourth firefighter.

6. Council Inquiries to be taken Under Consideration

It was proposed that Council consider expanding the parking strategy to include underground/structured solutions with a clear lead and follow-up on exploring that option.

7. REPORTS OF COMMITTEES/RESOLUTIONS/BYLAW READINGS

7.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

Deputy Mayor Jankov indicated her Committee report was included in the weekend package. She indicated that Planning Resolution #4 re: site-specific amendment for 147 Hillsborough Street (PID# 342907) is to be removed as it will be going back to Planning Board for further discussion.

It was questioned whether the Irving Oil redevelopment on Euston Street truly qualifies as a heritage project, and a thorough review was requested to determine which, if any, historical elements are actually being preserved. Deputy Mayor Jankov indicated she would take this under advisement.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

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

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

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

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Major Variance for the subject property addressed as 28 Lewis Point Road (PID#

586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 metres (7.69 feet), be approved.

CARRIED 9-1
Councillor Bernard opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone,

And a request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMS) for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915) be approved;

And further to approve the following:

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

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

Approval of the following Variances:

- Step back above the 4th and below the 7th floor on King and Dorchester Streets;
- The Bylaw requires a 3 metre stepback a 2 metre stepback is proposed. Therefore, a 1 metre variance is required for both sides;
- Step back above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7 feet) stepback. A 2 metre stepback is proposed. Therefore, a 4 metre variance is required on both sides;
- Step back above 4th floor interior lot line (east side) facing Bishop's Palace requires a minimum 10 metre (32.8 feet) interior yard setback. A 2 metre (6.5 feet) stepback is proposed. Therefore, requires an 8 metre variance;
- Frontage or lot width requirement for bonus height on Queen Street. Proposed lot frontage is 13 metres (42.6 feet). The Zoning Bylaw requires 41 metre (135 feet) and minimum lot depth of 36 metre (118 feet) for buildings taller than 21.3 metres (69.9 feet). Therefore, a 28-metre (91.8 feet) variance is required for frontage;
- Increase to the allowable floor plate from 8,072 square feet (750 square metres) to 11,797 square feet (1,096 square metres). Therefore, a variance of 3,724.3 square feet (346 square metres) is needed.

CARRIED 10-0

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Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) to rezone from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation of the Official Plan.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the consolidation of PID# 444679 (two parcels) and PID# 600817 (two parcels) addressed as 600 North River Road, subject to a final pinned survey plan.

CARRIED 10-0

1st READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-109, A Bylaw to amend the Zoning & Development Bylaw, to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on **King and Dorchester Streets being PID#s 336974, 336909, 336917, 336966 and 1172915**.

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-109) as it pertains to properties located on **King and Dorchester Streets being PID#s 336974, 336909, 336917, 336966 and 1172915** be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

OFFICIAL PLAN AMENDMENT (PH.OPA.2) - To adopt the Official Plan Amendment, PH-OPA.2-001, "That the land use for the subject property identified as **231 Brackley Point Road (PID# 623090)** as shown on Figures 7, 16 and 18 – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Official Plan Amendment (PH-OPA.2-001) as it pertains to the subject property identified as **231 Brackley Point Road (PID# 623090**), be adopted.

CARRIED 10-0

1st READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-110, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Institutional (I) Zone to the Business Park

Industrial (M-3) Zone for the subject property identified as **231 Brackley Point Road (PID# 623090)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-110) as it pertains to the subject property identified as **231 Brackley Point Road (PID# 623090)**, be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

2ND READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-104, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone for the property at **66 McGill Avenue (PID# 355057)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the said Bylaw PH-ZD.2-104 be read a second time and approved.

CARRIED 8-2
Councillors Beck & Tweel opposed

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the said Bylaw PH-ZD.2-104 be adopted.

CARRIED 8-2
Councillors Beck & Tweel opposed

2ND READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-107, A Bylaw to amend the Zoning & Development Bylaw, "By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at **16-18 Hemlock Court (PID# 452672),** in the Single Detached Residential (R-1L) Zone, to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:

That the said Bylaw PH-ZD.2-107 be read a second time and approved.

CARRIED 10-0

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Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-107 be adopted.

CARRIED 10-0

2ND READING OF THE ZONING & DEVELOPMENT BYLAW (PH-ZD.2) - To adopt Bylaw PH-ZD.2-108, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from the Low Detached Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone for the subject property identified as **Lot 8, Violet Circle (PID# 1187913)**."

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-108 be read a second time and approved.

CARRIED 10-0

Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw PH-ZD.2-108 be adopted.

CARRIED 10-0

7.2 Public Works – Councillor Mitchell Tweel, Chair
Councillor Tweel indicated his Committee report was included in the weekend package. He reported that Exhibition Drive Street Reconstruction project will start late April and continue into early fall, Sherwood Hall Master Plan public session to present design options will be held April 16 and Councillor Tweel proposed on holding a roundtable discussion in the near future on the state of City streets.

7.3 Environment & Sustainability – Councillor Trevor MacKinnon, Chair
Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported the first of the battery-electric mini transit buses will be on the road soon, 58 Flood Protection rebates were issued to residents in 2025/26 (avg. $950/rebate), Climate Action microgrant program initiated which offers up to $2,500 for community or individual projects, $15,000 from Green Communities Canada for trees at River Ridge Park and $25,000 from Trees for Life for restoration work in multiple parks.

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Norman Beck

RESOLVED:
That Council extends the Trius Transit bridge service rate of $78/hour for 2025 service expansions, until May 1, 2026,

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

CARRIED 10-0

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

7.5 Human Resources – Councillor Norman Beck, Chair
Councillor Beck indicated his Committee report was included in the weekend package. He noted how certain senior positions are hired and approved and proposed a change to how Council handles those appointments. Council currently has to vote on appointments of the CAO, Chief of Police, Heritage Officer and Planning staff (planners); however, Council is not involved in the hiring process and do not often have enough background information about the candidate (excluding CAO). He added that the Committee will be looking to amend the Staffing Bylaw to reflect the approach they are trying to achieve.

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

With regard to Boulder Park, it was suggested that the City meet with the Province to determine who actually controls the property and what rules apply because Council needs to have clear, complete information going forward before making decisions related to this property.

7.7 Protective & Emergency Services – Councillor Julie McCabe, Chair
Councillor McCabe indicated her Committee report was included in the weekend package.

The Committee was requested to revisit a resolution passed in December 2019 which supported the creation of a Provincial Civil Forfeiture Law.

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

It was suggested that upgrades or new recreational uses for Rosemount Park be reviewed by the department. Councillor Ramsay took this under advisement.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Terry Bernard

RESOLVED

That Council approves the closure of the interior laneway of the Victoria Park Roadway to vehicular traffic, earlier than May 1 to allow for the laneway to be used as an Active Transportation Pathway beginning April 15, 2026,

And that Council authorizes the Manager of the Parks and Recreation Department to make future decisions regarding the opening of the Active Transportation Pathway.

CARRIED 10-0

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

7.10 Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
Councillor Bernard indicated his Committee had not met since the last meeting of Council. He congratulated Charlotte Nicholson on receiving the 2026 Sport Tourism Canada PRESTIGE Rising Star Award and announced that Jenna Doucette had been selected as the successful candidate for the

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position of Tourism & Events Coordinator. He reported that many festivals and events have been recently held in Charlottetown with many more to come over the next few months.

7.11 New Business

Moved by Councillor Norman Beck
Seconded by Councillor Trevor MacKinnon

RESOLVED:

WHEREAS Section 40 of the Municipal Government Act of Prince Edward Island requires Council to appoint a Municipal Electoral Officer for election proceedings;

BE IT RESOLVED THAT the City of Charlottetown requests Elections PEI to oversee and conduct the Municipal Election scheduled for November 2, 2026, and

Further that Tim Garrity be appointed as Municipal Electoral Officer and Stephanie Thorpe be appointed as Deputy Municipal Electoral Officer for this election.

CARRIED 10-0

8. Motion to Move into a Closed Session as per the MGA of PEI (7:10 PM)

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

a) Housing Accelerator Fund (HAF) Contract Update

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

9. Business Arising from the Closed Session (8:05 PM)

No business arose from the Closed Session.

10. Adjournment

Moved by Councillor Tweel and seconded by Councillor Ramsay that the meeting be adjourned. Carried. Meeting concluded at 8:05 PM.

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PLANNING AND HERITAGE
REPORT TO COUNCIL

May 12, 2026

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

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

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

The Planning & Heritage Committee met on Tuesday, May 5, 2026; copies of the minutes and report is included in your package.

The Planning Board met on Tuesday, May 5, 2026; copies of the minutes and reports are included in your package.

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

Resolutions: Five (5)

Planning & Heritage Committee:

1. **Pedestrian Mall Agreement:** This is a request to amend the operational hours outlined in the Pedestrian Mall Agreement as it pertains to the Victoria Row Merchants Association.

Planning Board:

2. **15 Clonhaven Street (PID1047562):** This is a request for a Major Variance for Lots 153, 154, and 155 to increase the number of apartment units on each.

3. **307 Patterson Drive (PID676585):** This is a request to proceed to public consultation concerning a request to rezone the subject property.

4. **Unaddressed Property (PID390534) and (PID1179670):** This is a request to proceed to public consultation concerning a request to rezone the subject properties.

5. **Unadressed Property (PID387761):** This is a request to accept the traffic study prepared by EXP Group for the development of a drive-thru and queuing spaces for a McDonalds eating and drinking establishment.

Reading Papers:

First Readings: None (0)
Second Readings: Two (2)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, MAY 5, 2026, 3:30 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair** **Mayor Philip Brown**	**Councillor Julie McCabe**
Also:	**Donna Miller-Ayton, Mgr, Policy & Heritage** **Brad MacConnell, CAO** **Michael Ruus, Director, Int. Growth** **Bradley Vince, PII, HO**	**Jason Doucette, IO/AA*** **Minute taker*
Regrets:	**Councillor Norman Beck**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:39 PM.

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

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

   CARRIED (2-0)

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Councillor McCabe that the minutes of the last meeting held on April 7, 2026, as circulated, be approved.

   CARRIED (2-0)

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

6. **Report:**

   a) Pedestrian Mall Agreement – Permanent Extension of Closing Time

Summary:

- Bradley Vince, PII, HO, presented the Committee with a report on the Pedestrian Mall Agreement with a recommendation:
  - He stated the purpose is to request that the Planning and Heritage Committee consider extending Victoria Row pedestrian mall closing time to 1:00 a.m. on a permanent basis.
  - It was noted that in 2025, the Victoria Row Merchants Association requested extending patio hours from 8:00 a.m.–12:00 a.m. to 8:00 a.m.–1:00 a.m. and that

the request intended to help offset impacts from construction related to the Confederation Centre of the Arts.
- Bradley also pointed out that Council approved extended hours as a one-season pilot with review planned for early 2026.
- It was said that consultation and stakeholder engagement was conducted through the patio bylaw review process and no objections received regarding the extended 1:00 a.m. closing time and no concerns have been raised by businesses, operators, or nearby residents since implementation.
- It was noted that extended hours have had a positive impact on Victoria Row businesses and based on absence of opposition and positive outcomes, department supports making hours permanent.
- Bradley recommended for committee to approve operating hours of 8:00 a.m.– 1:00 a.m. during patio season and amend the pedestrian mall agreement accordingly.

Discussion:

- It was asked whether other patios in the city currently operate until 1:00 a.m. and staff indicated that most other patios are currently permitted until 12:00 a.m. and are being reviewed through the patio bylaw review and update processes.

- It was noted there is an inconsistency between Victoria Row (1:00 a.m.) and other patios closing at midnight and suggested a potential pilot for other patios and staff clarified that some businesses may close earlier based on their own operating hours, even if permitted later.

- Committee members asked about specific patio closing times, noting some appear to close earlier and staff explained that Victoria Row operates as a pedestrian mall with consistent patio hours, unlike individual businesses.

- There was some discussion on the noted differences between patios on private property and those within the public right-of-way and committee agreed that broader patio hour changes should be addressed through the ongoing patio bylaw review and update processes.

MOTION:

Moved by Mayor Brown and seconded by Councillor McCabe that the Planning and Heritage Committee recommend that Council approve the Victoria Row Pedestrian Mall operating hours to be 8:00 AM – 1:00AM on a permanent basis during patio season and adjust the Pedestrian Mall Bylaw Agreement to reflect this change.

CARRIED
(2-0)

7. Introduction of New Business

Minna Jane Drive Road Condition

- Mayor Brown raised concerns about an unsafe and deteriorating private road on Minna Jane Drive and requested guidance.
- Staff noted there is no bylaw for private road maintenance and further review is required.
- Mayor Brown highlighted impacts of heavy truck traffic and nearby development.
- It was confirmed the matter is a formal complaint; staff to determine appropriate process.
- CAO McConnell advised limited contact information has delayed follow-up with property owner as they have not responded to requests made.
- It was clarified roads and services agreements apply to public infrastructure, not private roads.
- Staff confirmed access and fire safety requirements are considered, but ownership limits City authority.
- Committee agreed that staff will review and report back.

Habitat For Humanity Beech Street Project

- Committee members requested an update on the Habitat for Humanity project. Staff responded that a survey is pending before next steps can commence.

Draft Construction Bylaw

- Councillor McCabe proposed revisiting draft construction bylaw to address cleanup and accountability.
- Staff confirmed previous work exists and that they will review and bring forward.

8. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor McCabe that the meeting be adjourned. The meeting was adjourned at 3:56 PM.

CARRIED
(2-0)

_____

Deputy Mayor Alanna Jankov, Chair

	City of Charlottetown Committee Report	**Report No: PH-2026-05-05** **Date:** May 5, 2026
Directed to Council through the following Committee: Planning and Heritage Committee **Reporting Department:** Planning and Heritage Department **Other Associated Departments:** None **Prepared by:** Brad Vince, Planner II & Heritage Officer		**Attachments:** . Pedestrian Mall Bylaw DRAFT - Pedestrian Mall Agreement

Report Title:
Amendment to the Pedestrian Mall Bylaw Agreement Operating Hours

Report Purpose:
To request that the Planning and Heritage Committee consider extending the closing time of the Victoria Row Pedestrian Mall operations to 1:00 AM on a permanent basis.

Staff Recommendation:
That the Planning and Heritage Committee recommends that Council approve the permanent extension of the Pedestrian Mall closing time to 1:00 a.m.

Report Details:

Background

The Victoria Row Merchants Association requested a change to the operating hours in the Pedestrian Mall Agreement with the City of Charlottetown. They asked to extend patio hours during the season by one hour, from 8:00 a.m.–12:00 a.m. to 8:00 a.m.–1:00 a.m.

The request was made to help businesses manage the impacts of nearby construction and closures on Victoria Row related to work at the Confederation Centre of the Arts. Merchants indicated that the additional hour could help offset some of their losses.

In 2025, the Planning and Heritage Committee reviewed the request and recommended that Council approve the extended hours on a one-season pilot basis. The plan was to review the results at the end of the 2025 summer season or early in 2026, and consider next steps, including possible public engagement.

Analysis and Conclusion

Following Council's temporary approval, the City of Charlottetown undertook public and stakeholder engagement as part of the ongoing Patio Bylaw review process. We did receive feedback that patios should not host live music, as it could create significant noise concerns for nearby residents. However, no objections were received regarding the proposed 1:00 a.m. closing time, that is aligned to the temporary approval. feedback from operators or nearby residents related to closing times.

The Planning and Heritage Department also reassessed the operating hours under the Pedestrian Mall Agreement. Since that time, the Planning and Heritage Department has not received any additional concerns or feedback from operators or nearby residents related to closing times.

Based on the absence of opposition during the outlined consultation process and the observed positive impact on businesses operating on Victoria Row, the Department considers it reasonable and appropriate to update the Pedestrian Mall Agreement to reflect permanent operating hours of 8:00 a.m. to 1:00 a.m., thereby formalizing the extended closing time during the patio season.

Conclusion

The Planning and Heritage Department recommends that the Planning and Heritage Committee Recommend that Council approve the Victoria Row Pedestrian Mall operating hours to be 8:00 AM – 1:00AM on a permanent basis during patio season and adjust the Pedestrian Mall Bylaw Agreement to reflect this change.

Council or Committee History:
Planning and Heritage Committee Meeting - PH-2025-06-12 - Amendment to the Pedestrian Mall Bylaw Agreement Operating Hours

Financial Implications:
None.

Public Engagement and Communication:
Patio Bylaw – Stakeholder and Public Engagement

Legislative Authority:
Municipal Government Act
Pedestrian Mall Bylaw

Strategic Alignment:
Pillars of the Strategic Plan

Reviewed By:

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

Committee Recommendation: (if differing from staff)

City of Charlottetown
Pedestrian Mall Bylaw
Bylaw #2025-PM-01

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

1. Title

1.1. This bylaw shall be known as, and may be cited as, the "City of Charlottetown Pedestrian Mall Bylaw."

2. Authority

2.1. Pursuant to section 180 (c) of the Municipal Government Act, RSPEI 1988, Cap M-12.1, A council may pass bylaws and provide services for municipal purposes respecting businesses, business activities and persons engaged in business, including but not limited to the regulation and prohibition of business and business activities.

3. Definitions

3.1. "City" means the City of Charlottetown;

3.2. "Council" means the mayor and other members of the council of a municipality;

3.3. "Emergency Vehicle" includes an ambulance responding to an emergency call, a vehicle carrying rescue or first aid equipment responding to an emergency call, a vehicle carrying fire-fighting equipment responding to an alarm of fire, or a vehicle driven by a peace officer other City employee in discharge of this duty or in the course of his employment and which is required to enter onto the pedestrian mall to correct a condition, render a service or to carry out an operation which is not otherwise permitted on the pedestrian mall;

3.4. "License Holder" means the person granted a license pursuant to this Bylaw;

3.5. "License Inspector" means the person or persons appointed by the City to administer and enforce this Bylaw;

3.6. "Pedestrian Mall" means that street or part thereof designated by resolution of Council under Section 4.1 of this Bylaw;

3.7. "Person" means a natural person or a body corporate and includes a partnership and a group of persons acting in concert or an association unless the context expressly or by necessary implication otherwise requires;

3.8. "Planning and Heritage Committee" means the Committee appointed from time to time under Section 3 of the Municipal Government Act;

3.9. “Vehicle” means a device in, upon, or by which a person or thing may be transported or drawn.

4. Establishment of the Pedestrian Mall

4.1. Council may, by resolution from time to time, close to vehicular traffic for a period set by Council in the resolution any street or part thereof for the purposes of establishing a Pedestrian Mall thereon.

4.2. Council may, by resolution from time to time, set the days and hours during which a Pedestrian Mall may operate.

4.3. Except as otherwise provided in the Bylaw, the Pedestrian Mall shall not be subject to the “Traffic Bylaw” in the City of Charlottetown.

5. General Control of the Mall

5.1. This Bylaw shall be administered and enforced by such Licensing Inspector(s) as appointed by the City from time to time.

6. Activities on the Pedestrian Mall

6.1. Except as otherwise provided in the Bylaw, the pedestrian mall may be used by all pedestrians for all purposes for which a sidewalk may be used in addition to the purposes for which the pedestrian mall may be used pursuant to this Bylaw.

6.2. Any person who wishes to carry on any activity, render any service, or set up any display on a pedestrian mall, which is not specifically permitted or prohibited by this Bylaw must make application for a license to the Planning and Heritage Committee. The Planning and Heritage Committee shall review the application and shall make such recommendations as are appropriate to Council. Council upon receipt of the recommendation of the Planning and Heritage Committee, shall make the final decision regarding the issuance of a license and may, in its sole discretion, require the applicant to enter into an agreement which may include, but is not limited to the following:

(a) liability insurance;
(b) the dates during which the Pedestrian Mall may be used;
(c) any fees to be charged for use of the Pedestrian Mall; and
(d) hours of operation

6.3. Notwithstanding anything in Section 6.2 of this Bylaw, any person who has been issued a license or permit to carry on business on the pedestrian mall under the City’s Street Vendors Bylaw, as amended from time to time, need not apply for a permit under this Bylaw to carry on the business he is authorized to carry on under the license issued under that Bylaw.

6.4. A license granted by Council shall be subject to compliance by the License Holder with the provisions of this Bylaw, any agreements made pursuant to this Bylaw, and all other applicable federal, provincial and municipal laws and regulations.

6.5. Failure to comply with Section 6.4 may result in a revocation or suspension of a license granted by the Licensing Inspector, and upon a license being suspended or revoked by the Licensing Inspector, the Licensing Inspector shall notify the License Holder thereof by delivering a notice to him personally or by mailing a double registered letter to the address provided by the License Holder and after that notice has been delivered the License Holder shall not carry on his business until a new license is issued or his suspended license is reinstated.

6.6. Notwithstanding any other provisions of this Bylaw, the following activities are prohibited on the pedestrian mall:

a) skateboarding;
b) roller skating;
c) the riding of bicycles; and
d) the throwing of projectiles of any nature or kind.

6.7. No person shall bring, ride, or leave standing any horse or any other animal of any kind whatsoever onto the pedestrian mall excepting a service animal.

6.8. Except as specifically provided in the Bylaw, no person shall bring, drive, operate or leave standing any vehicle on the pedestrian mall.

6.9. Section 6.6 of this Bylaw does not apply to:

a) a baby carriage;
b) a stroller;
c) a wheelchair whether manually or mechanically operated;
d) a pushcart for which a license plate has been issued and which is permitted to be brought onto the pedestrian mall under the City's Street Vendors Bylaw, as amended from time to time.
e) an emergency vehicle responding to an emergency; or
f) a service animal.

6.10. Any person whose license has been suspended or revoked by the Licensing Inspector may appeal such suspension or revocation to Council.

a) An appeal to Council shall be in writing, shall be filed with the Chief Administrative Officer within fifteen (15) days of the receipt by the License Holder of the notice of the suspension or revocation as provided by Section 6.5.

b) The Council shall hear such appeals at such time and place as it may determine and, on an appeal under this Bylaw, Council may confirm, reverse or vary the decision of the Licensing Inspector.

7. General

7.1. No person shall do anything to destroy, injure, deface or damage any tree, shrub, flower, grass or other natural growing thing placed on the pedestrian mall or any portion thereof.

7.2. No person shall deface, damage, destroy or remove any device, object, or decoration placed on the pedestrian mall by or with the permission of the City.

7.3. Unless otherwise directed or permitted to do so by the City, no person shall remove from the pedestrian mall any object belonging to the City whether attached to the pedestrian mall or otherwise, and which has been placed there by the City.

7.4. No person shall place, deposit, discard, leave, throw or scatter on any part of the pedestrian mall any bottles, dirt, filth, litter or rubbish of any kind whatsoever except in a receptacle provided for such purpose.

7.5. Except as permitted by this Bylaw or any other Bylaw of the City, no person shall obstruct or cause any obstruction to be placed upon any emergency or fire lane established and maintained on the pedestrian mall lane established by the City. Any person who obstructs or causes an obstruction on any such emergency or fire lane shall forthwith upon notice remove it and, if the obstruction is not so removed, and peace officer appointed by the City may cause it to be removed at the expense of the person and maintained on the pedestrian mall by the City. Any person who obstructs or causes an obstruction shall forthwith upon notice remove it and, if the obstruction is not so removed, any peace officer appointed by the City may cause it to be removed at the expense of the person causing the obstruction.

8. Penalties

8.1. A person who contravenes any provision of this Bylaw is liable upon summary convection to a fine not exceeding $500.00 and not less than $200.00 and in default of payment to a reasonable imprisonment or term not exceeding 30 days until the fine imposed and costs have been paid.

8.2. In lieu of or in addition to the penalty imposed by Section 8.1 any person contravening a provision of this Bylaw may be required by a police officer appointed by the City to forthwith leave the pedestrian mall and to cease contravening this Bylaw or both.

8.3. The provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.

"This document is an office consolidation of this Bylaw (amending bylaw adopted 22-July-2025). It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Procedure & Records Coordinator."

PEDESTRIAN MALL AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2026 A.D.

BETWEEN:

VICTORIA ROW MERCHANT ASSOCIATION, a body corporate, duly incorporated under the laws of the Province of Prince Edward Island, with head office at Charlottetown, in Queens County, in the Province of Prince Edward Island;

(the “Owner”)

OF THE FIRST PART

AND:

THE CITY OF CHARLOTTETOWN, a body corporate, duly incorporated under the laws of the Province of Prince Edward Island, with head office at Charlottetown, in Queens County, in the Province of Prince Edward Island;

(the “City")

OF THE SECOND PART

WHEREAS the Owner is the representative association of all businesses located in the Pedestrian Mall located on Richmond Street in the City ("Businesses") and wishes to have a portion of Richmond Street closed for this use; AND WHEREAS to make sure that the Owner and the City use their best efforts for a successful venture they mutually covenant and agree as follows:

THE OWNER COVENANTS AND ACKNOWLEDGES:

1. To ensure that all Businesses follow all directives and resolutions of the City of Charlottetown and in particular comply with the terms of this Agreement.

2. To have read the Street Vendors Bylaw and the Pedestrian Mall Bylaw in their entirety.

3. To operate only on Richmond Street from Great George Street to Queen Street, in Charlottetown, Queens County, from May 1st of each year to October 31st of each year inclusive from Monday through Sunday.

DRAFT

4. To designate no more than three (3) individuals to serve as spokespersons for all concerns.

5. To maintain business liability insurance in amounts and with coverage deemed satisfactory by the City for all merchants conducting business or operating on the street or sidewalk (e.g., decks, tables, and chairs), as well as for any street entertainment activities (e.g., musical performances) taking place on the street and/or on the stage or bandstand.

6. The Owner shall at all times indemnify and save harmless the City from and against all claims, demands, loss, costs, damages, actions, suits or other proceedings by whomever made, sustained, brought or prosecuted to the extent that the foregoing are based upon, occasioned by or attributable to anything done or omitted by the Owner, his servants or his agents or employees in the fulfillment of any of its obligations under this Agreement.

7. To listen to all suggestions and recommendations from Council to make the Mall a better place to conduct business for pedestrians.

8. To construct a seasonal bandstand on Richmond Street in accordance with the plans submitted to the City, and to ensure its removal no later than November 1st of each year.

9. To permit bands or entertainment only until 10:00 PM on any given night.

10. To operate daily between the hours of 8:00 AM and 1:00 AM.

11. To ensure unobstructed access for emergency vehicles at all times.

12. As the street is closed to regular traffic and open to pedestrians, merchants agree to limit vehicle access to only essential local deliveries and activities, in order to maintain a safe pedestrian environment. Major deliveries should be routed via Sydney Street for businesses located on this street, or alternatively, small items may be delivered by parking outside the barriers and transporting them on foot.

13. Proper crowd control must be exercised for other activities on the street that are sanctioned by the City Council from time to time.

14. Ensure that all businesses maintain a minimum five (5) foot-wide straight and unobstructed pathway on the sidewalk to accommodate pedestrian traffic. This clear zone must also remain free of sandwich board signage or any other obstructions.

DRAFT

THE CITY COVENANTS & ACKNOWLEDGES:

1. To consider all suggestions and recommendations put forward by the majority of Merchants Association members with the aim of enhancing the Mall as a place to conduct business.

2. Save and except for emergency vehicles and for necessary local deliveries as noted above in paragraph 11, to close Richmond Street from Great George Street to Queen Street to vehicular traffic from May 1st of each year to October 31st of each year inclusive from Monday through Sunday.

3. Allow entertainment or bands to play on Victoria Row until 10:00 PM on any given night.

4. Either party may provide written notice to the other within 60 days following the end of the summer season indicating their intention not to continue the Agreement. Upon such notice, the Agreement shall be deemed null and void.

DRAFT

IN WITNESS THEREOF the parties have properly executed this agreement.

Sealed, Delivered and Attested to
by the proper signing officers
in the presence of:

CITY OF CHARLOTTETOWN

_____ _____
MAYOR

_____ _____
CAO

Sealed, Delivered and Attested to

by the proper signing officers
in the presence of:

VICTORIA ROW MERCHANTS ASSOCIATION

_____ _____
Jeff Sinnott (Representative)

_____ _____

DRAFT

DATED this _____ day of _____, 2026 A.D.

BETWEEN:

VICTORIA ROW MERCHANTS ASSOCIATION
(hereinafter referred to as the "Owner")

OF THE FIRST PART

AND:

THE CITY OF CHARLOTTETOWN
(hereinafter referred to as the "City")

OF THE SECOND PART

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#1

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve an amendment to the operational hours outlined in the Pedestrian Mall Agreement as it pertains to the Victoria Row Merchants Association, to permit patio operations annually during patio season between the hours of 8:00 a.m. and 1:00 a.m. on a permanent basis,

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

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, MAY 5, 2026, 4:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

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

1. **Call to Order**
   Chair called the meeting to order at 4:36 PM

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

3. **Approval of Agenda**
   Moved by Bobby Kenny and seconded by Satyajit Sen that the agenda for Tuesday, May 5, be approved.

   CARRIED

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

   CARRIED

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

6. **Reports:**

   a) Variances:

   1. 15 Clonhaven Street, 35 Clonhaven Street and 165 Carraigbrook Avenue (PID# 1047562)
   David Gundrum, Manager of Development Planning

Property Information: Apartment Residential (R-4) Zone
Staff Presenter: David Gundrum, Manager Planning Development
Applicant: Ashish Goel c/o 103580 PEI Inc
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variances to allow for a maximum of up to 64 apartment units for property identified as 15 Clonhaven Street whereas a maximum of 44 apartment units are otherwise permitted, a maximum of up to 64 apartment units for property identified as 35 Clonhaven Street whereas a maximum of 48 apartment units are otherwise permitted and for a maximum of up to 64 apartment units for property identified as 165 Carraigbrook Avenue whereas a maximum of 59 apartment units are otherwise permitted. All three properties abut one other in the (R-4) Zone and form part of the same PID# 1047562.

Summary:

David Gundrum stated that the proposal is for a major variance application concerning the properties at 15 Clonhaven Street, 35 Clonhaven Street, and 165 Carraigbrook Avenue (PID# 1047562), requesting increased apartment density. The development proposes 64 apartment units on each of the three lots, whereas the current permitted densities would allow for 44, 48, and 59 units respectively. The three properties are currently vacant and located within a recently approved greenfield subdivision, bounded by Clonhaven Street, Carraigbrook Avenue, and Malpeque Road, with surrounding lands consisting of similar higher-density zoning and nearby lower-density residential development. The proposal includes six 3-storey apartment buildings, each containing 32 units, for a combined total of 192 units across all lots, compared to 151 units otherwise permitted, representing an overall increase of 27%. Notice of the application was circulated to 28 property owners within 100 metres, with one letter received expressing concerns regarding the scale of the proposed development. It was stated that the analysis of the application indicates that sufficient land exists to accommodate parking and that the proposed form of development is consistent with the intended use of the area, though it does not meet minimum lot area requirements associated with maximum density. Based on this review, it was recommended that the Planning Board support the approval of the requested major variances to allow up to 64 units on each property.

Discussion:

It was asked why the three properties, although all zoned R-4, have different maximum permitted unit counts and whether this was based on lot size calculations. It was explained that the variation is due to minimum lot area per unit requirements, noting that each lot has a different size and configuration, including one being a corner lot, which results in differing allowable densities.

It was further asked whether the subject lands had previously been considered for a larger-scale development. It was confirmed that a prior concept included approximately 10 apartment buildings of up to six storeys with significantly higher unit counts, and that this concept formed the basis of the earlier rezoning of the lands.

It was stated that since that time, the lands have been further subdivided, resulting in a different lot layout and development configuration, and that the current proposal reflects those changes. It was explained that subdivision does not require a public consultation process and is handled administratively, and that changes to layout and design can occur following rezonings based on various factors including market conditions.

It was clarified that the three lots remain under a single PID number at present, and that new PID numbers would only be assigned if and when the parcels are conveyed. It was confirmed that all three parcels are currently under the same ownership despite being subdivided.

It was observed that the current proposal for 192 total apartment units represents a significant reduction from the approximately 600 units contemplated under the original concept presented during the rezoning process. It was also noted that the current proposal includes surface parking only, whereas the earlier concept included a mix of parking types.

It was asked for clarification regarding adjacent zoning, specifically lands identified as R-2S, and it was indicated that these lands are likely part of a neighbouring development, though confirmation would require further review of mapping.

MOTION:

Moved by Dave Essery and seconded by Lea MacDonald that Planning Board recommend that Council approve the proposed Major Variance for the subject property identified as 15 Clonhaven Street (Lot 153) in the Hidden Valley Subdivision (PID# 1047562) to:

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 44 apartment units; and**

That Planning Board recommend that Council approve the proposed Major Variance for the subject property identified as 35 Clonhaven Street (Lot 154) in the Hidden Valley Subdivision (PID# 1047562) to:

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 48 apartment units; and**

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 165 Carraigbrook Avenue (Lot 155) in the Hidden Valley Subdivision (PID# 1047562) to:

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 59 apartment units.**

CARRIED
(7-0)

b) Rezonings:

1. 307 Patterson Drive (PID# 676585)

David Gundrum, Manager of Development Planning

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

Request:

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

Summary:

David Gundrum presented the request to proceed to public consultation regarding the property at 307 Patterson Drive (PID# 676585) for a proposed rezoning from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone. The intent of the rezoning is to harmonize existing zoning across two abutting parcels of land under the same PID, which contain an existing 1-storey commercial building (convenience store) that is currently bisected by a property boundary. The subject property is an interior residential lot developed with a portion of the existing commercial building, which continues onto the adjacent property at 311 Patterson Drive. Surrounding lands include residentially zoned properties, multiple-unit residential development, and nearby City-owned open space containing a community park. The requested rezoning is intended to ensure consistent zoning permissions across the entire site and reflects the historical pattern of use for the property. If approved to proceed, public notification of a future public meeting will be undertaken. Analysis indicates that the proposal has merit and that sufficient information has been provided to allow consideration through the public meeting process. Based on this review, it is recommended that Planning Board support proceeding to public consultation to consider the proposed rezoning.

Discussion:

It was asked whether additional information could be provided regarding the ownership of the numbered company listed as the applicant, noting that it can be difficult for members to identify potential conflicts of interest based solely on a numbered company name. It was explained that while a corporate search had not been completed, the individuals associated with the application are local residents of Charlottetown, including one individual identified as a professor at the University of Prince Edward Island, and are understood to be the officers or directors of the company.

It was further asked what range of uses may be permitted if the property were to be rezoned to the commercial zone in question, and whether this differed from a site-specific or spot zoning

approach. It was stated that a full list of permitted uses was not immediately available; however, it was noted that the C-1 Zone is among the least intensive commercial zones in terms of permitted uses. It was indicated that more detailed information could be provided prior to or at the time of the public meeting.

It was noted that the matter before the Board was a recommendation to proceed to public consultation, and the Chair asked whether there were any further questions or if a member wished to bring forward a motion.

It was then asked whether the subdivision of the property had resulted in new PID numbers, and it was explained that new PID numbers are not assigned until a transfer of ownership occurs. It was further stated that there have been no known changes to provincial policy regarding the assignment of PID numbers following subdivision.

MOTION:

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

CARRIED
(7-0)

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

David Gundrum, Manager of Development Planning

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

Request:

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

Summary:

David Gundrum presented a request to proceed to public consultation regarding the rezoning of unaddressed properties on Towers Road (PID#s 390534 and 1179670) from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial (C-3) Zone and to the Mixed Use Corridor (MUC) Zone to facilitate future commercial development on both sites at different scales. The property identified as PID# 390534 is a vacant interior lot approximately 2.79 hectares in area with frontage along Towers Road, abutting the Confederation Trail, undeveloped lands, and partially developed residential lands, and is intended to accommodate larger-scale retail and commercial development. The property identified as PID# 1179670 is a smaller vacant corner lot approximately 0.32 hectares in area with frontage along Towers Road and Mount Edward Road, abutting existing commercial and residential development, and is intended to accommodate neighbourhood-oriented commercial uses in the form of a commercial plaza. The requested rezoning across both parcels is intended to support both larger-scale and smaller-scale commercial development consistent with their context. If approved to proceed, public notification of a future public meeting will be undertaken. Analysis indicates that the proposal has merit and that sufficient information has been provided to allow consideration through the public meeting process. Based on this review, it is recommended that Planning Board support proceeding to public consultation to consider the proposed rezonings.

Discussion:

It was asked whether a previously approved smaller apartment building, estimated at approximately 30 units, had been approved on the corner portion of the subject lands. It was noted that there was some recollection of a prior approval related to the site, though confirmation was not immediately available. The applicant was then invited to speak to the matter and provide clarification.

It was stated by the applicant that additional planning had been undertaken since submission of the proposal and that an overall vision for the site had evolved. It was explained that a development agreement had previously been approved for the property following extensive consultation, which included approval for a small-scale commercial plaza on the corner lot. It was further stated that a subsequent proposal for a three-storey residential building on that parcel had been considered but did not proceed.

It was explained that, based on recent market analysis and investment in nearby commercial properties, including upgrades and new commercial tenants at the adjacent shopping centre, there is a greater demand for additional commercial space rather than residential development on that portion of the site. It was stated that the intent is to expand the commercial base with a mix of retail uses, including a potential large-format tenant and smaller commercial units, along with a restaurant pad.

It was noted that the proposal represents a shift from the original concept, with commercial development concentrated along the frontage areas and the potential for higher-density residential development to be considered internally on the site at a later stage. It was also stated that the proposed development is intended to complement existing commercial uses and reflects current market conditions.

It was asked for clarification regarding the layout and orientation of the proposed buildings in relation to specific parcels and surrounding roads, including Towers Road, Mount Edward Road, and the Spencer Drive extension. It was explained that the larger commercial buildings would be located on the primary parcel, while the corner parcel would accommodate smaller-scale commercial uses, with access points and circulation designed to align with the surrounding road network.

It was further asked about site access and traffic movements, including whether access to the corner parcel would be provided via Mount Edward Road, and it was clarified that appropriate ingress and egress points would be incorporated into the design, including turning movements as required.

MOTION:

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

3. 147 Hillsborough Street (PID# 342907)

David Gundrum, Manager of Development Planning

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

Request:

This is a request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property to allow for a transitional housing facility as an additional permitted use that is not otherwise permitted in the (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individuals on-site. This application was previously deferred for recommendation at the meeting of Planning Board on April 7, 2026.

Summary:

David Gundrum presented a proposal for a site-specific zoning amendment for the property at 147 Hillsborough Street (PID# 342907) to permit the development of a transitional housing facility within an existing 3-storey building. The proposal seeks to allow accommodation for 11

individuals (11 beds) with interior renovations to be completed under a future Building Permit, with the application submitted by the PEI Housing Corporation. The property is an existing developed corner lot bounded by Hillsborough Street and Clarke Street and currently contains a 3-storey residential structure. The requested amendment is intended to facilitate the redevelopment of the interior of the existing building for transitional housing, which is not currently a permitted use. A public meeting was held on March 26, 2026 following circulation to 67 surrounding property owners, with five written responses received in opposition and concerns raised regarding safety and security, loitering, lack of outdoor amenity space, potential impacts on property values, neighbourhood perception, and loss of rental units. Planning evaluation indicates that the proposal aligns with the intent of the Official Plan to support a full housing continuum, noting its proximity to transit and mixed-use areas and the role of transitional housing in supporting individuals. The Province has indicated commitment to measures including 24-7 staffing, surveillance, lighting, and community engagement, to be secured through a future Development Agreement. Based on this review, it is recommended that Planning Board support approval of the site-specific amendment to permit the transitional housing facility with 11 beds, subject to the proposed safety and operational measures being formalized prior to issuance of permits.

Discussion:

It was asked whether the newly constructed building on Weymouth Street, located between neighbouring properties, was currently occupied and where it fit within the housing continuum. It was stated that staff were not aware if the building was occupied at that time. It was explained that the development would generally be categorized as supportive housing, noting that it includes some level of on-site staffing, although it may not strictly align with a transitional housing model.

It was noted that supportive housing typically includes services such as counselling and needs assessments, and it was confirmed that this would be consistent with the type of development referenced. It was further observed that the building integrates well into the surrounding neighbourhood and aligns with the housing spectrum outlined in the Official Plan. It was stated that when considering proposed zoning changes, there is a need to balance community acceptance with broader housing needs. It was noted that concerns had been raised by nearby residents regarding safety and compatibility, and that additional measures to improve community confidence had been discussed, including surveillance and engagement initiatives. It was expressed that while there is general support for transitional and supportive housing, there must be efforts to address public concerns through meaningful mitigation measures. It was questioned whether sufficient steps had been taken by the applicant to engage with the community prior to the application proceeding. It was explained that certain proposed safety measures, including surveillance systems, were identified; however, limitations were noted in what the applicant was prepared to implement. It was further stated that additional measures could be formalized through a Development Agreement to ensure accountability. It was clarified that site-specific zoning approvals are permanent in nature and cannot be issued on a temporary or trial basis, noting that such approvals are either granted or denied. It was also noted that while public safety considerations may be relevant, they are generally supplementary to the land-use compatibility analysis undertaken by Planning staff, with Council ultimately responsible for broader considerations. It was discussed that input from other departments, such as Police

Services, could help inform public safety considerations; however, such input is not always part of the standard review process. It was suggested that additional consultation with Police Services may assist in addressing outstanding concerns. It was emphasized that there is a recognized need for supportive and transitional housing within the community and that such developments align with the objectives of the Official Plan. It was also noted that achieving a balance between supporting vulnerable populations and maintaining community confidence remains an important consideration. It was then stated that a motion was brought forward to defer the application in order to allow for further discussion with the Province regarding additional safety measures, including the incorporation of enhanced surveillance systems. The motion was seconded, and further discussion took place prior to the vote being called. It was noted that members expressed support for achieving an appropriate balance between housing needs and community safety, recognizing both the importance of the proposed use and the concerns raised by residents. It was asked whether the proposed housing would accommodate all genders, and it was generally understood that it would be an inclusive arrangement.

MOTION:

Moved by Mayor Brown and seconded by Councillor McCabe that Planning Board recommend that Council defer the request for a site-specific amendment to the existing Downtown Mixed Use Neighbourhood (DMUN) Zone that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for the existing 3-storey structure to be repurposed as a transitional housing facility having 11 beds for residents.

CARRIED
(6-1)
Bobby Kenny Opposed

c) Queuing Space / Drive-thru:

1. Unaddressed Property – University Avenue (PID# 387761)

David Gundrum, Manager of Development Planning

Property Information: Shopping Centre Commercial (C-3) Zone
Staff Presenter: David Gundrum, Manager Planning Development
Applicant: Cain Arsenualt c/o Killam Investments
Reference: Planning Board Meeting Package

Request:

This is a request to accept the traffic study prepared by EXP Group to permit a drive-thru MacDonald's restaurant at the subject location.

Summary:

David Gundrum presented the proposal is for a request concerning the unaddressed property on University Avenue (PID# 387761) to permit a new McDonald's drive-thru including a queuing and

stacking plan. The subject property is currently vacant with an area of approximately 3,775 square metres and frontage along University Avenue, and is surrounded by existing commercial development including a commercial plaza, a financial institution, and the Royalty Crossing shopping mall. The proposed development includes access from University Avenue, which is a multi-lane arterial roadway with turning lanes, sidewalks, and bicycle infrastructure. The application is primarily traffic-related and is supported by a Traffic Impact Statement prepared by EXP Group, which analyzed comparable drive-thru locations and local traffic data to assess impacts on the surrounding road network. The study estimates that the development would generate 135 trips during the AM peak hour and 128 trips during the PM peak hour, and concludes that the proposed queuing configuration, consisting of 19 primary spaces and additional overflow capacity, is sufficient to accommodate peak demand without interfering with circulation or access. The report further recommends extending the existing median on University Avenue to restrict left-turn movements from the site and notes that no sightline concerns are anticipated. Based on this analysis, it is recommended that Planning Board support the proposed drive-thru and queuing plan and recommend acceptance of the application in support of a future Building and Development Permit.

Discussion:

It was asked for clarification regarding the methodology used in the Traffic Impact Statement, noting concern that comparative data had been drawn from larger centres such as Moncton and Fredericton, rather than solely from Charlottetown. It was questioned whether this approach was standard practice and how local context was incorporated into the analysis.

It was explained that traffic studies typically rely on a combination of local data and comparable site analysis. It was stated that primary traffic data is obtained from the local municipality, including intersection counts and road network conditions, and that the study included a localized assessment of nearby intersections and potential impacts on the surrounding road system. It was further explained that comparable sites in other jurisdictions are used to supplement the analysis, particularly where they exhibit similar traffic patterns and volumes, and that the study represents a hybrid approach combining both local data and external comparables.

It was noted that while there was no objection to the proposed drive-thru, there remained some concern regarding the methodology used in the analysis. It was further stated that comparable access arrangements exist within the City, including right-in/right-out configurations serving commercial developments along University Avenue, and that the proposed access would serve not only the drive-thru but also the broader commercial site.

It was stated that the consultant responsible for the study has experience within the region and that the analysis was considered to be comprehensive. It was expressed that support could be given to the proposal on that basis.

MOTION:

Moved by Mayor Brown and seconded by Dave Essery that Planning Board recommend to Council that the application submitted by the owner's agent (Cain Arsenault) and supporting traffic study prepared by EXP Group dated April 2, 2026 for the development of a drive-thru and queuing spaces at PID# 387761 for a McDonald's eating and drinking establishment be accepted.

CARRIED
(7-0)

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

8. **Adjournment of Public Session**
   Moved by Councillor McCabe and seconded by Bobby Kenny that the meeting be adjourned. The meeting was adjourned at 5:53 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6A-1

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photos
B. Zoning Maps
C. Building Site Plan (submitted by applicant)

Report Title:
Major Variances for increased apartment unit density on three (3) separate abutting lots within Hidden Valley subdivision. The applications have been made by Ashish Goel on behalf of the property owners.

Report Purpose:
Request for Major Variance to allow for a maximum of 64 apartment units on site (44 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 153 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 15 Clonhaven Street.

Request for Major Variance to allow for a maximum of 64 apartment units on site (48 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 154 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 35 Clonhaven Street.

Request for Major Variance to allow for a maximum of 64 apartment units on site (59 units otherwise permitted based on maximum permitted density with respect to existing lot area) within the (R-4) Zone on Lot 155 in the Hidden Valley subdivision (PID# 1047562) otherwise addressed as 165 Carraigbrook Street.

Staff Recommendation:
That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 15 Clonhaven Street (Lot 153) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 44 apartment units; and

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 35 Clonhaven Street (Lot 154) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 48 apartment units; and

That Planning Board recommend that Council APPROVE the proposed Major Variance for the subject property identified as 165 Carraigbrook Avenue (Lot 155) in the Hidden Valley Subdivision (PID# 1047562) to:

1) Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 59 apartment units.

Report Details:

The Major Variance applications were submitted by applicant Ashish Goel on behalf of 103580 PEI Inc. on March 13, 2026. The three (3) subject properties are located within the Apartment Residential (R-4) Zone and are primarily surrounded by undeveloped parcels intended for future residential development (see Attachment B). The applicant is requesting approval to increase maximum allowable density on three (3) separate but inter-related and abutting sites to accommodate a total of six (6) separate 3-storey, 32-unit apartment buildings with two (2) buildings and a total of 64-units per each of the three (3) lots (see Attachment C).

Section 18.2 of the *Zoning & Development Bylaw* requires apartment buildings to have a minimum lot area of 140 square metres (1,507.0 square feet) per apartment unit for corner lots and a minimum lot area of 115 square metres (1,237.9 square feet) per apartment unit for interior lots. The applicant is proposing a maximum density of 64 units on three separate but abutting sites whereas a maximum of 44 units, 48 units and 59 units would otherwise be permitted for the properties identified as 15 Clonhaven Street (Lot 153), 35 Clonhaven Street (Lot 154) and 165 Carraigbrook Avenue (Lot 155), respectively.

On the basis of maximum permitted lot area for 15 Clonhaven Street (Lot 153), the proposed density of 64 units represents an increase of 45% over the existing limit while for 35 Clonhaven Street (Lot 154), the proposed density of 64 units represents an increase of 33% over the existing limit while lastly, for 165 Carraigbrook (Lot 155), the proposed density of 64 units represents an increase of 8% over the existing limit, all based on available existing lot area for each site.

Staff have reviewed the proposal and determined that there would be no risks or land-use impacts associated with allowing for the increased density on each lot. There would still exist sufficient land base on all lots to meet all setback requirements and provide for required parking on each property. The proposed density would still generally be consistent with the intent and purpose of the (R-4) zone which permits multi-unit residential apartment buildings to be developed. It is also noted that all six (6) proposed buildings across the three (3) sites would each be well within the maximum building height limit of 15 metres (49.2 feet) otherwise prescribed under Section 18.2 of the Zoning & Development Bylaw.

The proposed Major Variances can therefore be considered as consistent with the intent of the Zoning & Development Bylaw on the basis of the relief being requested in the context of the remaining regulations that apply.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:
Notification of the proposed developments and associated Planning Board meeting was circulated on April 20, 2026, to twenty-eight (28) surrounding property owners within 100 m (328.1 ft) of the subject property. The deadline for circulated property owners to submit written comments was 4:30pm on Monday, May 4, 2026.

As of the writing of this report (May 1, 2026), no responses have been received.

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

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

Submitted by Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:	
Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 05/01/2026

Attachment "A" – Air Photos:

15 Clonhaven Street (Lot 153)



35 Clonhaven Street (Lot 154)

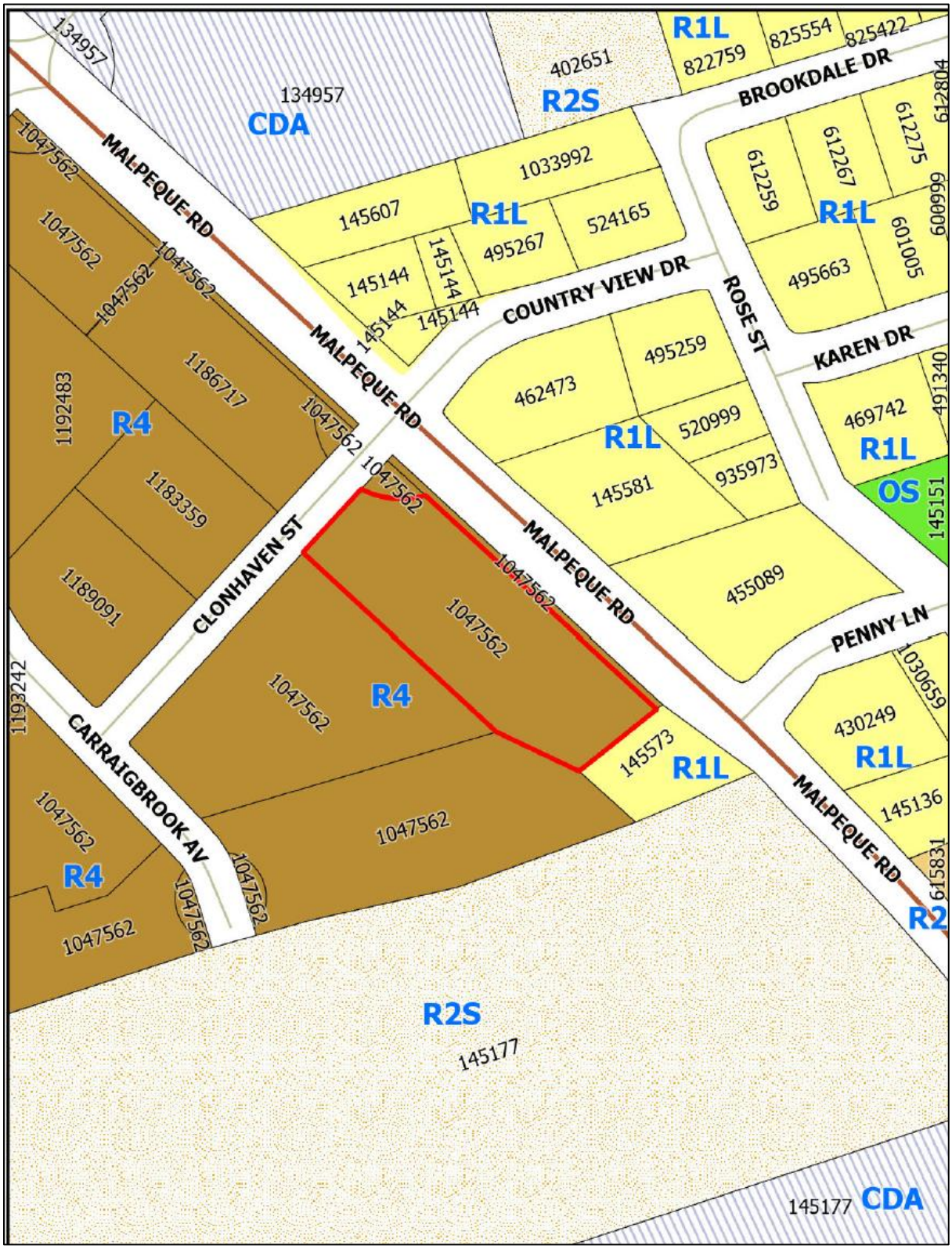


165 Carraigbrook Avenue (Lot 155)

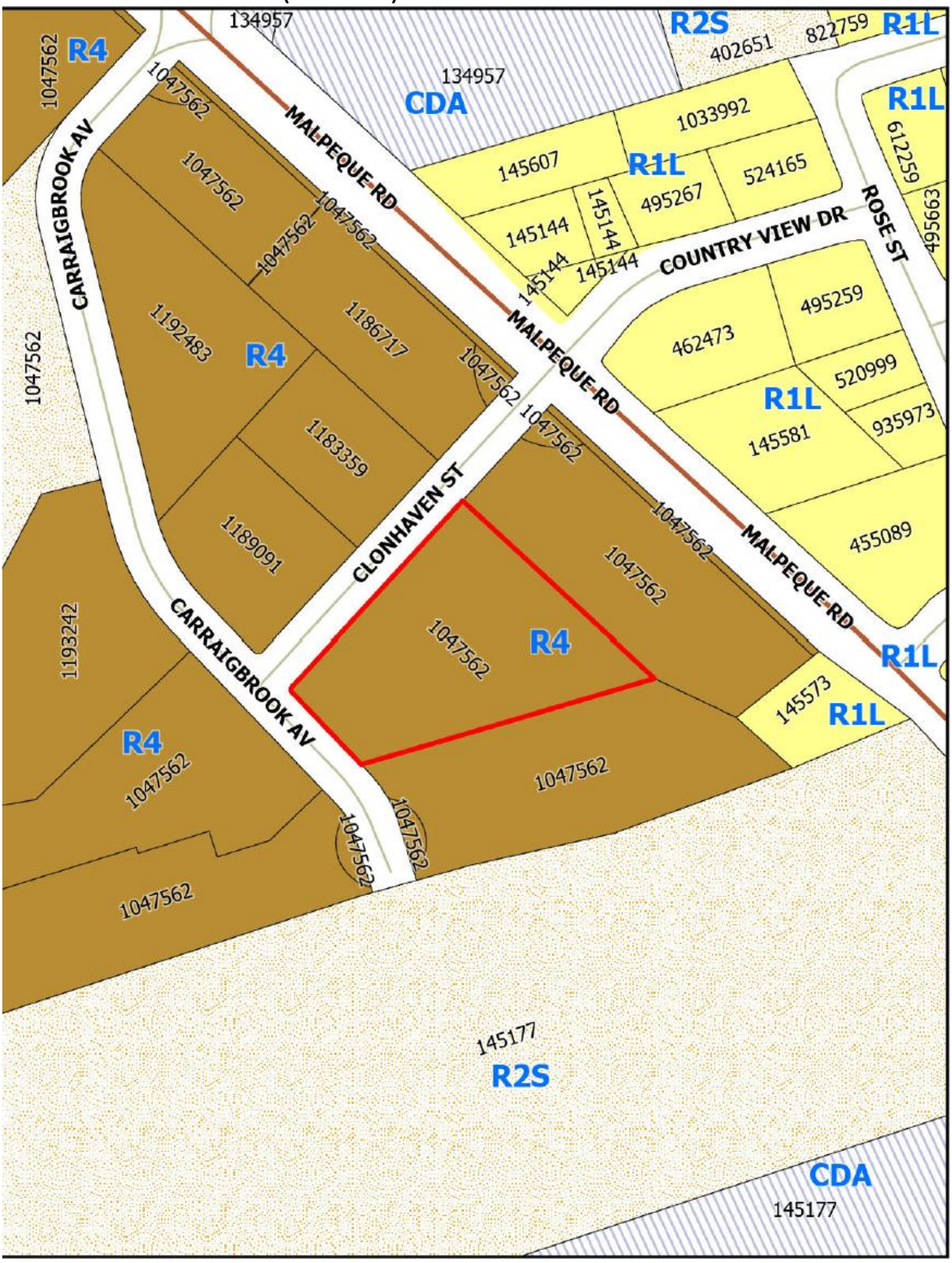


Attachment "B" – Zoning Maps:

15 Clonhaven Street (Lot 153)



35 Clonhaven Street (Lot 154)



165 Carraigbrook Avenue (Lot 155)



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



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#2

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That Council approve the proposed Major Variance for the subject property identified as 15 Clonhaven Street (Lot 153) in the Hidden Valley Subdivision (PID# 1047562) to:

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 44 apartment units; and**

That Council approve the proposed Major Variance for the subject property identified as 35 Clonhaven Street (Lot 154) in the Hidden Valley Subdivision (PID# 1047562) to:

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 48 apartment units; and**

That Council approve the proposed Major Variance for the subject property identified as 165 Carraigbrook Avenue (Lot 155) in the Hidden Valley Subdivision (PID# 1047562) to:

1) **Increase the maximum number of apartment units on the site to be 64 units whereas current maximum density under zoning would allow for 59 apartment units.**

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6B-1
307 Patterson Drive (PID# 676585)

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None at this time.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map

Report Title:

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

Report Purpose:

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

Staff Recommendation:

That Planning Board recommend that Council:

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

Report Details:

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

Development Context:

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

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

LEGISLATIVE REQUIREMENTS:

Notification

If the proposed 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 amending the zoning of any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed zoning amendment without public notice and without referral to a public meeting, but if an application goes to a public meeting, then Council shall determine the disposition of the application and the applicant may not be allowed to withdraw the application after the public meeting.

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 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 concerning a proposed rezoning of the subject property identified as 307 Patterson Drive (PID# 676585) from the Low Density Residential (R-2) Zone to the Business Office Commercial (C-1) Zone in order to harmonize the existing zoning for two parcels of land under the same PID number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store).

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

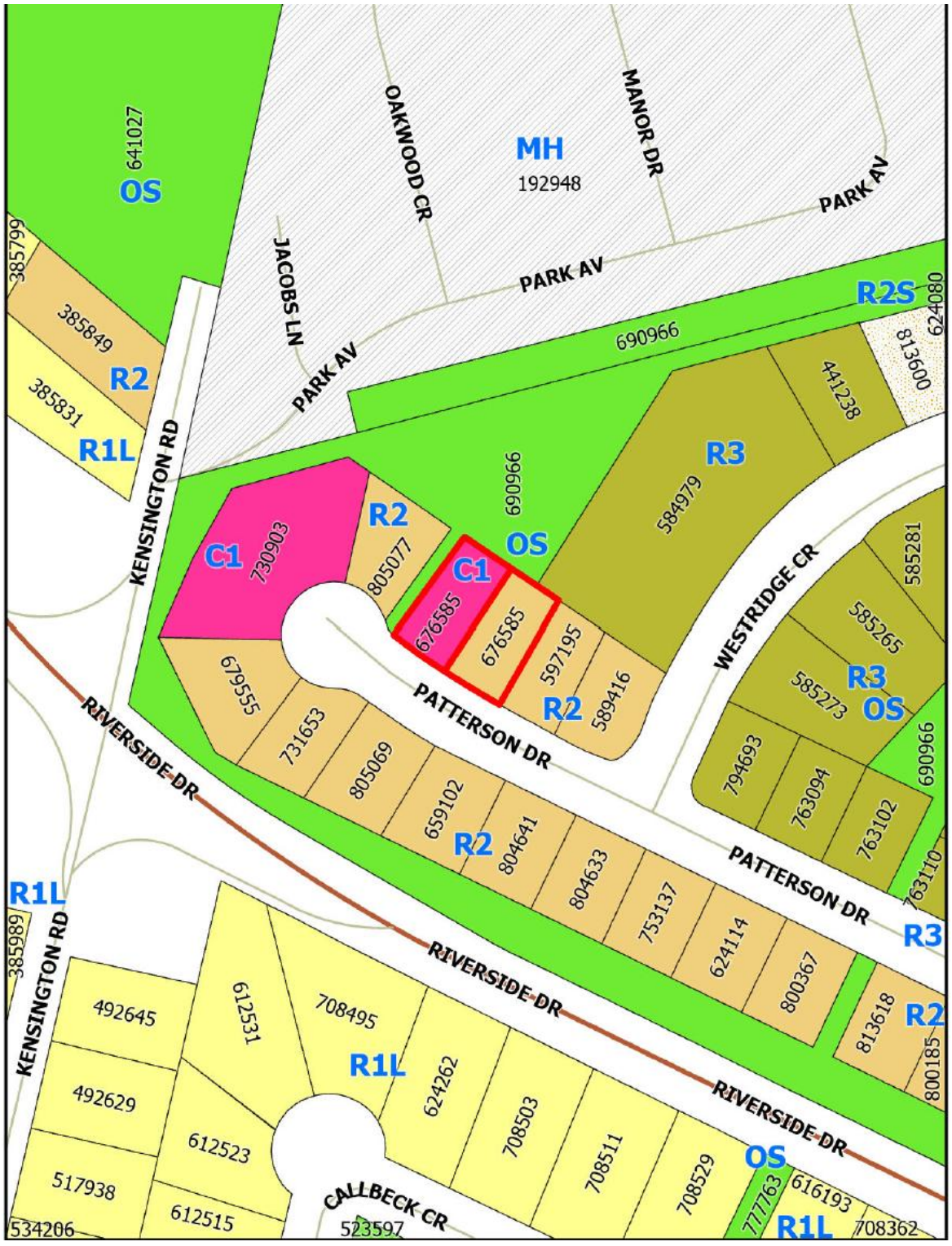
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/01/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#3

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6B-3
Unaddressed Properties – Towers Road
(PID#s 390534, 1179670)

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None at this time.

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Rezoning Master Plan (submitted by applicant)

Report Title:

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

Report Purpose:

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

Staff Recommendation:

That Planning Board recommend that Council:

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

Report Details:

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

Development Context:

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

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

LEGISLATIVE REQUIREMENTS:

Notification

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

ANALYSIS:

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

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 rezonings 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 concerning proposed rezoning of unaddressed property identified as PID# 390534 with frontage on Towers Road from the Comprehensive Development Area (CDA) Zone to the Shopping Centre Commercial

(C-3) Zone and proposed rezoning of unaddressed property identified as PID# 1179670 with frontage on Towers Road and Mount Edward Road from the Comprehensive Development Area (CDA) Zone to the Mixed Use Corridor (MUC) Zone in order to facilitate future development of commercial uses on both sites.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
None to date.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:
David Douglas Gundrum, RPP, MCIP



Manager of Development Planning

Reviewed By:

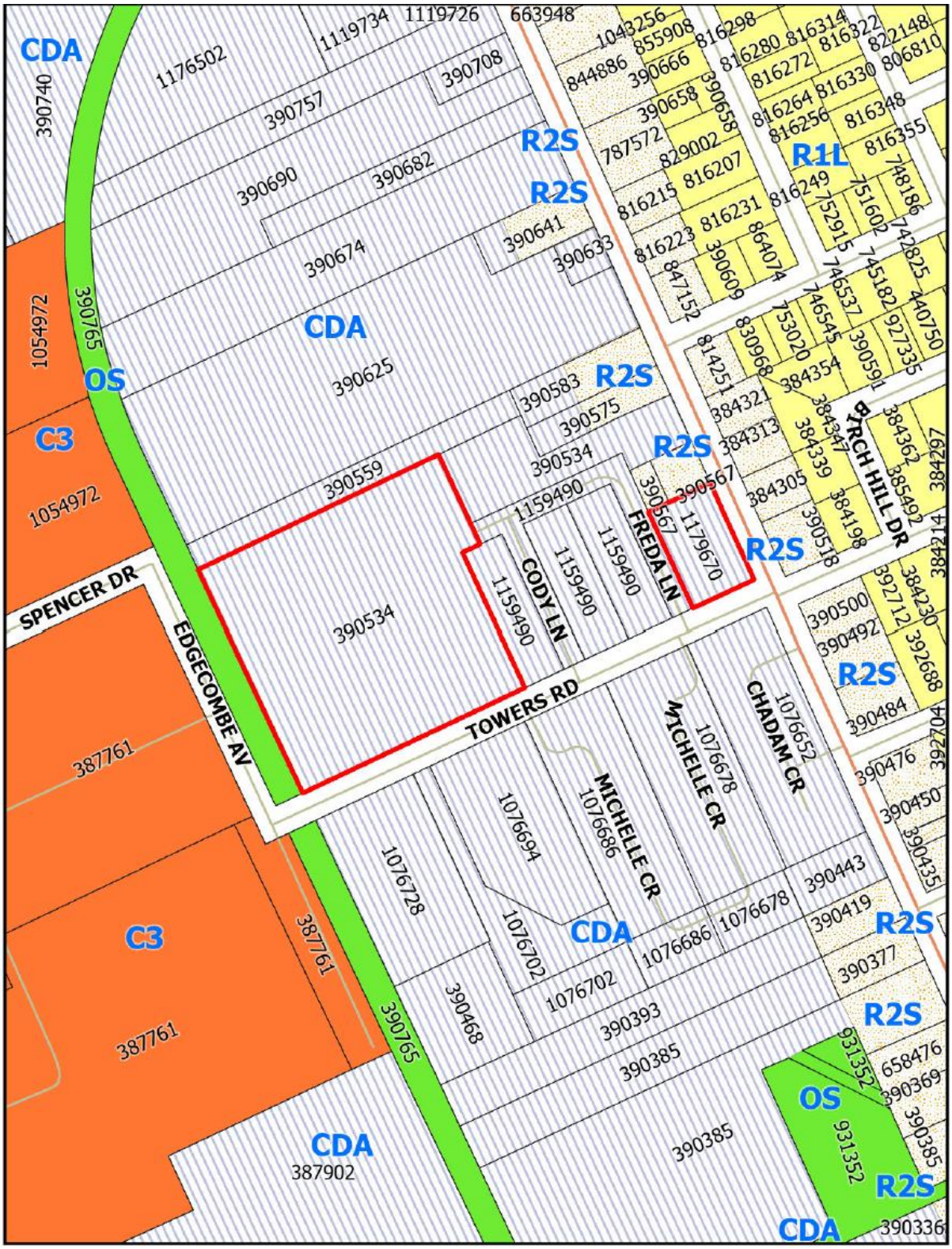
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/01/2026

Committee Recommendation: (if differing from staff)

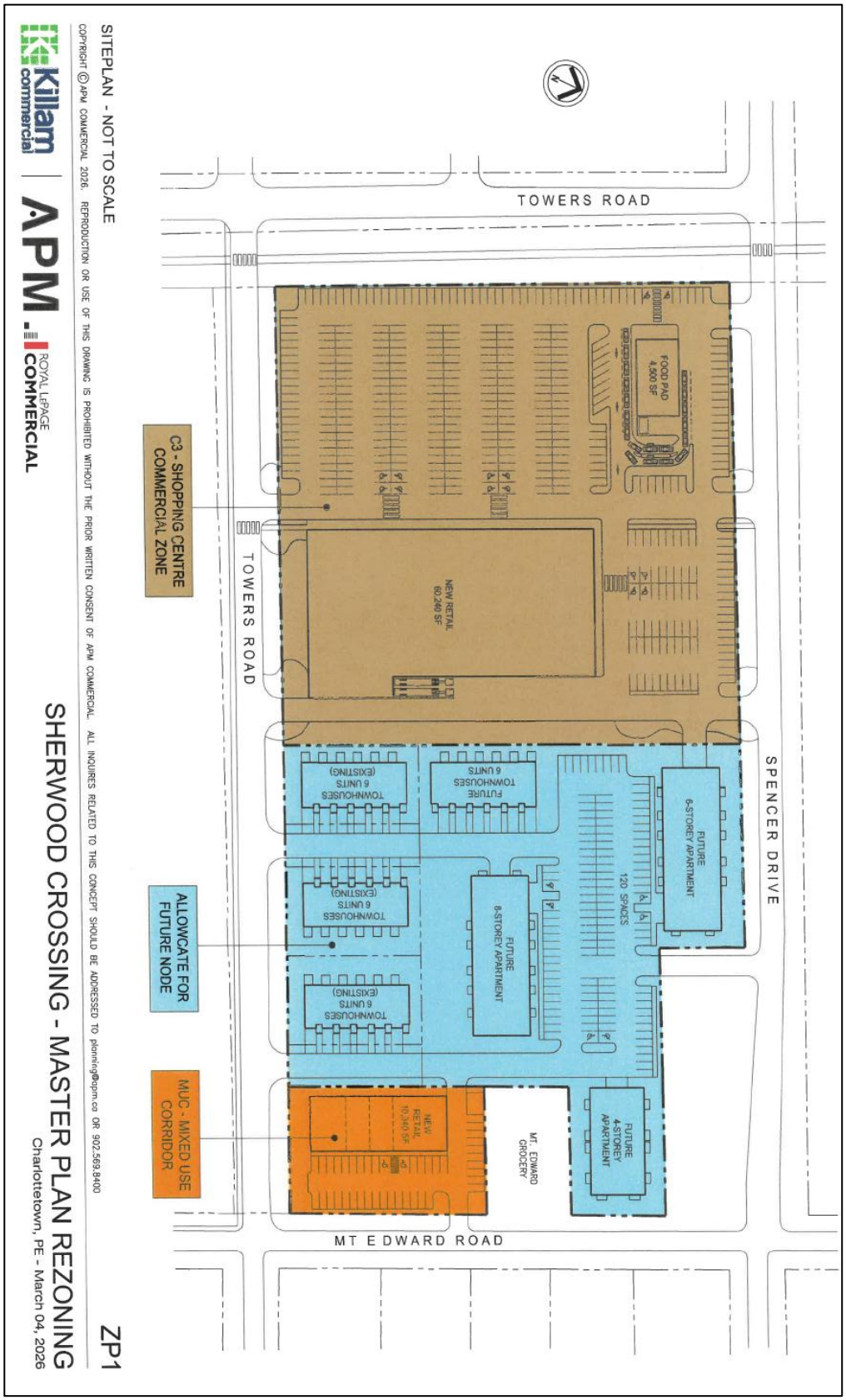
Attachment “A” – Air Photo



Attachment "B" – Zoning Map



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



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#4

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

City of Charlottetown Committee Report

Report No:
PLAN-2026-05-MAY-6C-1

Date:
May 5, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
N/A

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:
A. Proposed Site Plan
B. Traffic Impact Statement
C. Aerial View

Report Title:
Request for a new MacDonald's drive-thru queuing and stacking plan for property identified as PID# 387761 (University Avenue). The application has been made by Cain Arsenault on behalf of the owners (Killam Investments).

Report Purpose:
The subject property is zoned Shopping Centre Commercial (C-3) Zone, where an automobile service station and an eating and drinking establishment are permitted uses among many others. Surrounding land uses along the established University Avenue corridor primarily include eating and drinking establishments, retail stores, and grocery stores among other complimentary uses (see Attachment C).

The subject property is currently vacant and undeveloped with a lot area of approximately 3,775 square metres (0.93 acres) and a lot frontage along the west side of University Avenue of approximately 35 metres (115 feet). The property is bounded to the north by a commercial lot in the (C-3) Zone containing an existing commercial plaza, to the south by a lot also in the (C-3) Zone containing an existing Bank of Montreal branch and to the east by parking lot areas that form part of the larger site for the Royalty Crossing shopping mall, also in the (C-3) Zone.

The proposed site for the MacDonald's drive-thru has frontage and access to University Avenue from the east side of the street. University Avenue in this area is a 4-lane arterial roadway having a fifth lane which functions as a centre turning lane as well as bike lanes and sidewalks to facilitate and support active transportation. Planning staff note that this application is primarily traffic related and that the accompanying professional traffic report submitted by experts in this field provide a qualified analysis and opinion to assess the overall impact of the proposed drive-thru with respect to the local road network.

Report Details:
The Traffic Impact Statement (TIS) report completed by EXP Group (see Attachment B), dated April 2, 2026, analyzed an existing MacDonald's drive-thru location in Fredericton, NB and an existing Tim Horton's drive-thru in Moncton, NB for the purpose of this study. These observations were taken during peak drive-thru hours during the morning period (8:00am-9:00am) and afternoon period (12:00pm-1:00pm).

Based on the TIS report, the new MacDonald's drive-thru location is anticipated to generate a total of 135 new trips in the AM peak hour and a total of 128 trips in the PM peak hour. Based on an analysis of the number of queuing spaces proposed (19 spaces) in addition to another nine (9) spaces beyond, the development has been deemed by the reviewing third-party traffic engineer to provide sufficient queuing capacity to handle peak traffic demands without the drive-thru queuing interfering with site circulation, parking or access based on comparison to similar sites.

The TIS report also recommends that to ensure that vehicles are discouraged from making a left turn out of the primary access to University Avenue that the existing median barrier on University Avenue adjacent to the proposed development be extended by an additional 10 metres being approximately half-way between the existing Benjamin Moore & Co site access and the proposed development access. The TIS also notes that it is not expected that there would be any sight line issues for the proposed development access.

Conclusion:
The proposed site and queuing plan provides sufficient space to safely operate a drive-thru restaurant located at the unaddressed parcel on the east side of University Avenue identified as PID# 387761. Therefore and on this basis, the Planning & Heritage Department recommends that the City Planning Board recommends to City Council that the application submitted by the owner's agent (Cain Arsenault) and supporting traffic study prepared by EXP Group dated April 2, 2026 for the development of a drive-thru and queuing spaces at PID# 387761 for a MacDonald's eating and drinking establishment be accepted.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
Notification is not required for this application. The provision to forward such requests to Planning Board and Council for consideration in the Zoning and Development By-law was put in place to ensure that the technical merits associated with the queuing spaces for a drive-thru were properly addressed through professional review. Upon the recommendation of Council with input from Public Works as well as the findings of the supporting professional traffic report completed by a licensed traffic engineer, approval can be supported and provided.

Legislative Authority:
Zoning and Development Bylaw
Official Plan
Strategic Plan

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

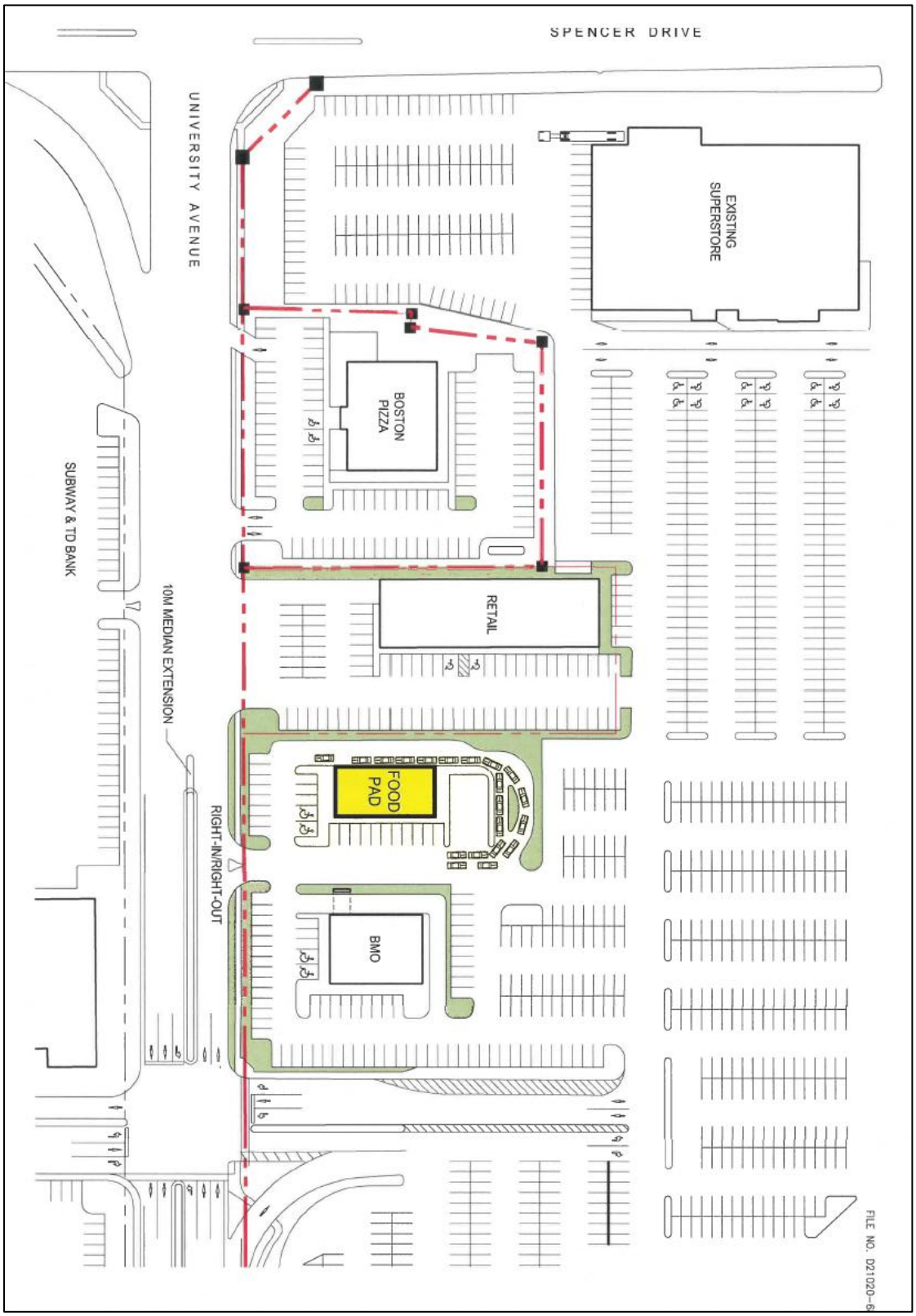
Submitted by Planner:
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning



Reviewed By:

Manager	**Director/CAO** Michael Ruus, RPP, MCIP, 05/01/2026

Proposed Site Plan



Attachment "B" – Traffic Impact Statement:

THE ASSOCIATION OF PROFESSIONAL ENGINEERS OF THE PROVINCE OF PRINCE EDWARD ISLAND
VALID FOR THE YEAR 2026
Katie Hazzard
Katie Hazzard
No. 3372
DATE: April 2, 2026
LICENSED PROFESSIONAL ENGINEER
PROVINCE OF PRINCE EDWARD ISLAND

Final Memorandum

Project: Traffic Impact Statement for Development on University Ave in Charlottetown, PEI - Final

Subject: Traffic Impact Statement for McDonald's at Royalty Crossing Mall

Date: April 2, 2026

To: Cain Arsenault From: Katie Hazzard, P.Eng.

1 Introduction

Background

APM is proposing a McDonald's restaurant at Royalty Crossing Mall in Charlottetown, PEI. The development includes a 376 m^2 (4048 sq.ft.) restaurant building with a double queue drive through and 24 parking spaces, including two (2) barrier free spaces. The proposed access is a right-in, right-out only on University Avenue. The existing site plan also provides access for vehicles to use the adjacent University Avenue/Mall Entrance signalized intersection. The site plan is shown in **Figure 1** below. A larger version of the site plan can be found in **Appendix 1**.

The City of Charlottetown has expressed their concerns with queueing spill back from the two existing signalized intersections adjacent to the proposed access, as well as on-site circulation, site access, and potential queueing spill back from the development drive through onto University Avenue.



Figure 1: Site Plan

Study Area

The Study Area consists of the following intersections:

- University Ave/Capital Dr (signalized)
- University Ave/Mall Entrance (signalized)
- Proposed development access on University Ave (right-in/right-out)

Approach

The objective of this project is to complete a Traffic Impact Statement for the new proposed development to address the City's concerns. The following work activities were undertaken to complete the study.

1 The two (2) existing signalized intersections were modelled using Synchro software to determine the 95th percentile queue lengths for the northbound approach at the University Ave/Capital Dr intersection and for the southbound approach at the University Ave/Mall Entrance intersection. The analyses were completed under existing and future background traffic volumes without development for a 5-year horizon period (2031).

2 The Synchro results were used to determine if the queues at the Study Area signalized intersections are expected to spill back to the proposed development access. Any comments/recommendations to address any queueing issues were made.

3 An estimate of the trips that will be generated to and from the proposed McDonald's restaurant in the AM and PM peak hour periods was completed using the Institute of Transportation Engineers (ITE) trip rates. These trip rates are published in the ITE document entitled "Trip Generation-12th Edition".

4 The generated peak hour volumes were assigned to the existing Study Area intersections, and the Synchro analyses were re-run to determine queueing on University Avenue with the proposed development in place for the horizon period.

5 General comments/recommendations were made with respect to on-site circulation, queueing, and site access.

6 Based on discussions with the City of Charlottetown traffic engineer, no evaluation of traffic operations in terms of Level of Service (LOS) or capacity (v/c ratios) was required for the Study Area intersections.

7 A Draft Memo was submitted to the Client for review.

8 After addressing any comments from the Client, a Final Memo will be submitted.

2 Traffic Operations and Queueing

Existing Traffic Volumes

The City of Charlottetown provided turning movement counts for the two (2) Study Area signalized intersections (University Ave/Capital Dr and University Ave/Mall Entrance). The University Ave/Capital Dr intersection counts were collected in July 2023. The University Ave/Mall Entrance intersection counts were collected in December 2019. Based on discussions with the City of Charlottetown traffic engineer, a growth factor of 1% was applied to all movements at the University Ave/Capital Dr intersection and for northbound and southbound (University Ave) through movements at the University Ave/Mall Entrance intersection to estimate existing 2026 traffic volumes. To be conservative, traffic volumes were balanced between the two intersections. The estimated existing 2026 traffic volumes for the AM and PM peak periods are shown in **Figure 1** below.

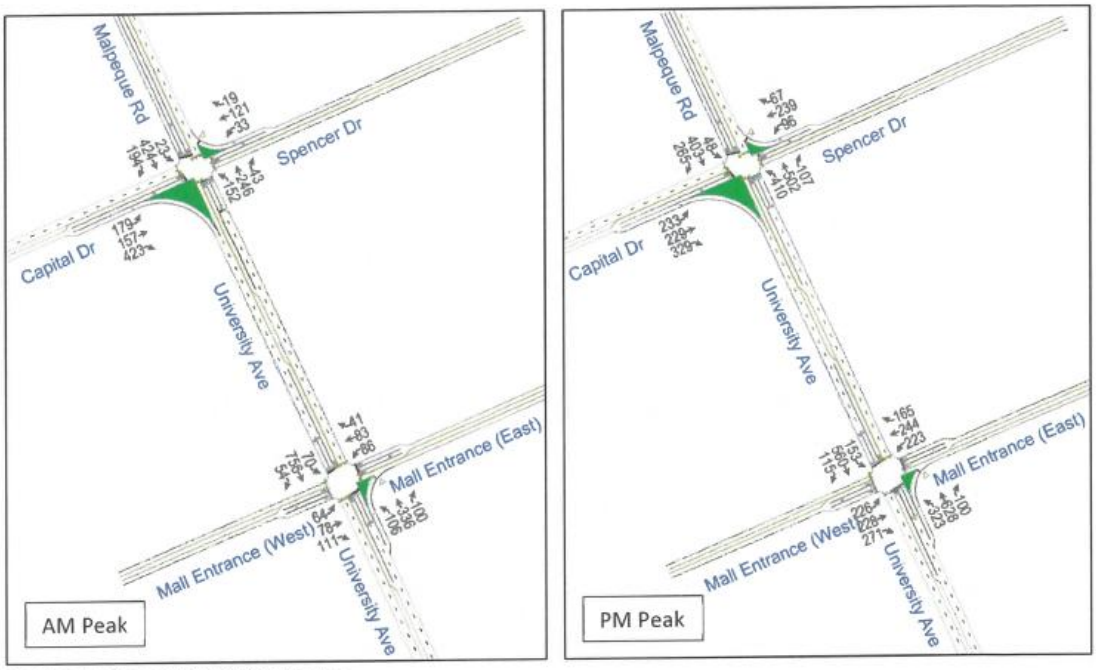


Figure 2: Existing 2026 Traffic Volumes

Future 2031 Traffic Volumes without Development

The proposed development is expected to be operational this year. Based on discussions with the City traffic engineer, a five (5) year horizon period (2031) was used for future conditions. The future 2031 traffic volumes were estimated using the 1% annual growth rate, applied to all movements at the University Ave/Capital Dr intersection and for northbound and southbound (University Ave) through movements at the University Ave/Mall Entrance intersection. The estimated future 2031 traffic volumes without development are shown in **Figure 3**, below.



Figure 3: Future 2031 Traffic Volumes without Development

Trip Generation

Generally, when estimating the amount of traffic that will be generated by a new development, the Institute of Transportation Engineers (ITE) trip rates are utilized. ITE has developed trip rates for various types of developments based on the development characteristics such as floor area, number of employees, lot size and/or number of units. ITE has published their trip rates for various developments in a document entitled "Trip Generation". The 12th edition has been utilized to estimate the trips to and from the proposed development.

The McDonald's restaurant falls under the ITE land use category of "Fast Food Restaurant With Drive Through" and trips are estimated based on square footage of gross floor area. The total traffic generated by a development is comprised of new trips, diverted trips, and pass-by trips. New traffic is generated by a new development being constructed and in operation. This is traffic that would not have been on the adjacent street network without the new development and needs to be added to the adjacent street and intersection approaches. Diverted traffic is traffic that has been diverted from other nearby areas as a result of the development and also increases the traffic on adjacent streets and intersection approaches. Pass-by traffic is traffic that is already on the adjacent street and intersection approaches and makes an intermediate trip to the development as part of some overall trip. This traffic is not new to the adjacent street network. The percentage of pass-by trips varies between different types of developments. Based on the ITE trip rate experience for fast food restaurants with drive through, a 50 percent (AM Peak) and 55 percent (PM Peak) pass-by trip percentage is assumed for traffic generated during these peak periods.

This estimated pass-by and net new trips that are expected to be generated by the proposed development are shown in **Table 1**. The proposed development is estimated to generate a total of **135 trips in the AM peak hour and 128 trips in the PM peak hour**.

Table 1: Trip Generation

Land Use Category Description and Code	Sq.Ft.	AM Peak Hour			PM Peak Hour		
		Entering	Exiting	Total	Entering	Exiting	Total
Fast-Food Restaurant with Drive Through Window ITE Land Use #934	4048	69	66	135	67	61	128
Total Pass-By Trips Generated (vph) (50% AM, 55% PM)		**35**	**33**	**68**	**37**	**34**	**70**
Total New Trips Generated (vph)		**34**	**33**	**67**	**30**	**27**	**58**

Trip Assignment

The generated trips were assigned to the Study Area streets and intersections based on existing traffic patterns during peak periods and engineering judgement. The trip assignment is as follows:

- Trips to/from the North: 65% (AM Peak), 45% (PM Peak)
- Trips to/from the South: 35% (AM Peak), 55% (PM Peak)

The trip assignment was based on the only direct access on University Avenue for the proposed development being the right-in, right-out only access, as indicated in the most recent site plan dated April 1, 2026. Left turns to/from the development would be available for customers at the University Ave/Mall Entrance intersection, as there is a connection to the proposed development. It was assumed that all trips generated from the north/to the south would use the University Ave/Mall Entrance intersection to make a left turn to access the development. All trips generated from the south/to the north were assumed to use the right-in, right-out access.

The trip assignment for both the AM and PM peak hours is shown in **Figure 4**.

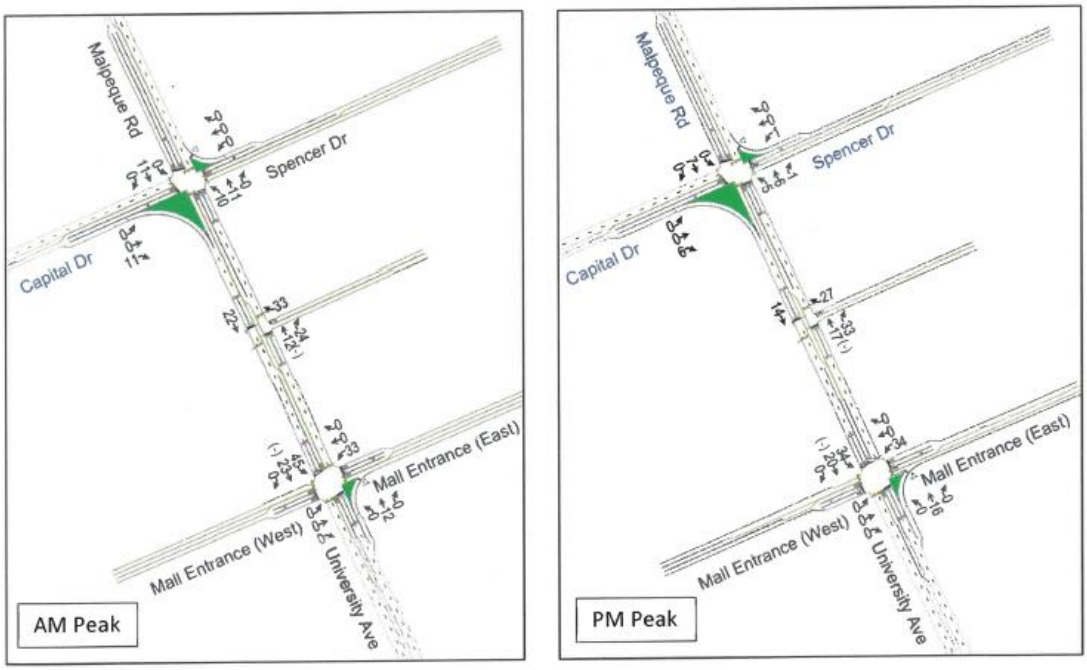


Figure 4: Trip Assignment

Future 2031 Traffic Volumes with Development

The generated trips from the development were added to the future 2031 background traffic to estimate the future 2031 traffic volumes with the development in place. These volumes are shown in **Figure 5**, below.



Figure 5: Future 2031 Traffic Volumes with Development

Queueing from Adjacent Signalized Intersections

The existing, future 2031 without development, and future 2031 with development traffic volumes were modelled for the two Study Area signalized intersections using Synchro 11 software. An analysis was run for each scenario to get the northbound 95th percentile queue for the University Avenue/Capital Drive intersection and the southbound 95th percentile queue for the University Avenue/Mall Entrance intersection to determine if these queues would be expected to extend beyond the proposed development access. Note that signal timings were provided by the City of Charlottetown. Minimum green, yellow, and all red times were input into the model and signal timings were optimized for each scenario. The results of the queues from these analyses are provided in **Table 2**, below. Synchro reports can be found in **Appendix 2**.

Table 2: Synchro 95th Percentile Queue Results

Scenario		95th Percentile NB Queue at University Ave/Capital Dr	95th Percentile SB Queue at University Ave/Mall Entrance
Existing (2026)	AM	25 m	73 m
	PM	85 m	87 m
Future 2031 Without Development	AM	33 m	78 m
	PM	95 m	90 m
Future 2031 With Development	AM	38 m	76 m
	PM	97 m	85 m

The distance north from the proposed right in, right out access to the University Avenue/Capital Drive intersection is approximately 200 m. The results of the Synchro analyses indicate that the maximum northbound 95th percentile queue at the University Avenue/Capital Drive intersection is 97 m (PM Peak). **This queue is not expected to extend back to the development access under existing or future 2031 conditions (without or with development).**

The distance south to the University Avenue/Mall Entrance intersection is approximately 65 m. The maximum southbound 95th percentile queue at the University Avenue/Mall Entrance intersection is 90 m (PM Peak), which would extend beyond the proposed access. It should be noted, however, that the only way to access the development is via the proposed right-in, right-out only driveway on University Avenue, or via left turns in/out at the University Avenue/Mall Entrance, therefore, **the southbound queue at the University Avenue/Mall Entrance intersection does not affect the proposed right-in, right-out only development driveway.**

4 Site Review

Drive Through Queueing

The proposed McDonald's drive through will have two order points, thus providing faster service. The Site Plan shows 19 vehicle queue spaces measured from the point where the parking area ends and the drive through begins to the "presenter booth" at the drive through. There is additional space for 1-2 vehicles beyond the presenter booth to the "fast forward" window. In addition, there are at least nine (9) more queuing spaces before the queue would extend onto University Avenue. This means there is room for approximately 28 vehicles to queue on the development site before spill back onto University Avenue would be expected.

In a previous study completed by EXP, a queuing survey was conducted at a Tim Hortons in Moncton which had a two-order point drive through, similar in size to what is being proposed at this development. The maximum queue observed in the morning peak hour was 13 vehicles. It would be expected that a Tim Hortons would be a conservative comparison to the proposed McDonald's in terms of generated trips, and therefore expected drive through queueing. The ITE Trip Gen rates for a "coffee and donut shop with drive through" (Tim Hortons) are over double the trip rates for a "fast food restaurant with drive through" (McDonald's) for the AM peak and approximately 20% higher for the PM peak.

The proposed site layout was also compared to the site layouts of two existing McDonald's in Fredericton, NB that are similar in size. The first is located adjacent to Prospect Street on the south side of Fredericton, NB. The Prospect Street McDonald's has a double queue drive through with queueing space for 25 vehicles from the "presenter booth" until the beginning of the development access, before vehicle spill back would be experienced on Prospect Street. The existing McDonald's on Prospect Street was not observed to have queueing spill back onto Prospect Street.

The second existing comparison McDonald's is located off Main Street on Ferry Avenue on the north side of Fredericton, NB. This McDonald's has 15 vehicle spaces in the designated drive through queue space plus an additional five (5) vehicle spaces that can used without affecting parking and another four (4) spaces before the queue would block the access. This results in a total of 24 drive through vehicle queue spaces before spill back onto Ferry Avenue would occur. The drive through queue at this location was not observed to extend beyond the 20 vehicle space.

Based on these observations, the proposed McDonald's layout shown in Figure 1 with 19 minimum vehicle queue spaces in the designated drive through area plus an additional nine (9) spaces beyond should provide sufficient queuing capacity to handle peak demand without the drive through queue interfering with site circulation, parking, or access based on comparison to similar sites.

Proposed Development Access

The site plan shows a right-in, right-out only access on University Avenue. **To further discourage vehicles from making a left turn out of this access, it is recommended to extend the existing median barrier on University Avenue adjacent to the proposed development to the north by an additional 10 m, approximately halfway between the existing Benjamin Moore & Co access and the proposed development access.** This is indicated on the most recent site plan dated April 1, 2026.

The only direct access from University Avenue to the proposed development is a right-in, right-out only access. As mentioned in the Trip Assignment section, traffic from the north/to the south are able to make a left turn to/from the development via the University Avenue/Mall Entrance intersection. Discussions with the City of Charlottetown indicated that there isn't a concern with capacity constraints at this signalized intersection.

The University Avenue roadway adjacent to the proposed development is a straight road for a distance well beyond both the 85 m (collector street) and 170 m (arterial street) minimum stopping sight distance requirement both to

the left and right of the development access. There are also existing accesses along University Avenue within the Study Area. **It is not expected that there would be any sight line issues for the proposed development access.**

It should also be noted that there is a similar existing right-in, right-out only access on the opposite side of University Avenue providing access to a Subway restaurant. There was no indication that there are any issues with this access, and it is expected that the proposed access would function in a similar manner.

The distance between the proposed development access and the existing Benjamin Moore & Co access is approximately 36 m. The City of Charlottetown Zoning and Development By-Law does not appear to specify driveway spacing requirements, however, TAC states that for commercial access the distance between accesses on arterial streets should be a minimum of 20 metres, measured from curb return to curb return. **The proposed site access meets TAC requirements for driveway spacing.**

On-Site Circulation

The proposed McDonald's layout shown in **Figure 1** should permit efficient internal site circulation to and from parking spaces without interference from the drive through. The aisle next to the parking spaces adjacent to the building provides two-way vehicle access, allowing vehicles to access these parking spaces without being blocked by any potential drive through queueing. The site plan shows sufficient space available for design vehicles to maneuver throughout the site and provides access for deliveries.

5 Summary of Findings

APM is proposing a McDonald's restaurant at Royalty Crossing Mall in Charlottetown, PEI. The following is a summary of findings of the Traffic Impact Statement completed for the proposed development.

Traffic Operations and Queuing

The proposed development is estimated to generate a total of 135 trips in the AM peak hour (69 entering and 66 exiting) and 128 trips in the PM peak hour (67 entering and 61 exiting). The trip assignment of the generated trips is based on a right-in, right-out only access, as indicated in the latest site plan from April 1, 2026. Left turns to/from the development would be available for customers at the University Ave/Mall Entrance intersection, as there is a connection to the proposed development.

Exiting, future 2031 without development, and future 2031 with development conditions were modelled to obtain 95th percentile queue lengths for the adjacent existing signalized intersections. The distance north from the proposed access to the University Avenue/Capital Drive intersection is approximately 200 m. The results of the Synchro analyses indicate that the maximum northbound 95th percentile queue at the University Avenue/Capital Drive intersection is 97 m (PM Peak). **This queue is not expected to extend back to the development access under existing or future 2031 conditions (without or with development).**

The distance south to the University Avenue/Mall Entrance intersection is approximately 65 m. The maximum southbound 95th percentile queue at the University Avenue/Mall Entrance intersection is 90 m (PM Peak), which would extend beyond the proposed access. It should be noted, however, that the only way to access the development is via the proposed right-in, right-out only driveway on University Avenue, or via left turns in/out at the University Avenue/Mall Entrance, therefore, **the southbound queue at the University Avenue/Mall Entrance intersection does not affect the proposed right-in, right-out only development driveway.**

Drive Through Queueing

Queueing observations were completed at two existing McDonald's in Fredericton, NB as well as at a Tim Hortons in Moncton, NB, all with similar restaurant sizes and double drive through queueing. Based on observations, **the proposed McDonald's layout with 19 minimum vehicle queue spaces in the designated drive through area plus an additional nine (9) spaces beyond should provide sufficient queueing capacity to handle peak demand without the drive through queue interfering with site circulation, parking, or access based on comparison to similar sites.**

Proposed Development Access

The site plan shows a right-in, right-out only access on University Avenue. **To ensure that vehicles are discouraged from making a left turn out of this access, it is recommended to extend the existing median barrier on University Avenue adjacent to the proposed development to the north by an additional 10 m, approximately halfway between the existing Benjamin Moore & Co access and the proposed development access.** This is indicated on the most recent site plan from April 1, 2026.

It is not expected that there would be any sight line issues for the proposed development access. The proposed site access meets TAC requirements for driveway spacing. It should also be noted that there is a similar existing right-in, right-out only access on the opposite side of University Avenue providing access to a Subway restaurant. There was no indication that there are any issues with this access, and it is expected that the proposed access would function in a similar manner.

On-Site Circulation

The proposed McDonald's layout should permit efficient internal site circulation to and from parking spaces without interference from the drive through. The aisle next to the parking spaces adjacent to the building provides two-way vehicle access, allowing vehicles to access these parking spaces without being blocked by any potential drive through queueing. The site plan shows sufficient space available for design vehicles to maneuver throughout the site and provides access for deliveries.

Attachment “C” – Aerial View



CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#5

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

That the application submitted by the owner's agent (Cain Arsenault) and supporting traffic study prepared by EXP Group dated April 2, 2026 for the development of a drive-thru and queuing spaces at PID# 387761 for a McDonald's eating and drinking establishment be accepted.

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.2):
To adopt the Official Plan Amendment, PH-OPA.2-002, "That the land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figures 7, 16 and 18 – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood."

BE IT RESOLVED THAT THE "OFFICIAL PLAN AMENDMENT, (PH-OPA.2-001, as it pertains to the subject property identified as 231 Brackley Point Road (PID# 623090))", as attached, be adopted.

Moved by Deputy Mayor : _____ X Alanna Jankov

Seconded by Councillor: _____ X Julie McCabe

Date: April 14, 2026

10-0 Carried

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-110, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone for the subject property identified as 231 Brackley Point Road (PID# 623090)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-110, as it pertains to the subject property identified as 231 Brackley Point Road (PID# 623090))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor : _____ X Alanna Jankov

Seconded by Councillor: _____ X Julie McCabe

Date: April 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-110, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone for the subject property identified as 231 Brackley Point Road (PID# 623090)," as attached, was read and approved a first time on April 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor : _____ Alanna Jankov

Seconded by Councillor: _____ Julie McCabe

Date:

_____ Mayor/Chairperson (sealed) _____ Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-110

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

PART I – INTERPRETATION AND APPLICATION

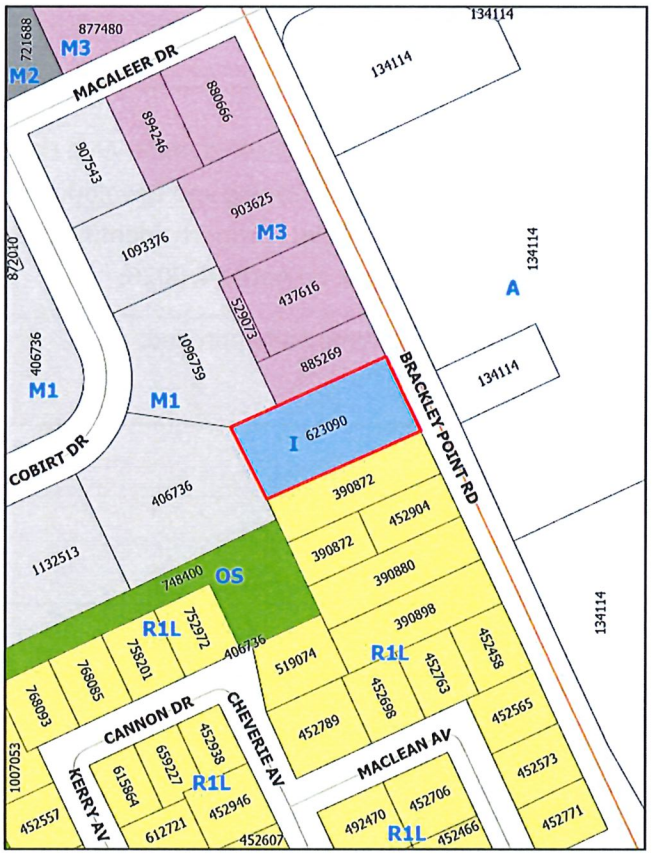
1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-110"

2. **Authority**
   (1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. **Purpose**
   (1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, is Business Park Industrial (M-3) Zone, hereby excluding it from its former designation of Institutional (I) Zone.



PART III – EFFECTIVE DATE

1. **Effective Date**
   (1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Housing and Communities.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. **Signatures**

_____ _____
Mayor/Chairperson Chief Administrative Officer
(signature sealed) (signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-110, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____ _____
Chief Administrative Officer Date:
(signature sealed)

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-110) is hereby approved.

Dated on this __ day of _____, _____. _____
Honourable Kent Dollar
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
OFFICIAL PLAN

To adopt the Official Plan Amendment, PH-OPA.1-057, "That the land use for the subject property identified as Lot 8, Violet Circle (PID# 1187913) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential, hereby excluding it from its former designation of Low Density Residential."

Effective Date
The effective date of the Official Plan amendment is the date as signed below by the Minister of Housing and Communities.

Adoption and Approval by Council:

The Official Plan amendment was adopted and approved by a majority of the Councillors present at the Council Meeting held on the 10th day of March, 2026.

_____	_____
Mayor/Chairperson	Chief Administrative Officer
(signature sealed)	(signature sealed)

MINISTERIAL APPROVAL

This Official Plan Amendment (PH-OPA.1-057) is hereby approved.

Dated on this __ day of _____, _____.

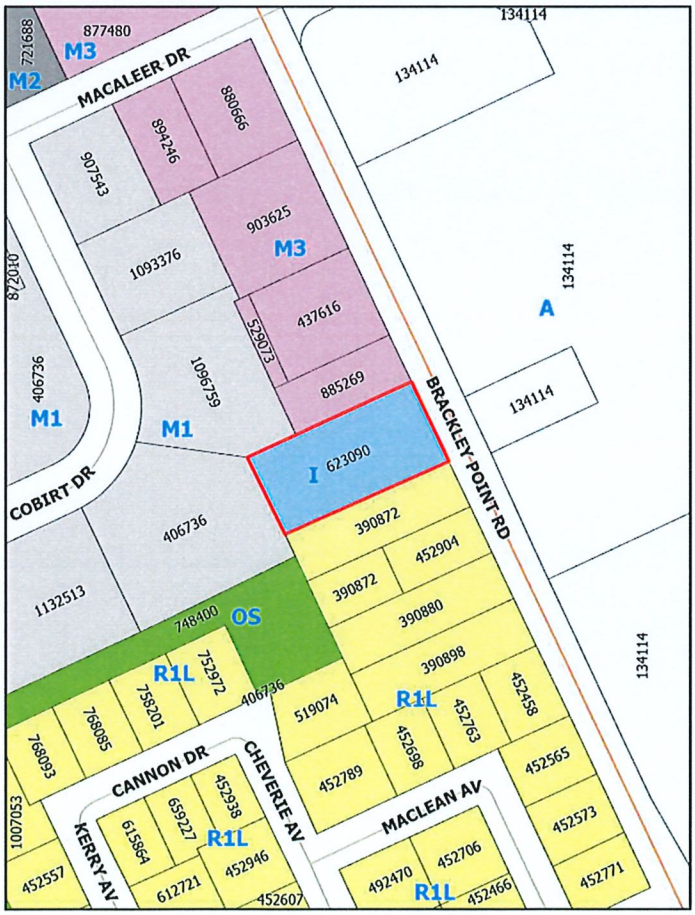
_____
Honourable Kent Dollar
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
Official Plan Amendment
PH-OPA.2-001

Figure 7 – Future Land Use Map

Authority
The Council for the City of Charlottetown under the authority vested in it by Sections 11, 14 and 18 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

The land use for the subject property identified as 231 Brackley Point Road (PID# 623090) as shown on Figures 7, 16 and 18 – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Workscapes, hereby excluding it from its former designation of Neighbourhood.



CITY OF CHARLOTTETOWN
AMENDMENT

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

1ST READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
To adopt Bylaw PH-ZD.2-109, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915)."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-109, as it pertains to properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ X Alanna Jankov

Seconded by Councillor:_____ X Julie McCabe

10-0
Carried

Date: April 14, 2026

2nd READING OF ZONING & DEVELOPMENT BYLAW (PH-ZD.2):
WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, PH-ZD.2-109, To amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915)," as attached, was read and approved a first time on April 14, 2026;

BE IT RESOLVED THAT the said Bylaw be read a second time and approved.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

BE IT RESOLVED THAT the said Bylaw be adopted.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe

Date:

_____Mayor/Chairperson (sealed) _____Chief Administrative Officer (sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-109

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

PART I – INTERPRETATION AND APPLICATION

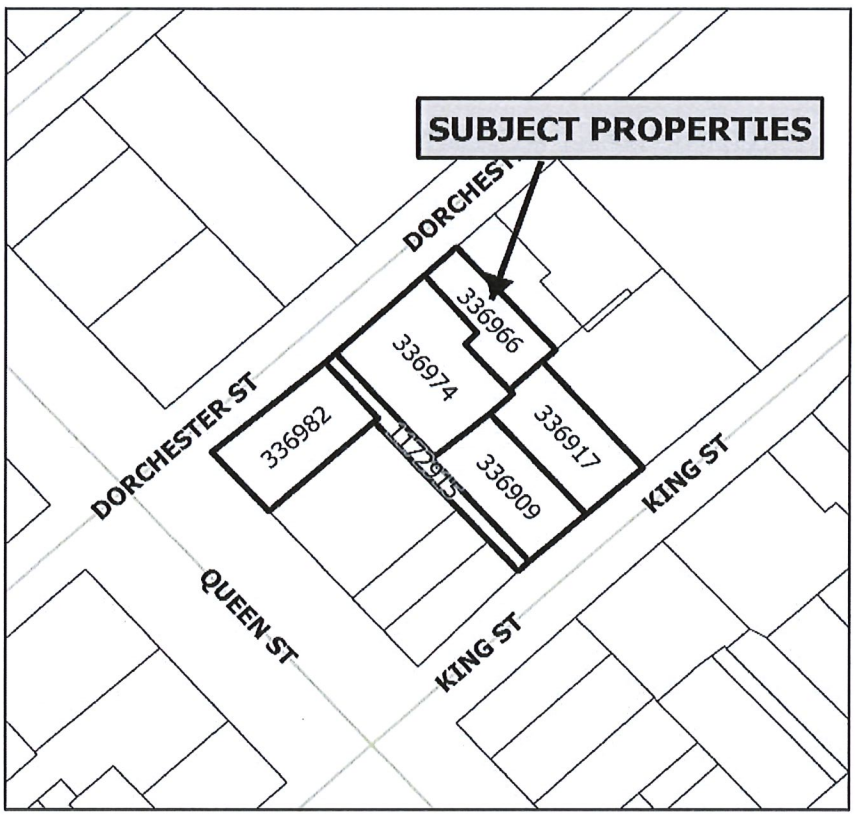
1. **Title**
   (1) This Bylaw shall be known and cited as the "Bylaw to amend the Zoning and Development Bylaw, Bylaw # PH-ZD.2-109"

2. **Authority**
   (1) Sections 16 and 18 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws and bylaw amendments implementing an official plan for the municipality.

3. **Purpose**
   (1) The purpose of this bylaw is to amend the City of Charlottetown's Zoning and Development Bylaw provisions found in Appendix G – Zoning Map of the Zoning & Development Bylaw.

PART II – AMENDMENTS

(1) The Zoning of the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915) as shown on Appendix "G" – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, is Downtown Main Street (DMS) Zone, hereby excluding it from its former designation of Downtown Mixed-Use Neighbourhood (DMUN) Zone.



PART III – EFFECTIVE DATE

1. **Effective Date**
   (1) The effective date of the Zoning & Development Bylaw amendment is the date as signed by the Minister of Housing and Communities.

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, was read a first time and approved by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

Second Reading and Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026.

Adoption by Council:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026.

2. **Signatures**

_____
Mayor/Chairperson
(signature sealed)

_____
Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-109, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____
Chief Administrative Officer
(signature sealed)

_____
Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-109) is hereby approved.

Dated on this __ day of _____, _____.

_____
Honourable Kent Dollar
Minister of Housing and Communities

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR APRIL 2025
DOLLAR VALUES

	APR	Totals
Residential New	$7,509,999.00	$74,551,564.25
Residential Renovations and Additions	$647,125.00	$21,552,310.50
Industrial-Commercial New	$0.00	$500,000.00
Industrial-Commercial Renovations	$810,000.00	$6,229,492.02
Institutional New	$0.00	$0.00
Institutional Renovations	$482,000.00	$2,531,000.00
Signage	$12,100.00	$110,220.00
Other	$38,112.10	$50,112.10
Agriculture	$0.00	$0.00
TOTALS	**9,499,336.10**	**105,524,698.87**

CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR APRIL 2026
DOLLAR VALUES

	APR	Totals
Residential New	$9,045,000.00	$25,393,000.00
Residential Renovations and Additions	$117,000.00	$1,330,310.00
Industrial-Commercial New	$0.00	$490,000.00
Industrial-Commercial Renovations	$19,280,644.00	$53,782,824.00
Institutional New	$0.00	$0.00
Institutional Renovations	$1,314,533.00	$1,384,533.00
Signage	$20,170.00	$225,910.86
Other	$20,000.00	$61,960.00
Agriculture	$0.00	$0.00
TOTALS	**29,797,347.00**	**82,668,537.86**

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

	APR	Totals
Single Family Dwellings - New	7	19
Two-Family Dwellings - New	5	10
Multi-Family Dwellings - New	2	6
Residential Renovations and Additions	6	21
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	4	18
Institutional New	0	0
Institutional Renovations	2	5
Signage	3	15
Other	6	9
Agriculture Renovations	0	0
TOTALS	**35**	**104**

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

	APR	Totals
Single Family Dwellings - New	6	12
Two-Family Dwellings - New	2	2
Multi-Family Dwellings - New	1	5
Residential Renovations and Additions	7	30
Industrial-Commercial New	0	1
Industrial-Commercial Renovations	5	26
Institutional New	0	0
Institutional Renovations	2	5
Signage	5	15
Other	4	11
Agriculture Renovations	0	0
TOTALS	**32**	**107**

CHARLOTTETOWN

Planning & Heritage Summary (Week ending April 3rd, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-32	1157254	017-BLD-25	17-Jan-25	30-Mar-26	APPROVED	124-126 Kindred Ave (Lot 73)	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Paul Llewellyn	20-Apr-26
25-834	416305	244-BLD-25	16-Jul-25	2-Apr-26	APPROVED	46 Centurion Cr (Lot 21-54)	Occupancy permit: New Manufactured Home	PEI Home & RV Centre	23-Apr-26
25-964	732669	302-BLD-25	9-Sep-25	30-Mar-26	APPROVED	74 Glenthorn Ave	Occupancy Permit: Interior renovation to create a secondary suite	Hanan Mresh	20-Apr-26
26-119	444695	038-BLD-26	18-Feb-26	2-Apr-26	APPROVED	22 Scott St	Addition of a 25' x 35' garage & 8' x 10' mudroom	Eddie Sledz	23-Apr-26
26-156	274084	041-BLD-26	27-Feb-26	30-Mar-26	APPROVED	20 Mount Edward Rd	Interior renovation and exterior refinish	Laird Ferguson	20-Apr-26
26-20	371062	011-BLD-26	9-Jan-26	30-Mar-26	APPROVED	427 University Ave	Interior renovation: partial modification to the kitchen and service area	MRA Architecture & Design	20-Apr-26
26-272	349191	108-STR-26	24-Mar-26	30-Mar-26	APPROVED	109 North River Rd	Tourist Home: Short Term Rental	Joseph & Kelly Bystryk	20-Apr-26
26-282	748384	113-STR-26	25-Mar-26	30-Mar-26	APPROVED	592 Queen St	Tourist Home: Short Term Rental	Gulang Amu	20-Apr-26
26-210	370304	070-STR-26	10-Mar-26	30-Mar-26	APPROVED	29 Selkirk Cres	Tourist Home: Short Term Rental	Christopher & Michael & Frances Connolly	20-Apr-26
26-304	349811	124-STR-26	30-Mar-26	31-Mar-26	APPROVED	129 North River Rd	Tourist Home: Short Term Rental	Clayton Christensen & Renee Harper	21-Apr-26
26-305	277087	125-STR-26	30-Mar-26	31-Mar-26	APPROVED	16 Linden Ave	Tourist Home: Short Term Rental	Emma Montgomery	21-Apr-26
26-307	347385	127-STR-26	30-Mar-26	31-Mar-26	APPROVED	5 Esher St	Tourist Home: Short Term Rental	John P & Lynn F Butler	21-Apr-26
26-308	347864	128-STR-26	30-Mar-26	31-Mar-26	APPROVED	41 York Ln	Tourist Home: Short Term Rental	Allyson Kane	21-Apr-26

CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-309	350959	129-STR-26	30-Mar-26	31-Mar-26	APPROVED	75 Goodwill Ave	Tourist Home: Short Term Rental	Derek Burns & Bonnie Maceachern	21-Apr-26
26-310	345488	130-STR-26	30-Mar-26	31-Mar-26	APPROVED	377 Kent St	Tourist Home: Short Term Rental	Kate Ford	21-Apr-26
26-281	394171	112-STR-26	30-Mar-26	31-Mar-26	APPROVED	22 Maple Ave	Tourist Home: Short Term Rental	Ralph Smith & Suk Mei Fiona Cheung	21-Apr-26
26-306	338574	126-STR-26	30-Mar-26	31-Mar-26	APPROVED	66 Prince St	Tourist Home: Short Term Rental	Amy Martin	21-Apr-26
26-314	341941	131-STR-26	31-Mar-26	1-Apr-26	APPROVED	34 Kent St	Tourist Home: Short Term Rental	Leticia Jones	22-Apr-26
26-315	826487	132-STR-26	1-Apr-26	1-Apr-26	APPROVED	5 Doc Blanchard Cres	Tourist Home: Short Term Rental	Frank John Dow & Marley D McDonald	22-Apr-26
26-316	369223	133-STR-26	1-Apr-26	2-Apr-26	APPROVED	107 Walthen Dr	Tourist Home: Short Term Rental	Liren Zhao & Chunyi MA	23-Apr-26
26-231	1189091	056-BLD-26	3-Mar-26	1-Apr-26	APPROVED	50 Clonhaven Street	Footing Permit: Construction of a 32-Unit Residential Dwelling	Ashish Goel	22-Apr-26
26-275	387761	065-BLD-26	24-Mar-26	2-Apr-26	APPROVED	670 University Ave	New Demising wall for Bath and Body Works	APM Commercial	23-Apr-26
26-278	343665	009-SGN-26	24-Mar-26	2-Apr-26	APPROVED	105 Kent St	Jay Studio Video & Photo Production - Sign	Jie Xu	23-Apr-26
26-287	1136563	003-HOC-26	25-Mar-26	30-Mar-26	APPROVED	11 Keaton Dr	Beautician, 5 Appointments per day, 5 days a week	Gagandeep Kaur Matharu & Inderjit Singh Rakhra	20-Apr-26
26-288	134114	011-SGN-26	23-Mar-26	30-Mar-26	APPROVED	250 Maple Hills Ave	Replace existing pylons with newly designed pylons. Existing 96" x 120" and New proposed 88" x 120"	Dalmac Signs	20-Apr-26
26-289	404491	116-STR-26	26-Mar-26	27-Mar-26	APPROVED	239 East Royalty Rd	Tourist Home: Short Term Rental	Timothy Thomson & Lilianne Cintra Vanterpool	17-Apr-26
26-290	719963	117-STR-26	26-Mar-26	27-Mar-26	APPROVED	19 Brows Ln	Tourist Home: Short Term Rental	William Matthew Lewis	17-Apr-26
26-293	688952	120-STR-26	26-Mar-26	27-Mar-26	APPROVED	6 Trainor St	Tourist Home: Short Term Rental	Ayoub & Ghiwa Abdalla H, Claude	17-Apr-26
26-294	338061	121-STR-26	26-Mar-26	27-Mar-26	APPROVED	86 Sydney St	Tourist Home: Short Term Rental	Sean Dietrich & Gina Nadine Kirkwood	17-Apr-26
26-295	345215	122-STR-26	26-Mar-26	27-Mar-26	APPROVED	67 Edward St	Tourist Home: Short Term Rental	Phuoc Huu DA Bui	17-Apr-26
26-296	345215	123-STR-26	26-Mar-26	27-Mar-26	APPROVED	65 Edward St	Tourist Home: Short Term Rental	Phuoc Huu DA Bui	17-Apr-26

Lot Subdivisions

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

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending April 10th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-181	354225	047-BLD-26	27-Feb-26	8-Apr-26	APPROVED	49 Victoria St	Footing Permit: Construction of s single detached dwelling	Paul D. Brown	29-Apr-26
26-321	462739	012-SGN-26	1-Apr-26	8-Apr-26	APPROVED	193 Minna Jane Dr	Signage	Dr. Ibrahim Elaroud	29-Apr-26
26-322	839332	013-SGN-26	1-Apr-26	8-Apr-26	APPROVED	40 Riverside Dr	Signage	Michael Colli	29-Apr-26
26-326	387761	004-TMP-2	1-Apr-26	8-Apr-26	APPROVED	670 University Ave	Temporary Tent for a Tent Sale	Derek Arsenault	29-Apr-26
26-328	275594	074-BLD-26	4-Apr-26	10-Apr-26	APPROVED	36 Palmers Lane	Backyard Sauna	Bill Wicks	1-May-26
26-317	816306	134-STR-26	2-Apr-26	7-Apr-26	APPROVED	16 Gamwell Ave	Tourist Home: Short Term Rental	Fadi Abou & Tanya Rashed	28-Apr-26
26-291	353607	118-STR-26	26-Mar-26	7-Apr-26	APPROVED	41 Spring Park Rd	Tourist Home: Short Term Rental	Wayne Higgins	28-Apr-26
26-231	1186717	056-BLD-26	3-Mar-26	10-Apr-26	APPROVED	50 Clonhaven Street	Construction of a 32-Unit Residential Dwelling	Ashish Goel	1-May-26
26-292	353607	119-STR-26	26-Mar-26	7-Apr-26	APPROVED	43 Spring Park Rd	Tourist Home: Short Term Rental	Wayne Higgins	28-Apr-26
26-318	342949	135-STR-26	2-Apr-26	7-Apr-26	APPROVED	218 Kent St	Tourist Home: Short Term Rental	Sharyn Dalrymple	28-Apr-26
26-319	345918	136-STR-26	2-Apr-26	7-Apr-26	APPROVED	224 Pownal St	Tourist Home: Short Term Rental	Cynthia Cudmore	28-Apr-26
26-331	339309	137-STR-26	7-Apr-26	7-Apr-26	APPROVED	195 Weymouth St	Tourist Home: Short Term Rental	Mona Anne Bosire	28-Apr-26

Lot Subdivisions

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

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending April 17th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1054	387779	326-BLD-24	10-Sep-24	15-Apr-26	APPROVED	80 Buchanan Drive	Occupancy Permit: Interior Alterations to Existing Walmart Store Inclusive of Finishes Update.	Gary Cheng	6-May-26
24-765	1017029	208-BLD-24	7-Jun-24	14-Apr-26	APPROVED	74 East Royalty Rd	Occupancy Permit: Interior Renovation	Asif Kamal Gulzar	5-May-26
25-495	1047562	104-BLD-25	3-Apr-25	17-Apr-26	APPROVED	202 Stanmol Dr (Lot 50)	Temporary Occupancy Permit: Construction of a Single Detached Dwelling	Brooklyn Homes	8-May-26
25-841	1182393	250-BLD-25	22-Jul-25	16-Apr-26	APPROVED	110 Stanmol Dr (Lot 106)	Occupancy Permit: Construction of a Single Detached Dwelling	Ayoub Holdings Ltd	7-May-26
25-974	373076	039-SGN-25	15-Sep-25	17-Apr-26	APPROVED	475 University Ave	One Free Standing Sign - Petro-Canada	Priority Permits Ltd	8-May-26
25-1089	1017029	347-BLD-25	12-Nov-25	15-Apr-26	APPROVED	74 East Royalty Rd	Corrections for exterior stairs and landing	Asif Kamal Gulzar & Ubeela Farhat	6-May-26
26-135	134114	040-BLD-26	23-Feb-26	16-Apr-26	APPROVED	11 Aviation Ave	Phase II: BIOVECTRA Reactor Suite 2 Renovation	MCA Consultants Inc.	7-May-26
26-181	354225	047-BLD-26	27-Feb-26	17-Apr-26	APPROVED	49 Victoria St	Construction of s single detached dwelling	Paul D. Brown	8-May-26
26-75	387662	026-BLD-26	23-Jan-26	15-Apr-26	APPROVED	9 Capital Dr	Interior renovation - Calvary Temple Inc	Ewan Bowman	6-May-26
26-82	134114	027-BLD-26	30-Jan-26	12-Apr-26	APPROVED	250 Maple Hills Ave	Phase III - Two Storey Addition & Interior Renovation	Charlottetown Airport Authority	3-May-26
26-303	343970	068-BLD-26	23-Mar-26	13-Apr-26	APPROVED	39 All Souls Lane	Fire Escape Plan to replace existing	The Charlotte Residence	4-May-26
26-251	387670	002-TMP-26	19-Mar-26	15-Apr-26	APPROVED	711 University Ave	Pop-up Garden Retail Site	Trevor Lambe	6-May-26
26-325	761825	073-BLD-26	1-Apr-26	17-Apr-26	APPROVED	12 Cambridge Drive	Secondary Suite Addition	Rose Simpson	8-May-26
26-327	444885	014-SGN-26	4-Apr-26	15-Apr-26	APPROVED	14 Campbell Road	Signs for Ice Cream Shack	Lori Chaisson	6-May-26
26-332	341560	138-STR-26	7-Apr-26	13-Apr-26	APPROVED	1 Grafton St	Tourist Home: Short Term Rental	Xiaoming XU & Peng Shen	4-May-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-334	715219	140-STR-26	8-Apr-26	13-Apr-26	APPROVED	29 Lori-Dale Ave	Tourist Home: Short Term Rental	Junko & Daniel Arsenault	4-May-26
26-335	694158	141-STR-26	8-Apr-26	14-Apr-26	APPROVED	478 Queen St	Tourist Home: Short Term Rental	Stewart Grant MacDonald	5-May-26
26-338	48013	142-STR-26	9-Apr-26	14-Apr-26	APPROVED	13 Sydney St	Tourist Home: Short Term Rental	Dana Kenny & Sebastien M Lewis	5-May-26
26-343	354464	144-STR-26	13-Apr-26	14-Apr-26	APPROVED	122 North River Rd	Tourist Home: Short Term Rental	Dawson House Inc	5-May-26
26-340	1191998	077-BLD-26	18-Feb-26	17-Apr-26	APPROVED	PID# 1191998 (Lot 24)	Construction of a single detached dwelling	Nicolas Havenga	8-May-26
26-344	1082122	145-STR-26	13-Apr-26	15-Apr-26	APPROVED	1 Brighton Rd	Tourist Home: Short Term Rental	Sharon Rostad	6-May-26
26-345	337196	146-STR-26	13-Apr-26	15-Apr-26	APPROVED	163 King St	Tourist Home: Short Term Rental	Leo G Killorn & Jacqueline Marie MacPhail	6-May-26
26-348	1118652	147-STR-26	14-Apr-26	16-Apr-26	APPROVED	19 MacRae Dr	Tourist Home: Short Term Rental	Trudy & Vernon Pearce	7-May-26
26-351	359240	148-STR-26	14-Apr-26	16-Apr-26	APPROVED	23 Bishop St	Tourist Home: Short Term Rental	Katelyn MacKenzie	7-May-26
26-352	359240	150-STR-26	15-Apr-26	16-Apr-26	APPROVED	28 Bishop St	Tourist Home: Short Term Rental	Mark Fortier	7-May-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-329	1142223	021-LS-26	4-Apr-26	13-Apr-26	APPROVED	Acadian Dr - River Ridge PID1142223	Lot Subdivision (Lot 26-1 Through 26-9)	Jackie O'Halloran	4-May-26
26-330	114811	022-LS-26	4-Apr-26	13-Apr-26	APPROVED	River Ridge-Acadian Dr PID114811	Lot Subdivision (Lot 26-10 Through 26-13)	Jackie O'Halloran	4-May-26
26-342	1176791	023-LS-26	7-Apr-26	13-Apr-26	APPROVED	33-35 Paddington Ave	Lot Subdivision (Lots 67B-1 & 67B-2)	Jared Massey	4-May-26
26-357	1176759	024-LS-26	14-Apr-26	16-Apr-26	APPROVED	81-83 Aidan St	Lot Subdivision (Lots 26-55A & 26-55B)	Will Zafiris	7-May-26
26-360	1176692, 1176684	025-LS-26	16-Apr-26	16-Apr-26	APPROVED	Lots 48B-1, 49B-REM & Parcel A Aidan St	Lot Subdivision (Lots 48B-1, 49B-REM & Parcel A)	Strategic Holdings Inc	7-May-26

Council Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
25-1100	346718	022-MJV-25	12-Nov-26	14-Apr-26	Approved	191 Cumberland St	That Council approve the Major Variance for the subject property addressed as 191 Cumberland Street (PID# 346718) to allow for: 1. An addition (covered exterior basement entry) to project into the rear yard setback by 4.03 metres (13.22 feet); and 2. Eaves to project into the rear yard setback by 5.4 metres (17.72 feet).	Blaine Gauthier	5-May-26
26-150	586800	007-MJV-26	25-Feb-26	14-Apr-26	Approved	28 Lewis Point Rd	That the Major Variance for the subject property addressed as 28 Lewis Point Road (PID# 586800) to allow for a proposed Accessory Building (Garden Suite) to exceed the maximum height by 2.34 metres (7.69 feet), be approved.	Stuart Wright	5-May-26
25-1097 25-1099	336974, 336909, 336917, 336966, 1172915	005-MNV-25 010-LCPB-25	7-Nov-25	14-Apr-26	Approved	King St & Dorchester St	That the request to amend Appendix “A” the Future Land Use Map of the City of Charlottetown from the Downtown Mixed-Use Neighbourhood (DMUN) Zone to the Downtown Main Street (DMS) Zone, And a request to amend Appendix “G” – Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) to Downtown Main Street (DMS) for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336917, 336966 and 1172915) be approved; And further to approve the following: A lot consolidation of PID#’s 336982, 336974, 336909, 336917, 336966 and 1172915 subject to a final pinned survey plan. - Payment of cash-in-lieu of parking for 6 parking spaces and; Approval of the following Variances: -Step back above the 4th and below the 7th floor on King and Dorchester Streets; -The Bylaw requires a 3 metre stepback a 2 metre stepback is proposed. Therefore, a 1 metre variance is required for both sides; -Step back above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7 feet) stepback. A 2	Weymouth Properties LTD	5-May-26

							metre stepback is proposed. Therefore, a 4 metre variance is required on both sides; -Step back above 4th floor interior lot line (east side) facing Bishop's Palace requires a minimum 10 metre (32.8 feet) interior yard setback. A 2 metre (6.5 feet) stepback is proposed. Therefore, requires an 8 metre variance; -Frontage or lot width requirement for bonus height on Queen Street. Proposed lot frontage is 13 metres (42.6 feet). The Zoning Bylaw requires 41 metre (135 feet) and minimum lot depth of 36 metre (118 feet) for buildings taller than 21.3 metres (69.9 feet). Therefore, a 28-metre (91.8 feet) variance is required for frontage; -Increase to the allowable floor plate from 8,072 square feet (750 square metres) to 11,797 square feet (1,096 square metres). Therefore, a variance of 3,724.3 square feet (346 square metres) is needed.		
25-1138	623090	009-RZN-25	9-Dec-25	14-Apr-26	Approved	231 Brackley Point Rd	That Council approve the proposed rezoning for the subject property addressed as 231 Brackley Point Road (PID# 623090) to rezone from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation of the Official Plan.	Breakwater Developments Inc	5-May-26
26-28	444679, 600817	001-LS-26	9-Jan-26	14-Apr-26	Approved	600 North River Rd	That Council approve the consolidation of PID# 444679 (two parcels) and PID# 600817 (two parcels) addressed as 600 North River Road, subject to a final pinned survey plan.	Bevan Enterprises Inc	5-May-26
25-1097 25-1099	336974, 336909, 336917, 336966, 1172915	005-MNV-25 010-LCPB-25	7-Nov-25	14-Apr-26	Passed First Reading. Pending Seconding Reading.	King St & Dorchester St	To amend Appendix "G" - Zoning Map of the Charlottetown Zoning and Development Bylaw from Downtown Mixed-Use Neighbourhood (DMUN) Zone to Downtown Main Street (DMS) Zone for the properties located on King and Dorchester Streets being (PID#s 336974, 336909, 336966 and 1172915).	Weymouth Properties LTD	N/A
25-1138	623090	009-RZN-25	9-Dec-25	14-Apr-26	Passed First Reading. Pending Seconding Reading.	231 Brackley Point Rd	To rezone the subject property identified as 231 Brackley Point Rd (PID# 623090) from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and approve an Official Plan Amendment (OPA) to place the subject property within the Workscapes Future Land Use designation of the Official Plan.	Breakwater Developments Inc	N/A
25-773	355073	006-RZN-25	4-Jul-25	14-Apr-26	Passed Second Reading. Awaiting Ministerial Approval	66 McGill Ave	To rezone the subject property identified as 66 McGill Avenue (PID# 355057) from the Single Detached Residential (R-1S) Zone to the Medium Density Residential Townhouse (R-3T) Zone and change of the land-use designation under the Official Plan from Low Density Residential to Medium Density Residential subject to the owners entering into a Development Agreement with the	SableArc Studios	5-May-26

							City of Charlottetown that would limit development on the site to a single residential building containing three (3) dwelling units subject to the provisions of the (R-3T) Zone and notwithstanding the additional permissions of the (R-3T) Zone.		
25-718	440875	001-SSE-25	24-Jun-25	14-Apr-26	Passed Second Reading. Awaiting Ministerial Approval	16-18 Hemlock Ct	Site-specific amendment to the existing Single Detached Residential (R-1L) Zone that applies to the subject property identified as 16-18 Hemlock Court (PID# 452672) to permit up to three (3) dwelling units within an existing legal non-conforming semi-detached building.	Tanmoy Saha	5-May-26
25-1026	778308	008-RZN-25	3-Oct-25	14-Apr-26	Passed Second Reading. Awaiting Ministerial Approval	Lot 8 Violet Cir	Rezoning and Official Plan Amendment requests for the subject property identified as Lot 8, Violet Circle (PID# 1187913): 1) Amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential; and 2) Amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Low Density Residential (R-2S) Zone to the Medium Density Residential (R-3) Zone, to facilitate the future development of the subject property with a 4-unit stacked townhouse building.	T & H Properties Ltd	5-May-26

CHARLOTTETOWN

Planning & Heritage Summary (Week ending April 24th, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-1038	344705	325-BLD-24	13-Sep-24	24-Apr-26	APPROVED	27 Ole King Square	Occupancy Permit: Renovation of a 10-Unit Transitional Housing Facility	Shelley Muzika	15-May-26
24-408	684514	089-BLD-24	26-Mar-24	24-Apr-26	APPROVED	61 Alice Avenue	Occupancy Permit: New Single-Detached Dwelling	Horseshoe Hill Estates	15-May-26
25-1021	1185982	322-BLD-25	25-Sep-25	23-Apr-26	APPROVED	30 Norman Dr (Lot 246)	Temporary Occupancy Permit: Construction of a Single Detached Dwelling	Katie McQuaid	14-May-26
26-166	396770	042-BLD-26	25-Feb-26	20-Apr-26	APPROVED	33 Pope Ave (Lot 26-3)	Construction of a single detached dwelling	Livingston Enterprises Inc	11-May-26
26-167	396770	043-BLD-26	25-Feb-26	20-Apr-26	APPROVED	37 Pope Ave (Lot 26-2)	Construction of a single detached dwelling	Livingston Enterprises Inc	11-May-26
26-85	1176767	030-BLD-26	4-Feb-26	24-Apr-26	APPROVED	21-23 Paddington Ave (Lot 64B)	Construction of a semi-detached dwelling	Massey Fine Homes Inc	15-May-26
26-324	751404	072-BLD-26	1-Apr-26	23-Apr-26	APPROVED	22 Stockman Dr	Pool with partial Deck	Lorrie and Carl Cudmore	14-May-26
26-353	850040	151-STR-26	15-Apr-26	20-Apr-26	APPROVED	61 Kenwood Cir	Tourist Home: Short Term Rental	Charles Chivir Aondo & Katherine E Doucette	11-May-26
26-358	336826	152-STR-26	16-Apr-26	20-Apr-26	APPROVED	62 Dorchester St	Tourist Home: Short Term Rental	Tyler White	11-May-26
26-361	408328	153-STR-26	16-Apr-26	20-Apr-26	APPROVED	11 Maplewood Cres	Tourist Home: Short Term Rental	Anthony M & Kimberly J J Landry	11-May-26
26-363	386623	154-STR-26	16-Apr-26	20-Apr-26	APPROVED	139 Beach Grove Rd	Tourist Home: Short Term Rental	Darcey Beck	11-May-26
26-364	713305	155-STR-26	16-Apr-26	20-Apr-26	APPROVED	8 Barrymore Ct	Tourist Home: Short Term Rental	Gerald & Helen Janice Moore	11-May-26
26-369	351775	156-STR-26	17-Apr-26	20-Apr-26	APPROVED	5 Ambrose St	Tourist Home: Short Term Rental	Kristin Lynn O'Neill	11-May-26
26-370	1085992	157-STR-26	17-Apr-26	20-Apr-26	APPROVED	119 Kenwood Cir	Tourist Home: Short Term Rental	Hong Zhu	11-May-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-372	335968	158-STR-26	17-Apr-26	20-Apr-26	APPROVED	131 Water St, Unit 4	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-375	335968	159-STR-26	17-Apr-26	20-Apr-26	APPROVED	131 Water St, Unit 3	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-376	335968	160-STR-26	17-Apr-26	20-Apr-26	APPROVED	131 Water St, Unit 2	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-377	335968	161-STR-26	17-Apr-26	20-Apr-26	APPROVED	131 Water St, Unit 5	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-379	336883	162-STR-26	17-Apr-26	20-Apr-26	APPROVED	30 Pownal St, Unit 1	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-381	336883	163-STR-26	17-Apr-26	20-Apr-26	APPROVED	28 Pownal St, Unit 1	Tourist Home: Short Term Rental	Alan J Thompson & Laurie J Mackinley	11-May-26
26-386	1186790	084-BLD-26	31-Mar-26	22-Apr-26	APPROVED	64 Kingsburgh Ave (Lot 174)	Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	13-May-26
26-388	338640	165-STR-26	21-Apr-26	22-Apr-26	APPROVED	60 Hillsborough St	Tourist Home: Short Term Rental	Shannon & Steven & Dale Shura	13-May-26
26-387	367441	164-STR-26	21-Apr-26	22-Apr-26	APPROVED	305 North River Rd	Tourist Home: Short Term Rental	Wigmore & Cassie Joan Matheson &, Mildred Candy Catherine	13-May-26
26-391	276873	005-DEM-26	22-Apr-26	22-Apr-26	APPROVED	22 Second St	Demolish and remove 18' x 20' decrepit wood shed with wood floor	DNS Grass Cutting & Landscaping Inc.	13-May-26
26-394	1153881	166-STR-26	22-Apr-26	23-Apr-26	APPROVED	15 Beech Hill Ave	Tourist Home: Short Term Rental	Chase Cudmore	14-May-26

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-389	336271	026-LS-26	17-Apr-26	22-Apr-26	APPROVED	176 King St	Lot Subdivision (Lots 2026-1 & 2026-2)	Keir Lowther	13-May-26
26-393	1114982	027-LS-26	17-Apr-26	24-Apr-26	APPROVED	Lot 35 MacWilliams Rd	Lot Subdivision (Lots 35A, 35B, & 35C)	Brock Richard	15-May-26
26-395	1115005	028-LS-26	17-Apr-26	24-Apr-26	APPROVED	Lot 38 Gilbert Dr	Lot Subdivision (Lots 38A, 38B, & 38C)	MLBJ Holdings Inc.	15-May-26

Council Approvals

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

CHARLOTTETOWN

Planning & Heritage Summary (Week ending May 1st, 2026)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
24-299	1160688	058-BLD-24	13-Mar-24	27-Apr-26	APPROVED	80-82 Brooklyn Avenue (Lot 13)	Occupancy Permit: New Semi-Detached Dwelling	Xinyue Meng	18-May-26
24-988	416305	310-BLD-24	29-Aug-25	29-Apr-26	APPROVED	99 Friar Dr (Lot 21-18)	Occupancy Permit: New Modular Home - Single Family Dwelling	PEI Home & RV Centre	20-May-26
25-68	1177898	024-BLD-25	23-Jan-25	1-May-26	APPROVED	45-47-49-51 Emily Dr (Lot 174A)	Occupancy Permit: New Construction of a 4-Unit Townhouse Dwelling	OPM Construction (102709 Pei Inc)	22-May-26
25-323	944983	065-BLD-25	13-Mar-25	26-Apr-25	APPROVED	137 Oak Dr (Lot 20-4)	Occupancy Permit: Construction of a Single Detached Dwelling	Maple Isle Homes PEI Inc	17-May-25
25-622	778308	149-BLD-25	12-May-25	28-Apr-26	APPROVED	48-50 Evelyn St (Lot 34)	Temporary Occupancy Permit: Construction of a Semi-Detached Dwelling	Falcon Homes PEI	19-May-26
25-691	825398	182-BLD-25	30-May-25	28-Apr-26	APPROVED	34 Liberty Cres	Occupancy Permit: Addition of a secondary suite above existing garage	Christopher Doucette & Marley Giddings	19-May-26
26-46	664136	016-BLD-26	16-Jan-26	1-May-26	APPROVED	78 Kingsburgh Ave (Lot 171)	Construction of a single detached dwelling	Precision Homes LTD	22-May-26
26-270	346056	063-BLD-26	23-Mar-26	29-Apr-26	APPROVED	191 Great George St	Replacement of roof perimeter railings and access	Evolution Roofing	20-May-26
26-347	1158583	079-BLD-26	8-Apr-26	27-Apr-26	APPROVED	164-166 Brooklyn Ave (Lot 27)	Construction of a semi-detached dwelling	Alex Kelly	18-May-26
26-384	1186782	083-BLD-26	31-Mar-26	29-Apr-26	APPROVED	70 Kingsburgh Ave (Lot 173)	Construction of a single detached dwelling with secondary suite	PAL Holdings Inc	20-May-26
26-350	791848	148-STR-26	14-Apr-26	27-Apr-26	APPROVED	22 Liberty Cres	Tourist Home: Short Term Rental	Fenghua WU & Yingwei Wang	18-May-26
26-399	1073329	167-STR-26	23-Apr-26	27-Apr-26	APPROVED	27 Chancellor St	Tourist Home: Short Term Rental	Nguyen Phong & Thi Thu HA Bui	18-May-26
26-406	1189745	093-BLD-26	10-Apr-26	29-Apr-26	APPROVED	26 Norman Dr (Lot 247)	Construction of a single detached dwelling with secondary suite	Aryo Ghasem Nejad	20-May-26
26-407	338558	168-STR-26	27-Apr-26	28-Apr-26	APPROVED	198 Sydney St	Tourist Home: Short Term Rental	Rose Ellen & Joanne Ghiz & Dalton McGuinty	19-May-26

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
26-408	343392	169-STR-26	27-Apr-26	28-Apr-26	APPROVED	126 Hillsborough St	Tourist Home: Short Term Rental	Zita E Roberts	19-May-26
26-409	349746	170-STR-26	27-Apr-26	28-Apr-26	APPROVED	32 Goodwill Ave	Tourist Home: Short Term Rental	Jonathan & Leigh-Ann Locke	19-May-26
26-410	335554	171-STR-26	27-Apr-26	28-Apr-26	APPROVED	11 Pownal St	Tourist Home: Short Term Rental	Todd McLean	19-May-26
26-411	612432	172-STR-26	27-Apr-26	28-Apr-26	APPROVED	12 Nottingham Ave	Tourist Home: Short Term Rental	Dinh Tam VO	19-May-26
26-412	359943	173-STR-26	27-Apr-26	28-Apr-26	APPROVED	19 Elm Ln	Tourist Home: Short Term Rental	Robert J Shepherd & Kathy Anne Stewart	19-May-26
26-413	337774	174-STR-26	28-Apr-26	29-Apr-26	APPROVED	17 Dorchester St	Tourist Home: Short Term Rental	Michael Gibson & Phillip McInnis	20-May-26
26-414	896829	094-BLD-26	28-Apr-26	29-Apr-26	APPROVED	24 Arcona Dr	Construction of an 8' x 12' shed	Stephen Butler	20-May-26
26-416	388967	176-STR-26	29-Apr-26	30-Apr-26	APPROVED	34 Lewis Cres	Tourist Home: Short Term Rental	Darlene Elizabeth & Steven Francis Rush	21-May-26
26-417	1141076	177-STR-26	29-Apr-26	30-Apr-26	APPROVED	42 Anne Ave	Tourist Home: Short Term Rental	Judy Grialdi	21-May-26
26-419	1124296	178-STR-26	29-Apr-26	30-Apr-26	APPROVED	97 Kindred Ave	Tourist Home: Short Term Rental	James Daw	21-May-26
26-422	1033372	181-STR-26	29-Apr-26	30-Apr-26	APPROVED	164 Barbour Cir	Tourist Home: Short Term Rental	Dinh Bao Phuc	21-May-26
26-423	1177658	182-STR-26	29-Apr-26	30-Apr-26	APPROVED	44 Judy Ave	Tourist Home: Short Term Rental	Daniyal Shakir	21-May-26
26-415	346719	175-STR-26	29-Apr-26	1-May-26	APPROVED	191 Cumberland St	Tourist Home: Short Term Rental	Shad Wei Zhang	22-May-26
26-430	1099126	183-STR-26	30-Apr-26	1-May-26	APPROVED	2 Richmond St	Tourist Home: Short Term Rental	Lawrence B & Beverley A Dunville	22-May-26
26-431	338962	184-STR-26	30-Apr-26	1-May-26	APPROVED	4 Richmond St	Tourist Home: Short Term Rental	Lawrence B & Beverley A Dunville	22-May-26
26-437	1004753	185-STR-26	1-May-26	1-May-26	APPROVED	59 Dorchester St	Tourist Home: Short Term Rental	John MacMillan	22-May-26

Lot Subdivisions

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

Council Approvals

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

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
May 12, 2026

The Environment & Sustainability Committee met on April 8, 2026 and April 28, 2026. The meeting minutes are available in your package.

There is four (4) resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Wednesday, April 8, 2026, 4:30 PM
Parkdale Room, 199 Queen Street

DRAFT

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Mitchell Tweel
Councillor Norman Beck
Mayor Philip Brown

ALSO: **Brad MacConnell, CAO**
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Acting Climate Action Officer
Sydney Gillis, Acting Sustainability Project Coordinator
Alistair Ozon, Water Coordinator

Guests: **Ajhma Dhakal, CAWA Watershed Manager**
Carol MacDonald, CAWA Chairperson
Michelle Cottreau, CAWA Board Member

REGRETS: **None**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 04:29 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 March 2, 2026, be approved. Carried.

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

6) Reports/Discussions

a. Introduction to the Charlottetown Area Watershed Association – ES 26-06

Alistair Ozon delivered a presentation introducing the Charlottetown Area Watershed Association (CAWA), a newly rebranded and expanded organization formed through the amalgamation of the former Ellen's Creek Watershed Group and the Wrights Creek Environmental Committee. The purpose of the report was to inform Council of this transition and to seek approval to consolidate two previously separate grants of $10,000 into a single $20,000 grant allocated to CAWA. It was clarified that this change would not increase the City's financial contribution as the $20,000 has been approved through the 26/27 operating budget. Consolidating the grant funding will streamline administration and reflect the new organizational structure.

Alistair Ozon outlined the benefits of supporting CAWA, noting that the organization enhances the City's capacity to undertake environmental initiatives such as tree planting, invasive species removal, and watershed restoration. The group provides access to lower-cost plant materials through the provincial nursery, mobilizes volunteers, facilitates engagement with private landowners, and allows the City to access grant funding opportunities that it could not pursue independently. The partnership also aligns with the City's Climate Action Plan, particularly in strengthening watershed management and ecological protection.

Highlights from the 2025 field season were presented, including extensive tree planting across multiple parks, removal of approximately 4,300 kilograms of invasive species, and the collection of over 100 kilograms of waste from waterways. The organization also contributed to educational programming and community engagement. Councillor Tweel raised concerns regarding a perceived imbalance in resources between Wrights Creek and Ellen's Creek. Alistair Ozon responded that differences are largely due to land ownership constraints and site characteristics, noting that Ellen's Creek includes more private land, which limits opportunities. He emphasized that funding levels have been consistent between watersheds and that the newly unified organization intends to allocate resources equitably through improved planning processes.

Following discussion, a motion was moved by Councillor Beck and seconded by Councillor Tweel to recommend approval of the grant consolidation, and the motion carried.

b. Spring Event Updates – ES 26-07

Sydney Gillis shared an update on upcoming spring programming delivered by the Environment and Sustainability Department. She explained that this is the first full season of programming guided by the Climate Action Plan and that several initiatives have been refined to better align with its objectives. The *Climate Action Microgrant* program was introduced as a rebranded

version of the previous Community Sustainability Microgrants, with a total allocation of $25,000 and funding of up to $2,500 per project to support community-led climate initiatives.

The Bike Bus program was highlighted as a growing initiative, promoting active transportation among students, with participation from five schools and approximately 150 students expressing interest. Sydney Gillis noted that expansion is dependent on volunteer capacity and school engagement, with some barriers identified due to student transportation patterns and school resources.

Educational initiatives such as *Gardening in the Classroom* will engage over 200 students in learning about food production and sustainability through hands-on activities. Additional events include a *landscaping workshop* aimed at promoting environmentally friendly lawn care practices, and a *Fix-It Fair* in partnership with the Charlottetown Library to encourage repair and reuse of household items. *Gardening in Small Spaces* will offer accessible gardening education for residents, while the annual *Lady Slipper Hike* will provide guided ecological learning opportunities in partnership with watershed organizations.

Arbor Day celebrations will continue as a long-standing tradition involving local grade 5 and 6 students in tree planting and environmental education, and the *Business Tree Planting Challenge* will engage local businesses in offsetting paper use through tree planting initiatives. A new *Local Food Discovery Week* was introduced as a pilot project designed to promote locally sourced food through a passport-style program encouraging residents to visit participating vendors. *Community planting* events will also continue throughout June, with a target of engaging 150 participants and planting approximately 600 native species. These efforts contribute to the City's broader urban forestry recovery strategy following Hurricane Fiona.

Funding for these initiatives is primarily drawn from the 2026–27 operating budget, with supplementary support from external partners, including a recently secured TDFEF grant for an edible planting project at Johnston Park. Mayor Brown expressed support for the breadth of programming and its alignment with sustainability goals.

c. Transit Service Agreement – ES 26-08

Jessika Corkum-Gorrill shared an update regarding the status of the transit service agreement negotiations. It was reported that while substantial progress has been made, the agreement is not yet ready for presentation to Council due to ongoing legal review and refinement of contract language. Jessika Corkum-Gorrill emphasized that the agreement is complex and long-term in nature, making it critical that all terms are carefully reviewed and finalized to ensure clarity and accuracy.

She requested approval to extend the existing temporary "bridge rate" of $78 per hour for an additional one-month period beyond March 31, 2026. This rate applies specifically to expanded transit services introduced in 2025 and was originally approved to account for service delivery in lower-density areas where farebox revenue alone would not be sufficient. The extension is intended to maintain uninterrupted service while negotiations continue.

Discussion focused on the evolving financial model for transit services. Under the new framework, the municipality will retain farebox revenue, which represents a shift from the previous arrangement where the service provider collected hourly payments and fare revenue. As a result, future hourly service rates are expected to increase to offset this change and maintain overall compensation levels. Mayor Brown reviewed the broader budget implications, noting that while the total cost envelope remains similar, the structure of payments has changed.

Questions were also raised regarding transparency and public access to the finalized agreement. Jessika Corkum-Gorrill indicated that this would be subject to legal considerations on whether a contract of this nature can be shared. CAO MacConnell shared the importance of openness with the public.

Following discussion, the Committee approved the request to extend the bridge rate for an additional one-month period, with the understanding that staff will provide further updates should additional time be required to finalize the agreement. The motion was moved by Mayor Brown, seconded by Councillor Beck, and carried.

d. Climate Caucus – ES 26-09

The Committee received an update from Kristen Gore regarding the City's participation in Climate Caucus activities, with a recent presentation to the group on the City's Climate Action Tracker. Climate Caucus is a national network that supports municipal elected officials in advancing climate action through collaboration, knowledge-sharing, and policy development. The purpose of the update was to inform the Committee of ongoing opportunities and the value of participation in the network.

Kristen Gore outlined that involvement in Climate Caucus provides access to best practices from municipalities across Canada, as well as training, workshops, and policy resources that support local climate initiatives. Participation allows the City to remain informed on emerging trends in climate governance, funding opportunities, and innovative approaches to reducing greenhouse gas emissions and improving resilience. The network also facilitates connections between elected officials across Atlantic Canada.

Councillors acknowledged that participation in Climate Caucus supports informed decision-making and enhances the City's ability to adopt effective and evidence-based strategies.

7) <u>New Business</u>

There was no new business.

<u>Adjournment</u>

It was moved by Mayor Brown and that the meeting be adjourned. Carried.

The meeting adjourned at 05:49 PM.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Tuesday, April 28, 2026, 12:00 PM
Parkdale Room, 199 Queen Street

DRAFT

PRESENT: **Councillor Trevor MacKinnon, Chair**
Councillor Mitchell Tweel (virtually joined)
Mayor Philip Brown

ALSO:
Richard MacEwen, Director of Community Services
Jessika Corkum-Gorrill, Manager of Environment and Sustainability
Anna Keenan, Sustainable Transportation Officer
Elmira Moghimi, Program Administrative Assistant
Kristen Gore, Acting Climate Action Officer
Nick Walker: Energy Management Engineer (virtually joined)

Guests: **Duncan Shaw, Sand Island Energy Inc.**
Stuart Dodson, Sonnen Inc.

REGRETS: **Councillor Norman Beck**
Brad MacConnell, CAO

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:10 PM.

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

3) **Approval of Agenda**
It as moved by Mayor Brown that the agenda be approved and seconded by Councillor Tweel. Carried.

4) **Approval of Minutes**
It was moved by Mayor Brown and seconded by Councillor Tweel, that the minutes from April 8, 2026, be approved. Carried.

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

6) Reports/Discussions

a. Canada Public Transit Fund Agreement - ES 26-10

Jessika Corkum-Gorrill presented the Canada Public Transit Fund Agreement and the opportunity for the City to enter into a long-term funding arrangement with the Government of Canada. She explained that the agreement would provide annual funding of $285,725 over a ten-year period, for a total of approximately $2.86 million. It was noted that this funding is separate from other transit-related funding programs and represents a direct federal commitment. She further advised that a review would take place at the five-year mark, at which time the funding formula may be adjusted to reflect changes in population or ridership. Importantly, any such review would only present the possibility of increased funding, with no risk of reduction should ridership decline.

Mayor Brown asked several questions to better understand how this funding compares to other jurisdictions and whether it builds on existing transit funding. Clarification was provided that the funding is independent of other programs. A request was also made for additional information on federal transit funding levels in the United States, which Jessika Corkum-Gorrill agreed to investigate. Committee members expressed general support for securing stable, long-term funding for the transit system.

Following discussion, the Committee agreed to recommend that Council enter into the agreement. Moved by Mayor Brown and seconded by Councillor Tweel. Carried.

b. Kausal Watch (Climate Action Tracker Platform) Procurement – ES 26-11

The Committee considered a report seeking approval to continue the sole-source procurement of the Kausal Watch platform through to 2030, subject to annual budget approval. Kristen Gore provided an overview of the Climate Action Tracker, noting that it was launched in December 2025 as a publicly accessible platform to track and report on the City's progress toward its climate action goals. The platform was described as an important tool for improving transparency, supporting internal monitoring, and enhancing public engagement. Since its launch, it has received positive feedback from users and other municipalities, and has recorded more than 3,000 visits, demonstrating a strong level of interest and use.

She explained that the platform was originally selected through a sole-source process due to its specialized functionality and its ability to align directly with the City's climate action framework. At this time, no comparable alternatives have been identified that provide the same level of integration and usability. During discussion, Mayor Brown raised questions about how the platform might align with provincial systems, particularly the CHRIS platform. Kristen Gore noted that while the two systems serve different purposes, there may be opportunities to link to the CHRIS platform from the Climate Action Tracker. Mayor also spoke to the broader interest in the

platform from other municipalities and the potential for regional collaboration in climate monitoring efforts.

The Committee expressed support for continuing the platform as a key tool in advancing the City's climate action plan. Moved by Mayor and seconded by Councillor Tweel. Carried.

c. 2025 Transit Service Expansions Hourly Rate – ES 26-12

Jessika Corkum-Gorrill presented a report highlighting a request from the City's transit operator, Trius, to increase the hourly rate for transit service expansions delivered in 2025. She explained that while an hourly rate of $78 had previously been agreed upon, the operator is now requesting an interim increase to $89 per hour until a new service agreement is finalized. The request was based on the operator's experience with newly expanded routes, particularly in areas with lower ridership, where fare revenue is not sufficient to offset the operating costs of those routes if they are considered in isolation from the overall system. In addition, the operator noted that the updated service agreement, which had been expected to be in place by April 1, has not yet been finalized, and the requested increase would serve as a temporary measure in the meantime.

Jessika Corkum Gorrill advised that the financial impact of the increase would be approximately $2,400 per month. Committee members engaged in a detailed discussion, Mayor Brown raised concerns about the evolving nature of the transit model, including increasing costs, ongoing adjustments, and the financial sustainability of expanding service into lower ridership areas. Councillor MacKinnon also raised a question about what would occur if the increase was not approved. Jessika Corkum-Gorrill indicated that the operator remains under contract to provide the service, but the matter would need to be referred back to the operator and CATCC for consideration.

The discussion also touched on broader transit issues, including the challenges of balancing service expansion with financial realities and the importance of finalizing a comprehensive service agreement to provide greater stability moving forward. Jessika Corkum-Gorrill noted that the upcoming agreement is intended to address these concerns and provide a clearer framework for service delivery.

A motion was then brought forward to approve the interim rate increase. The motion generated mixed responses among members, with Councillor Tweel expressing opposition. Following further discussion, the vote resulted in a tie, with the Mayor in favour and Councillor Tweel opposed. The Chair exercised the tie-breaking vote in favour of the motion, allowing it to proceed to Council for further consideration. Moved by Mayor, seconded, and carried by tie-breaking vote of the Chair. Carried.

d. Sand Island Energy Inc and Sonnen Inc. Presentation on Virtual Power Plants

The Committee received a presentation from Sand Island Energy Inc. and Sonnen regarding virtual power plant (VPP) technology and its potential application within the city and PEI. Duncan

Shaw and Stuart Dodson described a model that uses distributed battery systems installed in homes and businesses, which are then connected through centralized software to function collectively as a virtual power plant. This approach was presented as a way to improve grid efficiency, manage peak demand, and support the integration of renewable energy sources such as wind and solar.

The presenters highlighted several potential benefits, including reduced reliance on large-scale infrastructure investments, improved energy resilience, and opportunities for residents to play a more active role in energy management. The model was described as scalable and adaptable to the needs of Prince Edward Island, with the potential to be implemented incrementally over time. Discussion included questions related to cost, with estimates in the range of $30,000 per household prior to available incentives, as well as the role of federal programs that could help offset these costs. Councillor MacKinnon also asked about performance in colder climates, with presenters noting that while battery efficiency can be affected by low temperatures, systems remain functional and can be installed in protected environments such as garages or indoor spaces.

The role of Maritime Electric was also discussed, with presenters noting that while collaboration with the utility would be beneficial, the model can initially operate independently through behind-the-meter systems, with potential for future integration. Mayor Brown also reflected more broadly on the City's role in energy planning and the potential for regional collaboration with neighboring municipalities.

The presentation was received for information, with no motion brought forward.

7) New Business

There was no new business.

Adjournment

It was adjourned by Councillor MacKinnon. Carried.
The meeting adjourned at 01:23 PM.

DRAFT

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Environment & Sustainability # 1

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council approves providing the newly formed Charlottetown Area Watershed Association with an annual Watershed Grant of $20,000, previously provided as $10,000 to each of the two separate watershed groups,

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

City of Charlottetown Committee Report

Report No: ES 26-06

Date: April 8, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Attachments:
- CAWA Group Boundaries Map

Reporting Department: Environment and Sustainability

Other Associated Departments:

Prepared by:
Alistair Ozon, Water Coordinator

Report Title:
Introduction to the Charlottetown Area Watershed Association

Report Purpose:
Update Council on the formation of the Charlottetown Area Watershed Association, through the joining of the Ellen's Creek Watershed Group and the Wright's Creek Watershed Environmental Committee.

Staff Recommendation:
That Council approves providing the Charlottetown Area Watershed Association with the combined annual Watershed Grant of $20,000, previously split as $10,000 to each of the two separate organizations.

Report Details:
The Wright's Creek Watershed Environmental Committee and the Ellen's Creek Watershed Group have Joined under a rebranded organization titled Charlottetown Area Watershed Association (CAWA). The Province of PEI approved the change, and CAWA's boundaries now include the areas previously covered by the two independent groups.

Charlottetown Area Watershed Association is a community-driven, non-profit organization dedicated to protecting and restoring the health of local watersheds. Through hands-on restoration projects, water quality monitoring, and public engagement, they work to keep streams, wetlands, and natural areas clean and vibrant for people and wildlife.

Supporting groups like CAWA provides many benefits to the City and residents (highlighted at the end of this report). Funding supports staff wages, tree planting, restoration and enhancement activities, public events, educational opportunities for students, and monitoring the health of Charlottetown's watersheds. The direct benefits of working in partnership with CAWA include:

- Trees/shrubs purchased from the provincial nursery at a significant discount (some species 6-10x cheaper than trees that City staff have access to)
- Staff and volunteer support for City lead initiatives
- In-depth knowledge of the local watersheds and issues
- Strong relationship with community members
- Ability to support work on private lands in partnership with landowners
- Access to a blanket Watercourse, Wetland and Buffer Zone Activity Permit for Watercourse enhancement or maintenance in Charlottetown
- Access to funding by partnering on grant applications where municipalities cannot be the primary applicant

Supporting CAWA also aligns with Action 7.1.1 of Charlottetown's Climate Action Plan:

"Work with watershed groups, local non-profits, and Indigenous communities to increase capacity for effectively managing watersheds, protecting water courses, water quality, and aquatic ecosystems"

Highlights from 2025 field season:

- Assisted City staff with tree planting in Meadow Park, Windsor Park, Hermitage Creek, Victoria Park, and at the West Royalty Community Centre.
- 4,291 kg of invasive plants removed, including bittersweet nightshade, small balsam, purple loosestrife and glossy buckthorn.
- 105 kg of garbage removed from in-stream areas, stream banks, and shorelines.
- Water quality monitoring to assess the health of the watersheds.
- Stream restoration projects across the watershed to improve habitat, stabilize banks, and support overall stream health.
- Maintenance on the rain garden at Spring Park Elementary School, the QEH living shoreline site and the pollinator garden at the West Royalty Community Centre.
- Invasive species removal and tree maintenance along the Wright's Creek trail.
- Community outreach and educational workshops, involved in the: Business Tree Challenge, Arbor Day field trip, pollinator garden planting, buckthorn bash/invasive species removal, bio-blitz events, National Tree Day celebration, TD Tree Day, etc..

Council or Committee History:
N/A

Financial Implications:
$20,000 has been approved for annual watershed grants through the E&S 2026-2027 operating budget. In previous years, this amount was divided into two $10,000 grants for the Ellen's Creek Watershed Group and the Wright's Creek Watershed Environmental Committee. This request of Council will not have budget impacts but would adjust the way we pay for watershed group support.

Public Engagement and Communication:
The CAWA are involved in many community events in partnership with the City and have their own public engagement (events, social media, brochures, etc). The City is recognized as a funder following the City's guidelines.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Guiding Principles: Collaborating, Accountable
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 March 27, 2026	RDM April 1, 2026

Committee Recommendation: (if differing from staff)


Charlottetown Area Watershed Association - Group Boundaries
Union
Royalty Junction
Winsloe
Highfield
Marshf
N
East Royalty
Sherwood
Hillsborough Park
West Royalty
Poplar Island
St. Dunstan's
Lewis Point
Spring Park
Parkdale
Charlottetown
Brighton
Bunbury
Southport
York Point
Rosebank
Stratford
0 0.5 1 2 Kilometers
220
25
221
15
2
236

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Environment & Sustainability # 2

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council support the City entering into an agreement with the Government of Canada, Housing Infrastructure and Communities Canada, for Baseline Funding as part of the Canada Public Transit Fund, and

That Council acknowledges the following:

- **Government of Canada funds cover 40% of total eligible capital expenses and 80% of eligible non-capital expenses, up to $285,725 per year for 10 years, for a total federal investment of $2,857,250;**
- **Matching funds will be provided through municipal budgets; and**
- **Funds will support transit fleet improvements, including technology such as a modernized fare payment system, automatic passenger counters, automated stop announcements and an on-demand study;**

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

City of Charlottetown Committee Report

Report No: ES 26-10

Date: April 28, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Report Title:
Canada Public Transit Fund Agreement

Report Purpose:
To seek Council endorsement for staff to enter into a contribution agreement with the Government of Canada for the Canada Public Transit Fund.

Staff Recommendation:
That Council support the City entering into an agreement with the Government of Canada, Housing Infrastructure and Communities Canada, for Baseline Funding as part of the Canada Public Transit Fund.

Council acknowledges that:
- Government of Canada funds cover 40% of total eligible capital expenses and 80% of eligible non-capital expenses, up to $285,725 per year for 10 years, for a total federal investment of $2,857,250;
- Matching funds will be provided through municipal budgets; and
- Funds will support transit fleet improvements, including technology such as a modernized fare payment system, automatic passenger counters, automated stop announcements and an on-demand study.

Report Details:
The City of Charlottetown, in partnership with the Towns of Cornwall and Stratford, have been awarded federal funding for T3 Transit through the Canada Public Transit Fund. To confirm this funding, an agreement must be signed, which staff are requesting Council endorsement of before proceeding.

Up to $285,725 of public transit funding is to be provided annually for five years with a reassessment done at that time to determine the funding allocation for the following five years. Funding could increase (not decrease) for the following five years if population and transit ridership increase.

Council or Committee History:
N/A

Financial Implications:
Canada Public Transit Funds received will be $285,725 annually for 10 years. The City's capital and operating budgets will be used as matching dollars required.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG April 20, 2026	RDM April 20, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Environment & Sustainability # 3

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Mitchell Tweel

RESOLVED:

That Council approves the annual sole source of the Kausal Watch platform until 2030, at a cost of $16,800 for the 2026-27 fiscal year, subject to future annual operating budget approval,

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

City of Charlottetown Committee Report

Report No: ES 26-11

Date: April 28, 2026

Directed to Council through the following Committee:
E&S Standing Committee

Reporting Department:
Environment and Sustainability

Other Associated Departments:

Prepared by: Kristen Gore, Acting Climate Action Officer

Attachments:

- Kausal Watch Sole Source Justification Letter

Report Title:
Kausal Watch (Climate Action Tracker Platform) Procurement

Report Purpose:
To request Council approval for the annual sole source of the Kausal Watch platform until 2030, subject to annual operating budget approval.

Staff Recommendation:
That Council approves the annual sole source of the Kausal Watch platform until 2030, subject to annual operating budget approval.

Report Details:
On December 10, 2025, the City of Charlottetown launched the Climate Action Tracker (CAT), a publicly accessible online platform to support transparent monitoring and reporting on progress toward the City's Climate Action Plan (CAP). The platform represents a key implementation tool of the Plan, improving accountability, data visualization, and public engagement around climate action.

The CAT mirrors the structure of the CAP, allowing users to navigate seamlessly through the Plan's themes, goals, and individual actions. Each action includes updates and links to related KPIs and targets, enabling visualization of measurable progress.

Since its launch, the CAT has proven to be a successful and effective tool for both internal monitoring and public communication. Community members, platform users, and other municipalities have provided positive feedback, noting the platform's clarity, accessibility, and transparency. Platform analytics further demonstrate strong engagement, with over 3,000 page visits recorded since launch from users within Charlottetown and across North America.

The Climate Action Tracker is built on the Kausal Watch platform, a specialized, subscription-based software designed specifically for climate action monitoring and reporting. In April 2025, Council approved the sole source procurement of Kausal Watch, with funding allocated through the 2025-26 Operating Budget. The platform was selected due to its unique functionality, ability to align directly with Charlottetown's Climate Action Plan, and its proven suitability for municipal climate monitoring. Based on staff's review, there are no comparable alternative platforms currently available that provide the same level of integration, visualization, and usability.

Following the successful launch of the Climate Action Tracker, its positive reception, and its demonstrated value as a long-term climate governance tool, staff are requesting Council approval to continue the sole source of the Kausal Watch platform on an annual basis through 2030, subject to annual operating budget approval.

The annual subscription cost for the Kausal Watch platform is $16,800. Budget for this expense has been approved in the 2026-27 operating budget. By moving to the Kausal platform, savings are found in reduced staff time to coordinate annual climate action updates and by eliminating spending on graphic design and annual report creation. Continued investment in the Climate Action Tracker supports Council's commitment to transparency, data-driven decision making, and long-term climate accountability, while reinforcing Charlottetown's leadership role in municipal climate action.

Council or Committee History:
In April 2025, Council approved the sole source of Kausal Watch, with funding allocated through the 2025-26 Operating Budget.

Financial Implications:
The cost of the Kausal platform is $16,800 annually, with no commitment to renew. Funds to cover this expense were approved in the 2026-27 operating budget.

Public Engagement and Communication:
This platform increases efficiency, accountability, and transparency when communicating with the public regarding the implementation of the Climate Action Plan.

Legislative Authority:
Municipal Government Act – Part 7 on Municipal Jurisdiction.

Strategic Alignment:
Purpose: provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable, Safety.
Commitments: Sustainability, Reconciliation, Collaboration and partnership, Inclusion and representation, Engagement, Communication.
Pillars: Community-Building and Placemaking, Governance and Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG April 20, 2026	RDM April 20, 2026

Committee Recommendation: (if differing from staff)

Kausal

February 27, 2025

City of Charlottetown
199 Queen Street
Charlottetown, PE
Canada

RE: Sole Sourcing Justification of Kausal Watch

To whom it may concern,

This letter is to confirm that Kausal Watch is a unique product, developed and sold as a service exclusively by Kausal Ltd. The following paragraphs elaborate how it is unique and provide a justification for sole sourcing of Kausal Watch.

Unique Vendor with No Lock-in Risks

Kausal is the only open-source provider for climate action tracking software, ensuring the City has long-term flexibility without any vendor lock-in. Unlike proprietary solutions, Kausal allows for self-hosting or transitioning to another provider in the future if needed.

Public Interest: Time Efficiency and Cost-Effectiveness

Selecting Kausal via direct procurement/sole sourcing is in the best interest of the public due to both time efficiency and the small scale of the procurement relative to the cost. The City has used the platform for internal and stakeholder engagements, so the transition to its use in monitoring implementation progress of climate actions will not require as much work as what it would have been if a completely new platform is acquired. Given the relatively low contract value, a lengthy and resource-intensive procurement process would not be cost-effective for the City or its taxpayers.

Unique climate mitigation and adaptation monitoring capabilities

Kausal Watch is specifically designed for monitoring implementation progress of climate mitigation and adaptation actions. One characteristic of such actions is that it involves multiple departments and action owners. The platform allows each action owner to update their actions directly onto the platform, enabling collaboration, transparency and efficiency.

Focus and expertise on cities in design and service

Kausal was founded and is led by ex-city employees who understand well the general complexities of city processes and yet are sensitive to differences in local contexts. The platform is designed with specifically cities in mind. Also, Kausal provides continuous support that involves people who are familiar with city processes, enabling a greater sense of empathy and better support.

The points above should provide a compelling ground for justifying sole sourcing. Should there be any enquiries or clarifications, please do not hesitate to contact me (contact details below). Thank you and I look forward to continuing our collaboration.

Sincerely,

Samuel Wijaya
Business Developer
samuel.wijaya@kausal.tech
+358504768426

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Environment & Sustainability # 4

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council pay Trius Transit $89/hour for 2025 service expansions until the updated Transit Agreement is in place or until August 1, 2026, whichever comes first,

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

City of Charlottetown Committee Report

Report No: ES 26-12

Date: April 28, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Attachments:

- Previously considered resolution.

Report Title:
Transit Service Agreement

Report Purpose:
To seek Council support to pay Trius Transit an increased bridge service rate of $89/hr for 2025 service expansions, until the updated Transit Service Agreement is in place.

Staff Recommendation:
That Council pay Trius Transit $89/hr for 2025 service expansions until the updated Transit Agreement is in place or until August 1, 2026, whichever comes first.

Report Details:

City staff continue to work with the T3 operator to update the Transit Service Agreement. The goal shared with Council was to have the agreement updates completed for April 1, 2026. While work and negotiations are progressing well, there has been a lot of time needed to review this agreement in detail and legal review is still underway. Due to this, the updated agreement is not finalized at this time.

In July 2025, Council approved an hourly rate for 2025 delivered service expansions of $78/hr until April 1, 2026, when the new agreement was projected to come into effect. Staff and the operator are aware that finalizing the contract will take longer and this report is to bring forward a Trius request for an increase to their hourly rate for 2025 service expansions until the new Agreement is in place or until August 1, 2026, whichever comes first. If approved, the rate would go from $78/hr to $89/hr.

Trius is requesting this rate increase as fare revenue in expanded areas is low (fare revenue is part of their payment for service) and they identified that an increase in payment is desired due to new Agreement delay. CATCC approve of the Trius request for this temporary rate increase.

Council or Committee History:
On January 14, 2025, Council instructed staff to initiate transit contract renegotiations (report ES 24-50).

In July 2025, Council endorsed a bridging service rate for 2025 service expansions (report ES 25-22).

Financial Implications:
The Trius proposed rate increase amounts to $11 per service hour for 2025 service expansions (217 hours/month in Charlottetown), approximately $2,387. While this expense was not budgeted for in the transit operating budget, if Council approves this increase, funds would be taken from budget approved for flex hours, reducing budget available for those hours in 26-27.

Public Engagement and Communication:
N/A

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community.
Guiding Principles: People-focused, Collaborating, Accountable.
Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication.
Pillars: Governance and Civic Engagement.

Reviewed By:

Manager	**Director/CAO**
JCG April 27, 2026	RDM April 27, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL # 2026.COCR.0051

Environment & Sustainability # 1

MOTION CARRIED 10-0 (Carried)

MOTION LOST _____

Date: April 14, 2026

Moved by Councillor Trevor MacKinnon

Seconded by Councillor Norman Beck

RESOLVED:

That Council extends the Trius Transit bridge service rate of $78/hour for 2025 service expansions, until May 1, 2026,

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

City of Charlottetown Committee Report

Report No: ES 26-08

Date: April 8, 2026

Directed to Council through the following Committee:
Environment and Sustainability (E&S)

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
N/A

Prepared by:
Jessika Corkum-Gorrill, E&S Manager

Report Title:
Transit Service Agreement

Report Purpose:
To update Council and seek support to continue to pay Trius Transit a bridge service rate of $78/hr for 2025 service expansions, until May 1, 2026.

Staff Recommendation:
That Council extend the Transit Service bridge rate for 2025 service expansions until May 1, 2026.

Report Details:

City staff continue to work with the T3 operator to update the Transit Service Agreement. The goal shared with Council was to have the agreement updates completed for April 1, 2026. While work and negotiations are progressing well, there has been a lot of time needed to review this agreement in detail and legal review is still underway. Due to this, the updated agreement is not finalized at this time.

In July 2025, Council approved an hourly rate for 2025 delivered service expansions of $78/hr until April 1, 2026, when the new agreement was projected to come into effect. Staff and the operator are aware that finalizing the contract will take longer and this report is to ask Council to extend this bridge rate for 2025 expansions until May 1, 2026. Trius has communicated to CATCC that if the updated agreement is not in place before May 1, 2026, a higher rate for 2025 service expansions will be requested. Staff anticipate that it is unlikely that the updated agreement will be in effect on May 1, 2026, therefore, Trius's request and next steps are being discussed at an upcoming CATCC meeting and Council will be kept updated.

Council or Committee History:
On January 14, 2025, Council instructed staff to initiate transit contract renegotiations (report ES 24-50).

In July 2025, Council endorsed a bridging service rate for 2025 service expansions (report ES 25-22).

Financial Implications:
Rate in effect until May 1, 2026.

Public Engagement and Communication: N/A	
Legislative Authority: MGA – Part 7 Municipal Jurisdiction	
Strategic Alignment: Purpose: Provide accountable, accessible and fiscally responsive local government to build a sustainable and resilient city; Approach challenges and problem-solving with innovation and integrity, by reflecting solutions that serve the whole community. Guiding Principles: People-focused, Collaborating, Accountable. Commitments: Sustainability, Collaboration and partnership, Transparency, Engagement, Communication. Pillars: Governance and Civic Engagement.	
Reviewed By:	
Manager JCG March 27, 2026	**Director/CAO** RDM April 1, 2026
Committee Recommendation: (if differing from staff)	



FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
May 12th, 2026

The Finance, Audit Tendering & Administration Committee met on Wednesday, May 6th, 2026, for its regular meeting and the draft minutes are included in the package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

Finance, Audit, Tendering, & Administration Committee
Wednesday, May 6th 2026
12:00 pm. Parkdale Room.

DRAFT

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

Guests: **Richard MacEwen, Director of Community Services**

1. **Call to Order.**
   The Chair called the meeting to order at 12:05 pm.

2. **Declarations of Conflict of Interest.**
   None.

3. **Approval of Agenda.**
   Motion to approved agenda was moved by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

4. **Adoption of Minutes.**
   It was noted that the following paragraph from the April 8th minutes contained mistakes:

   Mayor Brown asked for clarification on current budget item in the Water & Sewer Operational budget Winter River Watershed line item where the draft number was ~~42 million~~ 42,000 but the budget document quoted ~~60 million~~ 60,000. He would like to know where the difference came from. Josh confirmed that the difference is due to 2 expected grants for $10,000.

   Motion to approve minutes with revisions from previous open session on April 8th, 2026 was put forward by Mayor Brown and seconded by Councillor Bernard.
   Motion Carried.

5. **Business Arising from Minutes.**
   Mayor Brown mentioned that Sustainability Committee discussed raising rates during their regular meeting. He asked if the next step would be to bring that rate increase to Council. Amy McQuillan clarified that the rate increase was part of their approved budget, which was already brought to council during the budget process.

Mayor Brown asked if we could get an estimate on transit revenue for the first month of 2026-27 fiscal year. Amy McQuillan will follow up on that and get that information to him. Mayor Brown asked if partner funding from the province has been approved as of yet. Amy will follow up on that as well.

Mayor Brown asked if the item from April 8th *Report FIN-07-2026 – Bell Aliant Centre* was still moving forward. It was confirmed that this item still should go to Council during a Special Meeting.

6. Discussions/Reports

a. Report PW-2026-04-10-003 – Public Works Budget Transfer – Ylber Gashi – Manager of Public Works.

Report by Richard MacEwen as Ylber Gashi could not attend. Report was presented to Finance Committee to request a transfer of funds to pay costs incurred and 2025-2026 year-end balance of accounts. This is to align budget with expenditures based on year-to-date information.

The original document provided asked for transfers in the amount of $80,000. A new document was provided prior to the meeting to change the total amount to $12,814.77

Budget transfers are as follows:

$6,210 from St Patching – Cold Mix to St Patching – in house Asphalt.

$4,816 from St Patching – Tool to St Patching – in house Asphalt.

$1,788.77 from Special Initiatives – Misc. to St Patching – in house Asphalt.

Total amount of budget transfer $12,814.77.

Committee members asked what the reason was for the change in the request. Amy McQuillan and Richard MacEwen confirmed that the belief is that they got up to date information and less funds were needed. Committee asked that they get confirmation that the change in funds is not going to carry forward to 2026-27 fiscal year. Amy McQuillan will confirm and follow up for next meeting.

Motion to approve the budget transfer request was moved by Councillor Bernard and seconded by Mayor Brown.
Motion Passed.

Action: Budget Transfer will be forwarded Finance for action.

Lead: Amy McQuillan – Finance Manager.

Action: Confirmation on what caused the change in the amount of funds request.

Lead: Amy McQuillan – Finance Manager.

b. Report FIN-09-2026 – Update on Operational Matters of Interest – Amy McQuillan – Manager of Finance.

Report was presented to provide members of the committee with information regarding operation matters believed to be of interest.

Budget Feedback Survey:

We are looking to gather some post-mortem information from the leaders on the most recent budget process. We want to make this process as streamlined and efficient as possible with plenty of advanced communication on timelines and expectations. This will be executed through the CAO taskforce, and the survey has been compiled with plans to send it out via SurveyMonkey this week. There will be a separate survey sent out later which will compile information on the accounting systems themselves, so we have a list of criteria when searching for a new system.

Amy noted that one thing that will be addressed is having a clear timeline/calendar of expectations so that departments know in advance when information will be needed.

Training on GP/E-Requestor

Training was scheduled last week for Isaac and Amy to address the current shortfall in our reporting from GP. We are hoping to be able to provide regular reporting for the leaders in all departments for expenses and capital. Next will be training on E-Requestor and training for leaders in GP if anyone is interested.

Finance Staffing

The finance team has still not hired to replace the Senior Accountant position. We are reviewing the current profiles of all staff and meeting with them one-on-one over the next few weeks to understand where there are some inconsistencies and gaps in deliverables. We want to ensure that the new hire is addressing as many of the department's needs as possible. Our goal is to have someone hired by June 2026.

Councillor Bernard asked if Amy could provide a schedule of all Capital projects. He would like to know when the plan to go to tender, when the tender is closing, and when work on the projects is expected to start. He believes it would be beneficial to Council to have this all laid out so there are clear expectations.

Amy pointed out that though financials were provided up to March 31st 2026, it should be noted that the period is not closed and that the numbers provided will change as adjustments are made for year-end.

Mayor Brown asked if all funding regarding post-tropical storm Fiona has been received. Amy McQuillan will follow up on this and provide the information.

Mayor Brown mentioned that he had an IRAC order regarding Maritime Electric rate increases that could impact the Bell Aliant Centre, CARI centre, and street lights. This is something we may need to review for our operational budgets moving forward. Amy McQuillan will review the orders and confirm if the rate increases affect the arenas, as well as review for street light budgets moving forward.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
Utility Backhoe Rental	Open	March 30, 2026	April 14, 2026	2	Yes	Awarded to Lea MacDonald
Utility Grass Cutting	Open	March 30, 2026	April 14, 2026	13	yes	Awarded to DNS
70 Kent Street Main Entrance Upgrades	Closed	February 13, 2026	March 6, 2026	8		Going to Council May 10th
WRCC Priority 1 Upgrades	Closed	February 18, 2026	March 5, 2026	4	yes	Awarded to MacLean Construction
Charlottetown Skatepark Revitalization	Upcoming					
Municipal Buildings Garbage Removal	Upcoming					
CPCP Pre-Purchase of Dry Polymer Preparation System	Open	April 8, 2026	May 5, 2026	3		
Fast Rescue Craft	Upcoming					
CADC 85 Euston Street Furniture	Open	May 4, 2026	May 22, 2026			Lead: Aaron Hansen from CADC. Opening to be handled by CADC.

Wayfinding Signs & Post Supply	Upcoming					
Community Energy Systems Feasibility Study	Upcoming					

Action: A schedule of Capital projects will be provided.
Lead: Amy McQuillan – Finance Department.

Action: Confirmation if all funding related to Post-Tropical Storm Fiona has been received.
Lead: Amy McQuillan.

Action: Reviewing IRAC orders regarding Maritime Electric rate increases and how they will affect our operational budgets.
Lead: Amy McQuillan.

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

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

   Meeting adjourned at 12:44 pm

_____
Chair: Councillor John McAleer.

City of Charlottetown Committee Report

Report No: PW-2026-04-10-003

Date: April 10, 2026

Directed to Council through the following Committee:
Public Works Committee

Attachments:
- Transfer of Budget Funds Form

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Ylber Gashi, Manager Public Works

Report Title:
Transfer of Budget Funds – Operational

Report Purpose:
To approve transfer of budget funds to balance per expenditures to date and forecast.

Staff Recommendation:
Transfer funds as attached to have ability to pay costs incurred and year-end balance of accounts.

Report Details:
To align budget with expenditures based on year-to-date information.

Council or Committee History:
None

Financial Implications:
Budget reallocation.

Public Engagement and Communication:
N/A

Legislative Authority:
Prince Edward Island Municipal Government Act

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, April 9, 2026	RDM April 9, 2026

Committee Recommendation: (if differing from staff)
Forward to Finance Committee

City of Charlottetown

Roll-ups of Budget Funds Form

Department: Public Works

Date: May 7, 2026 **FOR 2025-2026 FISCAL YEAR**

TRANSFER FROM			TRANSFER TO			REASON
Amount	Account No.	Name	Amount	Account No.	Name	
$ 6,210.00	010-4325-56153-0000	St Patching - Cold Mix	$ 6,210.00	010-4325-56149-0000	St Patching - In house Asphalt	Budget Roll-up - short of Funds
$ 4,816.00	010-4325-56154-0000	St Patching - Tool	$ 4,816.00	010-4325-56149-0000	St Patching - In house Asphalt	Budget Roll-up - short of Funds
$ 1,788.77	010-4345-59005-0000	Special Initiatives -Misc	$ 1,788.77	010-4325-56149-0000	St Patching - In house Asphalt	Budget Transfers short funds
$ 12,814.77			**$ 12,814.77**			

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.

City of Charlottetown Committee Report

Report No: FIN-09-2026

Date: May 06, 2026

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

Attachments:
- Financial Report as of March 31st 2026

Reporting Department: Finance

Other Associated Departments: None

Prepared by:
- Amy McQuillan, Manager of Finance

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:

Budget Feedback Survey:
We are looking to gather some post-mortem information from the leaders on the most recent budget process. We want to make this process as streamlined and efficient as possible with plenty of advanced communication on timelines and expectations. This will be executed through the CAO taskforce, and the survey has been compiled with plans to send it out via SurveyMonkey this week. There will be a separate survey sent out later which will compile information on the accounting systems themselves, so we have a list of criteria when searching for a new system.

Training on GP/E-Requestor
Training was scheduled last week for Isaac and Amy to address the current shortfall in our reporting from GP. We are hoping to be able to provide regular reporting for the leaders in all departments for expenses and capital. Next will be training on E-Requestor and training for leaders in GP if anyone is interested.

Finance Staffing
The finance team has still not hired to replace the Senior Accountant position. We are reviewing the current profiles of all staff and meeting with them one-on-one over the next few weeks to understand where there are some inconsistencies and gaps in deliverables. We want to ensure that the new hire is addressing as many of the department's needs as possible. Our goal is to have someone hired by June 2026.

Tenders/RFPs/RFQs Update

Name	Status	Posted On	Deadline	# of bids	Within Budget	Comments
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CADC 85 Euston Street Furniture	Open	May 4, 2026	May 22, 2026			Lead: Aaron Hansen from CADC. Opening to be handled by CADC.
Wayfinding Signs & Post Supply	Upcoming					
Community Energy Systems Feasibility Study	Upcoming					

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

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

Legislative Authority:

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

Strategic Alignment:

Our Purpose:

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

Reviewed By:	
Finance Manager **Amy McQuillan, May 05, 2026**	**CAO/Director** **Brad MacConnell, May 4th 2026**

Committee Recommendation: (if differing from staff)

City of Charlottetiown

For the Twelve Months Ending Tuesday, March 31, 2026

	2025/2026 Budget	2025/2026 Actual	Difference
City Capital Budget			
Environment Sustainability and Transit	10,235,048	7,277,887	2,957,161
Information Technology	400,000	366,827	33,173
Fire Department/Emergency Preparedness	3,230,000	195,696	3,034,304
Parks and Recreation	8,097,000	1,730,574	6,366,426
Police	640,000	431,028	208,972
Public Works:			-
Urban Beautification	580,000	679,184	(99,184)
Municipal Buildings	5,110,000	2,872,046	2,237,954
Traffic and Pedestrian Signals	1,300,000	140,581	1,159,419
Street Lighting	250,000		250,000
Parkades Major Repairs	6,175,000	870,227	5,304,773
Land/Property Acquisitions	1,630,000	53,924	1,576,076
Street Rehabilitation/Intersection Upgrades	6,750,000	5,422,088	1,327,912
Sidewalks and Multipurpose Trails	3,525,000	3,655,281	(130,281)
Storm Water Management	822,000	411,262	410,738
Public Works Fleet	5,335,000	4,752,345	582,655
CARI	6,362,912	164,236	6,198,676
Eastlink	3,000,000	1,606,671	1,393,329
Total City Capital Projects	**63,441,960.00**	**30,629,857.39**	**32,812,103**
Water and Sewer Capital Budget			
Water and Sewer Utility	6,933,000.00	977,015.42	5,955,984.58
Total City, Water and Sewer Capital Budget	**70,374,960.00**	**31,606,872.81**	**38,768,087.19**

CITY OF CHARLOTTETOWN

For the Twelve Months Ending Tuesday, March 31, 2026

	Original Budget	Current YTD	Variance	% of Budget
City Revenues				
Property Taxes	$48,781,073	$50,016,735	$1,235,662	102.53%
Provincial Grant	23,824,902	24,039,907	$215,005	100.90%
CUSA 1999 Memorandum of Agreement	140,000		($140,000)	0.00%
Licenses	3,050,300	1,744,094	($1,306,206)	57.18%
Parking Garages	500,000	310,506	($189,494)	62.10%
Parking Meters	895,514	923,659	$28,145	103.14%
Police	2,181,500	1,767,731	($413,769)	81.03%
Outside Fire Protection	30,000	30,000	$0	100.00%
Utility Administration Fee	205,000	205,000	$0	100.00%
Interest	50,000	348,144	$298,144	696.29%
Recreation	876,460	1,083,242	$206,782	123.59%
Tourism Accommodation Levy Administration Fee	2,000,000	2,226,942	$226,942	111.35%
Municipal Capital Expenditure Grant	4,500,000	1,536,541	($2,963,459)	34.15%
Housing Accelerator Fund Revenue	1,777,379	(9,218)	($1,786,597)	(0.52%)
Other Revenue	1,133,913	3,115,317	$1,981,404	274.74%
City Operating Revenue	89,946,041	87,338,600	(2,607,441)	97.10%
City Expenditures				
General Government Services:				
City Government	3,149,004	2,891,891	($257,113)	91.84%
Finance and Audit	1,192,229	1,021,259	($170,970)	85.66%
Municipal Buildings	2,360,000	2,199,978	($160,022)	93.22%
Insurance	1,073,971	778,689	($295,282)	72.51%
Communications	46,500	34,971	($11,529)	75.21%
Mayor and Council	880,255	781,955	($98,300)	88.83%
	8,701,959	7,708,743	(993,216)	88.59%
Protective Services:				
Fire Department	6,407,863	5,938,373	($469,490)	92.67%
Emergency Preparedness - Fiona Funding			$0	
Emergency Preparedness - Fiona Expenses	47,669	16,157	($31,512)	33.89%
Police Department	15,932,370	14,601,866	($1,330,504)	91.65%
	22,387,902	20,556,396	(1,831,506)	91.82%
Public Works	18,180,000	15,490,711	($2,689,289)	85.21%

	Original Budget	Current YTD	Variance	% of Budget
Fiscal Services	17,981,923	16,836,336	($1,145,587)	93.63%
Parks and Recreation	5,474,890	5,127,923	($346,967)	93.66%
Environmental Sustainability	1,742,153	1,664,983	($77,170)	95.57%
Planning	3,203,172	2,208,370	($994,802)	68.94%
Heritage	228,500	132,003	($96,497)	57.77%
Economic Development, Tourism and Culture	3,337,563	3,093,563	($244,000)	92.69%
Human Resources	1,493,816	1,231,214	($262,602)	82.42%
Strategic Priorites & Intergovernmental Cooperation	18,500	9,327	($9,173)	50.42%
Transit System	2,513,364	2,413,682	($99,682)	96.03%
Information Technology	1,396,400	1,161,722	($234,678)	83.19%
Other	5,518,085	3,604,834	($1,913,251)	65.33%
Tourism Accommodation Levy	2,000,000	2,415,714	$415,714	120.79%
Total City Expenditures	**94,178,227**	**83,655,521**	**(10,522,706)**	88.83%
Subtotal	**(4,232,186)**	**3,683,079**	**7,915,265**	
Prior Year Operating Surplus (Deficit) - City	3,484,425	3,484,425	0	
City Surplus (Deficit)	(747,761)	7,167,504	7,915,265	
Water and Sewer Annual Operations				
Water and Sewer Operating Revenue	16,052,860	15,000,699	(1,052,161)	93.45%
Water and Sewer Expenditures				
Administration	1,021,312	449,810	(571,502)	44.04%
Works & Engineering	6,726,244	4,831,234	(1,895,010)	71.83%
Debt Administration	4,855,879	4,779,402	(76,477)	98.43%
Charlottetown Pollution Control Plant	3,729,771	3,080,971	(648,800)	82.60%
Total Water and Sewer Expenditures	16,333,206	13,141,417	(3,191,789)	80.46%
Subtotal	**(280,346)**	**1,859,282**	**2,139,628**	
Prior Year Operating Surplus (Deficit) - Utility	1,172,412	1,172,412	0	
Water and Sewer Surplus (Deficit)	**892,066**	**3,031,694**	**2,139,628**	
Current Year Consolidated Operating Surplus (Deficit)	**144,305**	**10,199,198**	**10,054,893**	

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL

May 12, 2026

The Human Resources Committee met on May 11th, 2026; the minutes of the meeting are included in your package. There are no resolutions for Councils consideration.

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

Respectfully submitted,

_____

Councillor Norman Beck, Chair

HUMAN RESOURCES COMMITTEE

DRAFT

Monday, May 11, 2026

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

Open Session

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

ALSO: **Emilee MacLeod, Manager of Human Resources**
Ashley Dunn, Human Resources Services Officer

REGRETS: **Mayor Philip Brown**
Brad MacConnell, CAO

1) Call to order:

Chair, Norman Beck called the meeting to order at 11:30 am.

2) Declarations of Conflict of Interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

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

4) Adoption of the Minutes:

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

5) Business Arising from Minutes:

Councilor Norman Beck asked if the staffing bylaw has been updated. Manager of Human Resources Emilee MacLeod informed that it has not been updated yet, but it has been flagged to be updated.

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

- Staffing Numbers HR-05-11-2026-01

Manager of Human Resources Emilee MacLeod presented the staffing numbers update to the committee and invited questions. There has been no significant difference comparing last year numbers to current year. No questions were raised.

- Recruitment Update - HR-05-11-2026-02

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

- Interviews for the Assistant Tourism & Events Coordinator competition are scheduled to begin today.
- The external competition for the Climate Action Officer position with the Environment & Sustainability Department has been successfully filled.
- Interviews are scheduled for tomorrow for the Superintendent position at the Wastewater Treatment Plant and the Assistant Manager position with the Water & Sewer Utility Department.
- The external competition for the Technician Assistant position with the Wastewater Treatment Plant has been successfully filled.
- The external competition for the Platoon Chief position with the Fire Department is scheduled to close on Thursday, May 14.

Emilee MacLeod then opened the floor for questions.

Councilor Norman Beck asked how many phases are involved in the Chief of Police recruitment process. It was confirmed that there are two phases in total. Discussion followed regarding the Wastewater Treatment Plant interviews for both positions. MacKinnon also inquired about the Deputy Chief of Fire job posting, noting that it is a 12-month contract position. MacKinnon further asked whether the contract salary represents new funding or if it has already been budgeted for.

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

- Labour Relations - HR-05-11-2026-03

8) Business Arising from the Closed Session

None

9) Introduction of New Business

Councilor Norman Beck expressed interest in developing a new bylaw specific to the Chief Administrative Officer (CAO) role, noting that Council has only one employee and that there is currently a lack of clarity surrounding the position. Councilor Norman Beck advised that he would like to bring the matter forward for further discussion. Councilor Norman Beck provided examples of CAO bylaws from other municipalities and suggested tailoring a similar bylaw for the City of Charlottetown. It was noted that the current Procedure Bylaw does not outline the specific duties, expectations, or guidelines related to the CAO position. The proposed bylaw would focus specifically on the CAO role. Councilor Trevor MacKinnon commented that a CAO Bylaw would help provide greater clarity. Councilor Norman Beck asked about the process for creating a new bylaw. It was noted that the first step is to bring the idea forward to Council for consideration.

Further discussion will take place at the Council meeting tomorrow evening.

10) Adjournment

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

Closed meeting 12:00pm.

City of Charlottetown

Report No: HR-05-11-2026-01

Date: May 11, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:
- Staffing Numbers

Report Title:
Staffing Numbers

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

Recommendation:
For information purposes only.

Report Details:

Overview

April	2025	2026
Permanent	266	275
Contract	12	11
Casual	76	73
Part Time	3	6
Entry Level Seasonal	26	15
Seasonal	58	30
Project Staff	0	0
Total	441	410

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:

- Municipal Government Act: Section 147(1) Access to Information: A council shall, within 12 months after the coming into force of this section, enact and maintain a bylaw that provides for access in accordance with the regulations to information that was created or collected on and after the coming into force of this section by or otherwise under the control of the municipality.

Strategic Alignment:

Governance and Civic Engagement: to create a high performance and responsive local government.

- Serve as leaders in creating a culture of community safety by protecting people, property and the environment.
- Develop new systems to strengthen annual monitoring to enhance the accountability framework.

Reviewed By:	
Manager / Director	**CAO**
Emilee MacLeod 29-Apr-26	Brad MacConnell 07-May-26

	2025									2026			
	Apr	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**
Permanent	266	267	268	251	251	255	254	277	276	275	277	277	275
Contract	12	12	12	9	10	9	8	12	12	12	11	10	11
Casual	76	112	114	129	133	101	106	88	70	72	77	74	73
Part Time	3	11	15	14	14	14	15	19	12	12	6	6	6
ELS	26	72	73	80	82	61	59	40	32	31	28	22	15
Seasonal	58	99	96	95	95	90	92	50	36	36	37	37	30
Project	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**441**	**573**	**578**	**578**	**585**	**530**	**534**	**486**	**438**	**438**	**436**	**426**	**410**

City of Charlottetown

Report No: HR-05-11-2026-02

Date: May 11, 2026

Directed to Council through the following Committee:
Human Resources Committee

Department: Human Resources

Prepared by: Emilee MacLeod, Human Resources Manager

Attachments:

Report Title:
Recruitment Update

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

Recommendation:
Recruitment Update – For information purposes only.

Report Details:

Recruitment:

- We received 82 applications for the Assistant Tourism & Events Coordinator competition and 41 applications for the Climate Action Officer competition. Interviews were held last week for the Climate Action Officer position and interviews are scheduled to take place next week for the Tourism position.
- The internal CUPE 830 competition for Operations Clerk closed on April 27th. There were no internal applications received. The position is currently posted externally with a closing date of May 12th.
- The external competition for IT Specialist closed on April 30th. Over 60 applications were received, and interviews will be held later this week.
- The external competitions for Building Inspector II with the Planning Department, Superintendent for the Wastewater Treatment Plant and Assistant Manager of Water & Sewer Utility will remain open until successful candidates are selected. Applications are shared with the Managers as they are received, and interviews are scheduled if candidates meet the minimum requirements.
- The internal CUPE 501 competition for Assistant Ice Maker/Maintenance Person with the Parks and Recreation Department was successfully filled.
- Applications are currently under review for the Technician II position with the Water and Sewer Utility Department.
- Interviews were held for the Chief of Police position. The selection committee is now in the process of evaluating candidates and determining next steps.
- Interviews are scheduled to take place next week for the HR Executive Assistant position.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication: N/A
Legislative Authority: MGA: Section 93. (1) (d) is responsible for hiring, directing, managing and supervising the activities of the municipality
Strategic Alignment: Our Guiding Principles: People - focused always (Page 7).

Reviewed By:	
Manager / Director	**CAO**
Emilee MacLeod 29-Apr-26	Brad MacConnell 07-May-26

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
May 12, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee did not meet since the last regular monthly meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,
Councillor Justin Muttart, Chair

PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
May 12, 2026

The Protective & Emergency Services Committee met on April 21, 2026. The minutes are included in your package.

1st reading to amend the Horsedrawn and Rickshaw Vehicle Bylaw is attached.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Thursday, April 21, 2026
11:30 AM – Parkdale Room

Present: Mayor Philip Brown, Member at Large
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Sean Coombs, APC
Tim Jenkins, AFC
Jackie Torraville, EA

Regrets: Brad MacConnell, COA
Jill Stewart, EA
Kent Mitchell, DFC

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:30 AM.

2) Approval of Agenda
Chair Julie McCabe welcomed the Interim Fire Chief Tim Jenkins aboard!
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the agenda be approved as circulated. Carried.

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

4) Approval of Minutes
It was moved by Mayor Brown and seconded by Councillor Kevin Ramsay that the minutes from March 24, 2026, be approved. Carried.

5) Business Arising from Minutes
☐ Media Coverage / Workload Concerns:
A recent article in The Guardian suggested compliance would not impact frontline officers. Members noted this differs from internal discussions, as some data collection still originates from frontline work, with added administrative leadership responsibilities. The article was considered opinion-based and potentially misleading.
☐ Police Cadet Program Update:
Currently, one cadet is in training, with no additional positions at this time. Recruitment efforts are focused on experienced officers, with another competition expected.

☐ Cadet Funding Discrepancy:
Noted that other municipalities (e.g., Summerside, Kensington) receive provincial reimbursement for cadet training, while this organization does not. A formal written explanation has been requested from the Department of Justice and Public Safety; response still pending.

☐ Follow-Up Required:
Committee to continue monitoring the funding discrepancy and await written clarification from the province.

6) Reports/Discussions:

a. Horsedrawn and Rickshaw Vehicle Bylaw Amendments

Interim Police Chief Sean Coombs – Presented the report

The Chair introduced the reports section, noting that three reports were on the agenda. It was acknowledged that the Interim Fire Chief is new to the role, and members were asked to be patient as he becomes familiar with reporting processes.
The Interim Police Chief presented a report regarding proposed amendments to the horse-drawn and rickshaw vehicle bylaw. The purpose of the amendment is to include electric-assist pedicabs within the existing definitions. It was explained that under the current bylaw, only human-powered pedicabs are permitted, and the proposed change would allow for electrically assisted units. Clarification was provided that pedicabs are typically three-wheeled, bicycle-style vehicles used to transport passengers, traditionally powered by pedaling, with the amendment introducing electric assist as an option.
There were no concerns raised by committee members regarding the proposed amendment. A motion was then put forward and seconded to move the bylaw amendments to Council for approval, which was carried.

b. Nuisance Bylaw Amendments-

Interim Police Chief Sean Coombs – Presented the report

The Interim Police Chief presented a report proposing an amendment to the nuisance bylaw to prohibit the feeding of wild birds and animals. The amendment intends to address ongoing complaints related to residents feeding large quantities of food, which has led to birds and the attraction of other animals such as raccoons and rats, creating concerns for neighboring properties. Committee members discussed the scope and practicality of the proposed amendment, particularly around its impact on typical activities such as maintaining bird feeders. Concerns were raised that the wording, as drafted, may be too broad and could unintentionally restrict common and generally acceptable

practices, such as feeding songbirds or using hummingbird feeders. Questions were also raised regarding enforcement, especially in complaint-driven situations, and the potential for misuse in neighbor disputes.
It was clarified that enforcement would primarily focus on more serious, complaint-driven situations involving excessive feeding that creates a nuisance, rather than minor or incidental cases. However, members agreed that the current wording does not clearly reflect this intent.
The committee agreed that the proposed amendment requires further refinement to better define what constitutes a nuisance and to ensure the language is clear, specific, and enforceable. It was also suggested that comparisons with other jurisdictions be reviewed as well.
The report will be received for information, with direction for staff to revise and clarify the proposed amendment before bringing it forward again.

c. Fire Operational Report -

Interim Fire Chief Tim Jenkins – Presented the report
The Interim Fire Chief presented the monthly operational report and provided brief introductory remarks, noting it was an honor to serve in the role and that he is currently becoming familiar with ongoing operations. The report covered activity for the month of March, before his appointment.
It was noted that during the month, there were 36 inspections and permit-related activities, one fire investigation, and a total of 90 calls for service across all districts. The department also participated in community initiatives, including a Muscular Dystrophy fundraising event. Four new recruit firefighters have completed orientation and are now integrated into scheduling, helping to support staffing needs, particularly in preparation for the summer season. The department also received recognition for strong performance at a national curling event.
Clarification was provided that relief firefighters are fully qualified personnel who fill in for absences such as vacation or medical leave. Discussion also included enhancing future reports with more statistics to provide better context for call volumes and operational activity.
The Chief highlighted ongoing training initiatives, including courses in defensive driving, medical first response, hazardous materials, ice rescue, incident command, and equipment updates. Additional specialized training was conducted in pet CPR in collaboration with veterinary professionals, recognizing the importance of animal rescue in emergency response.
An update was also provided on a member currently on leave, noting positive progress in recovery. Overall, the department continues to operate effectively, with staff maintaining operations and training activities.
In response to questions, an update was provided on planning for a new fire station. A preferred site has been identified and is undergoing necessary assessments, including environmental and boundary reviews. Timelines remain dependent on the outcome of these evaluations; if approved, the project will

proceed, otherwise alternative options will be considered. The project is described as progressing, with further updates expected as more information becomes available.
The report was received, and members expressed their support and confidence in the Interim Fire Chief.

7) New Business

Under new business, a request was brought forward to explore the installation of surveillance cameras along the Norwood Road extension between Norwood Road and McCrae Drive, in response to ongoing illegal dumping in the area. It was noted that the issue is longstanding but has become increasingly concerning, particularly given recent investments to improve the space for residents. Members discussed the impact of repeated dumping on drainage and overall site conditions, as well as the recurring need for cleanup by Public Works. The Interim Police Chief agreed to review the feasibility of installing cameras and indicated that footage could be used to identify offenders and support enforcement actions. It was also suggested that signage indicating the presence of cameras could act as a deterrent. Members acknowledged that illegal dumping is a broader, ongoing issue across multiple areas, particularly during the spring season. There was no further new business

8) Adjournment

Moved by Mayor Brown and seconded by Councillor Kevin Ramsay that the meeting be adjourned. Carried

The meeting was adjourned at 1:02 PM.

City of Charlottetown Committee Report

Report No: 04-2026-02

Date: April 21, 2026

Directed to Council through the following Committee:
Protective and Emergency Committee

Reporting Department:
Police

Other Associated Departments:
Administration

Prepared by:
Cst. Todd Sutcliffe

Attachments:
- Nuisance Bylaw

Report Title:
Nuisance Bylaw Amendments

Report Purpose:
To present the proposed amendments to include prohibited feeding of Wild Birds and Animals to the Nuisance Bylaw for the Committee's review and to seek feedback, including any additional amendments the Committee may wish to recommend.

Staff Recommendation:
Option #1: That the Protective & Emergency Services Committee recommends that Council adopt proposed amendments to the Nuisance Bylaw.

Option #2: That the Protective & Emergency Services Committee recommends that Council consider adopting a separate Wildlife Feeding Bylaw.

Report Details:

Research of various municipalities of similar size in regards to feeding of Wildlife Animals within city limits.

Option 1: Amend current Nuisance Bylaw to include definitions section.
Option 2: New separate Bylaw to include definitions and section.

Current Option 1: Add definitions to Current Nuisance Bylaw:

Definitions

a. "Public Place" means streets, public parks and trails, property owned by the Town, and
b. recreation facilities funded or partially funded by the Town;
c. "Wild Animal" means any animal which is not domesticated.
d. "Songbird" means any bird belonging to the oscine division in ornithology; but does not
e. include crows, pigeons or seagulls.
f. "Hummingbird" means any bird of the family Trochilidae in ornithology.

Add Section to Nuisance Bylaw to include:

- No person shall feed wild animals in any place in such a manner or to such an extent that doing so causes or may cause an unreasonable interference with another persons' use and enjoyment of his or her property, or of a public place.
- No person shall feed any wildlife or wild animal on private or public property.
- No person shall place any food, pet food or feeding device on any property in a manner that attracts wildlife or a wild animal.
- No person shall feed any bird other than a Songbird or Hummingbird.
- No person shall feed a Songbird unless the following feeding requirements are met by the person:
- The person has the permission of the owner or occupant of the property where the feeding takes place; and
- The food intended for the Songbird is placed in a bird feeding device that is sufficiently above grade as to not attract or be accessible by wildlife or wild animals;
- Bird feeding practices do not attract large flocks of homing birds such as wild, feral or domestic pigeons; and
- Spillage of food upon the ground is removed by the person or property owner or occupier forthwith and disposed of in such a manner that it does not attract wildlife, wild animals, feral or stray domestic animals; and,
- The process of feeding does not interfere with the normal use or enjoyment of any other property.
- Every property shall be kept free of rodents, vermin, insects and other pests. No owner or occupier of property shall permit an accumulation of dog feces or allow offensive odours coming from compost, or food to be emitted or escape from the property that could attract wildlife, wild animals, rodents, vermin, insects or other pests to the property.

Exemptions
The following circumstances are to be exempt and allow the following:

a. Feeding of Songbirds and bird feeders on private property, where the property owner
b. has given permission to do so and in accordance with this by-law.
c. Leaving food as bait to trap a nuisance animal
d. Feeding of a managed colony of stray or feral cats
e. Feeding as part of a research program undertaken by a university, college or similarly
f. provincially or federally recognized research institution

Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than $200.00 and not more than $1000.00

Other amendments to include, assigning a bylaw #, general housekeeping edits to improve clarity, consistency, reference to the Municipal Government Act and any other relevant Acts or Regulations.

Option 2: Adopt completely new Wildlife Feeding Bylaw

Council or Committee History:
Bylaw last amended September 11, 2017

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority: Municipal Government Act, Nuisance Bylaw, Dangerous, Hazardous, and Unsightly Bylaw	
Strategic Alignment:	
Reviewed By:	
Manager / Director S. Coombs	**CAO** B. MacConnell
Committee Recommendation: (if differing from staff)	

NUISANCE BYLAW

EFFECTIVE DECEMBER 13, 1989
AMENDED AUGUST 9, 1999
AMENDED JUNE 27, 2001
AMENDED JANUARY 10, 2005
AMENDED JANUARY 09, 2006
AMENDED OCTOBER 23, 2007
AMENDED SEPTEMBER 11, 2017
AMENDED OCTOBER 10, 1995
AMENDED SEPTEMBER 20, 2000
AMENDED SEPTEMBER 12, 2001
AMENDED JUNE 20, 2005
AMENDED MAY 10, 2006
AMENDED MAY 9, 2016

Summary of Bylaw Amendments at end of Bylaw

BEING A BYLAW OF THE CITY OF CHARLOTTETOWN WITH RESPECT TO NOISE AND PUBLIC NUISANCE, PURSUANT TO THE PROVISIONS OF SECTION 64 OF THE **CHARLOTTETOWN AREA MUNICIPALITIES ACT**, R.S.P.E.I., 1988, CAP. C-4.1.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTETOWN AS FOLLOWS:

PART I: DEFINITIONS

1. In this Bylaw:

1.1 **"Aggressive Solicitation"** means soliciting in a manner that is likely to cause a reasonable person to be concerned for his or her safety or security.

1.2 **"Captive Audience Solicitation"** means when a person is solicited in one of the captive audience situations. These generally refer to a person has no choice but to attend/stand in a particular location.

1.3 **"Chief Administrative Officer"** means the Chief Administrative Officer of the City or his duly appointed representative;

1.4 **"City"** means the Corporation of the City of Charlottetown and includes the area within the City where the context requires;

1.5 **"Common Area"** means any entrances, halls, corridors, washrooms, parking areas, driveways, roads, streets, sidewalks or alleys of any shopping centre, shopping mall or other shopping complex;

1.6 **"Council"** means the City Council of the City of Charlottetown;

1.7 **"Firearm"** means a rifle, shotgun, air rifle, air pistol, revolver, pistol or other mechanical device capable of firing a loaded shell, cartridge or projectile;

1.8 **"Inspector"** means the Chief Building Inspector, Building Inspector, Fire Inspector, police officer, or their designate who is to carry out the duties assigned by Council pursuant to this Bylaw.

1.9 **"Livestock"** means any domestic fowl (including chickens, geese, ducks, turkeys, guinea fowl, etc.), horse, donkey, mule, bull, ox, cow or other cattle, goat, swine sheep, llama, mink, fox, emu or ostrich or the young thereof; but specifically excludes dogs and cats.

1.10 **"Mayor"** means the Mayor of the City of Charlottetown;

1.11 **"Motor Vehicle"** means a vehicle that is powered, drawn, propelled or driven by any means other than muscular power.

1.12 **"Nuisance"** means any person, odor, sound or substance which unreasonably interferes with the enjoyment of life by a person or persons in the City of Charlottetown.

1.13 **"Nuisance Service Call"** means a Police or Planning Department response to and abatement of any activity, conduct or condition occurring on or near a Residential Property which substantially and unreasonably interferes with a person's use and enjoyment of a public place or of land or premises occupied by that person or which causes injury to the health, comfort or convenience of an occupier of land and, without limiting the generality of the foregoing, may include one or more of the following conduct, activities or conditions occurring or committed within or near a Residential Property:

(a) noises or sounds that disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public, including but not limited to, the residents of a Residential Property or the neighbourhood;

(b) conduct, activities or conditions which constitute a violation of any Federal or Provincial statute prohibiting or regulating controlled substances, prostitution, alcohol or firearms; and

(c) conduct, activities or conditions which constitute causing a disturbance or disorderly conduct contrary to the Criminal Code of Canada.

1.14 **"Night Time"** means the period beginning at 11:00 p.m. and ending the following day at 7:00 a.m.

1.15 **"Owner"** includes:

(a) A tenant, lessee, or other person in possession or occupancy of the subject property;

(b) An executor, administrator, trustee, agent or other person managing the subject property for the registered Owner;

(c) When used in reference to real property, includes a person assessed for the property pursuant to the Real Property Assessment Act, R.S.P.E.I. 1988, CAP. R-4.

(d) When used in reference to a Nuisance Service Call, includes a person who has any legal right, title, estate or interest in a Residential Property and shall include, without limitation, a landlord, lessor, sublessor or other person permitting the occupation of a rental unit, their agents, heirs, assigns, personal representatives and successors in title.

1.16 **"Person"** includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law;

1.17 **"Point of Reception"** means any point on the premises of a person where sound, originating from other than those premises, is received;

1.18 **"Residential Property"** means any property in which sleeping accommodations are provided for normal residential purposes and includes any property designed or used to provide sleeping accommodations, including but not limited to single family dwellings, duplexes, hotels, motels, inns, dormitories, apartment buildings, board and care facilities, lodging and rooming houses, tourist homes, bed and breakfast operations or marine vessels;

1.19 **"Solicit"** means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return.

1.20 **"Sound System"** means any system of loudspeakers, amplifiers, microphones or reproducers, or any combination of such equipment, used in the reproduction or amplification of music, speech or other sounds, when used for communications to, or otherwise addressing or entertaining, whether the same is mounted upon a vehicle or upon a building or other structure or upon the ground.

PART II: DISORDERLY PREMISES/CONDUCT PROVISIONS

2. Disorderly Premises

2.1 Any person who disturbs neighbors or passers-by by permitting or engaging in shouting, fighting, screaming or the making of any loud noise or any other improper or disorderly conduct in the house or premises occupied by such person is guilty of an offence.

2.2 Any person who permits or engages in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood is guilty of an offence.

Disorderly Conduct

2.3 A person shall be guilty of disorderly conduct if, he or she is likely to create, or has created, a nuisance, by doing one, or more, of the following:

(a) Screaming, shouting, yelling, fighting or initiating any other disruptive noise, commotion or action on public streets, public places or in any premise adjacent thereto in such a manner as to disturb any person within the area of audibility;

(b) Addressing profane, obscene or abusive language or threats of violence to any person present so as to create a nuisance;

(c) Failing or refusing to obey a lawful order of dispersal by a police officer, where two (2) or more persons are committing acts of disorderly conduct in the immediate vicinity;

(d) Willfully or wantonly ringing any doorbell or knocking at any door, building or fence so as to disturb or annoy any person in his dwelling, place of business, or meeting place;

(e) Performing as a street musician or busker during night time hours;

(f) Without lawful excuse, loitering, crowding, congregating, or failing or refusing to disperse when ordered to do so by a police officer on the public streets or sidewalks so as to unreasonably obstruct or interfere with pedestrian or vehicular traffic, and by doing so, creating an unsafe condition for vehicular or pedestrian traffic or use of such street or sidewalk;

(g) Molesting, harassing, or obstructing vehicular traffic by coasting, skateboarding, roller blading, skating or by throwing or propelling stones, balls, snowballs or other things, or by playing any game;

(h) Willfully or wantonly defacing or injuring any public or private building, fence or other structure or any property of any nature by any means howsoever;

(i) Making or lighting any fire in any street, or setting fire to any fireworks within the City unless specially authorized by the Council.

2.4 For the purpose of a prosecution pursuant to Sections 2.1 and 2.2, evidence that one (1) neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

2.5 Any person who contravenes the provisions of Sections 2.1, 2.2 and 2.3 is guilty of an offence.

PART III: GENERAL NUISANCE PROVISIONS

3. Public Notices

3.1 (a) Any person who defaces, alters or destroys any public notice issuing from the Dominion or Provincial Governments or from the City, or any private notices placed by the authority of the City on public property before the time mentioned in such notice for the happening of any event stated therein is guilty of an offence;

(b) Where any person has caused to be erected or has erected any public notice issuing from the Dominion or Provincial Governments or from the City, or any private notices whether placed by the authority of the City on public property or not, the City has the power to remove any such notice upon the happening of any events stated therein or after the time mentioned therein for the happening of any event.

Private Parties

3.2 Except where approved through a license issued by the PEI Liquor Control Commission, any person who offers or permits the use of or gathers at any non-residential property or building for the purpose of playing music, dancing or similar entertainment beyond the hour of 1:00 a.m., unless otherwise approved by Council, is guilty of an offence.

False Fire Alarms

3.3 Any person who knowingly gives or makes any false alarm of fire by the ringing of any fire bell or fire alarm or by shouting or calling out or otherwise is guilty of an offence.

Fire Arms

3.4 (a) Any person who, without lawful excuse**,** fires or discharges any firearm within the City which creates a nuisance within the meaning of this bylaw is guilty of an offence.

(b) The provisions of this bylaw do not apply to:

(i) a peace officer discharging a firearm in the course of duty;
(ii) a game or animal control officer or veterinarian discharging a firearm in the course of duty;
(iii) a person discharging a flare in the case of an emergency;
(iv) a person destroying a farm animal or nuisance animal or nuisance bird on a bona fide farm;
(v) a person employed by the Charlottetown Airport Authority to clear birds from Charlottetown Airport Authority lands.

Livestock

3.5 (a) No person shall keep livestock in any area of the City.

(b) Subsection (a) shall not apply to the areas known as:

(i) any undeveloped existing parcel of land in a residential zone, as defined in section 4.76 of the Zoning and Development Bylaw, that is not less than 100 m (325 ft.) in width and 1 hectare (2.45 acres) in size;

(ii) the University of Prince Edward Island;

(iii) the Atlantic Veterinary College;

(iv) Government of Canada Experimental Farm;
(v) Red Shores Racetrack & Casino;
(vi) Old Home Week Exhibition;
(vii) Areas identified as resting places for horse and carriage tours;
(viii) the property of the Prince Edward Island Humane Society;
(ix) the premises of an accredited veterinary facility under the supervision of a veterinarian licensed pursuant to the *Veterinary Professions Act*;
(x) any area lawfully used for a travelling show, petting zoo, other like shows, parades, festivals or events ; and
(xi) any area lawfully used as a zoo.

(c) For the purposes of this section, livestock shall be deemed to be running at large if found in any place other than the premises of the owner of the livestock or operator as defined in subsection (b) and not under the control of any person.

(d) No owner of livestock or operator of areas listed in 3.5 (b) shall permit any livestock to run at large in the City.

(e) The owner or operator of any area zoned for an agricultural purpose or listed in section 3.5 (b) shall, at the City's request, seize and confine any livestock running at large in the City and shall make reasonable efforts to determine the identity of the owner of the livestock and to inform the owner that the livestock has been confined.

(f) The owner or operator of any area zoned for an agricultural purpose or listed in section 3.5 (b) from which any livestock was found running at large shall be liable for all damages caused by such livestock and for the expenses, if any, incurred by the City of Charlottetown.

Animals and Birds

3.6 (a) Any person who keeps, owns, or harbors animals or birds which make or cause noises or sounds that disturb or tend to disturb the quiet, peace, rest, enjoyment or comfort:
(i) of the neighborhood, or
(ii) of persons who inhabit any dwelling, apartment or other type of residence in the vicinity, or
(iii) of persons in the vicinity is guilty of an offence.

(b) Any person who keeps, owns, or harbours animals or birds which, as a result of being allowed to escape or run at large, damage chattels, personal property, gardens, lawns, trees or shrubs, or buildings within the City is guilty of an offence.

Excessive Noise

3.7 (a) Any person in the City who:
(i) uses his motor vehicle, lawn mower, chain saw or any other gas-powered or electrical tool or machine which causes excessive noise between the hours of 9:00 p.m. and 7:00 a.m.; or
(ii) allows his dog to bark in such a manner as to disturb people between the hours of 9:00 p.m. and 7:00 a.m. is guilty of an offence.

(b) The provisions of paragraph (a) do not apply to:
(i) equipment utilized for snow removal, or to any motor vehicle, lawn mower, chain saw or any other gas-powered or electrical

tool or machine used or operated by or on behalf of the City; or

(ii) contractors pushing or removing snow from both residential and commercial premises within twenty-four (24) hours after a snowfall in excess of four (4) centimeters; or

(iii) a snow clearing device powered by an engine of any kind, in a residential area used to remove snow that is blocking a driveway so as to prevent egress from that premise within twenty-four (24) hours of a snowfall in excess of four (4) centimeters.

3.8 Any person who operates or causes or permits to be operated any sound system within the City that is causing a disturbance or interfering with any person is guilty of an offence.

3.9 For the purpose of a prosecution pursuant to Sections 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

Unwieldy Loads

3.10 Any person who draws or causes to be drawn any unwieldy or heavy thing upon any of the streets of the City without having adequate and ready means of safety guiding the same, or who drives or causes to be driven anything in the streets which may be reasonably capable of thereby injuring the said streets, is guilty of an offence.

Moving Buildings

3.11 The moving of buildings within the City shall be done only under the written authority of the Planning Department for the City. The moving permit shall include the course to be followed and, where applicable, the location the building will occupy overnight.

(a) Any person who moves or causes to be moved any building on any of the streets or squares of the City without an approved permit, is guilty of an offence.

(b) Any person, in so moving or causing to be moved any such building or apparatus used in moving, who fails to sufficiently light such building or apparatus in a manner that may cause danger to passengers and traffic is guilty of an offence.

Litter

3.12 (a) Except where otherwise provided in Section 3.11(b) or (c), any person who throws, puts, places, or lets fall any litter, trash (paper or otherwise), dirt, filth, or other nuisance matter on any street, square, lane, sidewalk, wharf or bridge of the City, or from any street, square, lane, sidewalk, wharf or bridge upon any adjoining property is guilty of an offence.

(b) Except where other collection methods have been made with Island Waste Management Corporation (IWMC), waste, compost and recyclable materials shall be in receptacles/containers or packaged, as approved by IWMC, and placed for collection by IWMC in front of the premises as close as practicable to curb, edge of sidewalk or street between the hours of 5:00 PM the day prior to collection and 7:00 PM the day of collection.

(c) The provisions of Section 3.11(b) do not apply during the periods of the annual spring and fall clean-up as advertised by IWMC.

Transport of Rubbish

3.13 Any person who carries in or on any vehicle, any rubbish or other liquid or solid material that is not securely covered or otherwise prevented from falling, leaking or being shaken or blown onto any street, sidewalk, square, lane, wharf or bridge or onto any adjacent property is guilty of an offence.

Opening in Streets

3.14 (a) Any person or his agent who makes or causes to be made any opening in any street or sidewalk, and who allows the opening to remain at night without being safely fenced and lit is guilty of an offence.

(b) Any person or his agent who makes or causes to be made any opening in any street or sidewalk and who does not have the opening properly guarded, to prevent nuisance or danger to vehicular or pedestrian traffic, is guilty of an offence.

(c) Any person who maintains or permits to be maintained a defective or unsafe hatchway onto any street or sidewalk leading from his premises is guilty of an offence.

Halloween Curfew

3.15 (a) Unless accompanied by a person over the age of 18 years, no person under the age of sixteen (16) years shall be in a public place within

the City of Charlottetown between 8:00 p.m. October 31st and 7:00 a.m. November 1st.

(b) In a year that October 31st falls on a Sunday, the restrictions provided in paragraph (a) shall also apply from 8:00 p.m. October 30th to 7:00 a.m. October 31st.

Injuring Trees

3.16 Unless otherwise authorized, any person who cuts down, de-barks, lops or otherwise injures any tree, boxes, supports or other appendages to or around any such tree of the City is guilty of an offence.

General

3.17 Any person who commits a nuisance or permits or causes any nuisance to be committed is guilty of an offence.

Solicitation

3.18 (a) A person shall not solicit in an aggressive manner in any public place.

(b) For the purpose of this section, and without limiting the generality of the phrase, a person shall be considered to be soliciting in an "aggressive manner" if they:

(i) obstruct or impede the passage of another person;

(ii) make continued requests or solicitations after receiving a negative response from another person

(iii) insult, threaten, coerce or intimidate another person;

(iii) make physical contact with another person; or

(iv) are intoxicated by alcohol or under the influence of illegal drugs; while soliciting.

3.19 Notwithstanding Section 3.18 (a) and (b), no person shall solicit on a street, sidewalk or other public place within 5 meters of what is considered a captive audience, which includes:

(i) a person who is using, waiting to use, or departing from an automated teller machine;
(ii) a person who is using or waiting to use a pay telephone or a public toilet facility;
(iii) a person who is waiting at a taxi stand or a public transit stop;
(iv) a person who is in or on a public transit vehicle;

(v) a person who is in the process of getting in, out of, on or off a vehicle or who is in a parking lot; or

(vi) while on a roadway, a person who is in or on a stopped, standing or parked vehicle.

PART IV: PENALTIES

4. 4.1 Every person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to:

(a) a minimum fine of not less than $200 and not more than $500 for a first offence and a minimum fine of not less than $400 and not more than $1,000 for any subsequent offence;

(b) imprisonment for a term not exceeding ninety (90) days; or

(c) to both;

and in default of payment of any fine imposed, to a further term of imprisonment not exceeding ninety (90) days.

4.2 (a) A copy of any writing, paper or document filed in the Court or any statement containing any information from the records of the Department of the Minister appointed pursuant to the provisions of the *Real Property Assessment Act*, R.S.P.E.I. 1988, Cap. R-4 shall be received in evidence in Court without proof of signature and is prima facie evidence of the facts contained therein as to the name of the Owner of the real property and the corresponding civic address.

(b) An engraved, lithographed, printed or otherwise mechanically reproduced facsimile signature of the Minister or his representative is sufficient authentication of any such copy or statement.

4.3 The City, its employees or its duly authorized agents are exempt from prosecution for any act done or performed in good faith while engaged in their course of duties as authorized by this Bylaw.

PART V – REPEAT NUISANCE SERVICE CALLS

5. 5.1 Where police or planning officials have been required to respond to three (3) or more nuisance service calls for a Residential Property within a twelve (12) month period in response to or for the abatement of nuisance conduct, activity or condition, the City may impose upon the Owner of that Residential Property an excessive nuisance abatement fee in accordance with the amounts

prescribed in Schedule "A" of this bylaw for each additional nuisance service call responded to at that Residential Property within the twenty-four (24) month period following the Inspector's notice referred to in Section 5.2.

5.2 Notwithstanding Section 5.1, where legal title to a Residential Property is transferred, nuisance service calls made before the date that the new Owner obtains legal title to the Residential Property shall not apply to a determination under 5.1 of whether excessive nuisance abatement fees are payable. The new Owner shall, in any event, be liable for all unpaid excessive nuisance fees imposed against the Residential Property in respect of past nuisance service calls. Prior to imposing an excessive nuisance abatement fee, the Inspector shall first provide written notice to the Owner of the residential property describing in reasonable detail the nature of the nuisance conduct, activity or condition that has occurred, been maintained or permitted in, on or near the residential property and:

(a) informing the Owner that the nuisance conduct, activity or condition must be abated within 60 days, or such other period of time as the Inspector considers reasonable in the circumstances, and steps taken to ensure that the nuisance conduct, activity or condition does not reoccur; and

(b) advising the Owner that they may be subject to the imposition of excessive nuisance abatement fees for each additional nuisance service call responded to at the same residential property within the twenty-four (24) month period following service of the Inspector's notice; and that the imposition of such fees is in addition to the City's right to seek other legal remedies or actions for abatement of the nuisance.

(c) Service of the notice referred to in Section 5.2 will be sufficient if the notice:

(i) in the case of service on an individual, is served personally or mailed by prepaid registered mail to the address of the Owner shown on the then current year's real property assessment roll for the Residential Property for which the notice is issued;

(ii) in the case of service on a corporation, is served personally on a director, officer or manager of the corporation or by leaving it at or mailing it by registered mail to the registered office of the corporation.

(d) Excessive nuisance abatement fees shall be paid by the Owner, as defined in Section 5.2(c)(i) and (ii) upon receipt of invoice from the City. If the amount of each such invoice is not paid in full before the 31st day of December in the year received, upon written notice to the Owner, the amount shall be added to and form part of the taxes on the Residential Property, as taxes in arrears.

(e) Nothing in this Part V shall be construed to limit the City's other available remedies for violation of this or any other City bylaw.

PART VI - INTERPRETATION

6. 6.1 In this Bylaw words importing the singular shall include the plural and words importing the masculine gender shall include the female gender and vice versa.

NUISANCE BYLAW

SCHEDULE "A"

EXCESSIVE NUISANCE ABATEMENT FEES

1. Police Nuisance Response and Abatement Service Call …… $195.00/call

2. City Staff Nuisance Response and Abatement Service Call…….$ 50.00/hr

3. Administration Fee……10% on Total Service Call Fees

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
Supposedly amended "Halloween Curfew" section August 4, 1995 date noted at end of 1995 bylaw. No reading papers.	*nothing*	Add "Halloween Curfew" section as follows: 2.17 (a) Unless accompanied by a person over the age of 18 years, no person under the age of 16 years shall be in a public place within the City of Charlottetown between 8:00 p.m. October 31st and 7:00 a.m. November 1st. (b) In a year that October 31st falls on a Sunday, the restrictions provided in paragraph (a) shall also apply from 8:00 p.m. October 30th to 7:00 a.m. October 31st. (Now re-numbered as Section 2.20 (a) and (b))	unknown	unknown	Supposedly amended 4-Aug-95
Supposedly amended several sections. No reading papers; but August 30, 1995 date is noted throughout 1995 bylaw as an amendment date.	1. (g) "Owner" when used in reference to real property includes a person assessed for the property pursuant to the Real Property Assessment Act, R.S.P.E.I. Cap. R-5;	Amend definition section "Owner" as follows: **1.6 "Owner" includes:** **(a) A person managing the subject property for the registered owner;** **(b) A tenant, lessee, or other person in possession or occupancy of the subject property;** **(c) An executor, administrator, trustee, agent or other person managing the subject property for the registered owner;** **(d) When used in reference to real property, includes a person assessed for the property pursuant to the Real Property Assessment Act, R.S.P.E.I. 1988, CAP. R-4.** (Now re-numbered as Section 1.10)	unknown	unknown	Supposedly amended 30-Aug-95
	nothing	Add new definition section as follows: **1.1 "Chief Administrative Officer" means the Chief Administrative Officer of the City or his duly appointed representative;**			
	1. (b) "City Engineer" means the employee of the City appointed pursuant to a Bylaw relating to highways, streets, squares and bridges and defining the duties of the surveyor or his designee;	Delete definition Section 1. (b) "City Engineer"			
	1. (c) "Clerk" means the Administrator of the City or his duly appointed representative;	Delete definition Section 1. (c) "Clerk"			
	By Play Obstruction 5. Any person who by coasting, skateboarding or skating or by throwing or propelling stones, balls, snowballs or other things, or by playing any game, so as to molest, harass, or obstruct vehicular traffic or pedestrians in the City is guilty of an offence.	Amend "By Play Obstructing" section as follows: **2.4** Any person who by coasting, skateboarding **or roller blading,** or skating or by throwing or propelling stones, balls, snowballs or other things, or by playing any game, so as to molest, harass, or obstruct vehicular traffic or pedestrians in the City is guilty of an offence. (Now re-numbered as Section 2.6)			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	nothing	Add new subsection 2.10 (c) under "Excessive Noise" as follows: **2.10 (c) The provisions of paragraph (a) do not apply to equipment utilized for snow removal.** (Now re-numbered as Section 2.12)			
	Snow 12. Any person who puts or places or causes to be placed any quantity of snow or ice from any source on any of the streets, squares, lanes sidewalks, wharves, bridges or thoroughfares to the river so as to form or cause an obstruction or nuisance to vehicular or pedestrian traffic or another person is guilty of an offence.	Delete "Snow" section number 12			
	Unwieldy Loads 13. Any person who draws or causes to be drawn any unwieldy or heavy thing upon any of the streets of the City without having adequate and ready means of safety guiding the same, or who drives or causes to be driven anything in the streets which may be reasonably capable of thereby injuring the said streets, is guilty of an offence and shall, in addition to the penalties provided for in this Bylaw, be liable for the amount of damage caused.	Delete last line of "Unwieldy Loads" section which includes the words: "and shall, in addition to the penalties provided for in this Bylaw, be liable for the amount of damage caused."			
	14. Any person who moves or causes to be moved any building on any of the streets or squares of the City without written permission of the Mayor or City Engineer or other official responsible for same is guilty of an offence. Any person in so moving or causing to be moved any such building or any moving apparatus to stand on any street at night without being lighted sufficiently to prevent danger to passengers and traffic generally is guilty of an offence. Such moving shall be subject to the order of the City Engineer in regard to the course followed and place occupied overnight and both owner and mover of such building shall be jointly and severally liable to repair all damage done to the streets by such moving.	Delete "Moving Buildings" section number 14 and replace with the following: **2.13 The moving of buildings within the City shall be done only under the written authority of the Chief Administrative Officer or his designate. Written authority shall include the course to be followed and the place occupied overnight.** **(a) Any person who moves or causes to be moved any building on any of the streets or squares of the City without written permission, is guilty of an offence.** **(b) Any person in so moving or causing to be moved any such building or any moving apparatus to stand on any street at night without being sufficiently lit to prevent danger to passengers and traffic generally is guilty of an offence.** (Now re-numbered as Section 2.16)			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
To introduce legislation to provide coverage to the new city	2.7 (a) Any person who fires or discharges any air rifle, gun, pistol, or other fire arm within the City, unless in the performance of some duty sanctioned by proper authority is guilty of an offence.	Amend Subsection 2.7 (a) as follows: 2.7 (a) Any person who, **without lawful excuse**, fires or discharges any air rifle, gun, pistol or other fire arm within the City, **which creates a nuisance within the meaning of this bylaw**, is guilty of an offence. (Now re-numbered as Section 2.9 (a))	11-Sep-95	10-Oct-95	10-Oct-95
	nothing	New Firearms Subsection added as follows: 2.7 **(b) The provisions of paragraph (a) do not apply to those persons duly licensed under the provisions of the Fish and Game Protection Act and who are in compliance with the provisions of section 44 (1) of the said Act, in the following areas only;** **(i) RR - Residential Reserved being a recognized zone within the Zoning and Subdivision Bylaws of the Community of East Royalty;** **(ii) A1 - Rural zone, being a recognized zone within the Zoning and Subdivision Control Bylaws of the Community of Winsloe;** **(iii) PSI - Public Service & Institutional zone, within the Zoning and Subdivision Control (Development) Bylaw of the Community of West Royalty;** **(iv) CDA - Comprehensive Development Area zone, within the Zoning and Subdivision Control (development) Bylaw of the Community of West Royalty.**			
	2.17 (a) Unless accompanied by a person over the age of 18 years, no person under the age of 16 years shall be in a public place within the City of Charlottetown between 8:00 p.m. October 31st and 7:00 a.m. November 1st. (b) In a year that October 31st falls on a Sunday, the restrictions provided in paragraph (a) shall also apply from 8:00 p.m. October 30th to 7:00 a.m. October 31st.	Amend Halloween Curfew section as follows: 2.17 (a) Unless accompanied by a person over the age of 18 years, no person under the age of 16 years shall be in a public place within the **City of Charlottetown** between 8:00 p.m. October 31st and 7:00 a.m. November 1st. (b) In a year that October 31st falls on a Sunday, the restrictions provided in paragraph (a) shall also apply from 8:00 p.m. October 30th to 7:00 a.m. October 31st. (Now re-numbered as Section 2.20 (a) and (b))			
To amend the "Nuisance Bylaw" by incorporating provisions to protect property owners from damage by animals or birds. (cats)	2.9 Any person who keeps, owns, or harbours animals or birds which make or cause noises or sounds that disturb or tend to disturb the quiet, peace, rest enjoyment or comfort: (a) of the neighbourhood, or (b) of persons who inhabit any dwelling, apartment or other type of residence in the vicinity, or (c) of persons in the vicinity; is guilty of an offence.	Amend Animals and Birds section as follows: Re-number Section 2.9 as "2.9 (1)", and add new Section 2.9 (2) as follows: 2.9 **(2) Any person who keeps, owns, or harbours animals or birds which as a result of being allowed to escape or run at large damage chattels, personal property, gardens, lawns, trees or shrubs or buildings within the City is guilty of an offence.** (Now re-numbered as Section 2.11(2))	12-Jul-99	9-Aug-99	9-Aug-99

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
To include the definition of a "Firearm" (Section 1.5). To include the definition of "Hunting" (Section 1.6) and To restrict hunting to areas approved as hunting zones, limit hunting areas and to increase distances between hunting zones and schools and medical facilities (Section 2.7 (b) (i) to (vi) and Section 2.7 (c) (i) to (v)).	*nothing*	New section added as follows: **1.5 "Firearm" means a rifle, shotgun, air rifle, air pistol, revolver, pistol or other mechanical device capable of firing a loaded shell, cartridge or projectile;**	11-Sep-00	11-Sep-00	20-Sep-00
	nothing	New section added as follows: **1.6 "Hunting" means any chasing, pursuing, worrying, following after on the trail of, or any searching for, shooting at, stalking, lying in wait for, any wildlife, whether or not the wildlife is then or subsequently captured, killed or injured;**			
	2.7 (b) The provisions of paragraph (a) do not apply to those persons duly licensed under the provisions of the Fish and Game Protection Act and who are in compliance with the provisions of Section 44 (1) of the said Act, in the following areas only; (i) RR - Residential Reserved being a recognized zone within the Zoning and Subdivision Bylaws of the Community of East Royalty; (ii) A1 - Rural zone, being a recognized zone within the Zoning and Subdivision Control Bylaws of the Community of Winsloe; (iii) PSI - Public Service & Institutional zone, within the Zoning and Subdivision Control (Development) Bylaw of the Community of West Royalty; (iv) CDA - Comprehensive Development Area zone, within the Zoning and Subdivision Control (development) Bylaw of the Community of West Royalty.	Delete Section 2.7(b) under "Fire Arms" and replace with the following: 2.7 **(b) Notwithstanding Section (a), property owners or a licensed hunter, with the written permission of the property owner, may apply to the Planning Department to have their property designated as a "hunting zone", wherein a firearm may be discharged for the purposes of hunting, under the provisions of the Wildlife Conservation Act, R.S.P.E.I. 1998, Cap. F-12 and governed by the following conditions:** **(i) Applications for a hunting zone shall be filed prior to September 30th each year, and shall only be considered in those areas north of the Arterial Bypass Highway;** **(ii) Applications for a hunting zone will be approved or denied based on this bylaw, land use, safety of the public, the applicant's past compliance and other factors as deemed appropriate;** **(iii) An updated list of approved hunting zones will be maintained in schedule "A" of this Bylaw, and will be valid for a one year period; (iv) For the purposes of firearms use, hunting shall be restricted to the use of shotguns only. Those hunters involved in falconry, may hunt with the aid of a falcon;** **(v) While hunting, no person shall discharge an approved firearm within** **274 meters (300 yards) of any school or medical facility;** **(vi) Except where provided otherwise in this Bylaw, provisions of the Wildlife Conservation Act, R.S.P.E.I. 1998, Cap. F-12, shall apply to all designated hunting zones.** **(Now re-numbered as Section 2.9 (b))**			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	nothing	New Subsection added under "Fire Arms" as follows: 2.7 **(c) The provisions of this bylaw do not apply to:** **(i) A peace officer discharging a firearm in the course of duty;** **(ii) A game or animal control officer or veterinarian discharging a firearm in the course of duty;** **(iii) A person discharging a flare in the case of an emergency;** **(iv) A person destroying a farm animal, or nuisance animal or nuisance bird on a bonafide farm;** **(v) A person employed by the Charlottetown Airport Authority to clear birds from Airport lands.** (Now re-numbered as Section 2.9 (c))			
To amend Nuisance Bylaw to improve enforcement efforts with respect to noise.	*nothing*	New Definition Section added as follows: **1.10 <u>"Point of Reception"</u> means any point on the premises of a person where sound, originating from other than those premises, is received;** (Now re-numbered as Section 1.11)	9-Apr-01	9-Apr-01	14-May-01
	Sections 1.9 "Owner" and 1.10 "Sound System"	Re-number Definition Sections "1.9 to 1.11" as follows: 1.9 Owner, 1.10 Point of Reception, 1.11 Sound System			
	nothing	New section added as follows: **2.3 No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.**			
	nothing	New section added as follows: **2.4. For the purpose of a prosecution pursuant to Section 2.2, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.**			
	nothing	New section added as follows: **2.14 For the purpose of a prosecution pursuant to Section 2.13, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighborhood is unreasonably disturbed by the noise.**			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
The amendments pertain to the enforcement efforts with respect to excessive noise by motor vehicles and to include an increased penalty for any subsequent offences.	*nothing*	Part 1 Add a new definition as Section 1.8: **1.8 "Motor Vehicle" means a vehicle that is powered, drawn, propelled or driven by any means other than muscular power.**	11-Jun-01	11-Jun-01	20-Jun-01
	2.3 No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.	Part 2 Amend Section 2.3 as follows: 2.3 **Any person who permits or engages** in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighborhood**, is guilty of an offence**.			
	2.4. For the purpose of a prosecution pursuant to Section 2.2, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.	Amend Section 2.4 as follows: 2.4 For the purpose of a prosecution pursuant to Sections 2.2 **and 2.3**, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighborhood is unreasonably disturbed by the noise.			
	2.14 For the purpose of a prosecution pursuant to Section 2.13, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighborhood is unreasonably disturbed by the noise.	Amend Section 2.14 as follows: 2.14 For the purpose of a prosecution pursuant to Sections **2.12 and** 2.13, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighborhood is unreasonably disturbed by the noise.			
To amend the section pertaining to Noise, in the use of vehicles, tools and gas powered equipment, to enable the City of Charlottetown to carry out work on behalf of the City and its citizens	2.12 (2) The provisions of paragraph (a) do not apply to equipment utilized for snow removal.	Amend Section 2.12 (2) as follows: 2.12 (2) The provisions of paragraph (a) do not apply to equipment utilized for snow removal, **or to any motor vehicle, lawn mower, chain saw or any other gas-powered or electrical tool or machine used or operated by, or on behalf of, the City.**	10-Sep-01	10-Sep-01	12-Sep-01
To discontinue hunting privileges within the City boundaries	2.9(b) Notwithstanding Section (a), property owners or a licensed hunter, with the written permission of the property owner, may apply to the Planning Department to have their property designated as a "hunting zone", wherein a firearm may be discharged for the purposes of hunting, under the provisions of the *Wildlife Conservation Act*, R.S.P.E.I. 1998, Cap. F-12 and governed by the following conditions: (i) applications for a hunting zone shall be filed prior to September 30th each year, and shall only be	Amend by removing Section 2.9(b) in its entirety; renumber subsection (c) to (b)	09-Aug-04	13-Sep-04	10-Jan-05

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	considered in those areas north of the Arterial Bypass Highway; (ii) applications for a hunting zone will be approved or denied based on this Bylaw, land use, safety of the public, the applicant's past compliance and other factors as deemed appropriate; (iii) an updated list of approved hunting zones will be maintained in Schedule "A" of this Bylaw, and will be valid for a one-year period; (iv) for the purposes of firearms use, hunting shall be restricted to the use of shotguns only. Those hunters involved in falconry may hunt with the aid of a falcon; (v) while hunting, no person shall discharge an approved firearm within 274 meters (300 yards) of any school or medical facility; (vi) except where provided otherwise in this Bylaw, provisions of the *Wildlife Conservation Act*, R.S.P.E.I. 1998, Cap. F-12, shall apply to all designated hunting zones.				
To amend to establish enforcement tools dealing with noise and conduct, to reword section on moving buildings to align with current procedures, to increase penalties and minor housekeeping wording changes	*Nothing*	Add new definition: 1.10 **"Night Time"** means the period beginning at 11:00 p.m. and ending the following day at 7:00 a.m.	13-Jun-05	13-Jun-05	20-Jun-05
	PART II: GENERAL PROVISIONS Disturbance 2.1 Any person who, willfully or wantonly rings any doorbell or knocks at any door, building or fence so as to disturb or annoy any person in his dwelling, place of business, or meeting place is guilty of an offence. Disorderly Premises 2.2 Any person who permits or engages in shouting, fighting, screaming or making of any loud noise or any other improper or disorderly conduct in the house or premises occupied by such person, that is, reasonably capable of disturbing the neighbours or passers-by is guilty of an offence. 2.3 Any person who permits or engages in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood, is guilty of an offence. 2.4 For the purpose of a prosecution pursuant to	Sections rearranged, renumbered and amended as follows: **PART II: DISORDERLY PREMISES/CONDUCT PROVISIONS** 2. Disorderly Premises 2.1 Any person who disturbs neighbors or passers-by by permitting or engaging in shouting, fighting, screaming or the making of any loud noise or any other improper or disorderly conduct in the house or premises occupied by such person is guilty of an offence. 2.2 Any person who permits or engages in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood is guilty of an offence. Disorderly Conduct 2.3 A person shall be guilty of disorderly conduct if, he or she is likely to create, or has created, a nuisance, by doing one, or more, of the following: (a) Screaming, shouting, yelling, fighting or initiating any other disruptive noise, commotion or action on public streets, public places or in any premise adjacent thereto in such a manner as to disturb any person within the area of audibility;			

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	Sections 2.2 and 2.3, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise. By Play Obstructing 2.6 Any person who by coasting, skateboarding or roller blading, or skating or by throwing or propelling stones, balls, snowballs or other things, or by playing any game, so as to molest, harass, or obstruct vehicular traffic or pedestrians in the City is guilty of an offence. Loitering 2.7 (a) Any person who stands or loiters on or about the doorways, steps or entrances of buildings, school property, or on any roads, streets, sidewalks, walkways or alleys, or in the common areas of shopping center's, shopping malls or shopping complexes, or in any way obstructs or annoys vehicular traffic or pedestrians by standing across any sidewalk, crossing or footwalk, or by improperly accosting such vehicular traffic or pedestrians in the City is guilty of an offence. (b) No person shall be convicted of an offence under this section where he establishes that he was standing or loitering in a prohibited place for the purpose of obtaining access to such place or for some other lawful purpose requiring his presence in that place. Defacing 2.8 (a) Any person who willfully or wantonly defaces or injures any public or private building, fence or other structure or any property of any nature by any means howsoever, or defaces, alters or destroys any public notice issuing from the Dominion or Provincial Governments or from the City, or any private notices placed by the authority of the City on public property before the time mentioned in such notice for the happening of any event stated therein is guilty of an offence. (b) Where any person has caused to be erected or has erected any public notice issuing from the Dominion or Provincial Governments, or from the	(b) Addressing profane, obscene or abusive language or threats of violence to any person present so as to create a nuisance; (c) Failing or refusing to obey a lawful order of dispersal by a police officer, where two (2) or more persons are committing acts of disorderly conduct in the immediate vicinity; (d) Willfully or wantonly ringing any doorbell or knocking at any door, building or fence so as to disturb or annoy any person in his dwelling, place of business, or meeting place; (e) Performing as a street musician or busker during night time hours; (f) Without lawful excuse, loitering, crowding, congregating, or failing or refusing to disperse when ordered to do so by a police officer on the public streets or sidewalks so as to unreasonably obstruct or interfere with pedestrian or vehicular traffic, and by doing so, creating an unsafe condition for vehicular or pedestrian traffic or use of such street or sidewalk; (g) Molesting, harassing, or obstructing vehicular traffic by coasting, skateboarding, roller blading, skating or by throwing or propelling stones, balls, snowballs or other things, or by playing any game; (h) Willfully or wantonly defacing or injuring any public or private building, fence or other structure or any property of any nature by any means howsoever; (i) Making or lighting any fire in any street, or setting fire to any fireworks within the City unless specially authorized by the Council. 2.4 For the purpose of a prosecution pursuant to Sections 2.1 and 2.2, evidence that one (1) neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise. 2.5 Any person who contravenes the provisions of Sections 2.1, 2.2 and 2.3 is guilty of an offence. **PART III: GENERAL NUISANCE PROVISIONS** 3. Public Notices 3.1 (a) Any person who defaces, alters or destroys any public notice issuing from the Dominion or Provincial Governments or from the City, or any private notices placed by the authority of the City on public property before the time mentioned in such notice for the happening of any event stated therein is guilty of an offence; (b) Where any person has caused to be erected or has erected any public notice issuing from the Dominion or Provincial Governments or from the City, or any private notices whether placed by the authority of the City on public property or not, the City has the power to remove any such notice upon the happening of any events stated therein or after the			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	City, or any private notices whether placed by the authority of the City on public property or not, the City has the power to remove any such notice upon the happening of any events stated therein or after the time mentioned therein for the happening of any event. Fires, Fireworks 2.10 Any person who makes or lights any fire in any street, or who sets fire to any fireworks within the City unless specially authorized by the Council is guilty of an offence.	time mentioned therein for the happening of any event. Private Parties 3.2 Except where approved through a license issued by the PEI Liquor Control Commission, any person who offers or permits the use of or gathers at any non-residential property or building for the purpose of playing music, dancing or similar entertainment beyond the hour of 1:00 a.m., unless otherwise approved by Council, is guilty of an offence.			
	2.16 The moving of buildings within the City shall be done only under the written authority of the Chief Administrative Officer or his designate. Written authority shall include the course to be followed and the place occupied overnight. (a) Any person who moves or causes to be moved any building on any of the streets or squares of the City without written permission, is guilty of an offence. (b) Any person in so moving or causing to be moved any such building or any apparatus to stand on any street at night without being sufficiently lit to prevent danger to passengers and traffic generally is guilty of an offence.	Amend former 2.16 [new 3.10] as follows: 3.10 The moving of buildings within the City shall be done only under the written authority of the **Planning Department**. The moving permit shall include the course to be followed and, **where applicable, the location the building will occupy** overnight. (a) Any person who moves or causes to be moved any building on any of the streets or squares of the City without **an approved permit**, is guilty of an offence. (b) Any person, in so moving or causing to be moved any such building or **apparatus used in moving, who fails to sufficiently light such building or apparatus in a manner that may cause danger to passengers and traffic is guilty of an offence**.			
	3.1 (a) Every person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to: (1) a minimum fine of not less than $100 and not more than $500 for a first offence and a minimum fine of not less than $250 and not more than $1,000 for any subsequent offence;	Amend former 3.1(a)(1) [new 4.1(a)] as follows: 4.1 Every person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to: (a) a minimum fine of not less than **$200** and not more than $500 for a first offence and a minimum fine of not less than **$400** and not more than $1,000 for any subsequent offence;			
		Renumbering throughout bylaw; and minor wording changes in new Sections 3.12, 3.13(1) and 3.15			
To amend Section 3.11 with respect to garbage receptacles	3.11 Any person who throws, puts, places, or lets fall any litter, trash (paper or otherwise) dirt, filth, or other nuisance matter on any street, square, lane, sidewalk, wharf or bridge of the City, or from any street, square, lane, sidewalk, wharf or bridge upon any adjoining property is guilty of an offence.	Amend as follows: 3.11(a) **Except where otherwise provided in Section 3.11(b) or (c),** any person who throws, puts, places, or lets fall any litter, trash (paper or otherwise), dirt, filth, or other nuisance matter on any street, square, lane, sidewalk, wharf or bridge of the City, or from any street, square, lane, sidewalk, wharf or bridge upon any adjoining property is guilty of an offence.	12-Dec-05	12-Dec-05	09-Jan-06

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
		(b) Except where other collection methods have been made with Island Waste Management Corporation (IWMC), waste, compost and recyclable materials shall be in receptacles/ containers or packaged, as approved by IWMC, and placed for collection by IWMC in front of the premises as close as practicable to curb, edge of sidewalk or street between the hours of 5:00 PM the day prior to collection and 7:00 PM the day of collection. **(c) The provisions of Section 3.11(b) do not apply during the periods of the annual spring and fall clean-up as advertised by IWMC.**			
To amend by adding new subsections to Section 3.6(b) permitting snow clearing/removal in commercial and residential areas after snowfall.	3.6(b) The provisions of paragraph (a) do not apply to equipment utilized for snow removal, or to any motor vehicle, lawn mower, chain saw or any other gas-powered or electrical tool or machine used or operated by or on behalf of the City.	Amend as follows: 3.6 (b) The provisions of paragraph (a) do not apply to: (i) equipment utilized for snow removal, or to any motor vehicle, lawn mower, chain saw or any other gas-powered or electrical tool or machine used or operated by or on behalf of the City; or (ii) contractors pushing or removing snow from both residential and commercial premises within twenty-four (24) hours after a snowfall in excess of four (4) centimeters; or (iii) a snow clearing device powered by an engine of any kind, in a residential area used to remove snow that is blocking a driveway so as to prevent egress from that premise within twenty-four (24) hours of a snowfall in excess of four (4) centimeters.	08-May-06	08-May-06	10-May-06
To amend to provide for excessive nuisance abatement fees associated to the residential property owner and minor housekeeping changes.	1.6 **"Hunting"** means any chasing, pursuing, worrying, following after on the trail of, or any searching for, shooting at, stalking, lying in wait for, any wildlife, whether or not the wildlife is then or subsequently captured, killed or injured;	Definition removed – omitted in 2005 bylaw amendments to discontinue hunting privileges with City boundaries	09-Oct-07	09-Oct-07	23-Oct-07
	Nothing (former Hunting definition)	Add new definition: 1.6 **"Inspector"** means the Chief Building Inspector, Building Inspector, Fire Inspector, police officer, or their designate who is to carry out the duties assigned by Council pursuant to this Bylaw.			
	Nothing (new definition)	Add new definition: 1.10 **"Nuisance Service Call"** means a Police or Planning Department response to and abatement of any activity, conduct or condition occurring on or near a Residential Property which substantially and unreasonably interferes with a person's use and enjoyment of a public place or of land or premises occupied by that person or which causes injury to the health, comfort or convenience of an occupier of land and, without limiting the generality of the foregoing, may include one or more of the following conduct, activities or conditions occurring or committed within or near a Residential Property:			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
		(a) noises or sounds that disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public, including but not limited to, the residents of a Residential Property or the neighbourhood; (b) conduct, activities or conditions which constitute a violation of any Federal or Provincial statute prohibiting or regulating controlled substances, prostitution, alcohol or firearms; and (c) conduct, activities or conditions which constitute causing a disturbance or disorderly conduct contrary to the Criminal Code of Canada.			
	1.12 **"Owner"** includes: (a) A person managing the subject property for the Registered owner; (b) A tenant, lessee, or other person in possession or occupancy of the subject property; (c) An executor, administrator, trustee, agent or other person managing the subject property for the registered owner; (d) When used in reference to real property, includes a person assessed for the property pursuant to the Real Property Assessment Act, R.S.P.E.I. 1988, CAP. R-4.	Amended as follows: 1.12 **"Owner"** includes: (a) A tenant, lessee, or other person in possession or occupancy of the subject property; (b) An executor, administrator, trustee, agent or other person managing the subject property for the registered owner; (c) When used in reference to real property, includes a person assessed for the property pursuant to the Real Property Assessment Act, R.S.P.E.I. 1988, CAP. R-4. **(d) When used in reference to a Nuisance Service Call, includes a person who has any legal right, title, estate or interest in a Residential Property and shall include, without limitation, a landlord, lessor, sublessor or other person permitting the occupation of a rental unit, their agents, heirs, assigns, personal representatives and successors in title.**			
	Nothing	Add new definition: 1.13 **"Person"** includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law;			
	Nothing	Add new definition: 1.15 **"Residential Property"** means any property in which sleeping accommodations are provided for normal residential purposes and includes any property designed or used to provide sleeping accommodations, including but not limited to single family dwellings, duplexes, hotels, motels, inns, dormitories, apartment buildings, board and care facilities, lodging and rooming houses, tourist homes, bed and breakfast operations or marine vessels;			
	3.8 For the purpose of a prosecution pursuant to Sections 3.3 and 3.4, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably	Amended as follows: 3.8 For the purpose of a prosecution pursuant to Sections **3.2**, 3.3, 3.4, **3.5, 3.6 and 3.7**, evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
	disturbed by the noise.	unreasonably disturbed by the noise.			
	3.4 (b) (v) a person employed by the Charlottetown Airport Authority to clear birds from Airport lands.	Amended as follows: 3.4 (b) (v) a person employed by the Charlottetown Airport Authority to clear birds from **Charlottetown Airport Authority** lands.			
	Nothing (Part V Interpretation)	Add new section as follows and renumber "Interpretation" as Part VI: **PART V – REPEAT NUISANCE SERVICE CALLS** **5. 5.1 Where police or planning officials have been required to respond to three (3) or more nuisance service calls for a Residential Property within a twelve (12) month period in response to or for the abatement of nuisance conduct, activity or condition, the City may impose upon the Owner of that Residential Property an excessive nuisance abatement fee in accordance with the amounts prescribed in Schedule "A" of this bylaw for each additional nuisance service call responded to at that Residential Property within the twenty-four (24) month period following the Inspector's notice referred to in Section 5.2.** **5.2 Notwithstanding Section 5.1, where legal title to a Residential Property is transferred, nuisance service calls made before the date that the new Owner obtains legal title to the Residential Property shall not apply to a determination under 5.1 of whether excessive nuisance abatement fees are payable. The new Owner shall, in any event, be liable for all unpaid excessive nuisance fees imposed against the Residential Property in respect of past nuisance service calls. Prior to imposing an excessive nuisance abatement fee, the Inspector shall first provide written notice to the Owner of the residential property describing in reasonable detail the nature of the nuisance conduct, activity or condition that has occurred, been maintained or permitted in, on or near the residential property and:** **(a) informing the Owner that the nuisance conduct, activity or condition must be abated within 60 days, or such other period of time as the Inspector considers reasonable in the circumstances, and steps taken to ensure that the nuisance conduct, activity or condition does not reoccur; and** **(b) advising the Owner that they may be subject to the imposition of excessive nuisance abatement fees for each additional nuisance service call responded to at the same residential property within the twenty-four (24) month period following service of the Inspector's notice; and** **that the imposition of such fees is in addition to the City's right to seek other legal remedies or actions for abatement of the**			

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
		nuisance. **(c) Service of the notice referred to in Section 5.2 will be sufficient if the notice:** **(i) in the case of service on an individual, is served personally or mailed by prepaid registered mail to the address of the Owner shown on the then current year's real property assessment roll for the Residential Property for which the notice is issued;** **(ii) in the case of service on a corporation, is served personally on a director, officer or manager of the corporation or by leaving it at or mailing it by registered mail to the registered office of the corporation.** **(d) Excessive nuisance abatement fees shall be paid by the Owner, as defined in Section 5.2(c)(i) and (ii) upon receipt of invoice from the City. If the amount of each such invoice is not paid in full before the 31st day of December in the year received, upon written notice to the Owner, the amount shall be added to and form part of the taxes on the Residential Property, as taxes in arrears.** **(e) Nothing in this Part V shall be construed to limit the City's other available remedies for violation of this or any other City bylaw.**			
	Nothing	Add new schedule: **SCHEDULE "A"** **EXCESSIVE NUISANCE ABATEMENT FEES** **1. Police Nuisance Response and Abatement Service Call ……. $195.00/call** **2. City Staff Nuisance Response and Abatement Service Call…… $ 50.00/hr** **3. Administration Fee…….10% on Total Service Call Fees**			
To add three new definitions as 1.1, 1.2 and 1.18 and add new section 3.16 and 3.17 dealing with solicitation	*Nothing*	1.1 **"Aggressive Solicitation"** means soliciting in a manner that is likely to cause a reasonable person to be concerned for his or her safety or security. 1.2 **"Captive Audience Solicitation"** means when a person is solicited in one of the captive audience situations. These generally refer to a person has no choice but to attend/stand in a particular location. 1.18 **"Solicit"** means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return. Solicitation 3.17 (a) A person shall not solicit in an aggressive manner in any public place.	**11-Apr-16**	**11-Apr-16**	**09-May-16**

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
		(b) For the purpose of this section, and without limiting the generality of the phrase, a person shall be considered to be soliciting in an "aggressive manner" if they: (i) obstruct or impede the passage of another person; (ii) make continued requests or solicitations after receiving a negative response from another person (iii) insult, threaten, coerce or intimidate another person; (vii) make physical contact with another person; or (viii) are intoxicated by alcohol or under the influence of illegal drugs; while soliciting. 3.18 Notwithstanding Section 3.17 (a) and (b), no person shall solicit on a street, sidewalk or other public place within 5 meters of what is considered a captive audience, which includes: (i) a person who is using, waiting to use, or departing from an automated teller machine; (ii) a person who is using or waiting to use a pay telephone or a public toilet facility; (iii) a person who is waiting at a taxi stand or a public transit stop; (iv) a person who is in or on a public transit vehicle; (ix) a person who is in the process of getting in, out of, on or off a vehicle or who is in a parking lot; or (x) while on a roadway, a person who is in or on a stopped, standing or parked vehicle.			
Part I – include "livestock" as a definition Part III – add Section 3.5 to include prohibitions and exemptions for livestock	*Nothing* *3.5 pertaining to Livestock was added*	1.9 **"Livestock" means any domestic fowl (including chickens, geese, ducks, turkeys, guinea fowl, etc.), horse, donkey, mule, bull, ox, cow or other cattle, goat, swine sheep, llama, mink, fox, emu or ostrich or the young thereof; but specifically excludes dogs and cats.** 3.**5 (a)No person shall keep livestock in any area of the City.** **(b) Subsection (a) shall not apply to the areas known as:** **(i) any undeveloped existing parcel of land in a residential zone, as defined in section 4.76 of the Zoning and Development Bylaw, that is not less than 100 m (325 ft.) in width and 1 hectare (2.45 acres) in size;** **(ii) the University of Prince Edward Island;** **(iii) the Atlantic Veterinary College;** **(iv) Government of Canada Experimental Farm;** **(v) Red Shores Racetrack & Casino;** **(vi) Old Home Week Exhibition;** **(vii) Areas identified as resting places for horse and carriage tours;** **(viii)the property of the Prince Edward Island Humane Society;** **(ix)the premises of an accredited veterinary facility under the supervision of a veterinarian licensed pursuant to the Veterinary Professions Act;**	**14-Aug-17**	**14-Aug-17**	**11-Sept-17**

NUISANCE BYLAW

Amendment Summary	Previous Wording	Amendment Detail	1st Reading	2nd Reading	3rd Reading
		(x) any area lawfully used for a travelling show, petting zoo, other like shows, parades, festivals or events ; and **(xi) any area lawfully used as a zoo.** **(c) For the purposes of this section, livestock shall be deemed to be running at large if found in any place other than the premises of the owner of the livestock or operator as defined in subsection (b) and not under the control of any person.** **(d) No owner of livestock or operator of areas listed in 3.5 (b) shall permit any livestock to run at large in the City.** **(e) The owner or operator of any area zoned for an agricultural purpose or listed in section 3.5 (b) shall, at the City's request, seize and confine any livestock running at large in the City and shall make reasonable efforts to determine the identity of the owner of the livestock and to inform the owner that the livestock has been confined.** **(f) The owner or operator of any area zoned for an agricultural purpose or listed in section 3.5 (b) from which any livestock was found running at large shall be liable for all damages caused by such livestock and for the expenses, if any, incurred by the City of Charlottetown.**			

City of Charlottetown Committee Report

Report No: 04-2026-03

Date: April 21, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Attachments:
- None

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
AFC T. Jenkins

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receive this report as information.

Operational Report	
March 1-31, 2026	
Fire Inspections	
General Inspections	4
Inspections with HCOs Issued	3
Inspections Closed	4
Fire Investigations	1
Plan Reviews, Permits, Consults	25
Education Sessions, Fire Drills	
Emergency Responses	
Total Calls	90
Station 1	15
Engine 1 12-8	10
Engine 1 8-4	20
Engine 1 4-12	12
Station 2	33

Department Activities & Highlights:

- **Department Activities & Highlights:**
- Members participated in the annual Muscular Dystrophy Boot Drive at the Royalty Crossing Mall and the "big" Superstore.
- Our newest Relief Firefighters have all accepted their offers and have begun their orientation, welcome Colby Smith, Emily Reynolds, Jon Paglia, and Ross Martin.
- Our Firefighter Curling Team from Charlottetown, representing Prince Edward Island well at the 64th Canadian Firefighter Curling Championship in Truro, Nova Scotia.

Training: A very busy training period once again including Level I field training, hands-on defensive driving, more Medical First Responders, Hazardous Materials, Pet Rescue and Pet CPR, ice rescue, and Incident Command training, plus in-house training on Naloxone, hands on Medical Frist Responder, ropes, forcible entry, CPR and AED, Saving-Your-Own, Thermal Imager tips and tricks, the art of reading smoke, fire flow paths, and many informal training sessions.

Our Department Deputy Chief Kent Mitchell remains out of the office as he recovers from his health challenges. Our entire Department wishes him a very fast recovery and return to duty. Take care, Kent!

Our entire team, Administration, Fire Inspectors, and Firefighters (career and volunteer) of all ranks, have been doing an amazing job of stepping forward with offers to help out in any way possible to keep the Fire Department moving forward since the departure of Fire Chief Mamye. We are working diligently toward a transition with the new Fire Chief to start work without having too many administrative fires to put out.

Council or Committee History:

- Monthly updates

Financial Implications:

- Not at this time.

Public Engagement and Communication:

- N/A

Legislative Authority:

- MGA

Strategic Alignment:

Our commitment – Transparency to Strength Accountability and Trust.

Reviewed By:

Manager / Director	**CAO**
AFC T. Jenkins	B. MacConnell

Committee Recommendation: (if differing from staff)

Monthly Council Meeting Statistics - Apr, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	0	0	4	#DIV/0!	-100%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	33	28	133	39	124	-28%	7%
Sexual (sex assault, voyeurism)	9	8	20	4	25	100%	-20%
Sexual Child related	4	4	19	3	17	33%	12%
Threats	28	22	121	27	136	-19%	-11%
Hate Crimes (new Jan 2026)		0	5	2	3	-100%	67%
Total Crimes Against Persons	**74**	**62**	**294**	**73**	**306**	**-15%**	**-4%**

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	14	11	38	7	35	57%	9%
Theft Under $5000	47	39	115	42	116	-7%	-1%
Theft from Motor Vehicles	10	10	26	7	66	43%	-61%
Theft of Motor Vehicles	6	4	8	2	7	100%	14%
Shoplifting	8	8	40	7	53	14%	-25%
Mischief Under $5000	34	32	103	27	89	19%	16%
Frauds	25	22	72	28	84	-21%	-14%
All Other Property Crimes		25	64	18	60	39%	7%
Total Property Crimes	**173**	**151**	**466**	**138**	**510**	**9%**	**-9%**

Impaired/CDSA/Other/Total Occurrences	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
All cc Driving & Impaired	32	23	98	33	98	-30%	0%
CDSA	20	20	63	12	53	67%	19%
All Other Criminal Code	64	63	226	50	207	26%	9%
Total Monthly Occurrences		1351	5347	1349	5310	0%	1%

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	801	801	3582	1780	6502	-55%	-45%
Nuissance	61	60	142	23	107	161%	33%
Dog	3	3	15	0	8	#DIV/0!	88%
Total	864	864	3739	1803	6617	-52%	-43%
LCA	25	25	87	18	84	39%	4%

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	108	108	362	69	315	57%	15%
HTA Violations		186	685	202	982	-8%	-30%
Other Traffic	14	14	41	7	24	100%	71%
Motor Vehicle Collisions		80	395	78	393	-100%	1%

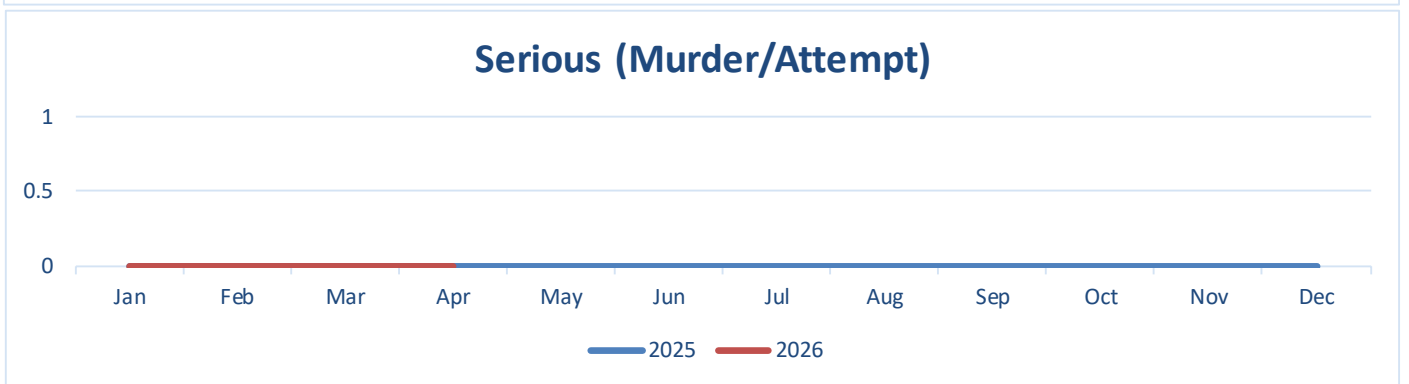
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		21	97	26	182	-19%	-47%
Mental Health Act		81	336	81	406	0%	-17%
Wellbeing check		59	249	65	221	-9%	13%
Total MHA + Wellbeing checks		**140**	**585**	**146**	**627**	**-4%**	**-7%**

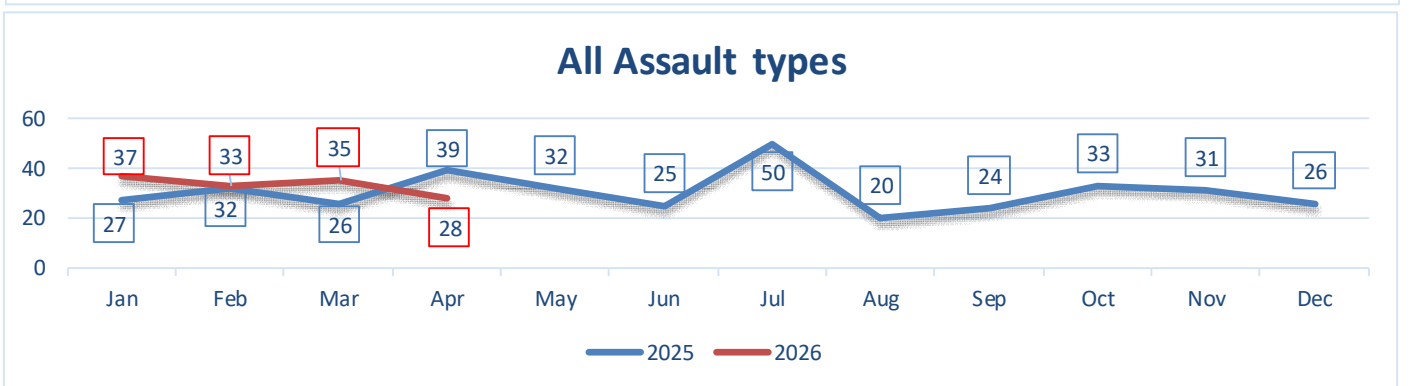
* Attempt/threat of suicide is inclusive with MHA, do not add both results.

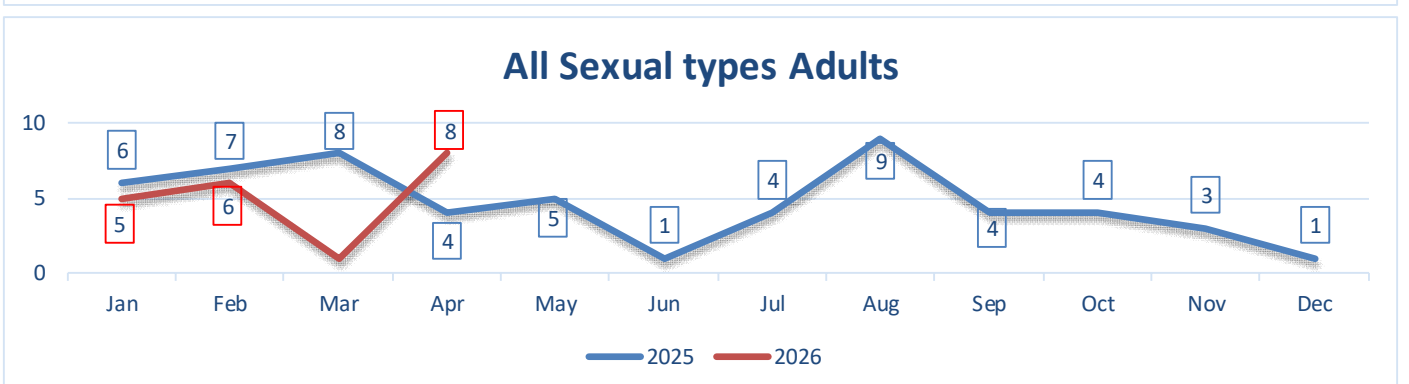
Monthly Council Meeting Statistics - Apr, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Robbery	0	0	0	0	4	#DIV/0!	-100%
Serious (Murder)	0	0	0	0	0	#DIV/0!	#DIV/0!
All type Assaults	33	28	133	39	124	-28%	7%
Sexual (sex assault, voyeurism)	9	8	20	4	25	100%	-20%



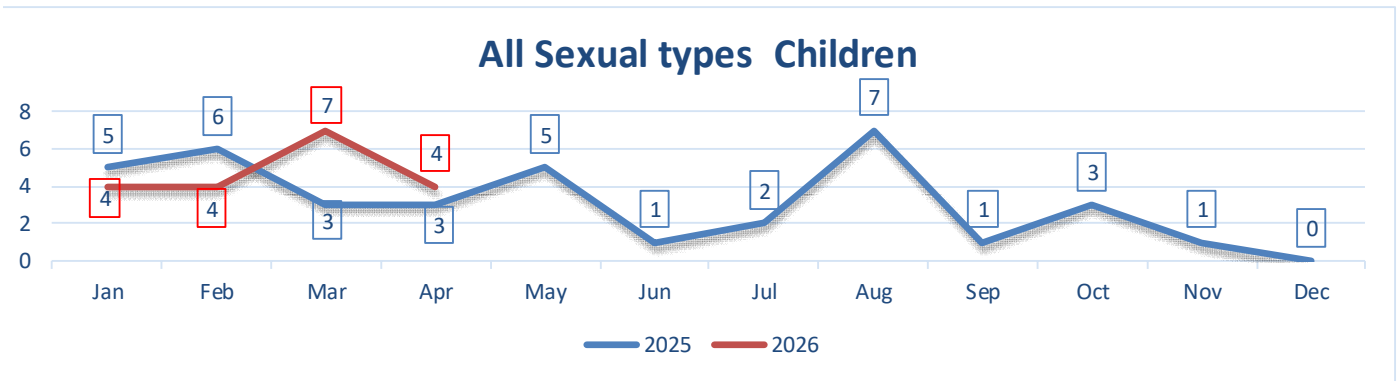




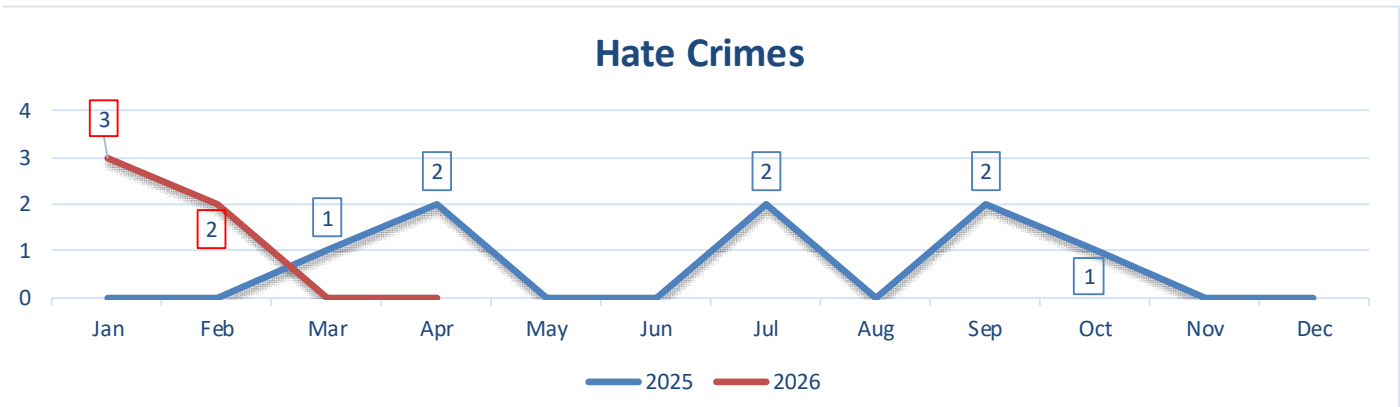


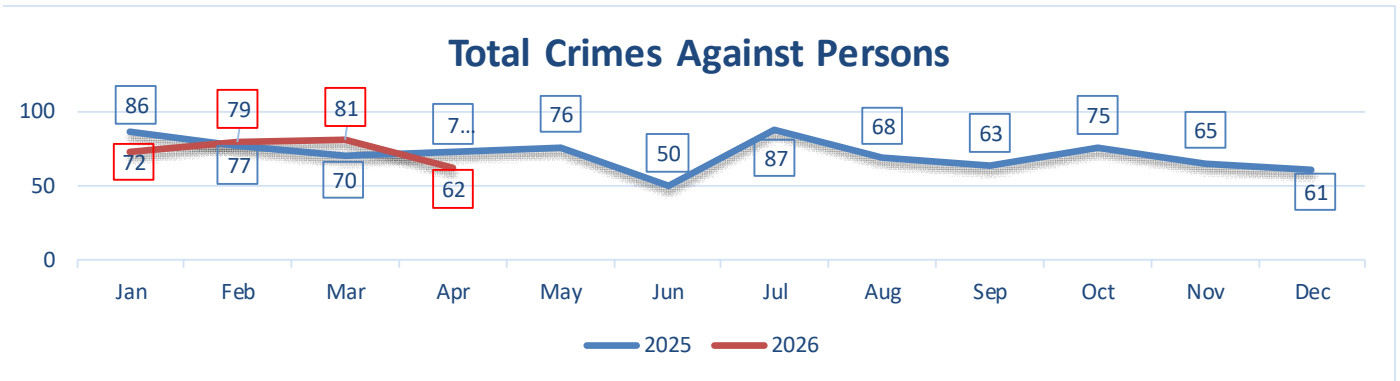
Monthly Council Meeting Statistics - Apr, 2026

CRIMES AGAINST PERSONS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Sexual Child related	4	4	19	3	17	33%	12%
Threats	28	22	121	27	136	-19%	-11%
Hate Crimes (new Jan 2026)		0	5	2	3	-100%	67%
Total Crimes Against Persons	**74**	**62**	**294**	**73**	**306**	**-15%**	**-4%**









Monthly Council Meeting Statistics - Apr, 2026

PROPERTY CRIMES	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Break & Enter	14	11	38	7	35	57%	9%
Theft Under $5000	47	39	115	42	116	-7%	-1%
Theft from Motor Vehicles	10	10	26	7	66	43%	-61%
Theft of Motor Vehicles	6	4	8	2	7	100%	14%
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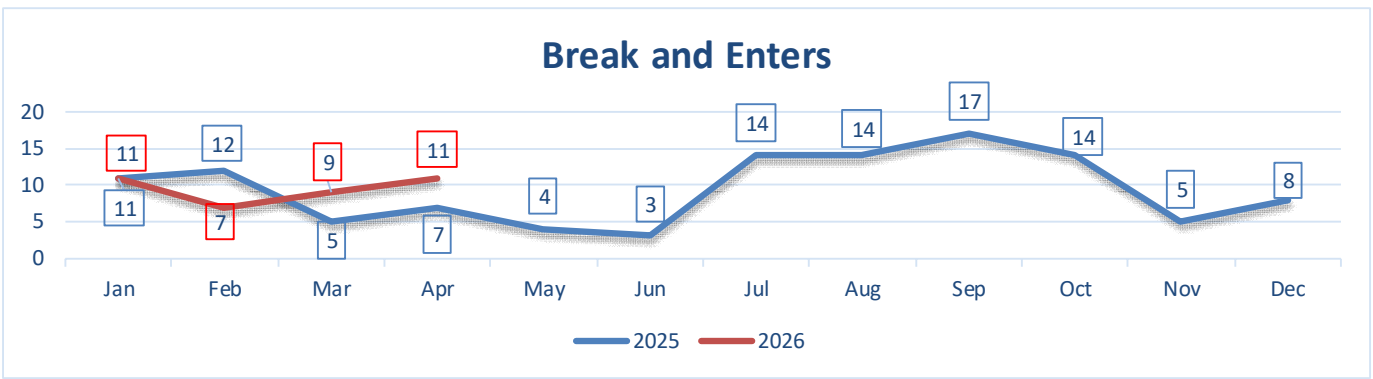

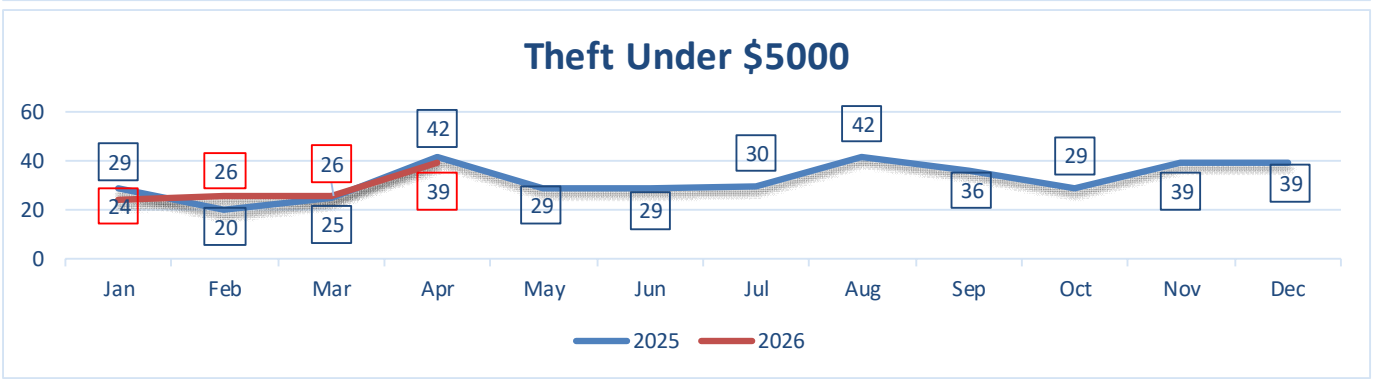

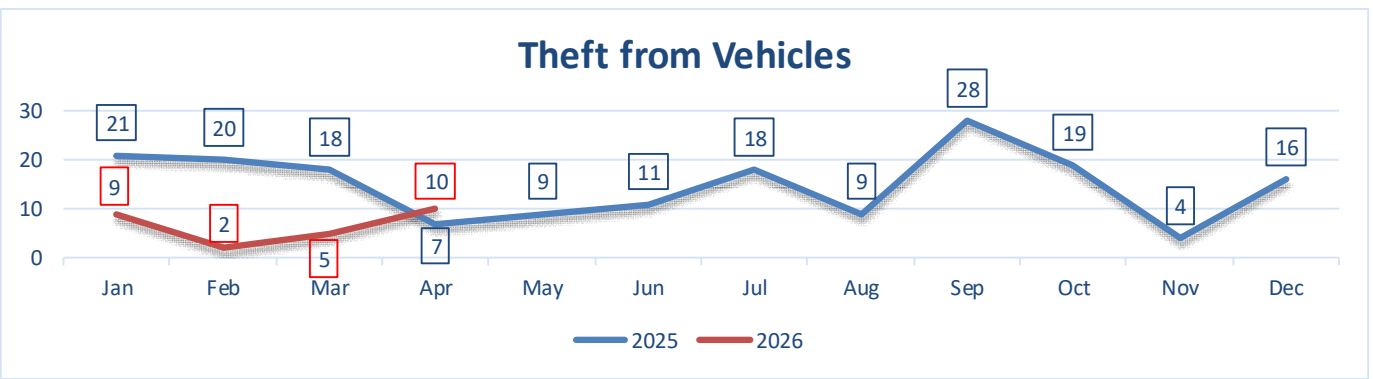

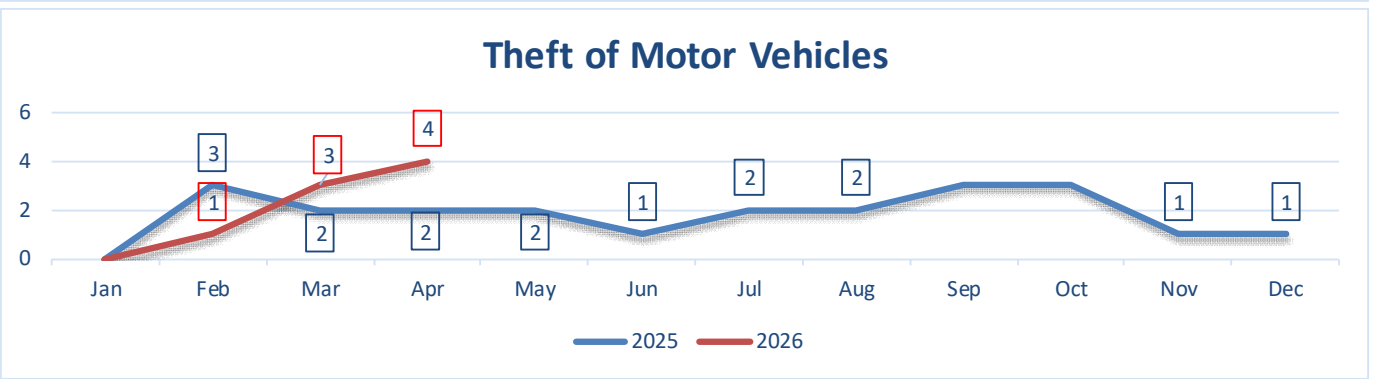



Monthly Council Meeting Statistics - Apr, 2026

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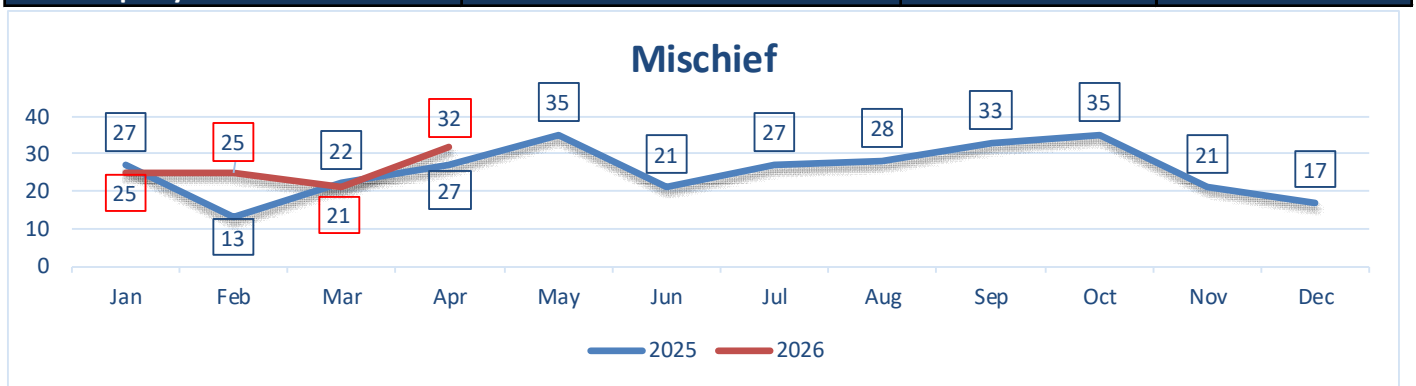

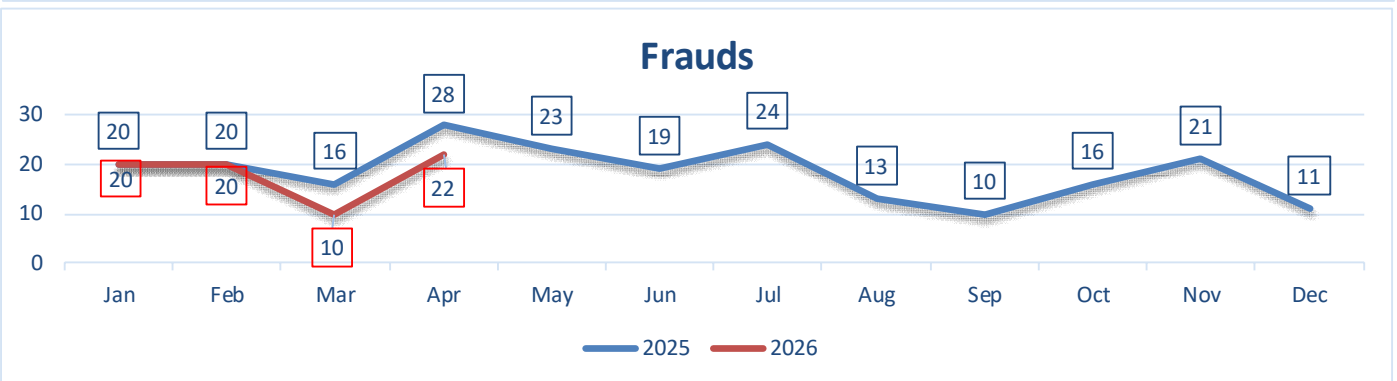

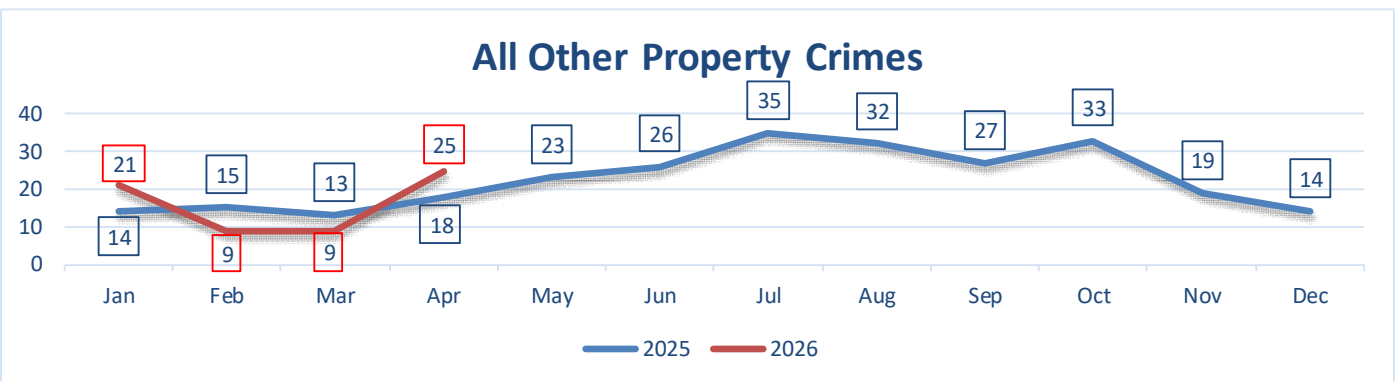

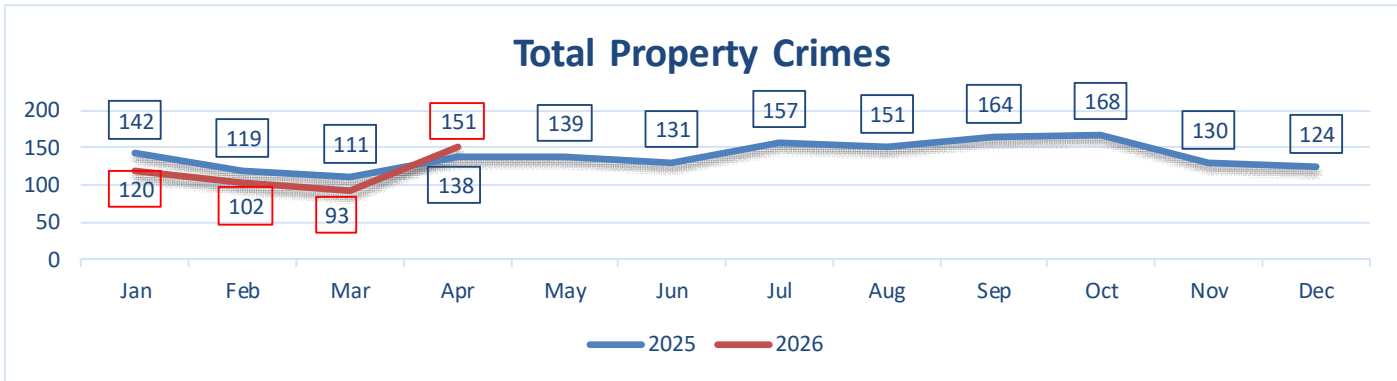

Monthly Council Meeting Statistics - Apr, 2026

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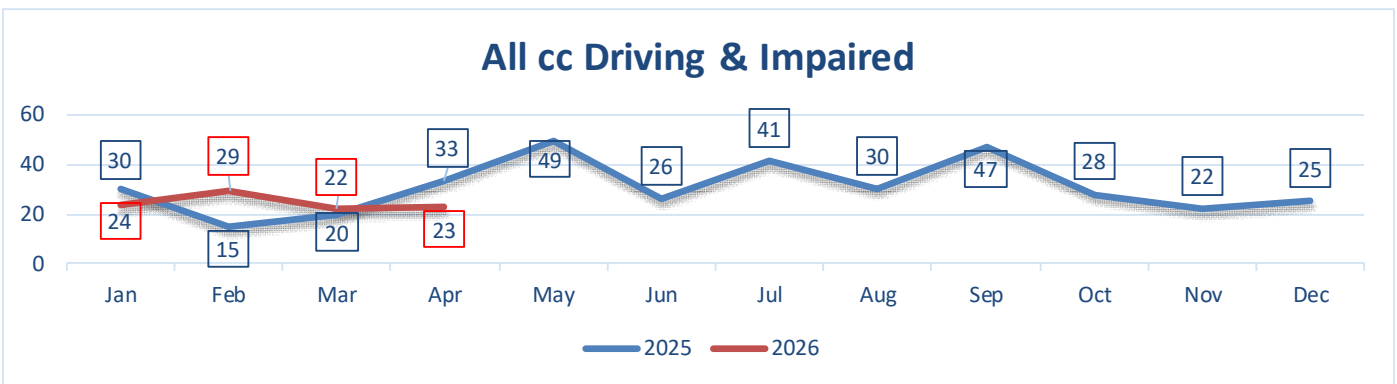
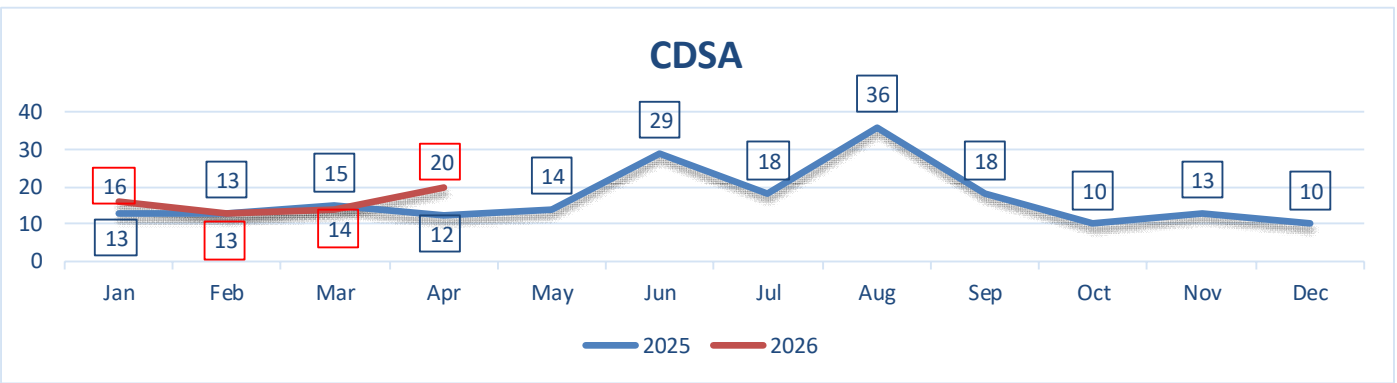
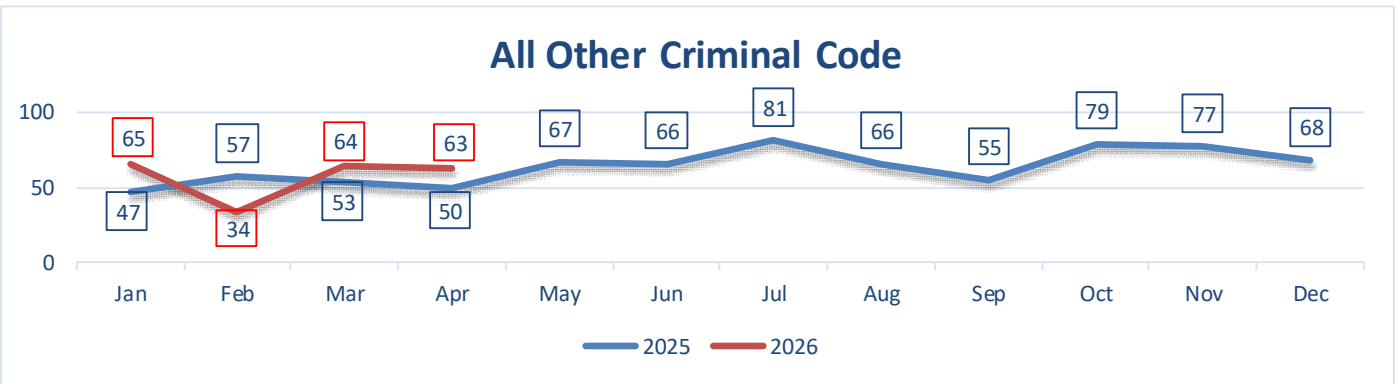
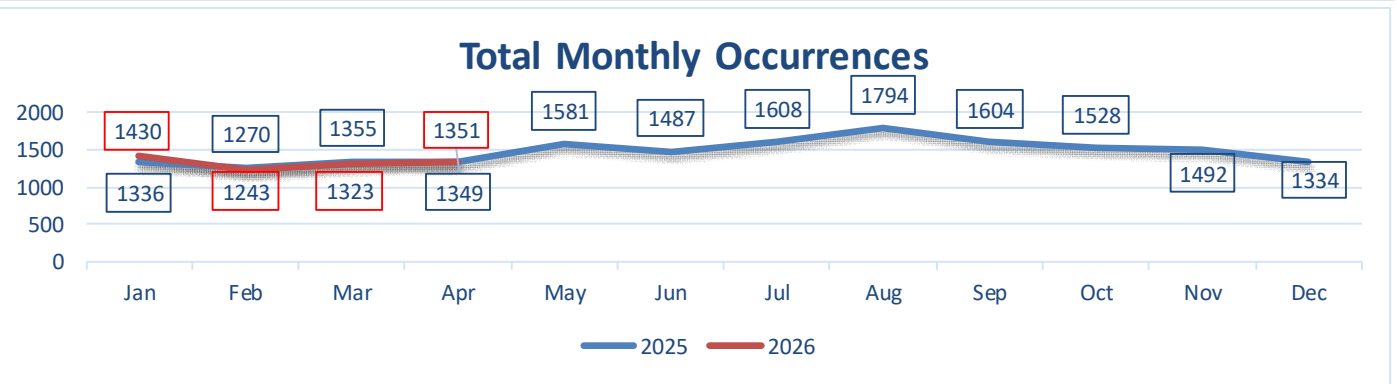
All Other Criminal Code	64	63	226	50	207	26%	9%
Total Monthly Occurrences		1351	5347	1349	5310	0%	1%





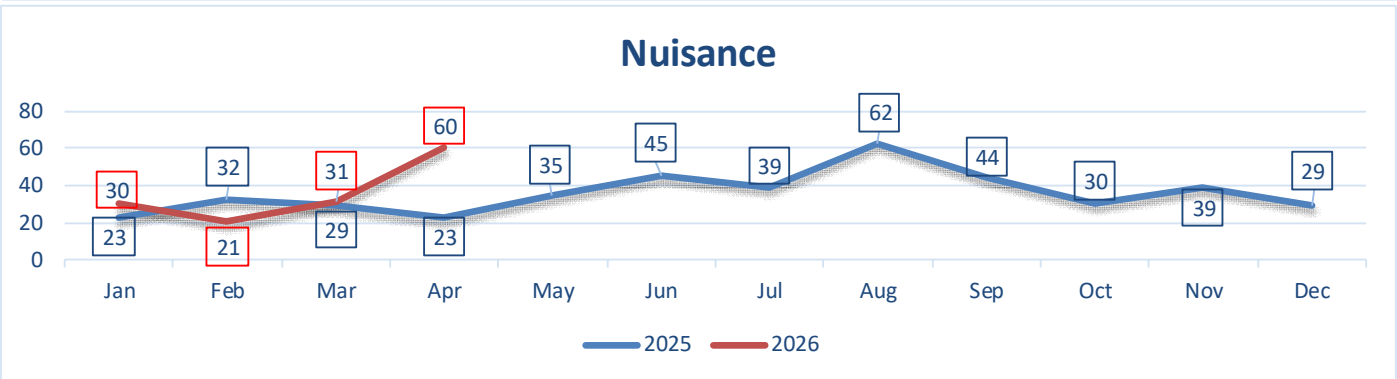


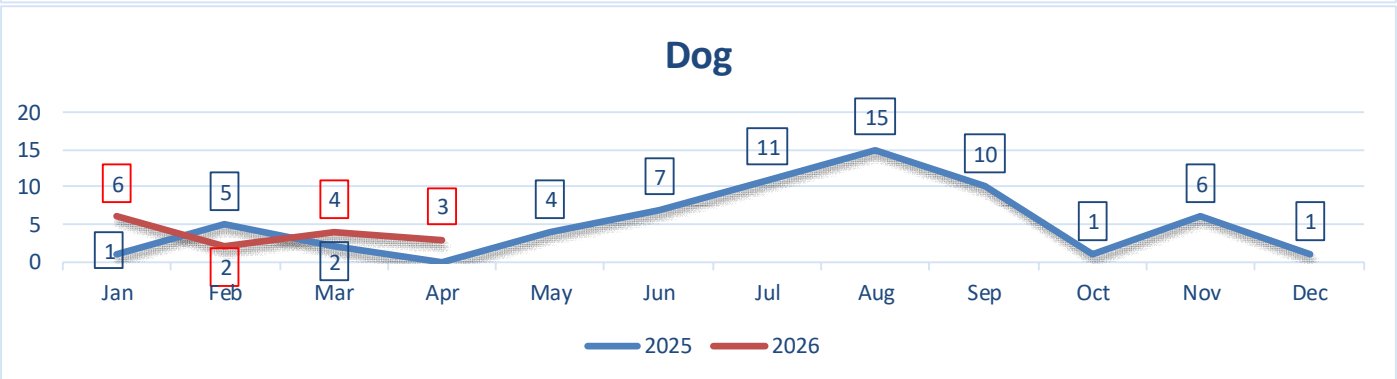


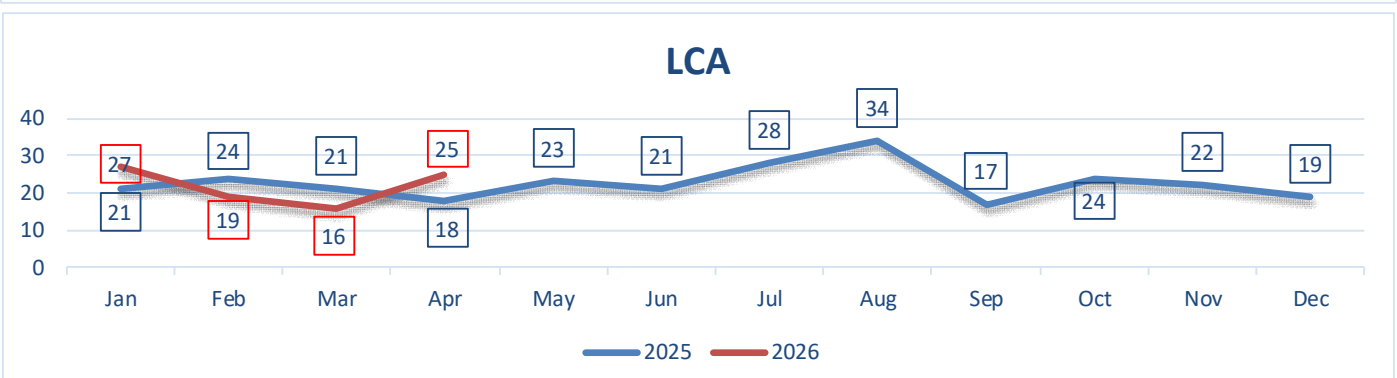
Monthly Council Meeting Statistics - Apr, 2026

MUNICIPAL BYLAWS	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Parking	801	801	3582	1780	6502	-55%	-45%
Nuissance	61	60	142	23	107	161%	33%
Dog	3	3	15	0	8	#DIV/0!	88%
Total	864	864	3739	1803	6617	-52%	-43%
LCA	25	25	87	18	84	39%	4%



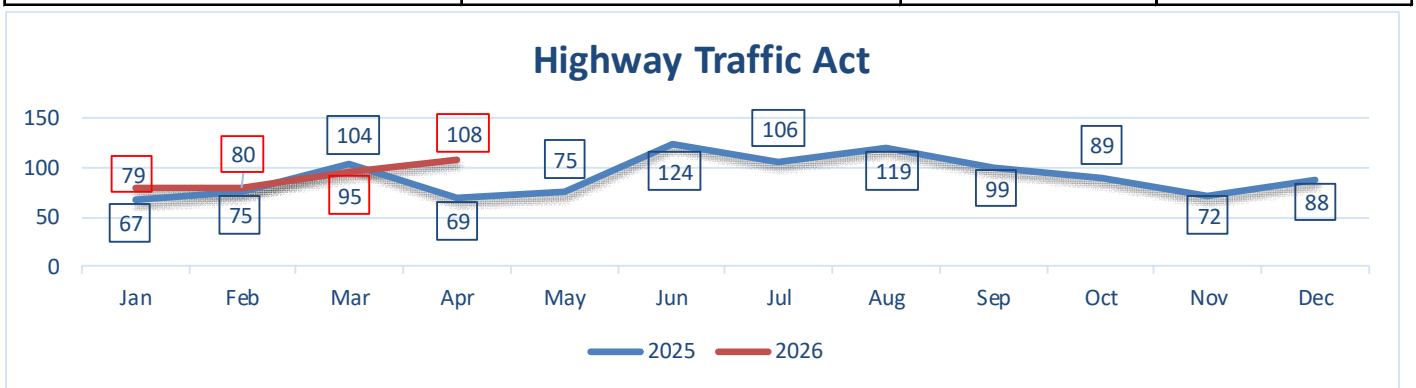


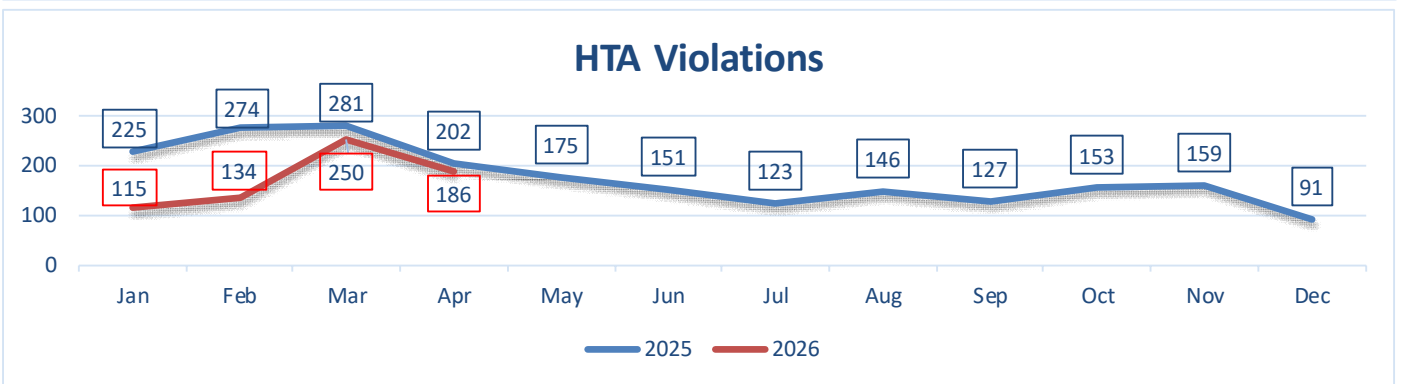


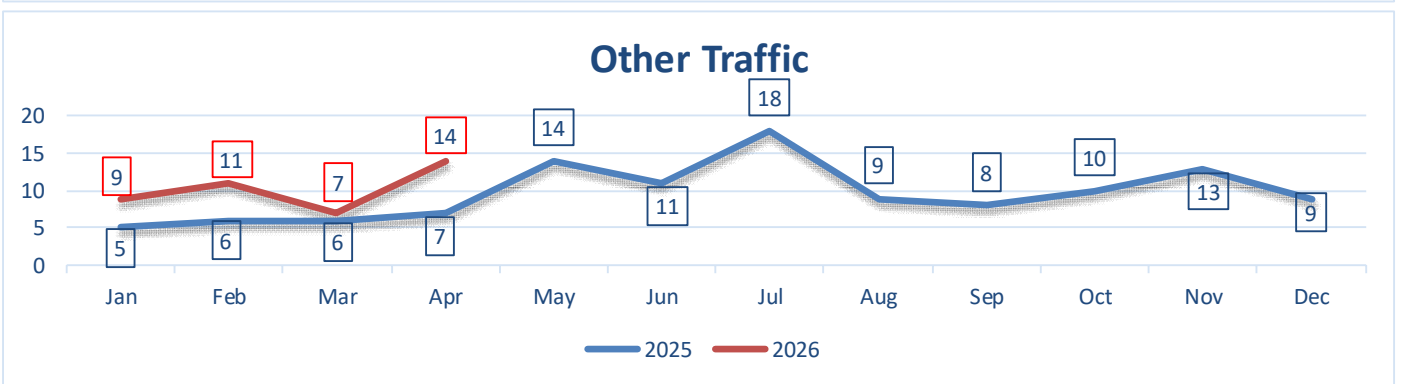


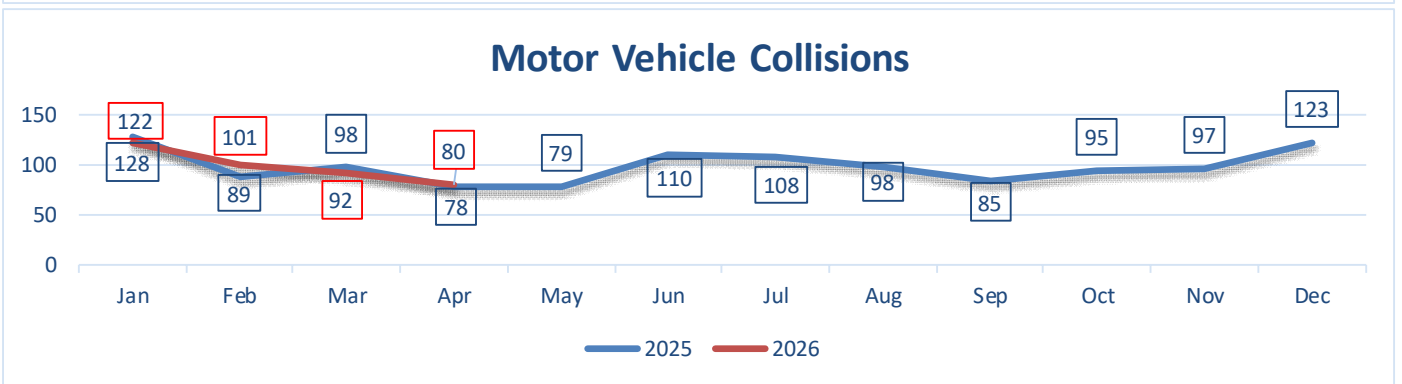
Monthly Council Meeting Statistics - Apr, 2026

HTA & MVC's	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Highway Traffic Act	108	108	362	69	315	57%	15%
HTA Violations		186	685	202	982	-8%	-30%
Other Traffic	14	14	41	7	24	100%	71%
Motor Vehicle Collisions		80	395	78	393	-100%	1%





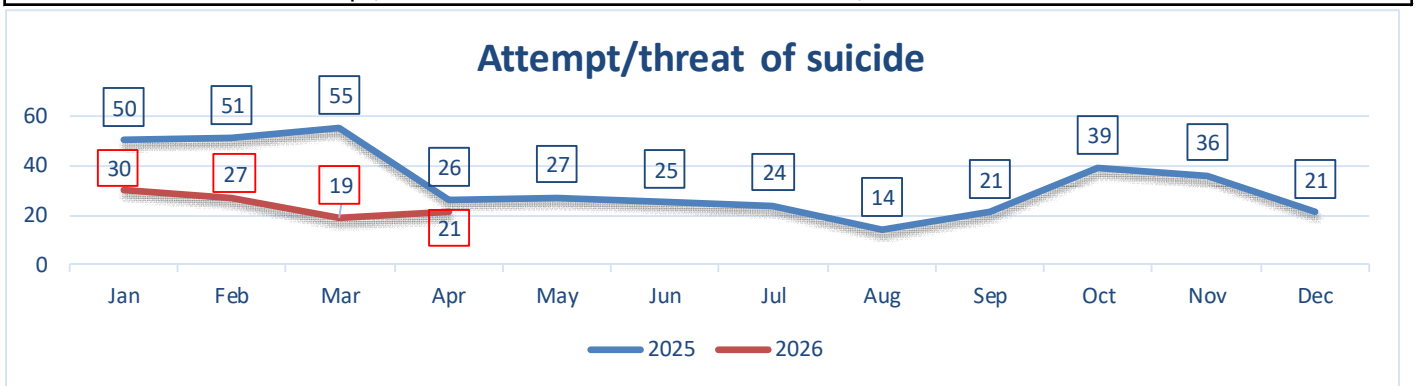


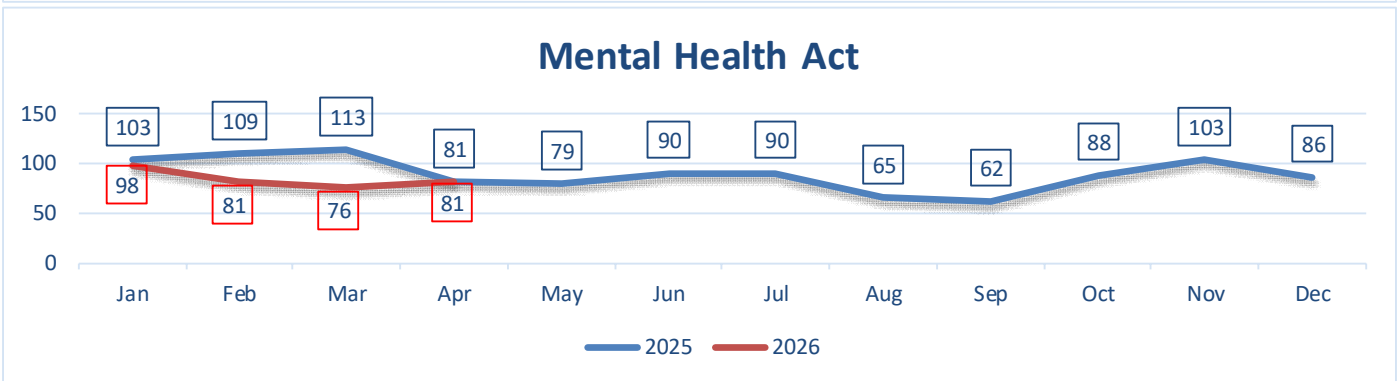


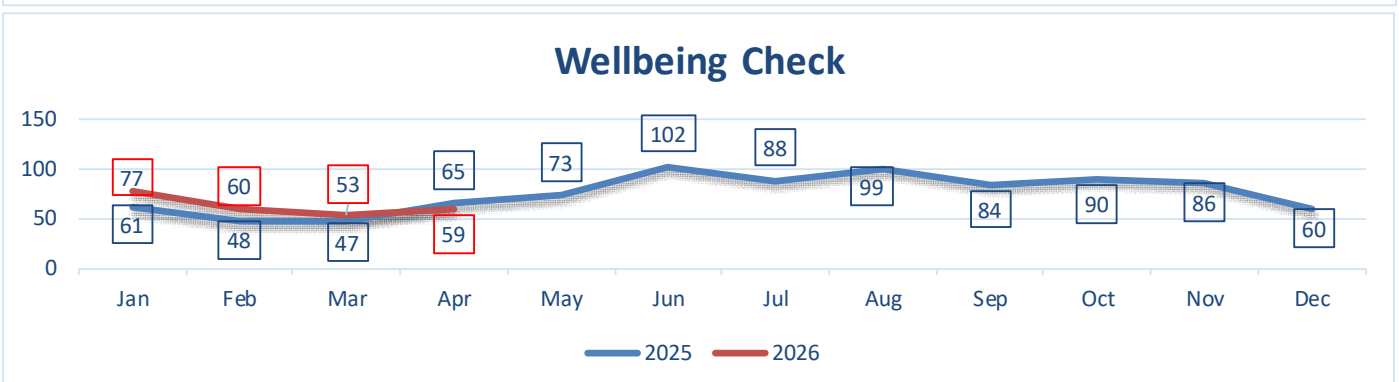
Monthly Council Meeting Statistics - Apr, 2026

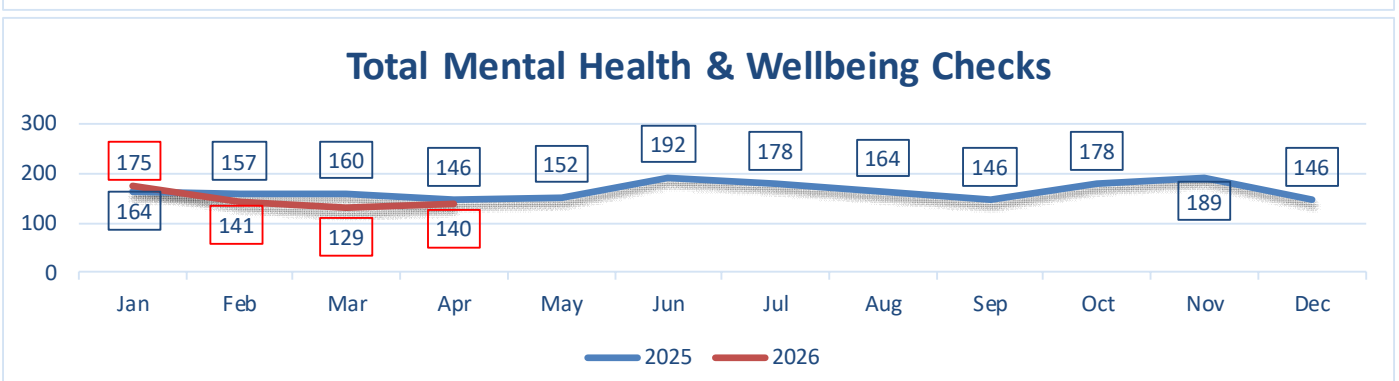
Mental Health	2026			2025		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Month	YTD
Attempt/threat of suicide *		21	97	26	182	-19%	-47%
Mental Health Act		81	336	81	406	0%	-17%
Wellbeing check		59	249	65	221	-9%	13%
Total MHA + Wellbeing checks		**140**	**585**	**146**	**627**	**-4%**	**-7%**

* Attempt/threat of suicide is inclusive with MHA, do not add both results.









CITY OF CHARLOTTETOWN
HORSEDRAWN AND RICKSHAW VEHICLE BYLAW
AMENDMENT BYLAW #2018-10-A

The purpose of this bylaw is to amend the City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw to reference Power-Assisted Bicycles as well as the Municipal Government Act of PEI and the City of Charlottetown Enforcement and Summary Proceedings Bylaw, update Schedule 'A' for clarity, correct formatting, typographical and minor text corrections to ensure overall consistency throughout the Bylaw.

1st Reading

RESOLVED: That the bylaw to amend the **CITY OF CHARLOTTETOWN HORSEDRAWN AND RICKSHAW VEHICLE BYLAW, #2018-10** be read a **first** time.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: May 12, 2026

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the **CITY OF CHARLOTTETOWN HORSEDRAWN AND RICKSHAW VEHICLE BYLAW, #2018-10** and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date: May 12, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that the **CITY OF CHARLOTTETOWN HORSEDRAWN AND RICKSHAW VEHICLE BYLAW, #2018-10**, which was read the first time on May 12, 2026 be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____Julie McCabe

Seconded by Councillor_____Kevin Ramsay
Date:

This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A, was adopted by a majority of Council members present at the Council meeting held on _____ day of _____, 2026

_____
Philip Brown, Mayor

_____
Brad MacConnell, CAO

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw
Bylaw # 2018-10-A

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 "Horsedrawn and Rickshaw Vehicle Amendment Bylaw."

2. Purpose

The purpose of this bylaw is to amend the City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw to reference Power-Assisted Bicycles as well as the Municipal Government Act of PEI and the City of Charlottetown Enforcement and Summary Proceedings Bylaw, update Schedule 'A' for clarity, correct formatting, typographical and minor text corrections 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*, the Highway Traffic Act, the Horsedrawn and Rickshaw Vehicle Bylaw or the Enforcement and Summary Proceedings Bylaw has the same meaning as in that Act or bylaw.

5. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

5.1. Delete "Section A: Horsedrawn Vehicles" and replace with Title, Authority, and Purpose Headings:

1. Title

1.1 This Bylaw may be cited as the Horsedrawn and Rickshaw Vehicle Bylaw.

2. Authority

2.1 This Bylaw is enacted pursuant to the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, and applicable provincial legislation including the Highway Traffic Act.

3. Purpose

3.1 The purpose of this Bylaw is to regulate the operation of horse-drawn vehicles, pedicabs, and rickshaws within the City of Charlottetown in order to:

a) ensure public safety;
b) protect animal welfare;
c) regulate commercial passenger conveyance; and
d) maintain public order and cleanliness

5.2. Renumber all subsequent sections accordingly.

6. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

6.1. Add the following Definitions:

4.1 In this Bylaw:

a) 'Act' means the Municipal Government Act.
b) 'City' means the City of Charlottetown.
c) 'City Council' means the Mayor and other Members of the Council of the City.
d) 'Operator' means anyone who operates a business involving the conveyance of passengers in Horsedrawn or Rickshaw Vehicles other than the driver of such a Vehicle;
e) 'Pedicab Vehicles' means a three and four-wheeled vehicle, human-powered by pedaling, by a person, either with or without electric assistance, and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.
f) 'Police Officer' means and includes any Constable, Cadet, Inspector, Special Constable or Police Commissionaire employed or appointed for the preservation and maintenance of the public peace and order or for the service or execution of judicial process.
g) 'Power-Assisted Bicycles' means a vehicle that:
  i. is equipped with an electric motor or a motor having a piston displacement not greater than 50 cubic centimeters,
  ii. is not capable of achieving a speed greater than 50 kilometers per hour on level ground when driven by a person weighing 60 kilograms, and
  iii. has no more than three wheels in contact with the ground.
h) 'Street' means includes roads and highways. The terms street, road and highway are used interchangeably and refer to the Rights-of-way used for vehicular traffic.
i) 'Vehicle' means a device in, upon, or by which a person or thing may be transported or drawn.

7. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

7.1. Add new headings:

Part I – HORSEDRAWN VEHICLES

5. Interpretation

8. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

8.1. Delete "SECTION B: RICKSHAW VEHICLES" and replace with **PART II – RICKSHAW VEHICLES**

8.2. Revise wording within "Pedicab Vehicles" –
shall designate a three and four wheeled vehicle, human-powered by pedaling, by a person**, either with or without electric assistance** ~~**with no motorized assistance**~~, and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.

9. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

9.1. Delete the Summary of Bylaw Amendments which is located at the end of the bylaw.

10. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

10.1. Delete wording from two (2) sections:

~~Whoever shall contravenes this Bylaw shall be liable to a fine of not less than $100 and not more than $500, with or without costs, or 90 days in jail.~~

And replace with:

The provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.

11. The City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw is hereby amended by the following:

11.1. Schedule 'A' route alignment remains unchanged; amendment updates the description/mapping for clarity only.

PART II – APPROVAL AND ADOPTION

12. Effective Date

12.1. This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A shall be effective on the date of approval and adoption below.

First Reading:
This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A, was read a first time and approved by a majority of members present at the Council meeting held on the ____ day of_____, 2026.

Second Reading:
This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A, was read a second time and approved by a majority of members present at the Council meeting held on the ____ day of_____, 2026.

Approval and Adoption by Council:
This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A, was adopted by a majority of Council members present at the Council meeting held on the ____ day of _____, 2026.

13. Witness the corporate seal of the City of Charlottetown

_____ _____

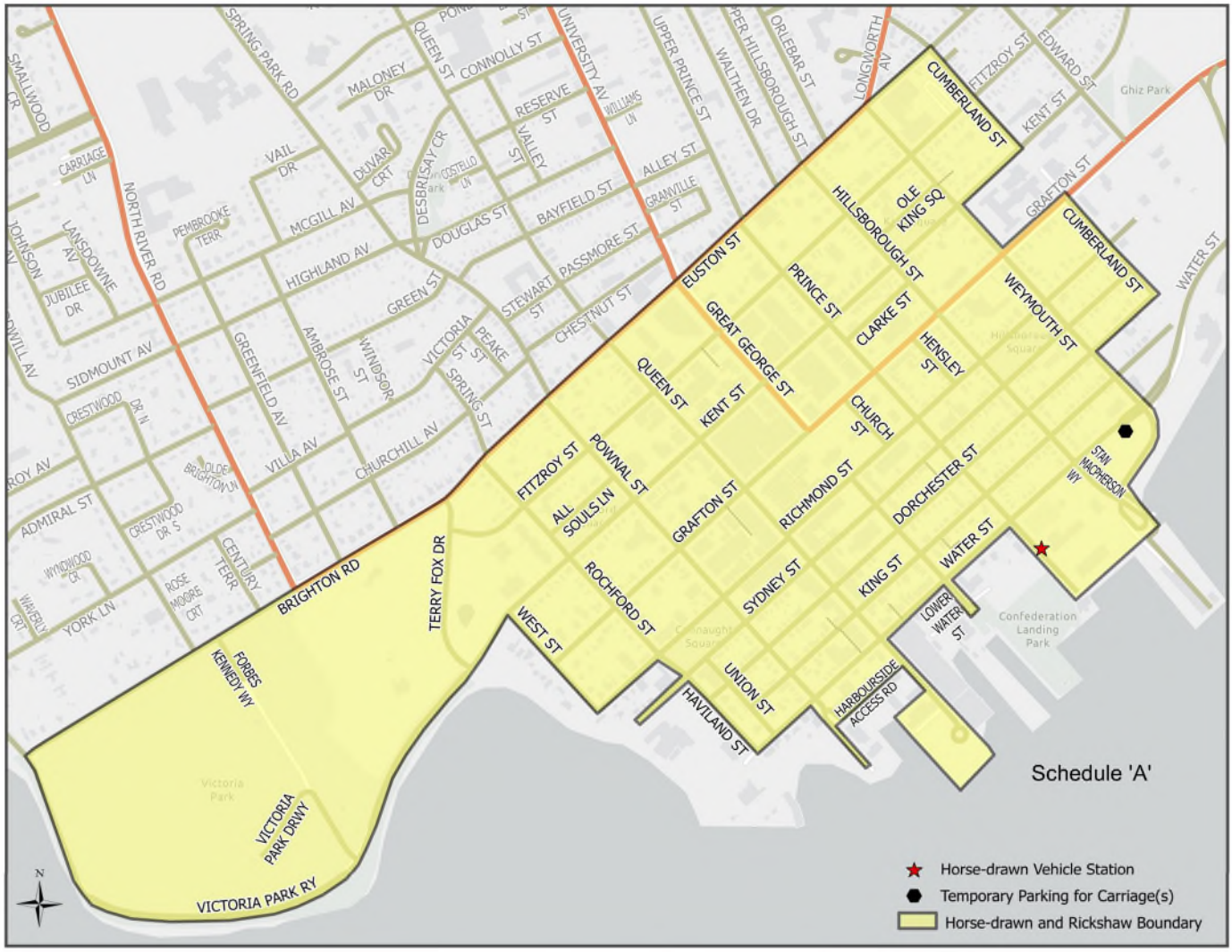
Mayor (signature sealed) **Chief Administrative Officer (signature sealed)**

This Horsedrawn and Rickshaw Vehicle Amendment Bylaw, #2018-10-A, adopted by the Council of the City of Charlottetown on _____ day of _____, 2026 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

SCHEDULE 'A"


Schedule 'A'
Horse-drawn Vehicle Station
Temporary Parking for Carriage(s)
Horse-drawn and Rickshaw Boundary
CUMBERLAND ST
EUSTON ST
GREAT GEORGE ST
PRINCE ST
QUEEN ST
KENT ST
FITZROY ST
POWNAL ST
ALL SOULS LN
GRAFTON ST
ROCHFORD ST
WEST ST
TERRY FOX DR
BRIGHTON RD
FORBES KENNEDY WY
VICTORIA PARK DRWY
VICTORIA PARK RY
HILLSBOROUGH ST
OLE KING SQ
CLARKE ST
HENSLEY ST
WEYMOUTH ST
CHURCH ST
RICHMOND ST
DORCHESTER ST
STAN MACPHERSON WY
WATER ST
KING ST
SYDNEY ST
UNION ST
HAVILAND ST
HARBOURSIDE ACCESS RD
LOWER WATER ST
Confederation Landing Park
Ghiz Park
GRAFTON ST
KENT ST
FITZROY ST
EDWARD ST
WATER ST
UNIVERSITY AV
UPPER PRINCE ST
WALTHEN DR
UPPER HILLSBOROUGH ST
ORLEBAR ST
LONGWORTH AV
QUEEN ST
CONNOLLY ST
SPRING PARK RD
MALONEY DR
RESERVE ST
VALLEY ST
ALLEY ST
GRANVILLE ST
WILLIAMS LN
DESBRISAY CR
COSTELLO LN
DUNAR CRT
VAIL DR
MCGILL AV
DOUGLAS ST
BAYFIELD ST
PASSMORE ST
CHESTNUT ST
STEWART ST
PEAKE ST
VICTORIA ST
WINDSOR ST
AMBROSE ST
GREEN ST
HIGHLAND AV
GREENFIELD AV
VILLA AV
CHURCHILL AV
SPRING ST
NORTH RIVER RD
PEMBROOKE TERR
CARRIAGE LN
LANSDOWNE AV
JUBILEE DR
JOHNSON AV
SIDMOUNT AV
CRESTWOOD DR N
CRESTWOOD DR S
OLDE BRIGHTON LN
ADMIRAL ST
WYNDWOOD CT
ROSE-MOORE CRT
CENTURY TERR
WAVERLY CRT
YORK LN
SMALLWOOD CR
ROY AV
WILL AV
Victoria Park
Connaught Square
Province House Square
N

City of Charlottetown Committee Report

Report No: 04-2026-01

Date: April 21, 2026

Directed to Council through the following Committee:
Protective and Emergency Services

Reporting Department:
Police

Other Associated Departments:
Administration

Prepared by:
Cst. Todd Sutcliffe

Attachments:
- Horsedawn and Rickshaw Vehicle Bylaw (Redline Version)

Report Title:
Horsedrawn and Rickshaw Vehicle Bylaw Amendments

Report Purpose:
To present the proposed amendment to include electric assist powered vehicles in the definitions for Pedicabs to the Horsedrawn and Rickshaw Vehicle Bylaw for the Committee's review and to seek feedback, including any additional amendments the Committee may wish to recommend.

Staff Recommendation:
That the Protective & Emergency Services Committee recommends that Council adopt proposed amendments to the Horsedrawn and Rickshaw Vehicle Bylaw.

Report Details:
Police have received requests from the public to open a Pedicab company under this bylaw using electric- assist bicycles in their operation. Electric-assist vehicles have become popular in today's society and are infused into the general population increasingly.

Current Definition for "Pedicab Vehicle"

SECTION B: RICKSHAW VEHICLES

Interpretation

1. In this Bylaw:

(a) "Operator" shall designate anyone who operates a business involving the conveyance of passengers in Rickshaw Vehicles other than the driver of such a Vehicle;

(b) "Pedicab Vehicles" shall designate a three and four-wheeled vehicle, human-powered by pedaling, by a person, with no motorized assistance, and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.

New Definition for "Pedicab Vehicle"

SECTION B: RICKSHAW VEHICLES

Interpretation

1. In this Bylaw:

(a) "Operator" shall designate anyone who operates a business involving the conveyance of passengers in Rickshaw Vehicles other than the driver of such a Vehicle;

(**b) "Pedicab Vehicles"** shall designate a three and four-wheeled vehicle, human-powered by pedaling, by a person, either with or without electric assistance, and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.

Add Definition of "Power Assisted" to read:

Definition:
"Power-Assisted Bicycles" means a vehicle that
i) is equipped with an electric motor or a motor having a piston displacement not greater than 50 cubic centimeters,
ii) is not capable of achieving a speed greater than 50 kilometers per hour on level ground when driven by a person weighing 60 kilograms, and
iii) has no more than three wheels in contact with the ground;

Other amendments to include general housekeeping edits to improve clarity, consistency, reference to the Municipal Government Act and any other relevant Acts or Regulations.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act, Horsedrawn and Rickshaw Vehicle Bylaw

CITY OF CHARLOTTETOWN
HORSEDRAWN AND RICKSHAW VEHICLE BYLAW
BYLAW #2018-10
~~**HORSEDRAWN AND RICKSHAW VEHICLE BYLAW**~~
~~(Bylaw #2018-10)~~

~~**AMENDED JULY 14, 2004 AMENDED JUNE 9, 2014**~~
~~**AMENDED SEPTEMBER 10, 2018**~~
~~***Summary of Bylaw Amendments at end of Bylaw***~~

~~SECTION A: HORSEDRAWN VEHICLES~~

1. Title

1.1 This Bylaw may be cited as the Horsedrawn and Rickshaw Vehicle Bylaw.

2. Authority

2.1 This Bylaw is enacted pursuant to the Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1, Enforcement and Summary Proceedings Bylaw and applicable provincial legislation including the Highway Traffic Act.

3. Purpose

3.1 The purpose of this Bylaw is to regulate the operation of horse-drawn vehicles, pedicabs, and rickshaws within the City of Charlottetown in order to:

a) ensure public safety;
b) protect animal welfare;
c) regulate commercial passenger conveyance; and
d) maintain public order and cleanliness

4. Definitions

4.1 In this Bylaw: (add any other necessary def.)

a) 'Act' means the Municipal Government Act.
b) 'City' means the City of Charlottetown.
c) 'City Council' means the Mayor and other Members of the Council of the City.
d) 'Operator' means anyone who operates a business involving the conveyance of passengers in Horsedrawn or Rickshaw Vehicles other than the driver of such a Vehicle;
e) 'Pedicab Vehicles' means a three and four-wheeled vehicle, human-powered by pedaling, by a person, either with or without electric assistance, and used

commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.

f) 'Police Officer' means and includes any Constable, Cadet, Inspector, Special Constable or Police Commissionaire employed or appointed for the preservation and maintenance of the public peace and order or for the service or execution of judicial process.

g) 'Power-Assisted Bicycles' means a vehicle that:

i. is equipped with an electric motor or a motor having a piston displacement not greater than 50 cubic centimeters,

ii. is not capable of achieving a speed greater than 50 kilometers per hour on level ground when driven by a person weighing 60 kilograms, and

iii. has no more than three wheels in contact with the ground.

h) 'Street' means includes roads and highways. The terms street, road and highway are used interchangeably and refer to the Rights-of-way used for vehicular traffic.

i) 'Vehicle' means a device in, upon, or by which a person or thing may be transported or drawn.

~~*Interpretation*~~

~~1. In this Bylaw:~~

PART I – HORSEDRAWN VEHICLES

5. Interpretation

(a) "Operator" shall designate anyone who operates a business involving the conveyance of passengers in Horsedrawn Vehicles other than the driver of such a Vehicle;

(b) "Station" shall designate a space reserved for the parking of Horsedrawn Vehicles;

(c) "Horsedrawn Vehicles" or "Vehicle" shall designate a Vehicle drawn by one or several horses and used commercially for the conveyance of passengers, such Vehicle being commonly referred to as a calash, a hackney, carriage, a victoria, a sleigh, or a cariole.

Permits

~~2.~~6. The Operator shall not operate ~~his~~ **their** business without holding permits for horse and for a Horsedrawn Vehicle as provided for under this Bylaw.

~~3.~~7. The permits referred to in Section ~~2~~ **6** above shall be issued subject to the following conditions:

(a) In order to ensure the safety of passengers, the Vehicle:

(i) shall be clean and in good condition and specifically meet the following requirements:
   (1) all woodwork must be sound and the shafts must be made of hardwood;
   (2) metal parts must not be corroded;
   (3) a hub must fit on the axle;
   (4) the wheels must be made of wood and be fitted with rubber tires without inner tube;
   (5) no part may have any sharp or cutting element which could injure a passenger and/or a horse; and
   (6) in the case of a sleigh or cariole, the bodywork must not be painted white.

(ii) shall be equipped with the following accessories:
   (1) a tight-closing box for horse droppings, a plastic water-proof garbage bag placed in the said box and a shovel to pick up the droppings; and
   (2) an orange coloured, florescent triangular-shaped plate meeting the Canadian Standards Association, firmly affixed to the rear;

(iii) except in the case of a sleigh or a cariole, and in addition to the accessories referred to in sub-paragraph (ii) above, shall be equipped with the following accessories:
   (1) two lanterns, the light of which shall be visible from 60 meters away;
   (2) a safety brake;
   (3) four mudguards; and
   (4) a footboard solidly attached to the carriage frame and mudguards;

(iv) in the case of a sleigh or a cariole and in addition to the accessories referred to in sub-paragraph (ii) above shall be equipped with the following accessories:
   (1) sleigh bells; and
   (2) six red reflectors, each with a minimum diameter of 8 centimeters, visible from 60 meters away, positioned as follows: two in front, two at the rear and one on each side of the Vehicle.

(b) The horse shall be:
   (i) free from any disease or sores, as certified by a veterinarian;
   (ii) clean;
   (iii) shoed on all four hooves and identified in accordance with a common practice identifying horses.

(c) The Operator shall hold a public liability insurance policy for a minimum amount of $1,000,000 per Horsedrawn Vehicle, for third party damages resulting from the use of that Vehicle, shall provide a copy of that policy together with an undertaking from the insurance company which issued the policy to give a five (5) day notice to the Chief of Police in the case of the cancellation or expiration of the policy or of any

change in character of a policy for the material risk, the amount of the coverage provided for or the risk covered by it.

~~4.~~8, The Operator shall register each Vehicle according to ~~the Highway Traffic Act, R.S.P.E.I. 1974, Cap. H-6~~. **Highway Traffic Act, R.S.P.E.I. 1988, Cap H-5.**

~~5.~~9. The Operator shall not allow the Vehicle to be driven by anyone who does not hold a driver's permit provided for in this Bylaw and also according to the requirements of the ~~Highway Traffic Act, R.S.P.E.I. 1974, Cap. H-6.~~ Should the Operator drive the Vehicle himself, he shall also hold such a permit. **Highway Traffic Act, R.S.P.E.I. 1988, Cap H-5.**

~~6.~~10. It shall be prohibited to drive a Horsedrawn Vehicle without the driver's permit provided for in this Bylaw also in accordance with ~~the Highway Traffic Act, R.S.P.E.I. 1974, Cap. H-6~~. **Highway Traffic Act, R.S.P.E.I. 1988, Cap H-5.**

~~7.~~11. The permit referred to at Section ~~6~~ **10** above shall be issued to an applicant meeting the following requirements:

(a) Be of age to drive a Vehicle as defined by the ~~Highway Traffic Act, R.S.P.E.I. 1974, Cap. H-6~~ **Highway Traffic Act, R.S.P.E.I. 1988, Cap H-5** and be of good character;

(b) Be able to show that ~~he~~ **they** can harness and unharness a horse properly;

(c) Be able to show that ~~he~~ **they** can drive a Horsedrawn Vehicle reasonably well;

(d) Has successfully passed a written and/or verbal questionnaire prepared by the Chief of Police of the City of Charlottetown on the Bylaw to Regulate the Traffic in the City of Charlottetown and the Highway Traffic Act; and

(e) Has successfully passed a written and/or oral questionnaire prepared by the Chief of Police having to do with tourist information in the City of Charlottetown.

~~8.~~12. Any driver who violates the provisions of this Bylaw twice in one year and who was found guilty of such offence shall lose the right to have this permit renewed for one year following the year in which such violation occurred.

Should any one of the two violations contravene ~~9~~ **subsection 13** (c) hereof, the loss of the right to have the permit renewed shall extend for a period of two (2) consecutive years following the year in which the violations occurred.

Driving the Vehicle

~~9.~~13. The driver of the Horsedrawn Vehicle shall:

(a) Have with ~~him his~~ **them their** driver's permit and the liability insurance certificate and produce such documents at the request of a Police Officer of the City of Charlottetown;

(b) Be cleanly and properly dressed;

(c) Not operate the vehicle when under the influence of alcohol or drugs;

(d) Not allowed amplified music to emanate from the vehicle between the hours of 7:00 p.m. and 7:00 a.m.;

(e) Nothing in subsection ~~9~~ **13** (d) relieves a person from complying with the requirements of the Nuisance Bylaw.

~~10.~~ 14. Any Police Officer may order the driver of a Horsedrawn Vehicle who does not meet the requirements above mentioned to withdraw from service.

~~11.~~ 15. The Vehicle and the horse shall be kept in the conditions set for the obtention of the relevant permits and the insurance policy required for the obtention of the permit shall be kept in force for as long as the Vehicle is used commercially for the conveyance of passengers.

~~12.~~ 16. Any Police Officer may order the driver of a Horsedrawn Vehicle to withdraw that Vehicle from service until repaired as ordered and allowed to be put in service again by that Police Officer.

~~13.~~ 17. Any horse hitched to a Horsedrawn Vehicle:

(a) Shall be properly fed and enjoy an adequate rest period each day;

(b) Shall be harnessed correctly, specifically in such a way as to be able to breathe freely;

(c) Shall have a harness made of leather or similar material free from cracks and from any sharp element which could injure it;

(d) Shall not be harnessed for more than nine consecutive hours; and

(e) If used in what is classified as a winter month in the Province of Prince Edward Island, shall be covered with a blanket from November 1st to April 30th when standing at its Station.

~~14.~~ 18. Any Police Officer may order the driver of a Horsedrawn Vehicle whose horse does not seem to meet the requirements of this Bylaw:

(a) To withdraw the animal from service immediately;

(b) To have the animal examined by a veterinarian to the effect that the animal has recovered its health.

~~15.~~ 19. Shall commit a violation and be liable to the penalty provided for in this Bylaw whoever refused to comply with an order pursuant to Sections ~~10~~ **14**, **16** ~~12~~ and ~~14~~ **18** thereof.

~~16.~~ 20. It shall be forbidden for the driver of a Horsedrawn Vehicle:

(a) To whip ~~his~~ **their** horse;

(b) To drive ~~his~~ **their** Vehicle outside of the streets, routes, circuits and limits set out in Schedule "A" annexed hereto;

(c) To park ~~his~~ **their** Vehicle elsewhere than at a Station as set out in Schedule "~~B~~" **"A"** annexed hereto;

(d) To leave ~~his~~ **their** Vehicle unattended;

(e) To pick up passengers elsewhere than at a Station;

(f) To carry more passengers than there is seating accommodation in the Vehicle.

~~17.~~ 21. After sunset, the lanterns of the Vehicles shall be lit.

~~18.~~ 22. The driver shall:

(a) When at its Station pick up horse droppings, put them in the box of the Vehicle and clean up all traces of urine with a disinfectant so as to leave the street free of excrements and foul odours;

(b) Attach the leg of the animal by means of a hobble strap.

(c) Pick up all droppings whether the Vehicle is moving or not.

~~19.~~ 23. The driver of a Horsedrawn Vehicle shall return to the City Police Station within one (1) hour any object lost in ~~his~~ **their** Vehicle.

~~20.~~ 24. The driver of a Horsedrawn Vehicle whose services are retained for a wedding may:

(a) Agree for that occasion on a price other than that referred to in this Bylaw;

(b) Travel outside of the streets, routes, circuits and limits set out in this Bylaw when written permission is received from the Chief of Police.

Administration

~~21.~~ 25. The City Council of the City of Charlottetown shall:

(a) Limit the number of operators to two **(2)** per year and shall be determined on or before the 1st day of April for the succeeding year;

(b) Limit for a given period the number of Horsedrawn Vehicles to seven **(7)** to operate in the City in any given year;

(c) Set the streets, routes, circuits or limits within which Horsedrawn Vehicles may operate;

(d) Establish Stations and prescribe how to park there;

(e) Set the days, hours and periods of the year during which Horsedrawn Vehicles may operate;

(f) Require that the carriage or the horse be equipped with certain accessories designed to ensure the safety of passengers;

(g) Provide a form of identification for the horses harnessed to the Vehicles;

(h) Designate the department in charge of the application of this Bylaw;

(i) Prescribe that the applicant for a Horsedrawn Vehicle permit pass successfully a questionnaire designed to demonstrate that:
   (i) ~~he is~~ **they are** able to harness and unharness a horse;
   (ii) ~~he is~~ **they are** able to drive a Horsedrawn Vehicle;
   (iii) ~~he is~~ **they are** qualified to give information of a tourist nature to passengers and ~~he is~~ **they are** conversant with appropriate Bylaw regulations more specifically dealing with traffic.

~~22.~~ 26. ~~Whoever shall contravene this Bylaw shall be liable to a fine of not less than $100 and not more than $500, with or without costs, or 90 days in jail.~~

The provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.

~~SECTION B: RICKSHAW VEHICLES~~

PART II – RICKSHAW VEHICLES

27. *Interpretation*

~~1. In this Bylaw:~~

(a) "Operator" shall designate anyone who operates a business involving the conveyance of passengers in Rickshaw Vehicles other than the driver of such a Vehicle;

(b) "Pedicab Vehicles" shall designate a three and four wheeled vehicle, human-powered by pedaling, by a person**, either with or without electric assistance** ~~with no motorized assistance,~~ and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.

(c) "Station" shall designate a space reserved for the parking of Rickshaw Vehicles;

(d) "Rickshaw Vehicles" shall designate a two wheeled human-powered vehicle drawn, manually pulled or pushed by one or more persons and used commercially for the conveyance of passengers, such vehicle being commonly referred to as a Rickshaw.

(e) "Vehicle" shall for the purposes of this part refer to a Pedicab or Rickshaw.

Permits

~~2.~~ 28. The Operator shall not operate ~~his~~ **their** business without holding permits for Rickshaws or Pedicabs as provided for under this Bylaw.

~~3.~~ 29. The permits referred to in Section ~~2~~ **28** above shall be issued subject to the following conditions:

(a) In order to ensure the safety of passengers, the Vehicle:

(i) shall be clean and in good condition and, specifically, meet the following requirements:

For a Pedicab:

(i) pedals that are operable at all times to propel the pedicab,
(ii) hydraulic rear disc brakes and front disc or caliper brakes,
(iii) metal hydraulic brake lines,
(iv) an operable front headlight and rear tail lights,
(v) heavy duty steel or aluminium rims,

(vi) extra-strength spokes on all wheels,
(vii) operable turn signal lights and four-way flashers
(viii) two side reflectors on each side of the pedicab, and
(ix) first aid and repair kits.

For a Rickshaw:

(i) all woodwork must be sound and the shafts must be made of hardwood;
(ii) metal parts must not be corroded;
(iii) a hub must fit on the axle;
(iv) the wheels must be made of wood and be fitted with rubber tires without inner tube;
(v) no part may have any sharp or cutting element which could injure a passenger or a person;
(vi) first aid and repair kits

(b) shall be equipped with the following accessories:

(i) an orange coloured, florescent triangular-shaped plate meeting the Canadian Standards Association, firmly affixed to the rear;
(ii) red reflectors each with a minimum diameter of 8 centimeters visible from 60 meters away positioned as follows:
(a) in front;
(b) at the rear; and
(c) on each side of the Vehicle.

(c) The Operator shall hold a public liability insurance policy for a minimum amount of $1,000,000 per Vehicle, for third party damages resulting from the use of that Vehicle, shall provide a copy of that policy together with an undertaking from the insurance company which issued the policy to give a five (5) day notice to the Chief of Police in the case of the cancellation or expiration of the policy or of any change in character of a policy for the material risk, the amount of the coverage provided for or the risk covered by it.

Driving of the Vehicle

~~4~~. 30. The driver of the Rickshaw or Pedicab shall:

(a) Have with ~~him his~~ **them their** liability insurance certificate and produce such documents at the request of a Police Officer of the City of Charlottetown;

(b) Be cleanly and properly dressed;

(c) Not operate the vehicle when under the influence of alcohol or drugs;

(d) Not transport passengers in a rickshaw between 1/2 hour after sunset and 1/2 hour before sunrise unless the rickshaw is equipped with an operable front headlight and rear tail light;

(e) An operator and/or driver of a pedicab or rickshaw or horsedrawn vehicle must not allow amplified music to emanate from the vehicle between the hours of 7:00 p.m. and 7:00 a.m.;

(f) Nothing in subsection ~~4~~ **30** (e) relieves a person from complying with the requirements of the Nuisance Bylaw.

~~5.~~ 31. Any Police Officer may order the driver of a Pedicab or Rickshaw who does not meet the requirements of any of the above sections to withdraw from service.

~~6.~~ 32. The Pedicab or Rickshaw Vehicle shall be kept in the conditions set for the obtention of the relevant permits and the insurance policy required for the obtention of the permit shall be kept in force for as long as the Vehicle is used commercially for the conveyance of passengers.

~~7.~~ 33. Any Police Officer may order the driver of a Pedicab or Rickshaw Vehicle to withdraw that Vehicle from service if it is not in accordance with this Bylaw, and to keep it out of service until repaired as ordered and allowed to be put in service again by that Police Officer.

~~8.~~ 34. It shall be forbidden for the driver of a Pedicab or Rickshaw Vehicle:

(a) To pull ~~his~~ **their** Vehicle outside of the streets, routes, circuits and limits set out in Schedule “A” annexed hereto;

(b) With the exception of the pick-up or drop off point, only park the Vehicle in a designated parking space;

(c) To carry more passengers than there is seating accommodation in that Vehicle.

~~9.~~ 35. The driver of a Pedicab or Rickshaw Vehicle shall return to the City Police Station within one (1) hour any object lost in ~~his~~ **their** Vehicle.

PART III - Administration

~~10.~~ 36. The City Council of the City of Charlottetown shall:

(a) Limit for a given period the number of Pedicab Vehicles to twelve (12) to operate in the City in any given year;

(b) Limit for a given period the number of Rickshaw Vehicles to eight (8) to operate in the City in any given year;

(c) Set the streets, routes, circuits and limits within which Rickshaw Vehicles may operate;

(d) Establish Stations and prescribe how to park there;

(e) Set the days, hours and periods of the year during which Rickshaw Vehicles may operate;

(f) Require that the Vehicle or Rickshaw be equipped with certain accessories designed to ensure the safety of passengers;

(g) Designate the department in charge of the application of this Bylaw;

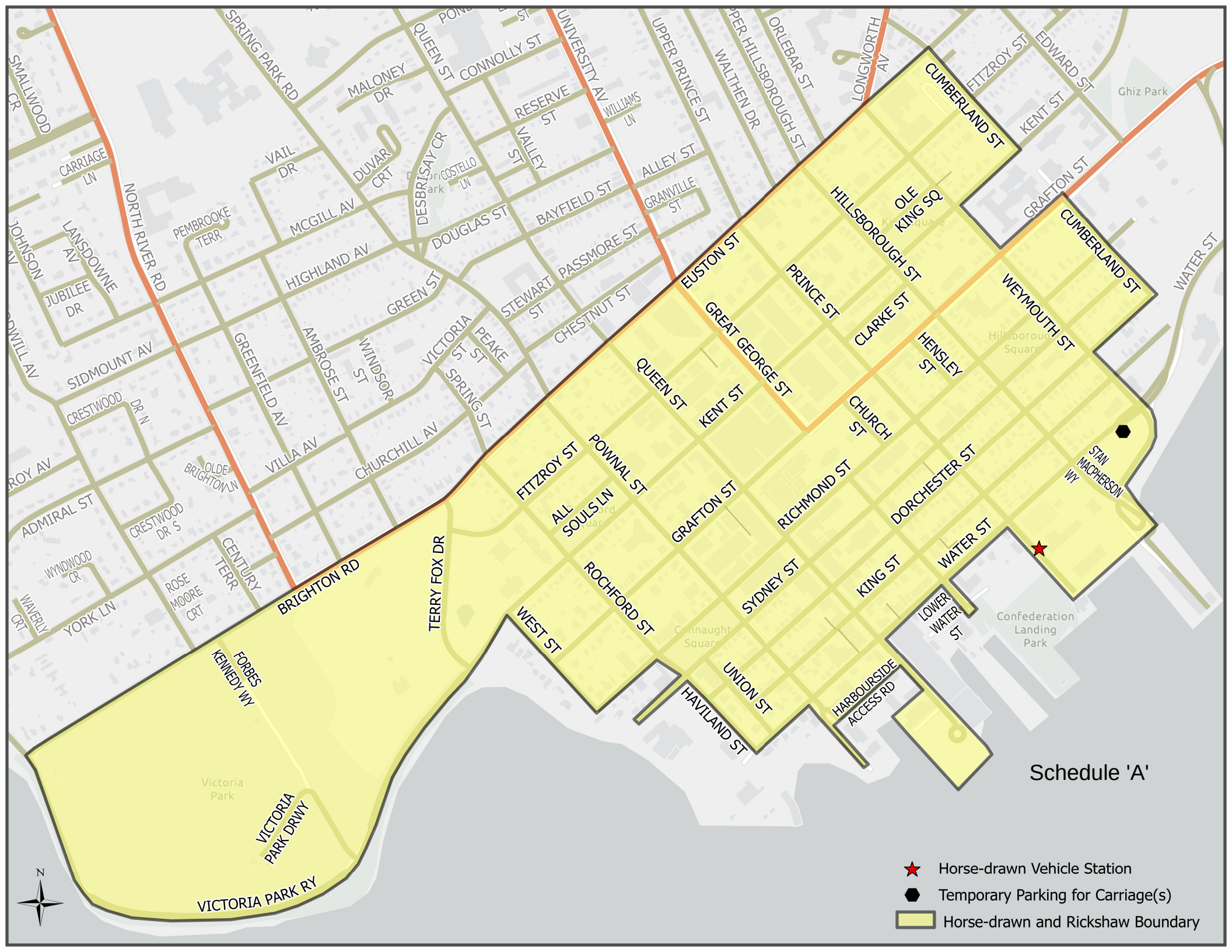
(h) Prescribe that the applicant for a Vehicle permit successfully demonstrate that:

(1) ~~he is~~ **they are** physically able to pull the Rickshaw Vehicle;

(2) ~~he is~~ **they are** qualified to give information of a tourist nature to passengers and he is conversant with appropriate Bylaw regulations more specifically dealing with traffic as set out in the Highway Traffic Act and the Bylaw to Regulate Traffic in the City of Charlottetown.

~~11.~~ 37. ~~Whoever shall contravene~~~~s~~ ~~this Bylaw shall be liable to a fine of not less than $100 and not more than $500, with or without costs, or 90 days in jail.~~

The provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.


Schedule 'A'
Horse-drawn Vehicle Station
Temporary Parking for Carriage(s)
Horse-drawn and Rickshaw Boundary
N
CUMBERLAND ST
GRAFTON ST
WATER ST
EUSTON ST
HILLSBOROUGH ST
OLE KING SQ
PRINCE ST
CLARKE ST
WEYMOUTH ST
HENSLEY ST
GREAT GEORGE ST
QUEEN ST
KENT ST
CHURCH ST
FITZROY ST
POWNAL ST
ALL SOULS LN
GRAFTON ST
RICHMOND ST
DORCHESTER ST
STAN MACPHERSON WY
ROCHFORD ST
SYDNEY ST
KING ST
WATER ST
LOWER WATER ST
WEST ST
UNION ST
HAVILAND ST
HARBOURSIDE ACCESS RD
BRIGHTON RD
TERRY FOX DR
FORBES KENNEDY WY
VICTORIA PARK DRWY
VICTORIA PARK RY
Victoria Park
Confederation Landing Park
Ghiz Park
Hillsborough Square
Connaught Square
SPRING PARK RD
NORTH RIVER RD
UNIVERSITY AV
QUEEN ST
CONNOLLY ST
MALONEY DR
RESERVE ST
VALLEY ST
WILLIAMS LN
ALLEY ST
GRANVILLE ST
UPPER PRINCE ST
WALTHEN DR
HILLSBOROUGH ST
ORLEBAR ST
LONGWORTH AV
FITZROY ST
EDWARD ST
KENT ST
VAIL DR
DUVAR CRT
DESBRISAY CR
COSTELLO LN
BAYFIELD ST
DOUGLAS ST
MCGILL AV
HIGHLAND AV
PEMBROKE TERR
CARRIAGE LN
LANSDOWNE AV
JUBILEE DR
JOHNSON AV
SMALLWOOD CR
GREEN ST
PASSMORE ST
STEWART ST
CHESTNUT ST
VICTORIA ST
PEAKE ST
WINDSOR ST
AMBROSE ST
GREENFIELD AV
SPRING ST
SIDMOUNT AV
CRESTWOOD DR N
CRESTWOOD DR S
OLDE BRIGHTON LN
VILLA AV
CHURCHILL AV
ADMIRAL ST
ROY AV
WYNDWOOD CR
WAVERLY CRT
YORK LN
ROSE MOORE CRT
CENTURY TERR
DWILL AV

Amendment Summary	**Previous Wording**	**Amendment Detail**	**1st Reading**	**2nd Reading**	**3rd Reading**
To redefine fine structure to be reflective of similar penalties in other provincial and municipal legislation	Section A- Horsedrawn Vehicles 22. Whoever shall contravene this Bylaw shall be liable to a maximum fine of $500, with or without costs or 90 days in jail. Section B- Rickshaw Vehicles 11. Whoever shall contravene this Bylaw shall be liable to a maximum fine of $500, with or without costs or 90 days in jail.	Section A- Horsedrawn Vehicles 22. Whoever shall contravene this Bylaw shall be liable to a **fine of not less than $100 and not more than $500**, with or without costs, or 90 days in jail. Section B- Rickshaw Vehicles 11. Whoever shall contravene this Bylaw shall be liable to a **fine of not less than $100 and not more than $500**, with or without costs, or 90 days in jail.	12 Jul 04	12 Jul 04	14 Jul 04

~~Amendment Summary~~	~~Previous Wording~~	~~Amendment Detail~~	~~1st Reading~~	~~2nd Reading~~	~~3rd Reading~~
~~Amendments to define operating requirements of Horsedrawn vehicle. Defining a Pedicab, Rickshaw and 'Vehicle' and equipment req. for those vehicles. Designate rickshaw/pedicab operating area.~~	~~Section A Horsedrawn Vehicles 9.(c) Refrain from driving his Vehicle when under the influence of alcohol or drugs.~~ ~~Section B Rickshaw Vehicle 2.The Operator shall not operate his business without holding permits for Rickshaws as provided for under this Bylaw.~~ ~~3.~~ ~~(1)all woodwork must be sound and the shafts must be made of hardwood;~~ ~~(2)metal parts must not be corroded;~~ ~~(3)a hub must fit on the axle;~~ ~~(4)the wheels must be made of wood and be fitted with rubber~~	~~Section A Horsedrawn Vehicles~~ ~~**(a)Not operate the vehicle when under the influence of alcohol or drugs.**~~ ~~**(b)Not allowed amplified music to emanate from the vehicle between the hours of 7:00 p.m. and 7:00 a.m.**~~ ~~**(c)Nothing in subsection 9 (d) relieves a person from complying with the requirements of the Nuisance Bylaw.**~~ ~~Section B Rickshaw Vehicle~~ ~~1.**(b)"Pedicab Vehicles" shall designate a three wheeled vehicle, human-powered by pedaling, by a person and used commercially for the conveyance of passengers, such vehicle also referred to as a cycle rickshaw.**~~ ~~**(d)"Rickshaw Vehicles" shall designate a two wheeled human-powered vehicle drawn, manually pulled or pushed by one or more persons and used commercially for the conveyance of passengers, such vehicle being commonly referred to as a Rickshaw.**~~ ~~**(e)"Vehicle" shall for the purposes of this part refer to a Pedicab or Rickshaw.**~~ ~~2.The Operator shall not operate his business without holding permits for Rickshaws **or Pedicabs** as provided for under this Bylaw.~~ ~~**3. For a Pedicab:**~~ ~~**(i)pedals that are operable at all times to propel the pedicab,**~~ ~~**(ii)hydraulic rear disc brakes and front**	~~12 May 14~~	~~12 May 14~~	~~09 Jun 14~~

HORSEDRAWN AND RICKSHAW VEHICLE BYLAW

Horsedrawn and Rickshaw Vehicle Bylaw Proposed Amendments

Amendment Summary	**Previous Wording**	**Amendment Detail**	**1st Reading**	**2nd Reading**	**3rd Reading**
Amendments to define operating requirements of Horsedrawn vehicle. Defining a Pedicab, Rickshaw and 'Vehicle' and equipment req. for those vehicles. Designate rickshaw/pedicab operating area.	(c)The Operator shall hold a public liability insurance policy for a minimum amount of $500,000 per Vehicle,……. 4. The driver of the Rickshaw shall: (c)Refrain from pulling his Vehicle when under the influence of alcohol or drugs. 5, 6, 7, 8, 9 - Previous wording just noted 'Rickshaw"	**For a Rickshaw:** **(i)all woodwork must be sound and the shafts must be made of hardwood;** **(ii)metal parts must not be corroded;** **(iii)a hub must fit on the axle;** **(iv)the wheels must be made of wood and be fitted with rubber tires without inner tube;** **(v)no part may have any sharp or cutting element which could injure a passenger or a person;** **(vi)first aid and repair kits** (c) The Operator shall hold a public liability insurance policy for a minimum amount of **$1,000,000** per Vehicle,…….. 4.The driver of the Rickshaw **or Pedicab** shall: (c)**Not operate the vehicle** when under the influence of alcohol or drugs. **(d)Not transport passengers in a rickshaw between 1/2 hour after sunset and 1/2 hour before sunrise unless the rickshaw is equipped with an operable front headlight and rear tail light** **(e)An operator and/or driver of a pedicab or rickshaw or horsedrawn vehicle must not allow amplified music to emanate from the vehicle between the hours of 7:00 p.m. and 7:00 a.m.** **(f)Nothing in subsection 4 (e) relieves a**	12 May 14	12 May 14	09 Jun 14

HORSEDRAWN AND RICKSHAW VEHICLE BYLAW

Amendment Summary	**Previous Wording**	**Amendment Detail**	**1st Reading**	**2nd Reading**	**3rd Reading**
Section B – Definitions – amend 1(b) "Pedicab" vehicle; amend Section 8 (b); and Section B #10	(b)"Pedicab Vehicles" shall designate a three wheeled vehicle…. 8(b) (b)To park his Vehicle elsewhere than at a Station as set out in Schedule "B" annexed hereto; #10…. number of Pedicab Vehicles to four (4) …. number of Rickshaw Vehicles to four (4)	**(b)"Pedicab Vehicles" shall designate a three and four wheeled vehicle…… with no motorized assistance…** **(b)With the exception of the pick-up or drop-off point, only park the Vehicle in a designated parking space;** **#10….number of Pedicab Vehicles to twelve (12)** **….number of Rickshaw Vehicles to eight (8)**	13 Aug 18	10 Sept 18	N/A

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
May 12, 2026

The Parks, Recreation and Leisure Activities Committee has not met since the previous Regular Meeting of Council.

There are no resolutions for Council's consideration.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
MAY 12, 2026

The Water & Sewer Utility Committee has not met since the last meeting of Council.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
MAY 12, 2026

The Economic, Tourism & Cultural Development Committee is scheduled to meet May 12, 2026 at Noon; those minutes will be included in next month's Council package. The Arts Advisory Board met on April 13, 2026; these minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Minutes
Charlottetown Arts Advisory Board Meeting
April 13, 2026
1:00 pm Charlottetown City Hall, Sherwood Room

Present: Omar Broderick, Vice-Chair
Stephen MacInnis
Patricia Bourque (online)
Robert Tsonos (online)
Renée Laprise
Carol Horne

Doug Dumais, CEC

Regrets: Monica Lacey, Chair

1. Call to Order
The meeting was called to order at 1:06 pm by Doug, who chaired in Monica's absence.

2. Declarations of Conflict of Interest
Renée will excuse herself from the discussion of agenda item 7. (now 10.) – Charlottetown Library Learning Centre Mural Draft Call and Process.

3. Approval of the Agenda
The agenda was revised to place item 7 at the end, allowing Renée to attend up to that point. Carol moved, and Stephen seconded a motion to approve the revised agenda.

4. Approval of the Minutes
It was moved by Carol and seconded by Omar to approve the minutes of the AAB's last meeting.

5. Arts and Culture Awards
The committee reviewed the City Arts Awards evening, which was held on March 11 at The Guild. In general, it was agreed that the evening was very successful with excellent choices for entertainment and catering. Julie Pellissier-Lush welcomed guests, and Diana Delirio and Xclusive Dance Crew performed. The Lieutenant Governor, Mayor Brown, and Jen Redmond, MLA, spoke on behalf of Premier Rob Lantz; friends and family of the Late Great Award winner, Gordon Cobb, also spoke. There was some discussion about whether the Champion of the Arts award should be defined as an individual or an organization, but the board members agreed that it should remain open to either. Patricia pointed out that many members of our Indigenous community live outside Charlottetown, and that some consideration and

value could be given to the potential impact nominees have had on the Charlottetown community, without necessarily residing within the City. The CEC noted that some other municipalities include the "surrounding region" when considering their award recipients. The CEC also suggested collaborating with the Indigenous PEI store to manage the award design for the next event, which will take place in two years' time.

6. Traffic Control Cabinet Year 2 Artwork Approval

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

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

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

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

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

7. Public Art Policy Draft

Doug has shared the policy draft with the board members and encourages feedback over the next few weeks; it is hoped that it can be approved at the next board meeting.

8. City Updates

We hope the Fiona Wood project will be installed by May. The City budget has been passed.

9. New Business

Stephen reminded us that World Art Day is on April 15 and that Creative PEI has several activities planned.

10. Charlottetown Library Learning Centre Mural Draft Call and Process

Renée left the meeting due to a conflict of interest identified at the beginning of the meeting.

DRAFT

Doug shared a draft of the Call for Artists; Monica has suggested shortening it overall. The call currently gives preference for local artists but acknowledges that there are fewer experienced mural artists based in PEI, thus allowing for submissions from other artists across Canada. Robert suggested possibly adding an Atlantic tier. Doug seeks other board input and hopes to post the Call before the end of April.

11. Adjournment

Robert moved to adjourn the meeting at 2:15 p.m.

DRAFT

PUBLIC WORKS COMMITTEE
REPORT TO COUNCIL
May 12, 2026

The Public Works Committee met on Wednesday April 22, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday April 21, 2026, and the DRAFT minutes are included in your package.

There is one (1) resolution for your consideration.

Capital and Operational Summaries are included in your package.

Respectfully submitted,
Councillor Mitchell Tweel, Chair

Public Works Committee Meeting
Wednesday, April 22, 2026
12:00 PM, Parkdale Room, City Hall

DRAFT

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

Also: **Ylber Gashi, Public Works Manager**
Joey MacKinnon, Public Works Assistant Manager
Brad MacConnell, Chief Administrative Officer
Amber Robb, Public Works Administrative Assistant
Riley Taweel, Public Works Traffic Engineer
Richard MacEwan, Director of Community Services
Sophie Hayes, Junior Engineer
Berry Genge, Junior Engineer

1. Call to Order

Councillor Tweel, Chair, called the meeting to order at 12:02 PM.

- Mayor Brown provided a petition from residents of Cheasapeake Haven Apartments regarding Mina Jane Drive. Chair Tweel stated that the department had recently responded to an initial request indicating that the issue is not within Public Works jurisdiction and that the petition should be forwarded to the Planning Committee. CAO MacConnell will see that the petition is forwarded to the correct department for further investigation.
- Councillor Tweel and Committee members formally recognized Administrative Professionals Day, thanking administrative and professional staff city-wide for their contributions and ongoing support.

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 (3-0).

4. Approval of Minutes

Moved by Mayor Brown and seconded by Councillor Muttart that the draft minutes from April 10, 2026 be approved. Carried (3-0).

5. Business Arising from the Minutes

Mayor Brown sought an update to a request he made at the last meeting regarding a follow-up meeting being planned for local businesses impacted by the Exhibition Drive Upgrades. Chair Tweel confirmed that a public follow-up meeting on Exhibition Drive Upgrades is confirmed for April 27, 2026 (5:30-7:00 PM) at the Civic Centre and that staff have committed to circulating a summary report from earlier engagement sessions prior to the meeting.

6. Reports/Discussions

a) Parking Strategy

The Chair asked the Public Works Traffic Engineer (PWTE) to speak to the report. PWTE Taweel spoke to the report. Key points from the discussion as follows:

- A major concern was raised by Chair Tweel that residents not just business owners are fully engaged before changes affect neighbourhood streets. PWTE Taweel confirmed that this is only a study on the parking strategy as a whole, and not an approval of projects at this time. If and when a change is to be implemented that will affect local residents the department will communicate appropriately with the relevant groups of people, as per the departments typical practice with any project.
- Consultants from WSP began presenting. However due to technical/audio issues the presentation was deferred.

Chair Tweel requested a deferral of the report due to technical communication issues with the consultants presentation and time constraints.

b) 70 Kent Street Main Entrance Relocation

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

- A competitive tender was issued on February 13, 2026 and Closed on March 16, 2026 with five (5) bids received. The department recommends awarding the contract to MacLean Construction who are the lowest bidder at $269,300.00 + taxes.
- The original budget was for $200,000 so the report included a proposed budget transfer from the municipal buildings capital maintenance budget to cover the shortfall.
- The work required is driven by accessibility deficiencies and aging infrastructure.
- Chair Tweel requested clarification about the history of the building including:
    - How and when it was acquired by the City
    - The purchase terms
    - Total spending to date on all repairs and maintenance

  Staff advised that additional background information and financial history will be provided prior to the council meeting.

Moved by Councillor Muttart and seconded by Mayor Brown that "70 Kent Street Main Entrance Relocation" be forwarded to Council for approval. Carried (3-0)

c) Winter Street Services Update

The chair asked the Public Works Manager (PWM) to speak to the report. PWM Gashi spoke to the report. Key points from the discussion as follows:

- The city has three contractor sections that are not maintained by City union crews.
    - Priority Routes
    - Northeast Section
    - Northwest Section
- Priority Routes were taken over from the Province in 2022 under a 5 year contract with an option to renew for an additional five years. This renewal option is under review for the 2027-2028 season with a notice of intent to renew by April 30, 2026
- The Northeast and Northwest Routes are not eligible for renewal under their existing contracts and will need to be put back out for competitive tender later this summer.
- Staff use GIS mapping for contractor routes to better reflect current road networks.

- Existing contract language is outdated and staff plan to modernize wording to include clearer expectations and responsibilities, including repair of damage incurred during operations.
- There was a significant discussion around whether contracts should automatically renew or be retendered after every 5-year term. Councillor Muttart emphasized the importance of fairness, transparency and competitive bidding arguing contracts should return to tender after five years instead of being repeatedly renewed at staff discretion.
    - PWM Gashi indicated that jurisdictional scans of other provinces and municipalities indicate that some offer 10 Year contracts with their contractors to ensure contractors have up to date equipment and staff to complete the work. And noted that there is a fine line at 5 years, 10 years or somewhere in between where the public is going to get the best value for money.
    - Winter contracts are operational and costs vary annually depending on weather severity.
- Mayor Brown raised concerns about plow damage to lawns and boulevards, department staff indicated that current contracts recognize that minor damage is expected, but contractors are responsible for significant damage, as determined by City staff.
    - Repairs may be completed by the contractor or city crews with costs recovered from contractor holdbacks.
    - The current system is described as a shared approach, which has caused some confusion with residents.
    - Councillor McAleer stated that he notifies department staff of damage to a lawn when residents reach out to him, his request is added to the work orders and repairs are completed.

Status

- Staff confirmed that any renewal or tender decision will come back to council as a recommendation.
- Staff committed to clarifying damage responsibility and repair standards in future contracts.
- Staff will consult with Finance and return to council with a clear recommendation on whether to:
    - Renew the Priority Route contract, or
    - Proceed to open tender.

d) Public Works Update - Capital and Operational Summaries

Mayor Brown initiated a discussion on planned upgrades at the West Royalty Community Center, noting that MacLean Construction was the low bidder awarded the tender. He indicated that facility has long needed improvements, and is supportive of the current work moving ahead but he raised a concern about the lack of accessibility and a reliable elevator as the existing lift is often inoperable or difficult to use. He asked staff to consider installing a proper elevator if not this year then next year.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Moved by Councillor Muttart and seconded by Councillor McAleer that the meeting be adjourned. Carried (3-0). The meeting concluded at 1:10 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Tender for "70 Kent Street Main Entrance Relocation" the submission of MacLean Construction Ltd., in the amount of $269,300.00 (plus all applicable taxes) be accepted,

And that a budget transfer from the Public Works Capital account for "Municipal Buildings – Various Buildings Upgrades" in the amount of $119,695.00 to "Municipal Buildings – 70 Kent Street" be carried out,

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

City of Charlottetown Committee Report

Report No: PW-2026-04-22-002

Date: April 22, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Sophie Hayes

Attachments:

- 70 Kent Street Entrance Relocation - Letter of Recommendation to Award

Report Title:
70 Kent Street Main Entrance Relocation

Report Purpose:
To inform Council of the results of the public tender for "70 Kent Street Main Entrance Relocation" and to recommend awarding the project to the preferred proponent as outlined herein.

Staff Recommendation:
That, as per the conditions of the public Request Tender for "70 Kent Street Main Entrance Relocation", the submission of MacLean Construction Ltd. in the amount of $269,300.00 (plus all applicable taxes) be accepted.

And that a budget transfer from the Public Works Capital account for "Municipal Buildings – Various Buildings Upgrades" in the amount of $119,695 to "Municipal Buildings – 70 Kent Street" be accepted.

Report Details:

This project is part of the overall improvements highlighted in the Building Conditions Report completed for the building. The details of this work is primarily focus on improving the accessibility of the Planning Building located at 70 Kent Street, Charlottetown. Currently, the vestibule at the Planning Office reception does not meet the requirements of the current Canadian Accessibility Act. It was determined the most feasible course of action was to renovate the east entrance of the building to become the new reception area as there are less spatial constraints compared to the current reception space. This allows the vestibule at the current reception to be removed, increasing usable building footprint. Additionally, existing doors are being replaced as they are near the end of their lifecycle, and new interior doors are being constructed to help in separating public facing areas from office space. Access control infrastructure is being installed on several doors throughout the facility, to increase the building's security. Finally, the stairwell at the east entrance is being renovated to meet code requirements.

The Request for Tender was posted on February 13, and closed on March 16, 2026, with five (5) submissions received as outlined below.

Firm Name	Total Submission Price (Taxes Excluded)
Wilmac Construction	$325,922.10
Leading Edge	$282,509.00
MacLean Construction	$269,300.00
United Structures	$346,500.00
B&S Construction	$323,316.19

MacLean Construction Ltd submitted the lowest compliant bid, and based on their proven record of successfully completing projects for the City, staff are confident in their ability to complete the work in accordance with the required specifications and standards. As such, staff recommend awarding the contract to MacLean Construction Ltd in the amount of $269,300, plus applicable taxes. This recommendation is consistent with that of the engineering consultants who prepared the project drawings and specifications, as outlined in the attached letter of recommendation.

70 Kent Street was acquired in 2020, with the intention of using this space for City's Planning and Heritage Administrative Offices. A structural assessment was completed by a professional engineer before the acquisition, who confirmed that the primary structural system was observed to be in generally sound condition, with no apparent signs of distress or structural deficiency. The roofing system, however, was identified as being at or near the end of its service life and in poor condition at the time of inspection. The roof has since been replaced.
The decision to purchase 70 Kent Street was made unanimously by council (noting that councillors Bernard and Tweel were not present) August 17, 2020. The resolution stated that the City of Charlottetown would enter into a Purchase and Sale Agreement with RT Holdings Ltd. for the purchase of 70 Kent Street in the amount of $1,600,000.00, for the purpose of housing the City's Planning and Heritage Administrative Offices. It further stated that the City would assume the existing mortgage on the property, with the remaining balance to be paid to RT Holdings Ltd.

The following year council passed a resolution to accept the submission of Entire Electrical Contractors, in the amount of $460,539.00 (plus all applicable taxes), to replace the roof and HVAC systems, as per the conditions of the tender "70 Kent Street HVAC and Roof Replacement". The roof and HVAC upgrades were subsequently completed.

Financial Implications:
The 2026–2027 Capital Budget has allocated $200,000 for this project. The remaining funds required are recommended to be transferred from available, uncommitted, funds within the “Municipal Buildings” Capital Budget.

A budget transfer of $119,695 from the Various Buildings Upgrades account is recommended.

Public Engagement and Communication:
Public Tender Process

Legislative Authority:
PEI MGA, Part 5, Division 2

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**Director /CAO**
YG, April 17th 2026	RDM April 17, 2026

Committee Recommendation: (if differing from staff)

COLES ARCHITECTURE ENGINEERING PROJECT MANAGEMENT

201-85 Fitzroy Street
Charlottetown, PE C1A 1R6
(902) 368-2300
www.colesassociates.com

March 18, 2026

Via Email: shayes@charlottetown.ca

City of Charlottetown
PO Box 98, 199 Queen Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2

Attention: Sophie Hayes, EIT, PMP

Dear Sophie:

Reference: 251160 70 Kent Street Front Entrance Upgrade – Bid Recommendation

The bid submissions for the above project were received on March 16, 2026, and the received bid amounts are summarized as follows:

Contractor	Bid Amount (Excluding HST)
MacLean Construction	$ 269,300.00
Leading Edge Group	$ 282,509.00
B & S Construction	$ 323,316.19
Wilmac Construction	$ 325,922.10
United Structures	$ 346,500.00

Please be advised that we have reviewed the received bids listed above and find the low bid documents to be in order and a valid bid. Based on this review, we recommend that the construction contract for 70 Kent Street Front Entrance Upgrade project be awarded to MacLean Construction company in the amount of their received bid of $269,300.00, (Excluding HST).

Please contact me if you have any questions or require any clarification.

Sincerely,

Coles Associates Ltd.



Per: Raffi Tashdjian, AAPEI
Senior Architect

Cc/Copies: Nazmi Lawen, P. Eng., Coles Associates Ltd. (Via Email)
Eliana Ayoub, P. Eng., Coles Associates Ltd. (Via Email)
Zijian Wang, P. Eng., Coles Associates Ltd. (Via Email)

RT/pa

City of Charlottetown Committee Report

Report No: PW-2026-04-22-004

Date: April 22, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi / Joey MacKinnon

Attachments:

- Capital Summary
- Operational Summary
- West Royalty Community Centre Priority 1 Upgrades – Letter of Recommendation to Award

Report Title:
Department Update – Capital and Operational Summaries

Report Purpose:
Provide information on Public Works operations and capital projects

Staff Recommendation:
Report provided for informational purposes.

Report Details:

1. **General Overview:**

The Public Works Department is currently preparing for the upcoming construction season. At the same time, operational staff remain focused on winter operations while preparing for spring cleanup and the return of crews for summer work. Please See summary pages and sections below for further information.

The following provides additional information regarding recent procurement opportunities publicly issued through the City's website in accordance with the City's Procurement Policy.

2. West Royalty Community Centre Priority 1 Upgrades

Please note that the public Request for Tender for "West Royalty Community Centre Priority 1 Upgrades" has been awarded to MacLean Construction in the amount of $529,000 (plus all applicable taxes). This work will include building envelope upgrades, accessibility improvements, as well as various interior upgrades intended to protect life safety and ensure code compliance. The scope includes replacing exterior doors at the east, west, and south entrances, installing push-button accessible door operators at the east entrance, and upgrading the first-floor washroom to be barrier-free. Interior work includes ceiling repairs, including the replacement of the gym ceiling, new acoustic wall panels in the gym, and lighting upgrades. Exterior improvements include sidewalk, soffit, air barrier, siding, and roof repairs. Infrastructure will also be added to support a future access control system.

The Request for Tender was posted on February 18, 2026, and closed March 5, 2026, with four submissions received as outlined below.

Firm Name	Total Submission Price
Leading Edge	$607,013.68 plus applicable taxes
MacLean Construction	$529,000.00 plus applicable taxes
ALR Builds Ltd	$668,469.84 plus applicable taxes
United Rentals	$674,500.00 plus applicable taxes

In accordance with the new procurement policy, this project was awarded to MacLean Construction as they submitted the lowest bid at $529,000 plus applicable taxes and given their history of successful projects with the City, staff are confident in their ability to deliver the work in accordance with the required specifications and standards. This decision aligns with the recommendation of the engineering consultants who prepared the drawings and specifications, as outlined in the attached letter of recommendation.

3. Exhibition Drive Reconstruction

Please note that the public Request for Tender for the "Exhibition Drive Reconstruction" project has been awarded to Island Coastal Services Ltd. in the amount of $5,147,333.00 (plus all applicable taxes). This project involves a full reconstruction of Exhibition Drive, including renewal of all underground infrastructure, roadway structure, and surface improvements.

The scope of work includes replacement of water and sanitary sewer mains, upgrades to the stormwater system, and improvements to roadway subgrade and base materials. Surface works will include new asphalt pavement, curb installation, construction of a multi-use pathway, landscaping, line painting, and general surface improvements. The sanitary infrastructure within this corridor serves as a key discharge line to the Wastewater Treatment Plant on Riverside Drive, and the area also represents a significant stormwater catchment. As such, all underground systems will be renewed as part of this project.

From an engineering and asset management perspective, completing underground infrastructure renewal concurrently with roadway reconstruction aligns with recognized corridor renewal best practices. This approach minimizes future disruptions, avoids repeated excavation, reduces lifecycle costs, and ensures more efficient use of public funds.

The inclusion of a multi-use pathway will improve active transportation infrastructure by providing a safe, separated facility for pedestrians and cyclists. This will create an important connection between existing networks on Riverside Drive and Kensington Road, improving overall network continuity and user safety.

Work is planned to begin at the east end of the corridor near the roundabout and progress west toward Kensington Road. Initial construction activities will focus on underground infrastructure replacement, including stormwater and sanitary systems. The project will also increase stormwater capacity and improve drainage within J. Frank MacAuley Park. Construction is expected to continue throughout the construction season, with a planned pause during Old Home Week.

The Request for Tender resulted in three submissions, as outlined below:

Firm Name	Total Submission Price
Island Coastal Services Ltd.	$5,147,333.00 plus applicable taxes
Birch Hill Construction Ltd.	$5,638,923.00 plus applicable taxes
Landmark Construction	$6,059,621.00 plus applicable taxes

In accordance with the City's procurement policy, this project was awarded to Island Coastal Services Ltd. as they submitted the lowest compliant bid. Based on their experience and past performance on similar municipal infrastructure projects, staff are confident in their ability to complete the work in accordance with the required specifications and standards.

Council or Committee History:
Monthly updates.

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
Capital Project informational sessions. Public Tendering process.

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

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager	**CAO/Director**
YG, April 17th, 2026	RDM April 17, 2026

Committee Recommendation: (if differing from staff)

Capital Summary Update - Public Works

April 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Street Reconstruction Projects					
Spencer Drive Extension	Consultant Services Awarded - Construction Tender Documents In Progress	90%	Design work is at 90%, waiting for answer on funding	TBD	TBD
Exhibition Drive Reconstruction	Project Awarded	<10%	Project in beginning stages.	April 2026 - October 2026	$ 5,147,333.00
North River Road - Phase 1	Consultant Services Awarded - Design in Progress	30%	Design work is at 30% Initial design phases are underway.	TBD	TBD
University Avenue - Phase 1.1	Consultant Services Awarded - Design In Progress	25%	Design work and Utility coordination in progress	TBD	TBD
2025 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Westcomb Crescent from Glenview Lane to Andrews Court	Sidewalk Package B - Construction in Progress	40%	Carry over from 2025/26 fiscal year. Construction complete for 2025. To resume and finish Spring 2026	September 2025 - Spring 2026	$ 2,206,063.00
Parkside Drive from Beach Grove Road to Crestview Drive	Sidewalk Package A - Construction in Progress	85%	Carry over from 2025/26 fiscal year. Construction complete for 2025. To resume and finish Spring 2026	September 2025 - Spring 2026	
Stockman Drive from Gardiner Drive to Malpeque Road, and Holl Street from Lower Malpeque Road to Stockman Drive	Sidewalk Package B - Project Awarded	85%	Carry over from 2025/26 fiscal year. Construction complete for 2025. To resume and finish Spring 2026	September 2025 - Spring 2026	
Elena Court (MUP) from Norwood Road to the Cul-de-sac	Sidewalk Package A - Project Awarded	45%	Carry over from 2025/26 fiscal year. Construction complete for 2025. To resume and finish Spring 2026	September 2025 - Spring 2026	
2026 Sidewalks & Multi-Use Paved Pathway Construction Projects					
Connolly Street from Queen Street to the existing sidewalk	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	TBD
Woodlawn Drive from Mt Edward Road to Maple Avenue	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Lincolnwood Drive from Maple Avenue to Brackley Point Road	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Rosemount Drive from Nassau Drive to Belvedere Avenue	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Norwood Road from Friar Drive to the apartment buildings	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Poplar Avenue from Pine Drive to Oak Drive	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Royalty Road from Upton Road to Nanak Avenue	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Ash Drive from Maple Avenue to Lilac Avenue, **Shamrock Avenue** from Lilac Ave to Brackley Point Road, and **Lilac Avenue** from Ash Drive to Shamrock Drive.	Consultant Services Awarded	<10%	Design work in beginning phases (<10%).	TBD	
Municipal Buildings					
West Royalty Community Center - Priority 1 upgrades	Tender Closed	n/a	The tender for West Royalty Community Center Priority 1 Upgrades has closed, four submissions were received, and this work has been awarded to MacLean Construction in the amount of $529,000 plus applicable taxes.	April 2026 - Fall 2026	$ 529,000.00
Heartz Hall Building Upgrades - Phase 2 (Interior Renovation)	Project Awarded - Construction in Progress	25%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - Late Fall 2026	$ 988,464.00
Sherwood Rec Hall - Space Needs Assessment	Project Awarded	90%	Planning for second public engagement session underway.	September 2025 - Spring 2026	$ 53,850.00
City Hall - Security Upgrades	Project Awarded	50%	Project has been awarded to Hansen Electric in the amount of $94,300 + HST.	In Progress - Spring 2026	$ 94,300.00
70 Kent Street (Planning) Upgrades	Tender Closed - Resolution Ready for Committee	n/a	The tender for the 70 Kent Street Main Entrance Relocation has closed, and five submissions were received. A resolution has been prepared for committee.	TBD	TBD

Capital Summary Update - Public Works

April 2026

PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	ESTIMATED TIMELINE (Start Date - End Date)	AWARDED COST (excluding taxes)
Brownfield Redevelopment Initiative	Project Awarded - Construction in Progress	40%	Construction underway.	In Progress - Late Summer 2026	$ 1,697,000.00
Parkades Major Repairs & Parking					
Pownal Parkade Concrete Restoration	Project Awarded - Construction in Progress	40%	Carry over from 2025/26 fiscal year. Construction underway.	In Progress - July 2026	$ 1,959,580.00
Pownal Parkade Sprinkler Upgrades	Project Awarded	25%	Carry over from 2025/26 fiscal year. Materials on site, installation underway.	February 2026 - Spring 2026	$ 187,600.00
Queen Street Parkade Upgrades	Consultant Services Awarded	n/a	A demolition/reconstruction feasibility study and an updated condition assessment is nearly complete. Temporary shoring has been installed as an interim measure	TBD	TBD
Master Plans & Studies					
Parking Study	In Progress	95%	Draft final report cmomplete. Presented to council in January 2026.	In Progress - Spring 2026	$ 68,790.00
Municipal Design Guidelines	Consultant Services Awarded	75%	Draft chapters are in review.	In Progress - Late Fall 2026	$ 265,512.00

City of Charlottetown - Public Works Department

Public Works Operational Report: April 2026

Public Works staff continue to work diligently across all divisions. Crews are currently focused on repairing potholes, responding to weather events, and cleaning up after the winter season.

Winter Events and Cleanup

We want to remind elected officials and residents that at this part of the season, the department is focused on maintaining safe and accessible pedestrian routes throughout the City. Any plow damage caused throughout the winter can be reported through our general line at 902-894-5208. Our landscaping crews will be back and addressing claims in the coming weeks.

Road Conditions and Potholes

Crews have been actively patching since January, weather permitting with available materials. Asphalt plants open mid-May, at that point crews will begin larger scale patching and maintenance work, and the capital street resurfacing program will begin for the season.

The department would like to remind everyone that the fastest and most efficient way to report a pothole or snow related concern is through the **general line at 902-894-5208.**

COLES ARCHITECTURE
ENGINEERING
PROJECT MANAGEMENT

201-85 Fitzroy Street
Charlottetown, PE C1A 1R6
(902) 368-2300
www.colesassociates.com

March 10th, 2026

Via Email: ygashi@charlottetown.ca

City of Charlottetown
PO Box 98, 199 Queen Street
Charlottetown, PEI
C1A 7K2

Attention: Ylber Gashi, P.Eng., PMP, Manager of Public Works

Dear Ylber:

Reference: 251237 West Royalty Community Centre Priority 1 Upgrades – Bid Recommendation

The bid submissions for the above project were received on March 5th, 2026, and the received bid amounts are summarized as follows:

Contractor	Bid Amount (Excluding HST)
MacLean Construction Ltd. (o/a APM MacLean)	$529,000.00
Leading Edge Group	$607,013.00
ALR Builds Ltd	$668,469.84
United Structures Inc.	$674,500.00

Please be advised that we have reviewed the received bids listed above and find the low bid documents to be in order and a valid bid. Based on this review, we recommend that the construction contract for the West Royalty Community Centre Priority 1 Upgrades project be awarded to MacLean Construction Ltd. (o/a APM MacLean) in the amount of their received bid of $529,000.00, (Excluding HST).

Please contact me if you have any questions or require any clarification.

Sincerely,

Coles Associates Ltd.

Per: Darrin Dunsford, MRAIC, AAPEI
Senior Architect

Cc/Copies: Sophie Hayes (Via Email: shayes@charlottetown.ca)
Nazmi Lawen (Via Email: nlawen@colesassociates.com)

DD/sed

DRAFT

Civic Board for Persons with Disabilities
Tuesday, April 21, 2026
Sherwood Room, City Hall
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Jeannie Poole
Mayor Philip Brown

Regrets: Linda Clark
Judith Bayliss

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:41 PM

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

3. Approval of Agenda
Moved by Jeannie, seconded by Anthony that the agenda be approved as circulated.

4. Approval of Minutes
Approved by Alison, seconded by Anthony

5. Business Arising from Minutes
All who attended last month's tour of Tremploy were very impressed by the new facility and all the opportunities if offers for the individuals it serves.

6. Discussion Items

b) Accessible Taxi Update
Glen reported on the great news that The Department of Social Development and Seniors, along with partner reps from the City of Charlottetown, the Towns of Cornwall and Stratford, and community organizations- Pat and the Elephant, PEI Spinal Cord Injury Association, and ResourceAbilities, have confirmed financial commitments and endorsement of a 2-year pilot project - Accessible Taxi for the Capital Region. The cost for riders is still being discussed. Guidelines need to be developed regarding who is eligible to use this service. Pat and the Elephant will maintain and monitor the service and ensure that drivers receive all the necessary training. There will be a media release and announcement to the public, during Accessibility Week.
Glen will contact Shelly Cole to confirm announcement details, he commented that the Civic Board has devoted a great deal of time to the Accessible Taxi initiative and would like to have some acknowledgement for all the work done by the board during the event.

c) 2025 Accessibility Awards ~ Date to be finalized

Amber reported that the Accessibility Awards presentation will be held on June 1, 2026, in similar fashion to previous years events. The Mayor and Glen will give speeches, followed by the presentation of awards and a reception with light refreshments. The Communication Department will take photos and provide post-event information through social media. Amber will send out a “Save the Date” to all who will be involved. Accessibility week officially begins on Sunday May 31, 2026, if a flag is to be raised at City Hall it would not be until Monday as offices are closed on the weekend.

7. Introduction of New Business

There was no new business discussed.

8. Adjournment

Moved by Alison, seconded by Anthony. The meeting adjourned at 4:35 PM.

Next meeting will be on May 19, 2026, at 3:30PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

New Business # 1

MOTION CARRIED _____

MOTION LOST _____

Date: May 12, 2026

Moved by Councillor

Seconded by Councillor

That effective immediately, and as recommended by His Worship Mayor Philip Brown, Emma McPhail be appointed to the City of Charlottetown Food Council.

New Business Resolution #1
Appointment to the Food Council
May 12, 2026

Emma McPhail Bio:

Policy professional with the Government of Prince Edward Island. Coordinates policy development, strategic planning, and cross-departmental initiatives. Strong background in research, data analysis, and program management, along with experience leading teams and community-focused projects.

Actively involved in the local food system through volunteer work with the PEI Food Exchange as well as previously with the Charlottetown Community Fridge; gained firsthand insight into food access challenges and community-driven solutions. Offer a broad perspective on food systems and equity. Passionate about improving access to affordable, nutritious food and is committed to contributing thoughtful, collaborative leadership to advance food security in Charlottetown.

Dunn, Ashley

From: notification@civiclive.com
Sent: Sunday, February 16, 2025 3:49 PM
To: Human Resources
Subject: Food Council Member Application 2025-02-16 03:49 PM(AST) Submission Notification

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.

Food Council Member Application 2025-02-16 03:49 PM(AST) was submitted by Guest on 2/16/2025 2:49:22 PM (GMT-04:00) Canada/Atlantic

Name	Value
First name	Emma
Last Name	McPhail
Telephone	
resident or property owner	yes
Employment	
Food system representation	Non-profit
Other (explanation)	
Indigenous	
Person of colour	
Newcomer	
Refugee	
2SLGBTQIA+	
Youth	
Senior	
Disability	
Description of experience	I have a strong desire to improve access to nutritious and affordable food across Charlottetown. I have experience in policy research and development professionally and community building through my volunteer activities. I can bring perspectives from community organizations such as the PEI Food Exchange and the Charlottetown Community Fridge as well as my own lived experience in different food systems across

	Canada, having lived in British Columbia and Ontario.
Barriers to food security	As a resident of Charlottetown with a contextually comfortable living, I worry about the cost and availability of food and I consider myself lucky that it's just a worry and not a constant struggle. I volunteer with the PEI Food Exchange and the Charlottetown Community Fridge and I see the amazing work being done and all of the organizations that contribute to our food supply and I would like to contribute my efforts to a larger more centralized organization.
chair	no
chair description	
I will submit a copy of my cover letter & resume via email	I will submit a copy of my cover letter & resume via email
Terms and Conditions	Yes
public appointment policy	yes

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