CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL AGENDA
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JUNE 9, 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, June 9th

6 – RESOLUTIONS	2 - BYLAW READINGS

- **Land Acknowledgement**
- **Bren Simmers, PEI Poet Laureate, will recite her original poem commissioned for the City of Charlottetown as part of the Canadian Capital Cities Organization's National Poetry Project.**

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 – May 12, 2026
   - Special Meeting of Council – May 26, 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
- Two (2) Resolutions
- 1st Reading to amend the Zoning & Development Bylaw
  - Permit a transitional housing facility in a DMUN Zone at 147 Hillsborough Street (PID# 342907)

7.2. Finance, Audit, Tendering & Administration – Councillor John McAleer, Chair
- Summary Page
- No Resolutions

7.3. Human Resources – Councillor Norman Beck, Chair
- Summary Page
- No Resolutions

7.4. Strat. Priorities, Comms & Intergovernmental Cooperation – Councillor Justin Muttart, Chair
- Monthly Report
- 1st Reading to Amend the City of Charlottetown Election Bylaw

7.5. Protective & Emergency Services – Councillor Julie McCabe, Chair
- Monthly Report
- No Resolutions

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

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

7.8. Economic, Tourism & Cultural Development – Councillor Terry Bernard, Chair
- Monthly Report
- One (1) Resolution

7.9. Public Works – Councillor Mitchell Tweel, Chair
- Monthly Report
- Two (2) Resolutions

7.10. Environment & Sustainability – Councillor Trevor MacKinnon, Chair
- Monthly Report
- One (1) Resolution

7.11. New Business

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) Proposed Funding Agreement

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, MAY 12, 2026 at 5:00 PM

DRAFT

Mayor Philip Brown presiding

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

(T/C indicates present via teleconference)

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

- The Mayor noted that May is Huntington's Disease Awareness Month. He highlighted the serious impact the disease has on individuals and families across Prince Edward Island and acknowledged the advocacy work being done by organizations and community members to improve understanding, care, and support services related to this disease. City Hall tower would be illuminated purple and red from May 28 to May 30, 2026 in recognition of Huntington's Disease Awareness Month.

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

2. **Declarations of Conflict of Interest**
   Councillor Doiron declared a conflict with Planning & Heritage Resolution #2 re: Hidden Valley (PID# 1047562).

   A legal and/or jurisdictional review was requested to better define the standards Council members are expected to follow when it comes to conflicts of interests (blind trusts, etc.); clarity on how conflicts of interest are determined under the Municipal Government Act and how those rules interact with blind trusts, perceived bias, and apprehension of bias.

3. Approval of Agenda

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

4. Adoption of Previous Draft Minutes of Council

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

- Regular Meeting of Council – April 14, 2026

CARRIED

5. Business Arising out of the Minutes

• **Regular Meeting of Council (April 14, 2026) re: Boulder Park -** Councillor Muttart raised concern that decisions on future uses of the grounds now appear to fall under a provincial legislative standing committee, on which the City of Charlottetown does not currently have representation. He had previously requested that City administration be involved in those discussions but understood from media reports and discussions with the Legislative Clerk that no formal request had been made by the City. He stressed that Council needs to have formal discussions with the province to clarify what role the City really has in decision-making when it comes to the use of Boulder Park.

• **Regular Meeting of Council (April 14, 2026) re: Euston Street Irving redevelopment -** In response to an update regarding the heritage component (if any) of the redevelopment, Councillor Jankov agreed that more clarity was needed and confirmed that a report would be requested from the City's Heritage department.

6. Council Inquiries to be taken Under Consideration

No inquiries were raised.

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 thanked those who attended the last information session on the draft Zoning and Development Bylaw review and noted the next tentative information session is May 21, 2026.

It was requested that the Planning and Heritage Department prepare a comprehensive, data-driven report clarifying whether Charlottetown is experiencing a housing crisis. Deputy Mayor Jankov noted this item would be added to the next Planning & Heritage Committee agenda.

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

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In response to a question of whether local area residents were consulted with the proposed change in hours of operation on Victoria Row, Deputy Mayor Jankov indicated the extended hours had already operated as a pilot project in 2025 and according to the staff report, no negative feedback was received.

CARRIED 10-0

- Councillor Doiron in conflict and left the Chamber for the following resolution.

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:

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

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

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

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

- Increase 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.

Concerns raised focused on overdevelopment, inadequate infrastructure, environmental impacts, and quality of life for residents. Deputy Mayor Jankov referred to the Planning Manager who noted that the developer's plans met the City's parking requirements and that the current variance request only related to increased density, not building height or other zoning relief. He also noted that sidewalks, roads, and other infrastructure were still incomplete and that parkland requirements had already been addressed through the Parks & Recreation Department.

CARRIED 8-1
Councillor MacKinnon opposed

- Councillor Doiron returned to the Chamber.

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

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number (311 and 307 Patterson Drive) containing an existing 1-storey commercial building (convenience store) currently bisected by an existing property boundary.

CARRIED 10-0

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.

CARRIED 10-0

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.

CARRIED 10-0

2nd 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 said Bylaw (PH-ZD.2-110) 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.2-110) be adopted.

CARRIED 10-0

2nd 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)**.

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Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe

RESOLVED:
That the said Bylaw (PH-ZD.2-109) 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.2-109) be adopted.

CARRIED 10-0

7.2 Environment & Sustainability – Councillor Trevor MacKinnon, Chair
Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported tree-planting initiatives were announced in partnership with local watershed groups; 1260 trees and shrubs being planted in wellfield areas. Two new battery-electric mini transit buses are now in operation (East Royalty and Strafford midday runs). Transit ridership in Charlottetown decreased by 4% in April 2026 compared to April 2025.

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.

CARRIED 10-0

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

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- 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.

CARRIED 10-0

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.

CARRIED 10-0

● Councillor Ramsay declared a conflict and left the Chamber for the following resolution.

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.

An update regarding the status of the formal transit agreement was requested. Councillor MacKinnon referred to the Environment & Sustainability Manager, who reported the agreement had gone through legal review, comments were recently provided to the Charlottetown Area Transit Coordinating Committee (CATCC) and the Operator. The Operator is now reviewing those legal comments before the parties reconvene to finalize the agreement for Council approval.

It was questioned why Council was being asked to increase payments to the operator when the service expansions were not meeting ridership expectations. Councillor MacKinnon referred to the Environment & Sustainability Manager, who advised that newer and smaller neighbourhood routes typically take several years to build ridership.

CARRIED 8-1
Councillor Doiron opposed

● Councillor Ramsay returned to the Chamber.

7.3 <u>Finance, Audit, Tendering & Administration</u> – Councillor John McAleer, Chair
Councillor McAleer indicated his Committee report was included in the weekend package.

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A detailed report showing all grants approved or paid out from this year's City budget was requested, including what organizations had applied and where funding allocations currently stood. This was taken under advisement.

7.4 Human Resources – Councillor Norman Beck, Chair
Councillor Beck indicated his Committee met on Monday and the report was included in the revised package.

Councillor Beck indicated that, during Monday's Committee meeting, discussion took place under New Business regarding the possible creation of a CAO Bylaw. He further indicated that a bylaw should clearly outline the responsibilities, authority, accountability, hiring process, and performance evaluation process for the Chief Administrative Officer (CAO) position and that it be drafted to be specific to Charlottetown. During significant discussion, it was argued that Section 93 of the Municipal Government Act outlines the duties, authority, and responsibilities of a CAO. Also, it was expressed that any broader changes sought by municipalities should be addressed through amendments to the Municipal Government Act (MGA), rather than through individual municipal bylaws. Following debate, Councillor Beck indicated he would bring forward a Notice of Motion on the matter at the next Regular Meeting of Council.

In response to a request for an update on backpay for CUPE 501 employees, Councillor Beck referred to the Human Resources Manager who indicated Permanent staff will receive backpay on May 21 and Seasonals on June 4, 2026.

7.5 Strat. Priorities, Comms & Intergovernmental Cooperation - Coun. Justin Muttart, Chair
Councillor Muttart indicated his Committee did not meet since the last Regular Meeting of Council.

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

- Councillors MacKinnon and Tweel were not in the Chamber during the following reading.

1st Reading to Amend the Horsedrawn and Rickshaw Vehicle Bylaw - 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.

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:
That the bylaw to amend the "City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw, #2018-10, be read a first time.

CARRIED 8-0

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Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

RESOLVED:

That the bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Horsedrawn and Rickshaw Vehicle Bylaw, #2018-10 and that it be read a second time at the next public meeting of Council.

CARRIED 8-0

Some discussion took place with respect to the current wording around feeding birds in the Nuisance Bylaw. Staff and Councillors acknowledged the original wording was confusing and too broad. The committee report which was in the package also recommended another option – create a separate bylaw specifically addressing the feeding of wild birds. The matter was deferred back for additional review by the Bylaw Officer rather than moving forward immediately.

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

Councillor Ramsay indicated his Committee report was included in the weekend package. He reported that Simmons Arena walking track is frequently utilized, Junior C championships drew strong attendance, ballfields are now open; however, soccer fields remain closed due to weather conditions.

7.8 Water & Sewer Utility – Councillor Bob Doiron, Chair

Councillor Doiron indicated his Committee did not meet since the last Regular Meeting of Council. He indicated he just received an update from staff regarding the ongoing fibre optic issue and the matter will be brought to the next Committee meeting for discussion.

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

Councillor Bernard indicated his Committee met at Noon today and the minutes will be included in next month's package. He reported that the curling survey which was conducted recently showed strong public support for developing a curling facility in Charlottetown. The City received 1,142 survey responses, the highest participation ever for a City survey, with roughly 77–78% of respondents supporting a curling venue, believing it would meet recreational and community needs. He noted on several upcoming events and tournaments such as Street Feast, Charlottetown Food Truck Festival, 2026 Atlantic Artistic Swimming Regional Championships and 2026 Atlantic Table Tennis Championships.

7.10 Public Works – Councillor Mitchell Tweel, Chair

Councillor Tweel indicated his Committee report was included in the weekend package. He mentioned that the City had recently completed its second public consultation process regarding Exhibition Drive and said there was a good turnout from the business community.

With regard to an update of the Sherwood Sport & Recreation Complex Master Plan community meeting, Councillor Tweel advised that the City was still waiting for further information and results from the consultants conducting the Cody Banks Arena assessment.

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.

CARRIED 10-0

7.11 New Business

- Councillor Muttart declared a conflict and left the Chamber for the following resolution.

Moved by Councillor Trevor MacKinnon
Seconded by Councillor Kevin Ramsay

RESOLVED:

That effective immediately and as recommended by His Worship Mayor Philip Brown, Emma McPhail be appointed to the City of Charlottetown Food Council.

CARRIED 9-0

- Councillor Muttart returned to the Chamber.

8. Motion to Move into a Closed Session as per the MGA of PEI (7:39 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) Contract Services Matter

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

9. Business Arising from the Closed Session (8:43 PM)

No business arose.

10. Adjournment

Moved by Councillor McAleer and seconded by Councillor Ramsay that the meeting be adjourned. Carried. Meeting concluded at 8:43 PM.

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CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBER, CITY HALL, 199 QUEEN STREET
TUESDAY, MAY 26, 2026 AT 5:00 PM

Mayor Philip Brown presiding

Present:	**Deputy Mayor Alanna Jankov**	**Councillor Terry Bernard**
	Councillor Kevin Ramsay	**Councillor Bob Doiron (T/C)**
	Councillor Julie McCabe	**Councillor Norman Beck**
	Councillor Trevor MacKinnon	**Councillor John McAleer**
	Councillor Justin Muttart	
Also:	**Richard MacEwen, DCS/ACAO**	**Frank Quinn, PRM**
	Ylber Gashi, PWM	**Joshua McInnis, UM**
	Berry Genge, PWJE	**Dillon Bolger, IT**
	Tracey McLean, PRC	
Guests:	**Peter Connell, Xiaoming Gao & Lillan Ho, DSRA Architecture (T/C)**	
Regrets:	**Councillor Mitchell Tweel**	**Brad MacConnell, CAO**
	Michael Ruus, DIG	

T/C indicates attended via teleconference.

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

- Councillor Ramsay, Chair of Parks & Recreation, extended condolences on the passing of Forbes Kennedy, a former NHL player and City employee. A moment of silence was held.

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

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

3. Approval of Agenda
It was requested to move the Water and Sewer Utility item to 4(a) and second reading of the Horse-Drawn and Rickshaw Vehicle Bylaw to Item 4(b). Moved by Councillor Ramsay and seconded by Councillor Bernard that the agenda be approved as amended. Carried.

4. Resolutions/Bylaw Reading/Presentation

a) Two (2) Water & Sewer Utility Resolutions

Moved by Councillor Bob Doiron
Seconded by Councillor John McAleer

RESOLVED:

That Council approve the City of Charlottetown Drought Contingency Plan, as attached, effective May 26, 2026.

CARRIED 9-0

Moved by Councillor Bob Doiron
Seconded by Councillor John McAleer

RESOLVED:

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

Therefore, Be it Resolved, that City Council approves the request received for water service to the property located at 391 Brackley Point Road, PID 1010313, located in the community of Brackley,

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

Concern was raised regarding the proposed future use of the property and the potential impact it may have on water consumption; the previous business operating on this PID was a gardening and landscaping company. Councillor Doiron indicating that Nick's Towing purchased the property and does not expect any more water usage than the previous owner.

CARRIED 9-0

b) 2nd Reading to Amend the Horsedrawn and Rickshaw Vehicle Bylaw

Moved by Councillor Julie McCabe
Seconded by Councillor Kevin Ramsay

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.

CARRIED 9-0

c) Sherwood Sport and Recreation Complex Masterplan Project

The Mayor asked the Public Works Manager (PWM) to introduce the agenda item. The PWM provided a brief overview, noting that the matter will return to the Public Works and Parks & Recreation Committees before proceeding to Council with a recommendation. DSRA Consultants Peter Connell, Xiaoming Gao & Lillan Ho were introduced and asked to begin the presentation.

The presentation outlined a long-term vision for transforming the Sherwood Recreation Hall, Cody Banks Arena, Lawn Bowling Club, and adjacent City-owned lands into a modern, multi-use sport and recreation complex. The project has been underway since October 2025 and is intended to guide future investment and redevelopment of the site.

DSRA undertook extensive public engagement which included two (2) in-person open houses as well as a survey that had 263 respondents. Those respondents identified several recreational indoor priorities such as an indoor walking track, second ice rink, gymnasium space and fitness room. Outdoor priorities included sports courts, splash park, and playground equipment.

With regard to assessments, DSRA believe the Cody Banks Arena could reasonably remain operational for another 15 years, and potentially 25 years with continued investment. Sherwood Rec Hall was viewed as having reached the end of its useful life and is generally expected to be replaced. Community feedback strongly supported retaining the Lawn Bowling Club in its current location and the Consultants recommended maintaining the bowling facility rather than relocating it.

DSRA then presented and spoke to the three proposed options:

Option A - New Community Centre, Keep Cody Banks Arena
- Retain Cody Banks Arena.
- Retain Lawn Bowling Club.
- Demolish and replace the current Rec Hall.
- Build a new stand-alone community centre along Maple Avenue.

Concerns raised by Council related to Option A:
- Preserving ice availability during any future arena redevelopment.
- No walking track and less athletic space.

Option B – New Arena and Community Centre
- New NHL-sized rink.
- Approximately 500 spectator seats.
- Six dressing rooms.
- Double gymnasium.
- Walking track.
- Fitness centre.
- Large atrium/social gathering space.
- Multi-purpose rooms

Concern raised by Council related to Option B:
- The arena would need to be demolished before a new one is built; resulting in one less ice surface for a significant amount of time.

Option C – Phased Development Approach

Phase 1
- Keep Cody Banks Arena operational.
- Build a new community centre first.
- Retain Lawn Bowling Club.
- Retain existing Rec Hall until replacement is ready.

Phase 2

- Demolish Cody Banks Arena later.
- Build a replacement arena.
- Connect arena and community centre with an atrium.
- Add outdoor gathering spaces and landscaped areas.

Concern raised by Council related to Option C:

- Eventually the same arena replacement challenge still exists.
- Phase 2 would still require a solution for maintaining ice availability elsewhere before Cody Banks could be demolished.

DSRA advised that additional parking strategies may be required during future design stages, regardless of which option Council selects.

Several members of Council reiterated that Cody Banks remains a critical facility for minor hockey and other ice users and with the arena's longer-than-expected remaining life (15–25 years), it gives the City flexibility to delay replacement.

In closing, DSRA thanked Council for the opportunity to present and expressed appreciation for the comments, questions, and feedback received.

5. Adjournment

Moved by Councillor Bernard and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 6:06 PM.

PLANNING AND HERITAGE
REPORT TO COUNCIL

June 9, 2026

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

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

The Heritage Board met on Monday, May 25, 2026; copies of the minutes and reports are included in your package.

The Planning & Heritage Committee met on Tuesday, June 2, 2026; copies of the minutes and report are included in your package.

The Planning Board met on Tuesday, June 2, 2026; copies of the minutes and reports and resolutions are included in your package.

The informational only Permit Summary lists for May will be provided in July's Regular Meeting of Council package.

Resolutions: Two (2)

Planning Board:

1. **600 North River Road (PID#s 444679 & 600817)**

This is a request for Major Variance to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metre (54,240 sq. ft.) lot.

2. **147 Hillsborough Street (PID# 342907)**

This is a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zone.

Reading Papers:

First Readings: One (1)
Second Readings: Zero (0)

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY, MAY 25TH, 2026 at 4:30PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Emile Gallant, RM***
	Councillor Julie McCabe	**Aaron Stavert, RM***
	Councillor Norman Beck	***attended virtually**
	Mayor Phillip Brown	**Lucas MacArthur, RM**
		Sharon Larter, RM
		Tara Maloney, RM
		Ken McInnis, RM
Also:	**Mike Ruus, Dir. Int. Growth**	
	Donna Miller-Ayton, Mgr, P&H	
	Natalie Munn, HO	
	Brad Vince, PII, HO	
Applicants:	**Lucas Welsh c/o Red Dirt Properties**	
	Raffi Tashdijian, Coles Associates*	
	***attended virtually**	
Regrets:	**Brad MacConnell, CAO**	**Simon Moore, RM**

1. Call to Order
Deputy Mayor Jankov called the meeting to order at 4:39 PM.

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

3. Approval of Agenda
Moved by Lucas MacArthur and seconded by Tara Maloney that the agenda for Monday, May 25, 2026, be approved.

CARRIED

4. Adoption of Minutes
Moved by Councillor Beck and seconded by Tara Maloney that the minutes of Thursday, December 4th, 2025, be approved.

CARRIED

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

6. Reports:

a) 113 Upper Prince Street (Robertson Carriage House)

Request: Exterior Renovations
Property Identification: Low Density Residential (R2) Zone and is within the 500 Lot Area.
Presenters: Bradley Vince, PII, HO
Reference: Heritage Board Package

Summary:

- Application described as exterior renovation to accessory building on designated heritage property
- Purpose is to review proposed exterior renovations to accommodate a future secondary suite.
- Background: application previously approved by Heritage Board in 2021 and a previous approval included relocation to 5 ft from rear property line, cedar shingle recladding, window replacements (wood if funding available), door replacement, and roof reconstruction to match existing.
- Staff confirmed previously approved elements are not under review in this application.
- Applicants no longer propose relocation of the building.
- Proposal maintains building at current location on rear property line.
- New proposed work includes lifting building and adding blade wall foundation.
- New wooden/fiberglass door proposed on northeast (front) elevation.
- Dormer and three new wooden windows proposed on northeast elevation.
- Existing garage door to be moved slightly left and replaced to accommodate new opening.
- New larger window proposed on southeast elevation replacing a smaller window.
- Existing lower-level windows to be reused as part of restoration.
- Comprehensive restoration of deteriorating designated structure noted.
- All windows to be wooden, double hung, matching existing style and articulation.
- Staff review found dormer addition complementary to existing building and supportive of future use.
- Restoration noted to protect against further decay and deterioration.
- New windows considered compatible with existing character.
- Applicant worked closely with Planning and Heritage staff through multiple design iterations.
- Initial design issues identified regarding building code setbacks and window placement.
- Revised design presented reflects adjustments made to meet building code requirements.

Discussion:

- It was asked if the property was designated Heritage Resource and if the process is complete at the board level. Staff confirmed yes, it is a designated Heritage Resource and the process finishes at the board level.

MOTION:

Moved by Ken McInnis and seconded by Tara Maloney that the Heritage Board approve the proposed exterior renovations to the designated accessory building (Robertson Carriage House) located at 113 Upper Prince Street, to support the restoration, preservation, and long-term protection of the structure from further decay and deterioration.

CARRIED
(8-0)

b) 202 Hillsborough Street - Exterior Renovations

Request: Exterior Renovations
Property Identification: Downtown Mixed-Use Neighborhood (DMUN) and is within the 500 Lot Area
Presenters: Bradley Vince, PII, HO
Reference: Heritage Board Package

Summary:

- Brad stated the purpose of the report is to review the proposed addition of two fire egress windows.
- He noted the work is required to ensure compliance with City fire inspection requirements.
- Brad indicated the application is seeking Heritage Board approval for installation of the two egress windows.
- He referenced the Hazard Compliance Order issued by the Charlottetown Fire Department.
- Brad stated the installation will bring basement bedrooms and boiler room into compliance with the National Fire Code.
- Property location and exterior photos were referenced during the presentation.
- Brad noted the proposed windows are considered reasonable and appropriate.
- He stated the addition of the egress windows will not impact any character-defining elements.
- He further noted the work will not alter the form of the original building.
- He noted the work supports compliance with the Fire Department hazard order.
- Brad indicated the improvements will help protect the heritage resource from potential fire hazards.

Discussion:

- Further discussion was held regarding clarification of egress window locations and application details and staff reiterated limited detail provided in original submission.

- Acknowledgement that the application was advanced to address active fire hazard compliance order and the board discussed importance of ensuring clarity in future applications.
- Concern reiterated regarding timing gap between compliance order and current application.
- Members noted potential public safety implications associated with delayed compliance.
- Discussion emphasized importance of fire safety measures, particularly for buildings with residential or accommodation uses.
- Consensus that further information should be provided to Council for awareness.
- Noted that delay may have reasonable explanation but requires confirmation.
- Discussion included whether approval should proceed alongside follow-up investigation.
- Board generally supportive of addressing immediate safety compliance through approval.

MOTION:

Moved by Ken McInnis and seconded by Tara Maloney that Heritage Board approve the request to add two fire egress windows to bring the designated resource in alignment with the fire code, as indicated by the Charlottetown Fire Department.

CARRIED
(8-0)

c) 15-17 Sydney Street – Exterior Renovations

Request: Exterior Renovations
Property Identification: Downtown Neighbourgood (DN) Zone and is within the 500 Lot Area
Presenters: Natalie Munn, HO
Reference: Heritage Board Package

Summary:

- Natalie stated the application seeks Heritage Board approval for restoration and alterations.
- Property identified as a two-unit building vacant for approximately eight years.
- Unfinished work noted at rear from prior 2014 foundation replacement.
- Significant interior work ongoing to improve livability, though Board review focused on exterior.
- Historic references provided including 1878 panoramic view and 1971 inventory photos.
- Rear addition from 2014 identified in current condition.
- Proposal includes new wooden white siding with 4.5 inch reveal.
- Trim and corner boards to be restored or replaced to original profile.
- Mouldings to be painted black, except corner boards.
- Windows to be replaced with wood/fiberglass units matching existing.

- Replacement of 1970s doors on the façade with more appropriate fiberglass paneled doors.
- Two new French doors proposed at rear 2014 addition.
- New wood steps and rails proposed at front and rear.
- Roof to be reshingled to match existing.
- Dormer to receive new 6-over-6 windows matching adjacent.
- Foundation windows enlarged and others restored to match configuration.
- Covered east-side window to be reopened.
- Rear elevation to include multiple new windows and two skylights.
- West side to remain unchanged.
- Property history outlined, including move from Newtown Belfast in 1850s.
- Association with shipbuilder William Douse noted.
- 2014 renovations altered height and rear configuration.
- Rear changes considered acceptable due to prior alterations and visibility.
- Project maintains heritage integrity and character-defining elements.
- Restoration will return building to habitable condition.
- Owners shifted from demolition to restoration in consultation with staff.
- Project returns two housing units to market.
- Staff recommendation: approve proposed exterior alterations and restoration.
- Recommendation supports habitability and prevents further deterioration.

Discussion:

- Board members offered congratulations to applicants for undertaking restoration of a long-vacant heritage property.
- Comment referenced personal experience restoring a historic building and challenges involved.
- Encouragement expressed that project will result in a successful outcome.
- Additional members echoed support for restoration of both buildings.
- Positive remarks noting contribution to Charlottetown streetscape and heritage fabric.
- Further comments recognizing effort to restore and reinvest in historic properties.
- Chair requested any further questions on the resolution.
- Additional comment expressing enthusiasm for project and applicant background.
- Question raised about definition of wood/fiberglass windows.
- Clarification provided that windows combine durability with traditional wood appearance.
- Question raised regarding blade wall foundation terminology (Re: 113 Upper Prince Street).
- Clarified as frost wall foundation.
- Overall consensus expressed in strong support of the application.

*Mayor Brown entered Council chambers at 5:06 PM

MOTION:
Moved by Lucas MacArthur and seconded by Ken McInnis that the Heritage Board approve the proposed exterior alterations and renovations to the designated heritage resource located at 15-17 Sydney Street (PID# 338996) in order to make the property inhabitable and prevent further deterioration.

CARRIED
(9-0)

d) 9-11 Sydney Street – Exterior Renovations

Request: Exterior Renovations
Property Identification: Downtown Neighbourgood (DN) Zone and is within the 500 Lot Area
Presenters: Natalie Munn, HO
Reference: Heritage Board Package

Summary:

- Natalie gave historical context and provided 1878 plan and comparison to current condition.
- 1971 inventory images compared to 2026 condition to illustrate changes over time.
- Proposal includes replacement of asbestos siding with wood siding (4.5 inch exposure).
- Wood fascia and soffit to be repaired or replaced as required.
- Exterior woodwork, windows, trim, and detailing to be repaired or replaced if necessary to match existing.
- Colour scheme proposed as beige body with white trim for contrast.
- Doors to be replaced with wood/fiberglass doors.
- Front porch railings to be replaced to meet building code requirements.
- Roof to be replaced with grey asphalt shingles.
- Brick chimney to remain; unsympathetic metal chimney to be removed.
- Windows to be replaced with wood/fiberglass units matching existing style except where noted.
- New second-floor window to be added on east elevation.
- Rear elevation modifications include moving and resizing windows and replacing one window with a door.
- Additional new window proposed on rear elevation toward west end.
- West elevation to include enlarged openings with new tripartite windows.
- Plans include removal of deteriorated 1989 shed roof extension and proposed replacement with a new extension with gable roof, concrete footing, and foundation wall.
- Foundation to be faced with brick to match adjacent sunroom.
- Existing slider windows to be replaced with tripartite windows more compatible with façade.
- 1989 sunroom foundation wall to be repaired with matching brick.
- Historical background provided: early 19th century construction associated with Samuel May Williams.
- Later ownership by shipbuilder William Douse noted.
- Property identified as part of historic ‘Douse” area of Sydney Street.

- Alterations over time acknowledged; proposed work considered sympathetic.
- Project forms part of broader restoration of multiple Dow-related properties.
- Work will help reinforce historic character of the block.
- Changes primarily located on less visible elevations and non-character-defining areas.
- Applicants worked with staff to ensure heritage compatibility.
- Project improves long-term viability and habitability of the building.

Discussions:

- Board member raised concern regarding building occupancy and potential need for additional egress from upper floors.
- Comment provided from architectural perspective noting potential requirement for second means of egress if upper floors are used as dwelling space.
- Observation made that occupants should not travel down more than one level for egress if third floor is habitable.
- Concern noted that building code requirements should be confirmed to avoid future compliance issues.
- Applicant representative confirmed that second and third floors are part of one unit.
- Clarified that third floor will not be used as habitable space and will function as storage or TV room only.
- Chair clarified that comments do not prevent proceeding with approval.
- Staff noted development permit and building code review will address compliance.
- Preliminary feedback indicates proposal acceptable subject to review.
- Mayor commented on historical significance of property and restoration effort.
- Property noted as early 19th century with historic waterfront connection.
- Applicants commended for restoration of heritage asset.
- Question raised regarding intended use of units.
- Response provided confirming possible condominium tenure.
- General consensus expressed in support of the project.

MOTION:

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

CARRIED
(9-0)

7. **New Business**

There was no new business to report.

8. **Adjournment**

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

CARRIED
(9-0)

The meeting was adjourned at 5:19 PM.

_____

Deputy Mayor Jankov, Chair

City of Charlottetown Committee Report

Report No: HERT-2026-05-01

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Brad Vince, Planner II & Heritage Officer

Attachments:
A) Site Photo
B) Architectural Renderings
C) Carriage House Photo
D) Property Streetview Photos

Report Title:
Exterior Renovations to an Accessory Building on a Designated Heritage Property – 113 Upper Prince Street (Robertson Carriage House) PID #359638

Report Purpose:
Review the proposed exterior renovations to an accessory building on a designated heritage property located at 113 Upper Prince Street (Robertson Carriage House) to accommodate a change in use to accommodate a secondary suite.

Staff Recommendation:

That the Heritage Board approve the proposed exterior renovations to the designated accessory building (Robertson Carriage House) located at 113 Upper Prince Street, to support the restoration, preservation, and long-term protection of the structure from further decay and deterioration.

Report Details:
The application refers to the accessory building only, located at the rear of the property on the rear property line.

Report Details Cont'd:

Background

An application was previously approved by Heritage Board in 2021 to complete the following alterations:

- relocate the building to 5ft. from the rear property line.
- Re-clad the building in cedar shingles
- Replace all windows. If grant funding is available, wooden windows will be installed.
- Replace existing doors with new doors.
- The roof will be removed and rebuilt to match the existing.

It has since been identified that the applicant does not need to relocate the building to 5ft. from the property line and new exterior alterations are being proposed.

The new proposed exterior renovations to the accessory building include.

- Lifting the building and adding a blade wall foundation.
- Add a new wooden/fiberglass door on the northeast (front) elevation.
- Add a dormer and three new wooden windows on the northeast elevation.
- Moving and replacing the existing garage door, slightly to the left to accommodate the new door opening.
- Add a new, larger window to the southeast elevation where a smaller window is currently located.

The applicant will be reusing the existing lower-level windows and is completing a comprehensive restoration to a deteriorating designated structure. All the windows will be wooden and double hung, to match the existing style and articulation.

Property History

The property at 113 Upper Prince Street (located on the corner of Gerald Street and Upper Prince Street) houses a wood framed centre gable style Gothic Revival influenced home. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 113 Upper Prince Street lies in its association with Professor Samuel Napier Robertson (1869-1937); its centre gable Gothic Revival influenced architecture; and its role in supporting the Upper Prince Street and Gerald Street streetscapes.

Dr. Samuel Napier Robertson and his wife Professor Anna McGrath lived in the home for a number of years. Robertson was a classical scholar and educator who began his career as a teacher in Alberton in western PEI. He became a professor at Prince of Wales College in Charlottetown in 1893. The College - with roots going back to 1804 - was the Island's only non-denominational school of higher learning until its amalgamation with the Island's Roman Catholic affiliated St. Dunstan's University in 1969 which created the University of Prince Edward Island (UPEI).

Robertson later became Principal of the College in 1901 and served in this position until his death in 1937. His love of books was demonstrated when the Prince of Wales College Library was destroyed by fire in February of 1932. Robertson arrived on the scene just as his private collection was burning and he was so upset that he had to be physically prevented from entering the building to save his beloved books!

In 1975, the University of Prince Edward Island constructed a new library and named it in honour of Robertson. It continues to serve the UPEI community today.

113 Upper Prince Street is influenced by the centre gable Gothic Revival style. Although it is not known when the house was built, the style was popular from the 1840s until approximately 1870. Architects like A.J. Downing popularized the Gothic Revival movement through their pattern books. The style is seen most often in rural areas, but a few exist in Charlottetown. The Gothic Revival house is generally a wood framed, rectangular home with a large front centre gable. The homes are usually symmetrical with decorative bargeboard, although 113 Upper Prince Street is a cleaner design and does not have bargeboard decoration. It remains an attractive home that has been well maintained and is an asset to the Gerald and Upper Prince Street streetscapes.

Character-Defining Elements

The following Gothic Revival influenced character-defining elements contribute to the heritage value of 113 Upper Prince Street:

- The overall massing of the building with its symmetrical facade
- The mouldings painted in a contrasting colour, particularly the door and window surrounds, as well as the shutters
- The gable roof and the centre gable facing the street
- The size and placement of the windows, particularly the large paired four over four windows of the main floor, the six over six windows of the square bay and the pair of four over four windows in the centre gable facing the street
- The style and centre placement of the door
- The large sweeping verandah with its decorative square columns
- The size and shape of the chimneys
- Other character-defining elements of 113 Upper Prince Street include:
- The location of the home on a treed lot on Upper Prince Street

Policy Framework

Bylaw Requirements

In accordance with Section 4.2.4 (ii) of the *Heritage Preservation Bylaw*, Heritage Board will review compatibility of the proposed development in relation to the criteria listed in:

Section 5.1.1.

In evaluating an application for a Heritage Permit involving a Building or Structure, the Heritage Officer, Heritage Board and/or Council shall review the compatibility of the proposed Development in relation to the original and/or existing Building or Structure, including the following:

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

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 11

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

The dormer and new windows will be visually compatible with the existing carriage house.

Standard 12

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

The form and integrity of the historic property is being maintained, main floor windows being retained and new windows matching their size and articulation. The new addition of the dormer is a reversible intervention that does not negatively impact the form or integrity of the carriage house.

MATERIALS GUIDELINES:

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

Replacing in kind an entire built feature by using the physical evidence of its form, material and detailing to reproduce it. If using the same kind of material is not technically, economically or environmentally feasible, then a compatible substitute material may be considered; for example, replacing redwood decking with cedar, a less endangered species. The replacement feature should be as similar as possible to the original, both visually and functionally.

Not Recommended:
Constructing a new addition when the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.

Replacing an irreparable built feature with a new feature that does not convey the same visual appearance.

ANALYSIS:

The proposed addition of a dormer on the northeast elevation is complimentary to the existing building and will support future uses of the carriage house. The restoration of this original carriage house will also protect against further decay and deterioration. The new windows being proposed will match the style and articulation as the existing windows and are compatible with the character of this carriage house.

The applicants worked closely with the planning and heritage department to ensure that alterations are minor to the original form and articulation of the carriage house and proposed several design iterations to find an appropriate design that is complementary to the existing building.

Council or Committee History:
Heritage Board, July 26, 2021

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and Environment
Community-Building and Placemaking

Reviewed By:

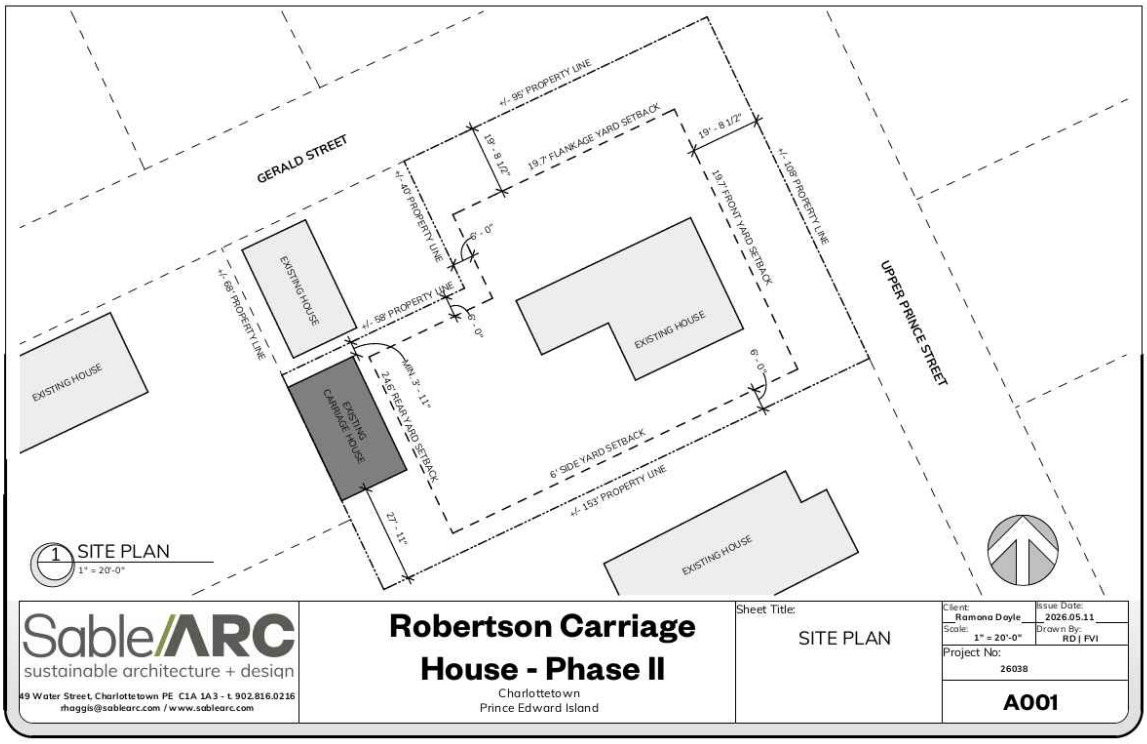
Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

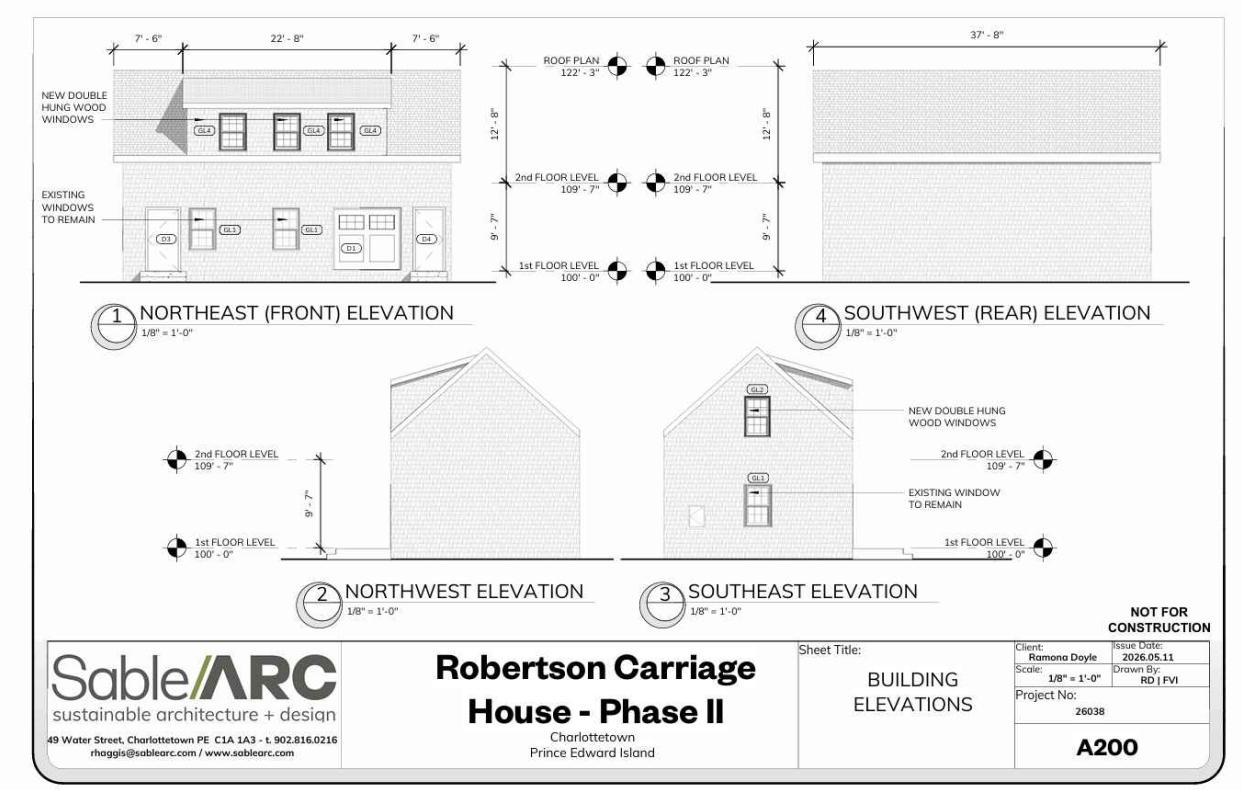
Attachments:

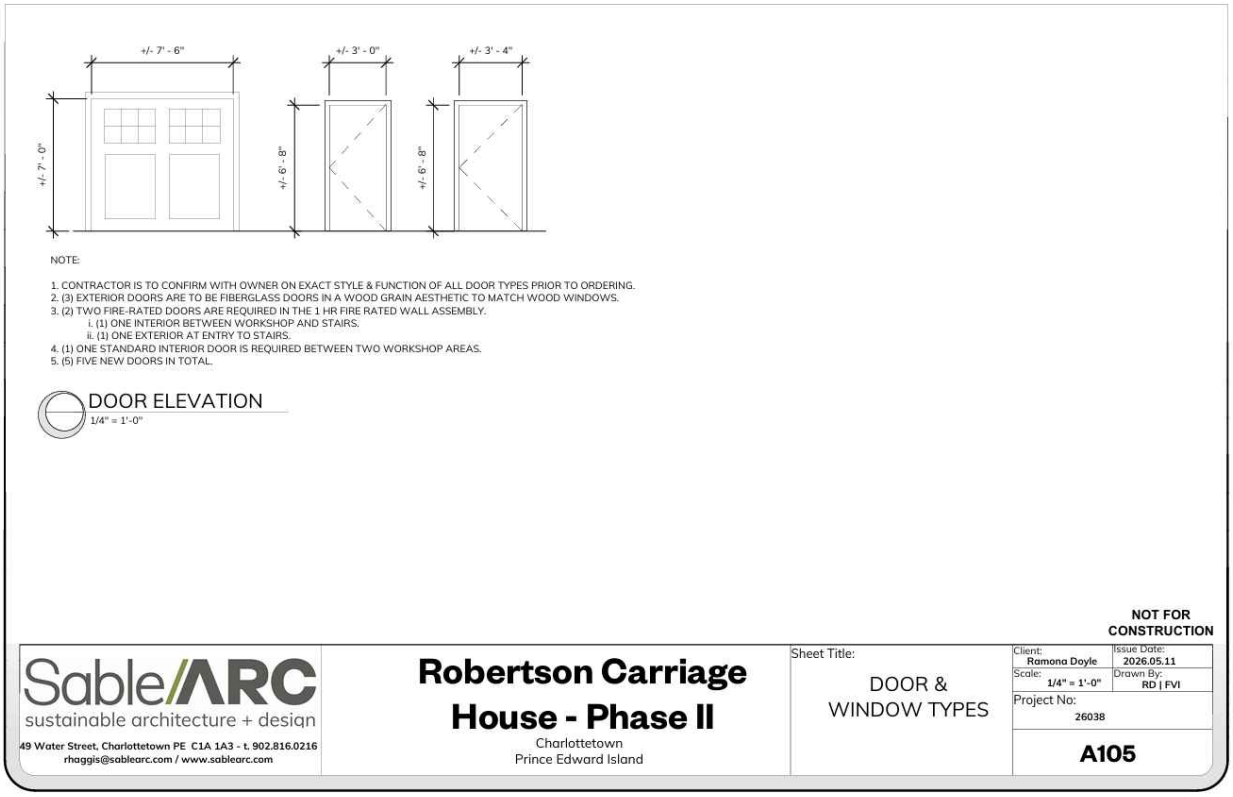
Attachment “A” – Site Location and Carriage House





Attachment "B" – Proposed Exterior Renovations





Attachment “C” – Carriage House



Attachment “D” – Streetview Photos





City of Charlottetown Committee Report

Report No: HERT-2026-05-02

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
Fire Department

Prepared by:
Brad Vince, Planner II & Heritage Officer

Attachments:
A) Site and Streetview Photos
B) Charlottetown Fire Department – Hazard Compliance Order

Report Title:
Exterior Renovations to a Designated Heritage Property at 202 Hillsborough Street (PID #346650)

Report Purpose:
To review the proposed addition of two fire egress windows to a designated heritage resource located at 202 Hillsborough Street to ensure City of Charlottetown fire inspection compliance.

Staff Recommendation:
Staff recommends that Heritage Board approve the request to add two fire egress windows to bring the designated resource in alignment with the fire code, as indicated by the Charlottetown Fire Department.

Report Details:

The applicant is seeking approval from the Heritage Board to install two fire egress windows, as per a Hazard Compliance Order from the Charlottetown Fire Department. The installation of these egress windows will bring the basement bedrooms and boiler room into compliance with the National Fire Code as indicated by the authority with jurisdiction.

Property History

202 Hillsborough Street is a two and one half storey wood framed Georgian influenced residence. It features a symmetrical facade of five bays on the second storey all under a bracketted eave. A decorative vestibule or entrance porch has transom and sidelights. It is located on the corner of Hillsborough Street and Fitzroy Street in a primarily residential area of Charlottetown. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 202 Hillsborough Street lies in its Georgian inspired architecture; its association with early residents of the City; and its role in supporting the Hillsborough and Fitzroy Street streetscapes.

The home was built in 1865-1866 for saddler and harness maker, John Stumbles. It exhibits Georgian characteristics such as a symmetrical facade with five bays and a central doorway, a gable roof and simple mouldings. The Georgian style is one of the most common architectural styles on Prince Edward Island. It emerged from 18th Century Britain and was intent on expressing confidence, order, and balance.

John Stumbles was one of nine individuals who operated saddle and harness shops in mid 1860s Charlottetown. His shop was located near Queens Square in a still existing building on present day University Avenue. Although many saddles were probably imported, implements such as harnesses, collars, bridles and whips were made locally. Solid leather portmanteaus and trunks were also offered for sale by the saddlers. A progressive businessman, Stumbles imported a watering cart to keep the dust down in front of his shop - the first innovation of its kind in the City. The City authorities soon followed his lead and procured others. Before streets were paved or macadamized, blowing dust or sand was always a civic nuisance, especially during summer months.

The home has undergone renovations in which a large gable dormer was added on the west side of the building and two stacked bay windows were added to the south side of the property. The house was converted into a tourist home at some point before the 1970s. Despite some changes, the overall exterior has been well maintained and it remains a good example of a Georgian inspired former home in Charlottetown. Located on the corner of Hillsborough Street and Fitzroy Street, it helps support the streetscapes.

Character-Defining Elements

The following Georgian influenced character-defining elements contribute to the heritage value of 202 Hillsborough Street:

- The overall rectangular massing of the building
- The two and one half storeys
- The mouldings painted in a contrasting colour, particularly the door and window surrounds, the eave brackets and the cornices
- The gable roof with centre dormer
- The size and placement of the windows, particularly the four large first floor sash windows and the five second floor sash windows directly above, the grouped dormer windows and the stacked bay windows of the south side with gable roof atop
- The size and centre placement of the paneled door with transom and sidelights

- The size, shape and centre placement of the porch or vestibule with its flat roof, decorative cornice, transom and sidelights, and large windows on either side
- The size and placement of the separated brick chimneys
- The location of the building on the corner Hillsborough Street and Fitzroy Street and its physical and visual relationship to its streetscape

Policy Framework

Bylaw Requirements

In accordance with section 4.2.4 (ii) of the *Heritage Preservation Bylaw*, Heritage Board will review the compatibility of the proposed development in relation to the criteria listed in Section 5.1.1:

In evaluating an application for a Heritage Permit involving a Building or Structure, the Heritage Officer, Heritage Board and/or Council shall review the compatibility of the proposed Development in relation to the original and/or existing Building or Structure, including the following:

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

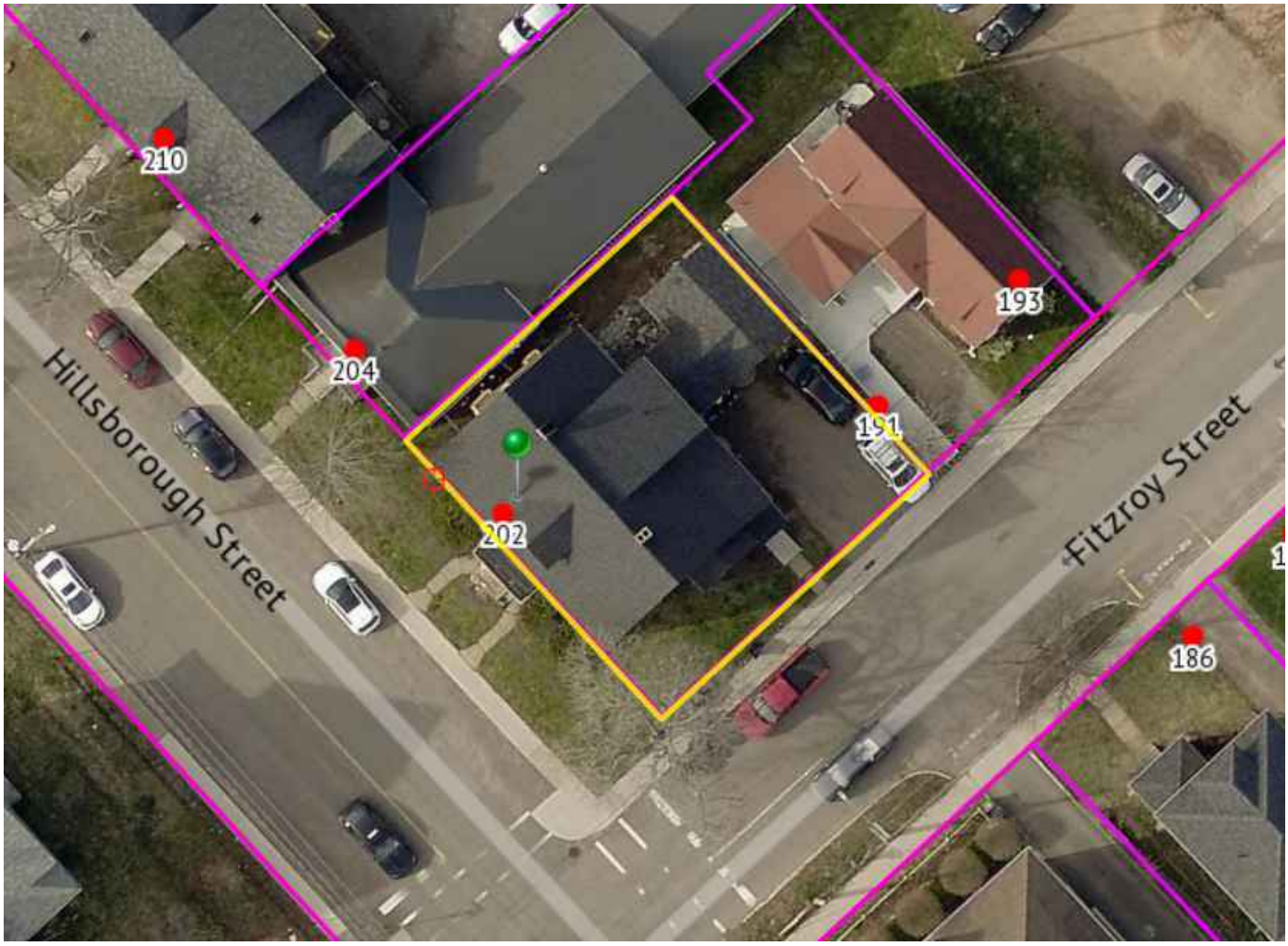
Analysis and Conclusion

The windows proposed are deemed reasonable and appropriate. The addition of the two fire egress windows will not impact any of the character defining elements of this designated property or alter the form of the original building. It is recommended that the Heritage Board approve the proposed addition of windows to the accessory building, as the work will support compliance with the Hazard Compliance Order issued by the Charlottetown Fire Department and help protect the designated heritage resource from potential fire hazards.

Council or Committee History: None.	
Financial Implications: None.	
Public Engagement and Communication: None.	
Legislative Authority: City of Charlottetown Heritage Preservation Bylaw	
Strategic Alignment: Infrastructure and the Environment Community-Building and Placemaking	
Reviewed By:	
Manager Original document signed by Donna Miller-Ayton	**Director** Original document signed by Michael Ruus
Committee Recommendation: (if differing from staff)	

Attachments:

Attachment “A” – Site Photos and Streetview







Attachment "B" – Charlottetown Fire Department Hazard Compliance Order

CHARLOTTETOWN FIRE DEPARTMENT

P.O. Box 98
Charlottetown, P.E.I.
C1A 7K2

Telephone: (902)629-4083
Fax: (902)894-7751

HAZARD COMPLIANCE ORDER

NOTICE OF FIRE HAZARD

Notice is hereby given to **James Hughes** of **Seawolfe Properties Ltd., 44 Euston St Charlottetown, PE** on this **23rd** day of **January, 2025** that the property owned and/or occupied by you and situated at **191 Fitzroy ST** in the City of Charlottetown, in the County of Queens, Province of Prince Edward Island has the following Fire Hazard(s) and Violation(s) of the Fire Prevention Bylaw.

Violation Code	Article	Division
2.7.1.1 Means of Egress	N.F.C.	B

Means of egress shall be provided in buildings in conformance with the NBC. (National Building Code of Canada)

NBC 9.9.10.1. Egress Windows or Doors for Bedrooms

1) Except where the suite is sprinklered, each bedroom or combination bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware.

Note: Each bedroom requires its own egress window. The basement bedrooms currently do not have egress windows and the egress window in the boiler room is not meeting this requirement.

2.4.1.1 (2) Accumulation of Combustible Materials N.F.C B

Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space.

NOTE: The boiler room currently has combustible materials being stored that need to be removed.

2.2.1.1 (3) Fire Separation N.F.C B

Rooms, corridors, shafts and other spaces shall be separated where practicable by fire separations conforming to the NBC. (National Building Code)

NBC 9.10.10.3. Separation of Service Rooms

1) Except as provided in Sentence (2) and Articles 9.10.10.5. and 9.10.10.6., service rooms shall be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 1 h when the floor area containing the service room is not sprinklered.

Note: The boiler room in the basement requires a fire separation with a 1-hr fire resistance rating and a door with a 45-min fire protection rating. The door also requires a self-closing device.

"SMOKE ALARMS SAVE LIVES"

ORDER TO COMPLY

As such violations are contrary to law, and endanger life and property, you are hereby ordered to commence correct said violations immediately upon receipt of this notice. An inspection to determine whether you have complied will be carried out on or before **February 20, 2025.**

Failure to comply with the foregoing Order shall result in a summons being issued without further notice.

Authority Having Jurisdiction _____

"SMOKE ALARMS SAVE LIVES"

2

City of Charlottetown Committee Report

Report No: HERT-2026-05-04

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

Attachments:
- Appendix A - Existing Condition –
- Appendix B - Proposed Exterior Renovations

Report Title:
Alterations and Renovations to Designated Heritage Property at 15-17 Sydney Street (PID# 338996)

Report Purpose:
To review the proposed restoration of the vacant designated heritage resource, 15-17 Sydney Street (PID# 338996) that will maintain the heritage character of the property and support interior renovations, and to seek Heritage Board's approval for these alterations to the building.

Staff Recommendation:
That the Heritage Board approve the proposed exterior alterations and renovations to the designated heritage resource located at 15-17 Sydney Street (PID# 338996) in order to make the property inhabitable and prevent further deterioration.

Report Details:

Application

15-17 Sydney Street (PID# 338996) is a Designated Heritage Resource and is located inside the 500 Lot Area in the Downtown Neighbourhood Zone.

The application includes exterior alterations and renovations to restore the two-unit building which has been vacant for eight years and contains unfinished work on the back that was done when a new foundation was placed under the building in 2014. Although Heritage Board is typically concerned with the exterior, there is significant work being conducted in the interior to update and improve livability within the building.

Report Details Cont'd:

The owner proposes that:

- Replacement of vinyl siding with new wood 4.5 inch reveal siding painted white, and the Classical 1850s trim and corner boards will be repaired or replaced to match profile and detail. It will be painted black except for the corner boards.

- Replacement of windows with wood/fiberglass windows to match existing profile detailing and openings except the following:
    - On the front façade, six over six window will be inserted in the dormer to match the eastern dormer windows, the foundation windows will be enlarged, and the others will match existing profile and detail and replicate the current configuration.
    - On the east side, a first-floor window that had been covered will be opened and all others will remain in the existing configuration.
    - On the back or north side of the building, the owner proposes to add four new windows in the basement, two new windows to the first floor, four new windows to the second floor and two skylights to the roof.
    - On the west side, the window configuration will remain the same as existing.

- Replacement of inappropriate c.1970s doors with more appropriate fiberglass doors on the façade, and two new French doors will be added to the 2014 addition at the back of the building.

- New wood steps and rails will be added to the front of the building and new steps will be added to the rear of the building.

- The roof will be reshingled to match existing.

PROPERTY HISTORY

Description of Historic Place

15-17 Sydney Street is an attractive cottage located near the Charlottetown waterfront. The Classical style influenced home was originally constructed of logs over 25 km away from Charlottetown, in the community of Newtown. The home was hauled to Charlottetown over the ice in approximately 1850 by a group of men and horses. William Douse used the cottage as an office for a time, but it was eventually converted to a private residence. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

The heritage value of 15-17 Sydney Street lies in its classical architectural features, its association with William Douse (1800-1864) and its importance to the Sydney Street streetscape.

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming, shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney over an estate of over 100,000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections, until his retirement in 1862.

Douse owned a home and a sail loft next door to where the cottage was placed. According to family records, part of the cottage was used to house offices for the shipbuilding operation, Douse and Company. The Douse family owned the home into the 20th century. The structure was originally a saltbox shape and constructed of logs, with ship plank covering the front facade. In the 1930s, the house was reshingled and two kitchens and two pantries were removed from the back of the home, changing its shape to a simple gable roofed cottage. When the cottage was moved in 1850, the classical style of architecture was very much in vogue. The symmetrical facade of the home and the use of pilaster style decoration around the windows and the broken pediments above the dual entry doors are well preserved examples of this Classical style in the city.

In 2014, a permit was granted to place a foundation under the home and as a result the house was raised higher than expected. At some point since, two porches at the rear of the property became one larger unfinished porch.

Located near two other 19th century buildings owned by William Douse, 15-17 Sydney Street is an important part of the Sydney Street streetscape and the Charlottetown waterfront.

The following Classical influenced character-defining elements illustrate the heritage value of 15-17 Sydney Street:

- The overall massing of the home
- The brick foundation
- The placement and style of the six over six windows, including the windows of the first floor, as well as the dormer windows of the second floor, including the western dormer window which has multi paned sidelights and the eastern dormer, with its paired windows

- The placement and style of the doors on either side of the facade with three paned transom lights above
- The corner boards and the trim around the windows and doors, including the pilasters over the windows as well as the door surrounds, with broken pediments over the doors
- The size and shape of the two gabled dormers
- The pitch of the gable roof with eave returns
- The placement and style of the chimneys

Other character-defining elements of 15-17 Sydney Street include:
- The location of the home on Sydney Street

POLICY FRAMEWORK

Bylaw Requirements

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

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

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

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

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 10

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

Standard 11

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

Standard 12

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

Standard 13

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

MATERIALS GUIDELINES:

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

Not Recommended:
Constructing a new addition when the proposed functions and services could be accommodated by altering existing, non-character-defining interior spaces.

ANALYSIS:

The applicant is proposing significant renovations and alterations to restore the vacant property to a livable state. It has been empty for eight years and the exterior and interior have suffered as a result. Exterior renovations are being proposed to support these alterations and restore the exterior in keeping with the heritage character.

Originally proposing to de-designate and tear the property down, the owners have worked with staff to ensure that the plan for the building will restore it to satisfy heritage standards and bring two units back to the housing market. They are proposing to also restore 9-11 Sydney Street, a building one house down that has had little work done to it in its history. It should be noted that both houses were part of William Douse's shipbuilding operation in this area of Sydney Street during the age of sail. The area had included the Douse wharf at the end of the street, and the current house between them was once a Douse Company sail loft. The houses are the only historic homes left on the street.

The proposed work (repair and replacement of sills, corner boards, trim etc.) to the building falls within the recommended heritage design standards and guidelines. The owner agreed to replace the inappropriate vinyl siding with wood siding with a 4.5 inch exposure and to either repair the c.1850 mouldings or in the event that replacement is required, match those existing in materials, detail and profile.

The windows will be replaced with wood/fiberglass windows that will match existing profile and detail. New window openings are proposed in generally new areas of the building- the back and the c. 2014 foundation; however, two new windows are proposed in the west side dormer which will match the eastern side with two six over six sash windows. Also, a window in the east side that was covered in an undated renovation will be uncovered and a six over six sash window will be placed in the opening, thus restoring an earlier configuration.

Due to the short height of the existing c.1970s doors, which do not meet egress standards for building code, the transom lights may need to be slightly shortened to accommodate the standard sized panel doors proposed. The replacement doors will exchange unsympathetic 1970s era doors and improve the heritage character of the façade.

In 2014, a former owner applied for a permit to replace the foundation and repair the roof. The foundation raised the building to a height where two new sets of steps are necessary to be added to the front façade. In addition, as a result of the renovation, the rear of the property changed from having two, 6.2 x 8.9-foot porches to one to 6.2 x 29-foot porch addition. Two windows were also removed. when the porch was constructed. The applicant is proposing to place two new French doors in the addition, add a line of four smaller windows above where two were deleted, and add two skylights to the roof to provide light to the interior. Due to numerous changes to the rear of the building throughout the building's history and since 2014, its current unfinished state, the hidden location at the rear of the house, the changes are acceptable under the Standards and Guidelines and will improve the livability of the building.

Conclusion

This project, although it contains some changes to the building, most of the changes are within the foundation and the back side of the building which were both changed under the 2014 permit. Overall, the work preserves the heritage integrity of the property and specifically, the character defining elements. The restoration will ensure that the building will remain viable and help it to once again become inhabitable. . Together with the proposed changes to the building at 9-11 Sydney Street, the restoration will improve the heritage character of the area.

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

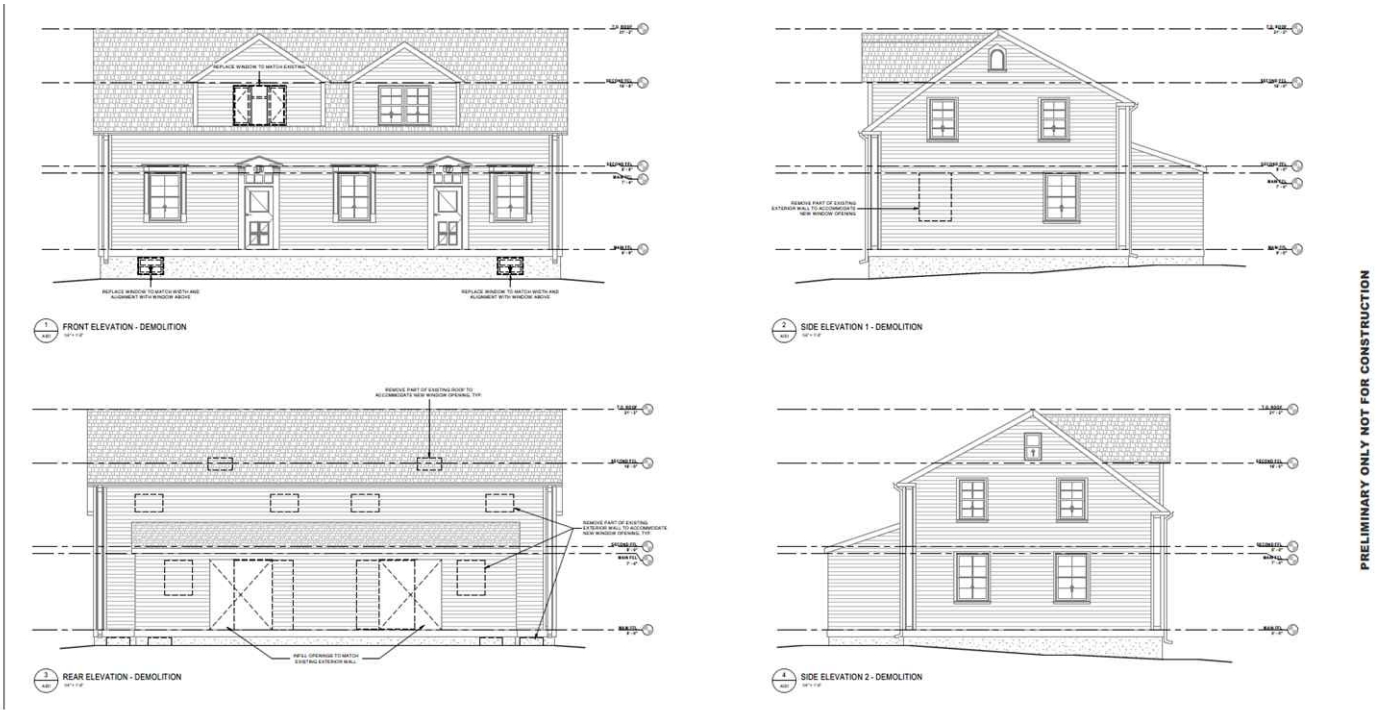
Attachments:

Attachment “A” - Existing Conditions





Attachment “B’ – Proposed Exterior Renovations




1 FRONT ELEVATION
2 SIDE ELEVATION 1
3 REAR ELEVATION
4 SIDE ELEVATION 2
PRELIMINARY ONLY NOT FOR CONSTRUCTION

City of Charlottetown Committee Report

Report No: HERT-2026-05-03

Date:
May 25, 2026

Directed to Council through the following Committee:
Heritage Board

Reporting Department:
Planning and Heritage

Other Associated Departments:
None

Prepared by:
Natalie Munn, Heritage Officer

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

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

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

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

Report Details:

Application

9-11 Sydney Street (PID# 338988) is a Designated Heritage Resource located inside the 500 Lot Area in the Downtown Neighbourhood Zone. The applicant proposes to restore the exterior of the building with a variety of improvements including various repairs and replacements. An interior renovation will be taking place at the property and to accommodate these changes, modifications to the exterior of the building are proposed, particularly on the west side and the north side (or back side) of the building are proposed.

The application includes:

Demolition of the unsympathetic and deteriorated, shed roofed sunroom extension (built in 1989) and replacement with a new extension that will have a gable roof, concrete footing and foundation wall underneath. The foundation will be faced with brick to match the adjacent original sunroom.

Report Details Cont'd:

- The current pair of two slider windows will be replaced with a tripartite window, eight over eight in the centre and four over four on the sides to make it more compatible with the other windows in the west façade but retain a distinction from the original home.

- Repair the pre-1989 sunroom's brick foundation wall, and any cracked and missing bricks will be replaced to match the existing design size and texture.

- Replacement of the asbestos siding with wood 4.5-inch exposure siding.

- Replacement of wood fascia and soffit.

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

- Replacement of all windows with wood/fiberglass windows to match existing profile, configuration and style except where noted below.
  - On the east side, second floor, a new window opening will be cut and a new six over six window to match adjacent windows inserted.
  - On the north/rear of the building, two main floor windows will be moved and reduced in size and on the second floor one window will be removed and replaced with a door, and a new six over six window is proposed to be inserted near the western end of the building.
  - On the west side, two second floor six over six windows will be replaced and the openings enlarged to accommodate two tripartite windows that will match the main floor windows.

- Replacement of all doors with wood/fiberglass doors.

- Replacement of the railing on the front porches to meet the National Building Code.

- Replacement of the back deck with a larger deck made with noncombustible materials that runs to the western edge of the building.

- Addition of a small deck on the back of the sunroom

- Replacement of the roof with gray asphalt shingles, the brick chimney will remain, and the metal chimney will be removed.

PROPERTY HISTORY

9-11 Sydney Street is a Georgian influenced home situated near the Charlottetown waterfront. Samuel May Williams (1774-1827), a local builder, built the home in 1805. It was home to the William Douse

PROPERTY HISTORY CONT'D

family for a time as well. The designation encompasses the building's exterior and parcel; it does not include the building's interior.

Heritage Value

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

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

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

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

William Douse was a prominent shipbuilder, land agent and Member of the Legislative Assembly. He came to Prince Edward Island from England in the early 1820s and soon became involved in farming, shipbuilding, brewing and auctioneering. In 1833, he was named land agent by the 6th Earl of Selkirk and given power of attorney of an estate of over 100 000 acres. Douse was also active politically. He was first elected to the Legislative Assembly for Queens County in 1834 and was successful in all but two elections until his retirement in 1862.

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

Character-Defining Elements

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

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

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

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

POLICY FRAMEWORK

Bylaw Requirements

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

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

a. The Standards and Guidelines for the Conservation of Historic Places in Canada, as may be amended from time to time;
b. The original character, construction and architectural details;
c. The original or existing materials;
d. The scale of a proposed Development in relation to the scale and proportions of the original or existing Building or Structure;

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

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

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

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

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

Official Plan

Section 4.3.2 of the Official Plan, Heritage Development:

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

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

Standard 10

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

Standard 11

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

Standard 12

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

MATERIALS GUIDELINES:

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

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

ANALYSIS:

Throughout this restoration, the character defining elements are being maintained and where necessary, due to significant wear, they are being replaced to match the original profile and detail. The corner boards, eaves returns, skirtboards and mouldings around the windows are being repaired or replaced which falls in line with the Standards and Guidelines for Historic Places in Canada. The building currently has asbestos siding which will be returned to wood siding, a significant improvement. The new roof will improve the building's longevity.

The unsympathetic 1989 extension of the west side is being replaced with a more compatible, and better constructed, structure that will improve the livability of the property, as well as the front and western views. While it blends with the rest of the construction, it has a slightly larger window on its west and smaller windows on the sides which makes it distinct from the original sunroom. The addition is not listed as a character-defining element but the change falls in line with the heritage standards because it is a reversible change, should it be required in the future.

The new, larger deck at the rear will now become the point of egress for the second-floor unit. It will be fire rated to fall in line with the National Building Code. While larger than the original deck it is not visible from the front or the sides of the property. A small deck off the sunroom will also be added but is obscured by the sunroom.

The entrance of the building will be enhanced with new wood railing to comply with modern safety standards.

Although changes to the window openings on the east side, west side and the rear of the building are being proposed to accommodate the new interior design, efforts have been made to match the existing windows' style and profile. In addition, all other windows and doors will be replaced to match existing configuration, style and profile which will maintain the heritage character of the building.

Conclusion:

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

Council or Committee History:
None.

Financial Implications:
None.

Public Engagement and Communication:
None.

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

Strategic Alignment:
Infrastructure and the Environment
Community Building and Placemaking

Reviewed By:

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

Committee Recommendation: (if differing from staff)

Attachments:

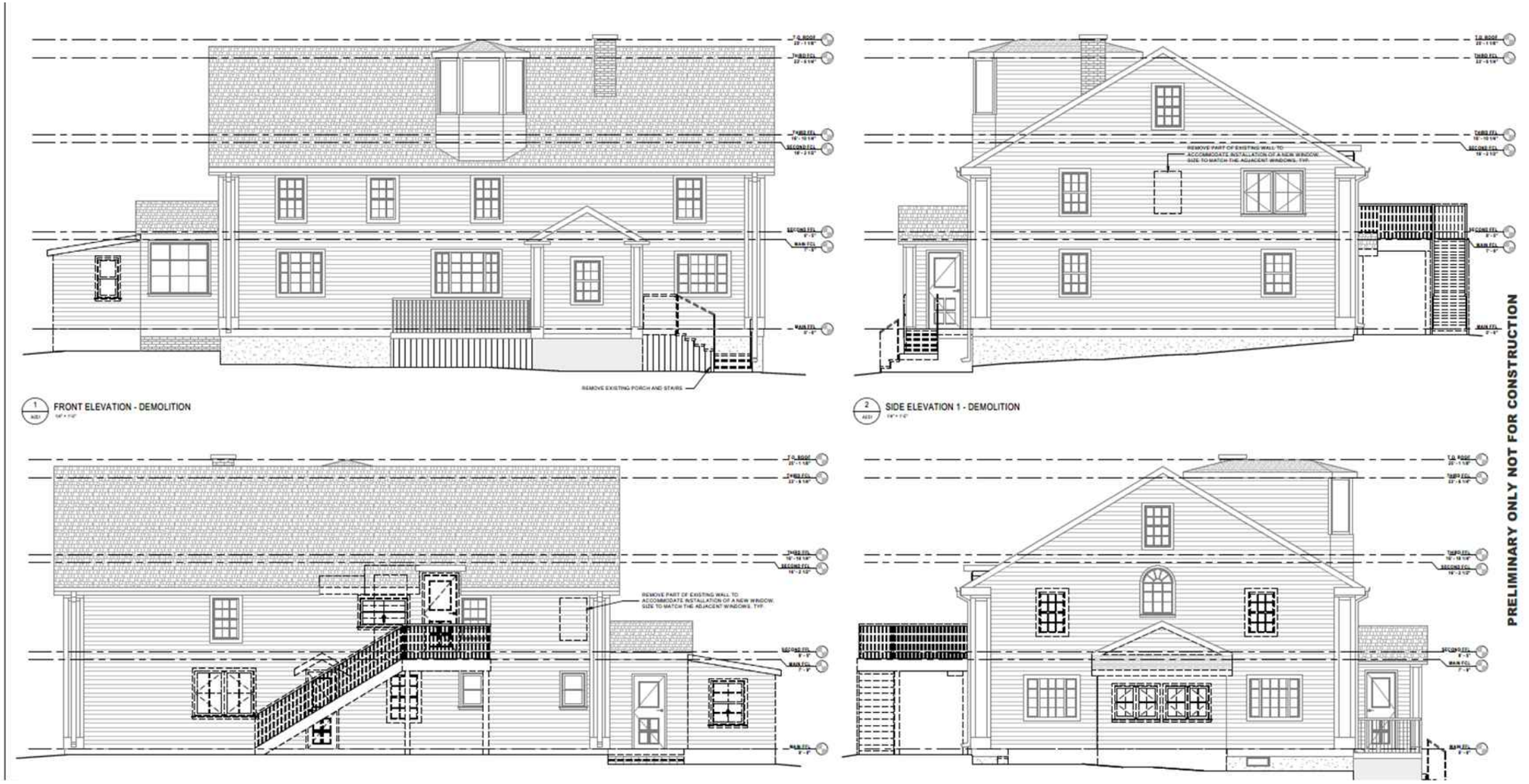
Attachment “A” - Existing Condition



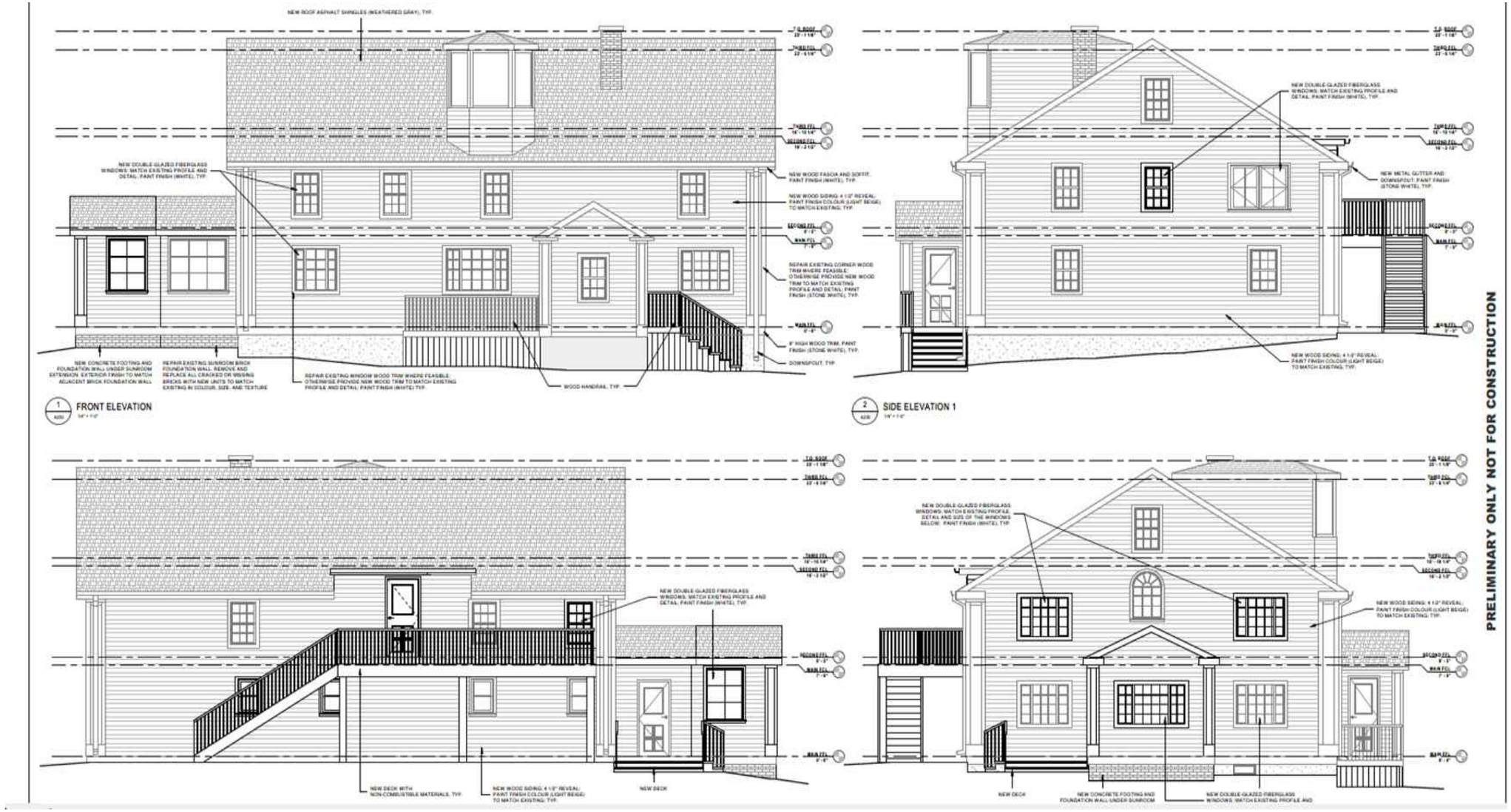




Attachment “B’ – Proposed Exterior Renovations



Attachment “B’ – Proposed Exterior Renovations



PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, JUNE 2, 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** **Councillor Norman Beck**
Also:	**Brad MacConnell, CAO** **Michael Ruus, Director, Int. Growth** **Donna Miller-Ayton, Mgr, Policy & Heritage*attended virtually** **Natalie Munn, HO** **Bradley Vince, PII, HO**	**Jason Doucette, IO/AA*** **Minute taker* **Jacob Ritchie, Fathom Studios**

Regrets:

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:35 PM.

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

3. **Approval of Agenda**
   Moved by Councillor McCabe and seconded by Councillor Beck that the agenda for Tuesday, June 2, be approved.

   CARRIED
   (3-0)

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Councillor McCabe that the minutes of the last meeting held on Tuesday, May 5, as circulated, be approved.

   CARRIED
   (3-0)

5. **Business arising from Minutes**

Habitat for Humanity Beech Street Project

- Mayor Brown asked for an update on the Habitat for Humanity project.
  - It was advised that legal has been working to secure a survey of the roadway and related properties for consideration through Finance Committee and Council.
  - Follow-up was conducted with legal to determine the status of the survey.
  - Legal has selected a different surveyor after being unable to retain the originally intended provider.
  - An update is anticipated for the next committee meeting.

- Clarification provided that the survey has not yet been completed but is expected to commence.

Minna Jane Drive Road Condition

- Mayor Brown asked for an update on Minna Jane Drive.
    - Question posed whether the property falls under the Unsightly, Dangerous and Hazardous Property Bylaw.
    - Administration noted that prior correspondence was issued on this matter.
    - Previous meeting discussion referenced permits issued with access from a private roadway.

- Zoning Bylaw Context
    - Amendment made to the zoning bylaw in 2020.
    - Amendment discontinued the creation of new private roadways.
    - Provision allows continued development on pre-existing private roadways.
    - This explains how recent developments on such roadways were permitted.

- Enforcement Considerations
    - Question raised regarding the municipality's authority to enforce conditions on private roadways.
    - Specifically, whether dangerous and unsightly premises provisions apply.
    - Legal has been asked to provide an opinion on enforcement authority.
    - Further information expected within the week.

- Policy Interpretation
    - Administration indicated the intent of the 2020 amendment was to gradually phase out private roadways.
    - Existing private roadways remain recognized due to their pre-amendment status.
    - Future development cannot include the creation of additional private roadways.

- Non-Conforming Use Discussion
    - It was suggested that the private lane functions as a non-conforming use.
    - Administration clarified that the bylaw includes a specific provision allowing continued development, rather than relying strictly on non-conforming status.

- Legal Review Scope
    - Question raised as to whether legal is reviewing practices in other jurisdictions (e.g., Halifax, Fredericton, Moncton).
    - Administration indicated they are not aware of the exact scope.
    - It is assumed legal counsel is reviewing relevant case law across Canada.

- Matter remains under legal review.

6. Report:

a) What We Heard Report Phase 2 – Zoning & Development Bylaw

Summary:

- Brad Vince, Planner II, HO gave a brief summary of the presentation brought by Jacob Ritchie from Fathom Studios.
  - To Provide Planning and Heritage Committee with an update on what was heard during the Spring 2026 comprehensive engagement.
  - Summarizes public and stakeholder feedback on the draft zoning and development bylaw.
  - Intended to inform City Council of issues raised, themes that emerged, and actions underway in response.

Spring 2026 Engagement Sessions

- Pop-up Awareness Events:
  - Royalty Crossing Mall
  - Founders Food Hall and Markets
  - Confederation Court Mall
- Public Open Houses:
  - Confederation Centre of the Arts
  - West Royalty Community Center
  - Hillsborough Park Community Center
- Post-Engagement Process:
  - City staff and consultants compiled all feedback for review.
  - Appropriate alterations were completed to the draft zoning and development bylaw.
  - Draft is currently being reviewed internally by city departments.
  - Will be presented to Council following internal review.

Jacob Ritchie Presentation:

- Presentation Introduction – Jacob Ritchie
  - Jacob Ritchie presented the 'What We Heard' report findings, outlining extensive engagement with the community, Council, and staff. He emphasized that the process was designed to both inform the public and gather meaningful input to refine the zoning and development bylaw.

- Presentation Overview
  - The presentation reviewed public and stakeholder feedback, reiterated the purpose of the bylaw, described engagement methods, and summarized key findings. Ritchie also outlined next steps, emphasizing the importance of clear communication as the bylaw progresses to adoption.
- Housing Density and Four Units As-of-Right, as appropriate
  - Housing density and the proposal to allow up to four units as-of-right in residential areas were central topics. There was general support when regulations were clearly explained, though some residents remained opposed to increased density in established neighbourhoods.

Question: When can the public formally comment during the adoption process?
Response: Opportunities will occur during legislated stages, including Planning Board review and the public meeting of Council, where residents can provide direct input before final adoption.

- Accessory Dwelling Units (ADUs)
  - Feedback highlighted concerns regarding minimum lot sizes excluding smaller properties, as well as technical drafting errors. Adjustments were made to allow heritage carriage houses to be considered as ADUs and to align regulations with short-term rental controls.
- Parking and Transportation
  - The draft proposes reduced or eliminated parking minimums, particularly in the downtown core, with reduced ratios in growth corridors. This reflects a shift toward market-driven parking supply to improve development feasibility and affordability.

Question: Could buildings be constructed with zero parking and still be viable?
Response: Yes, particularly in the downtown core where requirements would be removed; however, developers are expected to provide sufficient parking based on market demand, as units would be difficult to rent without addressing parking needs.
Question: How do these parking standards compare to other cities?
Response: Comparable cities such as Moncton and Halifax have reduced or eliminated parking requirements in appropriate areas, demonstrating that market-based approaches can function effectively.
Question: Will cash-in-lieu parking requirements be eliminated downtown?
Response: Yes, in areas where no parking minimum is required, cash-in-lieu provisions would not be necessary, although they may still exist elsewhere in the bylaw.

- Environmental and Waterfront Regulations
  - Flood mitigation measures require residential uses to be located above a minimum elevation of 3.67 metres. Lower levels may be used for commercial or other non-residential purposes. Building height limits remain unchanged.

Question: Does the elevation requirement increase building height or number of storeys?
Response: No, the total permitted height remains the same; the requirement only affects where residential uses can begin within the structure.

Question: What is CGVD28?
Response: It is a Canadian geodetic vertical datum used as a standard reference for elevation, ensuring consistent measurement of height relative to sea level and should be updated to CGVD2013.

- Next Steps and Timeline
  - The revised draft will be finalized and presented to Committee of the Whole in June, followed by Planning Board review in the summer and a public meeting in September and Council adoption in October. Council expressed concern regarding the ambitious timeline and the need to adequately address public input before the next election.

Question: Is the timeline realistic given the level of feedback?
Response: Staff acknowledged the timeline is ambitious but emphasized the importance of progressing the work within the current Council term, noting that further revisions can still occur during the legislative process.

Committee did not consider the Euston Street Irving Redevelopment Project Update, Housing Accelerator Fund (HAF) Update, and Stormwater Management agenda items. The Committee agreed that these items would be brought forward for consideration at a future Planning & Heritage Committee meeting.

7. Introduction of New Business

No new items were brought up for discussion.

8. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 4:35 PM.

CARRIED
(3-0)

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-06-06

Date: June 2, 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:
A) What We Heard Report Phase II

Report Title:
Zoning and Development Bylaw Update – What We Heard Report Phase II

Report Purpose:
Provide planning and heritage committee with an update on what we heard during the Spring 2026 comprehensive engagement for the Zoning and Development Bylaw update.

Staff Recommendation:
That the Planning and Heritage Committee and Council accept this report and attachment for information purposes as a summary of the feedback received during the Spring 2026 public engagement sessions on the draft Zoning and Development Bylaw.

Report Details:

This report summarizes the public and stakeholder feedback received during the Spring 2026 engagement process for the City of Charlottetown's draft Zoning and Development Bylaw. It is intended to inform City Council of the issues raised, the themes that emerged, and the actions underway in response.

The Spring 2026 engagement sessions included pop-up awareness events, as outlined below:

- Royalty Crossing Mall, 670 University Avenue - Thursday, April 16, 2026 (4:00 – 6:00 pm)
- Founders Food Hall & Market, 6 Prince Street - Saturday, April 18, 2026 (5:00 – 7:00 pm)
- Confederation Court Mall, 134 Kent Street - Monday, April 20, 2026 (12:00 – 1:00 pm)

Report Details Cont'd:

There were also Public Open Houses, which included:

- Confederation Centre of the Arts, 145 Richmond St. - Wednesday, April 22, 2026 (5:30 – 8:00 pm)
- West Royalty Community Centre, 1 Kirkdale Rd. - Thursday, April 23, 2026 (6:00 – 8:30 pm)
- Hillsborough Park Community Centre, 199 Patterson Dr. - Thursday, May 21, 2026 (5:30 – 8:00 pm)

Following the spring engagement sessions City Staff and Consultants compiled all the feedback for review and completed the appropriate alterations to the Draft Zoning and Development Bylaw. The Draft is now being reviewed internally by city departments before being presented to Council.

Analysis and Conclusion:

One of our consultants, Jacob Ritchie, has joined us today to present the findings of the What We Heard Report.

Council or Committee History:
Special Meeting of Council – March 4, 2026

Financial Implications:
None.

Public Engagement and Communication:
In preparation for these events a social media campaign was launched, PSAs were issued, and radio and newspaper ads were published to inform residents of the Public Open House sessions.

Legislative Authority:
Planning Act
Municipal Government Act

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

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

Committee Recommendation: (if differing from staff)



CHARLOTTETOWN

ZONING AND DEVELOPMENT BYLAW REVIEW
PHASE 2 WHAT WE HEARD REPORT

MAY 26, 2026

Fathom

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1.0 PURPOSE OF THIS REPORT

This report summarizes the public and stakeholder feedback received during the Spring 2026 engagement process for the City of Charlottetown's draft Zoning and Development Bylaw (ZDBL). It is intended to inform City Council of the issues raised, the themes that emerged, and the actions underway in response.

More than 100 submissions were logged, drawing from individual residents, professional planners and engineers, city departments, environmental advocacy organizations, and online survey respondents. All issues raised have been reviewed, with many addressed and others currently under active review.

2.0 ENGAGEMENT OVERVIEW

The Zoning and Development Bylaw review has been an ongoing, multi-round public engagement process. The feedback summarized in this report was gathered primarily during the Spring 2026 round, which followed earlier rounds of community outreach in 2025.

2.1 EARLIER ENGAGEMENT IN 2025

Prior to the Spring 2026 engagement, two rounds of public consultation were held in 2025 to introduce the bylaw review process and gather early input on land-use priorities.

- Public Open House - Charlottetown Library Learning Centre, April 7, 2025: An introductory session presenting the scope of the bylaw review and inviting early feedback from the community.
- Public Open House - Simmons Sports Centre, May 14, 2025: A second session reaching residents in the south end of the city, focused on the draft framework and zoning structure.
- Public Open House - West Royalty Community Centre, May 15, 2025: A third session serving the West Royalty and suburban growth areas, where growth corridor and residential density questions were prominent.
- Pop-Up Session - Founders Food Hall & Market, February 21, 2026 (11:00 am – 2:00 pm): An early pop-up coinciding with the draft bylaw release, reaching residents in the downtown core.

These earlier sessions helped shape the draft bylaw that was released for public review ahead of the Spring 2026 engagement. Themes identified in 2025, including housing supply, ADU accessibility, and environmental protection, carried forward and deepened in the Spring 2026 round.

2.2 SPRING 2026 ENGAGEMENT

The Spring 2026 engagement was the most intensive round of the process, coinciding with the release of the full draft ZDBL. It included both pop-up awareness events and formal public open houses, as well as written submissions, an online survey, and internal staff review sessions.

Pop-Up Awareness Events

Three Spring pop-up events were held at high-traffic locations across the city to raise awareness of the draft bylaw and encourage residents to attend the open houses and submit feedback:

- Royalty Crossing Mall, 670 University Avenue - Thursday, April 16, 2026 (4:00 – 6:00 pm): Reached residents in the University Avenue and suburban west corridors.
- Founders Food Hall & Market, 6 Prince Street - Saturday, April 18, 2026 (5:00 – 7:00 pm): A second downtown pop-up in advance of the formal open houses.
- Confederation Court Mall, 134 Kent Street - Monday, April 20, 2026 (12:00 – 1:00 pm): A midday session targeting downtown workers and shoppers in the lead-up to the open house week.

Public Open Houses

Three formal public open houses were held over a four-week period, each serving different areas of the city:

- Confederation Centre of the Arts, 145 Richmond St. - Wednesday, April 22, 2026 (5:30 – 8:00 pm): Held in the downtown core, this session drew a strong response from heritage property owners, planning professionals, and residents with an interest in the 500 Lot Area and downtown zoning provisions.
- West Royalty Community Centre, 1 Kirkdale Rd. - Thursday, April 23, 2026 (6:00 – 8:30 pm): Serving West Royalty and surrounding suburban neighbourhoods, this session generated significant discussion around growth corridor zoning, residential density, and the Eastern Gateway Zone.
- Hillsborough Park Community Centre, 199 Patterson Dr. - Thursday, May 21, 2026 (5:30 – 8:00 pm): The final open house reached residents in the east end of the city, where mapping

corrections and neighbourhood zone questions were prominent topics.

Additional Submission Channels

Beyond the in-person events, feedback was received through:

- Written submissions from residents, planning professionals, engineers, and neighbouring municipalities
- An online survey open throughout the engagement period
- Focused stakeholder sessions with agencies and developers from downtown and suburban areas of the City
- Submissions from all relevant City of Charlottetown departments (including the GIS Department, Development Officers, the Department of Economics, Culture and Tourism, and the Environment and Sustainability teams)
- Internal Planning & Heritage staff review sessions identifying technical and drafting corrections

In total, 100+ submissions were logged across all channels. Submissions ranged from brief notes of support to detailed multi-section technical analyses. The submissions reflected a broad range of perspectives, from long-time property owners on West Street to the Charlottetown Area Watershed Association and T3 transit operators. This reflects the broad community interest in this bylaw update.

2.3 STAKEHOLDER CONSULTATIONS

As mentioned as part of the engagement process, planning staff and the consulting team conducted a series of targeted meetings with key stakeholders, including active developers, infrastructure providers, and provincial and municipal agencies. These conversations provided on-the-ground perspectives on how the draft bylaw will function in practice and surfaced issues not always visible through open public channels.

Developer and Builder Consultations

Meetings were held with several local developers and builders actively working in the Charlottetown market. Across these conversations, a consistent set of themes emerged:

- Zoning precision and density permissions: Developers broadly supported four units as-of-right on larger lots and welcomed mid-rise permissions of up to six storeys where feasible along commercial corridors. There was a strong emphasis on precise zoning language to close loopholes, prevent unintended uses, and limit abuse of variance. The shift from CDA to Urban Expansion (UE) zoning was welcomed for removing restrictive unit count limits and enabling more flexible secondary planning.
- Building economics and construction methods: Wood panelized construction with concrete overpour is the dominant method for mid-rise buildings in the local market. Mass timber and concrete construction were identified as cost-prohibitive without government support. Stepback and street wall height requirements need to accommodate the constraints of panelized construction.
- Commercial requirements: Creating opportunity for new commercial uses near neighbourhoods is supported, but blanket mandatory ground-floor commercial space in mixed-use buildings was flagged as a risk to project feasibility.
- Approval certainty and process transparency: Developers were consistent and emphatic on the point that clear, predictable approval timelines are essential to retaining investment in Charlottetown. Broad appeal rights, interference in as-of-right approvals, and inter-departmental inconsistencies were identified as key sources of uncertainty. The absence of an online permitting portal was a recurring frustration; permit tracking currently requires phone calls and inspection scheduling is unpredictable.

» Parking and site design: The current 40% front yard impervious surface limit was flagged as too restrictive for stacked townhouse configurations, where tenant demand typically requires two parking spaces per unit. Pervious pavers were identified as a potential compliant solution.

Infrastructure and Transit Consultations

Meetings with the City's transit operator highlighted infrastructure and service considerations relevant to the bylaw:

» Transit route alignment and density: A meeting with the transit operator focused on the relationship between the draft zoning map and existing bus route coverage. Several zoning map corrections in areas relevant to transit corridors were identified and have been completed. There was clear alignment that concentrating residential density along served corridors, in addition to intensifying growth nodes, is the most effective way to support transit viability over time.

Provincial and Agency Consultations

A series of meetings was held with provincial and regional agencies. These conversations were consistent in focus and tone, centering on two broad areas:

» Provincial interests and planning legislation: Agencies emphasized the importance of ensuring the draft bylaw aligns with the provincial Planning Act and the 18 provincial interests embedded within it. Conservation design standards, environmental impact assessment requirements, and floodplain regulations were identified as areas requiring explicit bylaw provisions. The Province confirmed its role in providing ecological feature data layers for use in bylaw schedules and appendices.

» Growth targets and housing supply: There was strong shared recognition across agencies that Charlottetown's population growth trajectory requires a bylaw that actively enables housing supply. Agencies expressed support for the overall direction of the draft while flagging the need for infrastructure coordination, particularly water, sewer, and health facility capacity. Several agencies indicated interest in ongoing coordination as the bylaw moves toward adoption.

3.0 SUMMARY OF THEMES

The feedback clustered into seven primary theme areas. The table below provides an at-a-glance overview of each theme, the volume of submissions touching on it, and the current response status.

Theme	Submissions	Response Status
Housing Density & Four-Units As-of-Right	18+	**Addressed** - four-unit permissions confirmed; minor wording refinements in progress
Accessory Dwelling Units (ADUs)	14+	**Addressed** - lot size, numbering errors, and carriage house provisions resolved
Conservation Zones	12+	**Addressed** - conservation zones removed and to be applied as an overlay rather than zone
Parking Reform & Transportation	8+	**Addressed** - parking minimums reduced, density aligned with transit corridors
Environmental Protection & Stormwater	11+	**In progress** - flood GIS data to be added as schedule; setback and stormwater language under review
Zoning Map Corrections	7+	**In progress** - specific PID corrections and mapping errors are being updated
Definitions, Drafting & Technical Corrections	11+	**Addressed** - numbering errors, outdated legislation references, and definition updates resolved

4.0 WHAT WE HEARD: THEME BY THEME

4.1 HOUSING DENSITY & FOUR-UNITS AS-OF-RIGHT

This was the most visible theme in the engagement, generating a range of perspectives from strong support to outright opposition. The majority of respondents, including advocacy organizations, planning professionals, and online survey participants, support increased density as a necessary response to Charlottetown's housing needs.

Key points raised:

- Strong support for four units as-of-right citywide, with calls to remove the qualifier "as appropriate"
- Concerns that density near post-secondary institutions (UPEI, Holland College) falls short of Housing Accelerator Fund commitments, and requests allowing at least 4-storeys
- Some respondents opposed four-unit infill in residential neighbourhoods that have existed with minimal additional density or renting of units on single-family home sites, citing concerns about neighbourhood character

4.2 ACCESSORY DWELLING UNITS (ADUS)

ADUs attracted significant attention, both in support and with detailed technical concerns. Respondents broadly welcomed the expansion of ADU permissions but raised several specific implementation issues.

Key points raised:

- Multiple respondents argued the 500 m^2 minimum lot size requirement is arbitrary and excludes many downtown properties that could otherwise accommodate a small ADU

- Cross-references to ADU sections (4.5, 4.6, 4.7) contained numbering errors that appeared throughout the bylaw
- A request to allow carriage house restoration on designated heritage properties as a permitted detached ADU in any zone
- Concerns that ADU permissions could be used for short-term rentals, undermining their housing intent

4.3 CONSERVATION ZONES

The proposed Conservation Zone was broadly supported in principle but drew substantial criticism regarding its implementation. Concerns came from property owners, environmental organizations, a professional land surveyor, and the Watershed Alliance.

Key points raised:

- Zone boundaries were not defined by coordinates or metes-and-bounds descriptions, creating legal uncertainty for property owners and enforcement challenges for the City
- Specific properties appeared to be incorrectly zoned as Conservation (or incorrectly excluded), with no clear public rationale
- The prohibition on rezoning within Conservation Zones, combined with poorly defined boundaries, was seen as a potential “vested rights” legal risk
- A conflict was identified between Section 4.1 (uses permitted in all zones) and the intent of the Conservation Zone, the current drafting could allow roads and parking lots in conservation areas
- Respondents called for clearer criteria governing when and how conservation controls would apply

4.4 PARKING REFORM & TRANSPORTATION

Parking was a consistent thread through many submissions, with strong support for reducing minimum requirements and linking parking policy to transit and active transportation.

Key points raised:

- Support for waiving parking minimums for affordable housing within 400 m of a bus stop, with some calls to extend the waiver to all residential units near transit
- Calls to eliminate parking minimums entirely in the downtown core and growth areas
- Recognition that parking reform must be paired with improved transit and cycling infrastructure to be effective

4.5 ENVIRONMENTAL PROTECTION & STORMWATER

Environmental submissions were among the most technically detailed in the engagement, led by the Charlottetown Area Watershed Association and supported by the City's GIS department and multiple online respondents.

Key points raised:

- The waterfront minimum building elevation (3.67 m CGVD28) applies only to the Waterfront Zone, not all low-lying areas vulnerable to storm surge, flagged as a significant gap given Charlottetown's flooding history
- The elevation reference should be updated from CGVD28 to CGVD2013
- Watercourse and wetland setbacks are considered too small relative to other PEI municipalities (e.g., Stratford's 60 m Environmental Reserve Zone)
- Stormwater policy should prioritize swales, ditches, and holding ponds over direct pipe discharge into waterways
- Section 7.11.2, which prohibits the City from accepting wetlands and buffers as parkland dedication, is seen as contrary to the City's own Climate Action Plan and Integrated Community Sustainability Plan

4.6 ZONING MAP CORRECTIONS

A number of specific mapping errors were identified through the engagement, including incorrectly zoned parcels, mislabelled areas, and legacy subdivision plans not yet reflected in the draft map.

Key points raised:

- Lands currently zoned Institutional should remain Institutional; the draft map showing RN and Conservation on some areas was identified as inconsistent with the Future Land Use Map
- Several properties having approved subdivision or concept plans that are not yet reflected in proposed zoning
- The Eastern Gateway Zone boundary raised concerns about leaving existing single-family properties in a zoning limbo that restricts additions and accessory suites.
- Growth Corridor Zone was requested to be extended to include the Killorn family property (PID 191718) on St. Peters Road, where land has been donated to the City

Response: The PID-specific corrections are being made. The Growth Corridor extension to include the Killorn lands is considered reasonable given the donation context. The Eastern Gateway Zone is being removed and zoning was applied to the lands based on the Eastern Gateway Land Use Master Plan. Internal detailed mapping comments are being worked through systematically.

4.7 DEFINITIONS, DRAFTING & TECHNICAL CORRECTIONS

Staff review sessions and several external submissions identified a number of drafting errors, outdated references, and definition gaps that require correction before adoption.

Key points raised:

- The Dwelling, Multi-Unit definition needs to be updated to include four units, and cross-references to

"apartment dwelling" (a removed definition) need to be replaced throughout

- The Child Care Facilities Act referenced in section 4.10 was repealed in 2010 and should be replaced with the Early Learning and Child Care Act
- The Lounge definition incorrectly references a control act from another jurisdiction
- Solar Collectors should be removed from Table 3.3 to avoid regulating solar panels
- Accessory building size limits in section 3.1 need a maximum cap to prevent an unintended calculation that would allow very large accessory structures on lots just under 0.5 acres
- Temporary poster signage is defined but not addressed in the signage regulations section
- The Cluster dwelling typology needs to be added to the RM zone permitted uses, with fire access provisions resolved

5.0 NEXT STEPS

Planning staff and the project team are working through the full set of comments in the revision cycle currently underway. The following items remain in progress and are expected to be resolved prior to the next Council review:

- Incorporation of provincial flood GIS data
- Review and strengthening of stormwater and wetland setback language
- Completion of zoning map corrections
- Refinement of the ADU lot size provisions
- Final reconciliation of all definition cross-references
- Resolution of fire access requirements for cluster housing typology

A revised draft incorporating all changes from this engagement cycle will be presented to Council for review prior to entering the adoption process.

6.0 ACKNOWLEDGEMENT

City staff and the project team thank all participants for their time and care in reviewing the draft bylaw. The quality and depth of feedback received from technical professionals, environmental advocates, long-time residents, and engaged community members is directly strengthening the document. All submissions are on file and have been considered in the revision process.

CHARLOTTETOWN

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

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

1. **Call to Order**
   Chair called the meeting to order at 4:42 PM

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

3. **Approval of Agenda**
   Moved by Lea MacDonald and seconded by Bobby Kenny that the agenda for Tuesday, June 2, be approved.

   CARRIED

4. **Adoption of Minutes**
   Moved by Councillor McCabe and seconded by Jacqui Scaman that the minutes of the Planning Board meeting held on Tuesday, May 5, 2026, as circulated, be approved.

   CARRIED

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

6. **Reports:**

   a) Variances:

   1. 600 North River Road (PID#s 444679 & 600817)
   Sonia Kamal, Planner II

Property Information: Shopping Centre Commercial (C-3) Zone
Staff Presenter: Sonia Kamal, Planner II
Applicant: Trevor Bevan C/O Bevan Enterprises
Reference: Planning Board Meeting Package

Request:

This is a request for Major Variance to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metre (54,240 sq. ft.) lot. The proposal is to construct a five-storey apartment building with commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement. The purpose of this request is to allow the height and density of the proposed building to exceed the maximum height and density as defined in the Zoning and Development Bylaw for the Shopping Centre Commercial (C-3) Zone and the applicable step-down regulation of the (R-4A) Zone.

Summary:

Sonia stated the applicant is requesting a major variance to increase the permitted building height and number of dwelling units for a proposed 5-storey mixed-use apartment building at 600 North River Road.

The development includes 49 residential units with ground-floor commercial space, exceeding the current limits of 15 metres in height and 44 units. The site is located within a commercial corridor surrounded by highway commercial and light industrial uses and is currently occupied by a former car dealership. The proposal meets parking requirements with 90 spaces, and no public objections were received.

City departments reviewed the application with no major concerns, though a traffic impact study will be required.

Staff find the proposal consistent with Official Plan policies supporting increased density and housing in serviced areas and conclude that the additional height and units will not significantly impact the surrounding area. Approval of the variance is recommended, subject to the traffic study.

Discussion:

Councillor Beck asked whether the Action Car and Truck Accessories building to the north would remain and whether it would be considered in the parking calculations. He also questioned how the required traffic impact study would function, specifically whether it would determine a maximum number of units that could be supported by the road network or potentially limit the proposed 49 units.

It was confirmed that the existing building to the north will remain and has been accounted for in parking considerations.

In response to the traffic study question, staff explained that the number of permitted units is established through the Zoning and Development Bylaw, not the traffic study. The traffic impact study instead evaluates the effect of additional traffic generated by the development and determines whether the surrounding road network can accommodate it and if any upgrades to road network infrastructure would be required or not to accommodate the future development. It was noted that such studies typically indicate if the development can be supported and may recommend traffic management measures, but do not assign a specific dwelling unit limit.

MOTION:

Moved by Lea MacDonald and seconded by Councillor Beck that Planning Board recommend approval to Council for the request of a height and density variance to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metre (54,240 sq. ft.) lot in order to construct a 5-storey apartment building with commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement subject to a Traffic Impact Study (TIS) and to the satisfaction of the Manager of Public Works.

CARRIED
(6-0)

b) Site Specific Exemption:

1. **147 Hillsborough Street (PID# 342907)**
   David Gundrum, Manager of Development Planning

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

Request:

This is a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zone.

Summary:

The applicant has requested a site-specific amendment to the Downtown Mixed-Use Neighbourhood (DMUN) zone to permit a transitional housing facility within an existing three-storey building at 147 Hillsborough Street. The proposal includes 11 beds, with interior renovations required, and is submitted by the Province of Prince Edward Island Housing Corporation. The use is not currently permitted within the DMUN zone.

Notification and consultation requirements were completed, including circulation to 67 nearby property owners and a public meeting held on March 26, 2026. Five written submissions were received, all in opposition, raising concerns related to safety and security, loitering, lack of outdoor space, property values, neighbourhood perception, and potential loss of rental units.

Staff advised that the proposal aligns with the Official Plan's housing policies, which support a full housing continuum including transitional housing in mixed-use areas near transit. The subject property is located approximately a five-minute walk from the city's main transit hub. The applicant indicated the facility will include 24-hour supervision, security measures such as lighting and cameras, and resident screening criteria.

Additional information was provided following previous deferrals, including confirmation that the Province will fund and install a police-supported e-watch camera system. The Province also committed to a series of measures to be secured through a development agreement, including on-site staffing, surveillance, enhanced lighting, community engagement, and coordination with police services.

Staff concluded that although the use is not currently permitted, it meets the intent of the Official Plan and addresses a need within the housing continuum.

Staff recommend approval of the site-specific amendment, subject to the proposed safety and security measures being formalized through a development agreement prior to issuance of permits.

Discussion:

Councillor Beck expressed appreciation that staff and relevant parties who addressed concerns raised in earlier meetings and worked toward a resolution.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Planning Board recommend that Council approve 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. This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and

Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued. As well, the Province will commit to the funding and implementation of a City E-watch camera system in regard to the use.

CARRIED
(6-0)

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 5:10 PM.

_____
Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No:
PLAN-2026-02-June-6A-1
600 North River Road (PID#s 444679 & 600817)

Date:

June 2, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:

Planning and Heritage

Other Associated Departments:

Prepared by:

Sonia Kamal, Planner 2

Attachments:

A. Air Photo
B. Zoning Map
C. Proposed Site Plan
D. Building Elevation showing height
E. Floor Plans
F. Concept 3D Views
G. Building Shadow Analysis
H. Circulation Letter (May 13, 2026)
I. Public Responses to Circulation

Report Title:

Major Variance for increasing the maximum permitted building height and maximum allowable number of dwelling units for proposed mixed use building at 600 North River Road (PID#s 444679 & 600817). The application has been submitted by Trevor Bevan on behalf of Bevan Enterprises Inc.

Report Purpose:

To allow an increase in height and density beyond the maximum limits established in the Zoning and Development Bylaw for the Shopping Centre Commercial (C-3) Zone, as well as the applicable step-down regulation of the Residential (R-4A) Zone, in order to construct a 5-storey mixed-use building with a height of 22.3 m (73.3 ft) containing 49 units.

Staff Recommendation:

The Planning & Heritage Department encourages Planning Board to recommend *approval* to Council for the request of a height and density variance to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 units on a 5,039 square metre (54,240 sq. ft.) lot in order to construct a 5-storey apartment building with commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement subject to a Traffic Impact Study (TIS) and to the satisfaction of the Manager of Public Works.

Report Details:

The City of Charlottetown Planning & Heritage Department has received a variance application for the properties located at 600 North River Road (PID#s 444679 & 600817). The property in question, owned by Bevan Enterprises Inc. and is located in the Shopping Centre Commercial (C3) Zone. The purpose of the variance request is to allow an increase in the height and density of the proposed forty-nine (49) unit mixed use apartment building containing commercial units on the ground floor and a partial basement for tenant storage, with no parking provided within the basement. Under the C-3 Zone an apartment building is permitted by way of the Apartment Residential (R-4A) Zone. The proposal exceeds the maximum height and allowable number of dwelling units as defined in the Zoning and Development Bylaw for the Apartment Residential (R-4A) Zone. The maximum permitted height in the (R-4A) Zone for an apartment building is 15 m (49.2 feet) and maximum allowable number of dwelling units is 44. The applicant is proposing a height of 22.3 m (73.3 ft) and 49 dwelling units.

Development Context

The subject property is currently occupied by Action Car and Truck Accessories what was formerly known as the KIA dealership. Immediately to the east (rear) of the subject property are large-format commercial lands forming part of a Power Centre, zoned C-3 (Highway Commercial). These adjacent lands are developed with big-box retail uses, representing an established and intensive commercial use directly abutting the subject site.

To the north the subject property is flanked by M-1 (Light Industrial) parcels and to the south (C-3) and (MUC) that form part of the same North River Road commercial corridor. These adjacent lands are similarly developed with retail and service commercial uses and provide a consistent commercial edge along the street. Directly across North River Road to the west, the abutting lands are developed with a pharmacy and other commercial service uses, reinforcing the commercial character of the roadway frontage opposite the subject property.

ANALYSIS:

According to Zoning & Development Bylaw, Dwelling unit means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities, but does not include a Lodging House, Lodging House Limited, Hotel or recreational vehicle. And Height means the vertical distance measured from average finished Grade to the highest point of the roof surface.

According to section 3.9.1 if the proposed Building Height is more than the percentage allowed with a Minor Variance, and the application is not eligible for a Bonus Height, the applicant may apply for a Major Variance. Also, according to section 3.8.1 a Minor Variance can allow the reduction of the minimum regulation pertaining to Lot Area, Lot Frontage and/or Building Height by up to 10%.

The “I” shaped building is proposed to be located on the central of the property with surface parking in almost all sides of the building (see Attachment C). The topography in this area is relatively flat and slightly slopes toward the street. The building will be visible from both North River Road and Capital Drive. However, the proposed building will be situated further back from the street and as per the landscaping requirements in the Zoning & Development By-law shall have trees planted along the frontage of the subject property. Although the building is proposed to be higher than buildings in the immediate area this section of the City tends to be mostly commercial in nature and is located near two busy collector roads.

The proposal provides a sufficient number of on-site parking spaces. According to the Zoning & Development Bylaw, one parking space is required per dwelling unit. For Business Offices, Retail Stores, and Retail Service Shops, two spaces are required for the first 23.2 sq. m (250 sq. ft.) of floor area, plus one additional space for each additional 25

sq. m (269.1 sq. ft.) of floor area. The proposal includes a total of 90 parking spaces, which meets the exact requirement for this development under the current Zoning & Development Bylaw.

This proposal has been reviewed by the Departments of Public Works, Fire Services, Water and Sewer Utility, Environment & Sustainability, and Parks and Recreation. Public Works has advised that, should the variance be approved, a Traffic Impact Study (TIS) will be required prior to the issuance of a Building Permit. All other Departments have indicated that they have no objections and are satisfied with the proposal.

Housing rental units are in demand, especially in this area of the City where residents do not have to rely on owning an automobile. Many services and amenities are available in the immediate area within walking distance. Public transit is also readily available within this area. During the current housing crisis, it is challenging for residents to find housing.

When considering the variance in question, key points from the Official Plan to be considered include:

Section 1.1 - This Official Plan stresses accommodating growth within the city's existing footprint, expanding housing choice, supporting mobility options, and embracing complete communities. With this focus, Charlottetown can continue to remain A Community For All.

Section 2.2 - To grow efficiently by increasing density and housing choice in locations with existing servicing, transportation and public spaces to provide residents with choices in where they live and how they move.

Section 3.1 - It is an objective of the Official Plan that growth management will Balance infill growth in existing neighbourhoods with higher-density development in nodes and along corridors.

Section 3.2 - The land use strategy is designed to prioritize development that supports the Official Plan's vision which includes encouraging greater housing choice, creating walkable, complete communities and making efficient use of city infrastructure (including roads, sewers, transit and more)

Section 3.2.3 - All residents of Charlottetown share common daily needs, including access to food, public transportation, housing, places of employment and recreational amenities. Providing these amenities within reasonable walking distance is a matter of equity, climate change mitigation and liveability.

Medium and larger-scale commercial and institutional destinations provide some of the best opportunities to foster development that supports day-to-day life for most Charlottetown residents. Located primarily on the city's main arterial roads, these linear clusters form corridors of development that are prime opportunities for increasing residential densities and supporting existing commercial uses.

It is an objective of the Official Plan that growth and change along Corridors: Reflect compact forms of housing and urban amenities bringing them closer to each other

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

Positives	Neutral	Shortcomings
▪ Multi-family dwellings shall use existing underground services. ▪ Additional density is located within a commercial area near a bus route.		▪ The building is higher than the maximum allowable height in the zone. ▪ The number of dwelling units for the lot area is higher than the maximum allowable number of dwelling units in the zone.

- The property is located within a walkable neighbourhood near many services and amenities.
- The property has reasonable parking available on-site which fulfills the parking requirement of the Zoning & Development Bylaw.
- Landscaping requires detailed solutions including but not limited to one tree per 10 metres of road frontage.
- Potential traffic impacts on a congested road during peak travel times.

Conclusion:

Staff recognize the current demand for housing within the City and note that the property's location within a commercial centre, along with its proximity to amenities and a transit route, supports the proposed variances, which can be considered technical in nature. The proposal meets many of the technical requirements associated with the creation of a complete neighbourhood. The property represents an appropriate location for a multi-unit development in future. Although higher than the maximum permitted height and maximum permitted units in the zone the building is situated along a street with other apartment buildings and commercial uses with the nearest low-density neighbourhood situated on Scott Street approximately 170 metre from the subject property. Therefore, staff are not of the opinion that the additional height or density will have a significant impact on North River Road.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
In accordance with Section 3.9 of the Zoning & Development Bylaw, on May 13, 2026, notice of the Major Variance application was circulated to thirty (30) surrounding property owners within 100 metres (328.1 feet) of the subject property to request written comments on the proposed variance. No written responses were received as of the writing of this report.

Legislative Authority:
Zoning & Development Bylaw
Official Plan

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

Submitted By Planner:



Sonia Kamal, MPlan, B.Arch
Planner 2

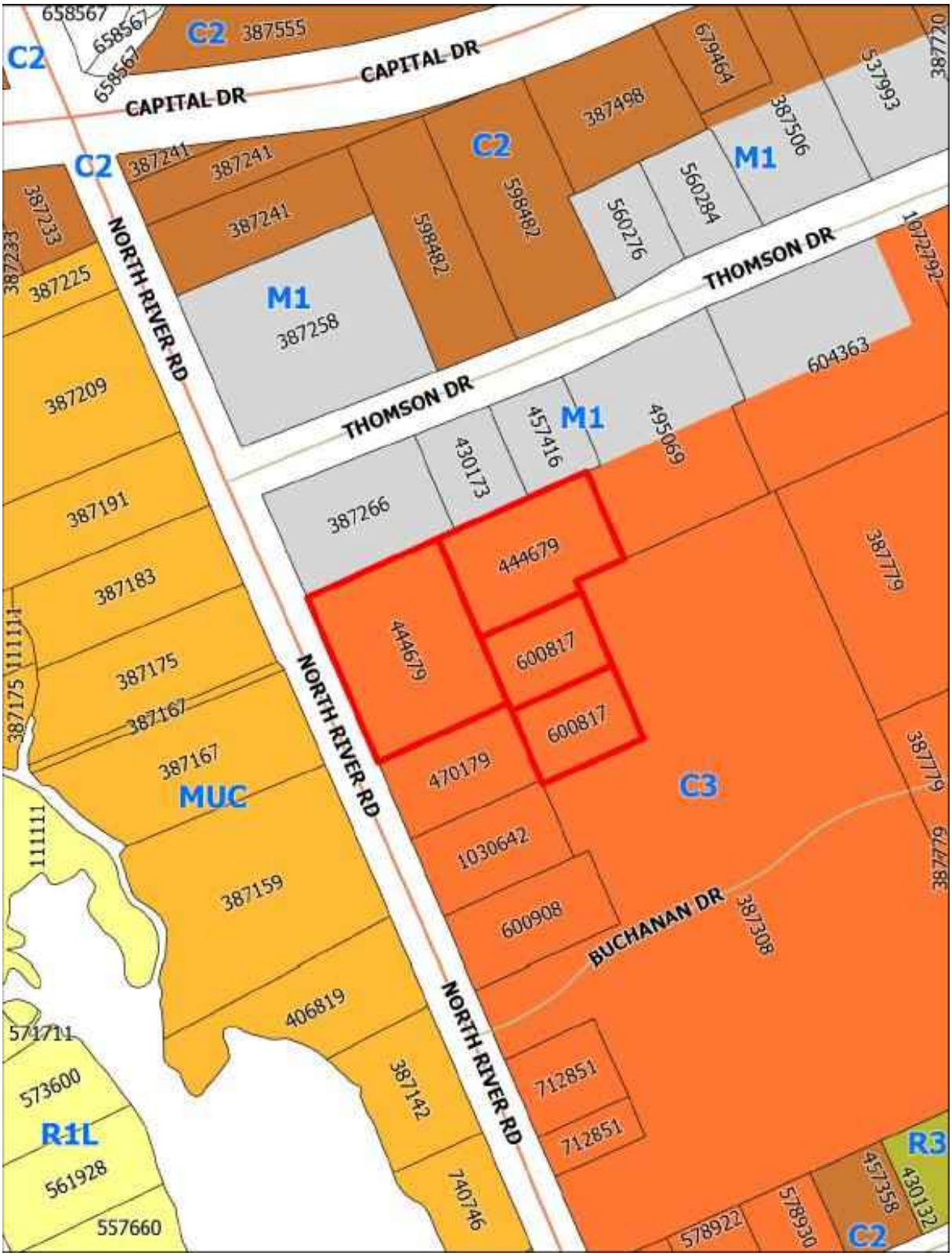
Reviewed By:

Manager	**Director/CAO**
David Gundrum, RPP, MCIP, 05/27/2026	Michael Ruus, RPP, MCIP, 05/27/2026

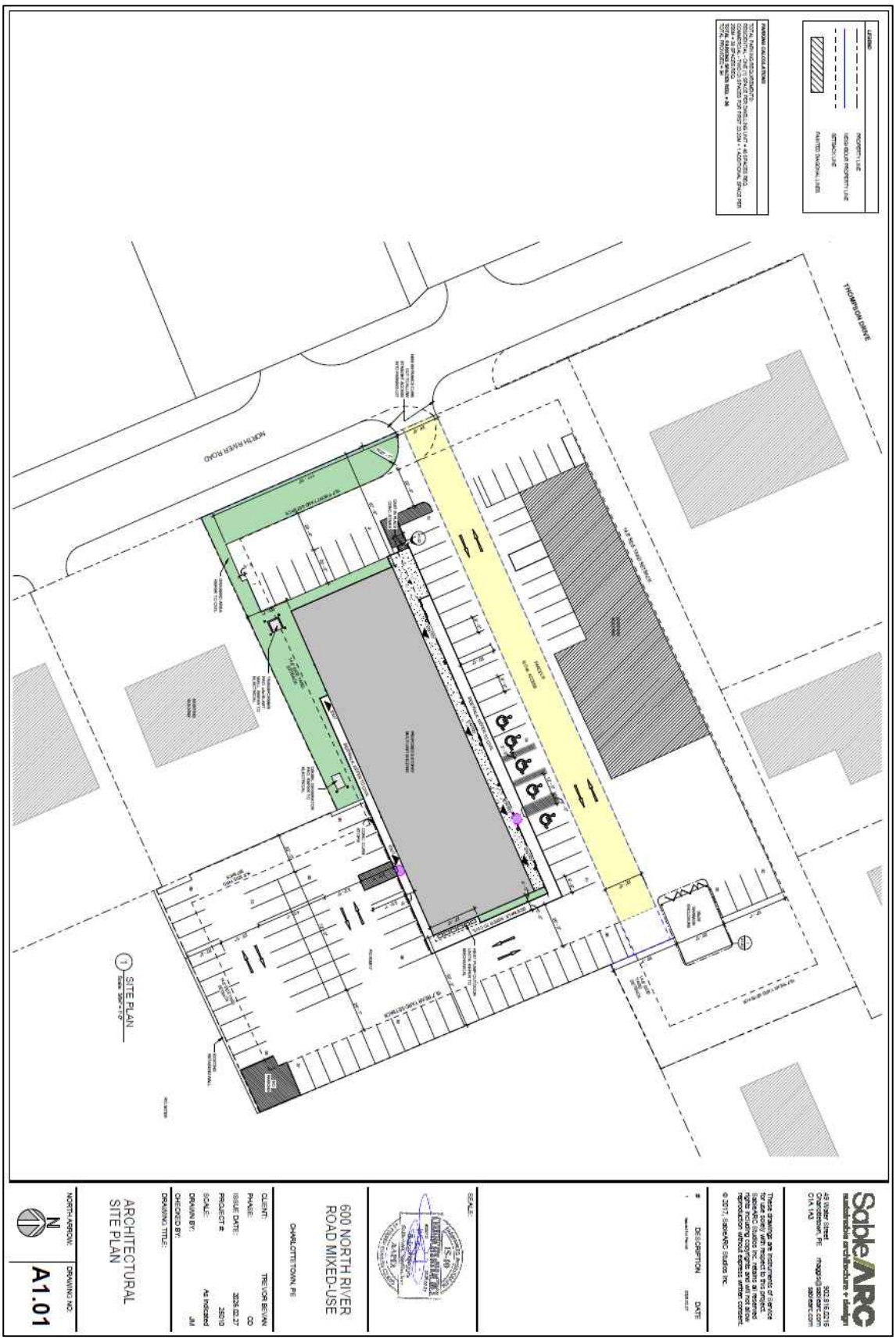
Attachment A: Air Photo



Attachment B: Zoning Map



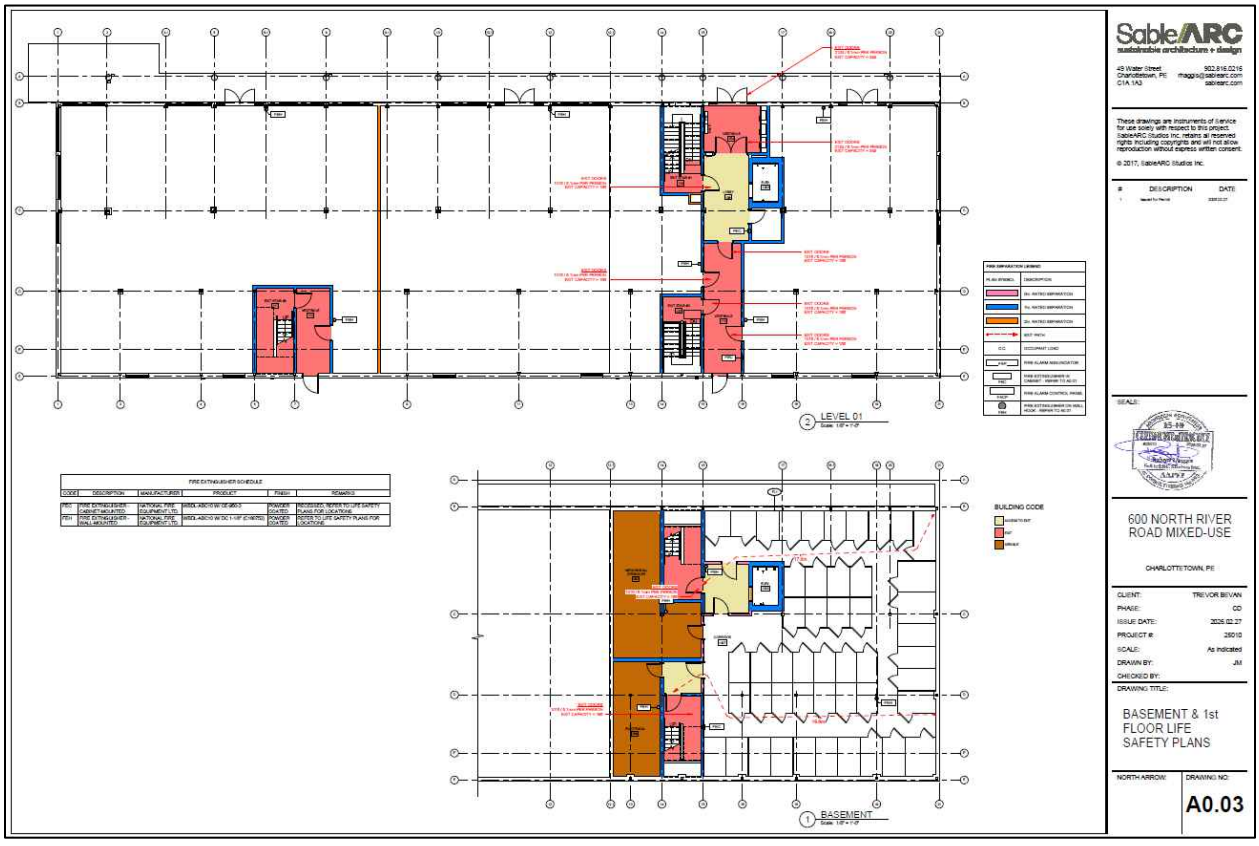
Attachment C: Proposed Site Plan



Attachment D: Building Elevation showing height



Attachment E: Floor Plans






LEVEL 05
LEVEL 04
FIRE EXTINGUISHER SCHEDULE
BUILDING CODE
SableARC
sustainable architecture + design
600 NORTH RIVER ROAD MIXED-USE
CHARLOTTETOWN, PE
4th & 5th FLOOR LIFE SAFETY PLANS
A0.05

Attachment F: Concept 3D Views

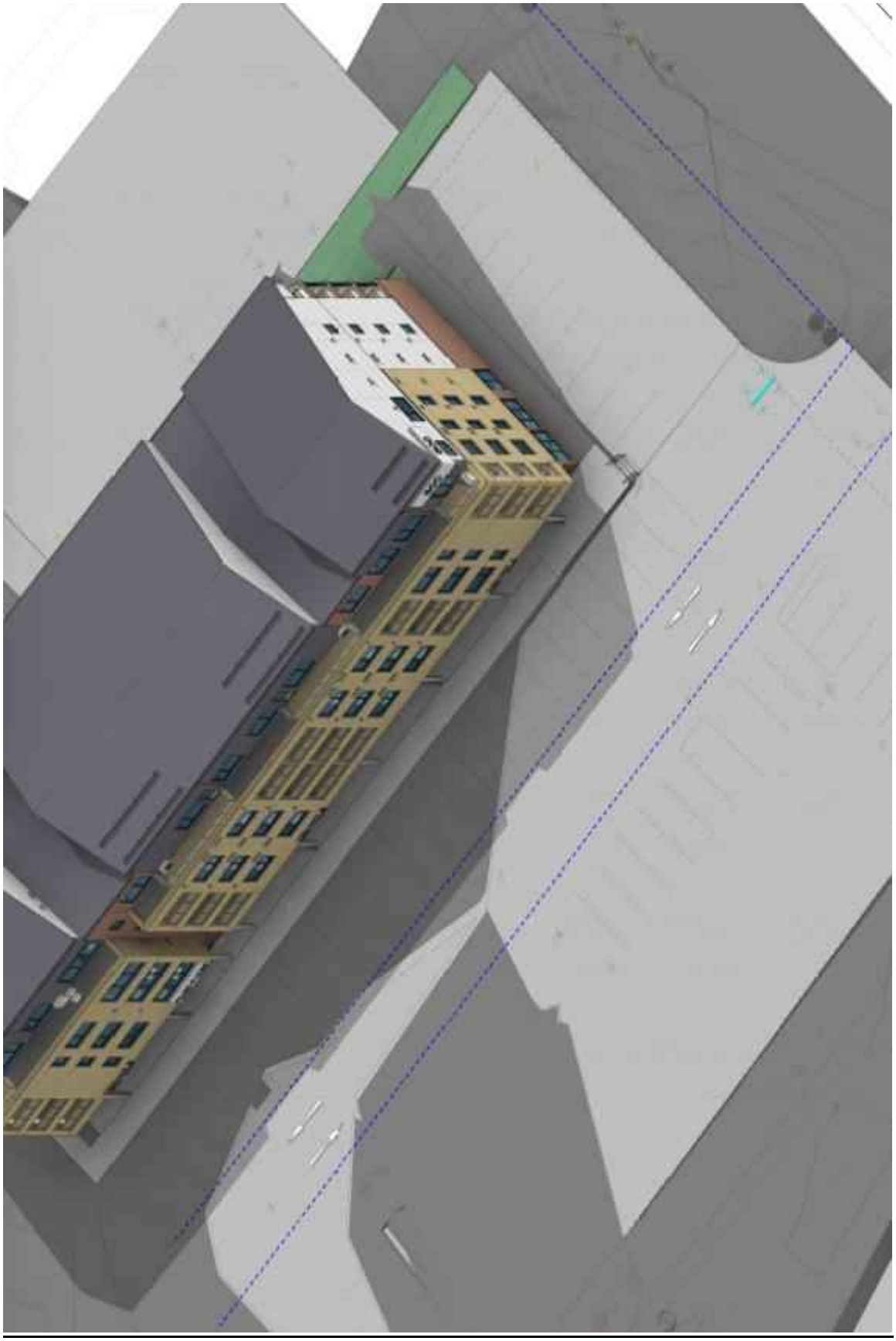





600
600
SableARC
sustainable architecture + design


600
SableARC
sustainable architecture + design

Attachment G: Building Shadow Analysis



Attachment H: Circulation Letter (May 13, 2026)

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

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

BEVAN ENTERPRISES INC
26 WALKER DR
CHARLOTTETOWN PE
C1A 0J1

May 13, 2026

RE: 600 North River Road (PID#s 444679 and 600817)

Dear Property Owner:

The City of Charlottetown Planning & Heritage Department has received an application for Major Variance for the property located at 600 North River Road (PID#s 444679 and 600817). The subject property is zoned Shopping Centre Commercial (C-3).

The applicant is requesting a Major Variance to increase the maximum permitted building height from 15.0 m (49.2 ft) to approximately 22.3 m (73.3 ft), as well as to increase the maximum allowable number of dwelling units from 44 units to 49 unit on a 5,039 square metre (54,240 sq. ft.) lot. The proposal is to construct a five-storey apartment building with commercial space on the ground floor and a partial basement for tenant storage, with no parking provided within the basement. The purpose of this request is to allow the height and density of the proposed building to exceed the maximum height and density as defined in the Zoning and Development Bylaw for the Shopping Centre Commercial (C-3) Zone and the applicable step-down regulation of the (R-4A) Zone.

Pursuant to the requirements of the *Zoning and Development Bylaw*, and as an owner of a property within 100 metres (328.1 feet) of the boundaries of the proposed development at the subject property, you are being notified of the Major Variance request. If you have any objections or comments regarding the Major Variance please state the rationale for your objection(s) as part of your written comments. Written comments shall be submitted no later than **4:00pm on Wednesday, May 27, 2026.** Please email written comments to the reporting Planner Sonia Kamal at skamal@charlottetown.ca.

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

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

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

Sincerely,

Sonia Kamal, M.Plan, B.Arch,

Planner II

Attachment I: Public Responses to Circulation

None received.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#1

MOTION CARRIED _____

MOTION LOST _____

Date: June 9, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

City of Charlottetown Committee Report

Report No:
PLAN-2026-02-JUNE-6B-1
147 Hillsborough Street (PID# 342907)

Date:
June 2, 2026

Directed to Council through the following Committee:
Planning Board

Reporting Department:
Planning and Heritage

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

Prepared by:
David Douglas Gundrum, RPP, MCIP

Attachments:

A. Air Photo
B. Zoning Map
C. Concept Floor Plan
D. Applicant Memo (December 2, 2025)
E. Circulation Letter (March 18, 2026)
F. Public Responses to Circulation
G. Public Meeting Minutes (March 26, 2026)
H. Planning Board Minutes (April 7, 2026)
I. Provincial Measures Proposed (April 14, 2026)
J. Planning Board Minutes (May 5, 2026)

Report Title:
Proposed site-specific amendment to existing zoning (Downtown Mixed Use Neighbourhood (DMUN) Zone) to allow for a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on subject property identified as 147 Hillsborough Street (PID# 342907). The application has been made by PEI Housing Corporation who are also the owners of the subject property.

Report Purpose:
Evaluation of a request for site-specific amendment to the existing (DMUN) zoning to allow for a transitional housing facility (11 beds for residents) whereas this land-use is not otherwise permitted within the existing zoning. Consideration at this point is for Planning Board to forward a recommendation to Council.

Staff Recommendation:
That Planning Board recommend that Council:

Approve 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.

This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued. As well, the Province will commit to the funding and implementation of a City E-watch camera system in regard to the use.

Report Details:

The site-specific amendment was submitted by applicant and owner of the property PEI Housing Corporation on January 29, 2026 to the City of Charlottetown Planning & Heritage Department in pursuit of allowing for a site-specific amendment to the existing (DMUN) zone that applies to the subject property that would expand the list of permitted uses to also include a transitional housing facility. A Public Meeting to solicit comments and feedback from Council and the general public was held on March 26, 2026 (see Attachment G for copy of meeting minutes).

Development Context:

The subject property is a corner residential lot that is developed with an existing 3-storey pitched-roof structure located within a mature mixed-use neighbourhood towards the east side of the 500 Lot Area (see Attachment A).

The property is bounded to the north and west by abutting properties also in the (DMUN) Zone containing existing residential development. A single-detached dwelling bounds to the north at 153 Hillsborough Street (PID# 342915) while the rear parking and driveway area for property identified as 220-222 Kent Street (PID# 342931) bounds immediately to the west. The subject property as mentioned is a corner lot and is bounded to the east by Hillsborough Street and to the south by Clarke Street (see Attachments A & B).

Comments Received from City Departments and External Agencies:

The following are the comments and feedback received from responding City Departments to date.

Charlottetown Water & Sewer Utility – provided the following feedback:

- No concerns.

Charlottetown Public Works – provided the following feedback:

- No significant concerns. It appears that the street access and overall site are not changing in any significant way as part of the renovations. One minor comment is that we would want to ensure that the front step does is set back from the sidewalk so-as to not interfere with snow clearing.

Charlottetown Environment & Sustainability – provided the following feedback:

- There are two City-owned street trees located along the edge of the proposed development area. These trees fall within the construction footprint and are therefore subject to the Tree Protection Bylaw. A tree protection zone would need to be established and maintained at all stages of construction. Note that both trees are high-risk specimens currently growing within three-phase powerlines, with the main stems well inside the minimum approach distance. If the proposed development requires removal of either tree, or if a compliant tree protection zone cannot be established, the Urban Forestry team should be engaged as early as possible to determine next steps and mitigation requirements.
- The population served by transitional housing is unlikely to possess a driver's licence or a private motor vehicle. Therefore, the **lack of dedicated residential parking on the site is acceptable** for this use and should not contribute to downtown-zone parking pressure.
- The property is very well-serviced by transit, a service on which the population served by transitional housing strongly relies. It is 440m (5.5 mins walk for an able-bodied adult) from the City's major transit interchange, from which every route in the T3 Transit network can be accessed. This is just beyond the 400m/5min recommended radius. There are stops within 150m (2 mins walk) on Routes 3 (which interlines with Route 2),

4 and 23. These routes provide direct access (without requiring a transfer between buses) to many destinations City-wide.

- This population is more likely than average to commute by bicycle, especially as year-round bicycle commuters, not only summer seasonal. Therefore, it is important that quality **bicycle parking/storage** is provided.
- Bike parking/storage should ideally include both outdoor parking racks (for guests or for short visits), and indoor racks within the building for residents/long-term storage, to avoid the risk of bicycle theft. Indoor bicycle storage space can also be multi-functional, providing storage space for mobility devices, prams, sporting equipment, or off-season clothing, outside of the bedroom space.
- Without having measured it: the narrow outdoor space between 147 and 153 Hillsborough St may offer bicycle storage opportunities, particularly if a small roof/shelter or bike locker can be added there to keep rain and snow off bikes.
- For indoor bike storage, consider changes to the floor plan so that at least some bicycle parking can be on the ground floor, so that it is easily accessible without needing to use stairs, which can help residents with mobility challenges. However, looking at the floor plan it is unclear whether any resident beds are accessible step-free, so this may be an irrelevant consideration, if all residents need to be able to handle stairs. Alternatively, storing bikes may become a staff responsibility.
- If most or all indoor bike storage is within the basement, then include a bicycle channel for ease of access up and down the stairs. Ideally the stairs to the basement would also be straight, rather than turning 90 degrees, which would create difficulty for bicycle access. (I couldn't read the attached floor plan clearly - am not sure if those stairs already exist or if they would be built.)
- A great resource on suggested Bike Rack Styles from the Association of Pedestrian and Bicycle Professionals (APBP)

Public Feedback:

In accordance with Section 3.10 (Amendments to the Bylaw and Rezonings) of the Zoning & Development Bylaw, on March 18, 2026, notice of a Public Meeting was circulated to sixty-seven (67) surrounding property owners within 100 metres of the subject property advising them of the Public Meeting that was held on March 26, 2026 requesting any comments and feedback concerning the proposed site-specific amendment to Zoning for the property identified as 147 Hillsborough Street (PID# 342907).

In response to the City's 100-metre circulation letter, the City received five (5) responses, all in opposition to the application. These responses can be found under Attachment F to this report.

Statements made by members of the public at the March 26, 2026 Public Meeting focused on a couple of themes, notably concerns around safety and security of the surrounding neighbourhood with respect to the proposed introduction of the new use (transitional housing facility) as well as impacts to existing nearby business (bed & breakfasts) and potential negative impacts to local property values.

Subsequent to the Public Meeting held on March 26, 2026, Planning staff brought a recommendation forward to Planning Board at their meeting on April 7, 2026 recommending for approval of the site-specific zoning amendment request. The outcome of the April 7, 2026 meeting was such that Planning Board recommended to defer decision on

the application pending the confirmation of criteria and details for a future Development Agreement to be entered into among the City and the property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility (see Attachment H for Planning Board meeting minutes from April 7, 2026).

Following the April 7, 2026 Planning Board meeting, Planning staff participated in a meeting with senior Provincial housing staff, the outcome of which was a written list of criteria and details for a future Development Agreement to legally codify future measures to ensure community safety and security related to the proposed use (transitional housing facility). A copy of this correspondence from the Province can be found under Attachment I and forms the basis for the updated recommendation to the Planning Board versus the prior recommendation from April 7, 2026.

At the time, Provincial staff were not agreeable to the funding of an E-watch camera system that was suggested to be installed at their cost, facilitate by Charlottetown Police Services. On May 5, 2026, Planning Board deferred decision on the request again pending further consultation with Provincial staff with emphasis that an E-watch camera system be funded by the Province as a supporting security mechanism for the proposed use (transitional housing facility). Copy of the minutes from the May 5, 2026 meeting can be found in Attachment J to this report.

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. With the Public Meeting concerning this application having been held on March 26, 2026, Planning staff are now in a position to offer an evaluation and recommendation regarding the application for site-specific amendment to the (DMUN) Zone that applies to the subject property.

With regard to the newly established policy framework laid out in the new Official Plan (OP) for the City of Charlottetown that received Provincial ministerial approval on March 13, 2026, Section 4.5.1 (Housing Spectrum) of the new OP states that planning ahead for the needs of all residents means ensuring that Charlottetown has enough supply of places to live along the entire housing spectrum. A sub-section to this main policy section also states that in order to achieve these aims, that the City must enable transitional and supportive housing near multi-modal transportation routes (i.e. transit routes, bike lanes, and/or pathways) and also enable these uses to be located close to mixed-use areas (i.e. nodes, corridors and the downtown).

Under Section 4.5 (Housing) of the new OP, the document defines transitional housing as facilities that bridge the gap between homelessness and permanent housing on a temporary basis that often also involve social and/or skills development to build self-reliance and capability for the residents and individuals receiving services.

As noted by Environment & Sustainability staff, the proposed transitional housing facility is located within an approximate 5-minute walk of the City's major transit interchange from which every bus route in the T3 transit network can be accessed. The proposed use would also be located within an established and mature mixed-use area of the downtown of Charlottetown. On this basis, the use can be said to meet multiple policy objectives of the new Official Plan and therefore can also be said to be consistent with the intent and purpose of the new OP as it applies in this instance.

To help allay neighbourhood concerns around public safety and security, at the Public Meeting held March 26, 2026 it was made clear by the applicants (PEI Housing Corporation) that the proposed transitional housing facility at 147

Hillsborough Street would have round the clock on-site staff supervision and monitoring of residents and that exterior security features such as lighting and cameras would be installed to deter unwanted behaviour and activities. PEI Housing Corporation staff also noted that there would be screening for resident placements to ensure a good mix of residents who would benefit from the programs offered and minimize any neighbourhood impacts.

While it was noted by residents that a significant concern also relates to potential negative impact on local property values, this is not an aspect that the Planning Department can or ever evaluates for with respect to land-use impacts and land-use compatibility as it is out of scope. Property value fluctuations due to development activity exist outside the scope of compatibility analysis for land-use and are not something that can be taken into account either through the local Planning Board and Council discretionary approvals process nor through any related IRAC appeals process.

Further to the statements provided by Provincial staff at the Public Meeting, a subsequent follow-up meeting between City Planning staff and Provincial housing led to the City receiving an itemized list of all measures that the Province is willing to commit to through a future Development Agreement with the City for the proposed transitional housing facility (see Attachment I). Broadly, the six measures proposed include a 24-7 staffing model, exterior surveillance cameras, enhanced exterior lighting, community engagement, community education and collaboration with community policing all of which are intended to be codified into a future Development Agreement among the Province and the City. Further to this follow-up meeting and following the last meeting of Planning Board on May 5, 2026 where the application was considered, Provincial Housing staff have since indicated that they are willing to commit to the funding of a security supportive E-watch camera system that would be facilitate by Charlottetown Police Services.

Planning staff are of the opinion that while the proposed use is not otherwise permitted through the existing (DMUN) Zoning, it does fulfill multiple policy objectives of the new Official Plan to help fill a gap within the housing continuum that can assist individuals experiencing personal hardship transition from homelessness to a more stable, long-term living situation to be positive contributing members of society. Additionally, the Province has indicated future commitment to legally-binding measures to ensure compatibility and community safety in response to concerns raised by neighbourhood members. On this basis, staff are recommending in favour of the proposed site-specific amendment to Zoning as it would apply to 147 Hillsborough Street, subject to the signing and implementation of a future Development Agreement with the City. As part of this Agreement and in further consultations with Provincial Housing staff on May 27, 2026, the Province agreed to the funding of an E-watch camera system that would be facilitated in future by Charlottetown Police Services with approximate initial cost of $7,000.

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific amendment to the existing (DMUN) zoning that applies to the subject property identified as 147 Hillsborough Street (PID# 342907) to allow for a transitional housing facility having 11 beds for residents as an additional permitted land-use for the property and within the existing 3-storey structure on the site.

This approval will be subject to the public safety and security measures as suggested by the Provincial Department of Housing, Land and Communities as detailed in their correspondence to the City of Charlottetown dated April 14, 2026 to be codified in a future Development Agreement before any Building & Development Permit can be issued. As well, the Province will commit to the funding and implementation of a City E-watch camera system in regard to the use.

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:

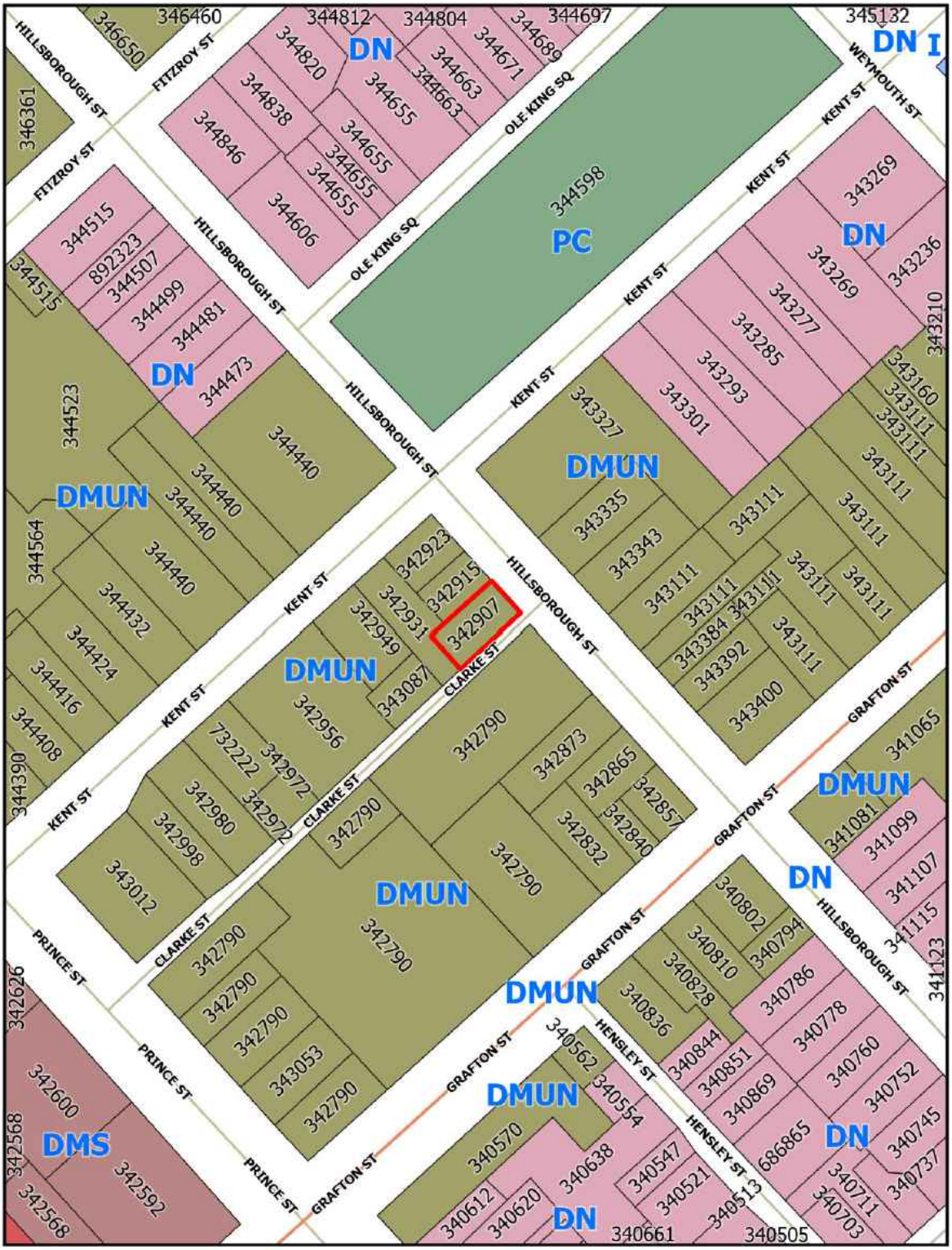
Manager	**Director/CAO**
N/A	Michael Ruus, RPP, MCIP, 05/27/2026

Committee Recommendation: (if differing from staff)

Attachment “A” – Air Photo



Attachment "B" – Zoning Map



Attachment “C” – Concept Floor Plan



Attachment "D" – Applicant Memo (December 2, 2025)

Prince Edward Island CANADA

Housing, Land and Communities

Logement, Terres et Communautés

Île-du-Prince-Édouard CANADA

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

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

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

December 2, 2025

Re: PEI Housing Corporation – Hillsborough Transitional Housing

The PEI Housing Corporation ("PEIHC") is requesting approval for a site-specific amendment to the existing Downtown Mixed Use Neighborhood zoning of a parcel on Hillsborough Street (PID 342907) to add Transitional Housing as an additional permitted use.

The provision of transitional housing services is critical to assist people to move from homelessness into more stable housing, by connecting individuals to essential resources and supporting development of life skills and relationships, within a safe, empowering environment. The goals of transitional housing are to foster independence over time and to promote long-term stability and integration into the broader community.

One of the Priority Actions in the PEI Housing Strategy is to address the critical gap in supportive housing (which includes transitional housing) to help Islanders most in need and this also forms a recommendation from the Province's Seniors Advisor for Islanders with Complex Needs Experiencing Homelessness, Carlene Donnelly. Based on an assessment of community needs there are 161 individuals in Queens County that are homeless as of September 2025. We recognize that there is a need for more transitional housing options in this region to help to alleviate the pressure on the shelter system by providing a more suitable housing option for some individuals facing homelessness, for a period of up to 18 months. This initiative also aligns with the City of Charlottetown's 2022-2026 Strategic Plan unifying principle - a community for everyone.

PEIHC purchased the Hillsborough Street property and is proposing to renovate and convert the building from 6 apartment units to 11 transitional housing beds. PEIHC will also engage a community partner organization to manage the building and participants through a public Request for Proposal process. There will be no illegal substances permitted on site, and staff on site 24 hours per day. The clients selected for these programs will engage with case management and relevant programs and must conduct themselves in such a manner as not to interfere with the occupancy and safety of other residents. Participation selection is proposed to be conducted by community case conferencing tables who are familiar with the individuals under consideration and also through referrals from PEIHC Housing Navigators.

PEIHC is proud to collaborate with the City of Charlottetown in fostering a safe, inclusive, and supportive environment for all residents. We are committed to addressing housing needs, promoting community well-being, and ensuring that every individual has access to the resources and support they need to thrive.

We appreciate the consideration of this request.

Yours truly,

Jason Doyle
Director of Housing Operations

Attachment "E" – Circulation Letter (March 18, 2026)

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

CHARLOTTETOWN

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

March 18, 2026

Re: 147 Hillsborough Street (PID# 342907)

Dear Property Owner:

The Planning and Heritage Department has received a 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).

The purpose of the request is to facilitate the renovation of the existing building so that it can be used as a transitional housing facility that would have 11 beds for on-site residents. A transitional housing facility is not otherwise permitted within the existing (DMUN) Zone that applies to the subject property. The applicant and owner of the subject property is PEI Housing Corporation.

Pursuant to the requirements of the Zoning & Development Bylaw and as a property owner located within 100 meters of the subject property, you are being notified of this request. The public meeting to hear this application will be held at the **Council Chambers, City Hall (199 Queen Street) Thursday, March 26, 2026 @ 7:00 p.m.**

For those who are interested in participating via videoconference, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or call 902-629-4158 on or before 4:00 p.m. on Tuesday March 24, to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants on Tuesday, March 24, 2026, with details on how to participate in the meeting. Anyone who wants to observe the meeting without commenting can watch it at www.charlottetown.ca/video.

CHARLOTTETOWN

The City encourages written submissions to Council be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to dgundrum@charlottetown.ca on or before **12:00 noon on Friday March 27, 2026.** All responses received will become part of the public record.

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

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

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

Sincerely,

David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "F" – Public Responses to Circulation

B.Doyle HOLDINGS INC.

330 University Avenue
Charlottetown, PE
C1A 4M6

City Council
City of Charlottetown

Re: Opposition to Proposed Site-Specific Amendment for Transitional Housing Facility

Dear Members of Council,

I am writing on behalf of B. Doyle Holdings Inc., the owner and operator of Polyclinic Professional Centre, a medical centre located in close proximity to the property subject to the proposed site-specific amendment for use as a transitional housing facility.

While we recognize and appreciate the importance of supporting housing initiatives within our community, we have significant concerns regarding the suitability of this particular location for such a development. Our medical centre serves a wide range of patients, including families, seniors, and individuals requiring a safe, stable, and professional healthcare environment. We believe that the introduction of a transitional housing facility in such close proximity may negatively impact both the perception and functionality of our business.

From a business and economic standpoint, we are concerned that this change could adversely affect surrounding property values and the long-term viability of nearby professional services. We have made substantial investments into our property and operations with the intention of contributing positively to the local community and economy. Developments that may introduce uncertainty or deter patients and clients from accessing our facility could undermine these efforts.

In addition, we have concerns regarding compatibility with the existing neighborhood. This area has developed as a hub for professional and medical services, and the proposed use does not align with the current character or planning intent of the surrounding properties. We believe that transitional housing facilities are best situated in locations that are carefully selected to ensure appropriate support infrastructure, accessibility, and minimal disruption to established uses.

We would respectfully request that Council consider the following:

- Whether this location is appropriate given the existing concentration of medical and professional services;

- The potential economic impact on nearby businesses and property owners;
- The long-term planning vision for this area and whether the proposed use aligns with that vision;
- Alternative locations that may be better suited for transitional housing, where residents can be supported without negatively impacting surrounding uses.

We strongly encourage Council to carefully evaluate the broader implications of this amendment before proceeding. We remain committed to being a positive contributor to our community and would welcome the opportunity to discuss our concerns further.

Thank you for your time and consideration.

Sincerely,

Brett Doyle

Brett Doyle
B. Doyle Holdings Inc.
330 University Avenue
Charlottetown, PE
C1A 4M6
[redacted]

Gundrum, David

From: [redacted]
Sent: Friday, March 27, 2026 11:01 AM
To: Planning Department
Subject: comments re 147 Hillsborough Site-Specific Amendment request

Follow Up Flag: Follow up
Flag Status: Completed

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.

Please see my comments below.
I would appreciate acknowledgement of receipt of this email.

Thank you,

Andrea

~~~~~~

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

I appreciate the need for transitional housing however I am against the current proposal for the following reasons:

1. This change would remove six self-contained, likely reasonable rent, permanent homes from the housing market. Regardless of the fact that the building has been left empty, these could be reasonably priced self-contained units perhaps renovated for family units with multiple bedrooms, and possibly added to the subsidized rental properties and returned to the housing stock. Permanent homes are also a need in this city.

2. The downtown is also a neighbourhood community. It has been eroded by the influx of short term rentals replacing longterm housing. Creating even more transient housing adds to this problem. The PEIHC has been repurposing multiple properties downtown, many in my immediate neighbourhood. Perhaps they can put some of these units elsewhere in the city. I keep hearing that they need to be downtown because of access to services. The closest full service grocery store is the Sobey's on Allen Street. I wouldn't call that easy access.

3. Proposal would create 11 bedrooms with shared bathroom facilities and possibly a shared kitchen (resolution of plans is poor) that I saw and office space – is this really a net gain in housing?
~~~~~~

4. Creating transitional housing in new builds or converting a previous non-residential property or building to housing would make more sense and add to the total number of housing unit available vs switching them around.

5. I have noticed a trend by PEIHC to run transitional housing in the 500 Lot area without getting zoning amended – either rezone or by Site Specific Amendment.

a. Smith Lodge care home was purchased and residents had to leave as building used for transitional housing and/or people moved from McGill Ave facility into it , now New Roots I believe.

b. The new building at 37 Weymouth , (part of New Roots?), was presented as transitional housing with small apartments and office space for staff – neither use allowed in the Downtown Neighbourhood zone. It has been built but I'm unsure if it is operational yet. I'll also remind Planning Staff that a roof was on that building before a building permit was issued.

c. Old MacMillan lodge was converted to short term rental and now part of PEIHC - apparently with office space per comments at Public Meeting – again, not an approved use in Downtown Neighbourhood zone.

d. Are there others? How many and where are they located?

e. **Should we be expecting more requests from PEIHC for spot rezoning for these facilities?**

6. I would appreciate some comments from Planning Staff or Council as to how these types of transitional housing units are going to be handled in the new Z&D Bylaw if possible please? Will this be the new way of approaching this problem or, is this an exception that is being fit in before the new Z&D bylaw is in place?

Sincerely,

Andrea Battison
104 Prince Street

147 Hillsborough – Comments on Site Specific Amendment Request

My understanding is that transitional housing is only allowed in the Institutional Zone which allows other uses so by doing a Site Specific Amendment to the Zoning & Development bylaw, the intent is to limit it to transitional? Is that correct?

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2. The downtown is also a neighbourhood community. It has been eroded by the influx of short term rentals replacing longterm housing. Creating even more transient housing adds to this problem. The PEIHC has been repurposing multiple properties downtown, many in my immediate neighbourhood. Perhaps they can put some of these units elsewhere in the city. I keep hearing that they need to be downtown because of access to services. The closest full service grocery store is the Sobey's on Allen Street. I wouldn't call that easy access.

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Sincerely,

Andrea Battison

104 Prince Street

Gundrum, David

From: David Raynor [redacted]
Sent: Friday, March 27, 2026 11:23 AM
To: Gundrum, David
Subject: 147 Hillsborough Street

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

Dear Mr. Gundrum:

I do not support the request for a site-specific amendment for this property. I make no judgement as to the proposed use of this property in and of itself. My objection to the request for a site-specific amendment is chiefly prudential: I own a rental property (PID#342873) directly in sight of 147 Hillsborough Street, with nothing in between but a parking-lot and Clarke Street. I cannot take the risk that, if 147 were to become a transitional housing facility, it might make renting my property far more difficult than it is at present.

To me it appears that the Housing Corporation has purchased this property with this proposed end in view, assuming that the City and nearby property-owners will go along with it. This strikes me as an arrogant attitude on the part of the Housing Corporation, which should *beforehand* have consulted the City and nearby property-owners. My alternative suggestion would be for the Housing Corporation to remodel the building at 147 Hillsborough Street to house permanent residences for lower-income tenants, which would then be subsidized by it. For I believe it is in the interest of the City to maintain as many residential units as possible, even in an area which is zoned for mixed use.

Yours sincerely,

David Raynor

Post PM. comment.

Charlottetown City Planning & Heritage Dept
70 Kent St.
Charlottetown,PEI
Attn : David Gundrum

PLANNING
Rec'd 03/27/26 Int JL

Re: (PID # 342907)—
147 Hillsborough St. rezoning proposal for transitional housing

Dear Sir:
My name is Sharyn Dalrymple & I am submitting my concerns re: this proposal.
I (& my husband Doug) own & have lived year round since 1981 at 218 Kent St (a designated Heritage property).
In 1982,I opened the Duchess of Kent Inn – a 4 star B&B & have operated it for the past 43 years---2026 is my 44 th season in business.
Our property consists of 2 parcels from 218 Kent St through the block to 27 Clarke St. My B&B guests' off-street parking is located at 27 Clarke St…which is less than 30' away from the back of the building at 147 Hillsborough St.
My major concerns re: this rezoning proposal are:
a)the personal safety & security of my guests & their vehicles as well as that of our own property plus additional mental stress for me
b)my guests' possible negative perception of the increased presence of people outside along Clarke St (my guests' parking area) & along Hillsborough St.---this increase possibly due to no outdoor living space provided at 147 Hillsborough (only 1 car park spot).
Ours is an eclectic neighbourhood… a mix of nightclubs,restaurants & cafes, small businesses (some with apartments above),Talbot House, apartment buildings,my Duchess of Kent Inn B&B,a privately owned & operated care facility,a very active Central Christian Church with its various social programs,Sterns laundry,Co-op housing project,private homes/apartments around Kings Square Park.
Our neighbourhood "reclaimed" our park (Kings Square) after The OutReach Centre on Euston St was relocated to Park St. Now it is again a safe space to walk through or sit on a bench,have a picnic, watch the kids playing…..If this rezoning proposal is passed,it may lead to renewed concerns re: the safe usage of our Square.
We (Doug & I) recently supported (after a few tweaks addressed some concerns)the new apartment complex proposal for the Polyclinic parking lot (again next to our backyard).
We understand & can accept most changes to our neighbourhood…but not this time !
I don't feel it's fair that my current livelihood/tourism business be in jeopardy after 43+ years of hard work nor should our property be subjected to a decrease in value if this rezoning is approved.
Thanks to social media ,any negative comments from my guests due to the new use of the property at 147 Hillsborough St have the power to possibly destroy a thriving business (mine) almost overnight.

Therefore ,I (& Doug) are strongly opposed to this rezoning proposal at 147 Hillsborough St.

I'll be delivering my written submission to you tomorrow morning,Friday,March 27,2026.
Please read it carefully….hear my/our concerns…and say NO to this proposal.

Sharyn Dalrymple
Duchess of Kent Inn
218 Kent St.
Charlottetown C1A 1P2
[redacted]

PS-I presented the above comments at last night's (March 26,2026) public meeting. After the Q & A session ended,I am even more opposed to this rezoning proposal!!

Gundrum, David

From: Zita Roberts [redacted]
Sent: Friday, March 27, 2026 11:53 AM
To: City Planning
Subject: Re; 147 Hillsborough Proposal for Transitional Housing

Follow Up Flag: Follow up
Flag Status: Completed

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

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

I wish to express my concern and firm objection to this proposal. My home is at 126 Hillsborough Street. I am a senior citizen who has invested a lot of funds in renovating my home and developing a small tourist business in the 500 Block. We are all familiar with the rules and restrictions that govern this area.

I have lived through many years of unrest with the Outreach Centre on Euston Street. My life was one of noise, thefts and living in fear.

1. Constant noise and folks on the street outside my home roaring very late at night. Often awaken at 2;00 a.m.

2. Unable to leave my windows open at night for safety reasons. People coming into my flower bed and peeking in the windows.

3. Walking through my yard and stealing items.

4. Using my outside tap for water and sometimes leaving it on.

5. One person set up camp in my yard complete with tent and all their supplies.
Police were very helpful and quick to help me and have individual removed.

6. Using my back deck to do drugs and leaving mess behind. Police were quick to respond to my concerns and remove all supplies.

Let'ts be clear of what we want for the Downtown Core and support the property owners who are working hard and investing funds to maintain their properties, develop business, expand tourism and live in peace.

We have moved the Outread Centre to Park Street and invested in housing and are facing much backlash with neighbours. We need to learn from these issues and rather than band-aid issues, look at long term solutions. Are we offering programs for education and solutions to support change?

Please listen to the residents of our City and support us to ensure our safety and that of our visitors.

Attachment "G" – Public Meeting Minutes (March 26, 2026)

DRAFT

Public Meeting of Council
Thursday, March 26, 2026, 7:00PM
City Hall, Council Chambers, 199 Queen St, Charlottetown, PE
Also available via Microsoft Teams; and
Live streaming at www.charlottetown.ca/video

Chair Phillip Brown Presiding

Council Members present:	Mayor Brown-Chair Councillor Norman Beck Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel	Councillor Julie McCabe Councillor Trevor MacKinnon Councillor Kevin Ramsay Councillor John McAleer Councillor Robert Doiron*
Staff:	David Gundrum, Mgr, PD Laurel Palmer, Senior Planner, PIII Michael Fraser, PII	Jason Doucette, IO/AA**
Applicants/ Representatives:	Jason Doyle, PEI Housing Corp Robert Haggis, Sable Arc Studios Quentin Bevan, Weymouth Properties	
Also present:	Brad MacConnell, CAO Dave Essery, RM, Planning Board	
Regrets:	Councillor Terry Bernard	

*Participated via Teams
**Minute Taker

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

The deadline for submission of written comments is Friday, March 27th at 12:00pm Noon

1. **Call to Order**
   Mayor Brown called the meeting to order at 7:00 PM

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

3. **Approval of Agenda**
Moved by Deputy Mayor Jankov and seconded by Councillor Ramsay that the Agenda for the public meeting on March 26, 2026 be approved.

CARRIED (9-0)

4. **Rezoning – 231 Brackley Point Road (PID# 623090)**
Michael Fraser, Planner II

Request: This is a request to amend Appendix A – Future Land Use Map of the City of Charlottetown Official Plan from Institutional to Industrial; and amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone to facilitate the future development of commercial condo buildings on the subject property.

Property Information: Institutional (I) Zone
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Development Inc.
Reference: Public Meeting Package

Summary:

Staff stated that a rezoning application was submitted by Breakwater Development Inc. on behalf of the property owners for a property currently zoned Institutional (I) and developed with a place of worship.

It was also stated that the applicant is seeking to rezone the property to allow for a future commercial building, as commercial uses are not permitted in the Institutional zone under Section 22 of the Zoning & Development Bylaw.

Staff noted that properties to the north are zoned Business Park Industrial (M-3), and the proposed rezoning would align the subject property with surrounding land uses. The applicant advised that the rezoning is part of a broader redevelopment plan, which would include a future lot consolidation with the adjacent parcels to the north.

Comments:

Councillor Ramsay asked whether there were any specific plans for the subject properties at this time and whether that was an appropriate question to ask at the current stage.

Mr. Fraser responded that it was a reasonable question; however, the applicant is not yet at the design stage and has not determined what will be constructed, including access points or building

layout. He also advised that the development is intended to be consistent with the Business Park Industrial zone and would typically allow for retail-style plazas that support light industrial uses. While no access points or detailed design information are available at this time, the most likely form of development would be a plaza-style project with a mix of industrial and retail-type uses.

Councillor Tweel asked whether any conceptual designs had been provided and questioned why an industrial zoning designation was being requested if the development resembled a business plaza.

Staff also explained that the Business Park Industrial (M-3) zone is designed for a limited type of industrial development and excludes heavier industrial uses such as factories and large warehouses. The zone is intended for service-oriented and drive-up uses rather than large industrial parcels.

Staff further explained that conceptual designs are not required at the rezoning stage, as rezoning occurs earlier in the development process than detailed planning. Applicants often defer design work until zoning and related approvals, such as lot consolidation, are confirmed.

Staff advised that lot consolidation applications do not require public circulation or a public meeting; however, they do require approval by Planning Board and Council and would return for future consideration.

In response to further discussion, staff confirmed that the M-3 zone excludes heavier industrial uses and is limited to light industrial and related commercial uses.

The Deputy Mayor noted that although details are not confirmed, the applicant has indicated a long-term vision similar to existing light-industrial condominium-style developments along Brackley Point Road, which would be consistent with surrounding land uses if realized.

5. Rezoning – 68 Queen Street (PID# 336982)

Laurel Palmer, RPP, MCIP, Planner III (Senior Planner)

Request: This is a request to amend Appendix G – Zoning Map of the City of Charlottetown Zoning & Development Bylaw from the Downtown Main Street (DMS) Zone to the Downtown Mixed Use Neighbourhood (DMUN) Zone to facilitate the future development of a 7-storey multi-use residential and commercial building on the subject property in the 500 Lot Area. The proposed future development would also overlap with nearby parcels identified as PID#s 336974, 336966, 336909, 336917 and 1172915. The proposed development is also subject to applications for Design Review, Variance and future Lot Consolidation.

Property Information: Downtown Main Street (DMS) Zone
Staff Presenter: Laurel Palmer, RPP, MCIP, Senior Planner, PIII
Applicant: Sable Arc c/o Weymouth Properties
Reference: Public Meeting Package

Summary:

Staff stated that the application is a request to rezone lands located along King and Dorchester Streets, with a total land area of approximately 1,480 square metres.

Staff advised that the purpose of the rezoning request is to facilitate the construction of a proposed seven-storey mixed-use building on the subject property, consisting of commercial and multi-unit residential uses and that parking is proposed to be located on the first and second floors of the building.

Staff further noted that the application also involves requests for variances, lot consolidation, bonus height, and cash-in-lieu of parking.

Staff described the subject properties as being located within the Downtown 500-Lot Area and consisting of a group of lots bounded by Queen Street, Dorchester Street, and King Street. It was noted that the lands share an interior lot line with the Bishop's Palace.

Staff advised that development in the surrounding area includes a mix of commercial office buildings, single-detached dwellings, institutional uses, multi-unit apartment buildings, and commercial retail uses.

Staff also reviewed the requirements of the Zoning and Development Bylaw related to amendments and rezonings, noting that Section 3.10.3 requires Council to hold a public meeting to receive input from the public and the applicant prior to making a decision and confirmed that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the bylaw, notices of the public meeting were circulated on March 18, 2026 to 120 surrounding property owners within 100 metres of the subject property. Notice was also posted on site and published in The Guardian newspaper on March 14 and March 21, 2026.

Staff confirmed that, as of the date of the meeting, eleven written responses had been received, all in support of the rezoning request.

Staff then summarized the Design Review process, noting that the proponents submitted a design package including façade drawings, elevation drawings, and a proposed site plan.

Staff also advised that the Design Reviewer provided generally positive comments and support for the project, while raising concerns regarding stepback variance requests for the fifth, sixth, and seventh storeys along King and Dorchester Streets.

Staff advised that the Design Review Board did not agree with the Design Reviewer's comments related to the stepback variances but did support all other recommendations.

Staff noted that Council approved the design submission on March 2, 2026, subject to the applicant entering into a Development Agreement should the rezoning and variances be approved.

DRAFT UNTIL APPROVED BY COUNCIL

Staff outlined the requested variances applicable to the proposal, including a height variance to permit a seven-storey building, reduced stepbacks above the fourth storey and above the seventh storey on King and Dorchester Streets, a reduced interior yard stepback adjacent to the Bishop's Palace, reduced lot frontage and depth requirements to qualify for bonus height, and an increased maximum floor plate area.

Staff also identified a request for cash-in-lieu of approximately six parking spaces.

Staff advised that the applicant will be required to consolidate the subject parcels into one property to facilitate development of the building and further noted that approval of bonus height under the Zoning and Development Bylaw will be required, and that the applicant has identified a proposed public benefit consisting of a new activated alleyway that would provide space for public art murals, seasonal food vendors, and potential pedestrian access to commercial properties along Queen Street.

Staff advised that the public benefit component of the bonus height application would be deferred to Planning Committee for recommendation if the rezoning is approved.

Staff outlined the next steps in the process, advising that input received from the public meeting and written submissions would be compiled into a staff report for Planning Board consideration on April 7, 2026, and tentatively forwarded to Council for consideration on April 14, 2026.

Staff introduced the project architect and the property owner, noting that both were present at the meeting and available to answer questions, and advised that the architect would provide a brief presentation to Council.

Sable Arc Studios-Robert Haggis Presentation:

Summary:

Robert presented details of the proposed seven-storey mixed-use development. He advised that the project includes approximately 3,000 square feet of commercial space fronting Queen Street, along with residential units on multiple floors and additional commercial uses on the upper levels.

The architect explained that the building form was intentionally designed to maintain compatibility with the existing streetscape. The portion of the building facing Queen Street is similar in height to adjacent buildings, while the structure steps up toward the rear and east side of the site to reach the full seven storeys.

His presentation highlighted two-metre stepbacks along King Street, Dorchester Street, and the side adjacent to St. Dunstan's University. Rooftop deck areas were identified, and an activated alleyway running between the buildings was illustrated as part of the site design.

The architect reviewed the floor layout, noting that the first level contains parking with approximately 20 stalls and ground-floor commercial space facing Queen Street and additional parking is provided on the second level with access from Dorchester Street.

Residential units occupy the mid-levels of the building, while the top floors are dedicated to commercial use.

Elevation drawings were presented to illustrate the proposed appearance of the building and the architect noted that portions of the exterior were reduced in height to better address adjacent properties and that care was taken to ensure the building height does not obstruct views of the Basilica or exceed the ridge height of nearby rooflines.

Various building elevations were shown, including views from King Street, Dorchester Street, and toward the St. Dunstan's University property. Entrances for both the residential and commercial components of the building were identified.

With respect to materials, the architect stated that brick would be used extensively to reflect the character of downtown Charlottetown. Metal panel cladding in grey and light-grey tones, including faux wood accents, was also proposed, with a predominantly glass curtain wall treatment at the uppermost level.

It was explained that the material selections transition from heavier materials at the lower levels to lighter materials toward the top of the building in order to reduce the perceived mass of the structure.

Perspective renderings were shared showing views along Queen Street toward the waterfront, illustrating that the taller portions of the building are largely set back and not prominent from street level. Additional views demonstrated how the building would appear under different lighting conditions.

He also described the concept for the activated alleyway, noting that it is intended to function as a public amenity with space for public art, potential food vendors, and pedestrian connections between Queen, Dorchester, and King Streets. The alleyway was also described as a design feature that would contribute to site safety and activity.

The presentation concluded with images of the building's rear, where a green wall feature is proposed to provide visual interest and break up the brick façade.

Comments:

Steve Dunn addressed Council and advised that he was one of the eleven individuals who submitted written correspondence in support of the application. He stated that he is a downtown property owner with interests on Sydney Street, Water Street, and Queen Street, including the Gahan House property. Mr. Dunn expressed strong support for the proposed development at 68 Queen Street, noting that he has observed downtown development over the past twenty years and believes the project represents a very positive investment for the City. He stated that this type of mixed-use development supports a vibrant and economically resilient downtown. Mr. Dunn commended the architect and development team for a thoughtful design that respects the existing streetscape and indicated that projects of this size and complexity require vision, particularly in the current high-cost construction environment. He encouraged Council to support the requested rezoning and thanked the property owners and development team for advancing the project.

Charles spoke on behalf of Mr. Wilson Joe an owner of a nearby property. Mr. Charles advised that Mr. Joe supports the proposed development and believes it will contribute positively to responsible growth and development in downtown Charlottetown.

Reg McCarville, representing St. Dunstan's Basilica, addressed Council and inquired about the relative height of the proposed building compared to the Basilica steeples, noting that the renderings appeared distorted. In response, the project architect, Mr. Robert Haggis, confirmed that the images were to scale and advised that the proposed building height would be approximately 84 feet and would remain below the ridge height of the Basilica, whose steeples exceed that height.

Andrea Battison addressed Council remotely via Teams and thanked Council for the opportunity to comment. She expressed support for the activation of the alleyway and for incorporating art, culture, and unique commercial spaces, noting that these elements align with objectives of the new Official Plan. Andrea suggested that the Dorchester Street entrance could be more strongly emphasized to draw people into the site and stated that the corner treatment at Queen and Dorchester Streets is generally consistent with the 500-Lot Development Standards.

Ms. Battison also raised several concerns. She stated that she supported the recommendations of the external Design Reviewer regarding reducing upper-level massing and incorporating additional stepbacks at the seventh storey, and expressed concern that these recommendations were not supported by the Design Review Board or Council.

She stated that amending zoning and massing provisions so soon after adoption of the new Official Plan undermines the extensive planning work undertaken for the 500-Lot Area and creates a precedent and identified concerns regarding the appearance and safety of parking garage entrances, the treatment of parking façades, potential impacts on views of church spires, and the extent to which above-grade parking was driving the requested variances. She encouraged Council to explore alternative parking solutions, including off-site, shared, underground, or non-traditional parking arrangements, and cautioned that blank parking façades negatively impact the pedestrian realm.

Mr. Quentin Bevan on behalf of the applicant, thanked Andrea for her comments and noted that several design changes were made as a direct result of her feedback. He stated that the alleyway was originally designed as a dead-end and was revised to provide through-access from Dorchester Street to King Street based on her suggestions.

Robert Haggis, project architect, addressed the concerns raised. He stated that the design team began the project by working within the Zoning and Development Bylaw requirements and that variances were requested only where necessary to maintain project viability. Mr. Haggis advised that the difference between a two-metre and three-metre stepback at the upper floors would have minimal visual impact. He explained that parking garage doors are proposed to be flush with the brick façade and that safety measures, such as cameras and interior monitoring, could be implemented. He also referenced the proposed green wall treatment along the rear elevation as a means of breaking up the façade and animating the space.

During Council discussion, the Deputy Mayor clarified that variances and site-specific planning approvals are reviewed on an individual basis and are not precedent-setting, noting that each

application is evaluated on its own merits. Planning staff further confirmed that a common-law precedent approach is not applied in planning decisions or appeals.

Further discussion clarified that the development would meet approximately 86 percent of the required parking on site, with a request for cash-in-lieu for six spaces. It was also confirmed that residential and commercial uses have separate entrances and circulation, with residential access from King Street and commercial access from Dorchester Street, each served by its own elevator system.

Councillor Tweel and other members of Council spoke in support of the proposal, noting the scale, complexity, and economic significance of the project. Council members acknowledged the current challenges associated with construction costs and stated that the proposed development represents a major investment and long-term benefit to downtown Charlottetown. Council thanked the developer, architect, and staff for their collaboration and engagement throughout the process.

Staff advised that the public comment period would remain open until noon the following day, after which staff would review all submissions and prepare a report for Planning Board consideration. The application is expected to return to Council for final consideration at a regular Council meeting in April.

6. Site-Specific Amendment – 147 Hillsborough Street (PID# 342907)

David Gundrum, RPP, MCIP, Manager of Development Planning

Request: This is a request to amend Appendix C – Approved Site-Specific Exemptions of the City of Charlottetown Zoning and Development Bylaw to allow for a transitional housing facility as an additional permitted use on the subject property that is not otherwise permitted in the Downtown Mixed Use Neighbourhood (DMUN) Zone. The proposed transitional housing facility would have capacity to accommodate eleven (11) individual residents on-site with staff supervision.

Property Information: Downtown Mixed Use Neighbourhood (DMUN) Zone
Staff Presenter: David Gundrum, RPP, MCIP, Manager Planning Development
Applicant: Jason Doyle c/o Prince Edward Island Housing Corporation
Reference: Public Meeting Package

Summary:

Staff said that the final application for the evening's public meeting was a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID 342907).

Staff explained that the request is for a site-specific amendment to the existing Downtown Mixed-Use Neighbourhood (DMUN) zoning to permit the development of a transitional housing facility within an existing three-storey building. The proposed transitional housing facility would provide accommodation for eleven individuals (eleven beds).

Staff advised that the interior of the existing three-storey structure would be renovated under a future Building Permit to accommodate the proposed use should the site-specific amendment be approved. Staff noted that the application has been submitted by the Prince Edward Island Housing Corporation.

Staff identified the subject property on the air photo displayed and advised that the lot is currently developed with a three-storey residential structure and is located within the DMUN zone. The subject property is a corner lot bounded by Hillsborough Street to the east and Clark Street to the south.

Staff explained that the purpose of the site-specific amendment is to facilitate the renovation and redevelopment of the interior of the existing building to operate as a transitional housing facility with eleven beds and supervisory staff. Staff noted that a transitional housing facility is not a permitted use within the existing DMUN zone.

Staff referenced Section 3.10.3 of the Zoning and Development Bylaw, which requires Council to hold a public meeting to receive the views and opinions of the public and the applicant prior to amending the bylaw or rezoning any parcel of land. Staff further advised that Council approved proceeding to public consultation by resolution on March 10, 2026.

Staff advised that, in accordance with the Zoning and Development Bylaw, notice of the public meeting was circulated on March 18, 2026, to sixty-seven surrounding property owners within 100 metres (328 feet) of the subject property. The notice advised recipients of the public meeting being held on March 26, 2026, and requested comments and feedback regarding the proposed site-specific zoning amendment for 147 Hillsborough Street.

Staff reported that, as of the date of the meeting, one written response had been received in opposition to the proposed site-specific amendment and that this correspondence was circulated to Council in advance of the meeting.

Staff further advised that on-site posting of the property occurred on March 18, 2026, and that public notices were published in The Guardian newspaper on March 14 and March 21, 2026.

Staff outlined the next steps in the process, advising that following the public meeting, staff will prepare a recommendation for consideration by Planning Board on April 7, 2026, followed by consideration of a resolution by Council at its regular meeting scheduled for April 14, 2026.

Staff concluded by advising that representatives of the Prince Edward Island Housing Corporation were in attendance to speak to their application and returned the matter to the Chair for further discussion.

Comments:

Sharon Dalrymple, Charlottetown, addressed Council regarding the proposed site-specific zoning amendment at 147 Hillsborough Street for transitional housing and advised that she and her husband, Mr. Doug, have lived at 218 Kent Street since 1981 and that she has operated the Duchess of Kent Inn for over forty years.

She noted that guest parking for the bed and breakfast is located at 27 Clark Street, less than 30 feet from the rear of the subject property.

She also expressed strong opposition to the rezoning, citing concerns related to personal safety and security for her guests, their vehicles, and her property, as well as increased stress. She raised concerns about the potential increase in people congregating along Clark Street and Hillsborough Street due to the lack of outdoor amenity space at the proposed facility and she described the surrounding area as a diverse mixed-use neighbourhood and stated that approval could negatively impact the safe use of King Square.

She also stated that while she and her husband have supported other nearby developments when concerns were addressed, they do not support this proposal. She expressed concern that approval could jeopardize her livelihood, tourism business reputation, and property value, particularly through negative guest perceptions and social-media commentary and advised that she and her husband are strongly opposed to the rezoning and that a detailed written submission would be provided to Planning Staff.

Mr. Jason Doyle, Prince Edward Island Housing Corporation, responded by acknowledging the concerns raised. He advised that the proposed facility would be operated by a qualified non-profit organization, staffed 24 hours per day, and supported by participation agreements, case management, and programming. He stated that the ultimate objective of the project is to provide safe transitional housing and support individuals experiencing homelessness to move toward more independent living.

Mr. Doyle advised that PEI Housing would issue a request for proposals to select an experienced non-profit operator and that accountability, incident reporting, and safety requirements would be embedded in the operating agreement. He noted that security measures such as exterior cameras and on-site staff monitoring would be considered to address neighbourhood concerns.

The Deputy Mayor asked whether there was any green space on the subject property. Staff confirmed that the site has no existing green space and has historically been fully built out.

It was asked whether programming would be provided on site. Mr. Doyle responded that the non-profit operator would provide both housing management and case-management services and connect residents to additional mental-health, addictions, and social supports as required.

Councillor Ramsay asked why the downtown area was selected for the facility. Mr. Doyle responded that proximity to services, existing ownership of the building, and the transitional nature of the model made the site suitable. He advised that residents typically stay for approximately 12 to 18 months before transitioning to independent housing.

Andrea Battison, Charlottetown, addressed Council remotely via Teams. She acknowledged the need for transitional housing but opposed the proposal, citing concerns about the loss of existing rental units, net housing gain, spot zoning, and consistency with existing zoning policy. Ms. Battison questioned whether tenants had been displaced and asked how transitional housing would be addressed under the future Zoning and Development Bylaw and planning Staff clarified that the application is a site-specific zoning amendment under the current bylaw

and advised that other referenced projects on Weymouth Street and Richmond Street are permanent supportive housing and not transitional housing.

Councillors raised questions regarding security requirements, behavioural expectations, accountability of non-profit operators, and existing transitional-housing models in Charlottetown. Mr. Doyle advised that PEI Housing maintains oversight through formal funding agreements, safety plans, and ongoing monitoring of operators.

Doug Dalrymple addressed Council, reiterating concerns regarding exterior security, long-term accountability, and potential impacts on their tourism business and retirement. He questioned whether PEI Housing was aware of the adjacent bed and breakfast at the time the property was acquired and suggested that the building be used as subsidized housing rather than transitional housing.

Mr. Doyle responded that the building has been vacant for two to three years and requires significant repairs. He stated that the property was not originally acquired for transitional housing but was later identified as a suitable opportunity. He noted that a comparable transitional housing facility operates near a tourism property with limited issues and committed to providing ongoing communication and designated points of contact if the project proceeds.

Councillors McCabe and Tweel commented on the broader need for supportive and transitional housing, acknowledging the concerns raised by residents while emphasizing the importance of addressing homelessness in a structured and accountable manner. Council members stressed the need for consistency, oversight, and continued engagement with neighbouring property owners.

New Business
There was no new business that arose.

7. Adjournment of Public Session
Moved by Councillor MacKinnon and seconded by Councillor Ramsay that the Public Meeting be adjourned. The meeting adjourned at 8:36 PM.

Attachment "H" – Planning Board Meeting Minutes (April 7, 2026)

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, APRIL 7, 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 Norman Beck	**Lea MacDonald, RM**
	Councillor Julie McCabe	**Jacqui Scaman, RM**
Also:	**Brad MacConnell, CAO**	**Sonia Kamal, PII**
	Mike Ruus, Director, Int. Growth	**Michael Fraser, PII**
	David Gundrum, Mgr, PH	**Stephanie MacDonald, PI**
	Laurel Palmer, PIII, Senior Planner	**Jason Doucette, IO/AA****
		***minute taker*

Regrets: **Paul Connolly, RM**
Satyajit Sen, RM

1. **Call to Order**
   Chair called the meeting to order at 4:42 PM

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

3. **Approval of Agenda**
   Moved by Jacqui Scaman and seconded by Bobby Kenny that the order of the agenda for Tuesday, April 7, 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, March 3, 2026, as circulated, be approved.

   CARRIED

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

- Stepback above the 7th floor on King and Dorchester Streets. The Bylaw requires a minimum 6.0 meter (19.7ft) Stepback. A 2 meter stepback is proposed. Therefore, a 4 meter variance is required on both sides.

- Step back above fourth floor interior lot line (east side) facing Bishop's Palace the Bylaw requires a minimum 10m (32.8ft) interior Yard Setback. A 2m (6.5ft.) stepback is proposed. Therefore, an 8 meter variance is required.

- Frontage or lot width requirement for bonus height on Queen St. The Bylaw requires 41 m (135 ft) and minimum Lot Depth of 36m (118ft) for Buildings taller than 21.3m (69.9 ft). The proposed lot frontage is 13 meters (42.6feet). Therefore, a 28 meter (91.8ft.) variance is required for frontage.

- Increase to the allowable floor plate from 750 m2 (8, 072 sq ft.) to 1,096 m2 (11,797 sq ft.) Therefore, a variance of 346 m2 (3,724.3 sq ft.) is required.

CARRIED
(7-0)

2. **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.

Summary:

Manager David Gundrum presented a site-specific zoning amendment request for the property located at 147 Hillsborough Street (PID #342907), which is currently zoned Downtown Mixed-Use Neighbourhood (DMUN). The application, submitted by PEI Housing Corporation, seeks to permit the development of a transitional housing facility within the existing three-storey residential building. The proposed use would accommodate 11 individuals on site, with interior renovations to be completed through a future building permit. Transitional housing is not currently a permitted use within the DMUN Zone, and therefore a site-specific amendment is required.

Staff explained that the subject property is a corner lot developed with an existing three-storey residential structure and is bounded by Hillsborough Street to the east and Clarke Street to the south. The proposed amendment would facilitate internal redevelopment only, with no changes proposed to the building's exterior massing or footprint.

Manager David stated that in accordance with Section 3.10.3 of the Zoning and Development Bylaw, Council authorized the application to proceed to public consultation by resolution on March 10, 2026. Notice of the public meeting was circulated on March 18, 2026, to 67 surrounding property owners within 100 metres of the subject property, advising them of the public meeting held on March 26, 2026. On-site signage was posted and notice was published in The Guardian on March 14 and March 21, 2026.

Staff also advised that five written submissions were received during the circulation period, all in opposition. Concerns raised at the public meeting included neighbourhood safety and security, potential loitering associated with the proposed use, lack of outdoor amenity space, potential impacts on nearby property values, neighbourhood perception, and the loss of existing rental units.

As part of the planning evaluation, staff referenced the new Official Plan policies related to housing, particularly Section 4.5.1, which emphasizes the need to provide housing options across the full housing spectrum and to enable transitional and supportive housing in locations close to transit, mixed-use areas, and the downtown. Transitional housing is defined in the Official Plan as housing that bridges the gap between homelessness and permanent housing while providing supports that foster self-reliance and stability.

Staff noted that the subject property is located approximately a five-minute walk from the City's primary transit interchange, providing access to the full transit network. Safety concerns were addressed through confirmation that the proposed facility would have 24-hour on-site supervision, exterior lighting, and security monitoring, with screening criteria applied by PEI Housing Corporation to support a harmonious and successful operation. Staff advised that potential impacts on property values are outside the scope of land-use compatibility analysis and cannot be considered.

In conclusion, planning staff advised that while the proposed use is not otherwise permitted within the DMUN Zone, it aligns with multiple objectives of the new Official Plan by addressing gaps in the housing continuum and supporting individuals transitioning out of homelessness. The proposal was found to be consistent with the intent of the Official Plan given the site's location within a mixed-use area near downtown and transit infrastructure.

Accordingly, the Planning and Heritage Department recommended that the Planning Board recommend to Council approval of the request for a site-specific amendment to the DMUN zoning for 147 Hillsborough Street to permit a transitional housing facility with 11 beds within the existing three-storey building.

Discussion:

Councillor McCabe acknowledged the importance of transitional housing as part of the housing continuum, while stressing the need to be responsive to concerns raised by neighbouring residents. She referenced the public meeting discussion regarding safety, accountability, and reassurance for nearby seniors and businesses, and emphasized that the Province, as the property

owner, must remain accountable for ensuring the use does not negatively impact the surrounding community.

Councillor McCabe also suggested that additional measures and expectations could be incorporated through a development agreement accompanying the site-specific zoning amendment.

Staff advised that, should the Board wish to include conditions, direction would be required regarding what a development agreement should address.

Councillor McCabe outlined considerations such as security cameras, expectations regarding loitering and nuisance behaviour, staffing levels, conflict management procedures, emergency response coordination, and clear accountability protocols. She indicated a preference to defer the application to allow these matters to be clearly defined rather than relying on informal commitments.

Councillor Beck echoed the concerns expressed by residents and nearby establishments during the public meeting, noting the emotional and legitimate nature of the feedback received. While expressing support for the objectives of the project and confidence in the applicant's intentions, he emphasized the importance of further dialogue with affected neighbours to identify practical mitigation measures. He supported proceeding in principle while ensuring that remaining issues are addressed through additional consultation and a development agreement.

Manager David Gundrum clarified that the Planning Board may recommend approval subject to conditions and that a development agreement can be broad in scope, with details negotiated between the City and the applicant following Board direction and it was noted that the applicant would be required to have an executed development agreement in place prior to securing a building permit for interior renovations.

Discussion also addressed the feasibility of returning the matter to the Board following further consultation. Staff advised that, subject to coordination between staff and the applicant, the application could reasonably return for consideration at the next Planning Board meeting.

Further comments were provided by Board members regarding the broader housing continuum, the concentration of supportive and transitional housing within the downtown, and the application of new Official Plan policies. While perspectives varied, there was general agreement that additional clarification and engagement would be beneficial before reaching a final decision.

A motion to defer the application was moved and the deferral directs staff to work with the applicant to develop criteria and details for a development agreement addressing safety, accountability, and neighbourhood concerns raised through public input.

MOTION:

Moved by Councillor McCabe and seconded by Lea MacDonald that Planning Board recommend that Council defer decision on the request for site-specific amendment for 147 Hillsborough Street (PID# 342907) concerning proposed establishment of a transitional housing facility (11 beds) on the subject property pending the confirmation of criteria and details for a future Development Agreement to be entered

b

into with the applicants and property owners (PEI Housing Corporation) regarding the proposed development of the transitional housing facility.

CARRIED
(7-0)

3. 231 Brackley Point Road (PID# 623090)

Michael Fraser, Planner II

Property Information: Institutional (I)
Staff Presenter: Michael Fraser, PII
Applicant: Breakwater Developments
Reference: Planning Board Meeting Package

Request:

This is a request to rezone the subject property from the Institutional (I) Zone to the Business Park Industrial (M-3) Zone and to change the land-use designation in the Official Plan from Institutional to Workscapes in order to allow for the development of commercial condo buildings on the subject property that would involve future lot consolidation with neighbouring and abutting parcels identified as 235 Brackley Point Road (PID# 885269), 241 Brackley Point Road (PID# 437616) and unaddressed parcel identified as PID# 523073.

Summary:

Planner Michael presented a request for a rezoning and Official Plan amendment for the property located at 231 Brackley Point Road (PID #623090). The application seeks to change the Official Plan land-use designation from Institutional to Workscapes and to rezone the subject property from Institutional (I) to Business Park Industrial (M-3). Staff noted that the Workscapes designation replaces the former Industrial designation in the new Official Plan as of March 13, 2026, and that the application is intended to support future business park industrial development on the site.

Staff explained that the subject property is currently developed with a place of worship and that the existing Institutional designation and zoning are uncommon for the surrounding area. Lands to the south are zoned Single-Detached Residential (R-1L), lands to the west are zoned Light Industrial (M-1), lands across Brackley Point Road are within the Airport (A) zone, and lands to the north are already zoned Business Park Industrial (M-3), consistent with what is being proposed through this application.

Planner Michael stated that the property was described as being strategically located near major transportation and logistics infrastructure, including industrial and commercial airport lands directly across the roadway, the Charlottetown Airport entrance within approximately 0.9 kilometres, and the intersection of Brackley Point Road and the Trans-Canada Highway within

Attachment "I" – Provincial Measures Proposed (April 14, 2026)

Gundrum, David

From: Jason Doyle [redacted]
Sent: Tuesday, April 14, 2026 10:50 AM
To: Gundrum, David
Cc: Ashley Gillis
Subject: RE: 147 Hillsborough Street - Next Steps

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

Hi David,

In response to concerns raised during the public meeting and from our discussion regarding the proposed site-specific amendment at 147 Hillsborough Street, the Province will implement several measures aimed at ensuring the safety and well-being of both residents and surrounding community members. These measures include the following:

- **24/7 Staffing Model:** The proposed transitional housing units will operate with staff onsite at all times. Staff will engage participants through structured programming, provide daily support, and assist individuals in identifying and pursuing pathways to stability and longer-term housing.
- **Exterior Surveillance Cameras:** The Province commits to installing exterior security cameras around the property. These cameras will be monitored by onsite staff to ensure that any concerning or unwanted activity is identified promptly and addressed appropriately.
- **Enhanced Exterior Lighting:** Additional lighting around the building is proposed to improve visibility and increase safety for residents, staff, participants, and neighboring community members.
- **Community Engagement and Communication:** The Province is committed to providing a designated point of contact within the department, as well as within the service-delivery organization operating onsite. This will ensure neighboring residents and businesses can raise concerns and receive timely responses. An email address and phone numbers will be provided.
- **Community Canvassing and Education:** Outreach will undertake walk-abouts within the surrounding neighborhood to share information about the program, outline what to expect, and provide education on the transitional housing model being implemented.
- **Collaboration with Community Policing:** The Province will work closely with the community police team assigned to downtown foot patrols to maintain clear communication and address any issues that may arise.

In addition, as discussed yesterday, I want to confirm that the Department is not willing to pay for the installation of any E-Watch cameras.

Attachment "J" – Planning Board Meeting Minutes (May 5, 2026)

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

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 Arsenault 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

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Planning & Heritage
#2

MOTION CARRIED _____

MOTION LOST _____

Date: June 9, 2026

Moved by Deputy Mayor Alanna Jankov

Seconded by Councillor Julie McCabe

RESOLVED:

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

CITY OF CHARLOTTETOWN
AMENDMENT

OFFICIAL PLAN (PH-OPA.1):
NONE.

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

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-111, as it pertains to the subject property at 147 Hillsborough Street (PID# 342907))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Moved by Deputy Mayor :_____ Alanna Jankov

Seconded by Councillor:_____ Julie McCabe
Date: June 9, 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.2-111, By amending Appendix C. Approved Site-Specific Exemptions of the City of Charlottetown Zoning & Development Bylaw as it pertains to the subject property at 147 Hillsborough Street (PID# 342907), in the Downtown Mixed-Use Neighbourhood (DMUN) Zone, to permit a transitional housing facility capable of accommodating eleven (11) individuals within an existing building on the subject property." as attached, was read and approved a first time on June 9, 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.2-111

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.2-111"

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 C – Approved Site Specific Exemptions.

PART II – AMENDMENTS

(1) APPENDIX C. APPROVED SITE SPECIFIC EXEMPTIONS is updated to add below amendment:

Zone	PID	Civic Address	Use	Regulation
Downtown Mixed-Use Neighbourhood (DMUN)	**342907**	147 Hillsborough Street	Transitional housing facility	To allow for a transitional housing facility having eleven (11) beds for residents as an additional permitted land-use for the property and within the existing 3-storey structure on the site.

Subject Property/ Map reference only)



PART III – EFFECTIVE DATE

1. Effective Date

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

First Reading & Approval:
This Zoning & Development Bylaw, Bylaw #PH-ZD.2-111, 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.2-111, 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.2-111, 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.2-111, 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.2-111) is hereby approved.

Dated on this __ day of _____, _____.

_____
Darlene Compton
Minister of Land and Environment

FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
June 9th, 2026

The Finance, Audit, Tendering & Administration Committee is scheduled to meet on Tuesday, June 9, 2026, at 2:00 p.m. and those minutes will be included in July's Regular Meeting of Council package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor John MacAleer, Chair

HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL
June 9, 2026

The Human Resources Committee did not meet since the last Regular Council Meeting. There are no resolutions for Council's consideration.

Respectfully submitted,

_____

Councilor Norman Beck, Chair

STRATEGIC PRIORITIES, COMMUNICATIONS &
INTERGOVERNMENTAL COOPERATION COMMITTEE
REPORT TO COUNCIL
JUNE 9, 2026

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on May 28, 2026, and the draft minutes are included in your package.

There are no resolutions for your consideration.

First Reading to amended the Election Bylaw.

Respectfully submitted,
Councillor Justin Muttart

DRAFT

Strategic Priorities, Communications & Intergovernmental Cooperation Committee
Thursday, May 28, 2026
12:04 PM – Parkdale Room

Present: Councillor Justin Muttart, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large
Councillor Trevor MacKinnon, Member at Large

Also: Richard MacEwen, DCS
Mike Ruus, DIG
Jessica Bradley, SCO
Spencer Missiah, IT
Melanie Bailey, SIO
Tracey McLean, RPC
Chantal Matheson, ERPC I

Regrets: Brad MacConnell, CAO
Rory Chaisson, SITO

1) Call to Order
Councillor Justin Muttart, Chair, called the meeting to order at 12:04 PM.

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

3) Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the agenda be approved as amended to include a report on the Charlottetown Farmers' Market. Carried.

4) Approval of Minutes
It was moved by Councillor Trevor MacKinnon and seconded by Mayor Philip Brown that the minutes of March 26, 2026, be approved. Carried.

5) Business Arising from the minutes

Boulder Park Update

Mike Ruus, DIG provided an update regarding Boulder Park, including discussions with Provincial representatives concerning property boundaries, governance of the Province House precinct, and participation in the Legislative Assembly Management Committee.

Committee discussion included:

- Legislative requirements governing membership on the Legislative Assembly Management Committee;
- Property boundary clarification and survey requirements;

- The location of the Province's backup generator;
- Future use of Boulder Park under the Provincial Grounds Use Policy;
- Opportunities for greater municipal involvement in decisions affecting the site; and
- The potential development of a Boulder Park bylaw.

Mike Ruus, DIG advised that further discussions are on-going with Provincial officials and additional information will be brought forward as it becomes available.

The Committee requested to continue monitoring developments and report back to this Committee, including consideration of a potential Boulder Park bylaw.

6) Discussion Items/Reports:

a) Election Bylaw

Tracey McLean, PRC presented a report outlining proposed amendments to the Election Bylaw in preparation for the 2026 Municipal Election.

The proposed amendments include:

- Housekeeping and administrative updates;
- Revised definitions and provisions to align with Provincial legislation and regulations;
- Updates to ward boundary schedules to reflect annexed lands; and
- Authority for Council to amend schedules by resolution.

Committee members discussed the proposed amendments and noted that the changes are largely administrative in nature. The Committee recommend to Council that the proposed amendments to the Election Bylaw be approved as presented.

b) Strategic Plan Progress Report

Melanie Bailey, SIO presented a progress report on the implementation of the Charlottetown Strategic Plan 2022–2026. It was reported that:

- Approximately 85% of action items are complete or nearing completion;
- Approximately 7% of action items are expected to be completed later in 2026; and
- A small number of items remain at risk or require additional time and resources.

Committee members acknowledged the significant progress achieved and commended staff for their work in advancing the objectives of the Strategic Plan.

c) Strategic Plan Planning

Melanie Bailey, SIO presented an update regarding the development of Charlottetown's next Strategic Plan. Melanie Bailey, SIO advised that:

- An internal steering committee has been established;
- A Request for Proposals (RFP) will be issued in June 2026;
- Public, stakeholder, partner, and staff engagement will occur throughout Fall 2026;
- The process is intended to support the incoming Council following the November 2026 election; and
- Completion of the new Strategic Plan is anticipated in Spring 2027.

DRAFT

Committee discussion focused on:

- Establishing a long-term planning framework for future strategic plans;
- Public engagement opportunities;
- The role of Council priorities in shaping the plan; and
- Best practices used by other municipalities.

D) Charlottetown Farmer's Market
Committee members discussed the future of the Charlottetown Farmers' Market following the 2025 fire and the Market's temporary relocation.

Discussion included:

- The status of rebuilding efforts;
- Lease and land tenure considerations related to federal property ownership;
- Consultation requirements involving Indigenous communities;
- Long-term certainty for the Market's operations; and
- The importance of the Market as a community and economic development asset.

Committee members expressed support in principle for efforts to rebuild and secure the long-term future of the Charlottetown Farmers' Market. Committee members requested that additional information be circulated regarding the specific support being sought from Council. It was agreed that Committee members review additional information through email correspondence and consider a future recommendation to Council regarding letters of support for the Charlottetown Farmers' Market.

7) Introduction of New Business
There was no new business.

8) Adjournment
It was moved by Mayor Philip Brown and seconded by Councillor Trevor MacKinnon that the meeting be adjourned. CARRIED.

Meeting adjourned at 12:55 PM

DRAFT

CITY OF CHARLOTTETOWN
ELECTION AMENDMENT BYLAW
#2018-08-D

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

1st Reading

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

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____Alanna Jankov

Date: June 9, 2026

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

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____Alanna Jankov

Date: June 9, 2026

2nd Reading & Adoption

THEREFORE: Be it resolved that **the "CITY OF CHARLOTTETOWN ELECTION BYLAW, #2018-08"** which was read the first time on June 9, 2026, be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____Justin Muttart

Seconded by Deputy Mayor_____Alanna Jankov

Date:

This Election Amendment Bylaw, #2018-08-D, 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 Election Bylaw
Bylaw #2018-08-D

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 "Election Amendment Bylaw."

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

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 Municipal Election Regulations, the Campaign Contributions and Election Expenses Bylaw Regulations, and the City of Charlottetown Election Bylaw has the same meaning as in that Act or bylaw.

5. **Part I – Interpretation and Application - of the City of Charlottetown Election Bylaw is hereby amended by the following:**
   5.1. Revise 'Authority' section to add the following wording:

   This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act*, RSPEI 1988, c M-12.1, ~~and applicable regulations.~~ **, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.**

   5.2. Add the following wording to Section 6.1:

   In this bylaw, any word and term that is defined in the *Municipal Government Act*, **the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations** has the same meaning as in that Act or regulations.

   5.3. Revise and add Definitions as follows:

   "Campaign Contribution" ~~means a campaign contribution as dotherwise but*Campaign Contribution and Election Expenses Bylaw Regulations*;~~ **means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue**

raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.

Campaign Contribution Period~~" means a campaign contribution period as defined in the *Campaign Contribution and Election Expenses Bylaw Regulations;*~~ **means the same period of time as the election's expenses period for a particular candidate or person who has declared an intention to become a candidate.**

"Campaign Financing Regulations" means the Campaign Contributions and Election Expenses Bylaw Regulations.

"Candidate" means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.

"Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by Council under clause 86(2)(c) of the Act.

"Council" means the Mayor and other members of the council of the municipality.

"Councillor" means a member of council other than the Mayor.

"Election Expense~~" means an election expense as defined in the Campaign Contribution and Election Expenses Bylaw Regulations;~~ **means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate's election campaign, but does not include audit fees or volunteer labour or services.**

"Election Expense Period~~" means an election expense period as defined in the Campaign Contribution and Election Expenses Bylaw Regulations;~~ **means the period in an election year beginning when a person publicly declares the person's intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when Council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.**

"Election Regulations" means the Municipal Election Regulations.

"Employee" means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes"

- **i. a person on leave from employment with a municipality,**
- **ii. a person being trained by a municipality to perform work for the municipality,**

iii. a person retained under an employment contract to perform work for the municipality, and

iv. any other person or class of person designated as an employee by the Minister, but does not include an independent officer, as defined in the Act. In Part 3 of the Act respecting candidacy for election,

Employee also means any employee of a controlled corporation but does not include a volunteer firefighter who is not otherwise employed by the municipality.

"List of Electors" means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires.

"Municipality" means the City of Charlottetown.

6. Part II – Wards – of the City of Charlottetown Election Bylaw is hereby amended by the following:

6.1. Revise wording in subsections 9.7 and 9.8 from 'public hearings' to 'public consultations.'

7. Part IV – Nominations of Candidates – of the City of Charlottetown Election Bylaw is hereby amended by the following:

7.1. Revise wording in subsection 11.1 as follows:

Pursuant to subsection 26(4)(a) of the Election Regulations, at least **ten** (10) qualified electors are required to nominate a candidate during the nomination period.

8. Part V – Campaign Contributions and Election Expense Disclosure - of the City of Charlottetown Election Bylaw is hereby amended by the following:

8.1. Section 12 Election Expenses; add wording to the beginning of subsections 12.1, 12.2, 12.4, 12.5 & 12. 6 that reference the Campaign Financing Regulations:

12.1 **Pursuant to clause 2(1)(a) of the Campaign Financing Regulations**, …
12.2 **Pursuant to clause 2(1)(b) of the Campaign Financing Regulations …**
12.4 **Pursuant to subsection 3(1) of the Campaign Financing,…**
12.5 **Pursuant to subsection 3(2) of the Campaign Financing,…**
12.6 **Pursuant to section 10 of the Campaign Financing Regulations…**

8.2. Section 13 Campaign Contributions, add wording to the beginning of subsections 13.1, 13.2, 13.3, & 13.5 that reference the Campaign Financing Regulations and add new subsection 13.4:

13.1 **Pursuant to subsection 4(1) of the Campaign Financing Regulations…**
13.2 **Pursuant to subsections 4(2) and 4(3) of the Campaign Financing Regulations…**
13.3 **Pursuant to subsection 4(4) of the Campaign Financing Regulations…**
13.4 **Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions**…
13.5 **Pursuant to subsection 8(2) of the Campaign Financing Regulations…**

8.3. Section 14 Candidate Records, add wording to subsections 14.1, 14.2 and 14.2(c) that reference the Campaign Financing Regulations:

14.1 **Pursuant to subsection 5(1) of the Campaign Financing Regulations,…**
14.2 **Pursuant to subsection 5(2) of the Campaign Financing Regulations,…**
14.2(c) receipts are provided to the contributor for every campaign contribution **referred to in subsection 14.2(b) of this bylaw; and**

8.4. Section 15 Candidate Disclosure: Filing and Records Retention , add wording to subsections 15.1, 15.3, 15.4, 15.5, 15.7, 15.8, 15.9, 15.10 & 15.11 that reference the Campaign Financing Regulations:

15.1 **Pursuant to subsection 6(2) of the Campaign Financing Regulations**,…
15.3 **Pursuant to subsection 6(3) of the Campaign Financing Regulations**,…
15.4 **Pursuant to section 7 of the Campaign Financing regulation**,…
15.5 **Pursuant to subsection 9(1) of the Campaign Financing Regulations**,…
15.7 **Pursuant to subsection 11 (1) of the Campaign Financing Regulations**,…
15.8 **Pursuant to subsection 11(2) of the Campaign Financing Regulations**,…
15.9 **Pursuant to subsection 11(3) of the Campaign Financing Regulations**,…
15.10 **Pursuant to subsection 12(1) of the Campaign Financing Regulations**,…
15.11 **Pursuant to subsection 12(2) of the Campaign Financing Regulations**,…

8.5. Section 16 Reporting, add wording to subsections 16.1, 16.2 & 16.3 that reference the Campaign Financing Regulations:

16.1 **Pursuant to subsection 11(4) of the Campaign Financing Regulations**,…
16.2 **Pursuant to subsection 11(5) of the Campaign Financing Regulations**,…
16.3 **Pursuant to subsection 11(6) of the Campaign Financing Regulations**,…

8.6. Section 17 Complaints and Compliance, add wording to subsections 17.1, 17.2, 17.3, 17.4 that reference the Campaign Financing Regulations:

17.1 **Pursuant to subsection 12(3) of the Campaign Financing Regulations**,…
17.2 **Pursuant to subsection 12(4) of the Campaign Financing Regulations**,…
17.3 **Pursuant to subsection 12(5) of the Campaign Financing Regulations**,…
17.4 **Pursuant to subsection 12(6) of the Campaign Financing Regulations**,…

Section 18 Offences and Penalties, add wording to subsections 18.1, 18.3, 18.4, 18.5, 18.6 that reference the Campaign Financing Regulations:

18.1 **Pursuant to subsection 13(1) of the Campaign Financing Regulations**,…
18.3 **Pursuant to clause 13(2)(a) of the Campaign Financing Regulations**,…
18.4 **Pursuant to clause 13(2)(b) of the Campaign Financing Regulations**,…
18.5 **Pursuant to subsection 14(1) of the Campaign Financing Regulations**,…
18.6 **Pursuant to subsection 14(2) of the Campaign Financing Regulations and**…

9. Part X – Administrative - of the City of Charlottetown Election Bylaw is hereby amended by the following:

9.1. Reword subsection 37.1:

~~The Schedules form part of this bylaw and may be amended by Council from time to time,~~ **Any Schedule attached to this bylaw may be amended from time to time by resolution of Council.**

9.2. Add new Section 38 titled Protection of Privacy:

Personal information in respect of an elector that is collected or obtained for the purpose of an election

(a) shall be used only for the purpose for which it was collected or obtained; and

(b) shall be disclosed only to the Chief Electoral Officer for a purpose for which the Chief Electoral Officer has responsibility under this or any other enactment.

9.3. Replace Schedule 1 Electoral Ward Map with a revised Electoral Ward Map which includes the annexed area of Marshfield.

Approval and Adoption

10. Effective Date

10.1. This Election Amendment Bylaw shall be effective on the date of the approval and adoption below.

First Reading:
This Election Amendment Bylaw, #2018-08-D, 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 Election Amendment Bylaw, #2018-08-D, 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 Election Amendment Bylaw, #2018-08-D, was approved and adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2026

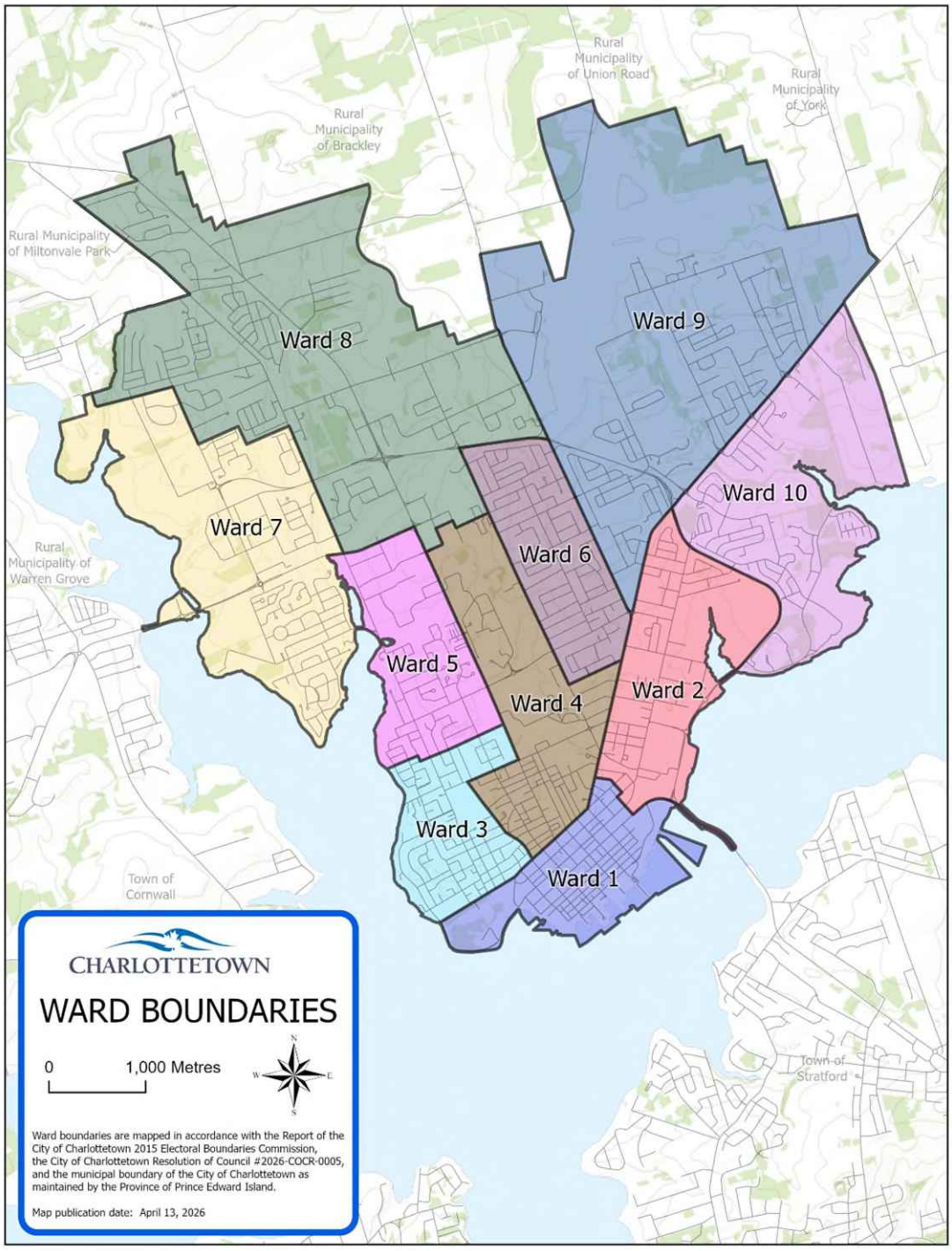
11. Witness the corporate seal below of the City of Charlottetown

_____	_____
Mayor (Sealed Signature)	**Chief Administrative Officer (Sealed Signature)**

This Election Amendment Bylaw, #2018-08-D, 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 1 – ELECTORAL WARDS
CITY OF CHARLOTTETOWN ELECTION BYLAW



City of Charlottetown Committee Report

Report No: SPC&IC-2026-05-001

Date: May 28, 2026

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

Reporting Department:
Administration

Other Associated Departments:
N/A

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

- Red-lined Version – Election Bylaw

Links:

- Municipal Election Regulations
- Campaign Contributions and Election Expenses Bylaw Regulations

Report Title:
Proposed Amendments to the City of Charlottetown Election Bylaw.

Report Purpose:
To present the proposed amendments to the Election Bylaw for the Committee's review and to seek feedback, including any additional amendments the Committee may wish to recommend.

Staff Recommendation:
That the Strategic Priorities, Communications & Intergovernmental Cooperation Committee recommends that Council adopt the proposed amendments to the City of Charlottetown Election Bylaw as outlined on the attached.

Report Details:
In anticipation of the upcoming election year, proposed amendments to the Election Bylaw include updated definitions and provisions consistent with the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations (MGA), revise electoral ward map to include the annexed lands of Marshfield, authority to revise Schedules by Resolution of Council and general housekeeping edits to improve clarity, consistency, and alignment throughout the bylaw.

Council or Committee History:
Previous Election Bylaw (post MGA) adopted in 2018 with amendments through to 2022.

Financial Implications:
N/A

Public Engagement and Communication:
May 6, 2026 - Email communication from Elections PEI to CAOs requesting that Charlottetown, Cornwall, Stratford, Summerside, and Three Rivers advise them of any proposed changes to their respective Election Bylaws. Redline version containing the proposed amendments was emailed May 6th to Tim Garrity, Chief Electoral Officer at Elections.

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)
Municipal Election Regulations
Campaign Contributions and Election Expenses Bylaw Regulations

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Staff:	**Director/CAO:**
Tracey McLean, RMC – May 27, 2026	Richard MacEwen, DCS – May 27, 2026

Committee Recommendation: (if differing from staff)

Proposed amendments are shown in red text on the City's existing Election Bylaw and are intended to ensure alignment with the MGA, applicable Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.
(Bylaw last amended July 25, 2022)

CITY OF CHARLOTTETOWN
ELECTION BYLAW
BYLAW # 2018-08

A bylaw relating to the conduct of municipal elections

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

PART I – INTERPRETATION AND APPLICATION

1. **Title**
   This bylaw shall be known and cited as the "Election Bylaw."

2. **Purpose**
   The purpose of this bylaw is to establish the rules and procedures for municipal elections in the City of Charlottetown.

3. **Authority**
   This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act*, RSPEI 1988, c M-12.1, ~~and applicable regulations.~~ **, the Municipal Election Regulations, and the Campaign Contributions and Election Expenses Bylaw Regulations.**

4. **Application**
   4.1. This bylaw applies to the Mayor and all members of Council, municipal ~~staff~~ **employees** and the public. It operates together with, and as a supplement to, the *Municipal Government Act* and applicable regulations.

   4.2. To the extent there is any inconsistency between this Bylaw and the *Municipal Government Act* or applicable regulations, that Act and regulations shall take precedence.

5. **Appointment of Municipal Electoral Officer**
   5.1. Council shall by resolution, on or before the second Monday in May of each election year and at other times as required, appoint the Chief Electoral Officer of Prince Edward Island as the Municipal Electoral Officer, and the Deputy Chief Electoral Officer of Prince Edward Island as the Deputy Municipal Electoral Officer, to be responsible for the administration of the election.

   Subject to the Act, and ~~beginning~~ **commencing with the general municipal election, which was held on** November 7, 2022, the City of Charlottetown shall hold a general municipal election every fourth year on the first Monday in November.

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6. Definitions

6.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, **the Municipal Election Regulations, or the Campaign Contributions and Election Expenses Bylaw Regulations** has the same meaning as in that Act or regulations.

a) "Act" means the *Municipal Government Act*, RSPEI 1988, c M-12.1 and amendments thereto.

b) "Campaign Contribution" ~~means a campaign contribution as defined in the *Campaign Contribution and Election Expenses Bylaw Regulations;*~~ **means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fundraising event by the sale of tickets or otherwise, but does not include volunteer labour or services.**

c) Campaign Contribution Period~~" means a campaign contribution period as defined in the *Campaign Contribution and Election Expenses Bylaw Regulations;*~~ **means the same period of time as the election's expenses period for a particular candidate or person who has declared an intention to become a candidate.**

d) **"Campaign Financing Regulations" means the Campaign Contributions and Election Expenses Bylaw Regulations.**

e) **"Candidate" means a person nominated in accordance with Part 3, Division 8, of the Act, and for the purposes of the provisions of this bylaw pertaining to campaign contributions and election expenses, includes a person who has declared an intention to run as a candidate in accordance with clause 2(1)(a) of the Campaign Contributions and Election Expenses Bylaw Regulations.**

f) **"Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by Council under clause 86(2)(c) of the Act.**

g) "City" means the City of Charlottetown.

h) **"Council" means the Mayor and other members of the council of the municipality.**

i) **"Councillor" means a member of council other than the Mayor.**

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j) "Election" means an election in a municipality and includes a by-election to elect a member to serve on Council or an election held to elect a Mayor at large.

k) "Election Expense~~" means an election expense as defined in the Campaign Contribution and Election Expenses Bylaw Regulations;~~ **means the cost of goods and services, and the value of any donation in kind, used by or for the benefit of the candidate for the purpose of a candidate's election campaign, but does not include audit fees or volunteer labour or services.**

l) "Election Expense Period~~" means an election expense period as defined in the Campaign Contribution and Election Expenses Bylaw Regulations;~~ **means the period in an election year beginning when a person publicly declares the person's intention to run as a candidate for municipal office, whether in person or by electronic means, and ending, in the case of an election, on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected. In the case of a by-election, the election expenses period means the date when Council sets the election day and ends on the earlier of election day, and the declaration by the municipal electoral officer that the candidate is elected.**

m) **"Election Regulations" means the Municipal Election Regulations.**

n) **"Employee" means, except as provided elsewhere in the Act, a person who performs work for a municipality for pay, and includes"**

- **i. a person on leave from employment with a municipality,**
- **ii. a person being trained by a municipality to perform work for the municipality,**
- **iii. a person retained under an employment contract to perform work for the municipality, and**
- **iv. any other person or class of person designated as an employee by the Minister, but does not include an independent officer, as defined in the Act. In Part 3 of the Act respecting candidacy for election,**

Employee also means any employee of a controlled corporation but does not include a volunteer firefighter who is not otherwise employed by the municipality.

o) **"List of Electors" means the preliminary list of electors, supplementary list of electors or the official list of electors, as the context requires.**

p) "Member" means a member of Council.

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q) "Municipal Electoral Officer" means the person appointed under section 40 of the Act to be responsible for the administration of the election.

r) **"Municipality" means the City of Charlottetown.**

s) "Ordinary Resident" has the same meaning as in the *Election Act,* RSPEI 1988 c E-1.

t) "Polling Station" means a place at which voting is conducted.

u) "Ward" means an electoral ward established pursuant to this bylaw.

7. Interpretation

7.1. This Bylaw is to be given a broad, liberal interpretation in accordance with applicable legislation, regulations, and the definitions set out in them.

PART II – WARDS

8. Electoral Wards

8.1. There shall be ten (10) wards.

8.2. The boundaries of each ward in the City are as shown on the ward ~~maps~~ **map** contained in Schedule 1 of this Bylaw.

9. Electoral Boundaries Commission

9.1. Council shall, in accordance with subsection 39(6) of the Act, establish and appoint an Electoral Boundaries Commission within ninety days following election day of each third scheduled election after December 23, 2017 to review the wards and make a report to Council setting out its recommendations as to the area, boundaries and names of the wards.

9.2. The Electoral Boundaries Commission shall complete its review within three (3) months of its appointment.

9.3. The Electoral Boundaries Commission shall consist of:

a) a chairperson, who is a judge or retired judge of the Supreme Court of Prince Edward Island;

b) a person who was a former Councillor or Mayor of the City; and

c) a person who has never been an elected Councillor or Mayor of the City.

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9.4. The Electoral Boundaries Commission shall:

a) review the ten **(10)** wards of the City, and make a report to Council setting out its recommendations as to the area, boundaries, and names of the wards;

b) report to Council on such other matters as the Council may from time to time determine.

9.5. If a vacancy in the membership occurs, through inability to act, resignation or otherwise, the vacancy may be filled in accordance with section 9.3.

9.6. The Electoral Boundaries Commission may request the Municipal Electoral Officer to provide any information possessed by ~~his or her~~ **their** office, and any other assistance that a Commission considers necessary, and the Municipal Electoral Officer shall comply with any reasonable request.

9.7. The Electoral Boundaries Commission shall hold public ~~hearings~~ **consultations** throughout the City at such times and places as it considers appropriate to enable representations to be made by any person as to the area and boundaries of any ward.

9.8. The Electoral Boundaries Commission shall give reasonable public notice of the time, place and purpose of any such public ~~hearings~~ **consultations.**

9.9. The Electoral Boundaries Commission may regulate its own proceedings and the conduct of its business.

9.10. In determining the area to be included in, and in fixing the boundaries of a ward, a Commission shall take into consideration:

a) the Canadian Charter of Rights and Freedoms;
b) electoral data from the most recent municipal and provincial elections;
c) polling divisions from the most recent municipal and provincial elections;
d) geographical features;
e) population patterns;
f) community of interest;
g) provincial electoral and polling division boundaries,
h) the Act and applicable regulations;

and may consider such other factors as it regards as relevant.

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PART III– LIST OF ELECTORS

10. Establishment of the List of Electors

10.1. The Municipal Electoral Officer shall establish and maintain an electronic system for voter registration and shall maintain in accordance with the Act and applicable regulations.

PART IV – NOMINATION OF CANDIDATES

11. Nomination

11.1. **Pursuant to subsection 26(4)(a) of the Election Regulations,** at least **ten** (10) qualified electors are required to nominate a candidate during the nomination period.

11.2. A candidate shall:

a) file the completed nomination paper at the election office with the returning officer, at a time specified for the receipt of nominations; and

b) deposit with the returning officer, the sum of $100 in legal tender, money order or a certified cheque made payable to the City **of Charlottetown** for that amount.

11.3. The Chief Administrative Officer of the City shall refund the nomination deposit to a candidate or their personal representative when:

a) the candidate completes and files a campaign disclosure pursuant to Part V of this bylaw, or

b) the candidate dies before the close of the polls on election day.

11.4. Candidates

Pursuant to subsection 12(2.1) of the Election Regulations, a candidate in an election is not eligible to be appointed, and shall not serve, as an election official in the election.

11.5. Person Closely Connected

Pursuant to subsection 18(3) of the Election Regulations, a person closely connected, as defined in the Act, to a candidate shall not serve as an election official in the election.

PART V – CAMPAIGN CONTRIBUTIONS AND ELECTION EXPENSE DISCLOSURE

12. Election Expenses

12.1. **Pursuant to clause 2(1)(a) of the Campaign Financing Regulations,** in the case of a general election, the election expenses period is the period in an election year

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beginning when a person publicly declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected, whichever is earlier.

12.2. **Pursuant to clause 2(1)(b) of the Campaign Financing Regulations** in the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on the earlier of election day and the declaration that the candidate is elected.

12.3. Election expenses shall only be incurred by or on behalf of a candidate during the election expenses period, except for expenses related to the preparation of advertising materials and signs which may be incurred prior to the election expenses period but recorded and disclosed as election expenses in accordance with the provisions of the Act, Regulations and this bylaw.

12.4. **Pursuant to subsection 3(1) of the Campaign Financing**, the maximum allowable election expenses of a candidate for Mayor is $50,000.

12.5. **Pursuant to subsection 3(2) of the Campaign Financing**, the maximum allowable election expenses of a candidate for Councillor is $10,000.

12.6. **Pursuant to section 10 of the Campaign Financing Regulations,** election expenses incurred by a candidate in an election shall not be carried forward to be considered as an allowable election ~~expenses~~ **expense** in a subsequent election.

13. Campaign Contributions

13.1. **Pursuant to subsection 4(1) of the Campaign Financing Regulations**, the following may contribute to a candidate's campaign in an election or by-election:

a) an individual;
b) an organization;
c) a union;
d) a corporation

13.2. **Pursuant to subsections 4(2) and 4(3) of the Campaign Financing Regulations,** a contributor shall not make a contribution exceeding $1,575 to any one candidate for Mayor or for Councillor in an election.

13.3. **Pursuant to subsection 4(4) of the Campaign Financing Regulations**, neither a candidate nor that candidate's spouse shall make a contribution to that candidate's own election campaign which exceeds the difference between the maximum expenditure amount set out in sections 12.4 and 12.5 of this bylaw and the total contributions from other contributors. No candidate shall accept anonymous campaign contributions.

13.4. **Pursuant to subsection 8(1) of the Campaign Financing Regulations, no candidate shall accept anonymous campaign contributions**.

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13.5. ~~13.4~~ **Pursuant to subsection 8(2) of the Campaign Financing Regulations**, where a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution is not used or spent but is donated to a registered charity of the candidate's choice within 30 days of receipt of the contribution.

13.6. ~~13.5~~ Campaign contributions shall only be received by a candidate during the campaign contribution period as defined in the Campaign Financing Regulations.

14. Candidate Records

14.1. **Pursuant to subsection 5(1) of the Campaign Financing Regulations,** a candidate shall retain proper and complete accounting records of all campaign contributions and election expenses.

14.2. **Pursuant to subsection 5(2) of the Campaign Financing Regulations,** a candidate must ensure that:

a) proper records are kept of receipts and expenses;

b) a record is kept of the value of every campaign contribution, whether the contribution is in the form of money, goods or services, and the name and address of the contributor;

c) receipts are provided to the contributor for every campaign contribution **referred to in section 14.2(b) of this bylaw; and**

d) all records kept in accordance of this section remain in the possession and under control of the candidate or the candidate's agent at all times.

15. Candidate Disclosure: Filing and Records Retention

15.1. **Pursuant to subsection 6(2) of the Campaign Financing Regulations,** a candidate shall file a disclosure statement of the candidate's campaign contributions and election expenses, listing all campaign contributions and all elections expenses.

15.2. The disclosure statement shall be in writing in the form approved by the Minister and shall be filed with the Municipal Electoral Officer or the Chief Administrative Officer of the City, if the Municipal Electoral Officer is no longer appointed, within two months following the date of a municipal election.

15.3. **Pursuant to subsection 6(3) of the Campaign Financing Regulations,** a candidate's disclosure statement shall include:

a) a statutory declaration that states the total campaign contributions and the total election expenses of the candidate for that election campaign, and whether there is any surplus;

b) the following information in relation to campaign contributions:

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i. the name and address of each contributor whose cumulative campaign contribution exceeded $250;
ii. the cumulative amount that each of the named contributors has given to the candidate;
iii. the cumulative total of all contributions under $250;
iv. if no contributor's cumulative campaign contribution exceeded $250, a notation to that effect;

c) a list of all election expenses and campaign contributions;

d) a full accounting of all election expenses and campaign contributions relating to fundraising events;

e) a description and estimated value of each donation in kind; and

f) a description and estimated value of each loan received for the purposes of the election campaign.

15.4. **Pursuant to section 7 of the Campaign Financing regulations,** no candidate shall file a false, misleading or incomplete disclosure statement.

15.5. **Pursuant to subsection 9(1) of the Campaign Financing Regulations,** where a candidate's disclosure statement filed in accordance with 15.1 of this bylaw discloses a surplus of campaign contributions in the form of money, a named contributor's monetary campaign contribution shall be returned to the contributor, on a pro-rated basis, where:

a) the candidate withdraws from the election prior to election day; and

b) the contributor requests in writing to the candidate, within 14 days of the candidate's withdrawal, the return of the campaign contribution.

15.6. Subject to a refund of a named contributor's campaign contribution pursuant to subsection 15.5 of this bylaw, where a candidate's disclosure statement filed in accordance with 15.1 of this bylaw discloses a surplus of campaign contributions in the form of money, the candidate shall turn over the remaining surplus to the Chief Administrative Officer to be used for municipal purposes.

15.7. **Pursuant to subsection 11 (1) of the Campaign Financing Regulations,** all documents filed with the Municipal Electoral Officer shall be delivered by the Municipal Electoral Officer to the Chief Administrative Officer of the City within two weeks after the time specified in section 15.2 of this bylaw for filing the documents.

15.8. **Pursuant to subsection 11(2) of the Campaign Financing Regulations**, the Chief Administrative Officer shall retain the documents referred to in 15.7 of this bylaw in

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accordance with the records retention and disposal schedule of the City that is established pursuant to section 117 of the Act.

15.9. **Pursuant to subsection 11(3) of the Campaign Financing Regulations,** all documents filed with the Municipal Electoral Officer and retained by the Chief Administrative Officer under section 15.8 of this bylaw are public documents and may, upon request, be available for inspection on request to the Chief Administrative Office during regular office hours.

15.10. **Pursuant to subsection 12(1) of the Campaign Financing Regulations,** a candidate, whether elected or not, shall retain all records required pursuant to the regulations for no less than seven **(7)** years.

15.11. **Pursuant to subsection 12(2) of the Campaign Financing Regulations**, the Municipal Electoral Officer, or the Chief Administrative Officer if the Municipal Electoral Officer is no longer appointed, may require a candidate (whether elected or not) to provide additional information and supporting documentation in respect of the candidate's disclosure statement at any time within the seven-year period referred to in section 15.10 of this bylaw.

16. Reporting

16.1. **Pursuant to subsection 11(4) of the Campaign Financing Regulations,** the Chief Administrative Officer shall forward to Council a report summarizing the disclosure statement of each candidate, noting any candidate who has exceeded the limit on election expenses pursuant to sections 12.4 and 12.5 of this bylaw and the name of any candidate who failed to file the required disclosure statement.

16.2. **Pursuant to subsection 11(5) of the Campaign Financing Regulations,** the Chief Administrative Officer shall ensure that the summary referred to in section 16.1 of this bylaw is posted at City Hall and on the City's website for a period of at least six (6) months.

16.3. **Pursuant to subsection 11(6) of the Campaign Financing Regulations,** the Chief Administrative Officer shall ensure that the filed disclosure statement of each candidate who sought election in the immediately preceding election (whether elected or not) is posted on the City's website for a period of at least six (6) months.

17. Complaints & Compliance

17.1. **Pursuant to subsection 12(3) of the Campaign Financing Regulations,** where:

a) a candidate fails or refuses to provide the additional information and supporting documentation referred to in section 15.11 of this bylaw; or

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b) the Municipal Electoral Officer or Chief Administrative Officer, as the case may be, is not satisfied with the additional information and supporting documentation provided by the candidate;

The Municipal Electoral Officer or Chief Administrative Officer, as the case may be, may refer the matter to Council.

17.2 **Pursuant to subsection 12(4) of the Campaign Financing Regulations**, Council may:

a) determine that no further action is required;

b) order the candidate to provide the additional information and supporting documentation required under section 15.11 of this bylaw; or

c) take any further action the Council considers appropriate.

17.3. **Pursuant to subsection 12(5) of the Campaign Financing Regulations,** an elector of the municipality may in writing make a complaint that relates to information contained in a candidate's disclosure statement and deliver the complaint to the Municipal Electoral Officer, or the Chief Administrative Officer if the Municipal Electoral Officer is no longer appointed.

17.4. **Pursuant to subsection 12(6) of the Campaign Financing Regulations,** the Municipal Electoral Officer or the Chief Administrative Officer, as the case may be, who receives a complaint from an elector under section 17.3 of this bylaw may:

a) determine that no further action is required;
b) require the candidate who is the subject of the complaint to provide additional information under section 15.11 of this bylaw, or
c) refer the matter to Council to be deal with under section 17.2 of this bylaw.

18. Offences and Penalties

18.1. **Pursuant to subsection 13(1) of the Campaign Financing Regulations,** a person who contravenes a provision of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding $2,000.

18.2. In the case of a continuing offence, that person is liable on summary conviction to a further fine of $2,000 for each day or part of a day during which the offence continues.

18.3. **Pursuant to clause 13(2)(a) of the Campaign Financing Regulations,** a conviction for an offence referred to in section 18.1 of this bylaw does not relieve the person convicted, including a candidate referred to in section 17.3(b) of this bylaw, from the requirement to comply with this bylaw.

18.4. **Pursuant to clause 13(2)(b) of the Campaign Financing Regulations,** the convicting judge may, in addition to any fine imposed, order the person to do any act or work,

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within the time specified by the judge in the order, to comply with the provisions of this bylaw.

18.5. **Pursuant to subsection 14(1) of the Campaign Financing Regulations,** where a candidate who is elected has contravened any provision of this bylaw and is convicted of an offence in respect of that contravention, the candidate is disqualified from office and shall resign immediately.

18.6. **Pursuant to subsection 14(2) of the Campaign Financing Regulations and** despite section 18.4 of this bylaw, a candidate may not be required to resign where a judge of the Supreme Court decides that the contravention of the candidate arose through inadvertence or by reason of an honest mistake.

PART VI – ADVANCE AND MOBILE POLLS

19. Advance Polls

19.1. If the Municipal Electoral Officer determines ~~that~~ whether it is necessary or convenient to do so, additional advance polling stations may be open between the hours of 10:00 a.m. and 6:00 p.m. on the twelfth, eleventh, tenth, sixth, fifth, or fourth days before ordinary polling day.

19.2. An advance polling station shall be open between the hours of 9:00 a.m. and 7:00 p.m. on Saturday the 9th day before ordinary polling day, Monday the 7th day before ordinary polling day, and on Friday the 3rd day before ordinary polling day.

19.3. In addition to the times set out in section 19, the Municipal Electoral Officer may designate such other times to hold advance polling as in his or her opinion are necessary or convenient.

20. Mobile Polling Stations

20.1. A mobile polling station shall be provided at the locations set out in Schedule 2 of this bylaw.

20.2. Voting at a mobile polling station shall be conducted during a time specified for holding advanced polling under section 19.

20.3. A deputy returning officer and a poll clerk shall conduct the voting process at a mobile polling station.

20.4. While the mobile polling station is open, the deputy returning officer and poll clerk may:

a) suspend temporarily the voting in the polling station; and

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b) with the approval of the person in charge, and accompanied by an officer of the facility or nursing home, carry the ballot box, poll book, ballot papers, and other necessary election documents from room to room in the facility, and take the votes of the persons who are qualified to vote in the polling station;

c) notwithstanding section 50 of the *Municipal Election Regulations* the deputy returning officer and poll clerk shall not allow a polling station established in a hospital to be open unless a representative of the hospital is present in the room or area where the polling station is located.

20.5. The procedure to be used in taking the vote at a mobile polling station shall be in the same manner as provided in the *Municipal Election Regulations*.

20.6. Votes cast at a mobile polling station shall be counted at the same time and according to the same procedure set out in the *Municipal Election Regulations*.

20.7. Voting at the Queen Elizabeth Hospital, and the Provincial Palliative Care Centre mobile polls shall be conducted on Election Day between the hours of 9:00 am and 1:00 pm.

PART VII – MAIL-IN BALLOTS

21. Definitions

21.1. In this part:

a) "application for registration and mail-in ballot" means an application completed by an elector for registration in an electoral ward and a mail-in ballot;

b) "bylaw" means this bylaw;

c) "certificate envelope" means the prescribed envelope form supplied by the Municipal Electoral Officer in which the inner envelope is placed by the elector;

d) "elector" means a person entitled to vote pursuant to section 31 of the Act;

e) "hours of the day" and all other references to time relate to local time;

f) "inner envelope" means the prescribed envelope form supplied by the Municipal Electoral Officer in which a ballot paper is to be enclosed after the ballot paper has been marked and before the ballot paper is transmitted to the Municipal Electoral Officer or Returning Officer in an outer envelope;

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g) "mail-in ballot" means the ballot papers supplied to electors who are eligible under these Rules;

h) "outer envelope" means an envelope supplied by the Municipal Electoral Officer for the transmission of a ballot paper after it has been marked and enclosed in an inner envelope and certificate envelope;

i) "polling day" means the date fixed pursuant to section 37 of the Act for holding the poll at an election;

j) "validated application for registration and mail-in ballot" means that the ward has been entered on the application and signed by the returning officer;

22. Administration

22.1. The Municipal Electoral Officer shall exercise general direction and supervision over the administration of this Part.

22.2. For the purpose of carrying into effect these Rules or in order to adapt these Rules in respect of a particular circumstance, the Municipal Electoral Officer may issue such instructions as necessary in order to execute their intent.

22.3. ~~Information to poll clerk (6)~~ The Municipal Electoral Officer shall, immediately before the opening of the polling stations, provide a list of the names of persons who applied for and were issued mail-in ballots to the poll clerk at each polling station.

23. Qualification

23.1. An elector who ordinarily resides in the City and who is not subject to any disqualification set out in this Bylaw is qualified to vote at an election in accordance with this Part if that person's application for registration and mail-in ballot is received by 6:00 p.m. at the office of the returning officer or Municipal Electoral Officer on or before the 13th day before polling day.

24. Application for Mail-In Ballot

24.1. To be included on the list of electors, an elector must file with the Municipal Electoral Officer or returning officer an application for registration and mail-in ballot containing such information in such form as the Municipal Electoral Officer may require.

24.2. Once an elector's application for registration and mail-in ballot has been accepted, that elector may only vote by mail-in ballot.

25. Additional Information

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25.1. The Municipal Electoral Officer may, where an application for registration and mail-in ballot does not contain all the required information, request, by notice in writing, the applicant to provide the Municipal Electoral Officer with the required information.

26. Application Approval

26.1. The Municipal Electoral Officer shall, after issuing the writs and on approval of an application for registration and mail-in ballot, send to each elector, at the address set out in the application that has been provided by the elector, a ballot paper and an inner envelope, certificate envelope and an outer envelope in the prescribed form.

27. Casting of Vote

27.1. An elector who receives a ballot paper shall mark the ballot paper by making a cross with a black lead pencil within the space on the ballot paper containing the name and particulars of the candidate for whom he or she intends to vote.

27.2. After casting a vote, an elector shall fold the ballot paper in the same manner as the ballot paper was received and place the ballot paper in the inner envelope, seal the inner envelope and place it in the certificate envelope, which the elector shall sign, date and seal.

27.3. An elector shall transmit the certificate envelope to the Municipal Electoral Officer or returning officer by hand, in the envelope provided by mail or through any other prepaid system of delivery.

27.4. A mail-in ballot must arrive at the office of the Municipal Electoral Officer or returning officer not later than 12 noon on Monday ordinary polling day in order to be counted.

27.5. For the purposes of these mail-in voting rules, the elector is solely responsible for ensuring that the application for registration and mail-in ballot is completed and received by the Municipal Electoral Officer or returning officer within the time period specified.

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28. Incarcerated Persons

28.1. Every person who is incarcerated in a provincial correctional institution, a federal penitentiary or a youth custody facility and who is otherwise qualified to vote under this bylaw is entitled to vote under this Part.

28.2. An incarcerated elector is not entitled to vote under this Part unless that person has signed an application for registration and mail-in ballot pursuant to section 24.

28.3. An incarcerated elector is entitled to vote under these Rules only for a candidate in the ward in which is situated the place of ordinary residence of the incarcerated elector as shown on the application for registration and mail-in ballot made by the elector under section 24.

28.4. Prior to 6:00 p.m. on the 13th day before ordinary polling day an incarcerated elector wishing to vote must file with the returning officer or Municipal Electoral Officer an application for registration and mail-in ballot indicating the city, town, village or other place in Canada, with street address, if any, province and postal code in which is situated:

a) the residence of the elector prior to being incarcerated;

b) the residence of a spouse, parent or dependent of the eligible elector;

c) the place of arrest of the elector; or

d) the last court where the elector was convicted and sentenced.

28.5. For the purposes of completing the application for registration and mail-in ballot, the place of ordinary residence of an incarcerated elector is the first of those places listed in clauses 28.4(a) to (d) that is known to the elector.

29. Application to be Validated

29.1. All applications for registration and mail-in ballot shall be validated with the name of the ward in which is situated the residence shown in the application and such application shall be signed and dated by the returning officer who validates the application.

30. Special Instructions for this Part

30.1. The Municipal Electoral Officer shall, for the purposes of this Part, prescribe:

a) security instructions for the safekeeping of ballot papers, inner envelopes, certificate envelope, and all other election documents; and

b) instructions for the receiving, sorting and counting of the mail-in ballots.

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31. Deadline for Receipt of Mail-In Ballot Papers

31.1. Only ballot papers received by the Municipal Electoral Officer before 12 noon on Monday, ordinary polling day, may be counted.

32. Envelopes

32.1. Every certificate envelope received by the Municipal Electoral Officer shall bear on the back of the envelope in the space provided the date and time received by the Municipal Electoral Officer and his or her initials.

32.2. Notwithstanding section 32.1, no envelope shall be rejected by reason only that the Municipal Electoral Officer, or designated Elections P.E.I. personnel, has not placed his or her initials upon the envelope.

32.3. A certificate envelope shall be laid aside unopened where, during the receiving and sorting of certificate envelopes, it is determined on examination of a certificate envelope that:

a) in respect of any vote, a certificate envelope does not bear the signature of the elector;

b) the correct ward of the elector whose ballot is contained in the certificate envelope cannot be determined;

c) the certificate envelope has been received by the Municipal Electoral Officer after 12 noon on Monday ordinary polling day; or

d) the certificate envelope relates to a ward in which a candidate has died between nomination day and polling day.

32.4. Where, after receiving and prior to counting the certificate envelopes, it is ascertained that an elector has voted more than once, the certificate envelopes relating to that elector shall be laid aside unopened.

32.5. Where a certificate envelope is laid aside unopened pursuant to section 32.3 or 32.4:

a) the certificate envelope shall be endorsed by the Municipal Electoral Officer with the reason why it has been laid aside;

b) in the case of a certificate envelope laid aside pursuant to section 32.4, the ballot paper contained in the certificate envelope shall be deemed to be a spoiled ballot.

32.6. The Municipal Electoral Officer shall ensure that the mail-in ballot envelopes returned to the office of the Municipal Electoral Officer are kept sealed and in safekeeping until the envelopes are delivered to the designated returning officer.

Proposed Amendments

32.7. The mail-in ballot envelopes shall be delivered to the designated returning officer prior to the time and place designated for counting the election ballots.

32.8. All mail-in ballot envelopes received after the prescribed deadline shall remain sealed and be kept separate and shall be initialed by the Returning Officer and marked with the date and time of their receipt.

33. Accepting and Counting Mail-In Ballots

33.1. The Municipal Electoral Officer shall set aside a mail-in ballot if:

a) the elector's identification does not correspond to the application received at the office of the Municipal Electoral Officer;

b) more than one mail-in ballot has been issued to an elector;

c) the elector was not registered in the ward prior to the deadline; or

d) the outer envelope was received after the prescribed deadline pursuant to section 27.4.

33.2. The Municipal Electoral Officer will deliver all mail-in ballots in their inner security envelope to the Returning Officer who will keep the ballots secured until they are delivered to the advance counting team at the place and time designated for counting advance ballots.

33.3. At the time for counting the election ballots and in the presence of the poll clerk and agents the deputy returning officer shall:

a) open the inner envelope, remove the ballot; and

b) affix his or her initials to the ballot and without opening it place the ballot in the advance poll ballot box.

34. Mail-In Ballot Offences

34.1. Any person is guilty of an offence who:

a) attempts to obtain or communicate any information as to the candidate for whom any ballot paper has been marked by an elector;

b) interferes with, or attempts to interfere with an elector when marking a ballot paper, or otherwise attempts to obtain any information as to the candidate for whom any elector is about to vote or has voted;

c) knowingly applies for a ballot paper to which that person is not entitled;

d) makes any untrue statement in the application signed by that person to obtain a mail-in ballot;

Proposed Amendments

e) prevents or endeavours to prevent any elector from voting at an election.

34.2. Every person is guilty of an offence where, in order to induce or compel an elector to vote for any candidate or to refrain from voting, or on account of the elector having voted for any candidate or refrained from voting at an election, the person, directly or indirectly, personally or through any other person:

a) uses or threatens to use any force, violence or restraint, inflicts or threatens to inflict any injury, damage, harm or loss or in any manner practices intimidation on or against an elector; or

b) by abduction, duress or any false or fraudulent pretense, device or contrivance, impedes, prevents or otherwise interferes with the free exercise of the franchise of an elector.

PART VIII – ELECTION RECORDS

35. Records

35.1. Records pertaining to the election will be destroyed or retained, as the case may be, in accordance with section 87 of the *Municipal Election Regulations* and the Records Retention and Disposal Bylaw and where such bylaw has not yet been enacted, will be retained for at least seven **(7)** years.

PART IX – EMPLOYEE ELECTION ACTIVITIES

36. General

36.1. All employee election activities and interaction with employees relating to elections shall be undertaken in accordance with subsections 35(1) and (2) of the Act.

36.2. The Chief Administrative Officer, ~~Deputy Chief Administrative Officer~~ **Directors** and the Heads of City Departments shall be restricted from participating in any municipal political activity.

PART X – ADMINISTRATIVE

37. Schedules

37.1. ~~The Schedules form part of this bylaw and may be amended by Council from time to time~~ **Council may amend any Schedule attached to this Bylaw by resolution from time to time.**

38. Protection of Privacy

38.1. **Personal information in respect of an elector that is collected or obtained for the purpose of an election**

a) **shall be used only for the purpose for which it was collected or obtained; and**

Proposed Amendments

b) **shall be disclosed only to the Chief Electoral Officer for a purpose for which the Chief Electoral Officer has responsibility under this or any other enactment.**

~~**39. Repeal of Bylaw**~~

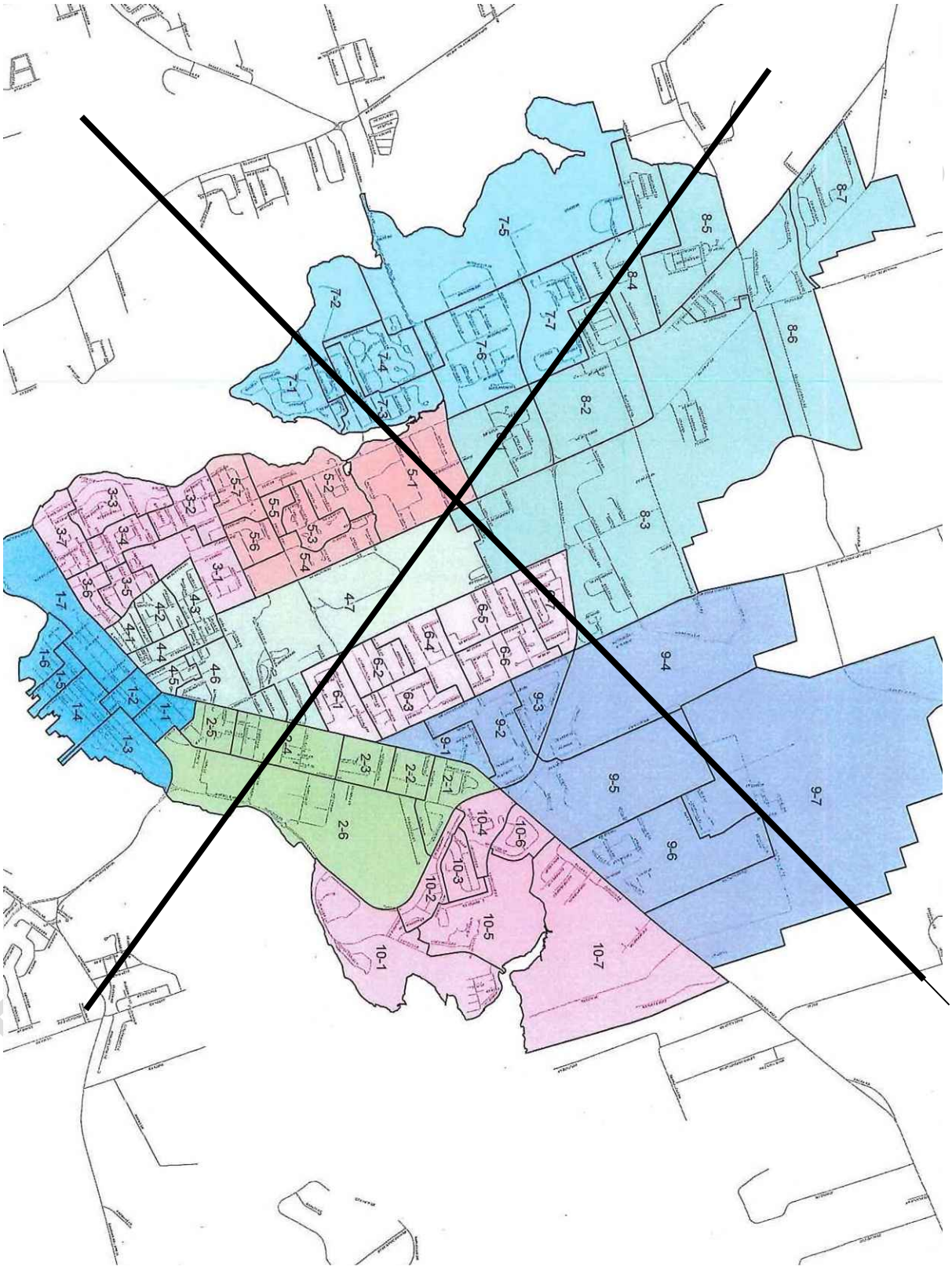
~~39.1. The City of Charlottetown Election Bylaw which was approved and adopted by City Council on August 26, 1997 and amended on:~~

~~AMENDED January 12, 1998 AMENDED February 09, 1998~~
~~AMENDED August 11, 2003 AMENDED February 24, 2004~~
~~AMENDED June 13, 2005 AMENDED September 21, 2006~~
~~AMENDED December 14, 2009 AMENDED April 14, 2014~~
~~EST. August 29, 2018 AMENDED November 1, 2018~~
~~AMENDED April 11, 2022 AMENDED July 25, 2022~~

Proposed Amendments

*"This document is an office consolidation of this Bylaw (~~**amending bylaw adopted 25 July 2022**~~). 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 ~~Records Management Clerk"~~* Procedure & Records Coordinator

~~SCHEDULE 1 – ELECTORAL WARDS~~
~~CITY OF CHARLOTTETOWN ELECTION BYLAW~~



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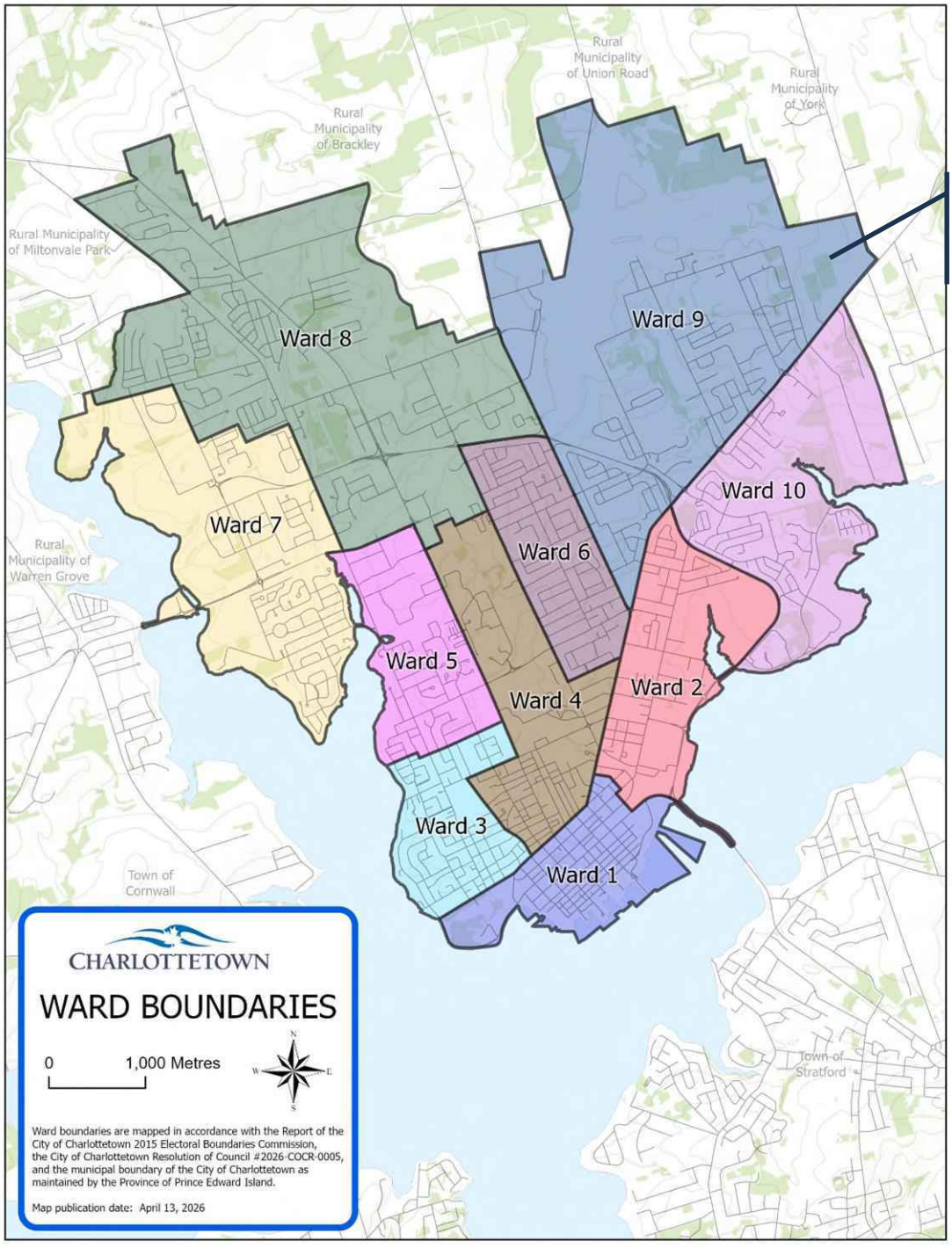


Inclusion of annexed area of Marshfield into Ward 9

SCHEDULE 2 - LOCATIONS OF MOBILE POLLING STATIONS - CHARLOTTETOWN ELECTION BYLAW

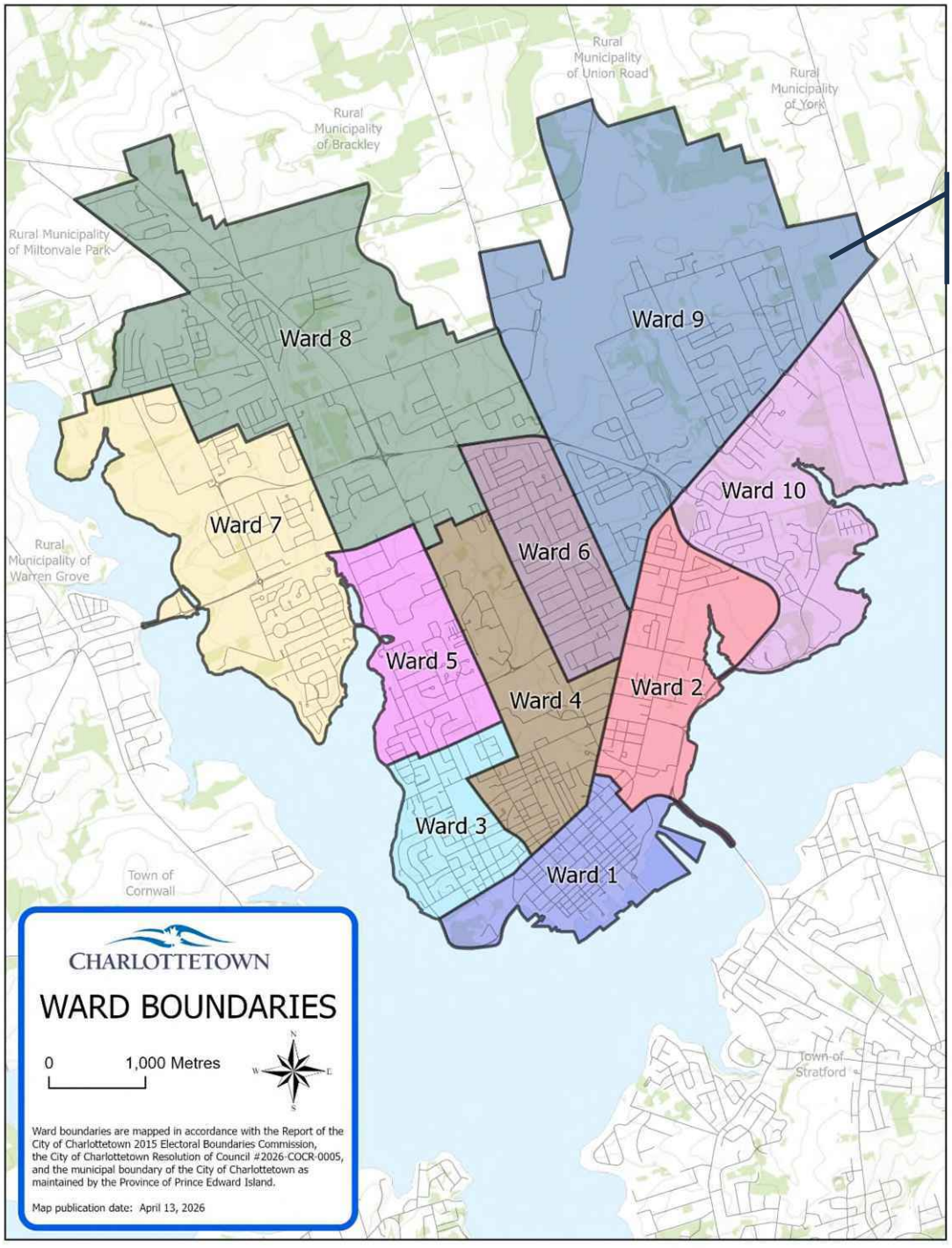
Pursuant to Section 20.1 of the City of Charlottetown Election Bylaw, mobile polling stations to be held at the following locations:

MUNICIPAL ELECTIONS ~~– NOVEMBER 7, 2022~~ NOVEMBER 2, 2026~~–~~ MOBILE POLLS
CHARLOTTETOWN

Ward No.	Ward Name	Name of Facility	Location
1	Queens Square	Langille House	214 Kent Street
1	Queens Square	Smith Lodge	35 Weymouth Street
1	Queens Square	Park West Lodge	22 Richmond Street
1	Queens Square	Heritage Haven Community	37 Grafton Street
1	Queens Square	McQuaid Lodge	36 Kent Street
1	Queens Square	Charlotte Residence	39 All Souls Lane
1	Queens Square	Stamper Residence	29 Fitzroy Street
2	Belvedere	Valley House	92 Longworth Avenue
2	Belvedere	Tenderwood Lodge	15 Hawthorne Avenue
2	Belvedere	Whisperwood Villa	160 St. Peters Road
2	Belvedere	Corrigan Home	22 Hemlock Court
3	Brighton	Champion Lodge	48 Green Street
4	Spring Park	Old Rose Lodge	319 Queen Street
4	Spring Park	Geneva Villa	78 Walthen Drive
4	Spring Park	The Mount Continuing Care	141 Mount Edward Road
5	Ellen's Creek	Garden Home	310 North River Road
6	Mount Edward	PEI Atlantic Baptist Home	16 Centennial Drive
6	Mount Edward	Bevan Lodge	8 Ellis Road
7	Beach Grove	Beach Grove Home	200 Beach Grove Road
7	Beach Grove	Prince Edward Home	75 Maypoint Road
8	Highfield	Andrews of Charlottetown	73 Malpeque Road
10	Falconwood	Hillsborough Hospital	115 Deacon Grove Lane
10	Falconwood	Provincial Palliative Care	93 Murchison Lane
10	Falconwood	Queen Elizabeth Hospital	60 Riverside Drive

Proposed Amendments

SCHEDULE 1 – ELECTORAL WARDS
CITY OF CHARLOTTETOWN ELECTION BYLAW



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10	Falconwood	Hillsborough Hospital	115 Deacon Grove Lane
10	Falconwood	Provincial Palliative Care	93 Murchison Lane
10	Falconwood	Queen Elizabeth Hospital	60 Riverside Drive

Proposed Amendments

City of Charlottetown Committee Report

Report No: SPC&IC-2025-05-002

Date: May 28, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Attachments:

1. Strategic Plan Action Items _ Update May 2026

Reporting Department: Administration

Other Associated Departments: All

Prepared by: Melanie Bailey, Strategic Initiatives Officer

Report Title: Charlottetown Strategic Plan 2022-2026, Progress Report.

Report Purpose:

Provide the *Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC) Committee* an update on the Strategic Plan (2022-2026) Action Items, progress and remaining priorities for 2026.

Staff Recommendation:

That Committee receive this report for the public record and for review and discussion in the shared work of advancing and concluding Charlottetown's Strategic Plan in Q4 2026.

Discussion:

As the City moves into the fourth and final year of the Strategic Plan (2022-2026), 97 action items have seen significant progress. Work is underway across departments to advance the remaining action items in 2026, with a small number identified as requiring additional time.

Progress Update:

Status	18-Sep-25	26-May-26	Total May 2026
1. Complete	51	63	84.54%
2. Nearing Completion	18	19	
3. Expected Late 2026	18	7	7.21%
4. Risk of Completion	10	8	8.25%
Total Actions	97	97	100%

In support of the review and discussion process, please see the attached two-page status report.

Council or Committee History:

- Jan 29 2026, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- September 2025, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- May 26 2025, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee, Introduction of New Business
- January 2023, Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee
- 2022 Strategic Priorities, Communications, and Intergovernmental Cooperation Standing Committee, Progress of Strategic Plan Development

Financial Implications:

n/a

Public Engagement and Communication:

Ongoing communications, sharing Strategic Plan updates, and an updated project page on Charlottetown Hall.

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:

Staff:	**Director/CAO:**
M. Bailey, SIO – May 26, 2026	*Richard MacEwen, DCS – May 27, 2026*

Committee Recommendation: (if differing from staff)

City of Charlottetown
Status of Actions for Strategic Plan 2022-2026

26-May-26

DEPARTMENT	ACTION	Process Step	STATUS	25%	50%	75%	100%	STRATEGIC PILLAR
Administration	**Staffing and Accommodation Plan**	1	Ongoing					Governance and Civic Engagement
	Governance Review	1	Completed					Governance and Civic Engagement
	Bylaw Renewal [2025]	2	Ongoing					Governance and Civic Engagement
	Internal Engagement Strategy	1	Ongoing					Governance and Civic Engagement
	DEI Framework	4	Ongoing activity, budget limitations			Budget Required		Community-Building and Placemaking
	Community Survey (biennial)	3	Preparing RFP					Governance and Civic Engagement
	Initiate Strategic Plan 2027-2031	3	RFP Draft in Review					Governance and Civic Engagement
Communications	**Brand Standards and Guidelines [2023]**	1	Completed					Governance and Civic Engagement
	Community Engagement Platform	1	Completed					Governance and Civic Engagement
	Media Monitoring Services	1	Managed in house					Governance and Civic Engagement
	Daily Media Digest	1	Ongoing					Governance and Civic Engagement
	Annual Budget Survey	1	Ongoing					Governance and Civic Engagement
	Staff Intranet	1	Ongoing					Governance and Civic Engagement
	Council Communications	1	Ongoing					Governance and Civic Engagement
	Media Relations Policy	3	In Progress					Governance and Civic Engagement
	New Website	4	Initiated; Budget Approved					Governance and Civic Engagement
Economic, Tourism, and Cultural Development	**2023 Canada Winter Games - Infrastructure**	1	Completed					Inclusive Economic Growth
	Signature Event Hosting – Enhance	1	Ongoing					Inclusive Economic Growth
	Cultural Policy	1	Completed					Inclusive Economic Growth
	Investment profile	1	Ongoing					Inclusive Economic Growth
	Sport Tourism Strategy – Renew	1	Completed					Inclusive Economic Growth
	Data Mining Practices	1	Ongoing					Infrastructure and the Environment
	Public Art Policy Renewal	1	Completed					Inclusive Economic Growth
	Roadmap to Reconciliation	2	In Progress					Inclusive Economic Growth
	Economic Development Strategy	1	Ongoing					Inclusive Economic Growth
Environment and Sustainability	**Climate Action Plan**	1	Completed; Next Steps Underway					Community-Building and Placemaking
	Community Tree Planting Programs	1	Ongoing					Community-Building and Placemaking
	Food Strategy	4	Ongoing activity, budget limitations			Budget Required		Community-Building and Placemaking
	Natural Asset Management	1	Ongoing					Community-Building and Placemaking
	Urban Agriculture	1	Ongoing					Community-Building and Placemaking
	Sustainable Procurement	1	Completed and with Finance					Inclusive Economic Growth
	Home Flood Rebate Program	1	Ongoing					Infrastructure and the Environment
	Public Transit Master Plan	1	Completed; Next Steps Underway					Infrastructure and the Environment
	Residential Tree Clean Up Program [Fiona]	1	Completed					Infrastructure and the Environment
	Watershed Management	1	Ongoing					Infrastructure and the Environment
	Active Transportation Plan	1	Completed; Next Steps Underway					Community-Building and Placemaking
	Energy Performance Improvements	2	Ongoing					Infrastructure and the Environment
	Tree Inventory & Work Order Management	1	Completed					Infrastructure and the Environment
Finance	**Paperless Accounting Plan**	1	Ongoing					Governance and Civic Engagement
	Procurement Bylaw [Bylaw and Policy]	1	Completed					Inclusive Economic Growth
	Procurement Officer	1	Completed					Governance and Civic Engagement
	Accounting Software	4	Research & Consultations			TBD		Governance and Civic Engagement
	Long Range Budget/Forecasting	3	Ongoing					Governance and Civic Engagement
	Policy Review	2	Ongoing					Governance and Civic Engagement
Fire Services	**Fire Underwriter Survey** (FUS)	1	Completed					Community-Building and Placemaking
	Standard Operating Procedures	4	*Verifying*					Governance and Civic Engagement
	FUS Recommendations Development	1	Completed					Community-Building and Placemaking
	EMO Upgrade [Bylaw, Plan, Training, MOU]	1	Completed					Governance and Civic Engagement
	Fire Master Plan	4	Ongoing Discussion			TBD		Governance and Civic Engagement
	Records Management	3	Reviewing Software Options		Staff Required			Governance and Civic Engagement
Human Resources (HR)	**Electronic Payroll System**	1	Completed					Governance and Civic Engagement
	Employee Engagement Survey	1	Completed Survey & Next Steps					Governance and Civic Engagement
	Police/Fire Recruitment Initiatives	1	Completed Survey & Next Steps					Community-Building and Placemaking
	Leadership Development	2	Ongoing					Governance and Civic Engagement
	Performance Management	2	Ongoing					Governance and Civic Engagement
	Recruitment and Retention Strategy	3	Testing New Initiative					Governance and Civic Engagement

Information Technology	Cyber Security Updates	1	Ongoing					Infrastructure and the Environment
	Internal Security Audits	1	Ongoing					Infrastructure and the Environment
	Network Modernization	2	Nearing Completion					Infrastructure and the Environment
	VOIP	2	Nearing Completion					Infrastructure and the Environment
	Building Updates	2	Ongoing					Infrastructure and the Environment
Infrastructure and Asset Management	Asset Management Mapping and Info	1	Completed					Infrastructure and the Environment
	Enterprise GIS for City Departments	1	Ongoing					Governance and Civic Engagement
	GIS application for Water & Sewer	1	Completed					Infrastructure and the Environment
	Digital Building Permit System	2	In Progress					Infrastructure and the Environment
	Asset Management Strategy and Plan	3	Completed Phase 1; Next Steps TBD			TBD		Infrastructure and the Environment
Parks and Recreation	Simmons Sports Centre Replacement	1	Completed; Next Steps Underway					Community-Building and Placemaking
	Victoria Park Shoreline Protection	1	Completed; Next Steps Underway					Community-Building and Placemaking
	Parks and Playground Development	1	Ongoing					Community-Building and Placemaking
	Parks and Open Space Master Plan	2	Preparing RFP					Community-Building and Placemaking
Planning and Heritage	Growth Management Study	1	Completed					Infrastructure and the Environment
	Affordable Housing Incentive Program	1	Ongoing					Inclusive Economic Growth
	Zoning & Development Bylaw	2	Final Steps in Progress					Infrastructure and the Environment
	Automated Building Permit System	2	In Progress					Governance and Civic Engagement
	Records Management System	4	Significant Progress; Work Ongoing					Inclusive Economic Growth
	Official Plan	1	Completed					Infrastructure and the Environment
	Housing Accelerator Fund (HAF)	4	Ongoing, Results Dependent					Governance and Civic Engagement
Police Services	Crime Mitigation and Analysis	1	Ongoing					Governance and Civic Engagement
	Road Safety Initiatives	1	Ongoing					Governance and Civic Engagement
	Specialized Policing Services	1	Ongoing					Governance and Civic Engagement
	Guns and Gangs Program	2	Ongoing					Governance and Civic Engagement
	Safe Schools and Communities Initiatives	1	Complete					Governance and Civic Engagement
	Policing Review	2	Ongoing [**Province** is leading]					Governance and Civic Engagement
Public Works	5-Year Sidewalks – Capital Plan	1	Completed					Infrastructure and the Environment
	Implement Sidewalk Plan (2024-2026)	2	Ongoing (year 3 of 3 underway)					Infrastructure and the Environment
	Beach Grove Road Culvert Replacement	1	Completed					Infrastructure and the Environment
	Belvedere & St Peters Roundabout	1	Completed					Infrastructure and the Environment
	Eastern Gateway Master Plan	1	Completed [**CADC** is Leading]					Infrastructure and the Environment
	Eastern Gateway: Intersection (Phase 1 and 2)	1	Completed; Phase 3 in process					Infrastructure and the Environment
	Major Road Network Design RFP	2	Ongoing					Infrastructure and the Environment
	North River Road Traffic Plan	1	Completed					Infrastructure and the Environment
	University Avenue Transportation Master Plan	1	Completed					Infrastructure and the Environment
	West Royalty Commercial Area Master Plan	1	Completed					Infrastructure and the Environment
	Parking Strategy	2	Final Presentation June 2026					Infrastructure and the Environment
	Province House Master Plan	2	Nearing Completion [**CADC** is Leading]					Infrastructure and the Environment
Water and Sewer Utility	Inflow Infiltration Reduction	1	Completed; Ongoing Priority					Infrastructure and the Environment
	Water Conservation	1	Completed; Ongoing Priority					Infrastructure and the Environment

1	complete or complete & ongoing.
2	nearing completion, on track for 2026.
3	progress and on track for late 2026, unless another priority is required in place of.
4	risk or dependent on budget.

PROGRESS UPDATE:

Status	18-Sep-25	26-May-26	Total May 2026
1. Complete	51	63	84.54%
2. Nearing Completion	18	19	
3. Expected Late 2026	18	7	7.21%
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Total Actions	97	97	100%

City of Charlottetown Committee Report

Report No: SPC&IC-2026-05-003

Date: May 28, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Reporting Department: Administration

Other Associated Departments: All

Prepared by: Melanie Bailey, Strategic Initiatives Officer

Attachments:

1. **May 28 2026_ Planning for a New Strategic Plan 2027-2031**

Report Title: Planning Charlottetown's New Strategic Plan 2027-2031.

Report Purpose: To provide the *Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC) Committee* with an update on the planning and procurement process for the new Strategic Plan (2027-2031).

Staff Recommendation: That Committee receive this report for review and discussion in support of planning and preparing for the development of the new Strategic Plan (2027–2031).

Discussion:

Administration has initiated planning for the City's 2027–2031 Strategic Plan, with an internal Steering Committee reviewing a draft Request for Proposals (RFP). Following release, the City will invite proposals from qualified consultants that are interested in leading the development of an implementation-focused Strategic Plan grounded in engagement, operational capacity, and Council priorities.

The City will be inviting proposals from consultants that have experience working with municipalities and elected officials, have experience writing municipal strategic plans, have designated a strong facilitator on their project team, can produce high-quality written deliverables, and can synthesize findings into clear and actionable recommendations.

Timeline:

- RFP review complete (May 29 2026)
- RFP issuance (June 4 2026)
- Evaluate and shortlist submissions using an established scoring matrix (early July 2026)
- References will be checked and interviews may be conducted
- Contract award and execution [July 2026]
- Project mobilization and planning (July -August)
- Public and staff engagement, findings, and developing a Strategic Plan framework (Sept - Nov 2026)
- Council direction and drafting a Strategic Plan (Nov 2026 – Jan 2027)
- Draft Strategic Plan (Jan – Feb 2027)
- Refinement and adoption (Mar – Apr 2027)

Outcomes:

- An implementation-focused Strategic Plan, with integrated action, that is resident-informed, staff-informed, and Council-directed.
- Clear, actionable priorities aligned with municipal best practices and operational and financial capacity.
- A strong foundation for decision-making, budgeting, and performance tracking
- A high-quality framework to support future strategic planning cycles.

The resulting Strategic Plan, informed by residents, stakeholders, and staff and directed by Council, will guide the City's strategic direction and action over the next four years.

Council or Committee History:

- Jan 29 2026, Strategic Priorities, Communications, and Intergovernmental Standing Committee Meeting

Financial Implications:

Current budgeted amount; annual planning sessions.

Public Engagement and Communication:

Public engagement and communications are foundational and integrated throughout the Strategic Plan development processes.

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:

Staff:	**Director/CAO:**
M. Bailey, SIO – May 26, 2026	*Richard MacEwen, DCS – May 27, 2026*

Committee Recommendation: (if differing from staff)

Planning and Procuring Charlottetown's Strategic Plan 2027–2031

SPCIC Update: May 28, 2026

Charlottetown's new Strategic Plan (2027-2031)

The City of Charlottetown is initiating the development of its 2027–2031 Strategic Plan at a pivotal time, shaped by a decade of record-level growth, increasing service demands, fiscal constraint, and evolving community priorities.

1. Procurement Approach

An internal steering committee has formed and is reviewing the draft Request for Proposals (RFP). Following this review and procurement's release of the RFP, the City will invite proposals from qualified consultants interested in designing and facilitating wide-ranging engagement and leading the development of the City's next Strategic Plan.

The City is seeking proposals that demonstrate experience working with municipalities and elected officials, demonstrate experience writing municipal strategic plans, have designated a strong facilitator on the project team, have designated a strong business writer on the team, and demonstrate the ability to analyze and synthesize findings into highlights and actionable recommendations.

Upcoming deadlines:

- RFP review complete [May 29 2026]
- RFP issuance [June 4 2026]
- Evaluate and shortlist submissions using an established scoring matrix [early July 2026]
- Following this, references will be checked and interviews may be conducted
- Contract award and execution [July 2026]

The approved project budget is $120,500 + HST with clear expectations written into the RFP requesting detailed cost breakdowns and defined roles within the consultant's project team.

As requested by Committee, cost savings were included in the final and approved project budget through increasing the work that will be done through the Strategic Initiatives Officer, not duplicating the survey process, and leveraging existing and upcoming demographic data being worked on through another city department.

2. Project Mobilization, Planning, and Governance (July – August 2026)

Upon award, the project will be initiated through a kick-off meeting in July 2026. Internally, the project will be led by the Strategic Initiatives Officer and supported by a cross-departmental Steering Committee.

The selected consultant will:

- Provide a project workplan and engagement strategy.
- Participate in bi-monthly check-ins and ongoing coordination.
- Maintain transparent communication on progress, risks, and milestones.
- Prepare for planning sessions with Council (following elections) and incorporate Council updates into the project workplan using a process that includes feedback and refinement of documents being worked on.

This structure ensures both project oversight and alignment between the consultant, Administration, and Council.

3. Engagement, Findings, and a Framework (September – November 2026)

The planning process will prioritize meaningful and inclusive engagement with staff, stakeholders, and residents. Structured engagement sessions, designed and led by the consultant, will be implemented by September 2026.

- A "pilot" staff engagement activity in August, during an all-staff event
- Staff and leadership visioning and planning session(s).
- Stakeholder visioning and planning session.

- Resident engagement opportunities (i.e., pop-ups, drop-ins).
- Integration of findings from a separately procured community survey to prevent survey duplication.
- If approved, interviews with current Council.
- Consideration of election platforms.

This work will generate clear insights into priorities, pressures, and opportunities that are supported by engagement findings, staff input, and post-engagement summaries identifying themes, recommendations, and alignments.

By November and with staff support, the consultant will synthesize information into a *Strategic Plan Framework* that identifies *recommendations* and *options* for strategic priorities and pillars, departmental actions, deliverables, and timelines, and a (refined) vision, purpose, and guiding principles.

The outcomes will be a Strategic Plan framework and preparing for upcoming planning session(s) with Council.

4. Council Direction and Drafting a Strategic Plan (December 2026 – January 2027)

- An early December off-site planning session with incoming Council.
- Following Council direction and review of the framework, the Strategic Plan is drafted (late December).
- Senior leaders will provide input on Council's draft Strategic Plan, with a focus on implementation details and recommending the actions and outcomes that will best achieve Council's priorities.

5. Finalization and Approval (February – April 2027)

This final phase will focus on validation, refinement, and formal approval processes:

- Presentation of the draft Strategic Plan to Council (February 2027)
- Incorporation of feedback and final design (February–April 2027)
- Final Strategic Plan adoption (April 2027)

6. Key Outcomes

- An implementation-focused Strategic Plan, with integrated actions, that is resident-informed, staff-informed, and Council-directed.
- Clear, actionable priorities aligned with municipal best practices and operational and financial capacity.
- A strong foundation for decision-making, budgeting, and performance tracking
- A high-quality framework to support future strategic planning cycles.

This approach ensures a transparent and engagement-driven process that provides the city an opportunity to reassess priorities and respond to the pressures of growth, while ensuring the city remains responsive to the needs of residents. The resulting Strategic Plan, informed by residents, stakeholders, and staff and directed by Council, will guide the City's strategic direction and action over the next four years.

6. Additional Background and Materials

- Charlottetown's Strategic Plan (2022-2026) – *a community for everyone*
- Charlottetown Official Plan (2025)
- Charlottetown's Community Report 2023-24
- Climate Action Plan (2025-2030)

Best Practice Municipal Strategic Plans:

- City of Moncton (integrates other City Plans like Climate Action, Active Transportation, etc.)
- City of Guelph
- City of Saskatoon
- City of Halifax

City of Charlottetown Committee Report

Report No: SPC&IC-2026-05-004

Date: May 28, 2026

Directed to Council through the following Committee: Strategic Priorities, Communications, and Intergovernmental Cooperation (SPCIC)

Attachments: None

Reporting Department: Mayors Office

Other Associated Departments:

Prepared by: Chantal Matheson, ERPCI for Mayor Brown

Report Title: Charlottetown Farmers Market

Report Purpose: That Council consider writing letters of support to Provincial and Federal Governments and Indigenous groups on the rebuild of the Charlottetown Farmers Market.

Staff Recommendation: That Council supports the rebuild of the Charlottetown Farmers Market by writing letters of support.

Discussion: The loss of the Charlottetown Farmers Market due to a fire on Christmas Day last year has created significant hardship for the many farmers, crafts people, and small business owners who rely on the Market for their livelihoods.

Since it opened in 1984, the Market has become a favourite Saturday destination and a popular gathering place for both residents and visitors. It plays an important role in supporting local agriculture, small businesses, food security, tourism, and community life in Charlottetown.

Although the Market is operating in a temporary location, there are fewer vendors selling their goods in smaller spaces resulting in reduced sales and lower revenues. There are about 40 vendors operating at the temporary location, compared with more than 60 at the Belvedere Ave. location. The Market is facing uncertainty about its future and its ability to rebuild.

The Market has become a key part of the social and economic fabric of our city. It connects urban residents with rural producers, provides access to local food products, supports our farmers, and it builds economic resilience by reducing our reliance on large grocery retailers.

Over the years, the Market created an important space for building social connections in our community. It provided a welcoming place to meet friends and neighbours for a coffee, a meal, and to catch up with one another. Its loss has been felt by many people in our city and across the province.

It is proposed that the City of Charlottetown support the Charlottetown Farmers Market in its efforts to begin the process of rebuilding and resuming operations as soon as possible.

Council or Committee History: n/a

Financial Implications:

n/a

Public Engagement and Communication: n/a

Legislative Authority:

Municipal Government Act (MGA)

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other.
Our Commitments - Transparency to strengthen accountability and trust.
Pillars:
- Governance and Civic Engagement
- Community Building and Placemaking
- Inclusive Economic Growth
- Infrastructure and the Environment

Reviewed By:

Staff:	**Director/CAO:**
Chantal Matheson – May 28, 2026	Richard MacEwen – May 28, 2026

Committee Recommendation: (if differing from staff)

PROTECTIVE AND
EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
June 9, 2026

The Protective & Emergency Services Committee met May 19, 2026 and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

DRAFT

Protective & Emergency Services Committee
Tuesday, May 19, 2026
11:30 AM – Parkdale Room

Present: Mayor Philip Brown**,** Member at Large (arrived at 11:58am)
Councillor Julie McCabe, Chair
Councillor Kevin Ramsay, Member at Large
Councillor Bob Dorion, Member at Large (Telecom)

Also: Richard MacEwen, DCS
Tim Jenkins, AFC
Sean Coombs, APC
Jill Stewart, EA
Todd Sutcliffe, BO
Tracey McLean, PRC

Regrets: Brad MacConnell, CAO
Kent Mitchell, DFC
Jackie Torraville, EA

1) Call to Order
Councillor Julie McCabe, Chair, called the meeting to order at 11:37 AM.

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

3) Approval of Agenda
Councillor Julie McCabe, Chair requested that agenda item (d), "Proposed New City Bylaw – Feeding Wild Birds Bylaw," be moved to item (a). It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the agenda be approved as amended. Motion carried.

4) Approval of Minutes
It was moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the minutes from April 21, 2026 be approved. Carried.

5) Business Arising from Minutes
No business arising from the minutes.

6) Reports/Discussions:

a. Proposed new City Bylaw – Feeding Wild Birds Bylaw
Cst. Todd Sutcliffe, Bylaw Officer, presented the report.

Staff provided an update regarding proposed amendments related to the feeding of birds. Reference was made to the April 21, 2026 P&E Committee meeting, where concerns were raised that the proposed amendments to the Nuisance Bylaw may be overly broad and could unintentionally restrict common and acceptable practices such as feeding songbirds or using hummingbird feeders.

Staff advised that bylaws from other municipalities, including Windsor, Tillsonburg, and North Bay, Ontario, as well as Yarmouth, Nova Scotia, were reviewed to assist in developing a clear and enforceable framework. Staff noted that Yarmouth has a standalone Feeding Wild Animals Bylaw that includes specific provisions related to bird feeding, permitted feeders, cleanup requirements, and nuisance prevention measures.

Based on the review, staff recommended that a standalone Feeding Wild Birds Bylaw would provide a more appropriate and effective approach than amendments to the Nuisance Bylaw, as it would allow for clearer definitions and exemptions for commonly accepted bird-feeding practices.

Committee agreed to proceed with the development of a standalone Feeding Wild Birds Bylaw and directed that the draft bylaw be forwarded to legal counsel for review prior to Council consideration.

b. Operational Report

Acting Fire Chief Tim Jenkins presented the report.

The report highlighted the number of fire/general inspections, fire investigations, education sessions, and emergency responses. Additional areas noted included training and department activities.

He acknowledged and congratulated Firefighter II Kevin MacArthur on his retirement after 42 years of dedicated service. He also noted that Deputy Chief Kent Mitchell remains out of the office while recovering from health challenges, and the department wishes him a speedy recovery and return to duty.

c. Vacant Building Inventory

Acting Fire Chief Tim Jenkins presented the report.

The list of current vacant buildings was reviewed; no action was required at this time.

d. Community Policing Update

Acting Police Chief Sean Coombs presented the report.

Administration provided an update regarding ongoing efforts related to the "Safe Spaces for Everyone" initiative launched in summer 2023 to address homelessness impacts, improve downtown safety, and support safe and accessible public spaces.

Committee was advised that Council previously directed Charlottetown Police Services (CPS) to develop and publicly share a community action plan and key performance indicators addressing illicit drug use and related illegal behaviours to help residents feel safer in their homes and neighbourhoods.

CPS noted that a community town hall was held on September 5, 2023, to gather feedback from residents and businesses regarding crime and safety concerns in the downtown and surrounding areas.

Committee received an overview of CPS' ongoing proactive and reactive policing efforts, including:

- daily foot and bike patrols in the downtown area;
- engagement with residents and businesses;
- participation in partner meetings related to the Community Outreach Centre and Park Street Shelter;
- involvement with the Downtown Charlottetown Coalition and PEI BRIDGE Situation Table;
- enhancements to the e-watch camera program; and
- ongoing monitoring of monthly crime statistics and trends.

CPS advised that efforts continue to focus on intelligence-led policing, targeted enforcement, crime prevention, and collaboration with community partners and service providers.

Committee was further advised that new PEI Policing Standards will require regular community safety surveys and annual public reporting on policing priorities and outcomes, which will support future planning and community engagement efforts.

It was noted that call volumes in the area have decreased, representing a positive trend, although continued efforts and resources are still required to address underlying social vulnerabilities and public safety concerns.

Action Items

- Continue designated police foot patrols within the Park Street area.

- Implement neighbourhood resident checks to gather community feedback, concerns, and desired outcomes.
- Distribute community handouts encouraging residents and businesses to report incidents directly to police.
- Ensure all reported concerns generate police occurrence files and receive follow-up contact from a police officer.
- Expand the public awareness campaign through additional signage and the distribution of informational materials, including fridge magnet resources and community safety information.
- Monitor and evaluate the effectiveness of implemented community safety initiatives and report back to Committee as appropriate.

Mayor Philip Brown brought up Bill 103, officially known as An Act to Amend the Child, Youth and Family Services Act, a private member's bill introduced in the Prince Edward Island legislature by Liberal MLA Carolyn Simpson.

It unanimously passed the legislature in late May 2026, granting authorities and police greater power to return runaway minors to their home.

Mayor Philip Brown asked Acting Police Chief Sean Coombs whether he had responded to the MLA's request. Acting Police Chief Sean Coombs said a response had been sent on behalf of the PEI Chiefs of Police.

7) New Business

Councillor Justin Muttart sent a request to Councillor Julie McCabe to explore what is happening in Edmonton around the areas of influence based on a CBC article. Councillor Julie McCabe asked Acting Police Chief Sean Coombs to provide an update at the next Committee meeting.

8) Adjournment

Moved by Councillor Kevin Ramsay and seconded by Councillor Bob Dorion that the meeting be adjourned. Carried.

The meeting adjourned at 12:18pm

City of Charlottetown Committee Report

Report No: 05-2026-04

Date: May 19, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Reporting Department:
Protective and Emergency Services

Other Associated Departments:
Administration

Prepared by:
Tracey McLean, Procedure & Records Coordinator

Attachments:

- Draft Feeding Wild Birds Bylaw
- P&E Services Committee Report (April 21, 2026)
- Bylaw Development Policy #P-ADMIN-04

Report Title:
Proposed new City bylaw – Feeding Wild Birds Bylaw.

Report Purpose:
To present the draft Feeding Wild Birds Bylaw for Committee's review.

Staff Recommendation:
To present the draft Feeding Wild Birds Bylaw for Committee review and to obtain direction and feedback on establishing a standalone bylaw rather than addressing the matter through amendments to the Nuisance Bylaw.

Report Details:
Proposed amendments to the Nuisance Bylaw regarding feeding of birds was discussed at the April 21, 2026 P&E Committee meeting (Report attached).

During that meeting, 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. The Committee requested that staff revise and clarify the proposed amendment(s) before bringing it forward again.

Staff examined bylaws from other jurisdictions (Windsor, Tillsonburg, & Northbay, ON) to support the development of a clear and enforceable bylaw framework. Note: Yarmouth, NS has a standalone Feeding Wild Animals Bylaw which includes detailed provisions for bird feeding, including permitted songbird feeders, cleanup requirements, and nuisance prevention measures.

Based on this review, a standalone Feeding Wild Birds Bylaw may provide a more appropriate and effective approach than amendments to the Nuisance Bylaw. A standalone bylaw would allow for clearer definitions and exemptions for commonly accepted bird-feeding practices. If the Committee agrees to proceed with the establishment of a standalone bylaw, it is recommended that following Committee review and, prior to Council consideration, a draft be forwarded to the City Solicitor for examination and comment in accordance with the City's Bylaw Development Policy.

If the Committee prefers to proceed with incorporating the proposed amendments into the Nuisance Bylaw, as outlined in the April 21, 2026 Committee report as Option #1, staff will bring the amendments forward at the next Protective & Emergency Services Committee meeting.

Council or Committee History:
April 21, 2026 – Two options were presented to the Committee regarding feeding birds.
Option #1 – adopt the proposed amendments to the Nuisance Bylaw or
Option #2 – establish a new bylaw

Financial Implications:
None at this stage.

Public Engagement and Communication:
N/A

Legislative Authority:
Municipal Government Act (RSPEI 1988, c M-12.1)

Strategic Alignment:
Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7).
Our Commitments - Transparency to strengthen accountability and trust (Page 8).
Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11).

Reviewed By:

Manager	**Director/CAO**
S.Coombs	B. MacConnell

Committee Recommendation: (if differing from staff)

City of Charlottetown
Feeding Wild Birds Bylaw
Bylaw # 2026-FWB-01

Draft Version #1

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

1. Title

1.1. This bylaw shall be known as, and may be cited as, the "Feeding Wild Birds Bylaw".

2. Purpose

2.1. The purpose of this Bylaw is to regulate the feeding of wild birds in order to prevent nuisances, protect public health and safety, minimize the attraction of pests and wildlife, and maintain clean and enjoyable properties within the City of Charlottetown.

3. Authority

3.1. Section 180 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., where Council may pass bylaws and provide services for municipal purposes respecting:

i. 180(a) - the safety, health and welfare of people and the protection of persons and property;

ii. 180(i) - nuisances, loitering, dangerous or unsightly property, noise, pollution and waste in or on public or private property;

iii. 180(l) - subject to the Pesticides Control Act, the control, health and safety of, and protection from, wild and domestic animals, including insects and birds.

4. Interpretation and Application

4.1. This Bylaw applies to all owners, occupiers, tenants, and persons feeding wild birds on any public or private property within the City of Charlottetown. No person shall feed or permit the feeding of wild birds except in accordance with this Bylaw.

5. Definitions

5.1. In this Bylaw:

a) "Act" means the Municipal Government Act of Prince Edward Island;

b) "Bird Feeding Device" means any structure, container, platform, tube, feeder, or apparatus used to dispense or make food available to birds;

DRAFT

c) "Feed" or "Feeding" means placing, depositing, distributing, or scattering any food or edible material for consumption by wild birds, whether intentionally or negligently;

d) "Hummingbird" means any small nectar-feeding bird of the family Trochilidae;

e) "Nuisance" means any condition, odor, sound or substance which unreasonably interferes with the enjoyment of life or property within the City of Charlottetown;

f) "Owner" includes:

i. A tenant, lessee, or other person in possession or occupancy of the subject property; and

ii. An executor, administrator, trustee, agent or other person managing the subject property for the registered Owner;

g) "Songbird" means a small perching bird commonly kept at backyard bird feeders, but does not include pigeons, seagulls, crows, ravens, waterfowl, or birds of prey.

h) "Wild Bird" means any non-domesticated bird living freely in a natural environment.

6. Permitted Feeding Conditions

6.1. No person shall feed wild birds except Songbirds or Hummingbirds in accordance with this Bylaw.

6.2. No person shall feed a Songbird or Hummingbird unless the following feeding requirements are met by the person:

a) The person has the permission of the owner or occupant of the property where the feeding takes place;

b) The food intended for the Songbird or Hummingbird is placed in a bird feeding device that is elevated and maintained in a manner that minimizes access by wildlife and nuisance animals;

c) Bird feeding practices shall not attract pigeons, gulls, crows, ravens, or other nuisance or scavenging birds.

d) All bird feeding areas and feeding devices shall be maintained in a clean and sanitary condition. Spillage of food upon the ground is removed by the person or property owner or occupier shall be promptly removed and disposed of in such a manner that it does not attract wildlife, feral or stray domestic animals;

DRAFT

e) No person shall place bird feed directly on the ground; and

f) Bird feeding activities shall not interfere with the normal use or enjoyment of any other property.

7. Enforcement and Penalties

7.1. This Bylaw may be enforced by a Bylaw Enforcement Officer, Peace Officer, or any person appointed by the City for the purpose of enforcing municipal bylaws.

7.2. Any person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to a fine of not less than $200.00 and not more than $1000.00.

8. Effective Date

8.1. This Feeding Wild Birds Bylaw, # 2026-FWB-01, shall be effective on the date of approval and adoption below.

First Reading:
This Feeding Wild Birds Bylaw, #2026-FWB-01, was read a first time and approved by a majority of members present at the Council meeting held on the ____day of _____, 2026

Second Reading:
This Feeding Wild Birds Bylaw, #2026-FWB-01, was read a second time and approved by a majority of members present at the Council meeting held on the _____day of _____, 2026

Approval and Adoption by Council:
This Feeding Wild Birds Bylaw, #2026-FWB-01, was adopted by a majority of Council members present at the Council meeting held on the _____day of _____, 2026

9. Witness the corporate seal of the City below:

_____ _____

Mayor **Chief Administrative Officer**

This Feeding Wild Birds Bylaw, #2026-FWB-01 adopted by the Council of the City of Charlottetown on the ____ of _____, 2026 is certified to be a true copy.

_____ _____

Chief Administrative Officer **Date**

City of Charlottetown Committee Report

Report No: 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.

attachment

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

attachment

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)	

attachment

CITY OF CHARLOTTETOWN POLICY

Policy Title: BYLAW DEVELOPMENT POLICY	Policy Number: P-ADMIN-04
Approved By: City Council	Approval Date: Aug. 12, 2025
Related Legislation: Municipal Government Act of PEI Related Bylaw:	

1.0 PURPOSE

1.1 The purpose of this policy is to establish a standardized process for developing, reviewing, and enacting municipal bylaws to ensure transparency, consistency, and compliance with applicable legislation.

2.0 SCOPE

2.1 This policy applies to all bylaws proposed, amended, or repealed by the municipality, including those initiated by Council, staff, or public request.

2.2 This policy does **not** apply to the development, review, or adoption of municipal planning documents (e.g., Official Plan, Zoning Bylaw, or Secondary Plans) that are governed by the requirements of the **Municipal Government Act** and the **Planning Act**. These documents shall follow the statutory process established in provincial legislation, including public notice, consultation, and approval requirements.

2.3 This policy does **not** apply to minor bylaw amendments in which no impact is anticipated on community stakeholders or the business community.

3.0 DEFINITIONS

3.1 **Bylaw** – A municipal regulation passed by Council under the authority of provincial legislation to govern matters within the municipality's jurisdiction.

3.2 **Implementation Plan** – A document outlining the steps, resources, timeline, and responsibilities necessary for enforcing and administering a bylaw.

3.3 **Originating Department** – The municipal department responsible for proposing, drafting, and coordinating a new bylaw or bylaw amendment.

3.4 **Scoping Report** – A detailed analysis of the potential financial implications of all proposed options for addressing a specific issue, including direct and indirect costs, implementation expenses, and any potential revenue implications.

attachment

3.5 **Senior Administrative Team (SAT)** – A group of senior municipal staff, led by the Chief Administrative Officer, responsible for the internal review of proposed bylaws and related materials.

3.6 **Stakeholder** – Any individual, group, organization, or agency, internal or external to the municipality, that is affected by or has an interest in a proposed bylaw.

4.0 GUIDING PRINCIPLES

4.1 Transparency: The bylaw development process shall be open and accessible to the public.

4.2 Consistency: Bylaws shall align with municipal goals, existing regulations, and best practices.

4.3 Accountability: Council and staff shall ensure due diligence in research, consultation, and compliance.

4.4 Fiscal Responsibility: Council and staff shall prioritize the efficient use of municipal resources by evaluating the financial implications of proposed bylaws and seeking cost-effective and sustainable regulatory solutions.

5.0 INITIATION OF A NEW BYLAW OR BYLAW AMENDMENT

5.1 A new bylaw or an amendment to an existing bylaw may be initiated through one of the following methods:

5.2 **Recommendation from Council**

a) A member of Council may propose a new bylaw or an amendment to an existing bylaw by bringing forward a motion at a Council meeting.

b) If the motion receives Council approval, staff shall be directed to research and draft the proposed bylaw or amendment.

5.3 **Staff Recommendation**

a) Municipal staff may identify a need for a new bylaw or an amendment to an existing bylaw due to legislative changes, operational requirements, or public concerns.

5.4 A report outlining the rationale, implications, and recommended approach shall be prepared and submitted to the **Senior Administrative Group (or Chief Administrative Officer [CAO])** for review.

a) Prior to initiating a new bylaw, the originating department shall prepare a Scoping Report outlining all reasonable policy and regulatory options considered in response to the issue or opportunity.

attachment

b) The Scoping Report must include:
   I. A description of each option evaluated, including maintaining the status quo.
   II. A summary of advantages and disadvantages for each option from legal, operational, financial, and community perspectives.
   III. Estimated short- and long-term costs related to implementation, administration, and enforcement including consideration of financial sustainability and impacts on the municipal budget.
   IV. Identification of potential funding sources or revenue mechanisms (e.g., fees, fines, grants).
   V. A clear rationale for the recommended course of action, justifying its selection over alternative options.

c) The Scoping Report shall be submitted alongside the initial report required under Sections 5.2.b or 5.3.a for review by the Senior Administrative Group (or CAO). If the recommendation is supported, it shall be forwarded to Council for consideration.

5.5 If the recommendation is supported by the Senior Administrative Group (or CAO), it shall be forwarded to Council for consideration.

6.0 WRITING OF BYLAWS

6.1 Responsibility for Drafting

a) Bylaws shall be written by staff from the originating or lead department responsible for the subject matter of the bylaw.

6.2 Coordination and Numbering

a) The originating department shall contact the Procedure and Records Coordinator to assist with the bylaw drafting and approval process.

b) The **Procedure and Records Coordinator** shall assign a bylaw number, which must be used on all related documents.

6.3 Internal Consultation

a) The originating department shall consult with all affected municipal departments involved in the licensing, administration, remedy, and enforcement of the bylaw.

b) The draft bylaw shall be circulated to these departments for review and comment to ensure it is enforceable and administratively feasible.

6.4 Consultation with Committees of Council

a) The originating department shall consult with any **Committees of Council** that have a stake in the bylaw to ensure alignment with municipal priorities and objectives.

attachment

6.5 Consultation with External Stakeholders

a) Where appropriate, the originating department shall consult with external stakeholder groups affected by the proposed bylaw.

b) Methods of consultation may vary and are at the discretion of the originating department.

6.6 Financial Considerations, Fee Structures, and Implementation Plan

a) The originating department, in consultation with internal and external stakeholders, shall examine anticipated costs for implementation and enforcement.

b) The department shall recommend any applicable fees or charges associated with the bylaw that support cost recovery where feasible.The originating department shall draft an implementation plan outlining the steps, responsibilities, timeline, and resources required for the effective enforcement and administration of the bylaw.

c) The originating department shall draft an implementation plan outlining the steps, responsibilities, timeline, and resources required for the effective enforcement and administration of the bylaw, while balancing service delivery and financial sustainability.

6.7 Review by the Senior Administrative Team

a) Once the bylaw has been drafted, the originating department shall prepare and submit:
   I. The draft bylaw
   II. A draft staff report
   III. An implementation plan

b) These documents shall be forwarded to the Senior Administrative Team for review and comment.

6.8 Review by City Solicitor

a) Once reviewed by the Senior Administrative Team, the originating department shall forward the draft bylaw to the City Solicitor for review and comment.

6.9 Approval and Submission to Council

a) After the Senior Administrative Team approves the bylaw and implementation plan, the originating department shall forward the staff report and draft bylaw to the appropriate Standing Committee of Council.

attachment

b) The Standing Committee shall review the bylaw and make recommendations before forwarding it to City Council for consideration.

7.0 APPROVAL BY COUNCIL

7.1 The bylaw must be read and formally approved by a majority of the Council members present and voting on two (2) separate occasions at meetings of the Council held on different days.

7.2 After the bylaw is read a second time, it is formally adopted by Council.

7.3 The adopted bylaw must be signed by the mayor and CAO and sealed with the municipality's seal.

8.0 IMPLEMENTATION AND COMMUNICATION

8.1 The municipality shall ensure appropriate publication and communication of the bylaw to the public and stakeholders.

8.2 Training or guidance materials may be developed to support enforcement and compliance.

9.0 REVIEW AND AMENDMENTS

9.1 All bylaws shall be reviewed periodically to ensure continued relevance and effectiveness.

9.2 Amendments shall follow the same process outlined in this policy.

10.0 COMPLIANCE AND ENFORCEMENT

10.1 The municipality shall ensure mechanisms are in place for the enforcement of bylaws.

10.2 Compliance measures, penalties, and dispute resolution processes shall be clearly outlined in each bylaw.

attachment

City of Charlottetown Committee Report

Report No: 05-2026-01

Date: May 19, 2026

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

Reporting Department:
Charlottetown Fire Department

Other Associated Departments:
None

Prepared by:
AFC T. Jenkins

Attachments:
- None

Report Title:
Operational Report

Report Purpose:
Provide operational response information and fire prevention activities.

Staff Recommendation:
That Council receives this report as information.

Report Details:

	April	YTD
General Inspections	8	33
Hazard Compliance Orders	9	30
Inspections Closed	4	30
Fire Investigations	1	3
Plan Reviews/permits/consults	11	57
Drill sessions	4	12
Inspector Callouts	12	27

Emergency Response	**April**	**YTD**	**Change Yr/yr**
Engine 1	33	166	2%
District 1	8	41	-66%
District 2	35	123	19%
Total	**90**	**330**	**-5%**

Rescue boat tender has been issued and closes on Monday, May 25, 2026.

Due to a vacancy, a Platoon Chief's position has been posted and closed on May 14, 2026.

Due to an extended leave and current operational demands, a 12-month term Deputy Chief's position has been posted and closes Monday, May 25, 2026.

The Truck 4 build committee has been informed that this apparatus will not be available for delivery until the fall of 2027.

Radio replacements to upgrade our communications system to the Atlantic Provinces Public Safety Radio Network are in progress. Our entire in-service radio inventory will be replaced through Federal and Atlantic standing offers with the current budget.

Training: Our recent batch of recruits has successfully completed their practical work and exams; we look forward to adding 5 members to our volunteer ranks.

Competitions are ongoing to fill open Volunteer officer positions.

High-rise, pet CPR, live fire & auto extrication evolutions occurred in the past month. Several Members will be travelling to Wolfville for FDIC conference in early June.

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 returns to duty.

Congratulations to Firefighter II Kevin MacArthur on his retirement after 42 years of dedicated service to the Charlottetown Fire Department.

Our team has significantly increased our social media presence and has received a great response, thanks to our communications department for the help!

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:

City of Charlottetown Committee Report

Report No: 05-2026-02

Date: May 19, 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:
Vacant Building Inventory

Report Purpose:
For information.

Staff Recommendation:
That Council receives this report as information.

Report Details:

List of Abandoned (Vacant) Buildings Within the City of Charlottetown:

- **31 Kirkwood Dr. -** Hazard Compliance issued on the date March of 2025 to the owner. Per Council, Owner has 18 months from the issued date to comply, then Council will make a decision on how to address the noted property. The building is secured**.**
- **54 Maple File -** closed - Moved
- **15/17 Sydney St. -** Hazard Compliance issued on the date of November 2025 to the property owner. Per Council - Owner has 18 months to comply; Understood that the noted property has been sold, attempting to locate the new owner. Building is secured.
- **334/336/338 University Ave.** Hazard Compliance order issued on the date April 2025. Per Council - Owner has 18 months from the issued date to comply, then Council will make a decision on how to address the noted property. The building is secured.
- **247 Mount Edward Rd.** The building is in the process of being moved, scheduled for the week of May 19th**.**

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 AFC T. Jenkins	**CAO** B. MacConnell
Committee Recommendation: (if differing from staff:	

City of Charlottetown Committee Report

Report No: 05-2026-03

Date: May 19, 2026

Directed to Council through the following Committee:
Protective & Emergency Services Committee

Attachments:
- Area crime statistics

Reporting Department:
Police Services

Other Associated Departments:
N/A

Prepared by:
S. Coombs, Interim Chief of Police

Report Title:
Community Policing Update

Report Purpose:
To provide Council with an update on CPS's actions and initiatives related to Community Policing surrounding the Community Outreach Centre and Park Street Shelter.

Staff Recommendation:
That the Report be received for information.

Report Details:

Background

In the summer of 2023, the "Safe Spaces for Everyone" initiative was launched with the goal of reducing the impacts of homelessness in our city by creating safe and welcoming spaces for people to live, work, and visit. The initiative also aimed to support livable neighbourhoods, enhance downtown safety, and ensure that parks and green spaces remain safe and accessible for everyone to enjoy**.**

At the Regular Meeting of Council on August 14, 2023, a Notice of Motion was brought forward by Deputy Mayor Jankov that:

That Council direct Police Services to create and share with the Public, a community plan that addresses illicit drug use and related illegal behaviours, to help residents feel safer in their homes and neighbourhoods.

At the Special Meeting of Council on August 28, 2023, the following resolution passed:

That Police Services create and share with the Public, a community action plan and key performance indicators that addresses illicit drug use and related illegal behaviours to help residents feel safer in their homes and neighbourhoods.

To support this work, CPS hosted a community town hall meeting on September 5, 2023, to discuss crime and safety concerns in the surrounding area in order to identify needs and address issues. The meeting drew a large crowd and a significant amount of interest from the local community.

Based on the minutes from the Regular Meeting of Council on September 11, 2023, it was indicated that the Chief would bring forward a report on this item noting it would take some time to compile.
CPS' is committed to proactive and reactive crime prevention, enforcement and education.

By working collaboratively with the community, partner agencies and service providers, CPS can better address issues and concerns raised by residents and business owners to help build a community where everyone feels safe.

Due to the complex nature of these issues, CPS' has continued to direct dedicated efforts and resources to this area, along with focused efforts on intelligence and targeted techniques. It is also worth noting that CPS' efforts are guided by crime stats, trends and information that are continually reviewed by various units within the department.

CPS' dedicated efforts include:

- assigning to officers to daily (foot and bike) patrol in this area, which includes the downtown
- proactively engaging with residents and businesses in the area
- assigning a dedicated CPS officers to participate in regular meetings (partner and security) related to the Community Outreach Centre and Park Street Shelter
- participating in Downtown Charlottetown Coalition meetings
- dedicating an officer to participate in the PEI BRIDGE Situation Table
- enhancing the eWatch camera program in the area
- compiling monthly crime stats and identifying trends for this area – see Attachment 1

CPS remains committed to addressing and supporting the concerns of the area but recognizes the need for continued efforts and resources that address the root cause and social vulnerabilities.

Additionally, the new PEI Policing Standards identify two collaborative initiatives that will inform CPS's priorities and strategic approach to crime prevention, enforcement and education. Firstly, police services must complete a community survey at a minimum of every four years to identify community safety needs, concerns and expectations regarding policing. The other related requirement is to provide an annual report to their communities on the results and progress made towards achieving the identified public safety priorities and objectives. Together these initiatives will help strengthen CPS' focused-efforts and proactive measures to addressing public safety and the needs of the community.

As reflected in the statistics provided, the number of calls has decreased, which represents a positive outcome, although there is still more work to be done.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment: Governance and Civic Engagement **Guiding Principles:** Safety in all we do. People-focused always. Accountable to residents, ourselves and each other.	
Reviewed By:	
Interim Chief S. Coombs	**CAO** B. MacConnell
Committee Recommendation: (if differing from staff)	

Street Shelter & Outreach Center Statistics

Background

The Homeless Shelter was established on Park Street on December 9, 2022. The Outreach Centre was subsequently relocated to Park Street on March 23, 2024. Following the establishment and relocation of these services, Charlottetown Police Services implemented targeted monitoring and outreach initiatives aimed at reducing community impacts while supporting vulnerable individuals accessing the facilities.

Community Impact - Calls for Service

Area / Location	Time Period	Calls for Service
Surrounding Neighbours & Businesses	Apr 2024 - Mar 2025	962
Surrounding Neighbours & Businesses	Apr 2025 - Mar 2026	600

Police statistics demonstrate a notable reduction in calls for service within the surrounding community area, decreasing from 962 calls to 600 calls year-over-year (37.6% reduction). This reduction reflects the positive impact of proactive policing and community engagement initiatives.

Outreach Centre Calls for Service

Year	Calls for Service
2023	1064
2024	795
2025	469

Calls for service at the Outreach Centre have shown a steady decline over the past three years, dropping from 1,064 calls in 2023 to 469 calls in 2025 (55.9%).

Park Street Shelter Calls for Service

Year	Calls for Service
2023	348
2024	221
2025	175

Calls for service related to the Park Street Shelter have also decreased significantly (49.7%), demonstrating continued progress in reducing impacts associated with the facility.

Key Findings

- A small number of clients frequenting the Shelter and Outreach Centre are responsible for a disproportionate number of police interactions.
- Police statistics indicate that approximately 13-15 individuals account for nearly 50% of all related calls for service.
- These individuals often present with complex challenges including addiction, mental health illness, and chronic social instability.
- Long-term solutions require a coordinated multi-agency response involving policing, healthcare, mental health services, addictions support, housing agencies, and programs such as the Bridge Program.

2026 Safe Spaces for Everyone Initiative

- Continued designated police foot patrols within the affected Park Street area.
- Implementation of new neighbourhood resident checks to better understand community concerns, expectations, and desired outcomes.
- Distribution of community handouts encouraging residents and businesses to report all incidents of concern directly to police.
- All reported concerns will generate police occurrence files and will be accompanied by follow-up contact from a police officer.
- Expansion of the public awareness campaign through increased signage and the distribution of informational material, including fridge magnet resources and community safety information.

Conclusion

The statistical reductions observed across the Park Street Shelter, Outreach Centre, and surrounding community demonstrate measurable progress resulting from proactive policing, community partnerships, and targeted outreach initiatives. Continued collaboration between police, social service agencies, healthcare providers, and community stakeholders will remain essential in addressing the complex needs of high-frequency clients while ensuring the safety and quality of life of residents and businesses in the area.

PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
June 9, 2026

The Parks, Recreation and Leisure Activities Committee met jointly with the Public Works Committee on Monday, June 1, 2026, and the DRAFT minutes are included in your meeting package.

One (1) resolution, report and relevant material related to the Sherwood Sport and Recreation Complex Master Plan will be found in the Public Works Committee package.

The Youth Engagement Committee met on April 16, 2026, and the DRAFT minutes are included in your package.

Respectfully submitted,
Councillor Kevin Ramsay, Chair

DRAFT

Joint Committee Meeting
Public Works Committee
&
Parks, Recreation & Leisure Activities Committee
Monday, June 1, 2026
12:00 PM, Parkdale Room, City Hall

Present: **Chair, Kevin Ramsay**
Chair, Councillor Mitchell Tweel
Councillor Justin Muttart
Councillor John McAleer
Councillor Bob Doiron (T/C)

Also: **Ylber Gashi, PW Manager**
Frank Quinn, PRLA Manager
Christopher Drummond, PRLA Assistant Manager
Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Nancy McMinn, PRLA Superintendent
Mike White, PRLA Arenas Superintendent
Berry Genge, PW Junior Engineer
Deelle Hines, PRLA Administrative Assistant
Amber Robb, PW Administrative Assistant

Regrets: **Mayor Philip Brown**
Councillor Terry Bernard

(T/C indicates present via teleconference)

1. Call to Order
Councillor Ramsay, PRLA Chair, called the meeting to order at 12:00 PM.

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

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

4. Approval of Minutes
The draft PRLA Committee Minutes from April 10, 2026 have been deferred to a future PRLA meeting, as quorum was not met to approve them.

Moved by Councillor Muttart and seconded by Councillor McAleer that the draft Public Works Meeting Minutes from April 22, 2026 be approved. Carried.

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

6. Reports/Discussions

a) Sherwood Sport and Recreation Complex Master Plan – Next Steps

Chair Tweel and Chair Ramsay asked the Public Works (PWM) and Parks, Recreation & Leisure Activities (PRLAM) Managers to speak to the report. Key points from the discussion as follows:

- The project is a joint initiative between Public Works and Parks and Recreation focused on a master plan for the Sherwood Recreation Centre area, including Cody Banks Arena.
- Staff presented next steps for the Sherwood Sport and Recreation Complex Master Plan following Councils initial review. The recommendation is for Council to:
    - Receive the master plan, "What we heard" report and the Cody Banks Arena Building Condition Assessment (BCA)
    - Approve proceeding with schematic and detailed design (via RFP) for a new community center to replace Sherwood Rec Hall, using existing budget.
    - Use the BCA to guide phased capital repairs to Cody Banks Arena (estimated at $4.7M, over 10 years), extending its life 15 or more years rather than replacing it immediately.
- The new community center is the priority and may allow for a future arena connection. Design details and costs will be refined through public engagement and a Class C estimate.

  The discussion highlighted
    - Strong public engagement and support for moving forward with the project.
    - The arena is structurally sound but in "poor" condition overall; upgrades will improve it to "good" condition.
    - Building a new arena now is not required; long-term replacement remains a future option.
    - Site constraints and potential land expansion are factors.
    - Council will ultimately approve future capital funding once design and cost estimates are finalized.
- Chair Tweel reaffirmed his long-standing commitment to eventually replacing the Cody Banks Arena with a modern facility, noting this has been a priority for several years. He emphasized to ward Councillor Doiron that the goal remains important and has not been forgotten. Councillor Doiron acknowledged and appreciated this continued commitment and support.

Moved by Councillor McAleer and seconded by Councillor Muttart that:

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

And that,

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

b) PRLA – National Private Corporate Event Request to Serve Alcohol at Confederation Landing.

Chair Ramsay asked the PRLA Assistant Manager (PRLAAM) to speak to the report. PRLAAM Drummond spoke to the report. Key points from the discussion as follows:

- Staff received a request related to a national conference event in Charlottetown on September 19, 2026, which includes a closing dinner at Confederation Landing. The event organizers are seeking approval to serve alcohol in the park, as required by city policy.
- The request, submitted by the event caterer has gone through the special event process, with tent approval pending. Staff are recommending that Council approve the alcohol service with the event scheduled from 5:00PM to 11:00PM (last call at 10:45PM)

The report has been deferred to a future PRLA meeting as quorum was not met to advance it to Council.

c) PW – Rectangular Rapid Flashing Beacons (RRFB) Procurement
Chair Tweel asked the Public Works Manager (PWM) to speak to the report. PWM Gashi spoke to the report. Key points from the discussion as follows:

- Staff proposed sole sourcing a specific model of Rectangular Rapid Flashing Beacons (RRFB's) used at crosswalks to improve pedestrian safety. The recommendation is based on consistency with existing city and provincial equipment, proven performance, ease of maintenance, and potential cost savings through bulk purchasing.
- The request at this stage is only to approve the sole-source approach – not the number of units or total cost. RRFB's typically cost about $3,000 per unit ($6,000 per crosswalk plus installation).
- Councillor Muttart emphasized that the flashing crosswalk beacons are effective safety tools and should receive increased funding. He noted the city installs them in small numbers despite relatively modest costs, and argued that greater investment is justified - especially compared to larger spending on things like studies. He suggested prioritizing more installations in the next capital budget cycle to better address safety needs.
- Councillor's supported the motion, emphasizing the importance of pedestrian safety, growing demand for these devices, and the need to invest more in them given traffic concerns and unsafe driving behaviors.

Moved by Councillor Muttart and seconded by Councillor McAleer that "Rectangular Rapid Flashing Beacons (RRFB) Procurement" be forwarded to Council for approval. Carried

d) Advisory Board Minutes
Youth Engagement Committee – April 16, 2026
Civic Board for Persons with Disabilities – April 21, 2026, and May 19, 2026

Minutes were provided for information purposes, there was no additional discussion.

7. Introduction of New Business
There was no new business discussed.

8. Adjournment
Moved by Councillor McAleer and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 12:45 PM.

Youth Engagement Committee
Thursday, April 16, at 5:00 pm
West Royalty Room, City Hall, 199 Queen Street

Present:	Deelle Hines (Notetaker)	Max MacDonald
	Neveah Murray	
Regrets:	Ye Ding	Marina Simon

1. **Call to Order**

   Max called the meeting to order at 5:04pm

2. **Declarations of Conflict of Interest**

   Max MacDonald works for IRSA and is a member of a new band called Yoko Homies.

3. **Approval of Minutes from March 26, 2026**

   All members approved the minutes from the previous meeting.

4. **Approval of Agenda**

   All members agreed to approve the agenda.

5. **Event Discussions**

   a. **UPEI Food Bank Donations**

   Deelle let the committee know that the food bank items were dropped off to the UPEI Food Bank last weeks by a member of the Parks and Recreation Department.

   b. **Island Trails PEI Collaboration.**

   This item was not discussed as Marina was not at the meeting and she was looking into this.

   c. **Gifts from the Heart Collaboration.**

   This item was not discussed as Marina was not at the meeting and she was looking into this.

d. Fusion Partnership Ideas

Deelle reached out to Cecila, chair of Fusion, but she has not heard back yet. Will revisit this later.

e. Political Event for Youth

Deelle shared that she recently spoke with Councillor Norman Beck regarding this item. Councillor Beck mentioned Erin Camponi, who is part of the Legislative Assembly of Alberta and works with youth interested in politics. He wanted to remind the committee of her name, as she could be a valuable contact to consult about this idea.

Max reached out to the Political Science Society at UPEI. While the group is still active, many of its members graduated this year. Max gathered information about the types of events they typically organize, which fall into two categories:

1. Events for youth who are already engaged in politics
2. Events for youth who are not yet engaged in politics

One notable event they hosted was "Pints and Politicians" at a local bar, which attracted approximately 50–100 attendees—an excellent turnout. Their programming primarily focused on provincial and federal politics.

The committee discussed the importance of encouraging youth participation at the municipal level, where they can have a more direct impact on their communities. With a municipal election approaching, there is interest in leveraging this opportunity to increase youth engagement in local politics.

The committee is currently exploring the best approach, whether by organizing an event or partnering with an existing group, to effectively engage youth in the upcoming election. It was noted that meeting youth where they are—such as within schools—may be the most effective strategy, as it can be challenging to encourage attendance at standalone events. Further brainstorming will be needed to determine the best path forward.

f. Open Discussion

Deelle connected with the City's Communications Department to discuss upcoming initiatives. The City is in the process of developing a new website and is also looking to strengthen its social media strategy, particularly to better reach the youth demographic. Jessica Bradley has offered to attend the next Youth Engagement Committee meeting to gather feedback on both

the website and social media. It is important that youth perspectives are included so the City can identify more effective ways to engage this audience.

Neveah has been in contact with Modo Yoga and Lululemon regarding potential collaboration opportunities. Lululemon is hosting a running event on May 2, and the committee felt this would be a strong partnership opportunity, as it aligns well with the target demographic. Collaborating on this event could provide valuable visibility and engagement. Suggested ideas included setting up a refill station or hosting a "Heal" (recovery) activation following the run. These events typically attract large crowds, making them an excellent opportunity to connect with youth and raise awareness of the Youth Engagement Committee. Deelle will explore what opportunities may be possible.

6. **Introduction of New Business**

   None

7. **Motion to Adjourn**

   All members agreed to adjourn the meeting at 5:46pm.

WATER & SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
JUNE 9, 2026

The Water & Sewer Utility Committee met on May 20, 2026, and the minutes have been included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Wednesday, May 20, 2026
Council Chamber – City Hall, 199 Queen Street
12:00PM

DRAFT

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

Regrets: Brad MacConnell, Chief Administrative Officer

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

2. Approval of Agenda
It was moved by Mayor Philip Brown and seconded by Councillor John McAleer that the agenda be approved as presented. Carried.

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

4. Adoption of Minutes
It was moved by Mayor Philip Brown and seconded by Councillor John McAleer that the minutes of March 12, 2026, be approved. Carried.

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

6. Reports/Discussions

a. Drought Contingency Plan
Joshua McInnis presented the Utility's draft Drought Contingency Plan. The plan has been prepared as part of the groundwater extraction permit renewal process with the Department of Environment and is intended to ensure that actionable measures are in place to protect groundwater resources and aquatic environments during mild to severe drought conditions.

The plan integrates several existing guiding documents, including the Water and Sewer Master Plans, the City of Charlottetown Growth Management Study, the Charlottetown Region Housing Needs Assessment, and related documents. It identifies water sources in Suffolk, Brackley, Union, and Miltonvale; outlines current and anticipated water demand; reviews vulnerability, fire flow, storage capacity, power loss, and mitigation measures; and references seasonal, mandatory, and enforced water restrictions under the Water and Sewer Bylaw.

Committee discussion noted that the Utility's current water supply and fire flow capacity appear to be in good order, while recognizing that future growth and high-water-demand industrial uses would need to be reviewed against system capacity if proposed. Discussion also referenced the importance of backup generators for wastewater lift stations and potential future coordination with neighboring municipalities on water supply and conservation education.

The Chair requested that the plan be circulated to Council in advance of the Council meeting to allow additional review time.

b. Wellfield Protection - Update

Joshua McInnis provided an update on wellfield protection and land procurement initiatives. The Utility, the City's Sustainability Department, and the Nature Conservancy of Canada collaborated on communications to landholders with property located primarily within the 250-day travel zone of the wellfield protection areas.

Thirteen parcels, involving twelve separate landowners, were identified across the Suffolk, Union, Brackley, and Miltonvale wellfield areas. Information was mailed to the landowners on April 30, 2026. Two landowners had responded to date, including one in Union and one in Suffolk, and preliminary discussions will be held to provide additional information and determine whether there is interest in land acquisition or other conservation options.

Committee members asked whether the communication was an expression of interest in purchasing land or primarily an information-sharing exercise. Staff advised that the letter did both: it expressed interest in discussing potential acquisition where landowners were willing, and it offered information and resources related to conservation, reforestation, and protection of water resources.

Staff advised that any potential acquisition would return to Committee with details regarding acreage, location, valuation, and cost before proceeding.

c. Winter River Tracadie Bay Watershed Association Funding

Joshua McInnis presented the funding request from the Winter River Tracadie Bay Watershed Association to increase annual funding from $32,000 to $45,000. Staff advised that the Utility has $56,000 approved in its operational budget for grant funding, and that the requested increase can be accommodated within the existing allocation.

Committee discussion referenced the Association's previous presentation and the fact that its funding level has remained unchanged for many years. Members expressed support for the increase and acknowledged the importance of watershed groups in protecting drinking water resources. Discussion also clarified that funding requests from watershed groups located within City boundaries are handled through the Environment and Sustainability area, while this request relates to watershed protection work connected to Utility wellfields outside the City's boundaries.

A process question was raised regarding why this request does not proceed through the City's standard grants process. Staff noted the separate corporate and budget structure of the Water and Sewer Utility, and members discussed that future alignment of process may be worth considering.

DRAFT

Staff advised that the funding increase would be actioned following the meeting through the appropriate internal process.

d. Request For Service - PID 1010313

Joshua McInnis presented a request for water service for PID 1010313, located at 391 Brackley Point Road outside City limits in the community of Brackley. The report identified the property as operating as a garden centre and indicated that water service would be extended to the shop. All costs for the development would be borne by the property owner, and the customer would be charged the 25% surcharge for service provided outside the City.

Committee members asked for clarification regarding the current status of the property and whether it remains a garden centre, noting that the property appeared to have recently changed hands or changed operations. Staff advised that the nature of the business does not change the service request in principle, but agreed to confirm the current status of the property before the matter proceeds to an upcoming meeting of Council.

e. Fibre Optic Project - Update

Joshua McInnis provided an update on the Fibre Optic Project. A meeting was held on April 14, 2026 with members of the project team, including representatives from Utility Corridor Corporation (UCC), Coles Associates, Cox & Palmer, the City, and the Water and Sewer Utility. The meeting covered contractual obligations, completed and outstanding project scope, outstanding damages, timelines for repairs, timelines to complete remaining work, anticipated hurdles, and the draft Indefeasible Right of Use (IRU) document.

UCC was asked to provide, within two weeks, a written response outlining the timeline, scope, and intention to complete outstanding items and repairs. On May 7, 2026, an estimated schedule was provided, indicating repairs from the end of May through July and completion of outstanding work by the end of September. Outstanding items include bringing fibre into various structures, demarcation, measuring signal losses, preparing as-built information, and splicing at locations affected by damage. Comments on the draft IRU document were received on May 12, 2026 and are under review.

Committee members expressed significant concern and frustration regarding the ongoing delays, the inability of Eagle Engineering to proceed with the Value for Money Audit due to lack of physical access to infrastructure, and questions regarding responsibility, liability, asset ownership, and the role of Williams Murphy & MacLeod as the primary contractor. Discussion included whether the City or Utility can legally access the infrastructure for inspection, whether a legal opinion should be obtained regarding ownership and access, whether as-built drawings and GIS/GPS information can be provided to Eagle Engineering, and whether Eagle Engineering remains available to complete the audit if access is delayed.

Administration agreed to seek a legal opinion regarding ownership, access, and liability; request available as-built drawings and GIS/GPS information for the audit; confirm how long Eagle Engineering is prepared to keep its work open; and continue working with Coles Associates as a project contact. Members emphasized that the project remains a priority and that a clear path to resolution is needed.

7. Introduction to New Business

No additional new business was introduced.

8. Adjournment

It was moved by Councillor John MacAleer and seconded by Mayor Philip Brown to adjourn the meeting.

Meeting adjourned at 1:08PM

DRAFT

City of Charlottetown Committee Report

Report No: WSC 19-26

Date: May 20, 2026

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

Attachments:

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Drought Contingency Plan

Report Purpose:
To inform Committee and Council of the Water & Sewer Utility's Drought Contingency Plan

Staff Recommendation:
That City Council adopts the Drought Contingency Plan
(Note: adopted at Special Mtg of Council on May 26, 2026)

Report Details:
The Water & Sewer Utility has drafted a Drought Contingency Plan. This plan has become a requirement for the groundwater extraction permit renewal process with the Department of Environment. Its aim is to ensure actionable plans are in place to appropriately protect groundwater resources and aquatic environments in the event of mild to severe drought conditions.

The plan also integrates several guiding documents the Utility / City have created in recent years (Water & Sewer Master Plans, City of Charlottetown Growth Management Study, Charlottetown Region Housing Needs Assessment, etc.).

Moving forward, the Drought Contingency Plan will be updated as processes and policies change and will form part of the groundwater extraction permit.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
The Public will be advised of the Drought Contingency Plan through the City's website and social media.

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis May 12, 2026	RDM May 19, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 18-26

Date: May 20, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Wellfield Protection – Land Procurements

Report Purpose:
To inform Committee of the Water & Sewer Utility's Plans for Wellfield Protection

Staff Recommendation:
For Informational Purposes

Report Details:
The Utility, Sustainability Department and the Nature Conservancy of Canada (NCC) have collaborated on a communication document for land holders, situated within the 250-day travel zone, for the Wellfield protection areas.

An updated parcel listing has been created, with the focus being on the 250-day travel zone. This has facilitated a direct approach to communication with landowners and has provided information on land use and water protection. 13 parcels of land have been identified (12 landowners), with a portion of the land situated within the 250-day zone. These 13 parcels are spread across the four wellfields, Suffolk, Union, Brackley and Miltonvale.

Information was mailed out to the 12 landowners on April 30th, 2026; to date, the Utility has received inquiries from one landowner in the Union Wellfield area.

The Utility will continue to seek available lands within the wellfield protection zones, with a primary focus on the 250-day travel zone, and will continue to work with neighboring municipalities and the province to further administrative protections for lands not within the control of the City.

Council or Committee History:
Wellfield Protection Plan past reviews.

Financial Implications:
Capital Budget utilization of Wellfield Protection funds

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis May 11, 2026	RDM May 19, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 19-26

Date: May 20, 2026

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

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Attachments:

- Winter River Tracadie Bay Watershed Association Request Letter

Report Title:
Winter River Tracadie Bay Watershed Association Funding

Report Purpose:
To inform Committee of the request for increased funding for the Winter River Watershed Group

Staff Recommendation:
That the funding provided from the Utility to the Watershed Group be increased to $45,000.

Report Details:
A letter has been received from the Winter River-Tracadie Bay Watershed Association (WRTBWA) asking the City for its consideration to provide funding in the amount of $45,000 in order to carry out its work. Funding of $32,000 has been provided to the watershed group for the past number of years.

The WRTBWA has been very active within the watershed and has worked on numerous projects to enhance the watershed where a large proportion of the City's water is extracted. The requested funding will enable projects to continue as it is primarily used for the core expenses that are not eligible for grant funding.

The funding received aided in the completion of numerous projects including but not limited to:

- Continued water monitoring methods including v-notch weirs, depth loggers, collection of TSS samples, monitoring nitrate levels, and headwater surveys.
- Improved water quality by creating brushmats in low flow, silt heavy areas.
- Stream and roadside cleanups were conducted near pumping stations and wellfields.
- Continued with recording crops grown within the watershed (for example looking at crop rotations near Union wellfield) and monitoring priority agricultural fields for erosion issues.
- Aided with the implementation of Water School in March 2025.

Council or Committee History:
Discussed in previous years Council discussions concerning City Grants.

Financial Implications:
$13,000 increase to the Operational budget.

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis May 11, 2026	RDM May 19, 2026

Committee Recommendation: (if differing from staff)

WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Mailing Address:
P.O. Box 87
York, PE
C0A 1P0

Office Location:
13977 St. Peter's Rd
Marshfield, PE

City of Charlottetown
PO Box 98
Charlottetown PEI
C1A 7K2

September 29, 2025

Dear Councillor Bob Doiron and Mayor Philip Brown,

We would like to thank the City of Charlottetown for the financial support in recent years. This letter is a formal request to continue that financial support in the 2025-26 fiscal year.

We have used City funding to help pay for many projects of mutual concern over the years, including forest enhancement work on land around the municipal wellfields, water conservation, student education initiatives, and water quality monitoring. In 2024-25, the funding we received from the City of Charlottetown helped us to complete several projects:

- Over 3,050 trees and shrubs planted on City-owned land, including in patch cuts made within spruce and balsam fir stands, to create diversity and resiliency in a changing climate.
- Continued with water monitoring methods including v-notch weirs, depth loggers, collection of TSS samples, monitoring nitrate levels, and headwater surveys.
- Improved water quality by creating brushmats in low flow, silt heavy areas.
- Shrubs and trees were planted along an active field that neighbours the Union Pumping Station to act as a buffer from silt infiltration.
- Stream and roadside cleanups were conducted near pumping stations and wellfields.
- Conducted invasive species removal on various areas located near Union pumping station, collecting a total of 170 kg of glossy buckthorn plants.
- Continued with recording crops grown within the watershed (for example looking at crop rotations near Union wellfield) and monitoring priority agricultural fields for erosion issues.
- Data sharing on Atlantic DataStream (https://atlanticdatastream.ca/). This is an open-source platform to share water quality data, allowing other researchers and government scientists to incorporate our data into their work. For example, the PEI Government uses our data to inform their Water Quality Report Cards. Our dataset can be found here: https://doi.org/10.25976/k85m-pv46
- Hosted a tree planting event on City land in partnership with Tree Canada, Home Hardware and L.M. Montgomery School. This event included children from both grade 5 and 6 classes.
- Hosted an educational winter hike in February 2025 in partnership with the City of Charlottetown.
- Aided with the implementation of Water School in March 2025.

Your funding is critical, because it can be used for general operating expenses that are rarely covered by external project grants. City funding was primarily used for core expenses, such as equipment for nitrate testing, rental of office space, mileage costs for staff to complete work and professional fees such as an accountant. Following a request from the past chair of Water and Sewer, City funding was not used for any salary related expenses in 2024. Additional funding is always used as leverage to access additional project funds, which multiplies the impact of your funds.

Moving Forward into 2025-26

We would like to formally request funding for the 2025-26 fiscal year. Should we receive this funding, it supports work such as the following:

- Planting 500 trees within land owned by the City of Charlottetown and surrounding pumping stations and wellfields. This is part of the EcoAction funding we have been approved for. Planting will be done in patch cut areas and on invasive species removal sites to decrease chances of erosion near waterways.
- Site preparation on City wellfield properties for tree planting. This includes, patch cuts, thinning, etc.
- Invasive species management on or near City properties and wellfields/pumping stations. Our goal is to remove over 450 Kg of invasive plant material.
- Continue water quality monitoring such as nitrate monitoring and conducting assessments.
- Continue with water quality improvement projects and activities.
- Collecting garbage from streams and roadsides within the watershed, with emphasis on the Brackley and Union Road areas.
- Ongoing landowner engagement and monitoring of potential problems that we discover while our crews work throughout the community.
- Continue partnering with the City of Charlottetown on educational public events.
- Resume educational programs for school children in Charlottetown, in partnership with the City.
- Explore options to work with the City on public awareness campaigns for water conservation.
- Start forest enhancement work as advised by MacPhail Woods' Forest Management Plan
- Other similar projects as resources allow.

Exact activities to be completed may vary based on which grant applications to other funding partners are approved.

We are in the second of a three-year EcoAction project that will allow us to continue our regular work on City land with a focus on the management of invasive species, which is a major focus of the Forest Management Plan created by MacPhail Woods Ecological Forestry Project.

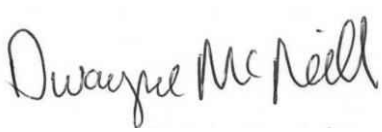
The $32,000 first allocated to WRTBWA in 2011, and for which we have continued to receive in following years, falls short of the value of our current work on City lands due to inflation and the increase in ongoing projects. Therefore, we request the City of Charlottetown to provide our group with $45,000 for the 2025-26 fiscal year.

Going forward, we are interested in receiving feedback on what information you would like in this annual report/request for funding, and what activities the City of Charlottetown would like prioritized. We believe a meeting to discuss these matters would best guide our organization to use these funds to benefit both parties. Please let us know at your earliest convenience when we can meet for this discussion.

If you would like more detailed information on work activities, or budgets, you may contact our Watershed Coordinator, Raena Parent at 782-377-8806 or at info@WinterTracadie.ca

Thank you for helping us to help the watershed.

Sincerely,



Dwayne McNeill, Chair of Board of Directors



Raena Parent, Watershed Coordinator

City of Charlottetown Committee Report

Report No: WSC 17-26

Date: May 20, 2026

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

Attachments:
- Email request for service

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
PID 1010313 – Request for Service

Report Purpose:
To inform Council of the Request for Service to extend water service to PID 1010313.

Staff Recommendation:
That council approves the Request for Service for PID 1010313.
(Note: This was approved at a Special Meeting on May 26, 2026)

Report Details:
A request for water service has been received for 391 Brackley Point Road, PID 1010313, in the community of Brackley.

The property is currently operating as a gardening center; the service will extend to their shop.

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

Council or Committee History:
N/A

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

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
May 19, 2026 Joshua McInnis	RDM May 19, 2026

Committee Recommendation: (if differing from staff)

attachments unless you recognize the sender and know the content is safe.

---------- Forwarded message ---------
From: [redacted]
Date: Fri, Apr 17, 2026 at 9:31 AM
Subject: Municipal water hook up request
To: <mpiggot@charlottetown.ca>

Hi Mike,

I am requesting to be hooked up to the Charlottetown municipal water at 391 Brackley Point Road. We would be looking to install a 1" line to our shop. [redacted] will be our contractor.

For any questions, please respond by email or call my cell at [redacted]

--
Sincerely,
[redacted]

--
Sincerely,
[redacted]

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: WSC 21-26

Date: May 20, 2026

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

Attachments:
- N/A

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Joshua McInnis, Utility Manager

Report Title:
Fibre Optic Project Update

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

Staff Recommendation:
For Informational Purposes

Report Details:
On April 14th, 2026, the Water & Sewer Utility had facilitated a meeting with the various members of the fibre project team; attendees included Daniel Mullen (Utility Corridor Corporation – UCC, Sub-Contractor to WMM), Nazmi Lawen (Coles Associates, Contract Administration and Inspection), Jordan Brown (Cox & Palmer, City Lawyer), Richard MacEwen (City of Charlottetown) and Joshua McInnis (Water & Sewer Utility). Due to circumstances beyond our control, Rodney Murray (Williams, Murphy & McLeod – WMM, Prime Contractor) and Brad MacConnell (City of Charlottetown), were unable to attend the project meeting; both have been in communication since and are up to speed on the meeting details.

The meeting was led by Nazmi Lawen and covered topics including contractual obligations, project scope completed, project scope outstanding, any outstanding damages, timelines to repair damages, timelines to complete outstanding scope items, foreseen hurdles and discussion on the IRU document.
Daniel Mullen was given 2 weeks to provide a written response outlining the timeline, scope and intention to complete any outstanding items and any required repairs. On May 7th, 2026, Daniel Mullen provided an estimated timeline for repairs and completion of outstanding items. There are several areas requiring repairs due to infrastructure being damaged by contractors; UCC is responsible for seeking compensation from the responsible parties.

The provided schedule estimated repairs to take place end of May through July. Concurrently, work on outstanding items is to take place; this work was estimated to take until end of September to complete. Outstanding items include bringing fibre into the various structures and demarcation, measuring signal losses, prepare / provide as-builts, and performing splicing at locations previously affected by damages.
In addition to the above, Daniel was to have his lawyer provide final comments on the draft IRU document. Comments were received May 12th, to be reviewed by the Utility in the near future.

Nazmi Lawen has been the point of contact since the April 14th meeting and has been in contact with WMM regarding all items discussed; WMM is working with UCC to have the outstanding items completed.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

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

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

Reviewed By:

Manager	**CAO/Director**
Joshua McInnis May 19, 2026	RDM May 19, 2026

Committee Recommendation: (if differing from staff)

ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
JUNE 9, 2026

The Economic, Tourism & Cultural Development Committee met on May 12, 2026, and the Arts Advisory Board met on April 13, 2026. These minutes have been included in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair

DRAFT

Economic, Tourism & Cultural Development Committee Meeting
Tuesday, May 12, 2026
12:00 PM – Council Chamber

Present:	**Chair, Councillor Terry Bernard**	**Councillor Kevin Ramsay**
	Councillor Mitchell Tweel	**Mayor Philip Brown (12:20)**
	Brad MacConnell, CAO	**Wayne Long, ET&CDM**
	Charlotte Nicholson, EM&TO	**Doug Dumais, C&EC**
	Cindy MacMillan, ER&PCII	
Also:	**Jessica Bradley, SCO**	**Brenden Sommerhalder, MQO Research**
	Jenene Wooldridge, Sega Consulting	
Regrets:	**N/A**	

1. Call to Order
Councillor Bernard, Chair, called the meeting to order at 12:00PM.

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

3. Approval of Agenda
Councillor Bernard, Chair, requested that agenda item (b) Curling Venue Survey Results be moved to the top of the agenda. It was moved by Councillor Ramsay and seconded by Councillor Tweel that the agenda be approved as amended. Carried.

4. Approval of Minutes
It was moved by Mayor Brown and seconded by Councillor Ramsay that the minutes from February 25, 2026, be approved as circulated. Carried.

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

6. Presentation/Report

a) Curling Venue Survey Results
At the request of the Chair, the Committee agreed to move this presentation ahead of the Reconciliation Roadmap Phase I presentation. Staff presented the results of the community survey regarding the potential development of a dedicated curling venue in Charlottetown. The survey was launched on March 2, 2026, through the City's digital engagement platform, with hard copies also available at City Hall, and closed on March 23, 2026. A total of 1,142 responses were received. Staff advised that the three multiple-choice questions produced generally consistent results, with approximately 77% of respondents in favor and approximately 20% to 22% opposed.

There was discussion on the survey process, including whether respondents were required to be Charlottetown residents. Staff confirmed that the survey was open to anyone who accessed the Charlottetown Hall platform, and that no login or registration was required.

The Chair thanked staff for the work completed and indicated that the results would be discussed at Council and forwarded to Parks and Recreation for further deliberation.

b) Reconciliation Roadmap Phase I Presentation

Doug Dumais introduced the Reconciliation Roadmap Phase I work and acknowledged that the project supports commitments in the City's strategic plan, official plan, climate action plan, and cultural policy. The project is intended to support the development of a local framework for partnership with Indigenous communities toward reconciliation. The Phase I work is focused on engagement with local Mi'kmaq leadership and City staff to define the scope and path forward for Phase II, which will be the development of the City's first Reconciliation Roadmap.

Jenene Waldridge, Sega Consulting, and Brenden Sommerhalder, MQO Research, presented the preliminary Phase I findings. The presentation emphasized that the current report is a baseline assessment and not the final Roadmap. The work to date was based on a review of City planning and strategic documents, committee materials, internal kick-off notes, and a scan of comparator municipalities. The findings identified existing strengths, including a strategic mandate for reconciliation, internal ownership, planning and reporting infrastructure, introductory training and learning opportunities, and policy and procurement entry points.

The presentation also identified gaps and opportunities related to governance and accountability, relationship and engagement protocols, cultural safety and honoraria guidance, training and internal readiness, procurement and economic reconciliation, policy and service delivery alignment, and human resources and recruitment. Members discussed the importance of having clear, City-wide protocols so that engagement does not depend solely on individual staff relationships or informal practices.

Discussion included the Truth and Reconciliation Commission Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, and the importance of ensuring that the Roadmap is broad enough to reflect those lenses while also being specific to local Indigenous communities and relationships.

The presenters advised that the next steps for Phase I include further conversations with City staff, Members of Council, and Indigenous partners to validate the findings and define preferred relationship structures, protocol expectations, priority areas, and accountability measures. The Committee was advised that these conversations are expected to take place over approximately the next month, with the findings informing the future Phase II scope.

c) Festival & Events Policy

Charlotte Nicholson presented the proposed Festivals and Events Policy. The policy is intended to provide a high-level framework outlining roles, responsibilities, and approval processes for larger-scale events in Charlottetown. The policy was developed by the department in coordination with the Event Logistics Committee, a cross-departmental working group that includes representatives from Police Services, Fire, Public Works, and Parks and Recreation. Staff also consulted local event organizers and reviewed approaches used by other municipalities across Atlantic Canada and Canada.

Staff advised that the City does not currently have a formal Festivals and Events Policy. Existing event guidelines, last updated before the pandemic, helped inform the draft policy along with current operating practices and comparator research. The policy is intended to create clear,

consistent, and transparent direction for event planners and City departments involved in approving and supporting larger-scale events.

Members discussed whether the framework should be established as a bylaw rather than a policy. Staff advised that the policy was intentionally drafted at a high level to allow flexibility due to the wide range of events and circumstances, while still requiring compliance with applicable City bylaws such as the nuisance bylaw and smoke-free places bylaw. Staff noted that the event guidelines will be updated to provide more detailed direction for organizers.

Members also discussed event capacity, compliance, community impacts, and the City's event review process. Wayne Long advised that the Event Logistics Committee provides a comprehensive review of individual events, including intake, discussions with organizers, and coordination with relevant departments to support safety and operational planning. Members further discussed whether event communications should reference drug-free requirements in addition to smoke-free requirements. Staff noted that illegal drug use and unauthorized cannabis or alcohol use in public are already addressed through existing laws and approvals.

It was moved by Councillor Ramsay and seconded by Councillor Tweel that the policy be for forwarded to Council for their consideration. Carried.

7. New Business

There was no new business introduced.

8. Motion to Adjourn

It was moved by Councillor Ramsay and seconded by Councillor Tweel that the meeting be adjourned. Carried.

Meeting adjourned 1:15 PM

DRAFT

City of Charlottetown Committee Report

Report No:

Date:
May 12, 2026

Directed to Council through the following Committee:
Economic, Tourism and Cultural Development

Attachments:
- Executive Summary – Curling in Charlottetown Survey

Reporting Department:
Communications

Other Associated Departments:
Economic, Tourism and Cultural Development

Prepared by:
Jessica Bradley, Senior Communications Officer

Report Title:
Curling in Charlottetown Survey Report

Report Purpose:
To inform Committee of the results of a community survey on the possible future establishment of a curling facility in Charlottetown.

Staff Recommendation:
That Committee accept this report for information purposes.

Report Details:
The former Charlottetown Curling Club on Euston Street closed in 2020 and since then, Charlottetown has been without a dedicated curling facility. At its meeting on February 25, 2026, the Economic, Tourism and Cultural Development Committee unanimously approved the launch of a community survey to gather public input on the potential development of a new, dedicated curling venue in Charlottetown.

The online survey was launched on March 2, 2026, via CharlottetownHall.ca, with hard copied also made available at City Hall to ensure broad accessibility. The survey closed on March 23, 2026.

A total of 1,142 responses were received. The survey consisted of three multiple-choice questions and one open-ended question. Results indicate strong support for the development of a curling facility in Charlottetown, with responses to the first three questions showing consistent results; approximately 77% in favour and 22-23% opposed.

Feedback from the open-ended questions suggests that while there is broad support for a new curling venue, respondents emphasized the importance of:

- Demonstrated long-term demand
- A financially sustainable, multi-use facility model
- Strategic location and partnerships
- Strong focus on accessibility and youth engagement

An executive summary and the full survey report are attached for further review.

Council or Committee History:
Economic, Tourism and Cultural Development Committee - February 25, 2026

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
N/A

Strategic Alignment:
Community Building and Placemaking

Reviewed By:

Manager	**Director/CAO**
	B. MacConnell, CAO - May 11, 2026

Committee Recommendation: (if differing from staff)

Executive Summary

CHARLOTTETOWN

Executive Summary: Curling in Charlottetown Survey

May 12, 2026
Prepared by: Communications Department

Background

At its meeting on February 25, 2026, the Economic, Tourism and Cultural Development Committee unanimously approved the launch of a community survey to gather public input on the potential development of a new, dedicated curling venue in Charlottetown.

The online survey was launched on March 2, 2026, via CharlottetownHall.ca, with hard copied also made available at City Hall to ensure broad accessibility. The survey closed on March 23, 2026.

A total of 1,142 responses were received. The survey consisted of three multiple-choice questions and one open-ended question.

Survey Results

Note: Survey responses are consistent across the first three questions with approx. 77% in favour and 22-23% opposed.

Question	For	Breakdown (For)
Q1 – Overall view on developing a curling venue	76.9%	69.5% very supportive; 7.4% somewhat supportive
Q2 – Would a venue meet recreational needs	77.5%	65.5% very well; 12.0% somewhat well
Q3 – Importance of access to curling facilities	76.8%	63.2% very important; 13.6% somewhat important

Question #4 – Open-Ended Responses

Note: The following section provides an overview of individual survey responses received for the open-ended question and reflects respondents' views and opinions.

Overall Sentiment

Survey responses indicate strong support for developing a curling venue in Charlottetown. Respondents consistently emphasized the need for careful planning, financial sustainability, and multi-use design.

Key Perceived Benefits

Community and Social Impact

- Strong belief that a curling facility would serve as a community hub, fostering social connection across all age groups.
- Seen as a lifelong, inclusive sport (youth to seniors, accessible to varying abilities).
- Potential to reduce social isolation, particularly during winter months.

Health and Recreation

- Curling is perceived as promoting physical activity and mental well-being.
- Perceived as providing a lower-cost alternative to other sports (e.g., hockey).
- Would expand winter recreation options in the city.

Youth Development

- High emphasis on youth engagement and grassroots development.
- Opportunity to integrate curling into school programs and after-school activities.
- Viewed as important for developing future athletes and sustaining the sport locally.

Economic and Tourism Impact

- Ability to host tournaments and major events (provincial, national).
- Anticipated economic spin-offs for hotels, restaurants, and local businesses noted.
- Opportunity to strengthen winter tourism.

Accessibility and Convenience

- Addresses current gap requiring residents to travel outside the city.
- Improves access for urban residents, seniors, and those without transportation.

Key Perceived Challenges and Risks

Financial Considerations

- Capital and operating costs are the most frequently cited concern.
- Need for a sustainable financial model (cost recovery, partnerships, or revenue generation)
- Risk of underutilization if demand is overestimated.

Demand and Market Impact

- Some uncertainty about whether there is sufficient demand to support a new facility.
- Concern about impact on existing clubs.
- Some noted challenges with rebuilding membership after closure of previous facility.

Location

- Difficulty in identifying a suitable location with:
    - Adequate parking
    - Accessibility (including transit access)
    - Proximity to schools and hotels
- General land availability constraints within the city noted.

Operational Sustainability

- Need for effective governance, management, and staffing.
- Importance of affordable membership pricing.
- Reliance on volunteers and programming to sustain activity levels.

Design Implementation Considerations

Multi-Use Facility (Strong Consensus)

- Broad support for a multi-purpose venue to:
    - Maximize year-round usage
    - Generate additional revenue (events, rentals, other sports)

- Suggested integrations:
    - Other recreation facilities (fitness, courts, walking track)
    - Community/event space
    - Shared infrastructure with existing arenas

Size and Scope

- Facility should be:
    - Large enough to host events (4–6+ sheets of ice)
    - Not oversized relative to local demand

Accessibility and Inclusion

- Strong emphasis on:
    - Universal accessibility (mobility, wheelchair access)
    - Programming for youth, seniors, and diverse populations

Strategic Partnerships

- Opportunities identified for:
    - Regional collaboration (e.g., nearby municipalities)
    - Public-private partnerships
    - Integration with schools and existing recreation assets

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Economic, Tourism & Cultural Development #1

MOTION CARRIED _____

MOTION LOST _____

Date: June 9, 2026

Moved by Councillor Terry Bernard

Seconded by Councillor Mitchell Tweel

RESOLVED:

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

City of Charlottetown Committee Report

Report No: ETCD 56-26

Date: May 12, 2026

Directed to Council through the following Committee: Economic, Tourism and Cultural Development

Attachments:
- Draft Festivals & Events Policy

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: Multiple

Prepared by: Charlotte Nicholson, Event Management & Tourism Officer

Report Title:
Establishment of a Festivals & Events Policy

Report Purpose:
To request support from the Committee and Council to establish a Festivals & Events Policy.

Staff Recommendation:
That the Committee supports the establishment of a Festivals & Events Policy and advances it to Council.

REPORT:

In response to increasing complexity and operational challenges associated with hosting events on the public right-of-way and City property, staff have identified the need to establish a Festivals & Events Policy. This policy will provide clear, consistent, and transparent direction for planning and approving larger-scale events and will be supported by an updated Event Guidelines document.

The draft policy provides a high-level framework that defines roles and responsibilities, establishes approval pathways, and clarifies expectations for event organizers and internal departments. While many of these practices have already been in practice, adopting this policy will formalize the approach and support consistent decision-making.

The draft Festivals & Events Policy was prepared by Economic, Tourism and Cultural Development staff in collaboration with the Event Logistics Committee (Charlottetown Police Services, Charlottetown Fire, Public Works, and Parks & Recreation). It reflects current operating practices and is informed by research of festivals and events policy approaches used by municipalities across Atlantic Canada and elsewhere in Canada.

Council or Committee History:
N/A

Financial Implications:
Annual budgets.

Public Engagement and Communication:
Engaged with members of the event community.

Legislative Authority:
Related Legislation: Municipal Government Act, Section 86 (2)(b): A council may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency.

Strategic Alignment:
Inclusive Economic Growth and Community-Building and Placemaking

Reviewed By:

Manager	**CAO/Director**
	B. MacConnell, CAO - May 11, 2026

Committee Recommendation: (if differing from staff)

CITY OF CHARLOTTETOWN POLICY

Policy Title: FESTIVALS AND EVENTS POLICY	**Policy Number: (if a new policy, ask Tracey McLean (Admin) for a Policy #)**
Approved By:	**Approval Date:**
Related Legislation: **Related Bylaw:**	

1.0 PURPOSE

1.1 The purpose of this policy is to establish a consistent, transparent, and coordinated framework for the planning, review, approval, and support of signature festivals and events held within the city of Charlottetown. This policy supports community engagement, cultural vibrancy, tourism, and economic development while ensuring public safety, accessibility, inclusion, and environmental responsibility.

While this policy establishes a high-level governance framework, detailed processes and event-specific requirements are administered by the appropriate City departments and the City of Charlottetown Event Logistics Committee.

Draft Only

2.0 SCOPE

2.1 This policy applies to festivals, events, and activations that:

- Request the use of City-owned property, parks, facilities, or public right-of-way;
- Require City approvals, permits, exemptions, or operational review due to public impact;
- Request City services, in-kind support, financial investment, or a combination of support; or
- Are held on private property but may affect traffic, parking, public safety, neighbouring properties, or municipal operations.

2.2 This policy does not apply to:

- Low-impact routine facility or parks rentals;
- Small-scale gatherings that do not require municipal coordination;
- Community run/walk events managed through Charlottetown Police Services (public right-of-way) and Parks and Recreation Department (trails, boardwalk, parks, and green spaces); or
- Protests, demonstrations, and marches managed through Charlottetown Police Services and public safety protocols.

2.3 The City may establish event categories or tiers through supporting guidelines or procedures, with requirements varying based on event size, complexity, risk, and operational impact.

3.0 GUIDING PRINCIPLES

3.1 In reviewing and supporting events, the City will prioritize support for events that:

- Attract and engage both residents and visitors;
- Promote diversity, inclusion, and community participation;
- Are accessible and environmentally sustainable;
- Demonstrate clear and appropriate planning, organizational capacity, and risk management;
- Positively contribute to the economic, tourism, and community vitality of Charlottetown; and
- Strengthen Charlottetown's brand as a premier, year-round event destination.

3.2 The City will seek to balance event vibrancy and community benefit with public safety, accessibility, residential and business impacts, operational feasibility, and responsible use of municipal resources.

3.3 Recurring annual events, particularly established signature events, may be given priority where applicable when considering municipal support and venue availability.

4.0 EVENT APPROVAL PROCESS

4.1 All event applications subject to this policy shall be submitted to the Event Management & Tourism Officer no less than **60 days** in advance. Events that are new, large, complex, or require significant municipal coordination should allow as much time as possible. Required documentation may include:

- Event overview and schedule;
- Site plans or route maps, including transportation and parking plans;
- Requests for municipal property use or services;
- Anticipated attendance;
- Safety and emergency planning;
- Insurance documentation
- Public notification plans; and
- Applicable permits or license information.

4.2 Requests involving temporary road closures, lane reductions, parking restrictions, detours, or other traffic impacts shall be reviewed through the City's internal road closure approval procedure and assessed by the Event Logistics Committee and appropriate City departments.

4.3 The City may require different levels of review, documentation, and internal coordination depending on the scale, complexity, risk, and operational impact of the event(s). Events with significant operational

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impacts will be referred to the Event Logistics Committee for cross-departmental review and recommendations.

4.4 Submission of an application does not guarantee approval, municipal support, or access to City services. Final approval authority shall rest with the appropriate delegated City department(s), depending on the nature of the request.

5.0 TYPES OF MUNICIPAL SUPPORT AVAILABLE

5.1 Subject to availability, budget, operational capacity, and approval by the appropriate City department, the City may provide support to eligible events in one or more of the following forms:

- Access to City-owned venues, parks, facilities, or public right-of-way;
- In-kind municipal services or equipment;
- Event-related communications or promotional support where the City is a partner; or
- Financial support through designated municipal funding programs.

5.2 Municipal support is discretionary and will be considered based on alignment with City priorities, community benefit, event readiness, available resources, and operational feasibility.

6.0 EVENT CONDITIONS AND REQUIREMENTS

6.1 Approved events must:

- Comply with all applicable City By-laws, including the Nuisance Bylaw and Smoke-Free Places Bylaw;
- Comply with all Provincial laws;
- Obtain and maintain all third-party permits, approvals, and licenses required for the event(s);
- Address public health and safety, including risk management, waste management, and accessibility plans;
- Provide proof of general liability insurance ($2 million minimum), naming the City as an additional insured; and
- Notify affected organizations, businesses, and residents of the event(s) as directed by the City.

6.2 The City may impose or allow event-specific conditions related to safety, access, traffic, timing, noise, site protection, cleanup, security, public notification, and more.

6.3 The City may suspend, amend, or revoke an approval where conditions are not met, key event details change without approval, public safety risks increase, or required documentation is not maintained.

7.0 SUSTAINABILITY AND ENVIRONMENTAL RESPONSIBILITY

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7.1 In accordance with the City's Climate Action Plan and sustainability objectives, event organizers are strongly encouraged to minimize environmental impacts through proper waste diversion, reduction of single-use materials, local food and supplier sourcing, and promotion of sustainable transportation access.

8.0 ROLES AND RESPONSIBILITIES

8.1 City of Charlottetown Event Management and Tourism Officer: serves as the primary point of contact, coordinates application intake and internal circulation, and chairs the Event Logistics Committee.

8.2 City Departments: review applications within their respective mandates, identify operational requirements and risks, determine service availability, and provide technical input or approvals as delegated.

8.3 City of Charlottetown Event Logistics Committee: a cross-departmental working group responsible for reviewing higher-impact or more complex events and providing coordinated operational recommendations.

8.4 Event Organizers: required to submit complete information, deliver the event(s) in compliance with policies, guidelines, and laws, and fulfill logistics, communications, and safety requirements.

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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
June 9, 2026

The Public Works Committee met jointly with the Parks, Recreation and Leisure Activities Committee on Monday June 1, 2026, and the DRAFT minutes are included in your meeting package.

The Civic Board for Persons with Disabilities met on Tuesday May 19, 2026, and the DRAFT minutes are included in your package.

There are two (2) resolutions for your consideration.

Respectfully submitted,
Councillor Mitchell Tweel, Chair

DRAFT

Joint Committee Meeting
Public Works Committee
&
Parks, Recreation & Leisure Activities Committee
Monday, June 1, 2026
12:00 PM, Parkdale Room, City Hall

Present: **Chair, Kevin Ramsay**
Chair, Councillor Mitchell Tweel
Councillor Justin Muttart
Councillor John McAleer
Councillor Bob Doiron (T/C)

Also: **Ylber Gashi, PW Manager**
Frank Quinn, PRLA Manager
Christopher Drummond, PRLA Assistant Manager
Brad MacConnell, Chief Administrative Officer
Richard MacEwen, Director of Community Services
Nancy McMinn, PRLA Superintendent
Mike White, PRLA Arenas Superintendent
Berry Genge, PW Junior Engineer
Deelle Hines, PRLA Administrative Assistant
Amber Robb, PW Administrative Assistant

Regrets: **Mayor Philip Brown**
Councillor Terry Bernard

(T/C indicates present via teleconference)

1. Call to Order
Councillor Ramsay, PRLA Chair, called the meeting to order at 12:00 PM.

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

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

4. Approval of Minutes
The draft PRLA Committee Minutes from April 10, 2026 have been deferred to a future PRLA meeting, as quorum was not met to approve them.

Moved by Councillor Muttart and seconded by Councillor McAleer that the draft Public Works Meeting Minutes from April 22, 2026 be approved. Carried.

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

6. Reports/Discussions

a) Sherwood Sport and Recreation Complex Master Plan – Next Steps

Chair Tweel and Chair Ramsay asked the Public Works (PWM) and Parks, Recreation & Leisure Activities (PRLAM) Managers to speak to the report. Key points from the discussion as follows:

- The project is a joint initiative between Public Works and Parks and Recreation focused on a master plan for the Sherwood Recreation Centre area, including Cody Banks Arena.
- Staff presented next steps for the Sherwood Sport and Recreation Complex Master Plan following Councils initial review. The recommendation is for Council to:
    - Receive the master plan, "What we heard" report and the Cody Banks Arena Building Condition Assessment (BCA)
    - Approve proceeding with schematic and detailed design (via RFP) for a new community center to replace Sherwood Rec Hall, using existing budget.
    - Use the BCA to guide phased capital repairs to Cody Banks Arena (estimated at $4.7M, over 10 years), extending its life 15 or more years rather than replacing it immediately.
- The new community center is the priority and may allow for a future arena connection. Design details and costs will be refined through public engagement and a Class C estimate.
  The discussion highlighted
    - Strong public engagement and support for moving forward with the project.
    - The arena is structurally sound but in "poor" condition overall; upgrades will improve it to "good" condition.
    - Building a new arena now is not required; long-term replacement remains a future option.
    - Site constraints and potential land expansion are factors.
    - Council will ultimately approve future capital funding once design and cost estimates are finalized.
- Chair Tweel reaffirmed his long-standing commitment to eventually replacing the Cody Banks Arena with a modern facility, noting this has been a priority for several years. He emphasized to ward Councillor Doiron that the goal remains important and has not been forgotten. Councillor Doiron acknowledged and appreciated this continued commitment and support.

Moved by Councillor McAleer and seconded by Councillor Muttart that:

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

And that,

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

b) PRLA – National Private Corporate Event Request to Serve Alcohol at Confederation Landing.

Chair Ramsay asked the PRLA Assistant Manager (PRLAAM) to speak to the report. PRLAAM Drummond spoke to the report. Key points from the discussion as follows:

- Staff received a request related to a national conference event in Charlottetown on September 19, 2026, which includes a closing dinner at Confederation Landing. The event organizers are seeking approval to serve alcohol in the park, as required by city policy.
- The request, submitted by the event caterer has gone through the special event process, with tent approval pending. Staff are recommending that Council approve the alcohol service with the event scheduled from 5:00PM to 11:00PM (last call at 10:45PM)

The report has been deferred to a future PRLA meeting as quorum was not met to advance it to Council.

c) PW – Rectangular Rapid Flashing Beacons (RRFB) Procurement
Chair Tweel asked the Public Works Manager (PWM) to speak to the report. PWM Gashi spoke to the report. Key points from the discussion as follows:

- Staff proposed sole sourcing a specific model of Rectangular Rapid Flashing Beacons (RRFB's) used at crosswalks to improve pedestrian safety. The recommendation is based on consistency with existing city and provincial equipment, proven performance, ease of maintenance, and potential cost savings through bulk purchasing.
- The request at this stage is only to approve the sole-source approach – not the number of units or total cost. RRFB's typically cost about $3,000 per unit ($6,000 per crosswalk plus installation).
- Councillor Muttart emphasized that the flashing crosswalk beacons are effective safety tools and should receive increased funding. He noted the city installs them in small numbers despite relatively modest costs, and argued that greater investment is justified - especially compared to larger spending on things like studies. He suggested prioritizing more installations in the next capital budget cycle to better address safety needs.
- Councillor's supported the motion, emphasizing the importance of pedestrian safety, growing demand for these devices, and the need to invest more in them given traffic concerns and unsafe driving behaviors.

Moved by Councillor Muttart and seconded by Councillor McAleer that "Rectangular Rapid Flashing Beacons (RRFB) Procurement" be forwarded to Council for approval. Carried

d) Advisory Board Minutes
Youth Engagement Committee – April 16, 2026
Civic Board for Persons with Disabilities – April 21, 2026, and May 19, 2026

Minutes were provided for information purposes, there was no additional discussion.

7. Introduction of New Business
There was no new business discussed.

8. Adjournment
Moved by Councillor McAleer and seconded by Councillor Muttart that the meeting be adjourned. Carried. The meeting concluded at 12:45 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: June 9 ,2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor Kevin Ramsay

RESOLVED:

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

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

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

City of Charlottetown Committee Report

Report No: PW-2026-06-01-001 & PR-2026-10

Date: June 1st, 2026

Directed to Council through the following Committee:
Joint Committee - Public Works and Parks & Recreation

Reporting Department:
Public Works
Parks and Recreation

Other Associated Departments:
None

Prepared by:
Berry Genge

Attachments:

- SHERWOOD SPORT AND RECREATION COMPLEX MASTER PLAN – 20260521
- What We Heard Report
- Cody Banks Arena – Building Condition Assessment Report

Report Title:
Sherwood Sport and Rec Complex Master Plan – Next Steps

Report Purpose:
To obtain Council approval to proceed with the next steps for the Sherwood Sport and Recreation Complex Master Plan.

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

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

Report Details:
The Public Works Department has been working jointly with the Parks & Recreation Department since October 2025 to produce a plan for the site of the City-owned area of the Sherwood Recreation Hall, Cody Banks Arena, Sherwood Lawn Bowling Club, and the property of 54 Maple Avenue. The aim of this project was to create a plan for redesigning this space to be a comprehensive sport and recreation complex. DSRA Architecture was the prime consultants of the first phase of this project, completing work related to site planning, community engagement, and building condition assessment reporting for the Cody Banks Arena. They have submitted the following final deliverables for this project:

Title	Purpose of Deliverable
"SHERWOOD SPORT AND RECREATION COMPLEX MASTER PLAN – 20260525 FINAL"	Final presentation to Council to describe the design process, summary of public engagement and how it influenced site plans, and class "D" cost estimates. Site plans Option A, B, C for potential configuration of buildings, depending on future project scope. Includes building map of building amenities and potential phasing.
"What We Heard Report"	Report detailing the entire public engagement process.
"COMPLETE WRITTEN BCA REPORT – CODY BANKS ARENA"	Building condition assessment report detailing overall building condition of Cody Banks Arena as well as plans for capital upgrades to improve overall condition.

Currently, the Public Works Department is planning to issue an RFP to engage a firm to complete the schematic & detailed design tender for a new community centre. The scope will include the design of an up to roughly 3000 m^2 facility, with further work to determine what amenities will be included in the final design and construction plan. Currently, the site will be designed to have the option to connect a new arena, whenever it is planned to be constructed. The site plans provided by DSRA will inform what program spaces will be offered in the new facility, however further assessment and public engagement will be done as part of this design and tender to determine how much space should be allocated based on community need.

The Parks and Recreation Department recommends maintaining the existing Cody Banks Arena, based on the BCA Report produced by DSRA. The current condition of systems within the building has been rated as Good, Fair, Poor, or Critical. The arena has been determined to be in Overall Poor Condition based on a 10-year outlook, but if critical repairs are addressed as soon as possible the building will move to a state of Fair Condition and with future annual repairs over the next 5 to 10 years the building can be elevated to a state of Good Condition. Staff are still in the process of reviewing the BCA Report, so we can not provide a definitive recommendation of the breakdown of the capital upgrades required at this time. In The report the Critical and non-critical repairs are estimated to be $4.77 million over the next 10 years. Proceeding with the critical and non-critical repairs is deemed to be the most sustainable option for this facility, since it would extend the current lifespan of the arena at a more affordable capital investment than the capital costs for constructing a new arena. In doing so the arena has potential to remain in Good Condition for 15+ years.

Council or Committee History:

May 26th, 2026 – DSRA presented at the Special Meeting of Council to inform Council of the project process, summary of public engagement, and potential next steps for the next phase.

April 10th, 2026 – A Joint Committee meeting was held by Public Works and Parks and Recreation staff to inform their committees the Concept Site Plans and a future public engagement session to be held on April 16, 2026.

September 9th, 2025 - That, as per the conditions of the Public Request for Proposals for "Design Consulting Services: Sherwood Sport & Recreation Complex Master Plan", the submission of DSRA Architecture in the amount of $83,350.00 (plus all applicable taxes) be accepted, And that funds in the amount of $53,850.00 (plus all applicable taxes) be allocated from the Public Works Capital account for "Sherwood Rec Hall – Updates" and funds in the amount of $29,500.00 (plus all applicable taxes) be allocated from the Parks & Recreation Capital account for "Capital Repairs" be carried out, And further that the Mayor and CAO are hereby authorized to execute standard contracts and agreements to implement this resolution.

Financial Implications:
Public Works – The schematic and design tender documents for the replacement community centre to be expensed to the approved 2026-27 Capital Budget.

Parks and Recreation – The Parks and Recreation Department will use the BCA Report as a guiding document to proceed with capital upgrades for Cody Banks Arena to be brought forward during the 2027-2028 Capital Budget Process and future budget years.

Public Engagement and Communication:
Incorporating feedback from the public and specific stakeholder groups has been a key priority in the development of all design options. DSRA authored a "What We Heard Report" to explain feedback received at each phase of the project as well as how this was incorporated into the design work. One concern that was voiced at the April 2026 public open house was how this new facility would be funded, with many respondents noting that Option C phasing would be more feasible economically. Additional concern was raised surrounding the desire to have this project move forward.

Based on the feedback received at the April 2026 Open House, 91% of respondents felt that the needs of the community have been reflected in the presented design options. Key spaces to prioritize in the new community centre space include walking track, multi-purpose community spaces, basketball courts with spectator seating, multi-purpose gym spaces, and green space.

November 2025 – Initial online community survey (263 participants).
December 4th, 2025 – The first public engagement session was held to gather feedback and present information collected from a previous online survey (50+ participants).
April 16th, 2026 – Second public engagement session. Presented revised space options A, B, and C in addition to summary of Cody Banks Arena BCA report (60+ participants).

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**
FQ and YG – May 29, 2026	MR – May 29, 2026

Committee Recommendation: (if differing from staff)

SHERWOOD SPORT AND RECREATION COMPLEX MASTER PLAN



DSRA ARCHITECTURE

CHARLOTTETOWN
Great things happen here.

SITE LOCATION





The site is located approximately ***3 to 5 kilometers*** from the downtown core, surrounded by predominantly ***low-density residential*** fabric, interspersed with community-oriented uses and open green space.

EXISTING SITE



















Site Area: 20,800 m^2

Existing Structures:

- Cody Banks Arena
- Sherwood Rec Hall
- Lawn Bowling Field & Club House
- 54 Maple Avenue

Existing Parking: 87

Adjacent Structures:

- Sherwood School

PROJECT GOALS



Explore options of a master design plan for this space (approximately 4.61 acres) to become a comprehensive sports and recreational complex.

COMMUNITY ENGAGEMENT & DESIGN OPTION DEVELOPMENT

Nov 3rd-17th, 2025
Community Survey

263 Participants

Dec 4th, 2025
In-Person Public Engagement Session

Initial Design Strategies presented to 50+ Participants

April 16th, 2026
In-Person Public Engagement Session

Concept Design Options A, B, C presented to 60+ Participants

Phase 1

Four Initial Design Strategies developed from survey analysis and discussions with Project Team.

Phase 2

Three Concept Design Options developed from Initial Design Strategies, based on engagement session feedback and further discussions with Project Team.

Phase 3

Delivery of “What We Heard” report and Presentation to Council

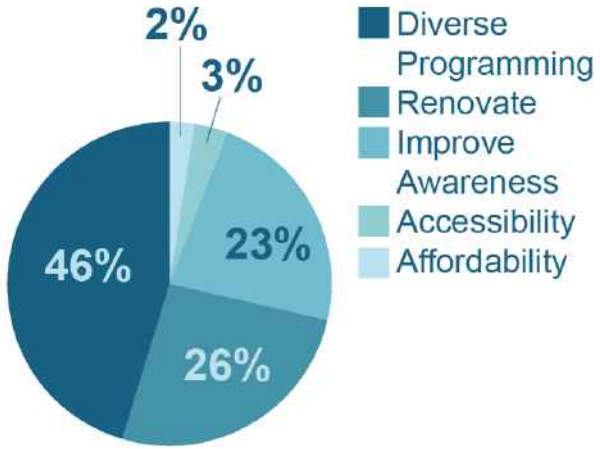
ONLINE SURVEY

263 RESPONSES RECEIVED (Nov 3rd-17th, 2025)

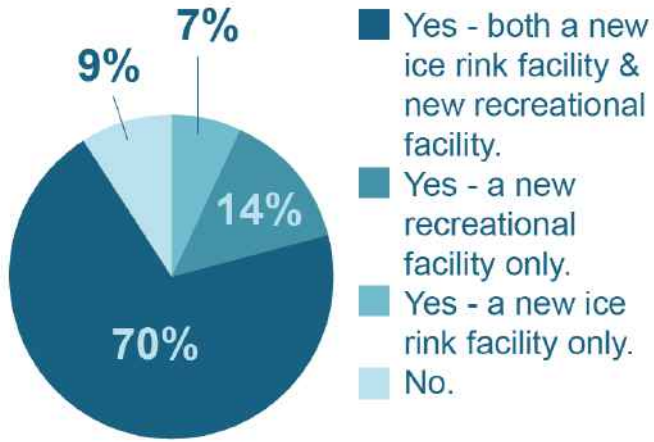
Existing Facilities: Are improvements and upgrades necessary?



Improvements: What would make it easier for you to access & participate?



Multi-use Recreational Facility: Is one needed in Charlottetown?



Top 5 Identified Recreation Spaces Needed in Charlottetown:

INDOOR

1. Walking Track
2. Second Ice Rink
3. Indoor Pool
4. Sports Courts
5. Exercise & Weight Room

OUTDOOR

1. Outdoor Sports Courts
2. Splash Park
3. Pickleball Courts
4. Outdoor Skating Rink/Trail
5. Playground Equipment

EXISTING BUILDING / SPACE ASSESSMENT

CODY BANKS ARENA

A building condition report has been completed, and the Cody Banks Arena has been determined to be in **overall Poor condition** based on a 10-year outlook. **Critical repairs are required** to restore the facility to a good standard.

Once critical repairs are addressed the building will move to a state of Fair Condition and with future annual repairs over the next 5 to 10 years the building can elevate to a state of Good Condition - a potentially sustainable condition provided the building continues to **receive timely repairs**.

RECREATION HALL

The existing recreation hall is insufficient in providing adequate program space due to its limited size and aging condition.

It is determined by the team that it should be **replaced** with a new community center; however, the current facility **must remain operational** during the construction of the new building.

LAWN BOWLING CLUB

The lawn bowling facility plays a vital role in the community, so it is recommended that both the lawn bowling field and clubhouse should remain at their current locations.

PROPOSED PROGRAM SPACES

BASED ON COMMUNITY FEEDBACK

NEW ARENA

- Ice Rink (NHL-size)
- Rink Seating (approx. 500 seats)
- Multi-Purpose Room (~140m^2)
- Six Dressing Rooms (~375m^2)
- Warm Lounge (~190m^2)

NEW COMMUNITY CENTRE

- Multi-Purpose Gymnasium, incl. Basketball, Pickleball: Single (750m^2) or Double (1250m^2)
- Multi-Purpose Studio Spaces, incl. Kid's Program, Meeting Rooms (~500-750m^2)
- Fitness Room (~300m^2)
- Walking Track (~350-510m^2)
- Community Social Spaces, incl. Coffee Shop, Kitchen (~20-70m^2)

INITIAL DESIGN STRATEGIES & KEY TAKEAWAYS

FROM FIRST PUBLIC CONSULTATION (Dec 4th, 2025)

	STRATEGY 1	STRATEGY 2	STRATEGY 3	STRATEGY 4
EXISTING				
Cody Banks Arena	REMAIN	DEMOLISH	DEMOLISH	DEMOLISH
Sherwood Rec Hall	DEMOLISH	DEMOLISH	DEMOLISH	DEMOLISH
Sherwood Lawn Bowling Club	REMAIN	REMAIN	RELOCATE	REMAIN
PROPOSED NEW				
Community Centre	✓	✓	✓	✓
Arena		✓	✓	

- Clear community support for Strategy 2.
- Essential for Lawn Bowling to stay in place.
- Arena must always remain available to community.
- Interest in Multi-Purpose Community Spaces & Outdoor Amenities

CONCEPT OPTION A | PERSPECTIVE VIEW



CONCEPT OPTION A | SITE PLAN



Existing Cody Banks Arena:
3170 m^2

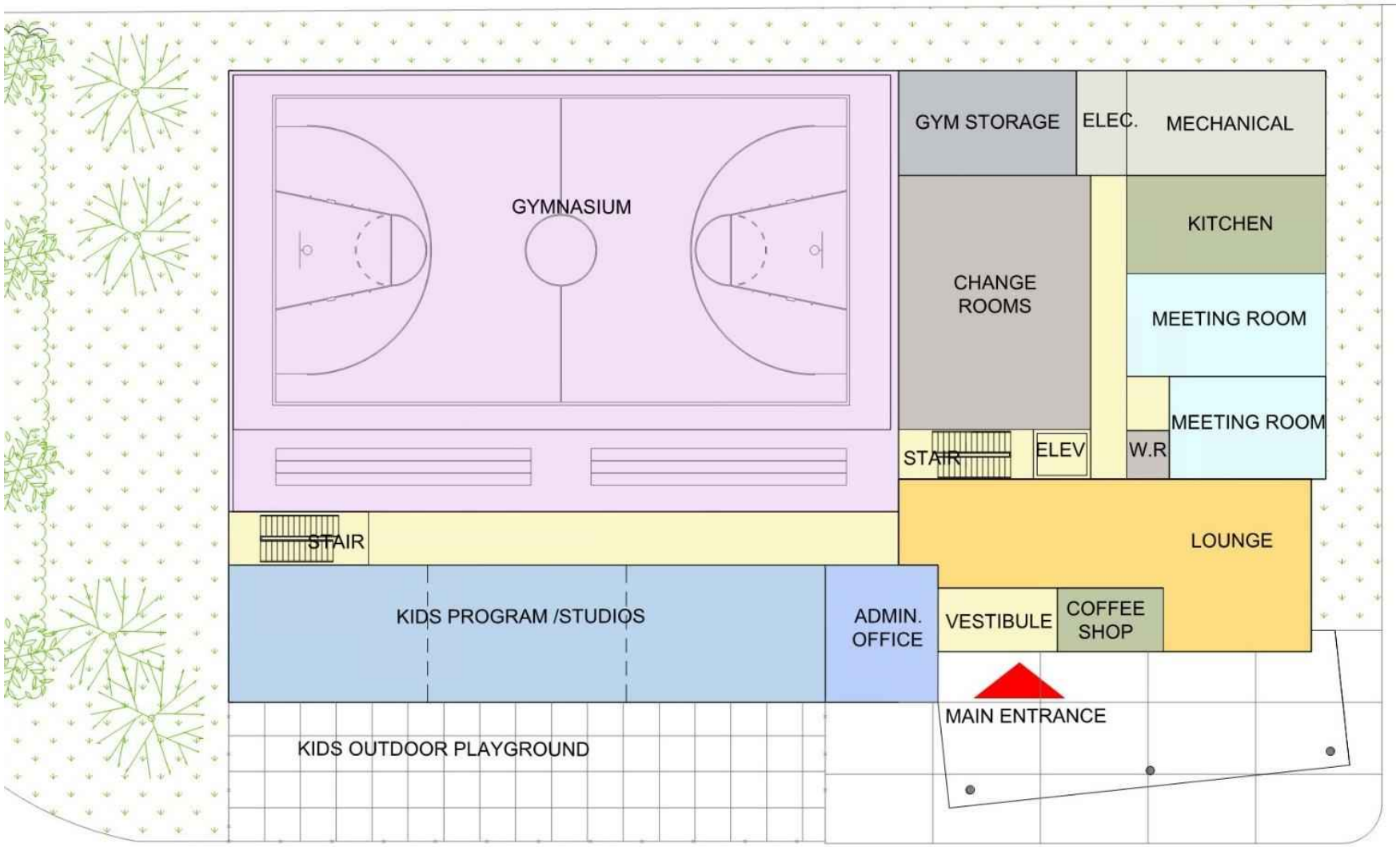
New Community Centre:
2824 m^2

Parking Space:
152

Budget Estimate:

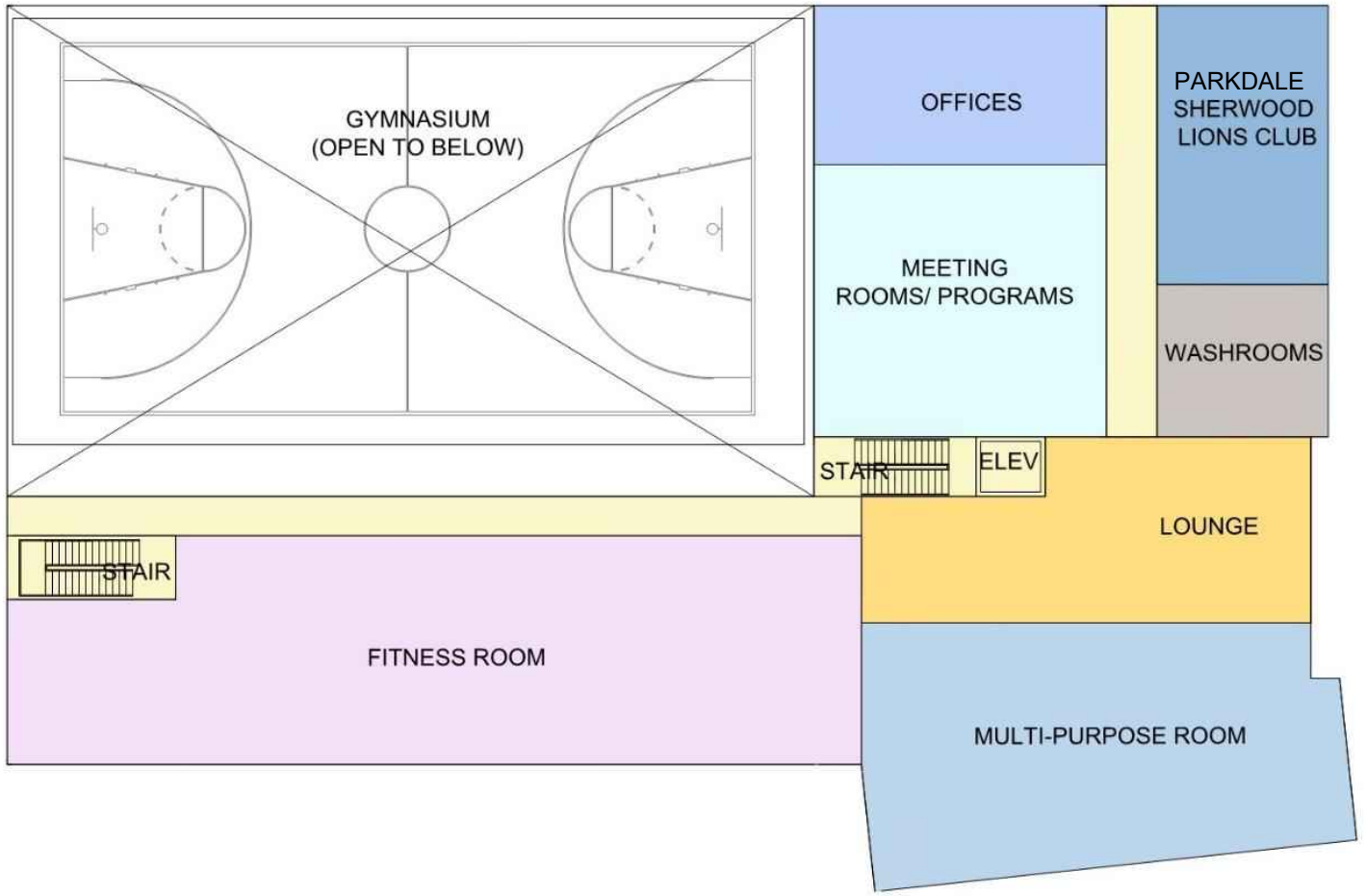
Approx. $20.4 million

CONCEPT OPTION A | GROUND FLOOR PLAN



	GYMNASIUM	743m²
	CHANGE ROOMS	123m²
	MEETING ROOMS	103m²
	STUDIO / KIDS PROGRAM	206m²
	ADMIN OFFICE	39m²
	KITCHEN	49m²
	COFFEE SHOP	17m²
	LOUNGE	134m²
	CIRCULATION	161m²
	STORAGE	46m²
	UTILITY	66m²
TOTAL GROUND FLOOR:		1688m²

CONCEPT OPTION A | SECOND FLOOR PLAN



	FITNESS ROOM	321m^2
	MEETING ROOMS	139m^2
	MULTI-PURPOSE ROOM	202m^2
	PARKDALE SHERWOOD LIONS CLUB	83m^2
	OFFICES	81m^2
	LOUNGE	126m^2
	CIRCULATION	161m^2
	WASHROOMS	45m^2
TOTAL SECOND FLOOR:		1136m^2

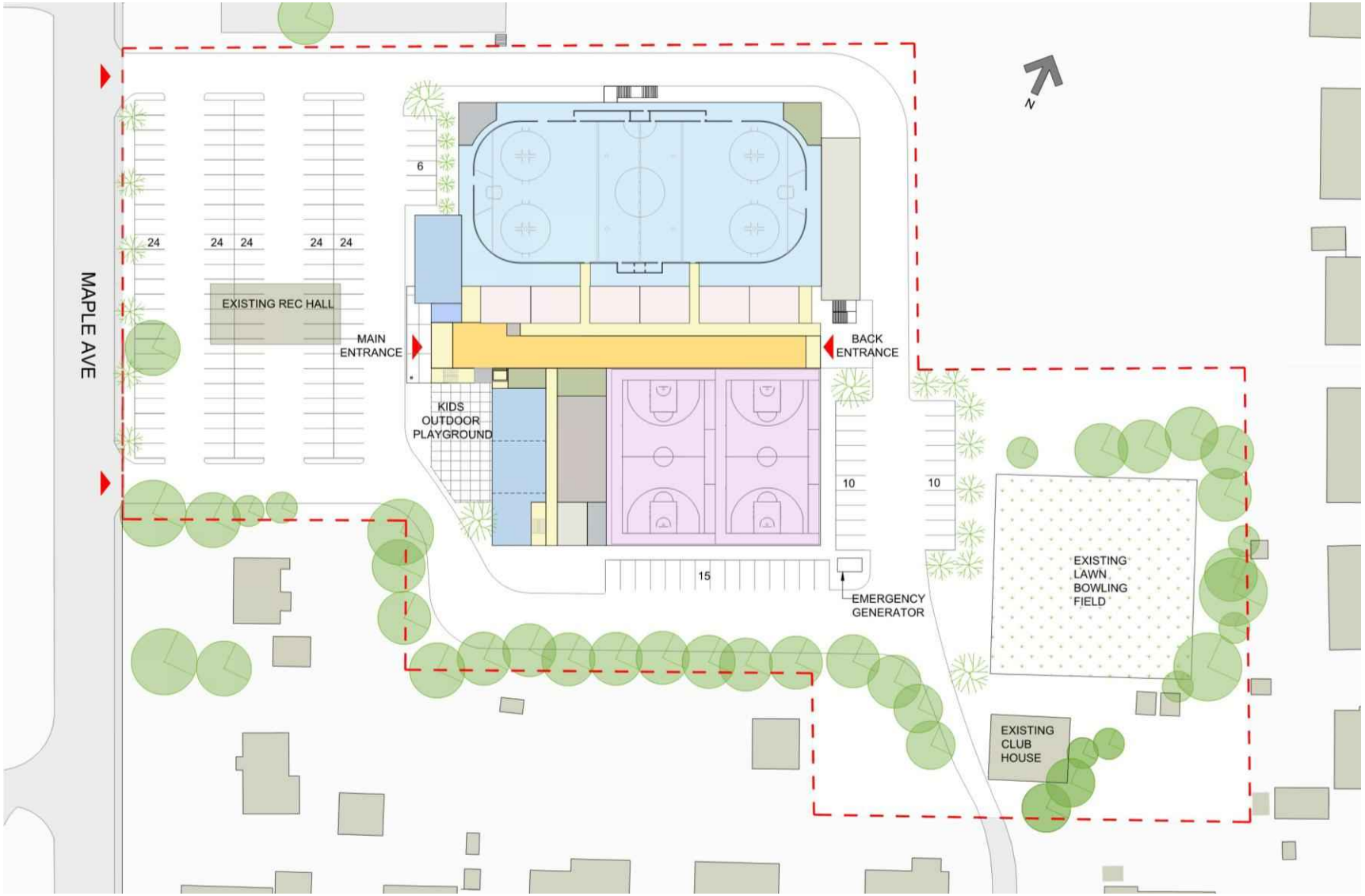
CONCEPT OPTION A | PERSPECTIVE VIEW



CONCEPT OPTION B | PERSPECTIVE VIEW



CONCEPT OPTION B | SITE PLAN



New Community Centre & New Arena Total:
7594 m^2

Parking Space:
161

Budget Estimate:

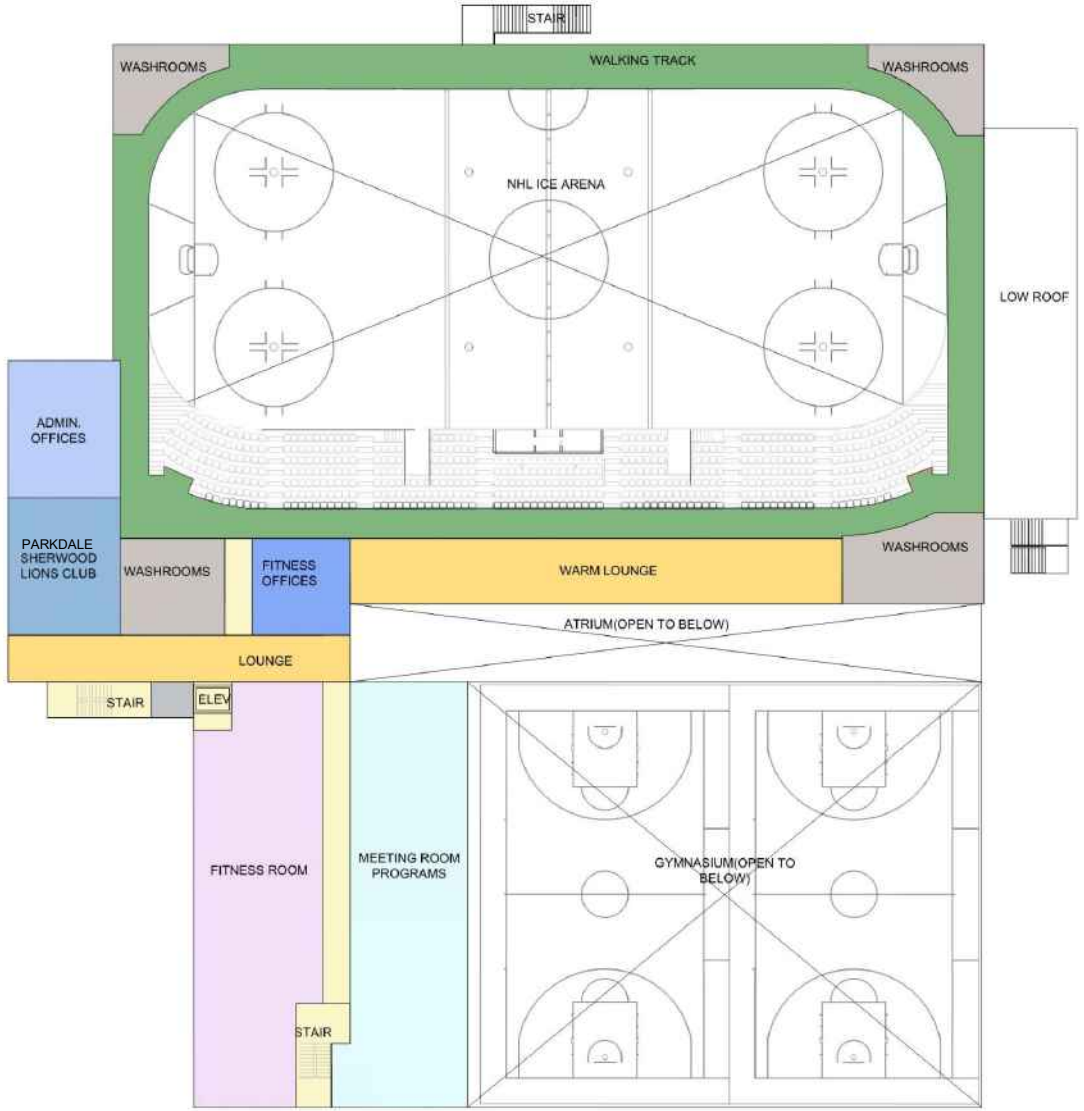
Approx. $53.8 million

CONCEPT OPTION B | GROUND FLOOR PLAN



	GYMNASIUM	1283m²
	CHANGE ROOMS	175m²
	ICE RINK	2148m²
	DRESSING ROOMS	374m²
	REFEREES	42m²
	MULTI-PURPOSE ROOM	140m²
	STUDIO / KIDS PROGRAM	264m²
	ADMIN OFFICE	14m²
	KITCHEN	46m²
	COFFEE SHOP	26m²
	ATRIUM	413m²
	CIRCULATION	367m²
	STORAGE	79m²
	UTILITY	212m²
TOTAL GROUND FLOOR:		5629m²

CONCEPT OPTION B | SECOND FLOOR PLAN



	FITNESS ROOM	295m^2
	WALKING TRACK	512m^2
	WARM LOUNGE	190m^2
	MEETING ROOMS	300m^2
	PARKDALE SHERWOOD LIONS CLUB	91m^2
	ADMIN OFFICE	91m^2
	FITNESS OFFICE	60m^2
	LOUNGE	93m^2
	CIRCULATION	126m^2
	WASHROOMS	205m^2
TOTAL SECOND FLOOR:		1965m^2

CONCEPT OPTION B | PERSPECTIVE VIEW



CONCEPT OPTION C | PHASE 1 | PERSPECTIVE VIEW



CONCEPT OPTION C | PHASE 1 | SITE PLAN



Existing Cody Banks Arena:
3170 m^2

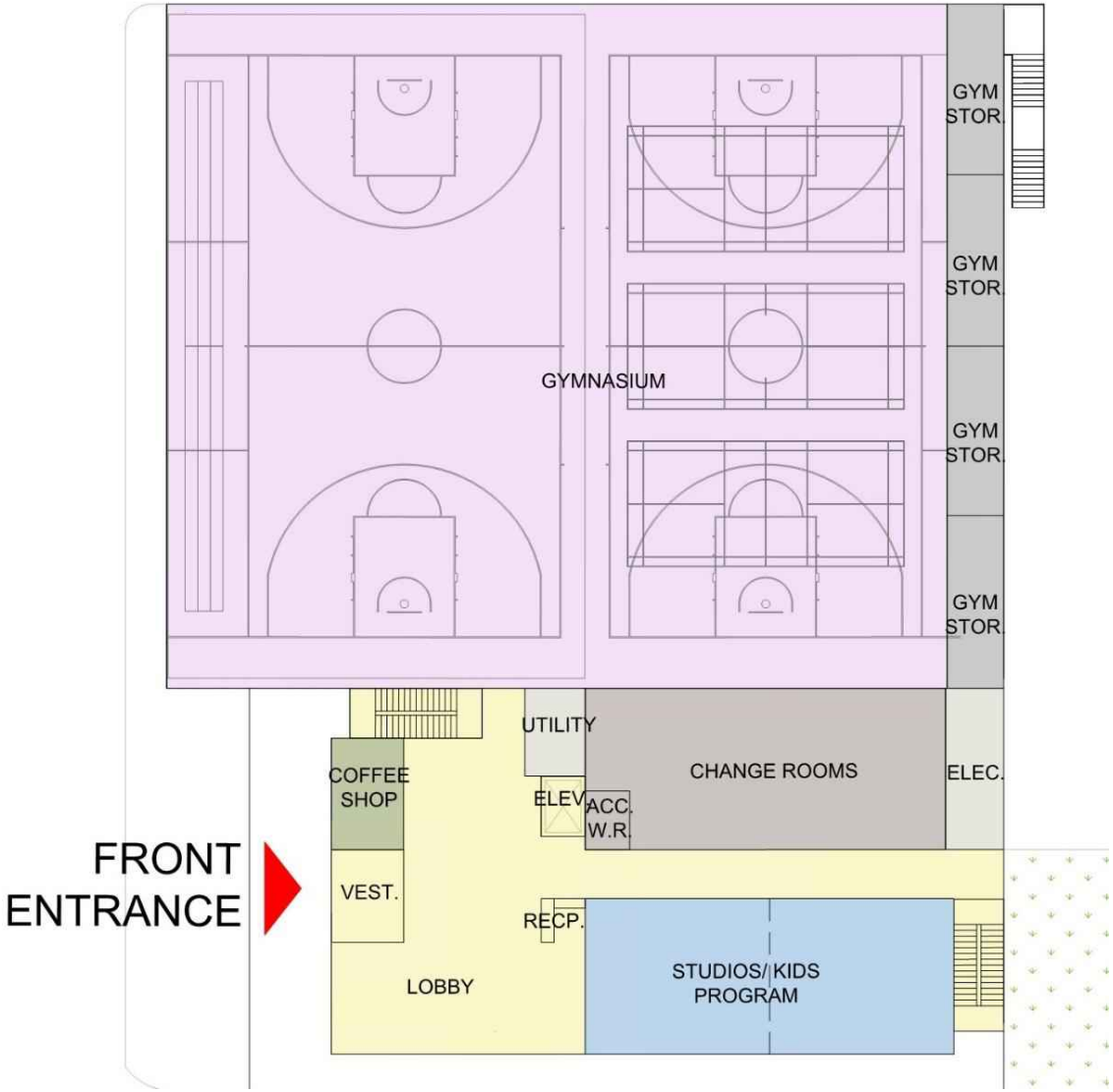
New Community Centre:
2830 m^2

Parking Space:
165

Budget Estimate:

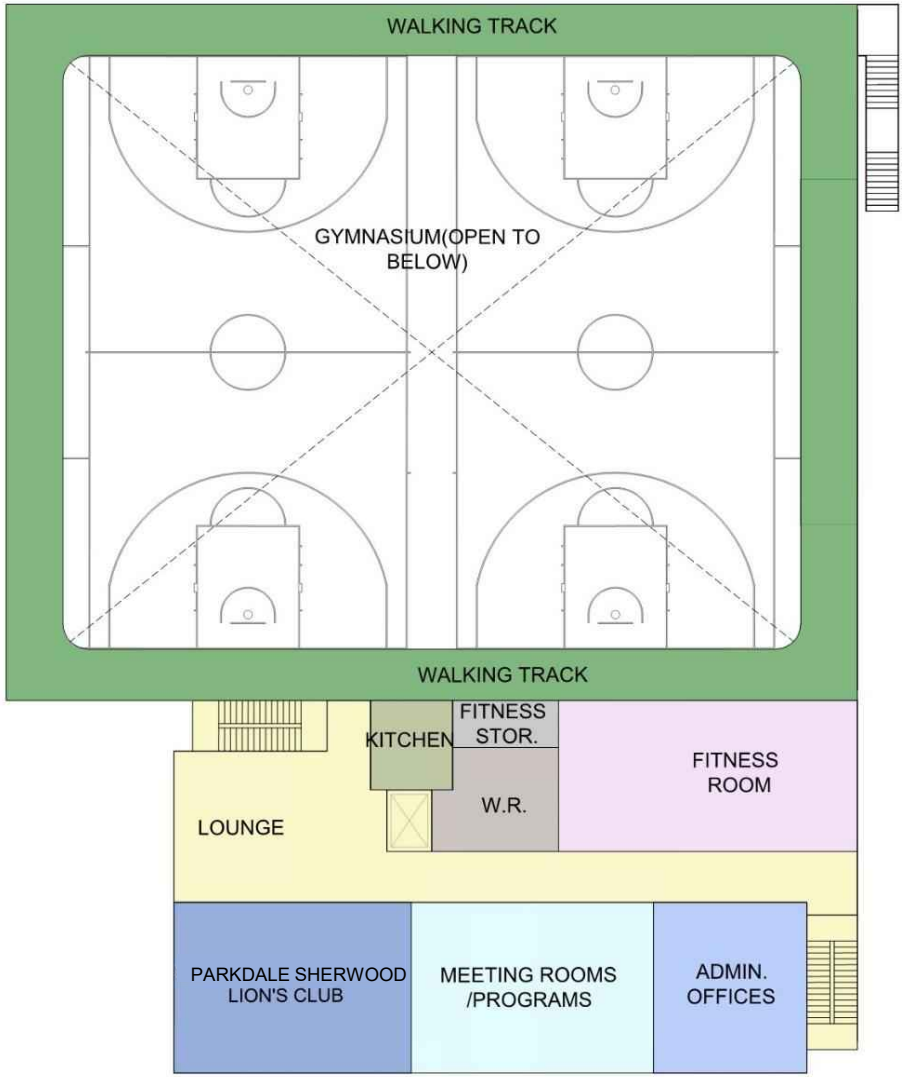
Approx. $20.4 million

CONCEPT OPTION C | PHASE 1 | GROUND FLOOR PLAN



	GYMNASIUM	1250m^2
	CHANGE ROOMS / W.R.	136m^2
	STUDIO / KIDS PROGRAM	135m^2
	COFFEE SHOP	19m^2
	CIRCULATION / LOBBY	247m^2
	STORAGE	91m^2
	UTILITY	35m^2
TOTAL GROUND FLOOR:		1910m^2

CONCEPT OPTION C | PHASE 1 | SECOND FLOOR PLAN



	FITNESS ROOM	102m^2
	WALKING TRACK	351m^2
	MEETING ROOMS	94m^2
	PARKDALE SHERWOOD LIONS CLUB	92m^2
	ADMIN OFFICE	59m^2
	KITCHEN	17m^2
	STORAGE	11m^2
	CIRCULATION / LOUNGE	169m^2
	WASHROOMS	28m^2
TOTAL SECOND FLOOR:		920m^2

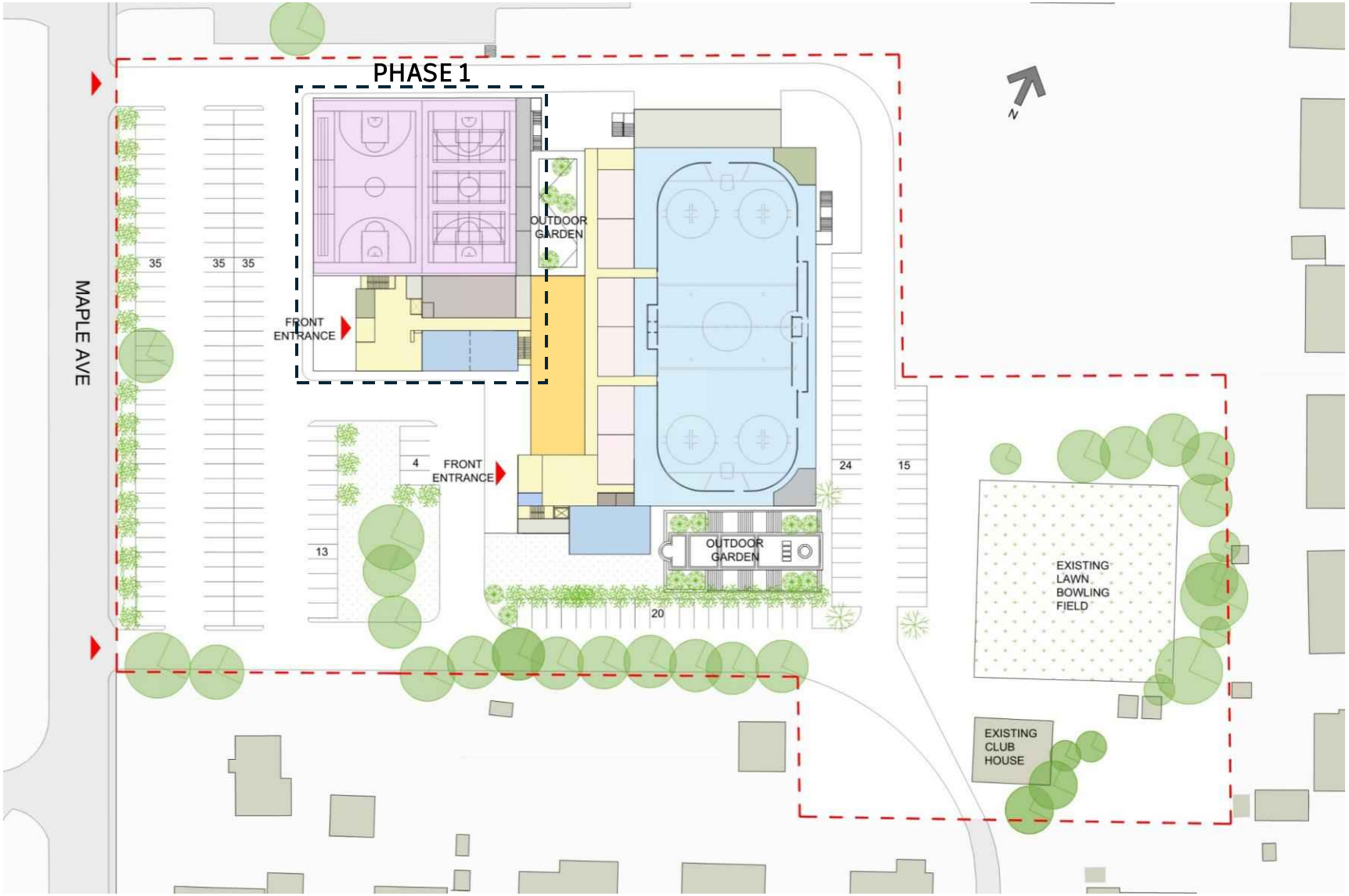
CONCEPT OPTION C | PHASE 1 | PERSPECTIVE VIEW



CONCEPT OPTION C | PHASE 2 | PERSPECTIVE VIEW



CONCEPT OPTION C | PHASE 2 | SITE PLAN



New Community Centre & New Arena Total:
8053 m^2

Parking Space:
181

Budget Estimate (Phase 2):

Approx. $36.8 million

Budget Estimate (Both Phases):

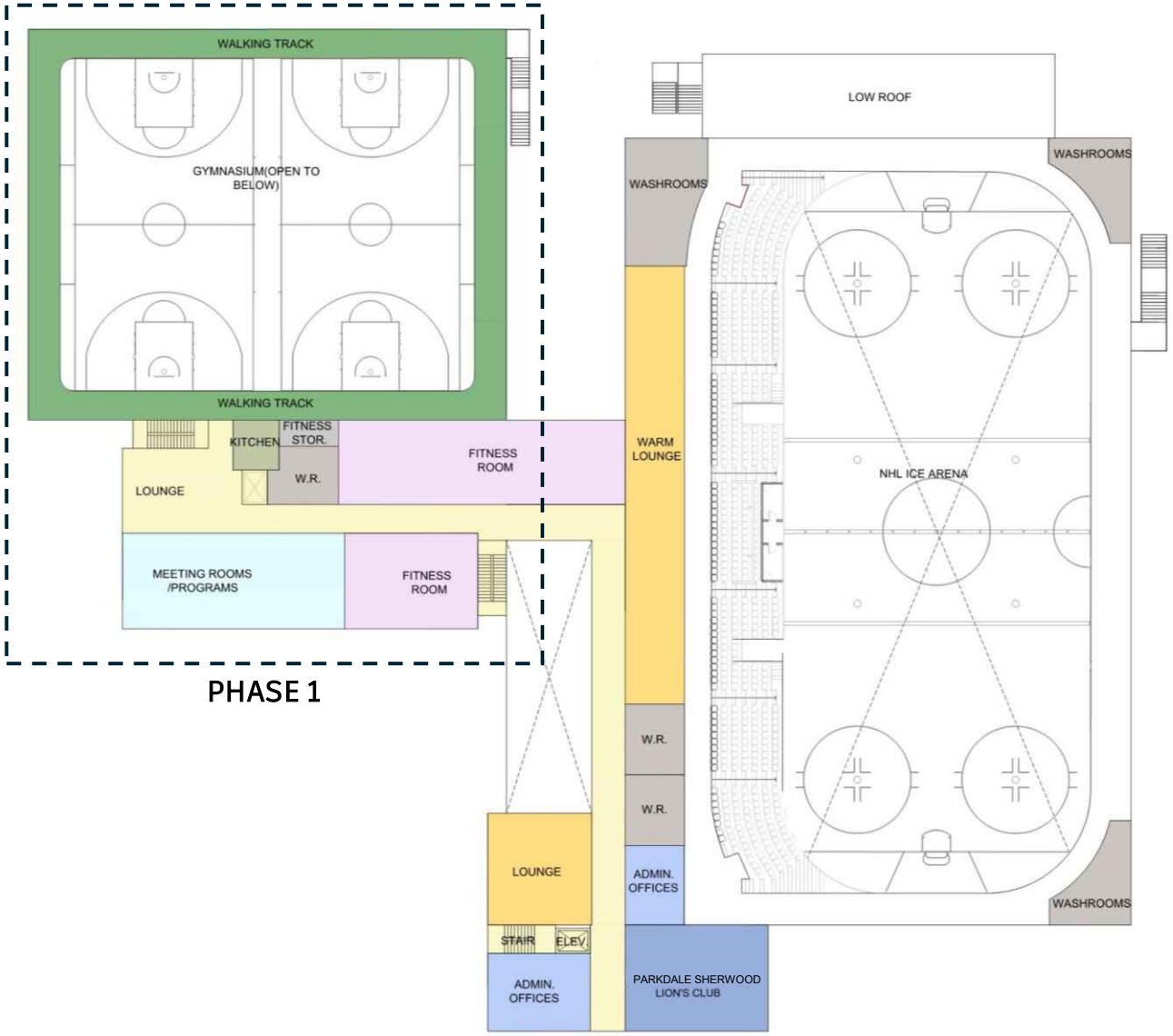
Approx. $57.2 million

CONCEPT OPTION C | PHASE 2 | GROUND FLOOR PLAN



	GYMNASIUM	1250m²
	CHANGE ROOMS	605m²
	ICE RINK	2147m²
	DRESSING ROOMS	374m²
	REFEREES	42m²
	MULTI-PURPOSE ROOM	136m²
	STUDIO / KIDS PROGRAM	135m²
	ADMIN OFFICE	9m²
	COFFEE SHOP	19m²
	CIRCULATION / LOUNGE	605m²
	STORAGE	133m²
	UTILITY	270m²
TOTAL GROUND FLOOR:		5695m²

CONCEPT OPTION C | PHASE 2 | SECOND FLOOR PLAN



	FITNESS ROOM	266m²
	WALKING TRACK	351m²
	WARM LOUNGE	186m²
	MEETING ROOMS	153m²
	PARKDALE SHERWOOD LIONS CLUB	109m²
	ADMIN OFFICE	91m²
	LOUNGE	83m²
	CIRCULATION	339m²
	WASHROOMS	234m²
TOTAL SECOND FLOOR:		2358m²

CONCEPT OPTION C | PHASE 2 | PERSPECTIVE VIEW



KEY TAKEAWAYS

FROM SECOND PUBLIC CONSULTATION (Apr 16th, 2026)

- 91% feel the needs of the community are reflected in the Concept Options presented.
- Preference for Concept Option B and C.
- A useable rink must always be available during the construction process.
- Important to move this project forward as soon as possible.

CONCEPT DESIGN OPTIONS



OPTION A

Existing Cody Banks Arena: 3170 m^2

New Community Centre: 2824 m^2

Parking Space: 152

Budget Estimate: Approx. $20.4 million



OPTION B

New Community Centre & New Arena Total: 7594 m^2

Parking Space: 161

Budget Estimate: Approx. $53.8 million



OPTION C – PHASE 1

Existing Cody Banks Arena: 3170 m^2

New Community Centre: 2830 m^2

Parking Space: 165

Budget Estimate: Approx. $20.4 million



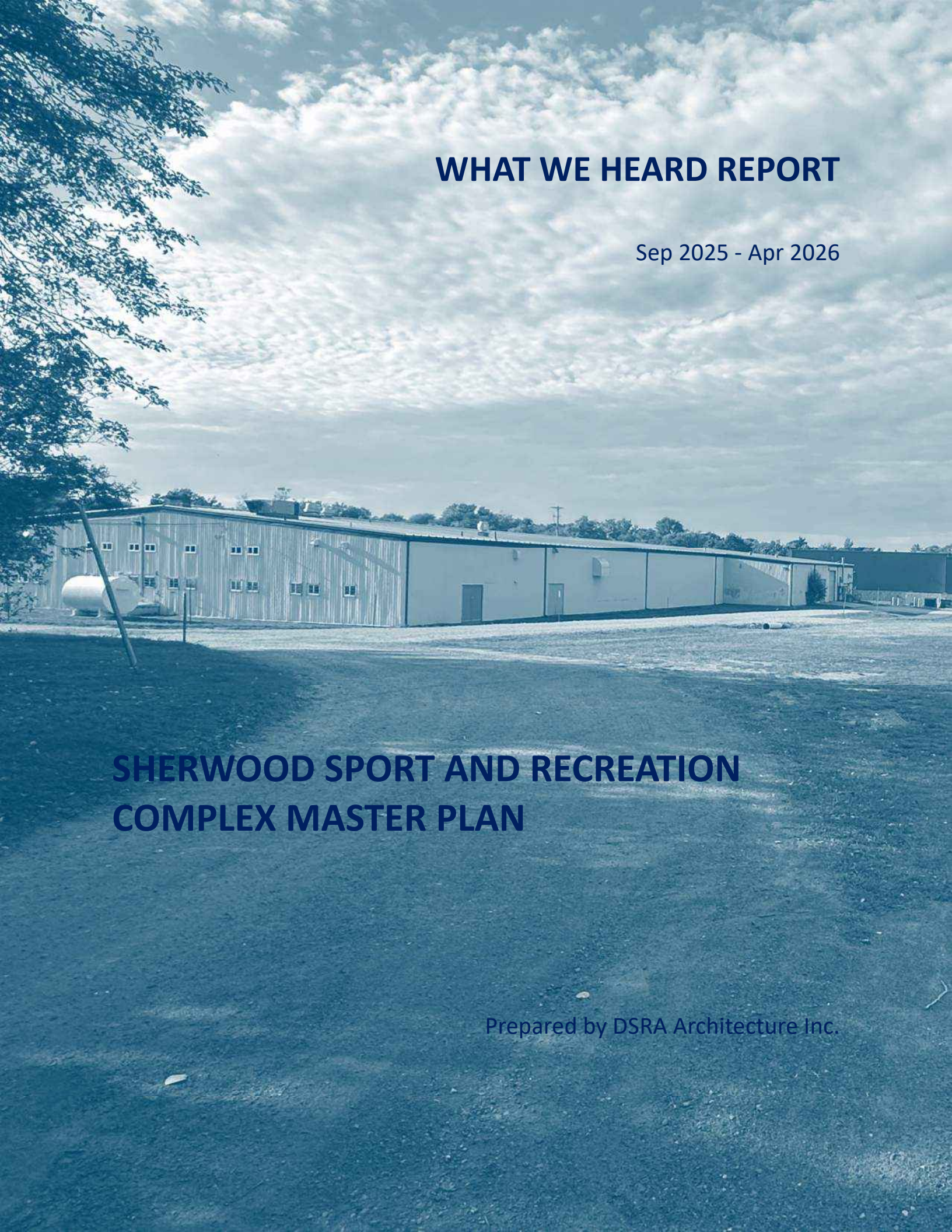
OPTION C – PHASE 2

New Community Centre & New Arena Total: 8053 m^2

Parking Space: 181

Budget Estimate (Phase 2): Approx. $36.8 million

Budget Estimate (Both Phases): Approx. $57.2 million



WHAT WE HEARD REPORT

Sep 2025 - Apr 2026

SHERWOOD SPORT AND RECREATION COMPLEX MASTER PLAN

Prepared by DSRA Architecture Inc.

1 BACKGROUND

1.1 PROJECT GOALS

The City of Charlottetown is exploring options for a master design plan for the City-owned properties of Cody Banks Arena, Sherwood Recreation Hall, Sherwood Lawn Bowling Club, and the property of 54 Maple Avenue. See pictured below.



Figure 1.1 Proposed Area of Redesign (approx. 4.61 acres) with Existing Site Conditions

A	Cody Banks Arena	58 Maple Avenue
B	Sherwood Recreation Hall	56 Maple Avenue
C	House (to be removed)	54 Maple Avenue
D	Sherwood Lawn Bowling Club	10.5 Juniper Drive

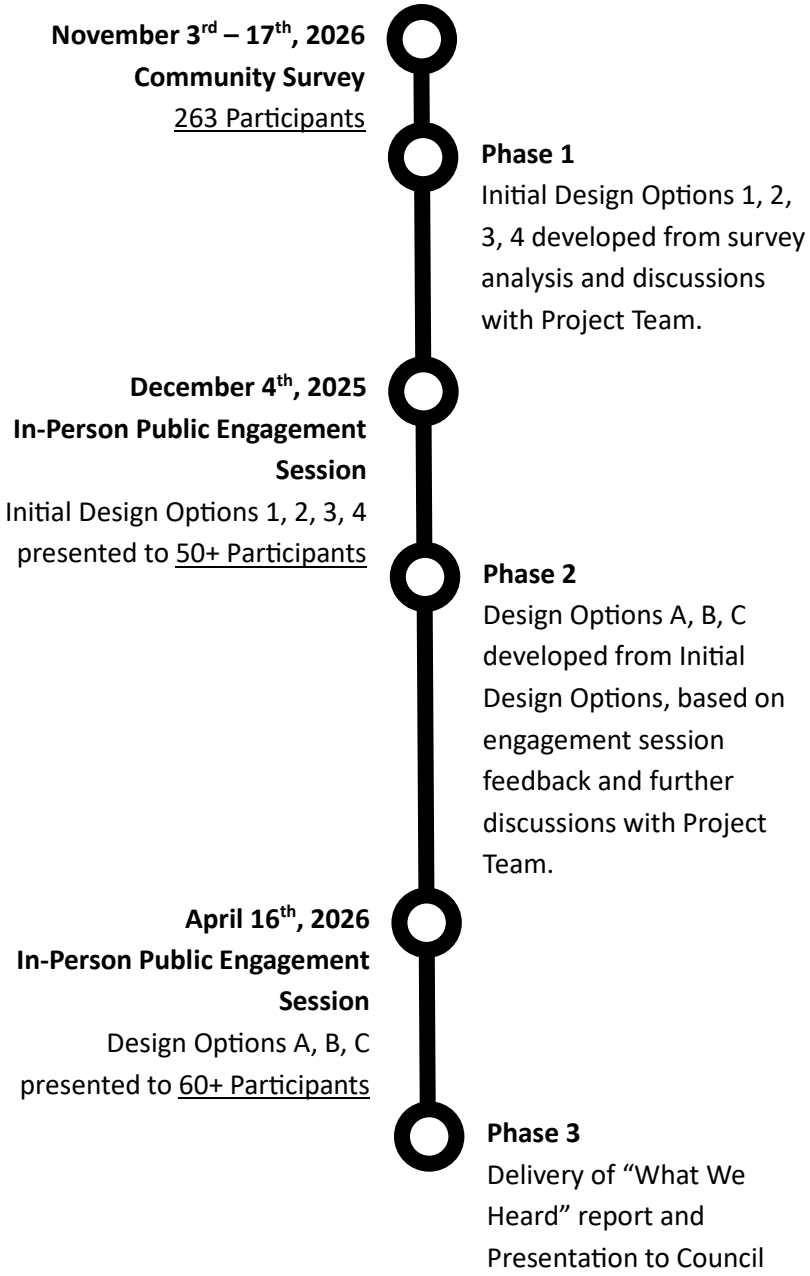
The goal of the master plan is to explore options for the redesign of this space to become a comprehensive sports and recreational complex.

This report provides both a summary of the public engagement process and the detailed comments received to help inform the master planning design.

1.2 METHODS OF ENGAGEMENT

Prior to, during, and after initial development of the space program, DSRA facilitated various methods of engagement with the community and stakeholder groups. This allowed design development to consider the needs of all parties who may use the facilities, including the various user groups, players, and spectators.

The general timeline describes how the methods of engagement and design option development mutually inform one another.



2 COMMUNITY SURVEY – NOVEMBER 2025

The online survey was conducted to reach a broader audience and gather input from a diverse range of community members. The survey was designed to collect feedback on various aspects related to the current buildings on the site, such as current condition, usage patterns, desired amenities, and future expansions.

The community survey was distributed through Charlottetown Hall (charlottetownhall.ca), the City of Charlottetown's online community engagement platform. It was open for two weeks, from November 3rd to 17th, 2025. It received a total of 263 responses.

The following section provides a summary of the results from the survey.

The complete analysis of the survey can be found in Appendix A, and the raw survey data can be found in Appendix B.

2.1 SURVEY SUMMARY

Existing Facilities Feedback:

- 93% of respondents believe that improvements and upgrades to the Cody Banks Arena are necessary.
- 50% believe that improvements and upgrades to the Sherwood Lawn Bowling Club are necessary.
- 83% believe that improvements and upgrades to the Sherwood Recreation Hall are necessary.

The existing facilities are commonly described as old, outdated, unclean, smelly, inaccessible, and unwelcoming. People find that communication of information whether it relates to canteen opening hours or program availability is poor.

Respondents believe that there is a strong need for everything, from the buildings themselves to the equipment being used, to be upgraded and modernized.

New Multi-use Recreational Facility Feedback:

There seems to be large interest in a more flexible multi-use sportsplex with an increased variety of amenities and recreation options:

- 14% of respondents believe a new recreational facility is needed in Charlottetown.
- 70% believe that both a new ice rink facility and a new recreational facility is needed in Charlottetown.

Respondents are interested in a facility that not only focuses on ice sports, but also accommodates a larger range of public users, such as family use and individual fitness/recreation needs.

The top 5 identified indoor recreation spaces listed as most needed in Charlottetown were:

1. Walking track
2. A second indoor ice rink
3. Indoor pool
4. Sports courts
5. Exercise and weight room

The top 5 identified outdoor recreation spaces listed as most needed in Charlottetown were:

1. Outdoor sports courts
2. Splash park
3. Pickleball courts
4. Outdoor skating rink/trail
5. Playground equipment



Conclusions:

Based on the feedback collected, we believe that respondents would be open to:

a) full retrofit, expansion and upgrade of existing facilities to a modern standard.
b) selective demolition and replacement with modern, new facilities that meet the community's needs.

3 IN-PERSON PUBLIC ENGAGEMENT SESSION – DECEMBER 2025







The public engagement session was held on December 4th, 2025, from 6pm to 8pm, at the Sherwood Recreation Hall.

At the public consultation, DSRA presented an overview of the existing site, a summary of the online survey results, and four preliminary design options for the masterplan. Throughout the two-hour session, our team engaged with attendees to gather feedback and answer questions on each option.

The complete presentation boards are provided as reference in Appendix C.

Participants were asked to review and provide feedback on the four site planning options.

3.1 ENGAGEMENT SESSION FEEDBACK

Each person was given one sticker to place on their favorite option. A total of 42 votes were received.

Option 1	5
Option 2	34
Option 3	3
Option 4	0
Total	**42**

The results show a strong preference for Option 2, which received over 80% of the total votes.

Through written comment, sticky notes, and verbal discussion, feedback from participants was recorded for each option.

Option 1 Feedback:

- Strong interest in after-school program space and multipurpose rooms.
- Requests to renovate and invest in the existing rink before considering replacement.
- Suggestions to allocate funding towards rink upgrades.
- Interest in repurposing or redeveloping the existing rink as a multipurpose indoor or outdoor facility.
- Concerns about access from Juniper Drive.
- Suggestions to acquire additional the nearby property to expand facilities.

Comments on Option 1 focused more on facility needs and long-term planning, particularly related to the rink.

Option 2 Feedback:

- Improve or upgrade the lawn bowling area.
- Eliminate or restrict vehicle access from Juniper Drive, with several comments indicating safety concerns.
    - Maintain Juniper Drive access only for lawn bowling or convert the roadway to green space.
- Provide safe, public street access for children's programs (preferably from Maple Avenue).
- Preserve as many existing trees as possible.
- Add outdoor amenities such as:
    - Outdoor skating or walking trail
    - Splash pad
    - Outdoor basketball court
- Provide a ramp connection to adjacent Sherwood School.
- Comments to Indoor amenities:
    - Combine children's program space with studio space
    - Provide a double gymnasium

Overall, respondents expressed that Option 2 best balances functionality, safety, community use, and outdoor programming.

Option 3 Feedback:

- Strong opposition to outdoor pickleball courts due to noise impacts; preference for indoor courts if included.
- Requests to remove driveway access from Juniper Drive.
- Interest in free public amenities, such as:
    - Indoor fitness or walking track.
    - Free fitness or sport programs.
- Desire for a small coffee shop or social space, particularly for seniors.

Option 4 Feedback:

No feedback was collected for Option 4.

3.2 December 2025 Engagement Session Summary

- Clear community support for option 2, with an emphasis on safety, controlled access, outdoor recreation, and family-oriented programming.
- Concerns about traffic and access from Juniper Drive.
- Broad interest in multipurpose spaces, outdoor amenities, and inclusive community facilities.
- Sensitivity to noise impacts, particularly related to outdoor pickleball courts.

4 IN-PERSON PUBLIC ENGAGEMENT SESSION – APRIL 2026

The second public engagement session was held on April 16th, 2026, from 6pm to 8pm, at the Sherwood Recreation Hall. At the public consultation, three master plan options A, B, C, were presented, followed by a Q&A session with in-person discussion between the City, community members and DSRA.

The complete presentation boards displayed during the meeting are provided as reference in Appendix D.

The three design options (A, B, and C) were developed from previously outlined design options, based on previous engagement sessions' feedback and further discussions with project team.

4.1 ENGAGEMENT SESSION FEEDBACK

Sixteen feedback forms were collected at the event, and two more comments were sent through email following the event. The raw feedback received is provided in Appendix E.

Below is a summary of the feedback received:

- 91% of respondents feel the needs of the community are reflected in the options provided in the options of the master plans.
- Spaces and uses to be prioritized in the final plan:
    - Ice surface
    - Walking track
    - Multi-purpose community spaces
    - Basketball court
    - Spectator seating for gymnasium
    - Multi-purpose gym space (Fitness center should be located adjacent to gym)
    - Green space
    - Outdoor recreational space
    - Pickleball court
    - Skating
    - Speed track
- Site plan should consider parking placement, safety, and connection with the adjacent school.
    - Would be nice to have a small playground.
    - The ice plant should be furthest from the school, so it doesn't cut the school's view.
    - Parking placement at side or rear of building to enhance pedestrian access and safety and the sidewalk.
- Out of the 18 total feedback forms and comments provided, 6 respondents stated a preference for a specific option – 3 for Option B and 3 for Option C.
- There are some conflicting thoughts on renovation vs new build from the respondents:
    - Some prefer to renovate the existing rink to maximize its life span and reduce costs.
    - Others are concerned that renovating Cody Banks Arena could be a waste of money in the long term, if the lifespan of the renovated arena is only extended a few more years. In this

case some would prefer to commit to a new build so that new facilities can last for decades to come.
    - One respondent suggested looking at the Simmons Arena design as a template for the new rink.
- Some responses brought up cost concerns, wondering how the project would be funded.
    - Respondents who liked the phased plan of Option C noted that the phasing makes it seem more feasible economically.
- Noted that it is important to always have a useable rink available during the construction process, as ice time is already difficult to get currently.
- Important to move this project forward as soon as possible.

4.2 April 2026 Engagement Session Summary

The Q&A session was highly engaging and covered multiple aspects of the project. Key discussions were forward-looking and focused on:

- Cost estimates for each option.
- Scheduling for the next phase.
- How feedback from previous engagements has been incorporated into the final options.
- The project approval process and future measures to keep the public well informed.

APPENDIX A – ONLINE COMMUNITY SURVEY ANALYSIS

APPENDIX A - COMMUNITY SURVEY ANALYSIS

An online survey was conducted to reach a broader audience and gather input from a diverse range of community members. The survey was designed to collect feedback on various aspects related to the current buildings on the site, such as current condition, usage patterns, desired amenities, and future expansions.

The community survey was distributed through Charlottetown Hall (charlottetownhall.ca), the City of Charlottetown's online community engagement platform. It was open for two weeks, from November 3rd to 17th, 2025. It received a total of 263 responses.

The following sections provide an analysis of the results of the survey.

A.1 RELATIONSHIP TO CHARLOTTETOWN

Respondents were asked to choose what best describes their relationship to Charlottetown.

Full time resident*	81%	211
Part-time resident**	0%	0
Non-resident***	19%	49
Total		**260**

* Select this option if the City is your primary residence, and you live here for 6+ months per year, including year-round residents.

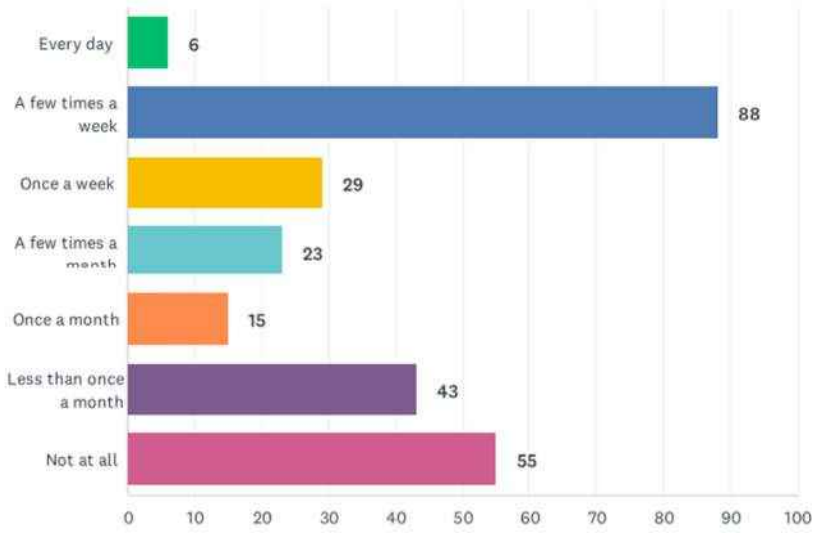
** Select this option if you live in the City for at least 30 days per year, but less than 6 months per year. This includes seasonal residents, temporary workers, or vacation home users.

*** Select this option if you do not reside in the City at any time during the year, even if you visit occasionally for work, family, or tourism.

A.2 Frequency of Facility Use

Respondents were asked how frequently they, or other members of their family, used the facilities at the three buildings on the site (henceforth referred to as the "Sherwood facilities").

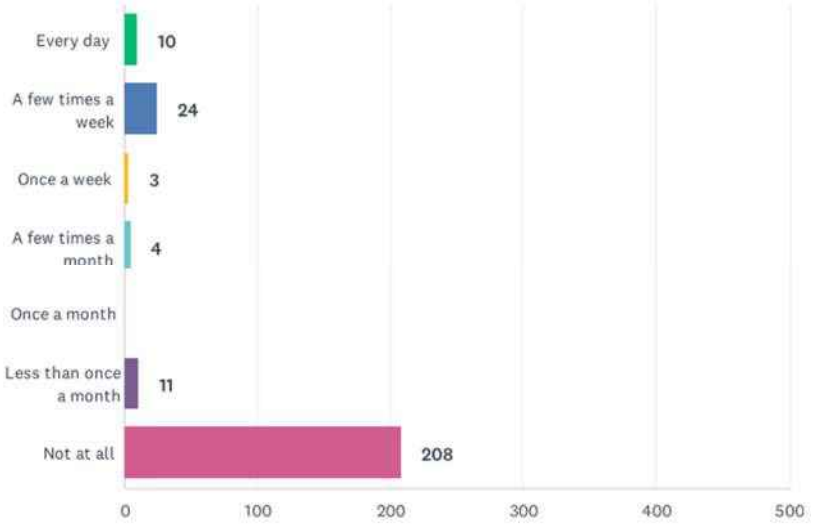
Cody Banks Arena:



Every day	2%	6
A few times a week	34%	88
Once a week	11%	29
A few times a month	9%	23
Once a month	6%	15
Less than once a month	17%	43
Not at all	21%	55
Total		**259**

Of the respondents, about 79% use the Cody Banks Arena with some frequency.

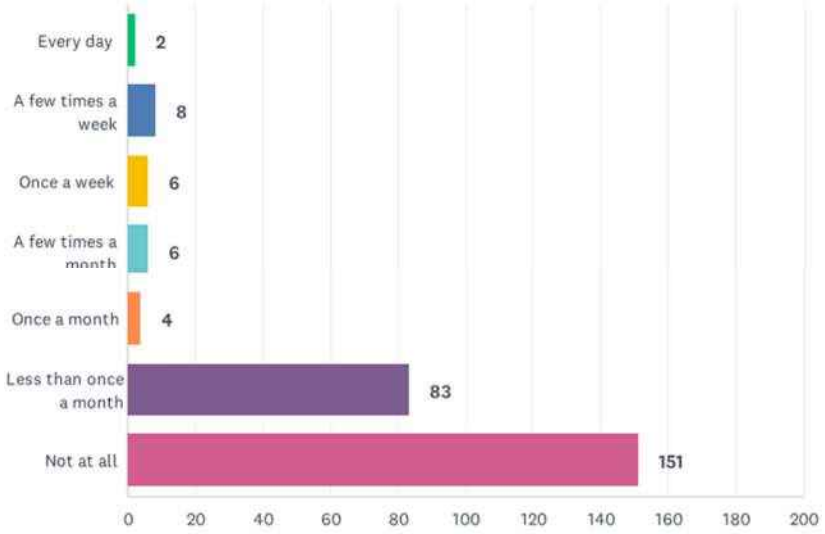
Sherwood Lawn Bowling Club:



Every day	4%	10
A few times a week	9%	24
Once a week	1%	3
A few times a month	2%	4
Once a month	0%	0
Less than once a month	4%	11
Not at all	80%	208
Total		**260**

Of the respondents, about 20% use the Sherwood Lawn Bowling Club with some frequency.

Sherwood Recreation Hall:

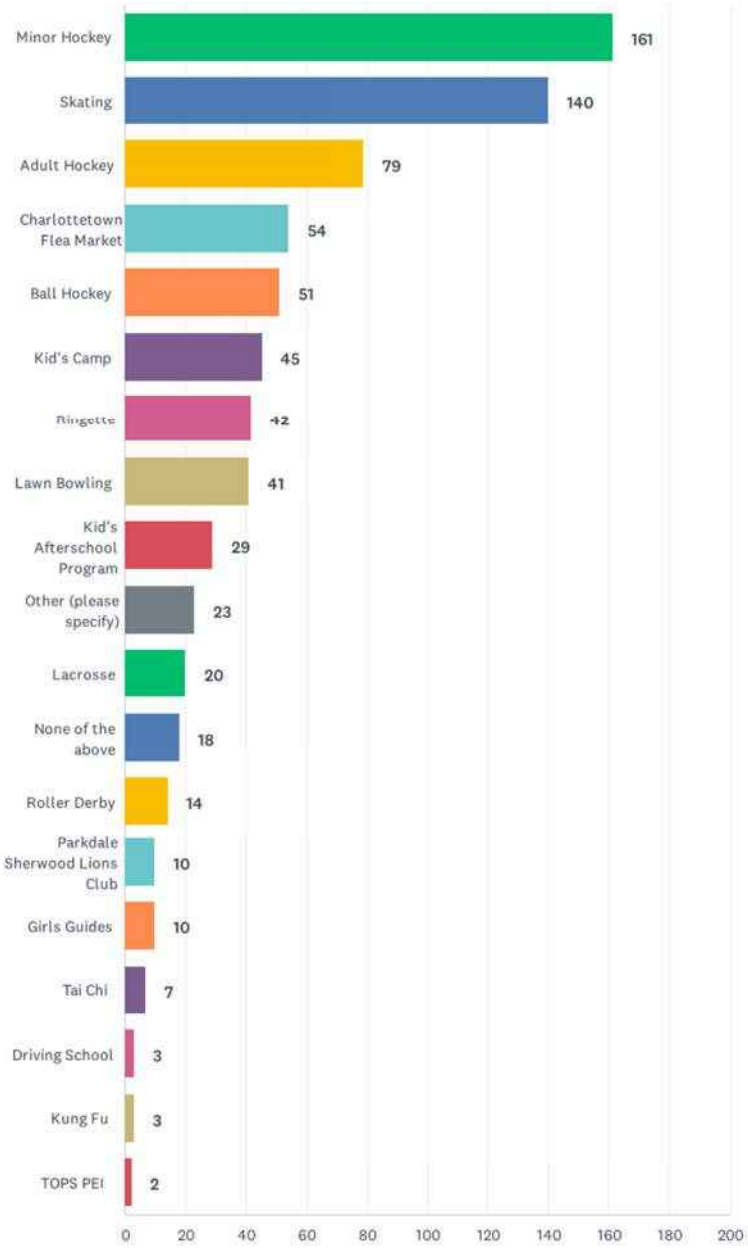


Every day	1%	2
A few times a week	3%	8
Once a week	2%	6
A few times a month	2%	6
Once a month	2%	4
Less than once a month	32%	83
Not at all	58%	151
Total		**260**

Of the respondents, about 42% use the Sherwood Recreation Hall with some frequency.

A.3 CURRENT USAGE – ACTIVITIES AND SERVICES

Respondents were asked which services, activities or functions at the Sherwood facilities they had attended as a participant or spectator in the past. They could choose as many as applicable.



Activity	Responses	
Minor Hockey	62.2%	161
Skating	54.1%	140
Adult Hockey	30.5%	79
Charlottetown Flea Market	20.8%	54
Ball Hockey	19.7%	51
Kid's Camp	17.4%	45
Ringette	16.2%	42
Lawn Bowling	15.8%	41
Kid's Afterschool Program	11.2%	29
Other (please specify)*	8.9%	23
Lacrosse	7.7%	20
None of the above	6.9%	18
Roller Derby	5.4%	14
Parkdale Sherwood Lions Club	3.9%	10
Girls Guides	3.9%	10
Tai Chi	2.7%	7
Driving School	1.2%	3
Kung Fu	1.2%	3
TOPS PEI	0.8%	2
Total		**259**

The top 5 identified activities were **minor hockey** (62.2%), **skating** (54.1%), **adult hockey** (30.5%), the **Charlottetown Flea Market** (20.8%) and **ball hockey** (19.7%).

*Of the "Other" written responses, the answers can be categorized as below:

Private rentals for events such as birthday parties, community meetings, craft sessions, board meetings, team building activities, and wedding dances.	10
Basketball	3
Voting in elections	3
Dance classes	2
Other markets	2
The below received one (1) response each:	
Buffet	
Concert	

Respondents were then asked what other activities or services they would support if they were offered. This question received 146 written responses, which are categorized as below:

Walk/Running Track	34
Various Sports Facilities:	
Pickleball Courts	27
Basketball	19
Curling Sheet	11
Lane Bowling	7
Indoor Soccer	7
Baseball/Softball	5
Squash	3
Tennis	3
Indoor Lawn Bowling	3
Outdoor Soccer	3
Beach Volleyball	3
Bocce	2
Indoor Volleyball	2
Rollerblading	2
Badminton	2
Croquet	1
Indoor Golf	1
Climbing Wall	1
Pool Tables	1
Outdoor Skateboarding	1
Aquatics Facilities & Programming:	

Swimming	21
Diving	1
Water Polo	1
Scuba Diving	1
Aqua Fit	1
Fitness/Wellness Facilities & Programming:	
Multi-purpose Gym w/ Equipment~	23
Fitness Classes (Spin, Workout)	13
Yoga/Dance Studio & Classes	6
Gymnastics	1
Additional Rink Space & Programming:	
Second Rink	4
Skating Programming	4
Extra Hockey	2
Ringette	1
Family Skate	1
Off-Ice Hockey Variants:	
Ball Hockey	2
Floor Hockey	1
Roller Hockey	1
Youth Activity Programs*	11
Senior Activity Programs**	5
Community Room for Rent	8
Hobby Activities & Community Learning***	7
Community Kitchen	2
More Varied Community Events****	2
Medical Care	2
Other:	
Outdoor Splash Pad	2
Outdoor Green Space	1
Pub	1
Coffee Shop	1
Childcare	1

~Stratford Town Hall was cited multiple times as an example.

*Youth activity program suggestions include drop-in youth group, after school programs, kids' crafts, youth specific sports programs, youth rec space, summer camp.

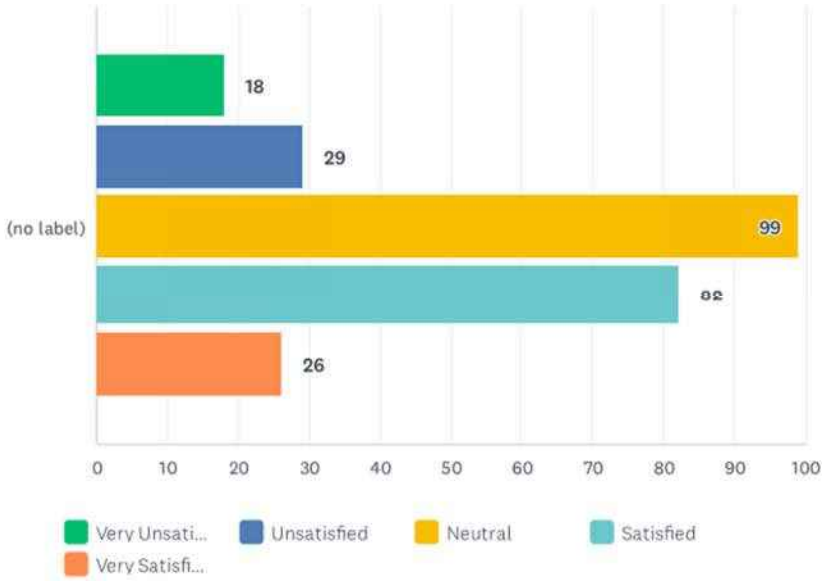
**Senior activity program suggestions include yoga, exercise, senior lunch, card games.

***Hobby activity suggestions include cards, chess, book club, bridge club, craft events.

****Community event suggestions include craft fairs, holiday parties, concerts, plays, movies, functions, fundraisers.

A.4 Satisfaction with Current Programs and Activities

Respondents were asked to rate their overall satisfaction with the programs and activities offered at the Sherwood facilities.

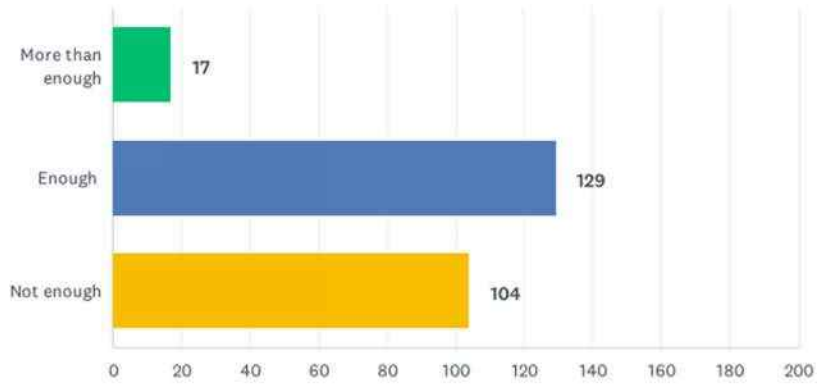


Very Unsatisfied	7%	18
Unsatisfied	11%	29
Neutral	39%	99
Satisfied	32%	82
Very Satisfied	10%	26
Total		**254**

18% of respondents were Very Unsatisfied or Unsatisfied. 39% were neutral. 42% were Very Satisfied or Satisfied.

A.5 Parking Space

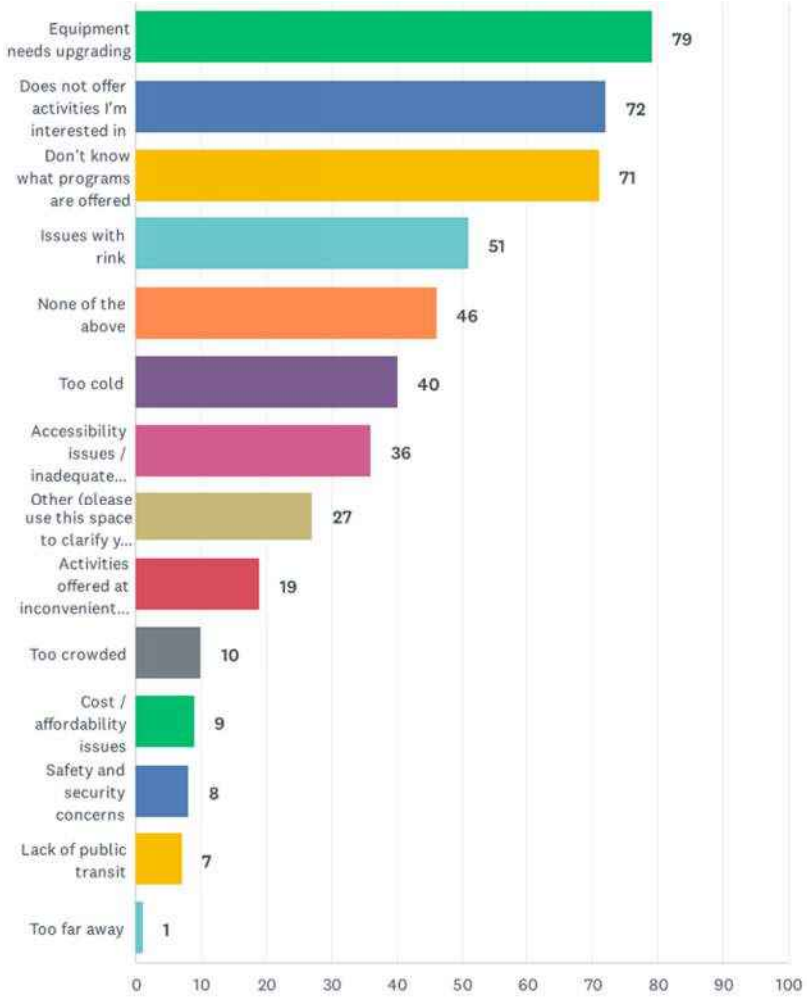
Respondents were asked if parking space at the current site meets their requirements.



More than enough	7%	17
Enough	52%	129
Not enough	42%	104
Total		**250**

A.6 Barriers to Participation

Respondents were asked if there were any facility-related barriers limiting their participation in activities or programs at the Sherwood facilities. They could check all that applied.



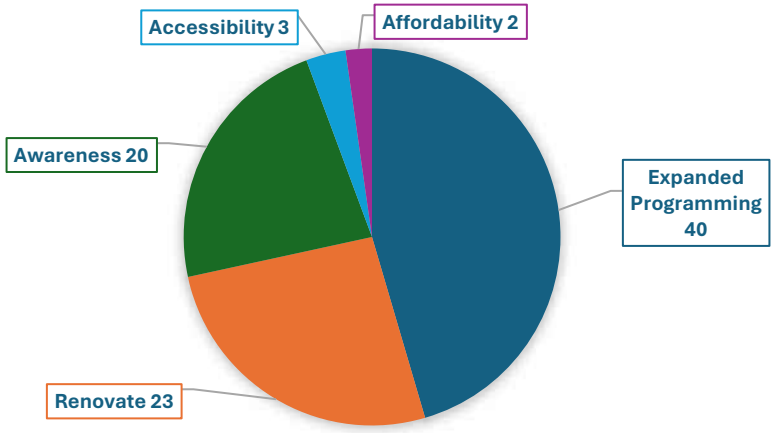
Equipment needs upgrading	33%	79
Does not offer activities I'm interested in	30%	72
Don't know what programs are offered	30%	71
Issues with rink	22%	51
None of the above	19%	46
Too cold	17%	40
Accessibility issues / inadequate facilities for persons with disabilities	15%	36
Other (please use this space to clarify your answers or provide other barriers not listed)*	11%	27
Activities offered at inconvenient times	8%	19
Too crowded	4%	10
Cost/affordability issues	4%	9
Safety and security concerns	3%	8
Lack of public transit	3%	7
Too far away	0%	1
Total		**237**

*In addition to the above, the following general comments were recorded under the "Other" category:

Not enough senior programs at accessible price points	2
Lacking a childcare center	1
Not enough variety other than hockey	1
Comments related to transportation:	
Not enough parking	3
Not enough wheelchair parking	1
Maple Ave bike lanes are not safe, and no bike racks are provided	1
Comments related to ice:	
Not enough ice availability	2
Need more public skating sessions	2

Should have a double rink to facilitate more programs	2
Late season starts and early season closes	1
Should have Olympic-sized rink for more programming opportunities (eg: Speed Skating P.E.I.)	1
Comments related to existing facility:	
Sherwood Lawn Bowling Club needs updating	2
Not modern, uninviting, needs to be updated	2
In rough shape, should be replaced	2
Dark, lacks ventilation, smelly	1
Canteen should be on main level	1
Should add accessible warm rooms to watch games in rink	1

Respondents were then asked what would make it easier for them to access and participate in the programs at the Sherwood facilities. 79 written responses were recorded, and the main categories are summarized below:



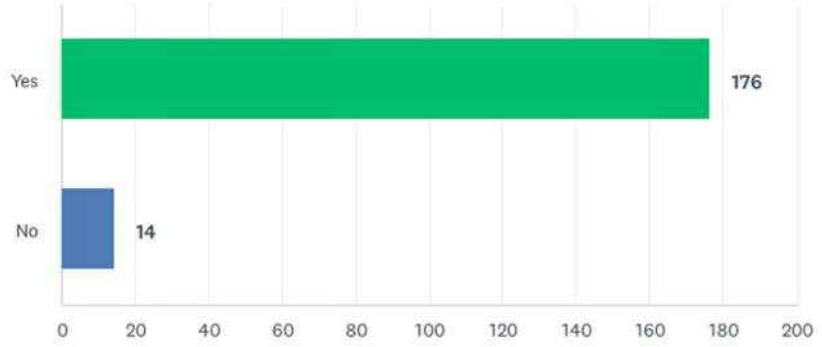
- **Expanded Programming/Multi-purpose facility:**
  - The facility should be larger so it can offer a wider variety of community programs, sports, and supporting facilities. The focus should not just be on ice sports.
  - Offer outdoor sports in addition to indoor sports.
  - More evening and weekend activities should be offered. More open time slots for public use that are not booked up.
  - Having multiple clubs, groups and associations under one roof can improve the scheduling and renting of spaces.
  - These offerings should be friendly to various age groups, from toddlers to seniors.

- **Renovate the existing facility:**
  - Modernize the facility to become open, light and healthy.
  - Maintenance needed for existing equipment.
  - Expand capacity to include more amenities.
  - More, and better parking spaces around the facility.
  - Add a warm viewing area for the rink.
  - Update and add more washrooms.
  - Larger dressing rooms that can accommodate a team.
  - Make the canteen more accessible by moving it to the ground floor.
- **Improve Awareness and Communication:**
  - Better utilize social media to advertise what is happening at the existing facilities.
  - Have an up-to-date, user-friendly website with all scheduled events and available offerings.
  - Have the schedule/calendar sent to residents in the area.
- **Improve Accessibility:**
  - Improve public transit to the area.
  - Provide childcare offerings.
- **Affordability:**
  - Programs for children that are financially feasible for families.
  - Low cost or free usage of facilities.

A.7 Existing Facility Upgrades and Improvements

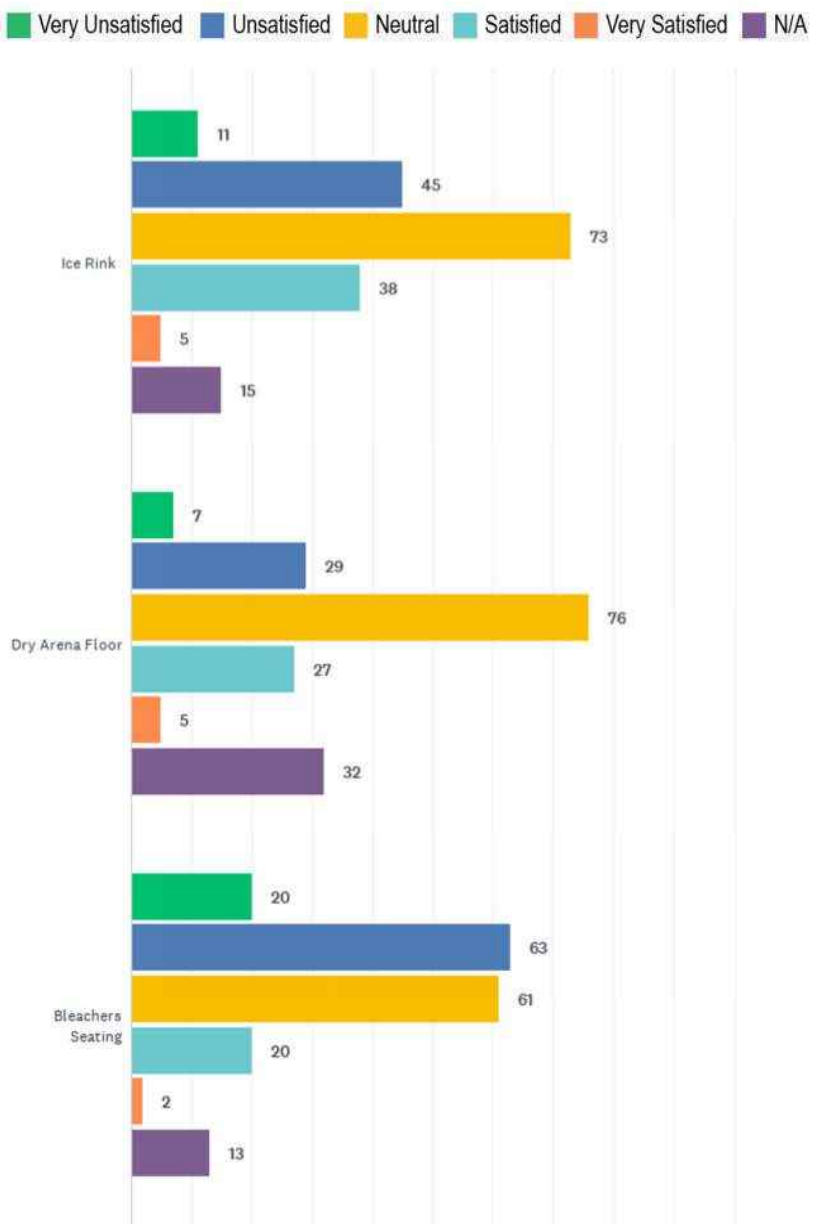
A.7.1 Cody Banks Arena

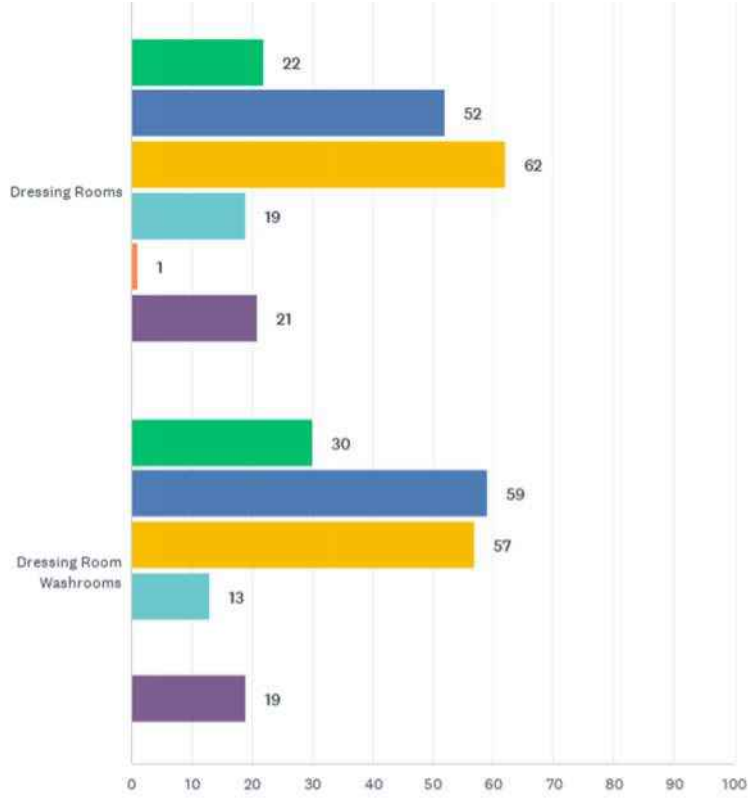
Respondents were asked if they felt upgrades or improvements were needed for the Cody Banks Arena.



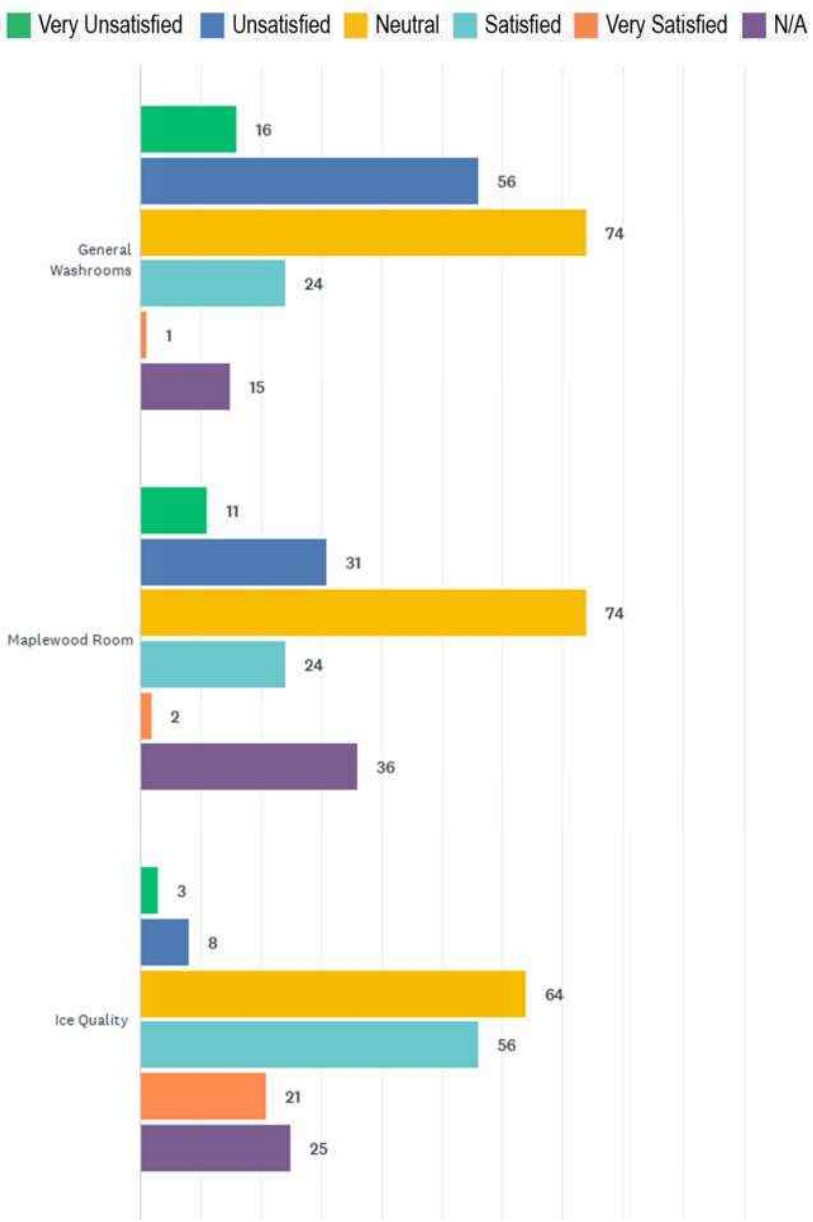
Yes	93%	176
No	7%	14
Total		**190**

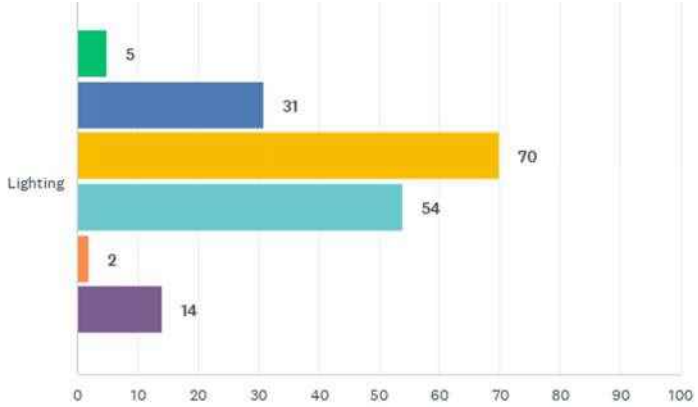
Respondents were then asked to rate their satisfaction with the existing amenities provided at Cody Banks Arena.



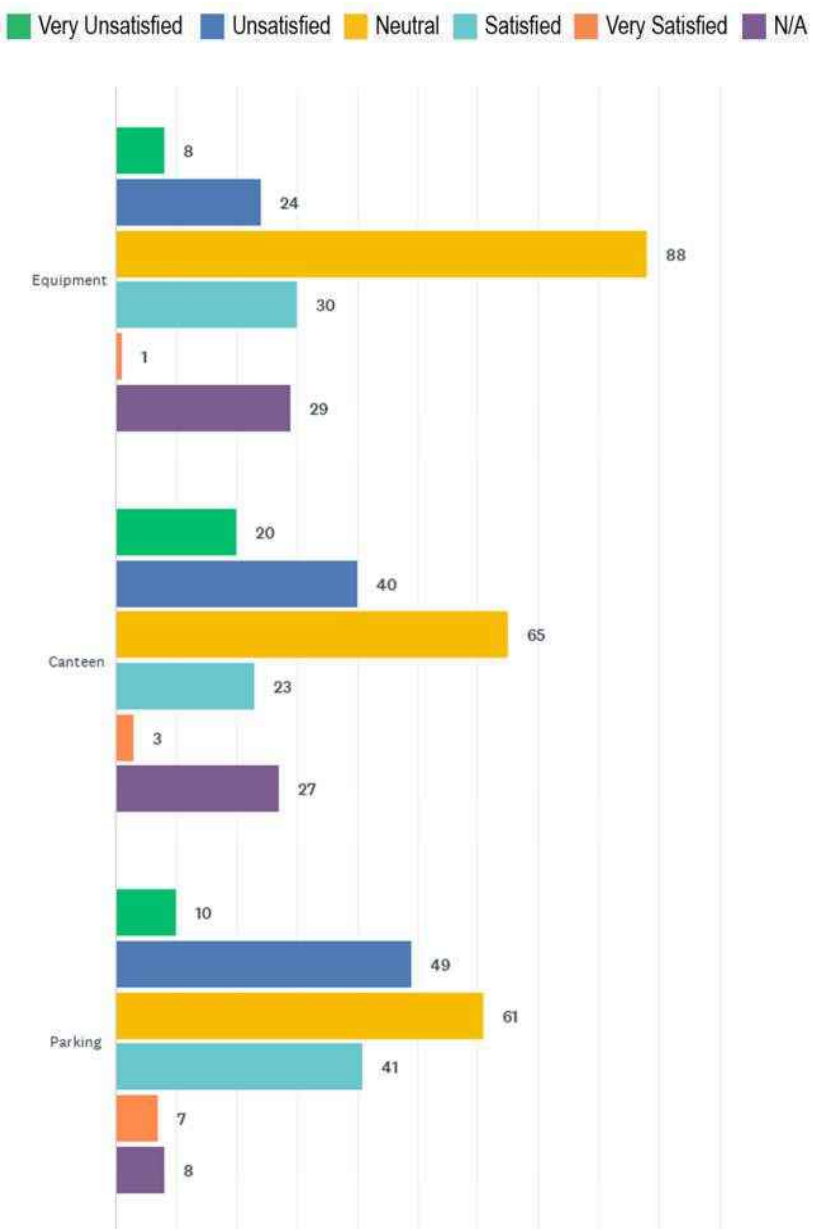


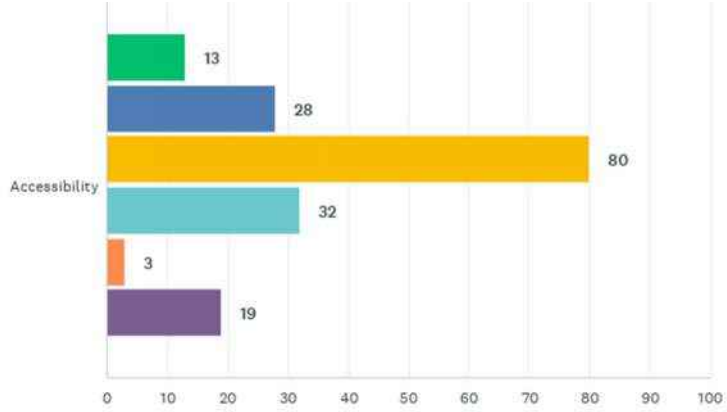
							TOTAL
Ice Rink	6% 11	24% 45	39% 73	20% 38	3% 5	8% 15	187
Dry Arena Floor	4% 7	16% 29	43% 76	15% 27	3% 5	18% 32	176
Bleachers Seating	11% 20	35% 63	34% 61	11% 20	1% 2	7% 13	179
Dressing Rooms	12% 22	29% 52	35% 62	11% 19	1% 1	12% 21	177
Dressing Room Washrooms	17% 30	33% 59	32% 57	7% 13	0% 0	11% 19	178





							TOTAL
General Washrooms	9% 16	30% 56	40% 74	13% 24	1% 1	8% 15	186
Maplewood Room	6% 11	17% 31	42% 74	13% 24	1% 2	20% 36	178
Ice Quality	2% 3	5% 8	36% 64	32% 56	12% 21	14% 25	177
Lighting	3% 5	18% 31	40% 70	31% 54	1% 2	8% 14	176





							TOTAL
Equipment	4% 8	13% 24	49% 88	17% 30	1% 1	16% 29	180
Canteen	11% 20	22% 40	37% 65	13% 23	2% 3	15% 27	178
Parking	6% 10	28% 49	35% 61	23% 41	4% 7	5% 8	176
Accessibility	7% 13	16% 28	46% 80	18% 32	2% 3	11% 19	175

The following is an overview of the submitted comments about each existing amenity in Cody Banks Arena.

Ice Rink: Overall, in ranking, respondents leaned towards more satisfied than unsatisfied but were mostly neutral.

- Doors to get on the surface are hard to operate.
- Old and cold, could be utilized more.
- Rink board glass too low for higher ages of hockey.
- Ice surface too small for higher ages of hockey.

Dry Arena Floor: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- No room for off-ice activity or warm up.
- Floor is wet at times.
- Tough to play on as it is uneven.

Bleachers Seating: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied.

- Users would prefer individual seating with backs.
- Hard and uncomfortable.
- Not accessible for those with limited mobility.
- Very cold in the stands.
- Steps described as “awkward” to get up.
- Concern about the large cracks in the cement walls of the side exit.
- Back row seats have limited visibility due to support beams.

Dressing Rooms: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied.

- Small, can get crowded.
- Old, needs upgrades.
- Lacks private change areas.
- Smelly and unclean.
- Located in poor locations, as when the door is open, anyone can look in.
- Poor ventilation.

Dressing Room Washrooms: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied.

- Too small.
- Very outdated, needs upgrades.
- Smelly and unclean, the washrooms and showers are not comfortable to use.
- Showers do not always work.
- Accessibility issues.
- Needs more privacy.

General Washrooms: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were only slightly more neutral.

- Stalls are too small.
- Old, needs upgrades.
- Smelly and unclean.
- Lacks mirrors.
- No change tables.
- Accessibility issues.

Maplewood Room: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- Furniture and equipment need modernization.
- Too dark.
- Décor is outdated.
- Lack of air conditioning.
- Generally unwelcoming, people are not inclined to rent for events.

Ice Quality: Overall, in ranking, respondents leaned towards more satisfied than unsatisfied.

- Comments were mixed, with one complimenting the good ice quality, while one called it “terrible”.

Lighting: Overall, in ranking, respondents leaned towards more satisfied than unsatisfied but were mostly neutral.

- Aged, needs upgrades.

- Gloomy and dim.

Equipment: Overall, in ranking, respondents leaned towards more satisfied than unsatisfied but were mostly neutral.

- Sound system is too quiet.
- Needs upgrades.

Canteen: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- Outdated and unclean.
- Location is not accessible; it would be preferable if it was located on the main floor. Some people don't even know that it exists.
- Unpredictable availability with no posted hours. Often not open.
- Doesn't offer enough options.

Parking: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- Not enough space when major events are happening.
- It is difficult to safely walk or cycle through. This would be improved by having a pedestrian connection from the sidewalk to the door of the facility.
- Full of potholes and patchwork.
- Not enough lighting.
- Can be hard to navigate.

Accessibility: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

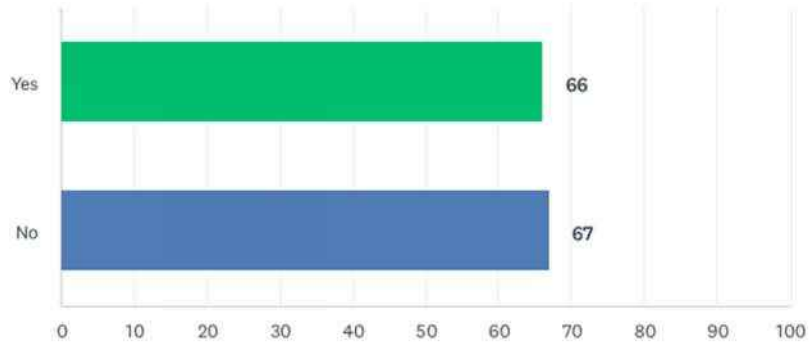
- Many issues previously mentioned in comments about other amenities, namely the seating, canteen, and washrooms being inaccessible.
- The elevator should be available for all events. Some people are unaware that it exists.

Respondents were then asked if they had any other comments about the existing amenities of Cody Banks Arena. This received 29 written responses.

- Lobby too small, often congested during events.
- Facility is too small in general, leading to overcrowding.
- More accessible skate sharpening hours are needed.
- Nowhere to fill water bottle.
- Needs space to host more events than just hockey.

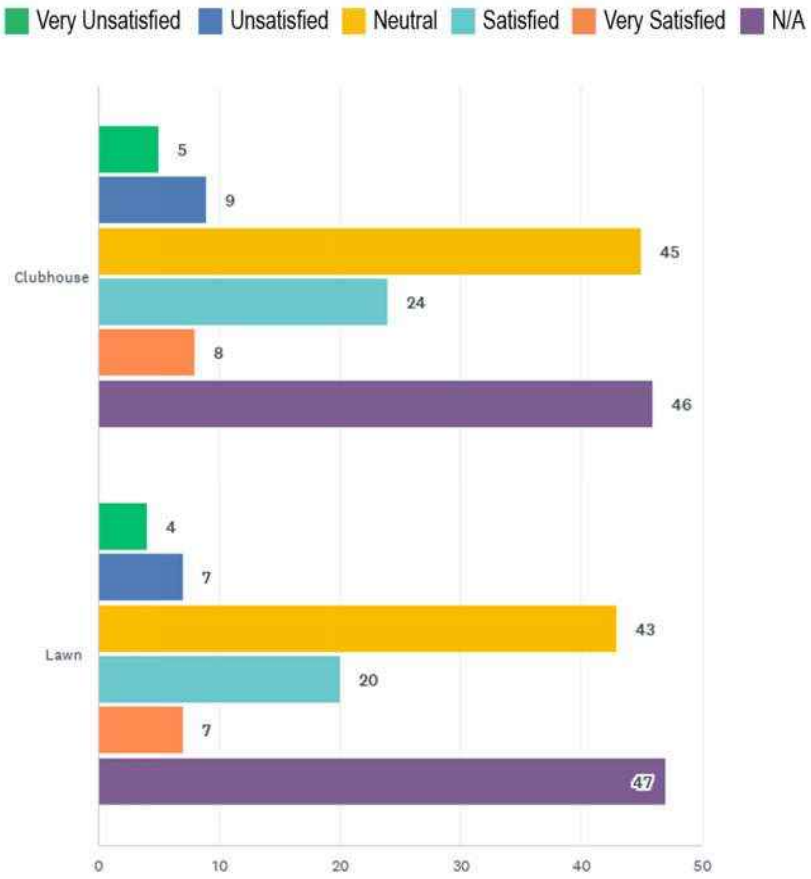
A.7.2 Sherwood Lawn Bowling Club

Respondents were asked if they felt upgrades or improvements were needed for the Sherwood Lawn Bowling Club.



Yes	50%	66
No	50%	67
Total		**133**

Respondents were then asked to rate their satisfaction with the existing amenities provided at the Sherwood Lawn Bowling Club.



							TOTAL
Clubhouse	4% 5	7% 9	33% 45	18% 24	6% 8	34% 46	137
Lawn	3% 4	5% 7	34% 43	16% 20	5% 7	37% 47	128

The following is an overview of the submitted comments about each existing amenity in the Sherwood Lawn Bowling Club.

Clubhouse: Overall, in ranking, respondents leaned towards being more satisfied than unsatisfied but were mostly neutral.

- Heating and air conditioning need to be improved.
- The building is old and needs repairs/upgrades.
- New storage sheds are needed.
- Washrooms are old and need upgrading.
- Kitchen should be upgraded.

Lawn: Overall, in ranking, respondents leaned towards being more satisfied than unsatisfied but were mostly neutral.

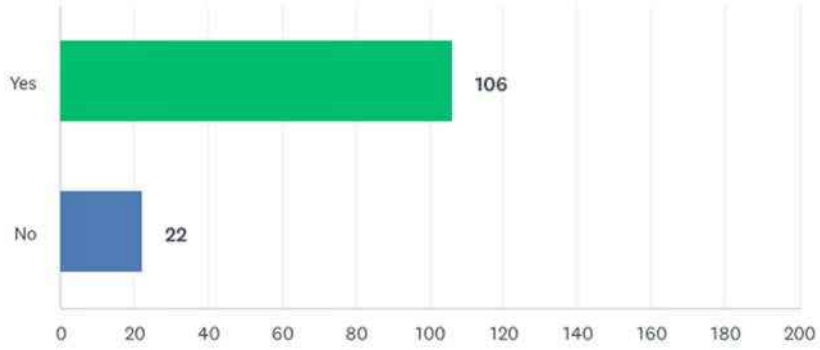
- Better upkeep of the green is needed: cut, fertilize and aerate more frequently.

Respondents were then asked if they had any other comments about the existing amenities of the Sherwood Lawn Bowling Club. This received 31 written responses.

- Better parking layout is needed with paved driveway.
- Better lighting for evening play is needed.
- Entrance to club needs a ramp for accessibility.
- Users would like awnings installed for relief from the heat.
- Some respondents are passionate about maintaining lawn bowling in this area, as it is the only location in Charlottetown for the sport.
- Some respondents question the financial viability of the City sustaining the lawn bowling amenities, as they perceive it as not getting enough use.

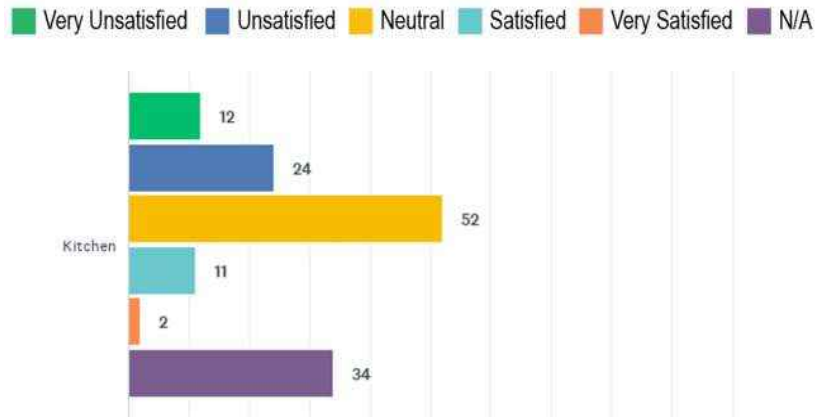
A.7.3 SHERWOOD RECREATION HALL

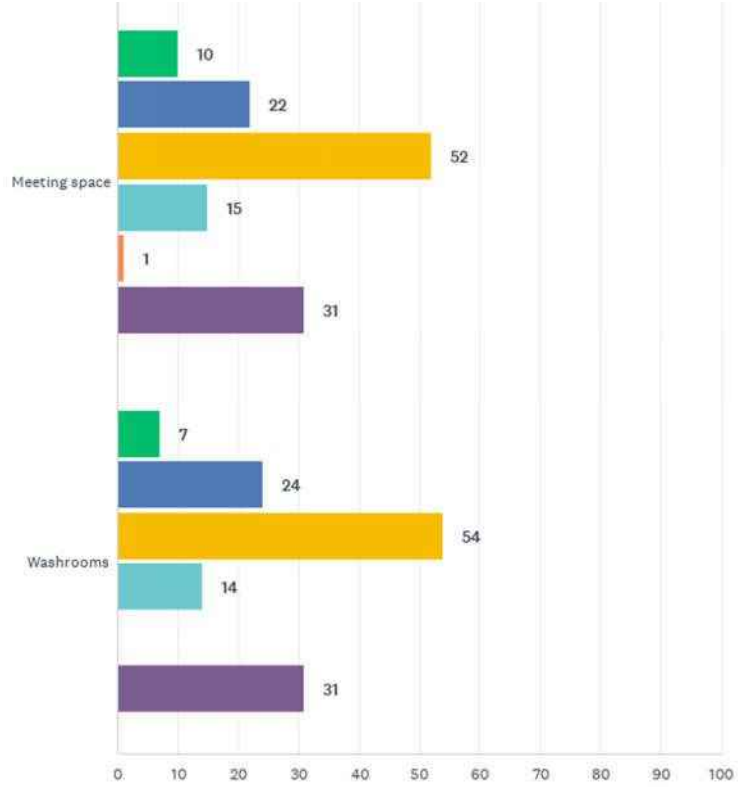
Respondents were asked if they felt upgrades or improvements were needed for the Sherwood Recreation Hall.



Yes	83%	106
No	17%	22
Total		**128**

Respondents were then asked to rate their satisfaction with the existing amenities provided at the Sherwood Recreation Hall.





							TOTAL
Kitchen	9% 12	18% 24	39% 52	8% 11	1% 2	25% 34	135
Meeting Space	8% 10	17% 22	40% 52	11% 15	1% 1	24% 31	131
Washrooms	5% 7	18% 24	42% 54	11% 14	0% 0	24% 31	130

The following is an overview of the submitted comments about each existing amenity in the Sherwood Recreation Hall.

Kitchen: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- Too small.
- The equipment is out of date and needs to be upgraded.
- Unclean and smelly.

Meeting Space: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

- Too small.
- Too dark with poor ventilation.
- Not a welcoming space for participation.
- Old and needs upgrades.
- Empty with not must useful equipment, such as media or screens that would make it attractive for different usages. Some of the tables are broken.
- Lacks Wifi.
- Needs a designated safe storage space for the regular user groups to store equipment.

Washrooms: Overall, in ranking, respondents leaned towards being more unsatisfied than satisfied but were mostly neutral.

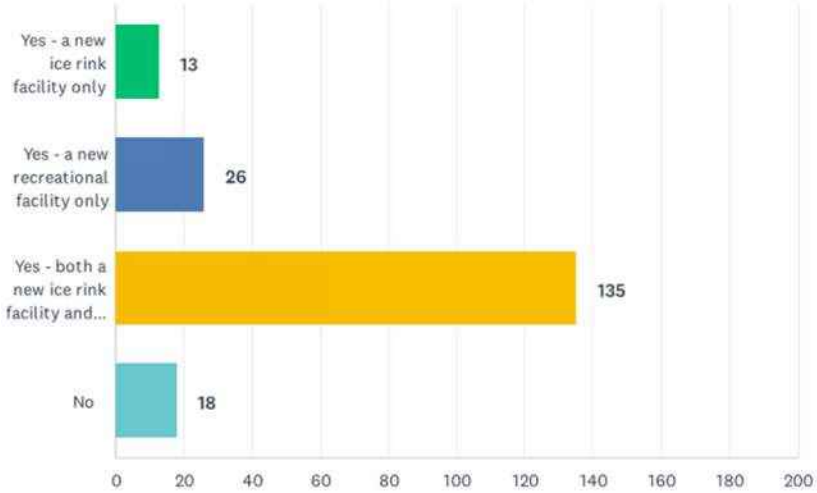
- Old, needs upgrades.
- Smelly and unclean.
- Limited privacy.
- Accessibility issues.

Respondents were then asked if they had any other comments about the existing amenities of the Sherwood Recreation Hall. This received 21 written responses.

- Front entrance steps are rusted and are slick in the winter.
- The basement is not accessible.
- Bigger entryway for coats and shoes.
- User groups want access to the cleaning supplies.
- Several comments support the idea of fully replacing this building.

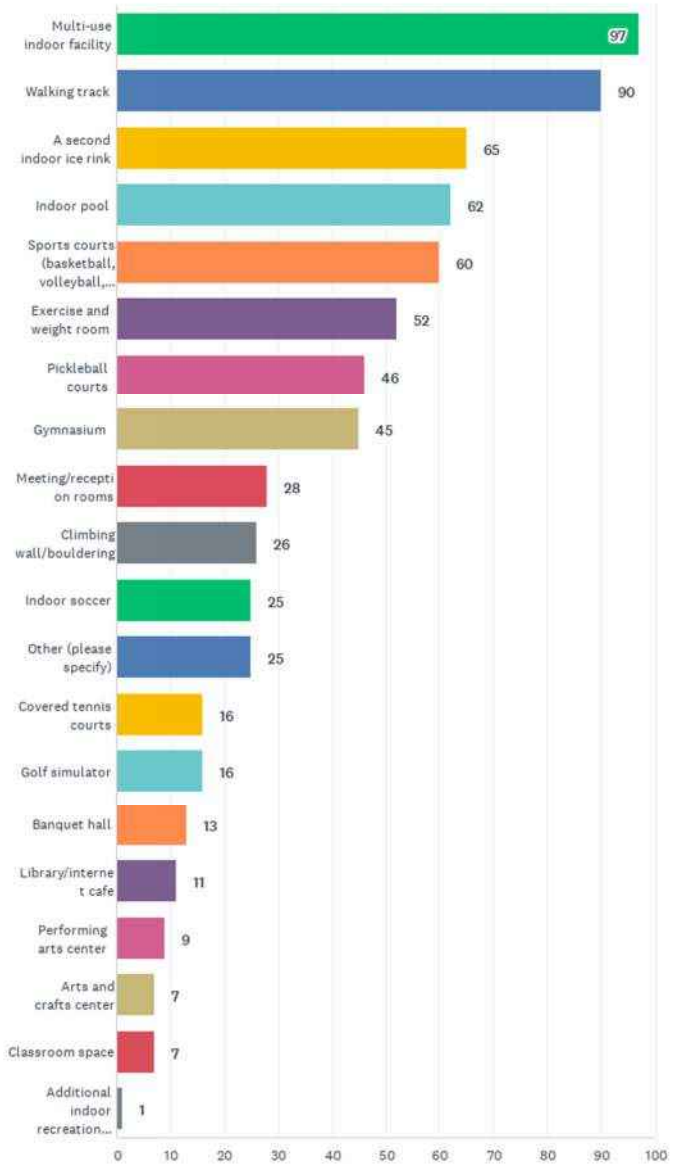
A.8 General Recreation Needs in Charlottetown

Respondents were asked if they think a new ice rink facility or a new recreational facility is needed in Charlottetown.



Yes – a new ice rink facility only	7%	13
Yes – a new recreational facility only	14%	26
Yes – both a new ice rink facility and a new recreational facility	70%	135
No	9%	18
Total		**192**

The respondents were then asked to mark from a list the top three indoor recreation spaces most needed in Charlottetown. They could check up to three (3).



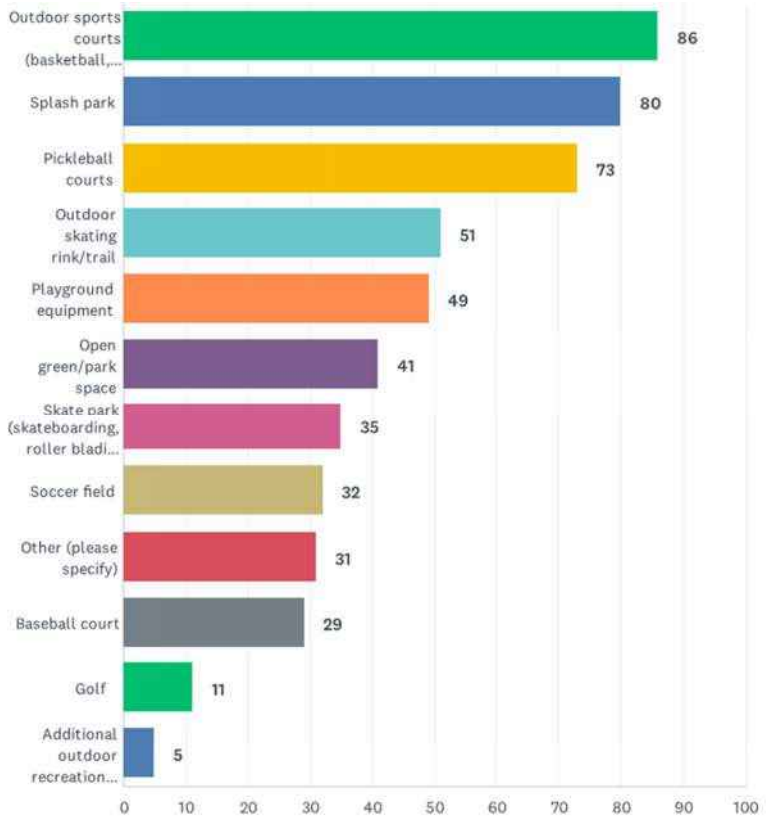
Multi-use indoor facility	48%	97
Walking track	45%	90
A second indoor ice rink	32%	65
Indoor pool	31%	62
Sports courts (basketball, volleyball, etc.)	30%	60
Exercise and weight room	26%	52
Pickleball courts	23%	46
Gymnasium	22%	45
Meeting/reception rooms	14%	28
Climbing wall/bouldering	13%	26
Indoor soccer	12%	25
Other (please specify)*	12%	25
Covered tennis courts	8%	16
Golf simulator	8%	16
Banquet hall	6%	13
Library/internet café	5%	11
Performing arts center	4%	9
Arts and crafts center	3%	7
Classroom space	3%	7
Additional indoor recreation spaces are not needed	0%	1
Total Respondents: 202		

Excluding the top answer of "Multi-use indoor facility", which could encompass several of the following options, the top 5 identified indoor recreation spaces were: **Walking track** (45%), **A second indoor ice rink** (32%), **Indoor pool** (31%), **Sports courts** (30%), and **Exercise and weight room** (26%).

*Below are the suggestions submitted for the "Other" option:

- 3 – Bowling alley
- 2 – Lawn bowling
- 2 – Running track
- The below received one (1) response each:
  - Childcare center
  - Lacrosse
  - Dance Hall
  - Large room for Tai Chi
  - Curling rink
  - Gymnastics facility
  - Squash courts
  - Yoga with infrared heating
  - Existing indoor sports facilities in schools to be made available in evenings and weekends
  - Indoor turf
  - Medical clinic
  - Indoor baseball
  - Velodrome

The respondents were then asked to mark from a list the top three outdoor recreation spaces most needed in Charlottetown. They could check up to three (3).



Outdoor sports courts (basketball, volleyball, etc.)	45%	86
Splash park	42%	80
Pickleball courts	38%	73
Outdoor skating rink/trail	27%	51
Playground equipment	26%	49
Open green/park space	21%	41
Skate park (skateboarding, roller blading, etc.)	18%	35
Soccer field	17%	32
Other (please specify)*	16%	31
Baseball field	15%	29
Golf	6%	11
Additional outdoor recreation spaces are not needed	3%	5
Total Respondents: 291		

The top 5 identified outdoor recreation spaces were: **Outdoor sports courts** (45%), **Splash park** (42%), **Pickleball courts** (38%), **Outdoor skating rink/trail** (27%), **Playground equipment** (26%).

*Below are the suggestions submitted for the “Other” option:

- 4 - Walking trails with marked trail maps
- 3 - Disc Golf
- 3 – Beach volleyball
- 2 - Splash pad
- 2 - Running track
- 2 – Pool
- The below received one (1) response each:
  - Accessible lawn bowling green
  - Squash court
  - Commuter cycling facilities to safely access parks and existing facilities
  - Outdoor turf
  - Tennis
  - Practice ground for Tai Chi
  - Ball hockey surface
  - Pump track
  - Dog park
  - Bike skills park
  - Velodrome

A.9 SURVEY SUMMARY

Existing Facilities:

- 93% of respondents believe that improvements and upgrades to the Cody Banks Arena are necessary.
- 50% believe that improvements and upgrades to the Sherwood Lawn Bowling Club are necessary.
- 83% believe that improvements and upgrades to the Sherwood Recreation Hall are necessary.

The existing facilities are commonly described as old, outdated, unclean, smelly, inaccessible, and unwelcoming. People find that communication of information whether it relates to canteen opening hours or program availability is poor.

Respondents believe that there is a strong need for everything, from the buildings themselves to the equipment being used, to be upgraded and modernized.

Multi-use Recreational Facility:

There seems to be large interest in a more flexible multi-use sportsplex with an increased variety of amenities and recreation options:

- 14% believe a new recreational facility is needed in Charlottetown.
- 70% believe that both a new ice rink facility and a new recreational facility is needed in Charlottetown.

Respondents are interested in a facility that not only focuses on ice sports, but also accommodates a larger range of public users, such as family use and individual fitness/recreation needs.

The top 5 identified indoor recreation spaces listed as most needed in Charlottetown were:

1. Walking track
2. A second indoor ice rink
3. Indoor pool
4. Sports courts
5. Exercise and weight room

The top 5 identified outdoor recreation spaces listed as most needed in Charlottetown were:

1. Outdoor sports courts
2. Splash park
3. Pickleball courts
4. Outdoor skating rink/trail
5. Playground equipment

Conclusion:

Based on the feedback collected, we believe that respondents would be open to:

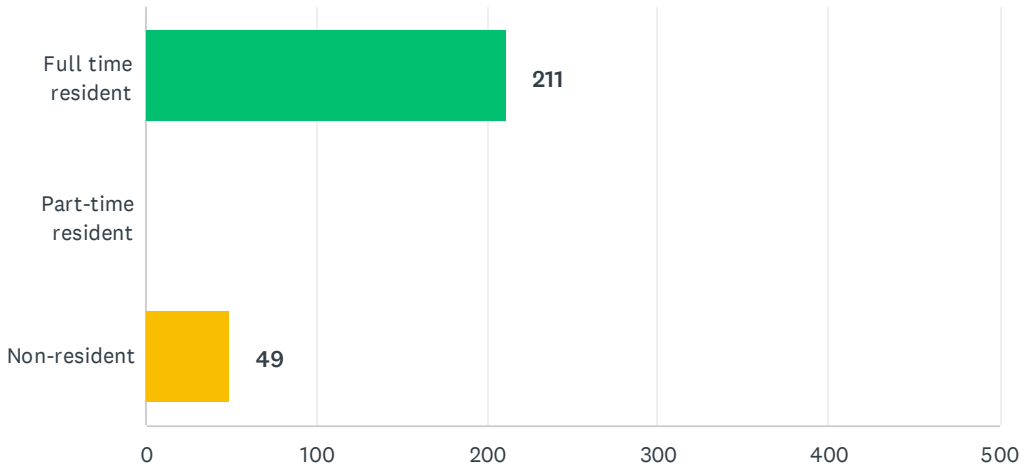
a) full retrofit, expansion and upgrade of existing facilities to a modern standard.

b) selective demolition and replacement with modern, new facilities that meet the community's needs.

APPENDIX B – ONLINE COMMUNITY SURVEY DATA

Q1 What best describes your relationship to Charlottetown?

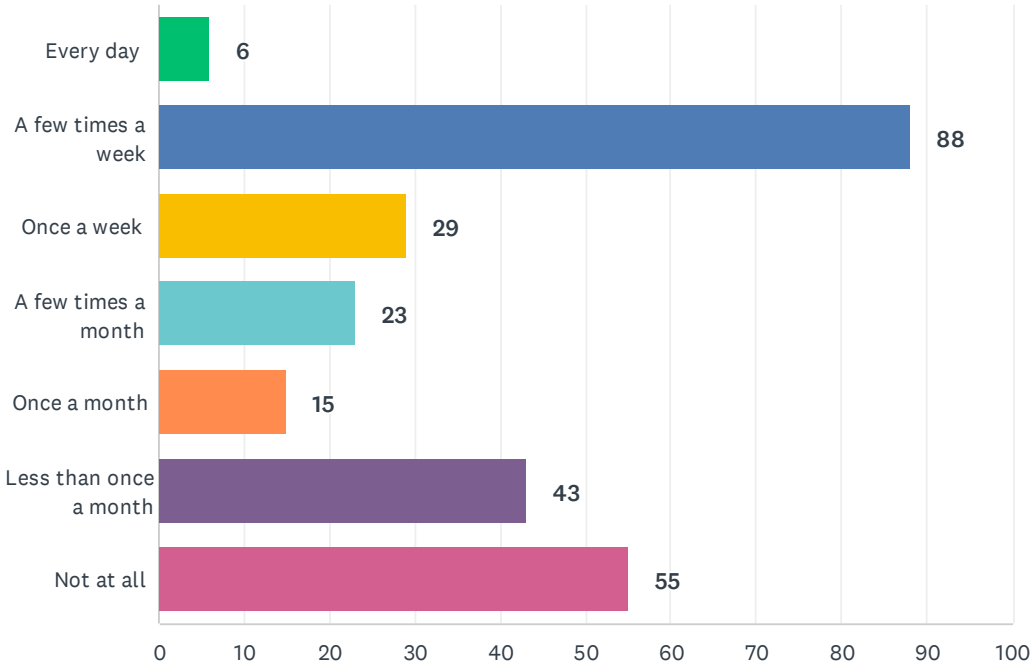
Answered: 260 Skipped: 3



ANSWER CHOICES	RESPONSES	
Full time resident	81%	211
Part-time resident	0%	0
Non-resident	19%	49
TOTAL		260

Q2 How frequently have you, or members of your family, used the facilities at Cody Banks Arena?

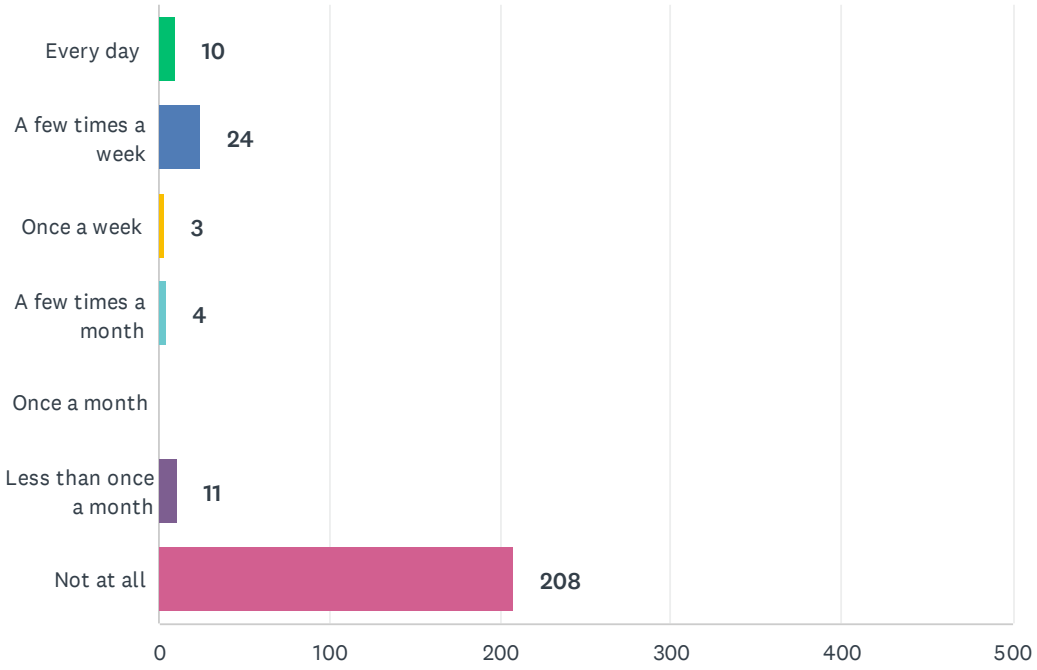
Answered: 259 Skipped: 4



ANSWER CHOICES	RESPONSES	
Every day	2%	6
A few times a week	34%	88
Once a week	11%	29
A few times a month	9%	23
Once a month	6%	15
Less than once a month	17%	43
Not at all	21%	55
TOTAL		259

Q3 How frequently have you, or members of your family, used the facilities at the Sherwood Lawn Bowling Club?

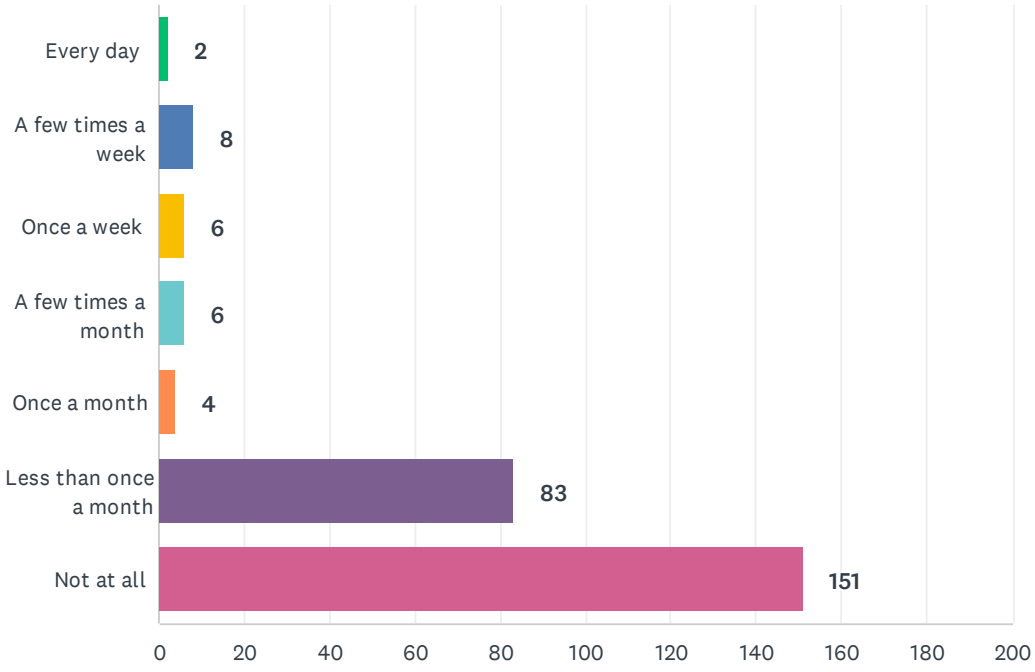
Answered: 260 Skipped: 3



ANSWER CHOICES	RESPONSES	
Every day	4%	10
A few times a week	9%	24
Once a week	1%	3
A few times a month	2%	4
Once a month	0%	0
Less than once a month	4%	11
Not at all	80%	208
TOTAL		260

Q4 How frequently have you, or members of your family, used the facilities at the Sherwood Recreation Hall?

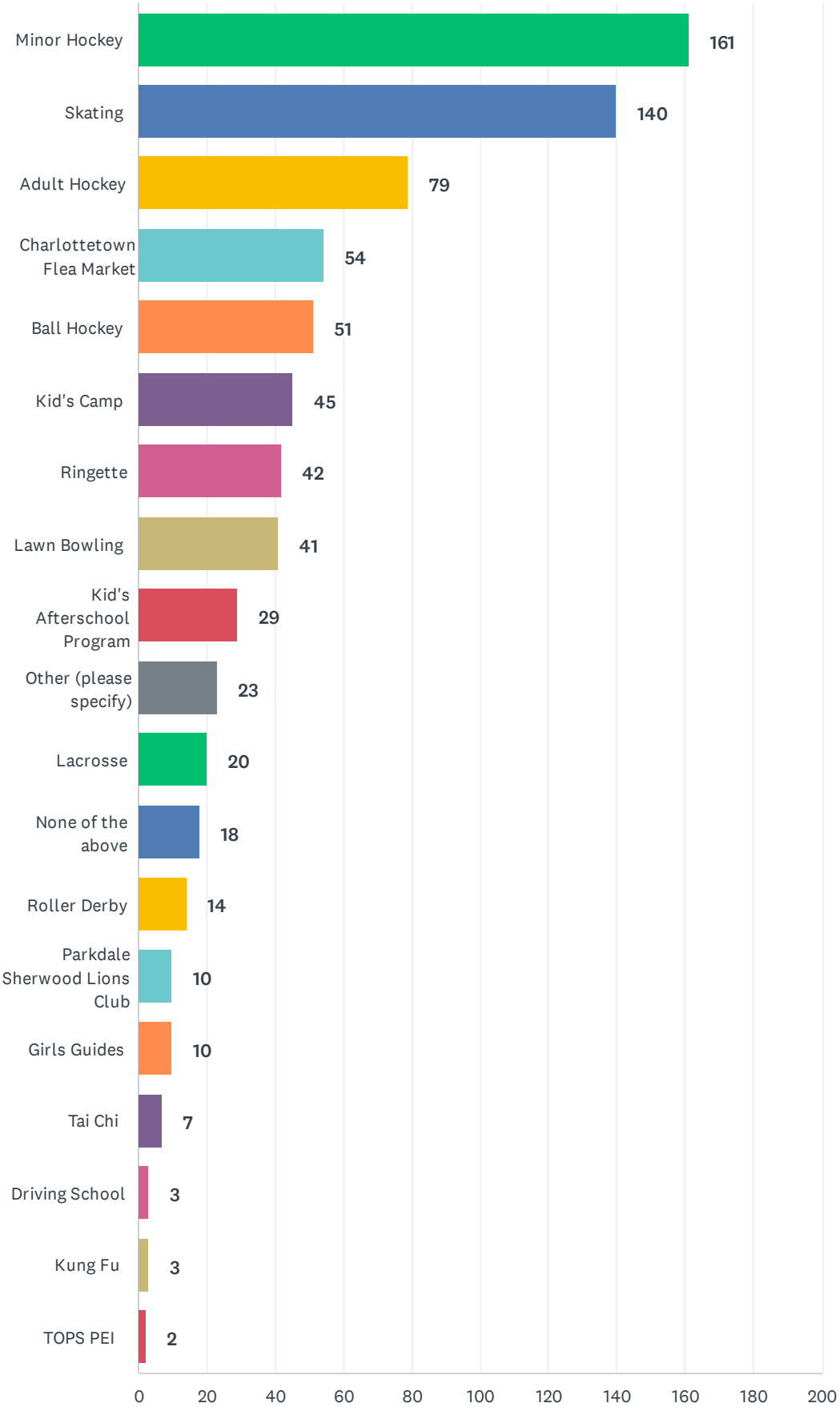
Answered: 260 Skipped: 3



ANSWER CHOICES	RESPONSES	
Every day	1%	2
A few times a week	3%	8
Once a week	2%	6
A few times a month	2%	6
Once a month	2%	4
Less than once a month	32%	83
Not at all	58%	151
TOTAL		260

Q5 Which services, activities, or functions have you, or members of your family attended as a participant or spectator at the Sherwood facilities? Check all that apply.

Answered: 259 Skipped: 4


Minor Hockey
161
Skating
140
Adult Hockey
79
Charlottetown Flea Market
54
Ball Hockey
51
Kid's Camp
45
Ringette
42
Lawn Bowling
41
Kid's Afterschool Program
29
Other (please specify)
23
Lacrosse
20
None of the above
18
Roller Derby
14
Parkdale Sherwood Lions Club
10
Girls Guides
10
Tai Chi
7
Driving School
3
Kung Fu
3
TOPS PEI
2
0
20
40
60
80
100
120
140
160
180
200

ANSWER CHOICES	RESPONSES	
Minor Hockey	62%	161
Skating	54%	140
Adult Hockey	31%	79
Charlottetown Flea Market	21%	54
Ball Hockey	20%	51
Kid's Camp	17%	45
Ringette	16%	42
Lawn Bowling	16%	41
Kid's Afterschool Program	11%	29
Other (please specify)	9%	23
Lacrosse	8%	20
None of the above	7%	18
Roller Derby	5%	14
Parkdale Sherwood Lions Club	4%	10
Girls Guides	4%	10
Tai Chi	3%	7
Driving School	1%	3
Kung Fu	1%	3
TOPS PEI	1%	2
Total Respondents: 259		

#	OTHER (PLEASE SPECIFY)	DATE
1	Lawn bowling	11/14/2025 8:46 PM
2	An Eastern buffet, maybe Sei Lankan, before Covid.	11/14/2025 7:14 PM
3	55 Plus Games Hockey meetings/ and has been used for 55 Plus Games Hockey tournament	11/12/2025 1:42 PM
4	rented the rec hall for family activities	11/12/2025 10:43 AM
5	Election	11/10/2025 11:11 AM
6	I've booked the hall to host dance classes in the past	11/4/2025 10:04 AM
7	Power skating	11/4/2025 9:07 AM
8	Birthday parties	11/4/2025 8:56 AM
9	Community Meetings	11/4/2025 8:54 AM
10	Basketball at Sherwood School	11/3/2025 9:37 PM
11	Birthday parties	11/3/2025 7:30 PM
12	Board meeting	11/3/2025 6:52 PM
13	Birthday parties craft sessions meetings	11/3/2025 5:27 PM

14	Craft sale	11/3/2025 5:02 PM
15	Wedding dances, team building activities in Maplewood	11/3/2025 4:53 PM
16	flea market, walking my dog or using the parking lot so I can walk my dog nearby, voting	11/3/2025 4:37 PM
17	Basketball programming	11/3/2025 4:14 PM
18	Birthdays, community events renting space	11/3/2025 4:07 PM
19	Workout classes	11/3/2025 3:49 PM
20	line dancing	11/3/2025 3:45 PM
21	Basketball	11/3/2025 3:44 PM
22	Voting	11/3/2025 3:00 PM
23	Platinum Blonde concert, 80's	11/3/2025 12:39 PM

Q6 What other services or activities would you support if they were offered? Please be as specific and detailed as possible.

Answered: 146 Skipped: 117

#	RESPONSES	DATE
1	Adding the ability to have indoor lawn bowling during the colder season would be great!	11/17/2025 9:57 AM
2	Would love to see space in the new infrastructure dedicated to a childcare centre. The need in Charlottetown is immense. I own/operate Bright Futures CDC in Charlottetown and would love the opportunity to discuss.	11/16/2025 1:01 AM
3	Pickleball	11/15/2025 9:20 PM
4	Olympic sized rink for speed skating. Even better a long track surface	11/15/2025 7:46 PM
5	Open mike at hall	11/15/2025 5:39 PM
6	Curling	11/15/2025 9:28 AM
7	Yoga for seniors	11/14/2025 11:44 PM
8	Pickleball courts outside and more particularly inside !!	11/14/2025 10:45 PM
9	None, as lawn bowling is my game and the Sherwood Lawn Bowling Club is the only club on PEI, this is a sport asset, that serves seniors in the Charlottetown catchment.	11/14/2025 10:24 PM
10	Curling rink - 6 sheets	11/14/2025 9:03 PM
11	Card parties	11/14/2025 8:47 PM
12	Indoor lane bowling, indoor lawn bowling	11/14/2025 8:27 PM
13	A community gym. A community indoor pool.	11/14/2025 8:27 PM
14	Pickle ball	11/14/2025 7:33 PM
15	Alley Bowling, Bocci,	11/14/2025 7:19 PM
16	Indoor lawn bowling. Indoor golf.	11/14/2025 7:14 PM
17	We Desperately need another pool for this size of community. We are surrounded by water. Kids need to learn how to swim. It is a life skill.	11/14/2025 1:43 PM
18	A rehab service including a warm pool for chronic pain, injuries, and seniors. Pickleball courts, indoor track for people to walk safely all year around. A section for young people to play indoor sports such as volleyball, basketball, floor hockey etc...	11/14/2025 9:59 AM
19	I would love to see indoor and outdoor pickleball courts. It's a very popular sport and there are not enough spaces out there. Great opportunity to bring some to the community of Sherwood!	11/13/2025 10:17 PM
20	Recreation and competitive gymnastics	11/13/2025 7:04 PM
21	A proper indoor 200 meter running track. While there are a number of indoor walking tracks, they are not suited to running. There is a large and growing running community in Charlottetown and a proper 200 meter running track would allow us to properly train during bad weather days throughout the year especially in winter when it is dangerous to run outside.	11/13/2025 10:53 AM
22	Croquet and bocce	11/12/2025 2:55 PM
23	Lawn Bowling is used annually for the 55 Plus Games	11/12/2025 1:42 PM
24	Squash, pickleball	11/12/2025 10:58 AM
25	There are no activities for pre-teens and teenagers, that are not sports related. Having a drop in centre of an activity such as a youth group would give this group something to do and a	11/12/2025 10:43 AM

	place of their own.	
26	Indoor pool	11/12/2025 10:26 AM
27	My child is young, but as they grow we plan to make use of more services at the facilities (sports, after-school program, etc.)	11/12/2025 9:55 AM
28	A place to walk in Cody Banks Arena An exercise program in either facility Yoga program	11/10/2025 1:39 PM
29	Fitness and wellness programs	11/10/2025 11:11 AM
30	Indoor and Outdoor Pickleball Courts	11/10/2025 10:00 AM
31	Activities for children on weekends that are not costly for families. Crafts, art, yoga	11/9/2025 7:18 AM
32	Pickleball	11/8/2025 2:31 PM
33	Basket ball	11/7/2025 7:10 PM
34	Basketball Cpurta	11/7/2025 6:54 PM
35	curling	11/7/2025 8:51 AM
36	Walking	11/6/2025 8:36 PM
37	Squash Facility, either indoors or outdoors or both	11/6/2025 2:41 PM
38	An indoor walking track	11/6/2025 11:55 AM
39	Pickle ball	11/6/2025 11:54 AM
40	We are long time residents of Sherwood. We would love to see a walking track and an area with gym equipment. As well as a gym for work out classes etc. In addition - a pickleball court would be amazing.	11/6/2025 9:11 AM
41	Skating programs, family skates, I think we need a double rink. It’s ready hard to get ice times	11/6/2025 9:05 AM
42	Hockey 🏒	11/5/2025 9:49 PM
43	Curling, Pickleball, indoor soccer(Futsal)	11/5/2025 8:35 PM
44	Walking track	11/5/2025 7:07 PM
45	Curling capabilities similar to Eastern Kings Sportsplex. Pickleball opportunities. Walking track space. Meeting space.	11/5/2025 4:54 PM
46	Beach volleyball - such a must needed thing in the city!	11/5/2025 3:54 PM
47	Fitness facility, pickleball court	11/5/2025 9:11 AM
48	Walking track, ball diamonds, batting cages	11/4/2025 10:43 PM
49	I would love to see a return to introductory classes of various sports and activities for the neighbourhood children as well as potential community school classes for adults, especially our vast community of seniors.	11/4/2025 4:46 PM
50	Two ice surfaces. Community centre.	11/4/2025 2:30 PM
51	indoor swimming pool and a walking track	11/4/2025 12:39 PM
52	I would like to see a place where people can walk inside for exercise.	11/4/2025 10:26 AM
53	Running/jogging	11/4/2025 10:04 AM
54	Pool or splash pad	11/4/2025 8:56 AM
55	Modern meeting space equipped with video and audio. Adequate seating for attendees at events Space and assistance for fund raising events put on by community organizations (need kitchen facilities), Entertainment events.	11/4/2025 8:54 AM
56	We do not have children, so evening programming for gealth and wellness: excercise classes, walking track, etc	11/4/2025 7:36 AM
57	Pickle ball. Climbing wall. Pool. Soccer complex. Yoga/dance studio	11/4/2025 7:16 AM

58	Walking track	11/4/2025 7:08 AM
59	I would like an indoor walking track to use. Stratford and Cornwall have one. Also more activities for seniors. Look at Cornwall they have many activities during the week for seniors - exercise classes, chair yoga, seniors lunches to name a few. What about a fenced area for ball hockey. The one that was at Sherwood School was used all the time- after school and weekends.	11/4/2025 6:29 AM
60	Indoor recreation facility (multi purpose gym for athletics). The city is sorely lacking in recreation space. A space similar to Stratford town hall would make so much sense.	11/4/2025 5:26 AM
61	Basketball, Badminton, soccer- any youth programs for kids. We need more options for youth aged 12 and up to stay active (when they don't make school teams, there are not many options to keep playing)	11/3/2025 9:37 PM
62	A 50 meter swimming pool with amenities. Swimming is so good for overall health for all ages. The lack of places to swim and the cost is tragic. The city & prov need to come together on this. More opportunities for island athletes. More opportunities for new sports I.e. diving, water polo. More training classes like scuba diving. Aqua fit. Senior swim's. Autism swims etc.	11/3/2025 9:37 PM
63	A basketball court where many organizations would be able to use it for youth.	11/3/2025 9:30 PM
64	1. Free Fitness Gym similar to stratford Walking track A nice event rental A gym for classes and other court sports Facility should have a canteen that is open during all activities Fitness classes	11/3/2025 9:25 PM
65	Tennis, swimming, basketball, badminton, volleyball	11/3/2025 9:14 PM
66	Revamped batting cage at Mulberry, or George Smith ball diamonds. As well, both diamonds need work done in their outfields.	11/3/2025 9:01 PM
67	Basketball	11/3/2025 8:56 PM
68	Recreation space for kids, walking track	11/3/2025 8:19 PM
69	New rink with a press box suitable for an actual hockey team	11/3/2025 8:00 PM
70	Get rid of lawn bowling put a nice small rink with seating all the way around. Small only about 3 rows up. Possibly a second ice surface. Seating on one side is everywhere make it unique and just as affordable.	11/3/2025 7:43 PM
71	A community drop in.	11/3/2025 7:42 PM
72	Pickleball courts	11/3/2025 7:30 PM
73	Pickleball, squash, tennis	11/3/2025 7:28 PM
74	Basketball courts, futsal gym space,	11/3/2025 7:25 PM
75	Indoor Basketball court and fitness gym.	11/3/2025 7:22 PM
76	Skateboaridng! We live in Parkdale. My son (11yrs old) he has been skateboaridng 5years and competing for national and international. He got placed 3rd and 8th for CANADA SKATEBOARD Competitions before in Halifax and Toronto. When we moved to here 3years ago, not many kids at skateparks, but now so many kids skateboarding in PEI! We need an indoor space for cold and rainy/snowy weather in Charlottetown. I also volunteer skateboard community since he started in Vancouver and PEI now. I am happy to volunteer or anything if you provide for him and the skate community!	11/3/2025 7:12 PM
77	Chess, Kendo Book club	11/3/2025 7:07 PM
78	Beach Volleyball. Multi Sport turf field. Indoor "dome"	11/3/2025 7:00 PM
79	Pickleball, curling, spin classes/fitness	11/3/2025 6:43 PM
80	An indoor walking track for winter use	11/3/2025 6:42 PM
81	Gym or workout type classes Community school classes/lessons (ex: Music, dance, crafting, knitting/crocheting etc.. Community events … holiday parties/gatherings, concerts/ceilidh's, plays, movies, card/game plays, community fundraisers/functions	11/3/2025 6:38 PM
82	Indoor Soccer/Ball complex offering training camps/programs. And a double arena for hockey,	11/3/2025 6:22 PM

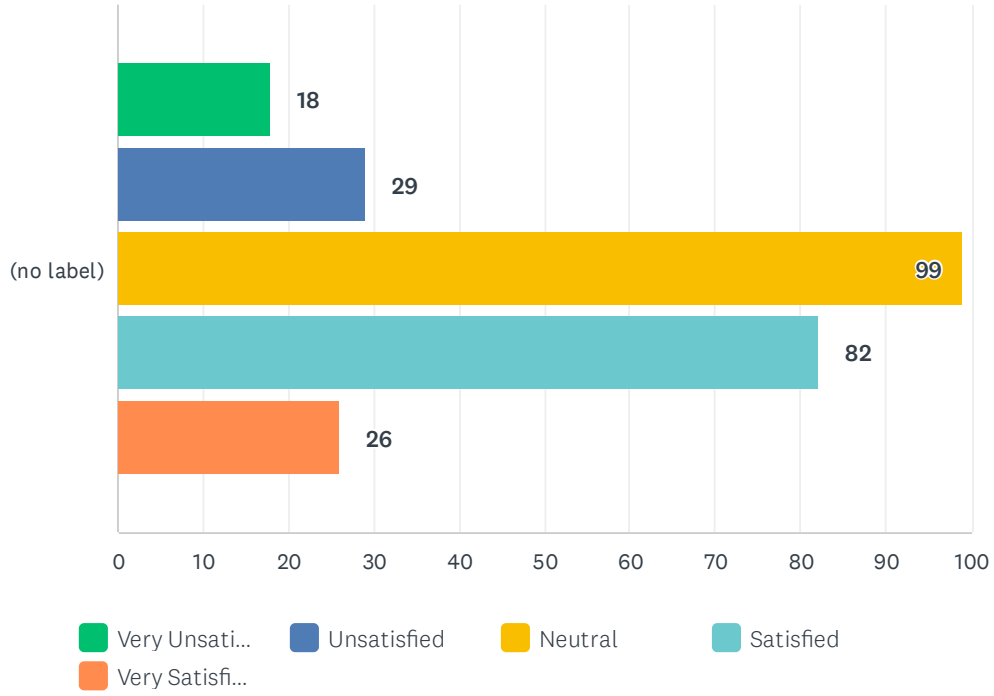
	ringette etc.	
83	Curling, indoor walking track, pub, coffee shop, pickle ball	11/3/2025 6:21 PM
84	Kid friendly events	11/3/2025 6:19 PM
85	When the new soccer field is up and running I would like to see team be able to use that.	11/3/2025 6:09 PM
86	Walking track Roller hockey	11/3/2025 6:02 PM
87	Outdoor sport court, for rollerblading, basketball, pickleball etc Indoor/outdoor court for basketball, badminton, pickleball, floor hockey etc	11/3/2025 6:01 PM
88	None. I own a business in Charlottetown. Stop wasting money on sports and lets get healthcare on the list.	11/3/2025 5:50 PM
89	Fitness classes (yoga, group exercise)	11/3/2025 5:46 PM
90	Indoor bowling, yoga, exercise or aerobics, curling	11/3/2025 5:41 PM
91	Swimming, gym, indoor soccer complex	11/3/2025 5:37 PM
92	Indoor gymnasium, workout centre, yoga facility with Bowling alley. The only facility for bowling alley is currently downtown Charlottetown.	11/3/2025 5:29 PM
93	Seniors information nights, senior events, more community events pancake breakfasts, community info sessions	11/3/2025 5:27 PM
94	Activities for seniors. Card games or board games for example	11/3/2025 5:12 PM
95	Community room with full kitchen. Pickleball Outdoor ball hockey rink Out door skating rink Rooms that are accessible for hosting seniors events. Accessible for wheelchairs and strollers.	11/3/2025 5:07 PM
96	Swimming, soccer, baseball/softball, basketball	11/3/2025 5:05 PM
97	Swimming pool	11/3/2025 4:59 PM
98	More medical care services	11/3/2025 4:58 PM
99	Walking track, full scale gym, tennis courts	11/3/2025 4:56 PM
100	I would love to see a small gym that could be rented for indoor sports such as pickle ball or ball hockey. The Sportsplex/Cody Banks has been a huge part of our lives and we look forward to seeing how it will serve the community in the future.	11/3/2025 4:53 PM
101	basketball	11/3/2025 4:41 PM
102	pickleball, craft fairs, gym/track	11/3/2025 4:39 PM
103	I would really like to see a beach volleyball court in the city - there are currently none. There is the 2 courts at Terry fox in cornwall but the one at Maple cottages is now gone, and there are no others anywhere near Charlottetown. I would really love to see and support a beach volleyball court being added here.	11/3/2025 4:39 PM
104	I assumed it was only hockey/ringette available, so I'm not sure what is currently on offer. Different types of exercise classes may be nice.	11/3/2025 4:37 PM
105	Basketball, pickleball, soccer, swimming.	11/3/2025 4:28 PM
106	Basketball! A court for youth practice, play, games.	11/3/2025 4:24 PM
107	Walking track. Gym.	11/3/2025 4:19 PM
108	An indoor pool, a fitness gym and walking track.	11/3/2025 4:19 PM
109	Basketball court	11/3/2025 4:19 PM
110	Pickle ball courts	11/3/2025 4:16 PM
111	Basketball programming in a centralized location in Sherwood	11/3/2025 4:14 PM
112	Pool or water area, community meeting space, fitness space, indoor track, indoor sports area for soccer and baseball (currently only in Stratford)	11/3/2025 4:07 PM

113	Gym, aquatics center , bowling , pool tables , track , open area like courts for sports, something like Stratford but better and more gym equipment . Have open sports activities weekly to join .	11/3/2025 4:06 PM
114	Pickleball	11/3/2025 4:05 PM
115	Gym or off ice area for recreational activities and events for the community to use	11/3/2025 4:00 PM
116	Yoga	11/3/2025 3:57 PM
117	A walking track	11/3/2025 3:57 PM
118	yoga, calisthenics, swimming if a pool was added.	11/3/2025 3:54 PM
119	Workout classes, Pickleball, gym space, rentable rooms, community kitchen	11/3/2025 3:49 PM
120	We have recently moved to the neighborhood with our 3 year old son. We are so excited to hear about the redevelopment of these facilities as we look to enroll our son in programs. Skating, kids camp and after school programs are all things we would be looking to utilize from the above list in the coming years.	11/3/2025 3:48 PM
121	bridge club	11/3/2025 3:45 PM
122	A public pool	11/3/2025 3:44 PM
123	Basketball	11/3/2025 3:44 PM
124	Basketball	11/3/2025 3:43 PM
125	Indoor or outdoor… walking/running track, gym/exercise equipment	11/3/2025 3:41 PM
126	A gym space where workout classes could be held. A walking track. Places where kids with special needs are welcome and included.	11/3/2025 3:40 PM
127	Curling rink	11/3/2025 3:34 PM
128	Basketball	11/3/2025 3:34 PM
129	As part of the local basketball community, I would like to strongly advocate for the inclusion of a gymnasium within the plans for the new Sherwood Sport and Recreation Complex. Basketball participation in Charlottetown continues to grow rapidly, especially among children and youth. At this point, our community programs are at full capacity, and we are consistently running into facility limitations. We rely heavily on access to school gymnasiums, but these spaces are not available during professional development days, holidays, or storm closures, which significantly impacts our ability to provide consistent programming and meet the high demand. A dedicated gymnasium within the Sherwood Sport and Recreation Complex would help alleviate this shortage and provide a reliable, community-based space for local sports programs. It would also support year-round activity for residents of all ages, promote physical literacy, and strengthen community connection through sport and recreation. This addition would not only benefit basketball, but also other indoor sports and recreational groups who face similar challenges accessing facilities. A multi-purpose gym space would be a meaningful and long-term investment in the health and wellness of the Sherwood and Charlottetown community. Thank you for considering this important addition to the master plan.	11/3/2025 3:31 PM
130	A community gym with weights and weight machines and track	11/3/2025 3:25 PM
131	Walking trail and community use rooms for meetings, Birthday parties, a green space for comminuty events.	11/3/2025 3:21 PM
132	Pickleball, outdoor turf area for soccer, football, field hockey, etc. pool or splash pad area would be amazing. A skate park would also be great. Can we also please get some garbage cans in Sherwood around maple avenue since there are NONE and also along Mt. Edward Rd.	11/3/2025 3:18 PM
133	roller rink (for when the ice is out for the summer), curling	11/3/2025 3:16 PM
134	Senior fitness classes, yoga, etc. Other adult or senior sessions.	11/3/2025 3:06 PM
135	A walking track would be good	11/3/2025 3:04 PM
136	Pool	11/3/2025 3:02 PM

137	If the complex was redeveloped I'd love to see an indoor walking track, optional indoor games area (courts), free gym for residents like Stratford town hall. Meeting spaces (could be rented). I think there is great opportunity here.	11/3/2025 3:00 PM
138	Youth baseball diamond for kids get 5 to 13 years of age. Maximum 225 yard fence	11/3/2025 2:46 PM
139	Curling.	11/3/2025 2:45 PM
140	Indoor Pickleball with a properly surfaced floor!! Would be amazing and filled to the brim!	11/3/2025 1:52 PM
141	Swimming, bowling	11/3/2025 1:13 PM
142	Sport and recreation programs for kids. Summer camp programming.	11/3/2025 1:10 PM
143	pickleball courts	11/3/2025 1:07 PM
144	Charlottetown needs a new bowling alley as the one we have is not cooperative with league bowlers. They do not do any upkeep on the lanes and refuse to allow many tournaments	11/3/2025 12:58 PM
145	Walking track, free gym area, multi purpose room to rent out	11/3/2025 12:39 PM
146	In the summer months I think it would be great to hold indoor sports or even have an indoor gym or walking track	11/3/2025 12:34 PM

Q7 Please rate your overall satisfaction with the programs and activities currently offered.

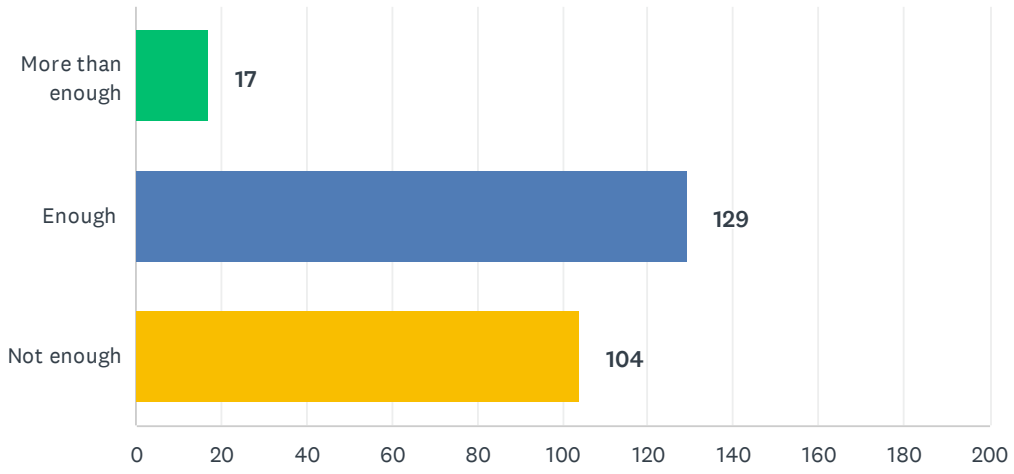
Answered: 254 Skipped: 9



	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	7% 18	11% 29	39% 99	32% 82	10% 26	254	3.27

Q8 Is parking space at the current location meeting your requirements?

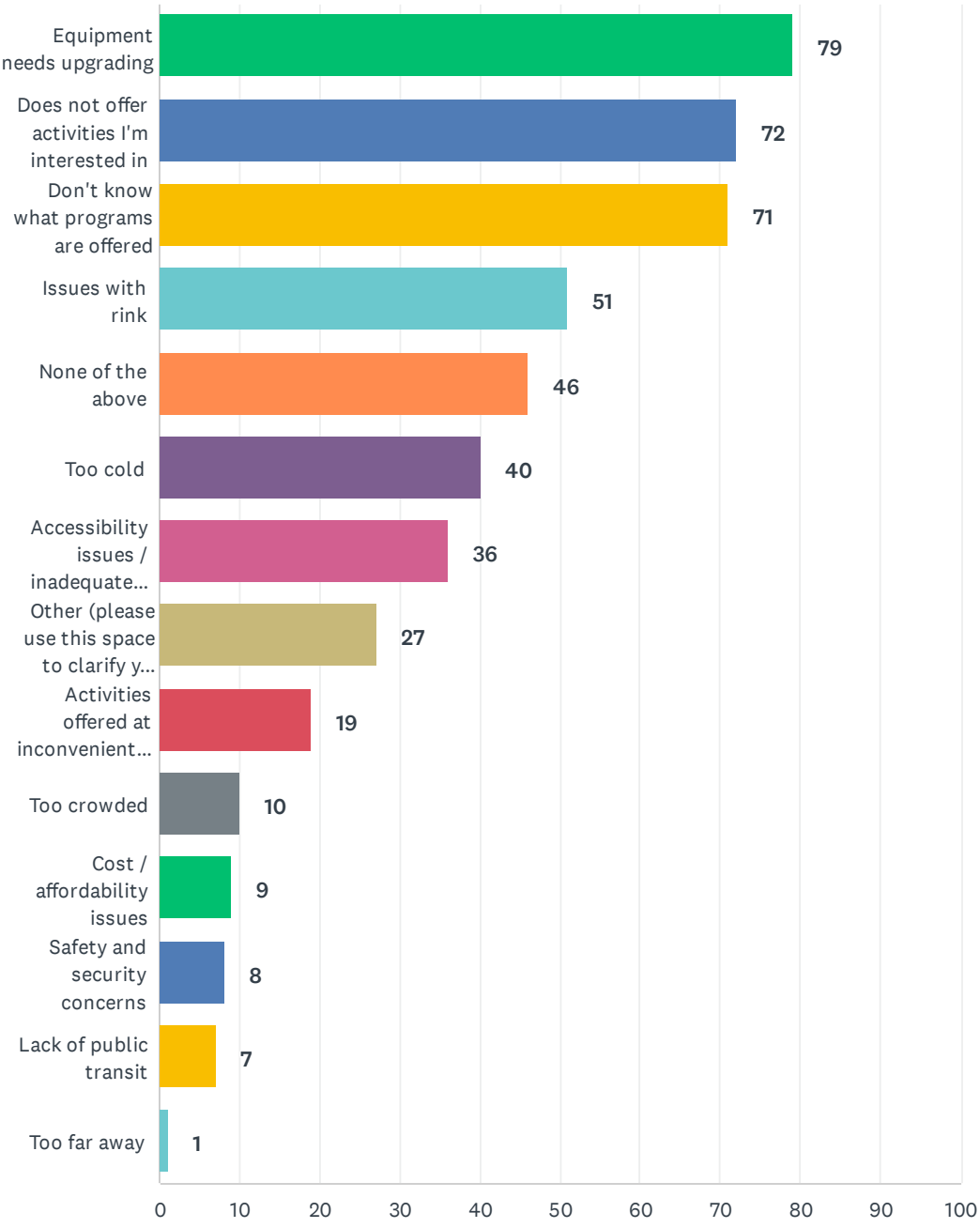
Answered: 250 Skipped: 13



ANSWER CHOICES	RESPONSES	
More than enough	7%	17
Enough	52%	129
Not enough	42%	104
TOTAL		250

Q9 Are there any facility-related barriers limiting your participation in activities or programs? Check all that apply.

Answered: 237 Skipped: 26



ANSWER CHOICES	RESPONSES	
Equipment needs upgrading	33%	79
Does not offer activities I'm interested in	30%	72
Don't know what programs are offered	30%	71
Issues with rink	22%	51
None of the above	19%	46
Too cold	17%	40
Accessibility issues / inadequate facilities for persons with disabilities	15%	36
Other (please use this space to clarify your answer or provide other barriers not listed)	11%	27
Activities offered at inconvenient times	8%	19
Too crowded	4%	10
Cost / affordability issues	4%	9
Safety and security concerns	3%	8
Lack of public transit	3%	7
Too far away	0%	1
Total Respondents: 237		

#	OTHER (PLEASE USE THIS SPACE TO CLARIFY YOUR ANSWER OR PROVIDE OTHER BARRIERS NOT LISTED)	DATE
1	Would love to see a childcare centre. It was a missed opportunity when Simmons was built.	11/16/2025 1:02 AM
2	Need more public skating periods in arena	11/14/2025 11:49 PM
3	The Sherwood Lawn Bowling Club could use some updating.	11/14/2025 10:46 PM
4	Parking spaces were reduced due to the new school.	11/14/2025 10:29 PM
5	Our lawn bowling buildings need ipgrading	11/14/2025 7:35 PM
6	Parking	11/14/2025 7:20 PM
7	Lawnbowling-late season start. Early season closing.	11/14/2025 7:16 PM
8	Programs are not related to all the seniors in the area	11/10/2025 1:43 PM
9	There aren't enough Public Skates because the rink is always reserved for hockey.	11/10/2025 10:02 AM
10	Community centre is not conducive to learning and fun . It is dark because there are not enough windows. The ventilation is lacking and there is a oil smell lingering in the air.	11/9/2025 7:23 AM
11	I think we need a double rink to facilitate programs and the expanding hockey/ringette programs that are out there	11/6/2025 9:06 AM
12	Twin with simmons	11/5/2025 11:05 PM
13	Not enough ice availability	11/4/2025 2:31 PM
14	Maple Ave bike lanes not safe, no bike racks.	11/4/2025 10:05 AM
15	Our community needs a modern facility. Few want to go there now. I have heard taht even municipal and Provincal elected memders shy away from using it as it is not up to date nor a good place to meet / attend events.	11/4/2025 9:06 AM
16	Does not offer what we are looking for.	11/4/2025 5:27 AM

17	Speed skating would benefit from Olympic sized ice. Given the renovations that Charlottetown is spending at Eastlink, it might be time for Speed Skating P.E.I. to relocate back to Sherwood.	11/4/2025 12:09 AM
18	Boards are getting in rough shape. One door doesn’t close properly. Someone can get hurt	11/3/2025 7:12 PM
19	Accessible warm rooms should be available to watch games in the rink, canteen should be on main level	11/3/2025 6:27 PM
20	Not enough parking	11/3/2025 6:03 PM
21	Difficulty getting ice time	11/3/2025 5:35 PM
22	Equipment at sherwood hall needs updating	11/3/2025 5:13 PM
23	Not enough wheelchair parking	11/3/2025 3:59 PM
24	Cody Banks desperately needs to be replaced. It is a community hub that is falling apart.	11/3/2025 3:47 PM
25	Is there seniors programming at a low cost?	11/3/2025 3:34 PM
26	Only use is really hockey. I believe a community gym would be a great addition	11/3/2025 3:27 PM
27	activities like Roller Derby and Kung Fu are listed but I didn't realize those activities take place there.	11/3/2025 3:18 PM

Q10 What would make it easier for you to access and participate in programs? Please leave your suggestions below.

Answered: 79 Skipped: 184

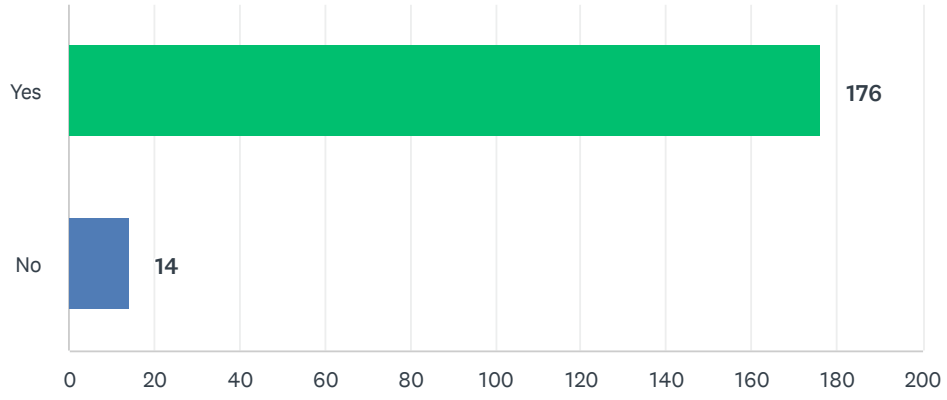
#	RESPONSES	DATE
1	Better lighting on the lawn bowling green. Replaced storage sheds for the lawn bowling and lawn maintenance equipment. More personnel dedicated to maintenance of the lawn bowling greens. Indoor space for lawn bowling in cold months.	11/17/2025 9:59 AM
2	Public Transit to Pine & Maple intersection.	11/15/2025 11:41 AM
3	-	11/15/2025 9:29 AM
4	Parking	11/15/2025 6:06 AM
5	Better parking space for lawn bowling club.	11/14/2025 11:49 PM
6	More parking spaces. We lost space along the road from the arena to the lawnbowling parking area and also due to the new road behind the arena, leading over to the new school.	11/14/2025 10:29 PM
7	Update website with schedules, create an active social media page with updates of activities with schedule	11/14/2025 10:17 PM
8	Website listing all events/sporting offerings & a contact or link (lots of seniors don't use Facebook, including ourselves).	11/14/2025 9:07 PM
9	A year round playing surface for lawn bowling would be fantastic	11/14/2025 8:29 PM
10	Nothing	11/14/2025 7:35 PM
11	Better parking and better roadways within the complex.	11/14/2025 7:27 PM
12	Better parking.	11/14/2025 7:20 PM
13	Better communication and easier access. Larger facilities including a second floor with underground parking.	11/14/2025 10:03 AM
14	Modern and updated facility. Multitude of activities offered that don’t require the actual rink space. Separate sports areas would be really great to see	11/13/2025 10:18 PM
15	Modernize the facilities	11/13/2025 7:05 PM
16	it would be nice if there was a walking track, a gym, pool, sauna, It would be nice to offer yoga and/or fitness classes	11/12/2025 12:28 PM
17	A schedule/calendar sent to residents in the area. More activities for younger children (toddlers).	11/12/2025 9:57 AM
18	Have a walking space in the Cody Banks Aena Exercise and yoga programs in the hall if not a warm area in the rink.	11/10/2025 1:43 PM
19	More diverse programs - more offerings to all ages and levels of activities	11/10/2025 11:11 AM
20	The hall needs to be replaced with a fresh healthy building, not extravagant but open, light and healthy. Programs for children that are financially feasible for families	11/9/2025 7:23 AM
21	-	11/8/2025 2:31 PM
22	Basketball facilities	11/7/2025 6:55 PM
23	Public transit making frequent stops	11/6/2025 11:56 AM
24	Better facilities would make it much more attractive. More physical activities for various age groups. Low cost or free usage of facilities - similar to Stratford set up.	11/6/2025 9:13 AM

25	We definitely need more parking, two rinks	11/6/2025 9:06 AM
26	Walk track	11/5/2025 9:50 PM
27	Having several clubs/groups/associations under one roof would be more advantageous to scheduling and renting spaces.	11/5/2025 8:36 PM
28	Modernization of venue and activities.	11/5/2025 4:59 PM
29	A website that lists activities and services at each location of Charlottetown facilities. Perhaps that already exist.	11/5/2025 4:20 PM
30	Would love for the schedule of events/ programs to be easier to access. Maybe there should be a social media for the Sherwood activity complex (cody banks, rec hall and lawn bowling)?	11/5/2025 9:41 AM
31	If the city website could be updated to be more user friendly it would make a big difference. Even to include activities by community/neighbourhood rather than city wide.	11/4/2025 4:48 PM
32	More availability. More ice surfaces would allow for more sign ups	11/4/2025 2:31 PM
33	There should be an indoor running/jogging track.	11/4/2025 10:06 AM
34	A parking lot that incorporates the needs of all users (eg rink, meeting facility, school, lawn bowling, etc). A parking lot that is paved, parking spaces marked, well identified entrance and and exit. Designed to have 2 exits separated fron entry.	11/4/2025 9:06 AM
35	Better programming: pickle ball, walking track, rebound fitness or other fitness classes.	11/4/2025 7:37 AM
36	More activities of interest	11/4/2025 7:16 AM
37	More awareness of programs offetrd	11/4/2025 7:09 AM
38	A more active Facebook or other media account highlighting what’s available. Evening/ weekend activities.	11/4/2025 6:32 AM
39	A more inviting space that has more amenities	11/4/2025 5:27 AM
40	Put programs and facilities that function for all- not just a rink. Simmons was the biggest wast of money. Four walls and all we get is a rink and a walking track- for what????60M dollars??? It should have had 2 other rinks, an indoor turf and meeting areas. Make it usable for multiple events- stop wasting our money.	11/3/2025 10:01 PM
41	More range. All it offers is ice sports. We live on an island. We must capitalize on this.	11/3/2025 9:39 PM
42	More publicity	11/3/2025 9:37 PM
43	Charlottetown is in desperate need of more court space for community groups.	11/3/2025 9:31 PM
44	Something other than hockey would be just dandy	11/3/2025 9:15 PM
45	More communication as to what exactly is being offered and when	11/3/2025 9:02 PM
46	Hope we have an indoor basketball that we can rented out for kids because it's so hard to get an indoor basketball where kids can play and practice basketball during winter.	11/3/2025 8:59 PM
47	Open gym space, walking track, indoor soccer area	11/3/2025 7:26 PM
48	Better website and easy to find programs and registrations.	11/3/2025 7:16 PM
49	Have more community programing....like milton	11/3/2025 7:11 PM
50	Charlottetown seems too hockey focused. There is a need a for a multi sport turf field, indoor or outdoor. Indoor tennis and beach volleyball courts are also needed	11/3/2025 7:02 PM
51	Childcare	11/3/2025 6:44 PM
52	Knowing more about what is happening, having a larger facility to accommodate more things happening/going on at once	11/3/2025 6:41 PM
53	Accessibility to Warm room to watch games in rink. Canteen on main floor. Updated and more floor space for wash rooms.	11/3/2025 6:27 PM
54	Second ice pad for all the clubs that use the rink	11/3/2025 6:11 PM

55	Better advertising of programs	11/3/2025 5:47 PM
56	Upgrade rink and add gym , multi purpose room. Open canteen	11/3/2025 5:43 PM
57	Gym space to allow for community groups to use, along with a rink and a community centre, with a kitchen so families who live in small spaces can have family gatherings.	11/3/2025 5:35 PM
58	The facilities are old and not conducive to activities for today and future needs. This area of Chtown needs a turf field, walking tracks, accessible facilities.	11/3/2025 5:13 PM
59	Open time slots for free public use or access	11/3/2025 5:07 PM
60	A proper large scale facility with gym, tennis courts, rink, walking track etc	11/3/2025 4:57 PM
61	basketball	11/3/2025 4:41 PM
62	A space for basketball	11/3/2025 4:25 PM
63	My 4 kids play basketball and it’s a struggle for Basketball PEI to find us available courts for our practices, games and home tournaments. And too expensive to pay hourly at UPEI	11/3/2025 4:22 PM
64	More programs other than just hockey	11/3/2025 4:20 PM
65	More things to do besides lawn bowling and a hockey rink. Would be nice to see a fitness gym, walking track, pool, stuff for everyone to enjoy	11/3/2025 4:20 PM
66	Having better facilities having better social media	11/3/2025 4:07 PM
67	Knowing what’s available - wide range for young kids, a gym area / basketball court would be awesome for parties and other activities	11/3/2025 4:04 PM
68	A better online website that shows the offerings and schedules.	11/3/2025 3:51 PM
69	A new facility is required with improved washrooms, larger dressing rooms that accommodate a team, and a modern ice service with adequate seating. Cody Banks has been well maintained but it is still falling apart.	11/3/2025 3:47 PM
70	More information	11/3/2025 3:46 PM
71	Multi use facility	11/3/2025 3:44 PM
72	Better variety of program. Increased so if it’s not just focused on the rink.	11/3/2025 3:41 PM
73	Better seating and ability to move around and have the canteen more accessible being upstairs is very difficult for parents and kids to access	11/3/2025 3:41 PM
74	More info on senior programming	11/3/2025 3:34 PM
75	Programs that better align with interests and demands of the community	11/3/2025 3:32 PM
76	Having more facilities available to accommodate outdoor activities like soccer, football, field hockey.	11/3/2025 3:19 PM
77	Having programs that not only hockey or rink related.	11/3/2025 3:07 PM
78	If keeping as-is, then making the community aware of the offerings and maybe opening it up for times that everyone can participate (not just during the day). If you expand out there's lot of opportunity to include more activites that the community can participate in.	11/3/2025 3:01 PM
79	Pickleball offered in the evening! I’m a level two coach and am happy to teach as required!	11/3/2025 1:54 PM

Q11 Do you feel upgrades/improvements are needed for Cody Banks Arena?

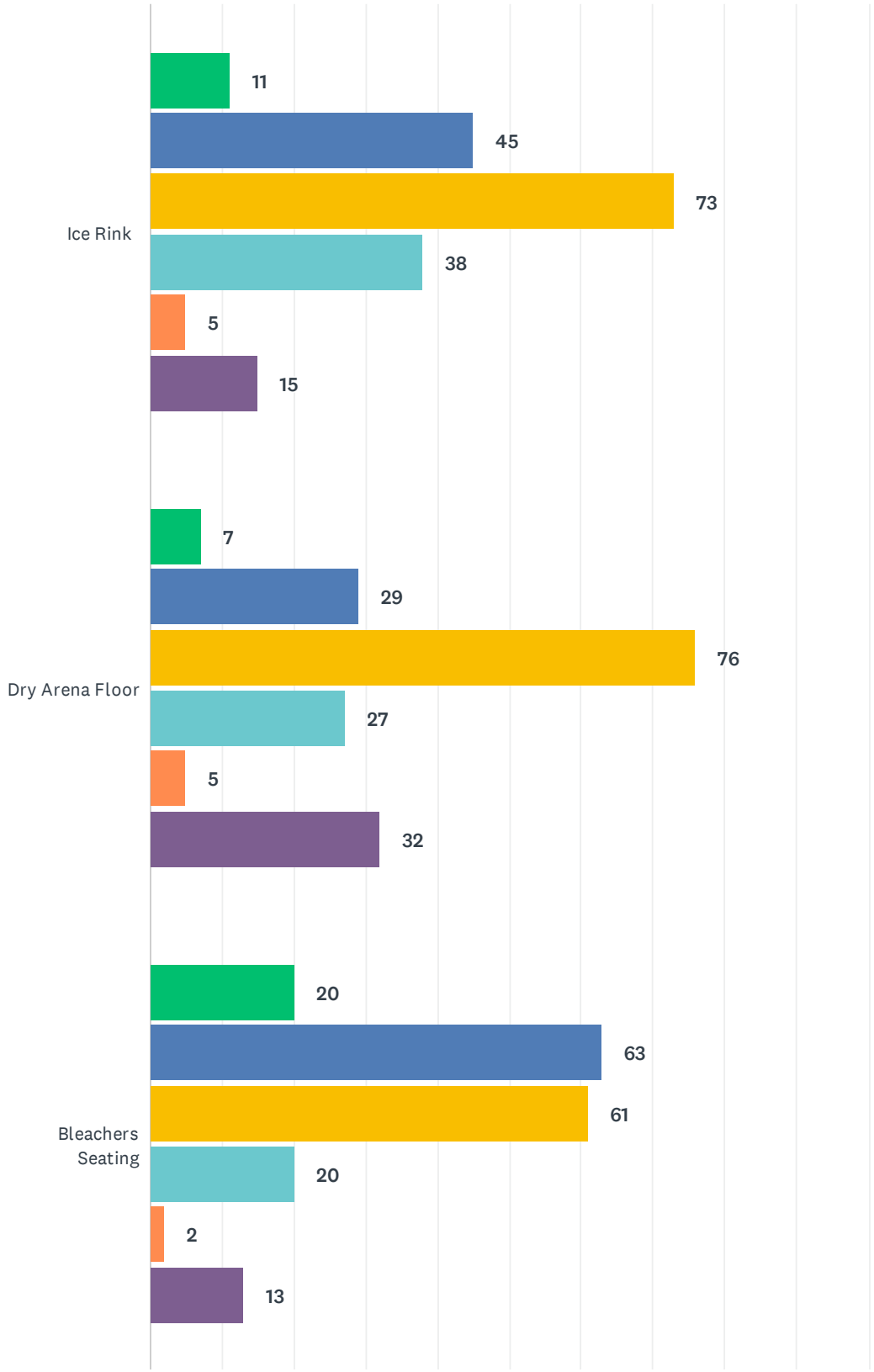
Answered: 190 Skipped: 73

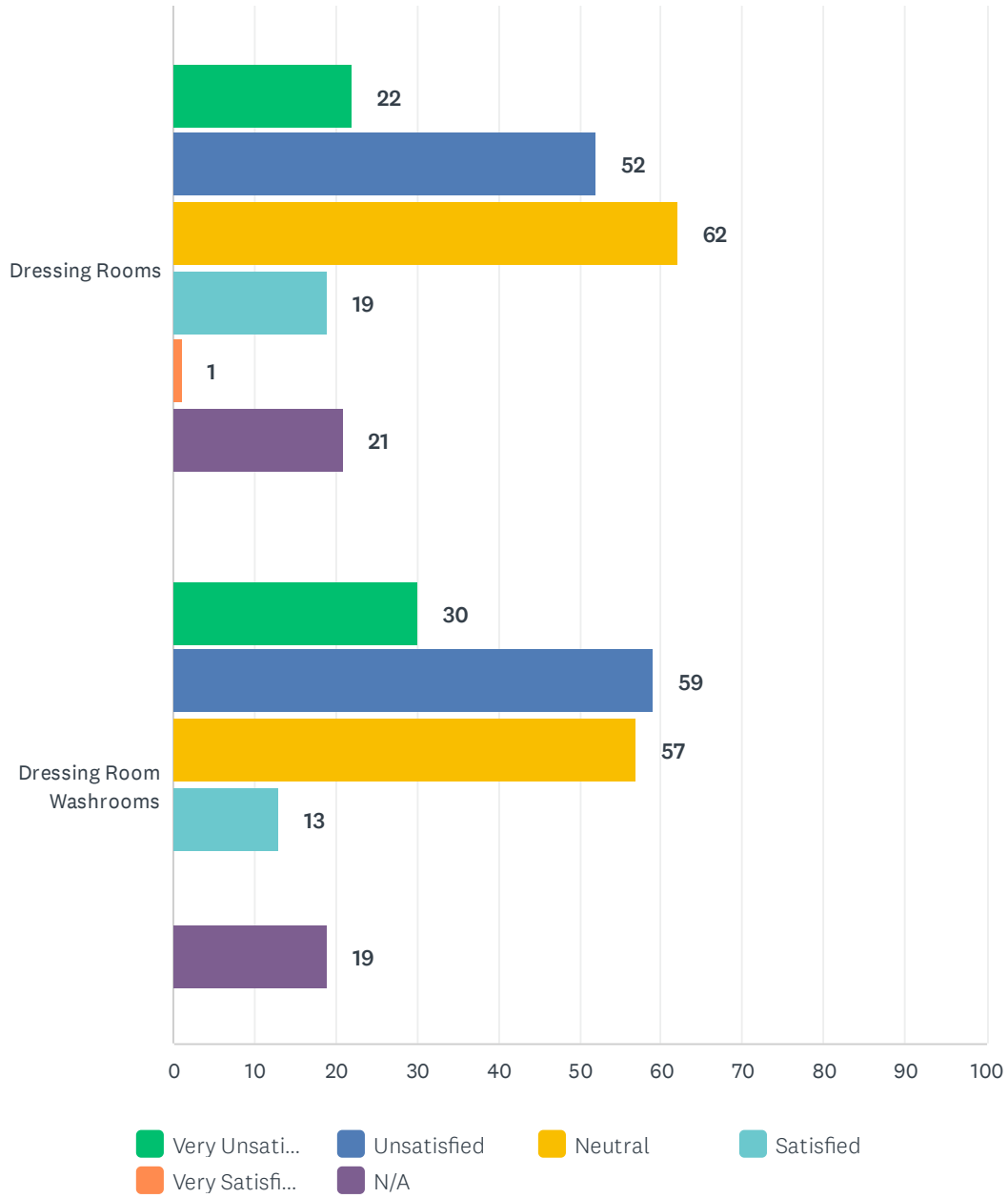


ANSWER CHOICES	RESPONSES	
Yes	93%	176
No	7%	14
TOTAL		190

Q12 Please rate your satisfaction with the existing amenities provided at Cody Banks Arena.

Answered: 189 Skipped: 74





	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Ice Rink	6% 11	24% 45	39% 73	20% 38	3% 5	8% 15	187	2.89
Dry Arena Floor	4% 7	16% 29	43% 76	15% 27	3% 5	18% 32	176	2.96
Bleachers Seating	11% 20	35% 63	34% 61	11% 20	1% 2	7% 13	179	2.52
Dressing Rooms	12% 22	29% 52	35% 62	11% 19	1% 1	12% 21	177	2.52
Dressing Room Washrooms	17% 30	33% 59	32% 57	7% 13	0% 0	11% 19	178	2.33

#	COMMENTS FOR "ICE RINK"	DATE

1	Seating	11/15/2025 6:11 AM
2	Not interested	11/14/2025 8:30 PM
3	Dated and unsafe. Rink is cold and uncomfortable. Surface is not smooth.	11/14/2025 10:11 AM
4	I wish we had multiple ice surfaces.	11/13/2025 10:25 PM
5	Old Needs to redone	11/6/2025 8:39 PM
6	Are children are older now. Nothing available that we are aware of for people over 50.	11/6/2025 9:15 AM
7	Not enough parking, bathrooms are small and the lobby is way too small. Need a better canteen. We love the rink itself, great ice we just need a bigger facility. A double rink would be amazing	11/6/2025 9:12 AM
8	Twin with simmons	11/5/2025 11:07 PM
9	Satisfied but in need of upgrades.	11/5/2025 5:09 PM
10	It's old and dingy and cold	11/5/2025 9:43 AM
11	Definitely needs updating	11/5/2025 7:24 AM
12	The dressing rooms, bleachers and player seating areas are all in need of repair.	11/4/2025 4:53 PM
13	Very outdated	11/4/2025 10:31 AM
14	It's an old-school rink and hall but it does the job, serves the community. Has a homey feel. There are higher priorities for public dollars - we don't need to have every single rink be brand new and sparkling. We do need better roads, sidewalks, trail maintenance, etc.	11/4/2025 10:09 AM
15	Does the job it is intended for but Sherwood is certainly due for some new facilities and kids deserve a more spacious and up to date facility to play and learn to be active	11/4/2025 9:08 AM
16	Not enough offered other than the rink	11/4/2025 7:38 AM
17	Doors to get onto the surface are hard to operate	11/4/2025 6:42 AM
18	It is old and needs upgrades.	11/4/2025 6:34 AM
19	The facility itself is very old and needs to be modernized to offer more fitness options.	11/3/2025 9:33 PM
20	The dressing rooms and bathrooms are outdated especially.	11/3/2025 9:04 PM
21	Old, cold, just a rink. Could be utilized as more as other facilities have done.	11/3/2025 7:33 PM
22	It’s old, it has not been upgraded since the canteen was moved and even that wasn’t a big deal. Sherwood needs a better rink like Simmons, doesn’t need to be as big but needs to be upgraded	11/3/2025 7:32 PM
23	Boards are getting rough. The doors closest to main entrance doesn’t even close properly.	11/3/2025 7:16 PM
24	Poor ventilation, dated bathrooms	11/3/2025 6:47 PM
25	Only non checking hockey can be played there so rec teams only can play. Benches are too small.	11/3/2025 6:41 PM
26	Need accessibility to warm room for seniors and those with disabilities for all events	11/3/2025 6:32 PM
27	Rink is old, cold, bathrooms need renovations, not accessible	11/3/2025 6:07 PM
28	Needs a complete tear down and rebuild to be anything acceptable for today's experiences.	11/3/2025 5:28 PM
29	Could be larger	11/3/2025 5:19 PM
30	Limited offerings, a multi sport complex would provide mush use for a growing community. Infrastructure is very outdated.	11/3/2025 5:16 PM
31	I love Cody Banks but obviously it is getting older and a new facility with two ice surfaces would be lovely.	11/3/2025 4:57 PM
32	Rink is cold, and smells	11/3/2025 4:26 PM

33	Need a good Basketball court	11/3/2025 4:25 PM
34	It is outdated .	11/3/2025 4:22 PM
35	Ceiling too low and rink board glass too low for higher ages of hockey. Ice surface too small for higher ages of hockey	11/3/2025 4:18 PM
36	Rink does not meet needs of youth, too cold, need better change facilities, meeting space is not at all acceptable	11/3/2025 4:12 PM
37	Just too old and small / hard to host large events there	11/3/2025 4:10 PM
38	The facility is outdated and could use better organization and adequate spaces to host community events and a space for more activities besides just hockey.	11/3/2025 3:57 PM
39	The facility is falling apart. There is inadequate room in the entry way. The dressing rooms are too small for any teams beyond U11. There are not enough washrooms to accommodate large events. There is no access to food or beverages. The facility is also freezing to the point of being uncomfortable.	11/3/2025 3:53 PM
40	I believe the rink is dated now. It’s very cold. The rink could use some sprucing up and renovations.	11/3/2025 3:47 PM
41	Ice is just fair, small, definitely needs to be upgraded.	11/3/2025 3:46 PM
42	Needs updates	11/3/2025 3:26 PM
43	No canteen, facility is old and outdated, nowhere to fill up water bottle, lobby is too small.	11/3/2025 3:24 PM
44	Small area resulting in overcrowding, very cold, old structure, no canteen, small dressing rooms	11/3/2025 3:17 PM
45	Pickleballllll	11/3/2025 1:55 PM
46	Needs major updates or new build.	11/3/2025 1:20 PM
#	**COMMENTS FOR "DRY ARENA FLOOR"**	**DATE**
1	was there during lacrosse....so not sure what it is like during winter	11/17/2025 9:04 AM
2	No room for off ice activity/warm up	11/5/2025 5:09 PM
3	Good as can be expected with the age of the facility	11/4/2025 9:08 AM
4	Door issues	11/4/2025 6:42 AM
5	Needs to be updated. Needs a larger lobby area	11/3/2025 9:33 PM
6	Poor surface for roller derby	11/3/2025 6:47 PM
7	The floor can be wet at times	11/3/2025 6:27 PM
8	The entrance isn’t big enough.	11/3/2025 5:47 PM
9	Not enough space	11/3/2025 5:46 PM
10	Uneven	11/3/2025 5:41 PM
11	More time and space for the basketball community.	11/3/2025 4:28 PM
12	Never used	11/3/2025 4:26 PM
13	Needs updated	11/3/2025 4:22 PM
14	Same as above	11/3/2025 4:10 PM
15	It is tough to pkay even on the dry arena. It is uneven.	11/3/2025 3:53 PM
#	**COMMENTS FOR "BLEACHERS SEATING"**	**DATE**
1	too bad seating can't be changed to individual seats	11/17/2025 9:04 AM
2	Hard seats	11/15/2025 6:11 AM
3	Outdated, small, uncomfortable.	11/14/2025 10:11 AM

4	They are cold and uncomfortable. Garbage cans are right where you sit. Seats are quite inaccessible for older people/people with mobility issues.	11/13/2025 10:25 PM
5	Not accessible for those with limited mobility.	11/12/2025 10:53 AM
6	Uncomfortable and coldg	11/6/2025 12:01 PM
7	Inaccessible, awkward, uncomfortable	11/6/2025 11:58 AM
8	Awkward steps - and distance between benches and floor is too high.	11/5/2025 11:47 PM
9	Too old	11/5/2025 11:07 PM
10	Needs proper chair seating	11/5/2025 5:00 PM
11	They are cold and hard. I would love to see seats with a back	11/5/2025 9:43 AM
12	New seating	11/4/2025 10:48 PM
13	Cold and uncomfortable	11/4/2025 9:59 PM
14	The heaters that work are rarely turned on, and the last two winters they have had to blow cold air through the crowd toward the ice surface to help maintain the ice temperature making it frigid in the stands.	11/4/2025 4:53 PM
15	very uncomfortable	11/4/2025 9:28 AM
16	If brought up to date likely will need more seating.	11/4/2025 9:13 AM
17	Good as can be expected with the age of the facility. Always kept clean	11/4/2025 9:08 AM
18	Cold old and dated very slippery	11/4/2025 7:43 AM
19	Very, very dirty in the summer months. Covered in dust and garbage scattered around seating area	11/4/2025 6:42 AM
20	No accessible seating / rails for seniors	11/4/2025 6:34 AM
21	Cold. No signal.	11/3/2025 9:43 PM
22	Needs updating to be more comfortable	11/3/2025 9:33 PM
23	Old and uncomfortable	11/3/2025 7:44 PM
24	Old, cold, uncomfortable	11/3/2025 7:33 PM
25	Old and cold	11/3/2025 7:32 PM
26	They are uncomfortable for anyone with back issues and it’s freezing cold.	11/3/2025 6:41 PM
27	Fine for me but not very accessible	11/3/2025 6:27 PM
28	So uncomfortable. Awkward to get up. Not accessible for persons with disabilities and not easy for the eldery	11/3/2025 6:07 PM
29	Not accessible for seniors of persons with a disabilities	11/3/2025 5:47 PM
30	Uncomfortable cold not accessible	11/3/2025 5:46 PM
31	Cold, not accessible, not comfortable	11/3/2025 5:41 PM
32	Need to utilize heat	11/3/2025 5:26 PM
33	Seating area needs improvement. I.e. better stairs and seats with rails.	11/3/2025 5:19 PM
34	Not senior friendly.	11/3/2025 5:16 PM
35	Cold and uncomfortable	11/3/2025 5:02 PM
36	Dated and not comfortable or safe for kids	11/3/2025 4:52 PM
37	The large cracks in the cement walls of the side exit are concerning. Also the back row seats have limited visibility due to the angle of the support beams.	11/3/2025 4:32 PM
38	Uncomfortable and hard	11/3/2025 4:26 PM

39	poor seating, and access to seating	11/3/2025 4:22 PM
40	Needs updated	11/3/2025 4:22 PM
41	Needs updating - old seating	11/3/2025 4:18 PM
42	Hard bench seating	11/3/2025 4:12 PM
43	Cold and very poor seating	11/3/2025 4:12 PM
44	It is small but a little bigger would be great as the community grows so will the events it can host. -	11/3/2025 4:10 PM
45	The bleachers in this arena are not acceptable. They are also not very friendly for people with mobility issues to access.	11/3/2025 3:57 PM
46	They are splintered and dangerous. They are also not accessible for anyone with mobility issues.	11/3/2025 3:53 PM
47	Very uncomfortable and too high up if sitting near the floor my feet can't touch the floor therefore my feet fall asleep and sitting up higher is just hard on my hips and back	11/3/2025 3:47 PM
48	No accessible areas. You’re always in the way.	11/3/2025 3:44 PM
49	Uncomfortable	11/3/2025 3:35 PM
50	More needed	11/3/2025 3:26 PM
51	Terrible seats for someone with back problems and people with accessibility issues. Those people can't get up the bleachers and they can't stand to watch a game for that amount of time.	11/3/2025 3:24 PM
52	Not very accessible for those who have mobility issues.	11/3/2025 3:24 PM
53	These need a real upgrade	11/3/2025 3:08 PM
54	Cold - needs reno	11/3/2025 3:03 PM
55	Back support would be ideal	11/3/2025 1:28 PM
56	Old and uncomfortable	11/3/2025 1:02 PM
#	**COMMENTS FOR "DRESSING ROOMS"**	**DATE**
1	don't see them, so unsure	11/17/2025 9:04 AM
2	Outdated. Needs new technology.	11/14/2025 10:11 AM
3	Small and can get very crowded with younger hockey players with parents. Or older kids/adults with bags	11/13/2025 10:25 PM
4	Small and not clean	11/6/2025 9:12 AM
5	Definitely smaller than newly built rinks and their locations are not conducive to spectators and players sharing space	11/5/2025 11:47 PM
6	Too old	11/5/2025 11:07 PM
7	Rooms in need of private change areas	11/5/2025 5:09 PM
8	Washrooms and showers are awful.	11/5/2025 4:21 PM
9	They are smelly and dingy. They look unclean	11/5/2025 9:43 AM
10	Very old Small	11/5/2025 7:24 AM
11	Upgraded,	11/4/2025 10:48 PM
12	No upgrades have been made since the 1980’s (at least). Washrooms, showers and even sinks are dingy and not adequate for cleaning oneself or even filling a water bottle. Also, no drinking fountains!	11/4/2025 4:53 PM
13	Most dressing rooms are too small for bigger hockey teams with bigger bags and equipment plus the washroom facilities are long outdated	11/4/2025 9:08 AM

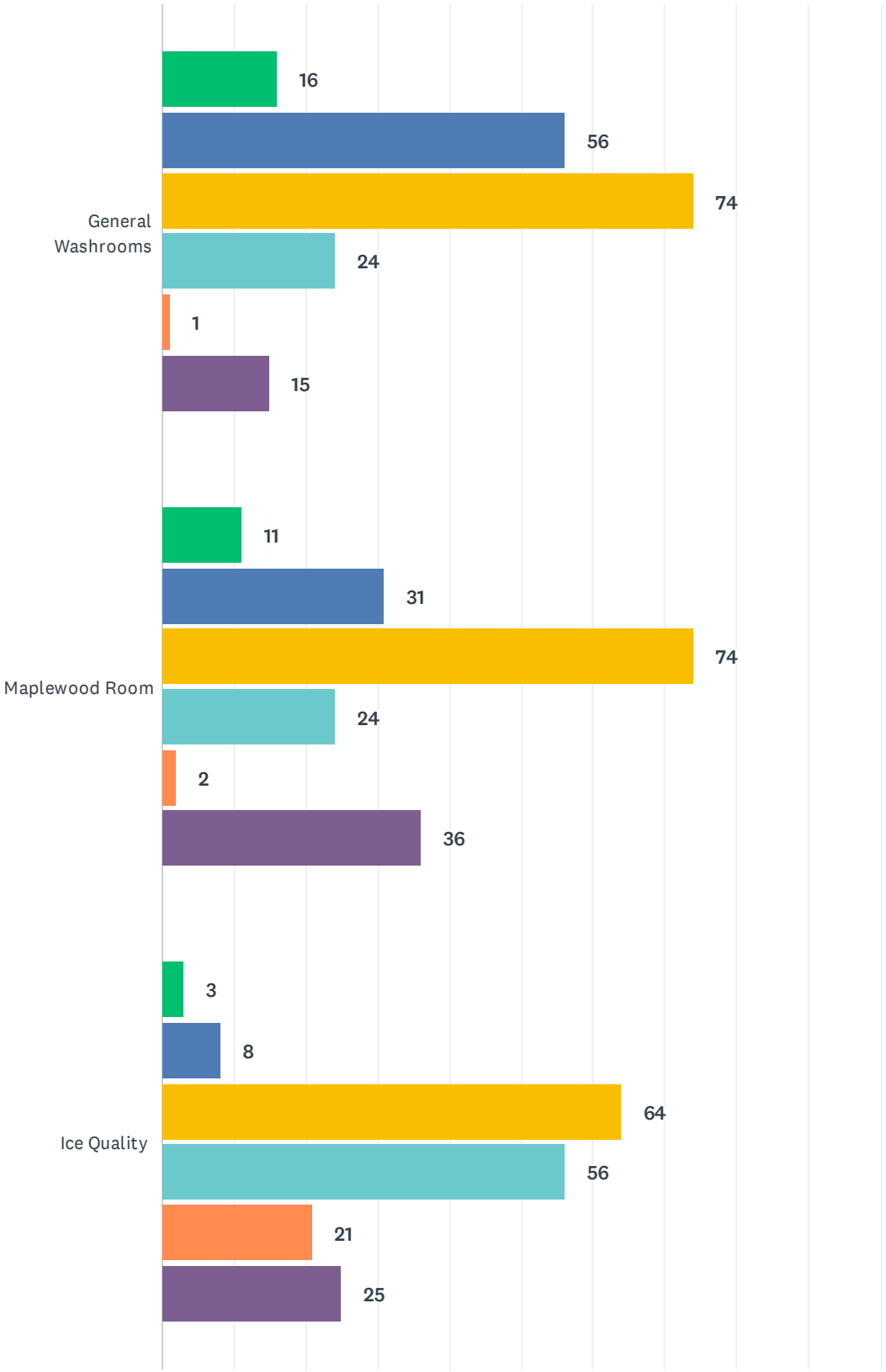
14	Showers don’t work half the time	11/4/2025 7:43 AM
15	Very dated, need work	11/3/2025 9:04 PM
16	Could be bigger cramped	11/3/2025 8:22 PM
17	Too small	11/3/2025 7:44 PM
18	Old, no ventilation, bathrooms are gross	11/3/2025 7:32 PM
19	Poor ventilation, dated	11/3/2025 6:47 PM
20	They’re too small	11/3/2025 6:41 PM
21	I have never smelled worse smelling dressing rooms	11/3/2025 6:15 PM
22	Small, stinky, need updates	11/3/2025 6:07 PM
23	Old and some aren’t big enough and the washrooms are out dated	11/3/2025 5:47 PM
24	Small and dated	11/3/2025 5:46 PM
25	Old, desperate need of upgrades, bathrooms are gross	11/3/2025 5:41 PM
26	Change rooms and washrooms need updating.	11/3/2025 5:19 PM
27	Too small.	11/3/2025 5:16 PM
28	Dated	11/3/2025 4:52 PM
29	Need updating.	11/3/2025 4:32 PM
30	Small and very smelly	11/3/2025 4:26 PM
31	old style bathrooms open to everyone in a general setting for public skates. dirty	11/3/2025 4:22 PM
32	Needs updated	11/3/2025 4:22 PM
33	They are to small	11/3/2025 4:17 PM
34	Too small an so not meet needs of youth, open washrooms. Out of date	11/3/2025 4:12 PM
35	With the exception of 1 or two rooms they are very small and the referee room is non existent. Bathrooms very small as well and poorly located	11/3/2025 4:10 PM
36	Outdated and small. Need better ventilation.	11/3/2025 3:57 PM
37	The dressing rooms are too small and chopped up. The washrooms are also disgusting in the dressing room. Given the location of some of the dressing rooms, when the door opens everyone can see in. It is inappropriate when players are getting ready.	11/3/2025 3:53 PM
38	Old	11/3/2025 3:44 PM
39	washrooms old	11/3/2025 3:43 PM
40	Need to be updated and bigger	11/3/2025 3:35 PM
41	Small	11/3/2025 3:26 PM
42	Way too small for players.	11/3/2025 3:24 PM
43	Need anything update	11/3/2025 3:24 PM
44	Too small	11/3/2025 3:17 PM
45	These rooms are at large, too small.	11/3/2025 3:08 PM
46	Many are small in size	11/3/2025 12:37 PM
47	small	11/3/2025 12:08 PM
#	**COMMENTS FOR "DRESSING ROOM WASHROOMS"**	**DATE**
1	don't see them so unsure	11/17/2025 9:04 AM

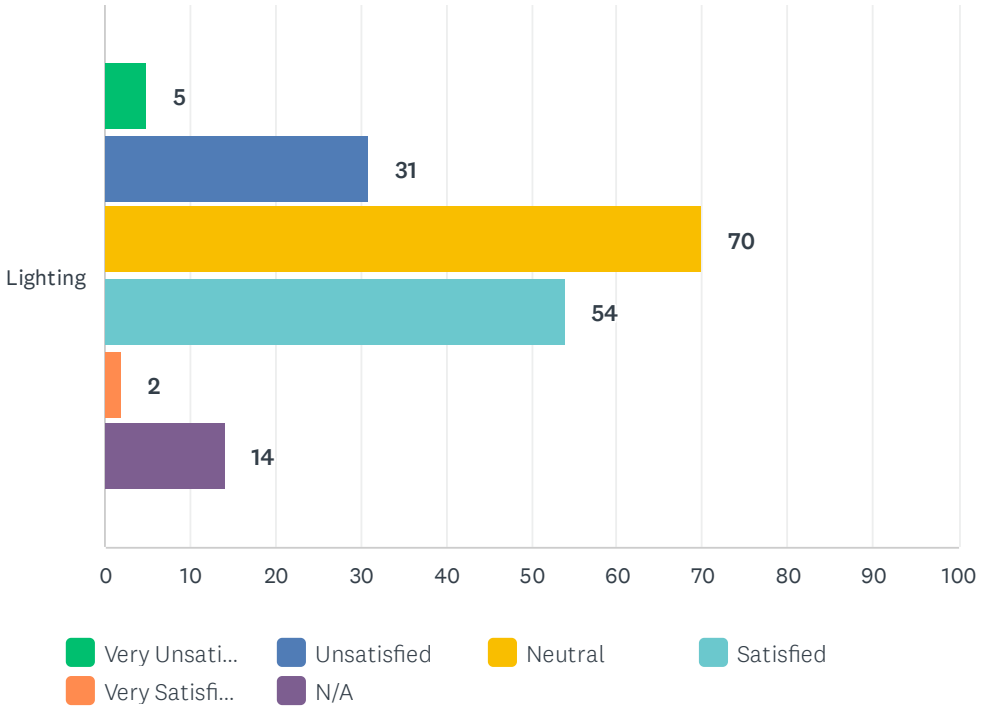
2	Disgusting, old!	11/14/2025 10:11 AM
3	Bathroom stalls should have a door that separates the change room and the bathrooms.	11/12/2025 10:53 AM
4	Small and dirty	11/6/2025 9:12 AM
5	Outdated and grungy	11/5/2025 11:47 PM
6	They are hard to access for someone with a disability	11/5/2025 9:43 AM
7	Gross Very small	11/5/2025 7:24 AM
8	Old, news renovation	11/4/2025 10:48 PM
9	Bathrooms and showers need serious upgrades	11/4/2025 9:59 PM
10	See above	11/4/2025 4:53 PM
11	Very old and outdated. Need to be updated although they try to keep them clean-ish	11/4/2025 9:08 AM
12	Dirty, smelly	11/4/2025 12:13 AM
13	Old, gross.	11/3/2025 9:43 PM
14	Very dated, need work	11/3/2025 9:04 PM
15	Outdated	11/3/2025 8:22 PM
16	Small	11/3/2025 7:44 PM
17	Old, dated, feels unclean	11/3/2025 7:33 PM
18	Showers and bathrooms are disgusting	11/3/2025 7:32 PM
19	Dated	11/3/2025 6:47 PM
20	Washrooms need updates and more space	11/3/2025 6:32 PM
21	Small, old and stinky	11/3/2025 6:15 PM
22	they are old and dirty	11/3/2025 5:52 PM
23	Gross	11/3/2025 5:47 PM
24	Small and dated	11/3/2025 5:46 PM
25	Desperate need of upgrade. Small stalls. Not enough space	11/3/2025 5:41 PM
26	Change rooms and washrooms need updating.	11/3/2025 5:19 PM
27	They are gross.	11/3/2025 5:16 PM
28	Dated	11/3/2025 4:52 PM
29	Need updating.	11/3/2025 4:32 PM
30	Gross	11/3/2025 4:26 PM
31	see above. very old and dated. dirty	11/3/2025 4:22 PM
32	Needs updated	11/3/2025 4:22 PM
33	Needs some TLC	11/3/2025 4:18 PM
34	To small	11/3/2025 4:17 PM
35	Outdated dirty and just not user friendly	11/3/2025 4:10 PM
36	Could always be improved.	11/3/2025 3:57 PM
37	The washrooms are disgusting and should not be used.	11/3/2025 3:53 PM
38	Dirty and not well maintained	11/3/2025 3:45 PM
39	Should be updated	11/3/2025 3:35 PM

40	Need updating	11/3/2025 3:26 PM
41	They old and need to be replaced.	11/3/2025 3:24 PM
42	Needs an upgrade	11/3/2025 3:24 PM
43	Old and dingey.	11/3/2025 3:17 PM
44	Upgrade needed	11/3/2025 3:08 PM
45	Old dirty	11/3/2025 3:01 PM
46	need to be made gender neutral (ie, privacy, doors and walls to the floor), accessibility issues	11/3/2025 1:14 PM
47	New upgrades	11/3/2025 12:45 PM
48	More space to change privately and a water bottle fill up would be nice	11/3/2025 12:37 PM
49	old	11/3/2025 12:08 PM

Q13 Please rate your satisfaction with the existing amenities provided at Cody Banks Arena.

Answered: 188 Skipped: 75





	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
General Washrooms	9% 16	30% 56	40% 74	13% 24	1% 1	8% 15	186	2.64
Maplewood Room	6% 11	17% 31	42% 74	13% 24	1% 2	20% 36	178	2.82
Ice Quality	2% 3	5% 8	36% 64	32% 56	12% 21	14% 25	177	3.55
Lighting	3% 5	18% 31	40% 70	31% 54	1% 2	8% 14	176	3.10

#	COMMENTS FOR "GENERAL WASHROOMS"	DATE
1	Outdated and discussing.	11/14/2025 10:11 AM
2	Washrooms are fine but lack of mirrors is annoying. I also don't know if there are change tables?	11/13/2025 10:25 PM
3	outdated with limited space	11/12/2025 10:53 AM
4	Not accessible	11/6/2025 12:01 PM
5	Small and not overly clean	11/6/2025 9:12 AM
6	Very grungy No mirrors	11/5/2025 7:24 AM
7	Also in need of many upgrades	11/4/2025 9:59 PM
8	Never clean	11/4/2025 4:53 PM
9	Very outdated	11/4/2025 10:31 AM
10	Generally tried to be kept clean but with the whole arena needs updating	11/4/2025 9:08 AM
11	More accessibility and gender neutral/family change room options. Even using existing spaces but adding automatic doors, sinks that are easier to reach, closed stalls	11/4/2025 9:01 AM
12	Needs upgrades	11/4/2025 6:34 AM

13	Dated. Needs love as Simmons did. Investing in the community is investing in your people. Keeping your people fit & healthy starts with accomkdation. We need to offer more than just ice sports	11/3/2025 9:43 PM
14	Needs updates	11/3/2025 9:33 PM
15	Dated, need work	11/3/2025 9:04 PM
16	Needs a upgrade	11/3/2025 8:22 PM
17	Feels unclean, old, dated, no mirrors	11/3/2025 7:33 PM
18	Dated	11/3/2025 6:47 PM
19	Need updates	11/3/2025 6:32 PM
20	Canteen is not always open	11/3/2025 6:27 PM
21	Poor condition	11/3/2025 6:07 PM
22	cody banks is a great rink but needs some upgrades	11/3/2025 5:52 PM
23	Need to be updated	11/3/2025 5:47 PM
24	Desperate need of upgrade. Small stalls. Not enough space	11/3/2025 5:41 PM
25	They need to be updated	11/3/2025 5:32 PM
26	Needs updating	11/3/2025 5:19 PM
27	Cannot accommodate the volume of use.	11/3/2025 5:16 PM
28	Dates	11/3/2025 4:52 PM
29	Dirty and smelly	11/3/2025 4:26 PM
30	Needs updated	11/3/2025 4:22 PM
31	Old - needs updating	11/3/2025 4:18 PM
32	Not up to a modern standard.	11/3/2025 4:18 PM
33	Need updating	11/3/2025 4:17 PM
34	Noted above. Small and terrible location	11/3/2025 4:10 PM
35	Old and outdated	11/3/2025 3:57 PM
36	The facility is dated, unsafe (e.g. bleachers), and the doors to the ice surface will not even open the close properly anymore.	11/3/2025 3:53 PM
37	Updates and bigger	11/3/2025 3:26 PM
38	Old and outdated. Can't even fill up your water bottle in there.	11/3/2025 3:24 PM
39	Upgrade needed	11/3/2025 3:08 PM
40	Put up mirrors	11/3/2025 3:04 PM
41	Could be updated	11/3/2025 3:03 PM
42	Old small no mirrors	11/3/2025 3:01 PM

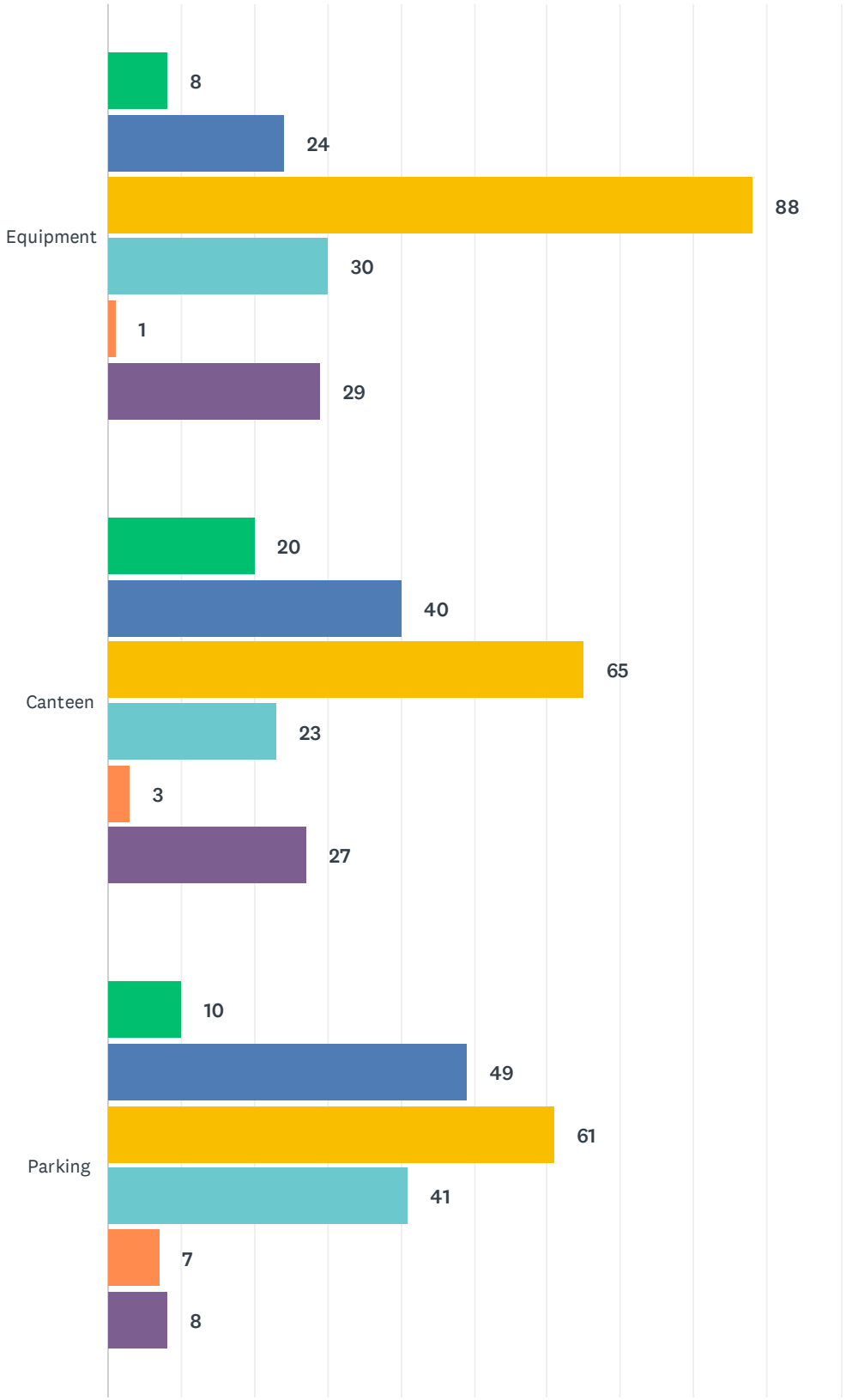
#	COMMENTS FOR "MAPLEWOOD ROOM"	DATE
1	outdated - ceiling height is not favourable	11/12/2025 10:53 AM
2	Accessibility and decor are substandard.	11/5/2025 11:47 PM
3	In need of modernization. Furniture & equipment	11/5/2025 5:09 PM
4	Very old and often has junk piled up.	11/5/2025 4:21 PM
5	Too dark and needs updating	11/4/2025 10:48 PM
6	Upgrades needed.	11/4/2025 9:59 PM

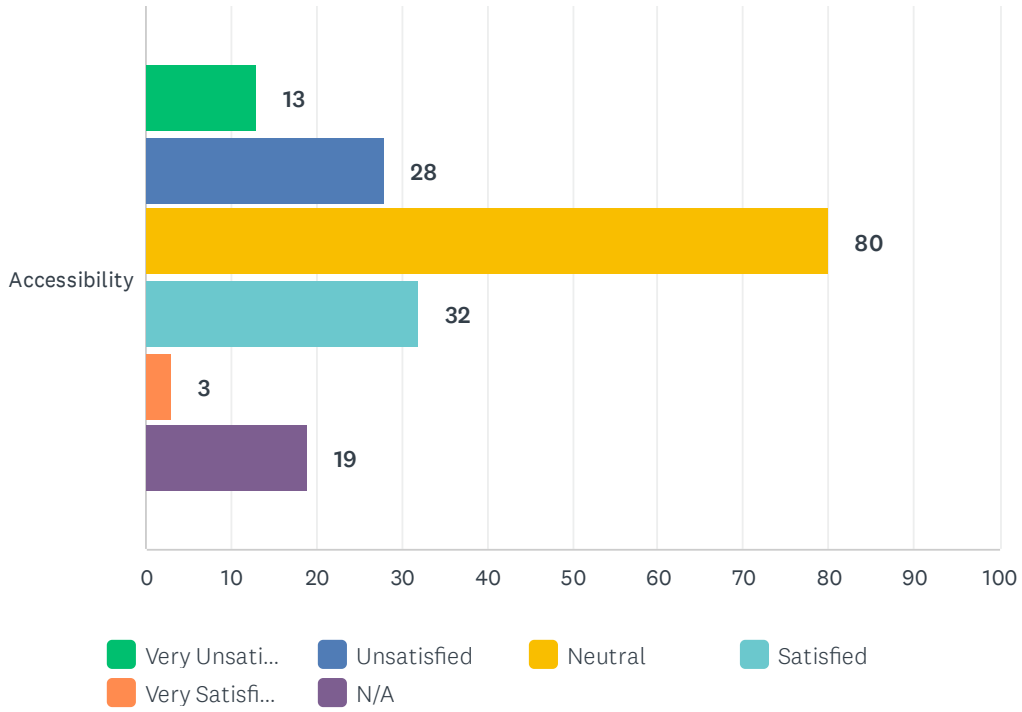
7	Pretty outdated facility for use as anything other than a meeting room or place for a quick pizza party	11/4/2025 9:08 AM
8	The floors are slanted, poor lighting and no air conditioning.	11/3/2025 10:04 PM
9	Dark and outdated. The large room is a wasted space. Not welcoming at all. Warm room overlooking the ice should be made into a fitness gym	11/3/2025 9:33 PM
10	Needs a upgrade	11/3/2025 8:22 PM
11	It’s so old and dated no one would ever host a board meeting or event there	11/3/2025 7:32 PM
12	Needs work. Not inviting at all	11/3/2025 7:12 PM
13	Not very functional	11/3/2025 5:47 PM
14	Too small needs more space	11/3/2025 5:46 PM
15	Needs updating. If there is an elevator then I'm unaware.	11/3/2025 5:19 PM
16	Needs upgrading	11/3/2025 4:32 PM
17	Needs updated	11/3/2025 4:22 PM
18	Awkward space. Heating/cooling not great.	11/3/2025 4:18 PM
19	These facilities are unacceptable out of date do not have amenities. Because of the way they’re set up. They are basically unuseable by the community.	11/3/2025 4:12 PM
20	Honestly not bad and decent space. Canteen upgraded was nice addition	11/3/2025 4:10 PM
21	Old. Not accessible.	11/3/2025 3:44 PM
22	N	11/3/2025 3:24 PM
23	I've never been in it.	11/3/2025 3:03 PM
24	Just old vibes	11/3/2025 12:45 PM
#	**COMMENTS FOR "ICE QUALITY"**	**DATE**
1	Piping systems are outdated. Terrible ice.	11/14/2025 10:11 AM
2	Good as can be expected	11/4/2025 9:08 AM
3	Soft, warm	11/3/2025 9:43 PM
4	The ice crew take great care to maintain a very good ice surface. We are fortunate to have their commitment.	11/3/2025 3:53 PM
#	**COMMENTS FOR "LIGHTING"**	**DATE**
1	Leumon coverage is inadequate.	11/14/2025 10:11 AM
2	Lighting is aged and dim	11/5/2025 5:09 PM
3	Dark, needs updating of new fixtures	11/4/2025 10:48 PM
4	Needs upgrades	11/4/2025 9:59 PM
5	Inadequate	11/4/2025 4:53 PM
6	Good as can be expected	11/4/2025 9:08 AM
7	Too dark	11/4/2025 5:28 AM
8	Too dim	11/3/2025 10:04 PM
9	Needs updating	11/3/2025 5:19 PM
10	Dark	11/3/2025 4:26 PM
11	Needs updated	11/3/2025 4:22 PM
12	Kind of gloomy and dark - scoreboard small everything is just outdated and dark	11/3/2025 4:10 PM

13	Need to update and upgrade the plant. I'm sure the infrastructure and pad could be done better/updated	11/3/2025 3:46 PM
14	It’s harsh	11/3/2025 3:44 PM
15	Poor quality	11/3/2025 3:26 PM
16	Not well lit.	11/3/2025 3:24 PM
17	Brighter	11/3/2025 12:45 PM

Q14 Please rate your satisfaction with the existing amenities provided at Cody Banks Arena.

Answered: 185 Skipped: 78





	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Equipment	4% 8	13% 24	49% 88	17% 30	1% 1	16% 29	180	2.95
Canteen	11% 20	22% 40	37% 65	13% 23	2% 3	15% 27	178	2.66
Parking	6% 10	28% 49	35% 61	23% 41	4% 7	5% 8	176	2.92
Accessibility	7% 13	16% 28	46% 80	18% 32	2% 3	11% 19	175	2.90

#	COMMENTS FOR "EQUIPMENT"	DATE
1	Because our children no longer use the facilities, we haven't been inside for a long time.	11/6/2025 9:15 AM
2	Good for what it is but really needs to be updated	11/4/2025 9:08 AM
3	No canteen there should be a canteen for a opportunity for young staff to get into work force	11/4/2025 7:43 AM
4	Dated, worn	11/3/2025 9:43 PM
5	There just could be more for families/adults/youth in general	11/3/2025 7:33 PM
6	Too small and old needs updates	11/3/2025 5:46 PM
7	Sound system is too quiet	11/3/2025 5:26 PM
8	Needs updating	11/3/2025 5:19 PM
9	For the same reasons listed above.	11/3/2025 5:16 PM
10	Not enough area time ir space for basketball	11/3/2025 4:28 PM
11	Needs updated	11/3/2025 4:22 PM
12	Not up to a modern standard	11/3/2025 4:18 PM
13	Poor equipment, far out of date	11/3/2025 4:12 PM

14	Lobby is too small for before or after a game. The washrooms are small and there are no enough.	11/3/2025 3:53 PM
15	2nd ice surface	11/3/2025 3:24 PM

#	COMMENTS FOR "CANTEEN"	DATE
1	Outdated and not clean.	11/14/2025 10:11 AM
2	It never seems to be open.	11/13/2025 10:25 PM
3	it should be on the main floor for accessibility issues	11/12/2025 12:31 PM
4	outdated, but rarely used	11/12/2025 10:53 AM
5	Not accessible to everyone being up stairs	11/6/2025 9:12 AM
6	Unpredictable availability	11/5/2025 5:09 PM
7	irregular hours, not sure if/when it is open	11/5/2025 9:45 AM
8	Not open enough, doesn’t offer enough options, doesn’t have the ability to make many of the options the other rinks have.	11/4/2025 9:59 PM
9	Rarely open with no posted hours	11/4/2025 4:53 PM
10	Canteen is in a very out of the way spot Sure most people don’t even know it exists or even be able to tell if it is open unless one makes the trek up those outdated stairs to the upper level	11/4/2025 9:08 AM
11	Canteen should be open. Give an opportunity to a young community member looking to get into work force.	11/4/2025 7:43 AM
12	What canteen??? I've only ever heard about it being open once in all the times I've been there	11/4/2025 6:42 AM
13	Better food choices- rink fries are great both lets start broaden horizons.	11/3/2025 10:04 PM
14	Old, limited options. Few healthy options for athletes	11/3/2025 9:43 PM
15	There is never a canteen.. this should be open for all the hockey games, skates etc	11/3/2025 9:33 PM
16	Have no idea what its hours of operation are	11/3/2025 9:04 PM
17	I’ve never seen it open in 5 years my son has been playing there	11/3/2025 7:16 PM
18	They don’t even have one.	11/3/2025 6:41 PM
19	Canteen should be on main floor for all to use.	11/3/2025 6:32 PM
20	Not open regularly	11/3/2025 6:27 PM
21	Not open enough hours, needs tables like cocagne rink (NB)	11/3/2025 6:25 PM
22	Keep those rink fries! Only rink within GCMHA that has them	11/3/2025 6:15 PM
23	Not easily accessible or even noticeable	11/3/2025 6:07 PM
24	hardly ever open	11/3/2025 5:52 PM
25	Not accessible	11/3/2025 5:47 PM
26	Never open at our rink times	11/3/2025 5:46 PM
27	Not accessible	11/3/2025 5:41 PM
28	There isn't one.	11/3/2025 5:28 PM
29	Hardly ever open	11/3/2025 5:26 PM
30	Needs updating and better signage	11/3/2025 5:19 PM
31	Where is it??	11/3/2025 5:16 PM
32	Never open	11/3/2025 5:13 PM
33	Never open	11/3/2025 4:26 PM

34	limited open times	11/3/2025 4:22 PM
35	Poor location, hours, selection	11/3/2025 4:18 PM
36	This does not really exist. It’s never open. It doesn’t serve food and one and if it does, it’s a very poor quality.	11/3/2025 4:12 PM
37	Upgraded which is nice but still outdated	11/3/2025 4:10 PM
38	Canteen is rarely opened.	11/3/2025 3:53 PM
39	Hardly ever open and access is very difficult growing up it was on the main floor easy access for everyone	11/3/2025 3:47 PM
40	Never open	11/3/2025 3:45 PM
41	The canteen is NEVER open which is so annoying when you're running from rink to rink and don't have time to start.	11/3/2025 3:24 PM
42	Not always open. Not accessible	11/3/2025 3:24 PM
43	Never open.	11/3/2025 3:17 PM
44	don't use it	11/3/2025 3:04 PM
45	You never know if it’s open on should be easier to access it’s upstairs and most people don’t even know it’s there	11/3/2025 3:01 PM
46	Never open	11/3/2025 12:45 PM
47	I don't think it's ever open when I'm there.	11/3/2025 12:37 PM
#	**COMMENTS FOR "PARKING"**	**DATE**
1	Not enough	11/15/2025 6:11 AM
2	Terrible drainage, potholes, asphalt patch work.	11/14/2025 10:11 AM
3	We could use more parking and better signage for direction of traffic	11/13/2025 10:25 PM
4	Parking lot is terrible. There is not enough space and the weird angles and placement of the parking spots, makes winter parking horrid.	11/12/2025 10:53 AM
5	Not enough space during games/practices	11/12/2025 10:27 AM
6	Not enough spaces	11/10/2025 10:03 AM
7	Not enough when major events are happening. This is especially true when school is in.	11/7/2025 1:40 PM
8	Never enough parking	11/6/2025 9:12 AM
9	Can be limited but use of school property eases that.	11/5/2025 5:09 PM
10	Not enough parking, especially during sporting events.	11/4/2025 10:48 PM
11	Never enough space to P park.	11/4/2025 9:59 PM
12	My home is too close to drive to Cody Banks Arena	11/4/2025 4:53 PM
13	Not enough parking	11/4/2025 10:31 AM
14	It's an plain, hot, asphalt parking lot, that is difficult for kids to safely walk or cycle through. Can we have a separated connection from the sidewalk to the door of the facility, for walkers and bikers? And make the outdoor area a little more attractive? Encouraging even 10% fewer people to drive by making it safer will reduce pressure to expand the parking lot for everyone else.	11/4/2025 10:09 AM
15	lot not big enough hard to get out of when busy	11/4/2025 9:28 AM
16	Crowded	11/3/2025 9:43 PM
17	Spots are too small, and there is nit enough parking available	11/3/2025 9:33 PM
18	There’s not enough parking when there is back to back games. Practices are ok.	11/3/2025 7:16 PM

19	Not enough parking	11/3/2025 6:43 PM
20	It can be over crowed and dangerous. Not marked for one way.	11/3/2025 6:27 PM
21	Not enough parking and have to spill over to sherwood school	11/3/2025 6:15 PM
22	Parking lot is too small and in bad shapr	11/3/2025 6:07 PM
23	not enough parking	11/3/2025 5:52 PM
24	Too small . Difficult to find a space	11/3/2025 5:46 PM
25	More parking would be helpful	11/3/2025 4:57 PM
26	Needs improvement and more spaces	11/3/2025 4:52 PM
27	Not enough parking spaces	11/3/2025 4:26 PM
28	small lot. full of potholes.	11/3/2025 4:22 PM
29	Very small space for parking and it’s a bit of a mess getting around in it	11/3/2025 4:10 PM
30	As I already said, not enough wheelchair parking	11/3/2025 4:02 PM
31	Needs to be more.	11/3/2025 3:57 PM
32	There is not enough parking.	11/3/2025 3:53 PM
33	More parking space needed	11/3/2025 3:26 PM
34	Not enough	11/3/2025 3:17 PM
35	Any time there are events, parking spills into the school or on our streets. As I understand, the city owns the house next to Cody Banks. Tear it down and make parking	11/3/2025 3:08 PM
36	It can be busy at cross over ice times...	11/3/2025 3:04 PM
37	Lights!! The parking lot is so dark and the pavement is uneven	11/3/2025 3:01 PM
38	More parking required	11/3/2025 12:45 PM

#	COMMENTS FOR "ACCESSIBILITY"	DATE
1	outdated - the building is wheelchair accessible, but for those with limited mobility, the building is not favourable. Most seniors/grandparents cannot climb the risers to sit in the stands.	11/12/2025 10:53 AM
2	Need an elevator	11/6/2025 12:01 PM
3	Canteen inaccessible to some people	11/6/2025 9:12 AM
4	Facility is not accessible to those with limited or no mobility. No seating area, no access to upstairs meeting room, canteen. Washrooms not wheelchair accessible.	11/5/2025 5:09 PM
5	Probably would be a different story if I was disabled. Not too accessible for someone with one	11/4/2025 9:08 AM
6	Bathroom issues noted above, general retrofitting accessibility of space would be nice! I understand there are budget limitations to these things, but just trying to provide feedback from our users from events and practices!	11/4/2025 9:01 AM
7	Only place they can go is against the boards	11/4/2025 7:43 AM
8	It is not acceptable in regards to setting and viewing areas.	11/3/2025 10:04 PM
9	Need wheelchair buttons on the doors	11/3/2025 8:22 PM
10	Bathroom, dry arena not truly accessible. Should be reviewed by occupational therapist	11/3/2025 6:47 PM
11	Not easy for ppl with disabilities to watch their kids play hockey.	11/3/2025 6:41 PM
12	Accessibility to canteen and warm room needs to be improved. Elevator access should be available for all events	11/3/2025 6:32 PM
13	My elderly parents can’t get to the warm area and can barely get up the bleachers. Poor seating options	11/3/2025 6:07 PM

14	Needs updating	11/3/2025 5:19 PM
15	There is no accessible seating. It’s incredibly hard to move around if you have accessibility issues.	11/3/2025 4:12 PM
16	Can always be improved.	11/3/2025 3:57 PM
17	The bleachers are not safe.	11/3/2025 3:53 PM
18	Not enough wheelchair assessibility	11/3/2025 3:26 PM
19	Not accessible for the elderly and disabled. Can't get into the bleachers, upstairs to the warm room and can't stand that long to watch a game.	11/3/2025 3:24 PM
20	A little tricky for my older family members to watch hockey as the steps are high	11/3/2025 3:04 PM
21	Bleachers not accessible.	11/3/2025 12:45 PM

Q15 If you are unsatisfied with any other amenities within Cody Banks Arena, please tell us why below. Please be as specific and detailed as possible.

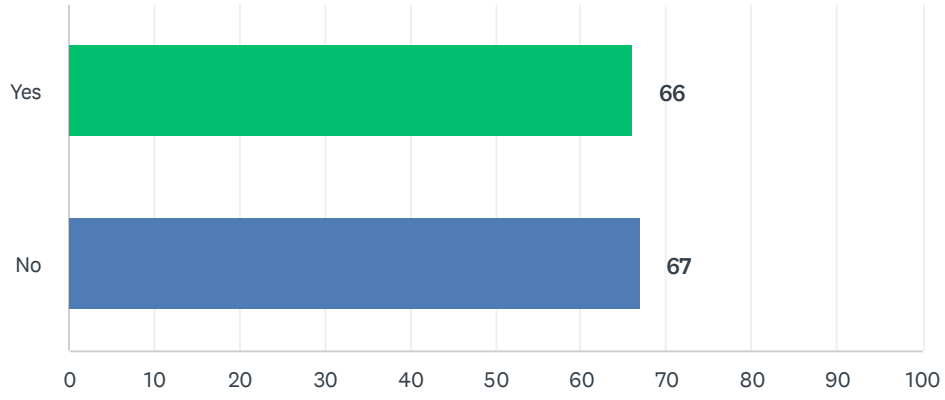
Answered: 29 Skipped: 234

#	RESPONSES	DATE
1	Could there be space for indoor lawn bowling within the arena?	11/17/2025 9:59 AM
2	-	11/15/2025 9:30 AM
3	N/A	11/14/2025 10:18 PM
4	Exterior structure needs remediation work	11/14/2025 10:11 AM
5	I would like to see a gymnastics facility included in the redesign	11/13/2025 7:07 PM
6	This rink is OLD. A new rink has been required at this site for some time, has been promised with no results. Now is time to do both the rink and the HALL.	11/10/2025 1:46 PM
7	It would be nice to have a basketball facility	11/7/2025 6:56 PM
8	Rink is old and needs upgrades	11/6/2025 12:01 PM
9	Lobby can be very crowded and floors hazardous with wet boots especially in winter	11/5/2025 11:47 PM
10	Twin with simmons	11/5/2025 11:07 PM
11	A pro shop like the one at Pownal would benefit many needs. Also the canteen there is much better. The heaters never work. A new Zamboni would be great for the rink. Better internet to send photos of our kids to family. More accessible skate sharpening hours. A full walking track to parents while children practice would entice more people. A pool would benefit the neighbourhood and surrounding areas. Comfier seating with back support would be nice. A warming room for young children. An upgrade to the community room so that more privacy would be convenient, or a larger space for weddings, etc.	11/4/2025 9:59 PM
12	Old and needs to be replaced	11/4/2025 9:13 AM
13	Sherwood deserves new facilities!!!!	11/4/2025 9:08 AM
14	Cooling in the summer, no A/C or airflow. We typically rent in the summer months and it is almost unusable in August with air quality. We are happy in the space but would welcome more accessible spaces with good air quality!	11/4/2025 9:01 AM
15	If a major renovation will take place, then Olympic sized ice would be the best option. This allows more room for speed skaters and figure skaters. Furthermore, for hockey, it allows better shared half ice practices and improved cross-ice games for younger teams.	11/4/2025 12:13 AM
16	Front entry needs to be usable space.	11/3/2025 10:04 PM
17	Indoor walking track and accessible meeting room would be great. The meeting room and warm room has no elevator.	11/3/2025 6:25 PM
18	Lobby is often very congested…too snall	11/3/2025 6:07 PM
19	The community could use a hub for kids families seniors	11/3/2025 5:47 PM
20	Maybe could install walking track	11/3/2025 5:19 PM
21	The current facility is not meeting the communities needs. A multi sport complex would be more tailored to the communities needs	11/3/2025 5:16 PM
22	Not everything is sticks and hockey. We need an indoor basketball court.	11/3/2025 4:25 PM
23	Opportunity to do a major renovation of the existing facility to bring it up to a modern standard	11/3/2025 4:18 PM

	by expanding the dressing room/lobby area to the south. Ice pad could use new boards, glass, ice plant, raise the roof to provide more clearance.	
24	I think I have stated my concerns. Lots of space to be used and a new rink is much much needed - Simmons looks great and would be an excellent model	11/3/2025 4:10 PM
25	Needs to be ripped down and new facilities added	11/3/2025 4:08 PM
26	The staff are great.	11/3/2025 3:53 PM
27	Create a community centre that caters to many areas of the community. Not just skating and lawn bowling.	11/3/2025 3:44 PM
28	Lobby is to small and not welcoming	11/3/2025 3:43 PM
29	It's an aging complex and it's time to see how it could better serve the community while getting a facelift. You only do this once in a generation, so best to put best foot forward since amalgamation of these complexes doesn't seem to be happening.	11/3/2025 3:03 PM

Q16 Do you feel upgrades/improvements are needed for the Sherwood Lawn Bowling Club?

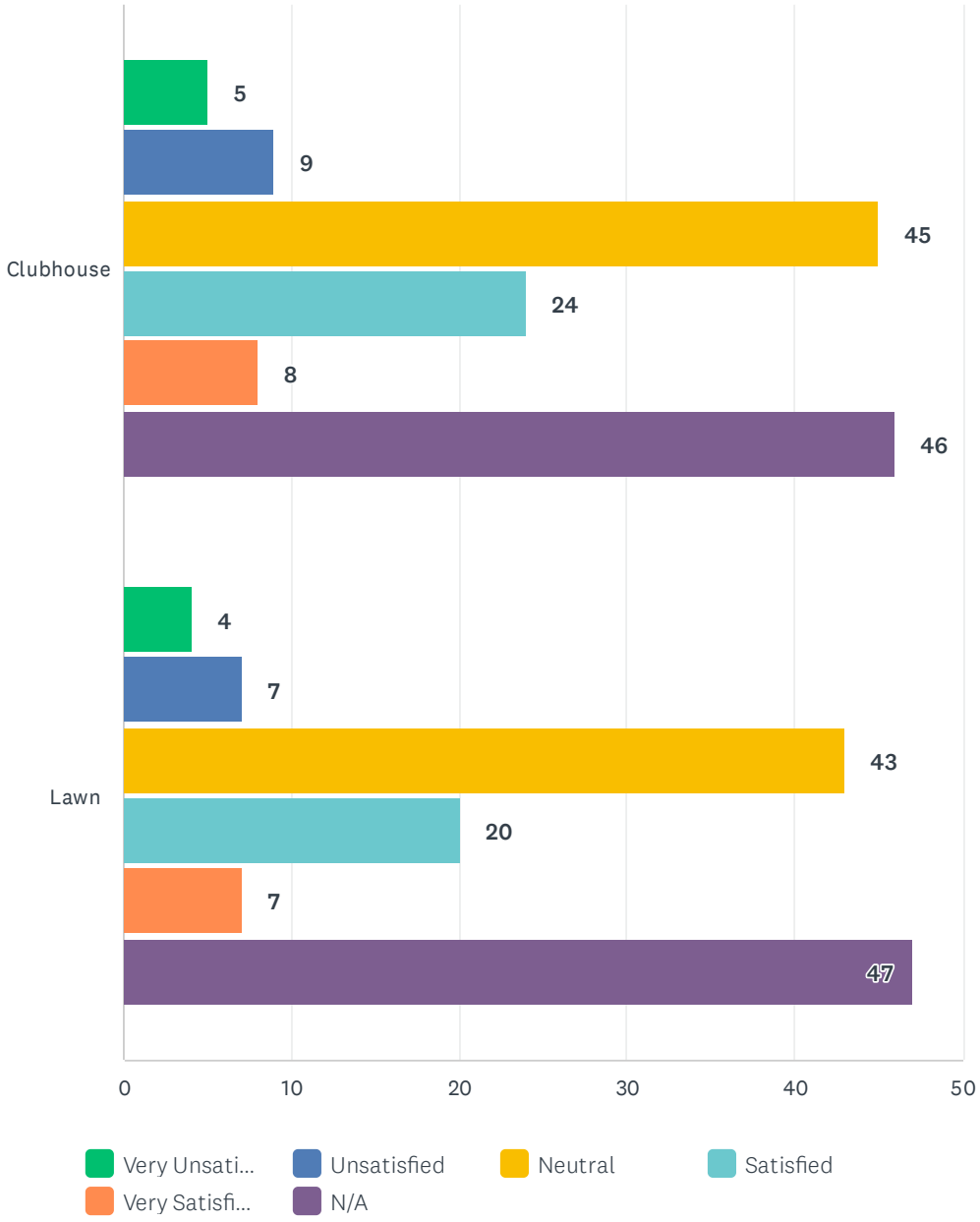
Answered: 133 Skipped: 130



ANSWER CHOICES	RESPONSES	
Yes	50%	66
No	50%	67
TOTAL		133

Q17 Please rate your satisfaction with the existing amenities provided at the Sherwood Lawn Bowling Club.

Answered: 139 Skipped: 124



	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Clubhouse	4% 5	7% 9	33% 45	18% 24	6% 8	34% 46	137	3.23
Lawn	3% 4	5% 7	34% 43	16% 20	5% 7	37% 47	128	3.23

#	COMMENTS FOR "CLUBHOUSE"	DATE

1	Better climate control that is environmentally friendly is needed (heat pump). Outer structure of the building needs repairs and paint.	11/17/2025 10:02 AM
2	clubhouse is old, but suitable for what is needed	11/17/2025 9:10 AM
3	Heating/Air Conditioning could be improved.	11/15/2025 11:49 AM
4	The bldg is old and needs upgrading. However the Club could use a mtg room and kitchen so we could continue to have coffee/tea and socials involving a meal. As long as these facilities are available to the lawn bowling participants it doesn't necessarily need its own Club but we need to have access to the above mentioned and washrooms several times a week as the Club plays almost everyday of the week during the season. With the changes in weather patterns we could also have our season extended to the end of October or better still have some indoor facilities to play earlier in the season. Thank you to the parks staff for keeping our greens in good condition.	11/14/2025 10:54 PM
5	needs siding replaced on club house new storage sheds they are allrotted out on sills one storage of a building about 24 /20 would work	11/14/2025 7:47 PM
6	Need upgrading to existing buildings	11/14/2025 7:39 PM
7	Need more washroom facilities. Need designated parking area.	11/14/2025 7:32 PM
8	Better storage building for mats, Grass roller and green mats.	11/14/2025 7:25 PM
9	Short season (we should open earlier and end Thanksgiving weekend), not protected from wind. Lighting could be improved. Perhaps umbrellas over benches for hot days. No beer sales. Better parking layout. Needs paved driveway.	11/14/2025 7:24 PM
10	This is the only location in Charlottetown for this sport. We as a community have a responsability to ensure we maintain this space for those who use it. A safe space for seniors and/or members of the community that use this amenity, must be prioritized.	11/12/2025 10:56 AM
11	We have never used the lawn bowling facility and don't know anyone who has.	11/6/2025 9:17 AM
12	Just outdated, hasn’t changed in 20+ years	11/5/2025 3:56 PM
13	Should it be lawnbowling or another outdoor sport. Tennis? Pickle ball?	11/3/2025 6:27 PM
14	Needs updates	11/3/2025 5:19 PM
15	There is no need for the lawn bowling. It is a waste of space and could be of better use as something else that actually gets use.	11/3/2025 5:18 PM
16	Remove	11/3/2025 4:08 PM
17	There is little known about the lawn bowling portion.	11/3/2025 3:53 PM
#	**COMMENTS FOR "LAWN"**	**DATE**
1	Last season the green was not well maintained. We understand it was partly due to lack of a product to put on the greens in early season. But better upkeep of the green is needed. Weeding, careful growing and cutting of the grass, etc.	11/17/2025 10:02 AM
2	Greens were ok this year, think at times they may have needed to be cut or thatched more often, but appreciate what City does for the club	11/17/2025 9:10 AM
3	Not cut, fertilized or aerated thoroughly or frequently enough	11/15/2025 9:23 PM
4	Lighting	11/15/2025 6:12 AM
5	Too many bare spots on green. Some uneveness on green.	11/14/2025 11:56 PM
6	The crows pick at the lawn and it makes a mess of our surface at times.	11/14/2025 10:54 PM
7	The greens appear to deteriorate over the summer months.	11/14/2025 7:33 PM
8	Washrooms are outdated and run down. No parking except for bumpy, sloping fields.	11/14/2025 7:32 PM
9	This year it needed to be aireated.	11/14/2025 7:25 PM
10	Uneven surface. Patches of grass worn, dead or diseased. Possible fungus or dollar spot.	11/14/2025 7:24 PM

11	This is the only location in Charlottetown for this sport. We as a community have a responsability to ensure we maintain this space for those who use it. A safe space for seniors and/or members of the community that use this amenity, must be prioritized.	11/12/2025 10:56 AM
12	Needs repairs	11/5/2025 3:56 PM
13	There is no need for the lawn bowling. It is a waste of space and could be of better use as something else that actually gets use.	11/3/2025 5:18 PM

Q18 If you are unsatisfied with any other amenities within the Sherwood Lawn Bowling Club, please tell us why below. Please be as specific and detailed as possible.

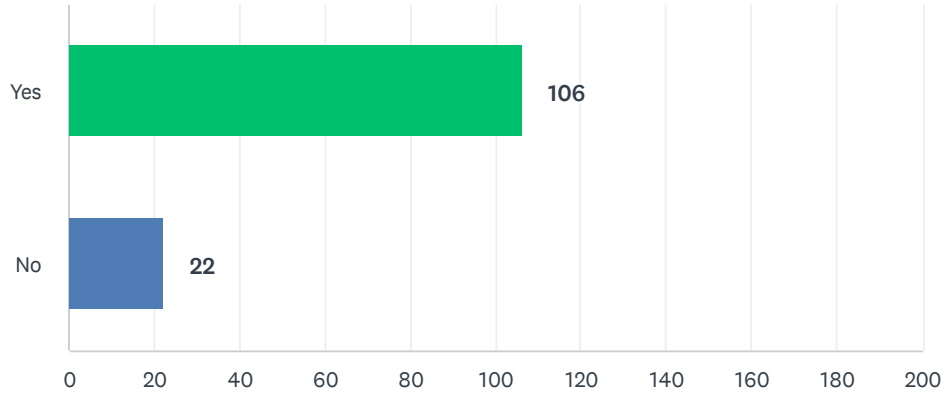
Answered: 31 Skipped: 232

#	RESPONSES	DATE
1	Better lighting for evening play on the greens needed.	11/17/2025 10:02 AM
2	Better heat and cooling in the clubhouse, upgraded kitchen	11/15/2025 9:23 PM
3	Ramp to access clubhouse is needed.	11/15/2025 11:43 AM
4	-	11/15/2025 9:31 AM
5	Just the lost parking areas due to the new road behind the arena to the new school and the spaces ropped of on the road from the arena up to the present lawn bowling parking area.	11/14/2025 10:34 PM
6	n/a	11/14/2025 10:19 PM
7	Storage sheds need updating. Clubhouse could use electric heating units on walls for early and late season activities.	11/14/2025 9:44 PM
8	The storage sheds are in need of repair or replaced	11/14/2025 9:28 PM
9	Entrance needs to allow for a ramp forbowlers with mobility challenges.	11/14/2025 9:09 PM
10	Lawn bowling is an accessible sport to play, but the current facilities do not allow for mobility-impaired people to participate. A year round playing surface would improve accessibility to the game for players of all ages and mobilities.	11/14/2025 8:33 PM
11	gate entrance post straightened so locks work right	11/14/2025 7:47 PM
12	This comment does not apply to the above question, but I would like to see Lawn Bowling receive more attention in the media, as it is a wonderful sport for young and older players. It is especially favourable to retirees providing manageable skill levels, fresh air, exercise and socialization. Future consideration should be given to a year round Lawn Bowling Facility.	11/14/2025 7:33 PM
13	The wood planks around the green should be lowered to make the green easier to step onto more safely.	11/14/2025 7:25 PM
14	Would be wonderful to install awnings at the ends to provide relief from heat. Very helpful at Truro club.	11/14/2025 7:24 PM
15	Equipment storage sheds are old and a newer building would provide better access and safety.	11/14/2025 7:24 PM
16	Season could be open longer	11/14/2025 7:16 PM
17	the storage sheds needs to be replaced with a single unit.	11/14/2025 6:52 PM
18	The community needs to be more aware of this space and more advertising should be done.	11/12/2025 10:56 AM
19	We do not use this bowling area, but certainly it needs to be upgraded for the people who enjoy this sport.	11/10/2025 1:48 PM
20	What is the overall usage of lawn bowling amenities. Does it make financial sense to continue supporting it.	11/9/2025 7:27 AM
21	I don't know how much it is actually used. Adding a pickle ball court would be a popular option.	11/6/2025 9:17 AM
22	It’s a waist of money and hardly gets used	11/4/2025 7:44 AM
23	Is the lawn bowling even used enough to warrant upgrading it?	11/3/2025 9:34 PM
24	No experience as unaware it existed	11/3/2025 6:47 PM

25	More access and flexibility	11/3/2025 5:32 PM
26	There is no need for the lawn bowling. It is a waste of space and could be of better use as something else that actually gets use.	11/3/2025 5:18 PM
27	Add more state of the art facilities	11/3/2025 4:08 PM
28	Waste of prime real estate	11/3/2025 4:07 PM
29	I'm sure that space could possibly be used for something that creates more revenue or use maybe	11/3/2025 3:47 PM
30	I've never used it, nor do I know how to, so that's a barrier.	11/3/2025 3:04 PM
31	Pickleballlll	11/3/2025 1:56 PM

Q19 Do you feel upgrades/improvements are needed for the Sherwood Recreation Hall?

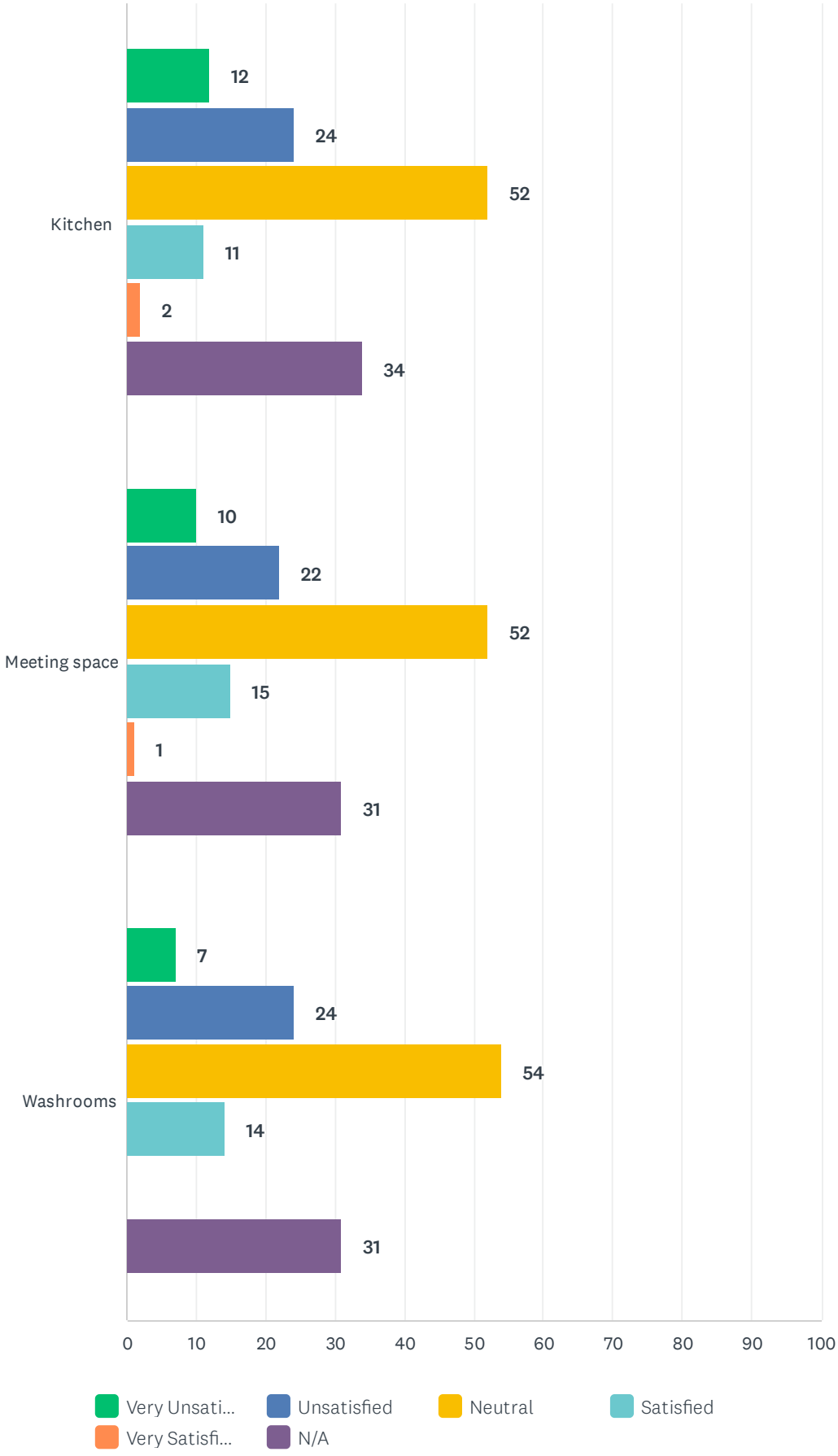
Answered: 128 Skipped: 135



ANSWER CHOICES	RESPONSES	
Yes	83%	106
No	17%	22
TOTAL		128

Q20 Please rate your satisfaction with the existing amenities provided at the Sherwood Recreation Hall.

Answered: 136 Skipped: 127


Kitchen
12
24
52
11
2
34
Meeting space
10
22
52
15
1
31
Washrooms
7
24
54
14
31
0
10
20
30
40
50
60
70
80
90
100
Very Unsati...
Unsatisfied
Neutral
Satisfied
Very Satisfi...
N/A

	VERY UNSATISFIED	UNSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
Kitchen	9% 12	18% 24	39% 52	8% 11	1% 2	25% 34	135	2.67
Meeting space	8% 10	17% 22	40% 52	11% 15	1% 1	24% 31	131	2.75
Washrooms	5% 7	18% 24	42% 54	11% 14	0% 0	24% 31	130	2.76

#	COMMENTS FOR "KITCHEN"	DATE
1	Too small needs upgrading	11/13/2025 7:07 PM
2	the fridge needs to be updated	11/12/2025 12:33 PM
3	Old, dark and there is an odour	11/9/2025 7:42 AM
4	Modernized	11/7/2025 8:57 AM
5	Needs updating	11/6/2025 12:03 PM
6	Too small for the community	11/5/2025 3:56 PM
7	Upgrade and deep cleaning.	11/4/2025 10:50 PM
8	Feel like this space would be utilized more if it was upgraded	11/4/2025 9:11 AM
9	It is disgusting!! Old, dated and dirty.	11/3/2025 10:06 PM
10	Needs upgrades	11/3/2025 9:34 PM
11	Needs upgrade	11/3/2025 7:13 PM
12	It’s very old and outdated unsanitary and not very clean	11/3/2025 6:56 PM
13	Almost not able to use	11/3/2025 5:51 PM
14	Needs updating. Better stove, fridge...maybe two? Newer microwave.	11/3/2025 5:23 PM
15	Old and out dated	11/3/2025 5:04 PM
16	Dated needs updating	11/3/2025 4:53 PM
17	Pour out of date equipment	11/3/2025 4:12 PM
18	Small and whole area needs a facelift	11/3/2025 4:10 PM
19	Needs more space and better equipment.	11/3/2025 3:59 PM
20	Don’t like the entrance stairs	11/3/2025 3:44 PM

#	COMMENTS FOR "MEETING SPACE"	DATE
1	Not large enough.	11/15/2025 5:07 PM
2	it needs another heat pump closer to the kitchen, in the summer it was way too hot and the space it too big for one heat pump	11/12/2025 12:33 PM
3	Dark, musty and overall not conducive to participative meetings. Residents do not participate because of the venue.	11/9/2025 7:42 AM
4	separate room for meeting	11/7/2025 8:57 AM
5	Needs updating and	11/6/2025 12:03 PM
6	Good for what it is but needs upgrades	11/4/2025 9:11 AM
7	It’s an empty room with nothing- no media l, scenes, make is usable for different groups.	11/3/2025 10:06 PM
8	Old	11/3/2025 7:32 PM

9	Needs work	11/3/2025 7:13 PM
10	In need of updates and repairs	11/3/2025 6:56 PM
11	Better Access for people with limited Mobility	11/3/2025 6:48 PM
12	As we meet play 3 times a week for Tai chi we are very pleased with the Sherwood Rec Hall There have been some upgrades in the past few years ..to Windows, Heat Pump, and a ramp at the side door. some things do need need to be updated in the Washroom and the flooring. The front entrance steps are metal and very slick in the winter or are wet. There have been issues with windows being unlocked when we arrive to start a session. If there is a issue a contact person from our group just need to inform a concern to City Parks and Rec and they are happy to get the info and things are looked into right away. .Our group is mostly all Seniors and appreciate the ability to come together for light exercise and participate in a comfort and easy to access Facility ..Good for our health ...	11/3/2025 6:48 PM
13	Need bigger. Space and more options, no wifi just old tired building needed upgrade. Lions club could offer warming shelter if generator was installed	11/3/2025 6:38 PM
14	It’s find to host a meeting if you are able to book the space	11/3/2025 5:51 PM
15	Several tables are broken. No real proper storage place. No designated safe srorage place for groups that use space weekly that doesn't get damaged or broken into. (I.e. place for girlguides to keep stuff there)	11/3/2025 5:23 PM
16	Old	11/3/2025 5:04 PM
17	Out of date with poor equipment, not useful as a meeting space	11/3/2025 4:12 PM
18	Small and not used enough	11/3/2025 4:10 PM
19	Dated	11/3/2025 3:59 PM

#	COMMENTS FOR "WASHROOMS"	DATE
1	Time for an update.	11/15/2025 5:07 PM
2	Never used them.	11/14/2025 8:49 PM
3	Outdated plus they smell	11/14/2025 10:12 AM
4	could require an update	11/12/2025 12:33 PM
5	outdate - limited space for those with mobility issues and provides limited privacy.	11/12/2025 10:57 AM
6	Again, the facility is old and news to be replaced. Spending money on an old building is not a good use of taxpayer dollars. Don’t make this another HEARTZ hall. We cannot afford . The building is not an architectural keeper. It is an old square block that has served for more than 60 years.	11/9/2025 7:42 AM
7	aeration, and an upgrade is needed	11/7/2025 8:57 AM
8	Needs upgrades	11/6/2025 12:03 PM
9	Same as above	11/4/2025 10:50 PM
10	Small and in need of updating, especially now that the after school program is using the facilities with greater frequency.	11/4/2025 4:54 PM
11	Good for what they are but need upgrades	11/4/2025 9:11 AM
12	Yucky	11/3/2025 7:13 PM
13	Needing updates and repairs Not very clean and sanitary	11/3/2025 6:56 PM
14	Small And not accessible	11/3/2025 6:38 PM
15	Needs newer and more spacious	11/3/2025 6:28 PM
16	Dated	11/3/2025 4:53 PM
17	No idea	11/3/2025 4:10 PM
18	Need updates	11/3/2025 3:59 PM

19	Frequently needed repairs when child attended after school there.	11/3/2025 3:45 PM

Q21 If you are unsatisfied with any other amenities within the Sherwood Recreation Hall, please tell us why below. Please be as specific and detailed as possible.

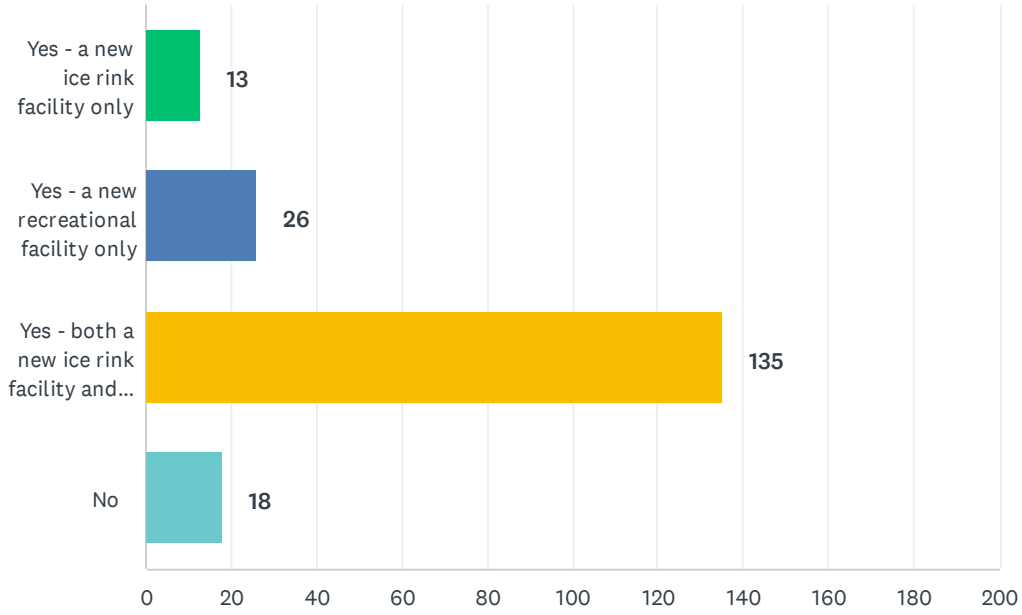
Answered: 21 Skipped: 242

#	RESPONSES	DATE
1	Facility should be upgraded and available for residents to rent for functions	11/12/2025 9:58 AM
2	All the areas in the hall are outdated and are in need of (a new building) at the earliest convenience.	11/10/2025 1:49 PM
3	Replacement is required. Option to build new centre attached to rink and away from maple ave. The existing hall is too close to road. Current hall is not a healthy place for anyone. Hot air system is dusty and smelly and there is a lingering oil smell. Lack of natural light results in residents not wanting to participate in activities planned for that facility.	11/9/2025 7:42 AM
4	Generally the space is feeling old and tired.	11/5/2025 11:48 PM
5	Overall - it's an affordable community space. Please don't make it sparkling and modern and therefore change its affordability.	11/4/2025 10:10 AM
6	Embarrassing that Community of Sherwood has to be identified with this old facility while facilities in other parts of city have much better facilities. The Community of Sherwood has been neglected for years.	11/4/2025 9:20 AM
7	Put the hall in the new arena	11/4/2025 7:44 AM
8	It needs a serious upgrade	11/3/2025 9:04 PM
9	Stairs at end of the building need to be replaced. Basement area is not accessible to all (elderly/those with special needs) Stairs from outside to the basement area are very narrow and not well lit. It’s dark, damp and dingy Would love to see an outdoor park area/playspace more green space, Walking track indoor/outdoor Sports areas (tennis court/ball court etc) Bigger/better building with stage and room to accommodate/grow community activities and events	11/3/2025 6:56 PM
10	The ramp to get inside is very difficult to use. Needed to find staff to even unlock door to enter building	11/3/2025 6:48 PM
11	Never used. Unaware how to access	11/3/2025 6:48 PM
12	Front stairs need to be updated the metal is and very slick when wet.	11/3/2025 6:48 PM
13	Basement not accessible	11/3/2025 6:38 PM
14	Steps are rusted, and it just isn’t very functional in its current state.	11/3/2025 5:51 PM
15	Could have better and bigger entry way for coats and shoes. More storage for cleaning supplies and access to said cleaning supplies for groups that use space weekly. I.e. can't mop the floor after parents come in with wet boots if mop and bucket is locked up.	11/3/2025 5:23 PM
16	Need a full kitchen. It is always booked. Need more space.	11/3/2025 5:18 PM
17	We need an indoor basketball court	11/3/2025 4:26 PM
18	Overall the facility is dated inside and out. It is small and often overlooked when people are hosting events.	11/3/2025 3:59 PM
19	old building	11/3/2025 3:45 PM
20	I think a new complex with a hall incorporated into it could serve all needs and open up parking.	11/3/2025 3:04 PM

21	needs to be replaced and combined with a larger community facility	11/3/2025 1:14 PM

Q22 Do you think a new ice rink facility or a new recreational facility is needed in Charlottetown?

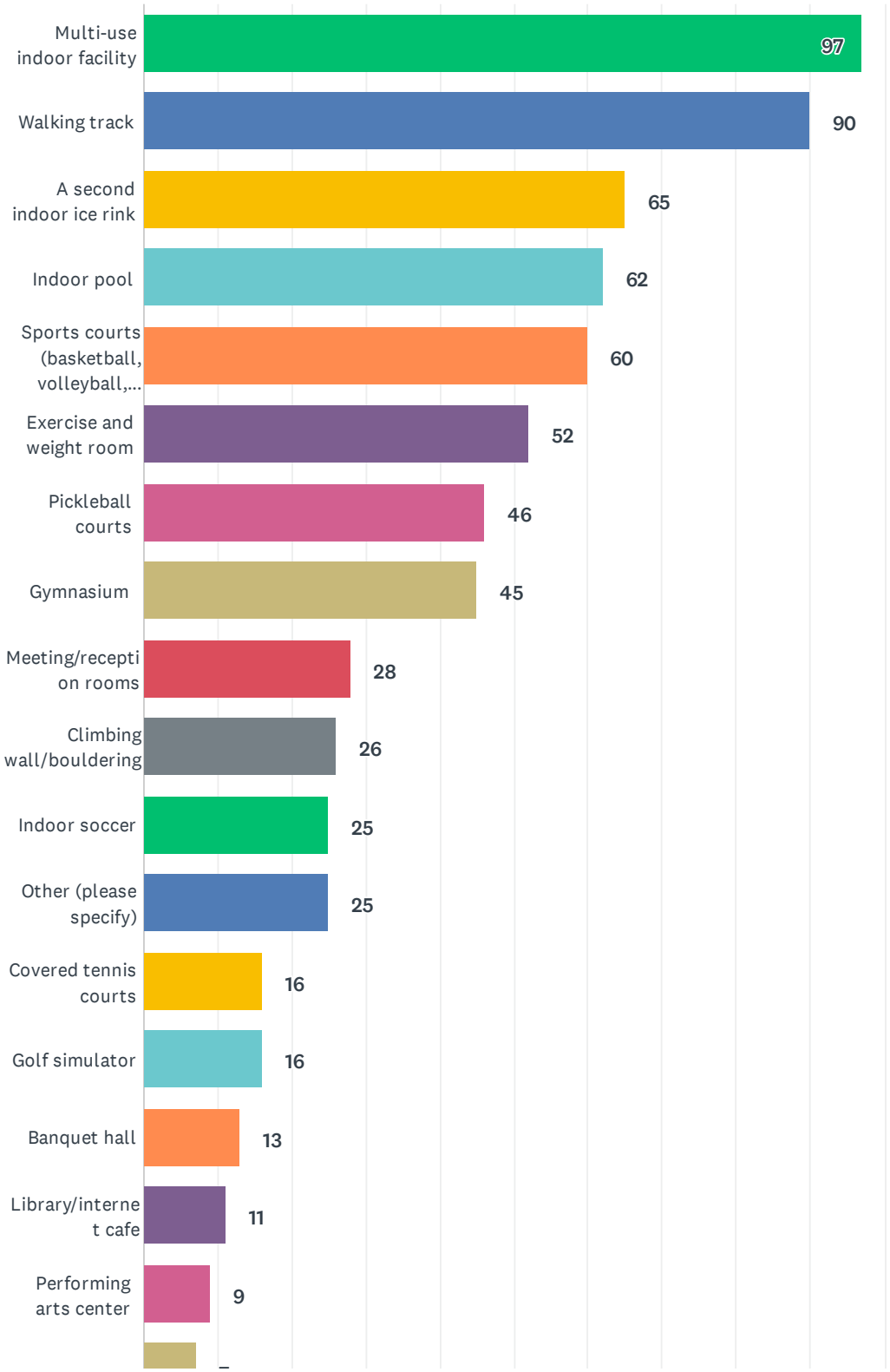
Answered: 192 Skipped: 71

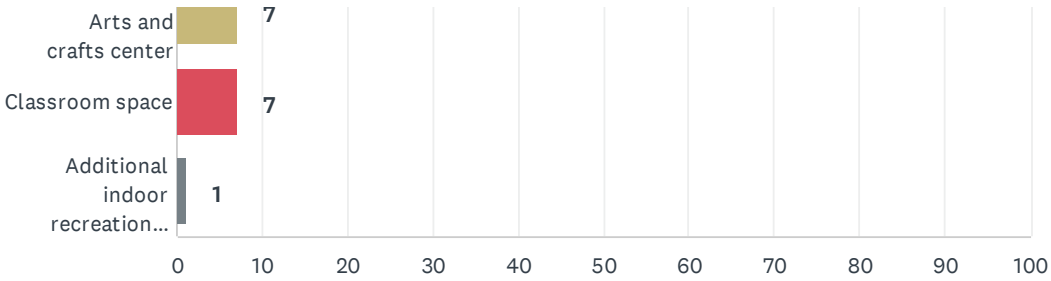


ANSWER CHOICES	RESPONSES	
Yes - a new ice rink facility only	7%	13
Yes - a new recreational facility only	14%	26
Yes - both a new ice rink facility and a new recreational facility	70%	135
No	9%	18
TOTAL		192

Q23 Please mark the top three INDOOR recreation spaces most needed in Charlottetown, in addition to what already exists. Please check up to three (3).

Answered: 202 Skipped: 61





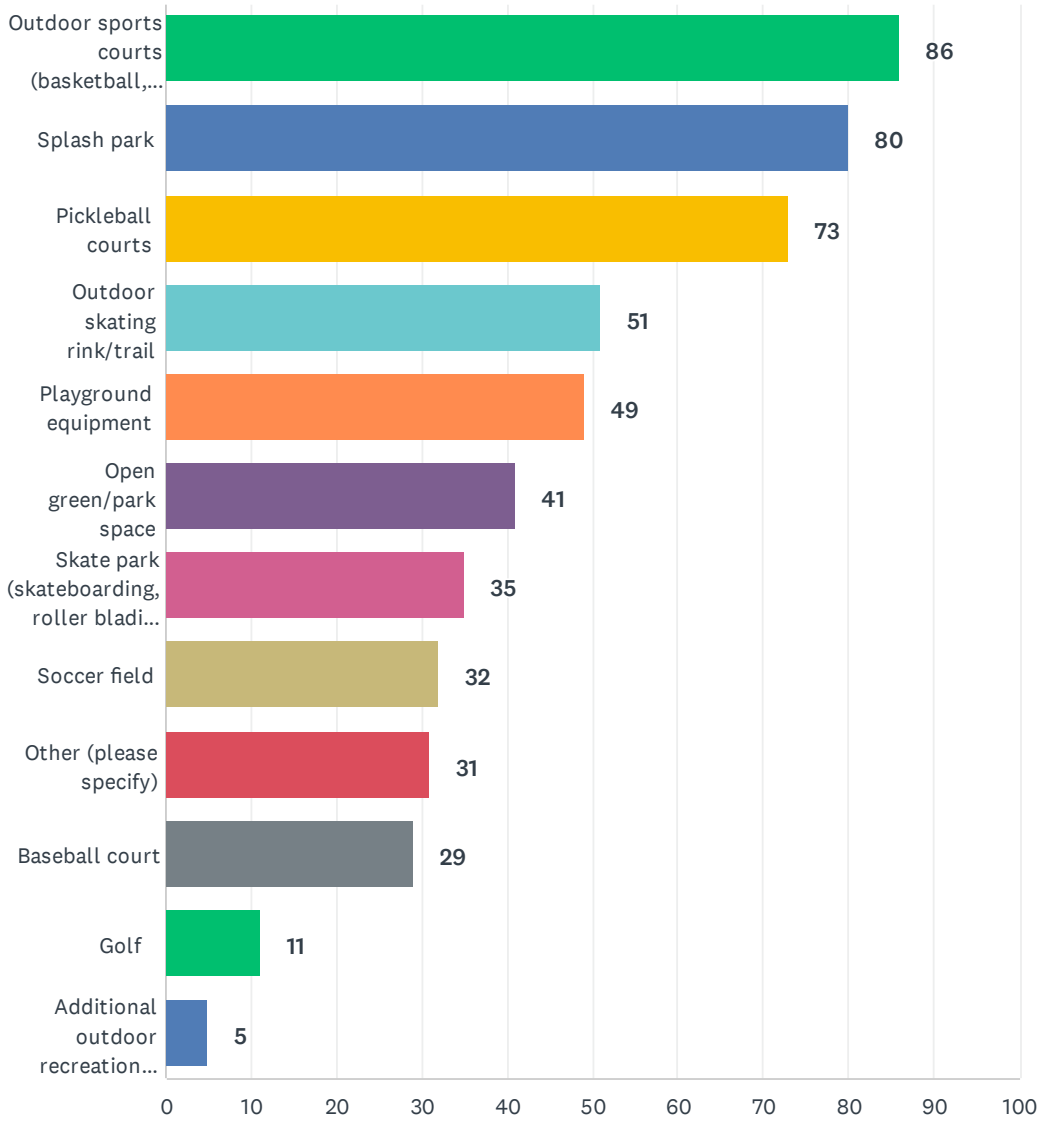
ANSWER CHOICES	RESPONSES	
Multi-use indoor facility	48%	97
Walking track	45%	90
A second indoor ice rink	32%	65
Indoor pool	31%	62
Sports courts (basketball, volleyball, etc.)	30%	60
Exercise and weight room	26%	52
Pickleball courts	23%	46
Gymnasium	22%	45
Meeting/reception rooms	14%	28
Climbing wall/bouldering	13%	26
Indoor soccer	12%	25
Other (please specify)	12%	25
Covered tennis courts	8%	16
Golf simulator	8%	16
Banquet hall	6%	13
Library/internet cafe	5%	11
Performing arts center	4%	9
Arts and crafts center	3%	7
Classroom space	3%	7
Additional indoor recreation spaces are not needed	0%	1
Total Respondents: 202		

#	OTHER (PLEASE SPECIFY)	DATE
1	Childcare centre.	11/16/2025 1:05 AM
2	Lacrosse	11/15/2025 7:51 PM
3	Dance hall for 50+	11/15/2025 5:51 PM
4	Very large free span room for Tai Chi.	11/15/2025 5:09 PM

5	Curling rink	11/15/2025 9:34 AM
6	Lawn bowling and lane bowling	11/14/2025 8:35 PM
7	Don't know	11/14/2025 7:44 PM
8	Lawn Bowling	11/14/2025 7:35 PM
9	Curling rink	11/14/2025 7:30 PM
10	A new bowling alley.	11/14/2025 7:27 PM
11	Gymnastics facility	11/13/2025 7:09 PM
12	A 200m running track	11/13/2025 10:57 AM
13	yoga with infrared heating	11/12/2025 12:35 PM
14	Squash Courts	11/6/2025 2:42 PM
15	There are tons of indoor sports facilities, in our schools, that could be made available in evenings and weekends. I'd love to see the City & Dept Education work together on this, to enable space bookings. Does it require the City to pay for security renovations to schools, to enable access to gyms but not the rest of the school? Does it require the City to provide 'evening and weekend' superintendents? Let's be smart with the resources we already have.	11/4/2025 10:14 AM
16	Indoor running/jogging track.	11/4/2025 10:12 AM
17	You have jumped to Charlottetown. THIS SURVEY WAS IDENTIFIED AS ABOUT SHERWOOD. ADDING THIS ABOUT CHARLOTTETOWN IS NOT FAIR. DO A SEPARATE SURVEY ABOUT CHARLOTTETOWN	11/4/2025 9:29 AM
18	Indoor turf, 4 plex with 3 rinks and one turf	11/3/2025 10:08 PM
19	Second ice pad	11/3/2025 6:18 PM
20	Medical clinic	11/3/2025 5:51 PM
21	Indoor facility gymnasium could be multi-use	11/3/2025 5:00 PM
22	Basketball	11/3/2025 3:50 PM
23	Indoor baseball training facility	11/3/2025 2:50 PM
24	bowling lanes	11/3/2025 1:02 PM
25	velodrome	11/3/2025 12:11 PM

Q24 Please mark the top three OUTDOOR recreation spaces most needed in Charlottetown, in addition to what already exists. Please check up to three (3).

Answered: 191 Skipped: 72



ANSWER CHOICES	RESPONSES	
Outdoor sports courts (basketball, volleyball, etc.)	45%	86
Splash park	42%	80
Pickleball courts	38%	73
Outdoor skating rink/trail	27%	51
Playground equipment	26%	49
Open green/park space	21%	41
Skate park (skateboarding, roller blading, etc.)	18%	35
Soccer field	17%	32
Other (please specify)	16%	31
Baseball court	15%	29
Golf	6%	11
Additional outdoor recreation spaces are not needed	3%	5
Total Respondents: 191		

#	OTHER (PLEASE SPECIFY)	DATE
1	Disc Golf	11/17/2025 10:03 AM
2	Walking trails would be great. Indoor space for lawn bowling. It is a seniors activity primarily.	11/14/2025 10:57 PM
3	Accessible lawn bowling green	11/14/2025 8:35 PM
4	Donknow	11/14/2025 7:44 PM
5	Marked Trail Maps in Sherwood Area	11/14/2025 7:35 PM
6	Disc Golf	11/14/2025 7:32 PM
7	A 400m running track.	11/13/2025 10:57 AM
8	pool	11/8/2025 4:45 PM
9	Outdoor Squash Court	11/6/2025 2:42 PM
10	Beach volleyball	11/5/2025 3:57 PM
11	Beach volleyball	11/4/2025 10:15 PM
12	Commuter cycling facilities, separated from cars, so we can safely get to the parks and existing facilities.	11/4/2025 10:14 AM
13	Soft surface running/jogging loop in a park or outdoor track.	11/4/2025 10:12 AM
14	You have jumped to Charlottetown. THIS SURVEY WAS IDENTIFIED AS ABOUT SHERWOOD. ADDING THIS ABOUT CHARLOTTETOWN IS NOT FAIR. DO A SEPARATE SURVEY ABOUT CHARLOTTETOWN	11/4/2025 9:29 AM
15	Outdoor turf	11/3/2025 10:08 PM
16	Tennis	11/3/2025 9:18 PM
17	It's baseball diamond, not court	11/3/2025 9:06 PM
18	Designated Space for Tai Chi Players.. A Green Space that is Flat surface that is maintained to provide The number of Tai Chi Players a space to do their Practice ground that is	11/3/2025 6:55 PM

19	Splash park is a great idea for the area with a school and several after-school clubs	11/3/2025 6:18 PM
20	Walking trails	11/3/2025 5:56 PM
21	Outdoor pool in Sherwood	11/3/2025 5:50 PM
22	Ball hockey surface	11/3/2025 5:46 PM
23	Pump track	11/3/2025 4:42 PM
24	Beach Volleyball court	11/3/2025 4:41 PM
25	Mulberry would be a great spot for a splash pad, neutral to East and West Royaltys. Take the Frisbee golf and put it at Centennial Park, how someone thought it was a good idea to jam next to a ball field and in people's back yards is behind me especially with all the green space and hills at Centennial Park.	11/3/2025 3:51 PM
26	Walking path	11/3/2025 3:48 PM
27	Curling rink	11/3/2025 3:36 PM
28	Disc Golf	11/3/2025 3:35 PM
29	Dog park	11/3/2025 1:31 PM
30	A bike skills park	11/3/2025 12:41 PM
31	velodrome	11/3/2025 12:11 PM

Q25 If you have any further comments that you would like to be considered as part of this study, please provide them below.

Answered: 39 Skipped: 224

#	RESPONSES	DATE
1	Thank you again to Parks staff for the work on the lawns of the lawn bowling club ! 😄	11/14/2025 10:58 PM
2	The Sherwood Lawn Bowling greens are the only lawn bowling greens on PEI, & this club brings in tourism dollars because of it's ability to host Atlantic Championships & other provinces to it's bonspiels, both competitive & fun.	11/14/2025 9:14 PM
3	Mixed use spaces should be prioritized then spaces that are accessible to the widest range of ages and mobilities.	11/14/2025 8:36 PM
4	Please don't remove our Lawn Bowling facility……	11/14/2025 7:28 PM
5	I would like to see a new gymnastics facility included in a new complex	11/13/2025 7:09 PM
6	Recreation is not all about hockey. Individual wealthy donors may be interested in supporting their community and partnering with the city. Not ever facility needs to be in downtown Charlottetown.	11/9/2025 7:50 AM
7	If you are happy with Simmons, why reinvent the wheel. I'm sure there are some things you would alter with that facility if you could but for the most part it is a nice facility.	11/7/2025 1:46 PM
8	The Cody Banks and complex does not have the land or the roads to support that type of facility . It should be replaced with a new double arena and gym. I believe off the bypass highway on the land between Mount Edward Rd and Malpeque Rd. Out of the school parking lot and Sherwood neighbourhood Cooper	11/6/2025 8:49 PM
9	I think the Sherwood area is in desperate need of a recreational facility/complex.	11/6/2025 9:20 AM
10	Some Ideas -Lawn bowling club to Mulberry(better grass/turf growing conditions) -Soccer fields at stonepark should be repurposed as minor soccer program location(bigger property, safer parking) -Keep the existing structure of Cody banks in tact, and use a portion or all of the existing facility for curling/pickleball/indoor soccer/Meeting spaces. -introduce an L-shaped design with a new ice surface running in the opposite direction of the existing one and tie the two of them together. Keep the structure of the rink but remove the entry/maplewood room end of the facility. I would appreciate the opportunity to be involved in this project and its' planning.	11/5/2025 8:50 PM
11	Location and neighbourhood make great use of the current rink and rec centre. A fresh redesign combining both properties could offer much better functionality and efficiency.	11/5/2025 5:16 PM
12	I feel that Sherwood/Charlottetown could benefit from a multi complex ball diamonds for both softball and baseball. Rink should be twinned. A new community centre.	11/4/2025 10:57 PM
13	The Cody Banks rink was built from community fund raising and with the assistance of many unpaid volunteers. Cody Banks with the help of the junior hockey players built the concrete block walls for the dressing rooms. The rink was designed for a future expansion to 2 rinks but that never happened.	11/4/2025 12:48 PM
14	We need an additional indoor facility with a running/jogging track for the winter. Current facilities are inadequate/not enough. Thank you!	11/4/2025 10:14 AM
15	You have jumped to Charlottetown. THIS SURVEY WAS IDENTIFIED AS ABOUT SHERWOOD. ADDING THIS ABOUT CHARLOTTETOWN IS NOT FAIR. DO A SEPARATE SURVEY ABOUT CHARLOTTETOWN	11/4/2025 9:32 AM
16	Sherwood deserves new facilities!	11/4/2025 9:15 AM
17	I would love to see a multi-use sport centre available! We frequent other provinces and cities often for our sport and the best facilities we have seen are large facilities with walking tracks and multiple booking spaces in the same open area (divided by drop down room dividers). It	11/4/2025 9:05 AM

	allows for all sport users of all levels to participate, we often have shared a space with kids gymnastic practice, pickleball and little league indoor soccer all while family and friends are running on a full size track. I would love to see something similar come to Charlottetown, ice surfaces are great but typically are reserved for higher income athletes and not the community at large.	
18	An indoor pool would be a wonderful asset.	11/4/2025 5:30 AM
19	Please start using our space and our money better. As mentioned Simmons is the biggest waste of money. We need areas where more of our population can be active- counts (basketball, volleyball, pickleball, etc), turfs for football and field hockey). Not areas with one use- that is a waste!!	11/3/2025 10:11 PM
20	Another 25 m pool would be a huge waste. The one we have serves its purpose. Olympic size allows athletes to qualify for bigger and better events and it also gives us opportunities to Host bigger and better events	11/3/2025 9:47 PM
21	We need dedicated community gyms as our programming has outgrown the infrastructure and the lack of facilities is stunting development	11/3/2025 9:34 PM
22	Cody Banks is at the end of it's useful life span, obviously we got a great outdoor pool and rink facility at Simmons. I realize that ice time is hard to come by, but we lack indoor facilities generally here. Please include something for everyone and not just more hockey facilities. Thank you!	11/3/2025 9:22 PM
23	Please take all responses seriously	11/3/2025 9:06 PM
24	Hope we can have access for an indoor basketball in some schools to practice and training for basketball after school or even weekends.	11/3/2025 9:05 PM
25	Depending on the estimated life of Cody Banks, I would think that a master plan include one large facility on that land assembly. The city owns the bungalow next to the community centre	11/3/2025 7:48 PM
26	Charlottetown could use 2 more rinks to support and provide the opportunity for all teams from Charlottetown area to have their home ice in their community.	11/3/2025 6:40 PM
27	Cody banks arena has the best ice in the city, 2 of its dressing room ls are the largest in the city. The ice surface is perfectly sized for u7 and u9 up to u11 hockey.	11/3/2025 6:07 PM
28	Cody banks is one of our main rinks!! It requires many updates! We need this ice surface.	11/3/2025 6:07 PM
29	Stop wasting money on sports while it takes 8 weeks just to see a doctor. Fix your priorities.	11/3/2025 5:52 PM
30	Now is the time to invest in this area	11/3/2025 5:35 PM
31	There is a lack of large gymnasium space in Charlottetown capable of hosting multi sports/events. UPEI gym is limited and busy. School gyms are not large enough. Eastlink trade centre not always appropriate.	11/3/2025 4:21 PM
32	Sherwood is growing like crazy and we don't seem to have nearly enough new spaces to use. Everything is dated and behind the times. Spaces that can be multipurpose would be excellent to ensure most needs are met. Having venus where we can host large events such as tournaments that bring money to our local businesses would be excellent.	11/3/2025 4:05 PM
33	Yes, the canteen at Mulberry should be staffed by students during the summer for the confience of the taes payers/fans and employ more students.	11/3/2025 3:53 PM
34	Please don’t take all the space for parking at the cost of additional equipment	11/3/2025 3:48 PM
35	As part of the local basketball community, I would like to strongly advocate for the inclusion of a gymnasium within the plans for the new Sherwood Sport and Recreation Complex. Basketball participation in Charlottetown continues to grow rapidly, especially among children and youth. At this point, our community programs are at full capacity, and we are consistently running into facility limitations. We rely heavily on access to school gymnasiums, but these spaces are not available during professional development days, holidays, or storm closures, which significantly impacts our ability to provide consistent programming and meet the high demand. A dedicated gymnasium within the Sherwood Sport and Recreation Complex would help alleviate this shortage and provide a reliable, community-based space for local sports programs. It would also support year-round activity for residents of all ages, promote physical literacy, and strengthen community connection through sport and recreation. This addition	11/3/2025 3:36 PM

	would not only benefit basketball, but also other indoor sports and recreational groups who face similar challenges accessing facilities. A multi-purpose gym space would be a meaningful and long-term investment in the health and wellness of the Sherwood and Charlottetown community. Thank you for considering this important addition to the master plan.	
36	A basketball court would be amazing and a volleyball court like they have in Cornwall.	11/3/2025 3:26 PM
37	Have heard rumours that new faciality would be closer to Jewel's country market to cater to development out that way. Would not want to see the facilities in Sherwood shut down and placed further on the outskirts of town...	11/3/2025 3:06 PM
38	Lawn bowling needs dedicated parking. The current situation (parking on the grass) is a potential hazard. Hopefully the existing site will be redeveloped (or even expanded) to bring together multi-sport / community activities into one hub.	11/3/2025 1:23 PM
39	We need a fire station for the north end before we build a rink	11/3/2025 12:43 PM

Q26 If you would like to be alerted when future community engagement opportunities for this project come up, please leave your email below.

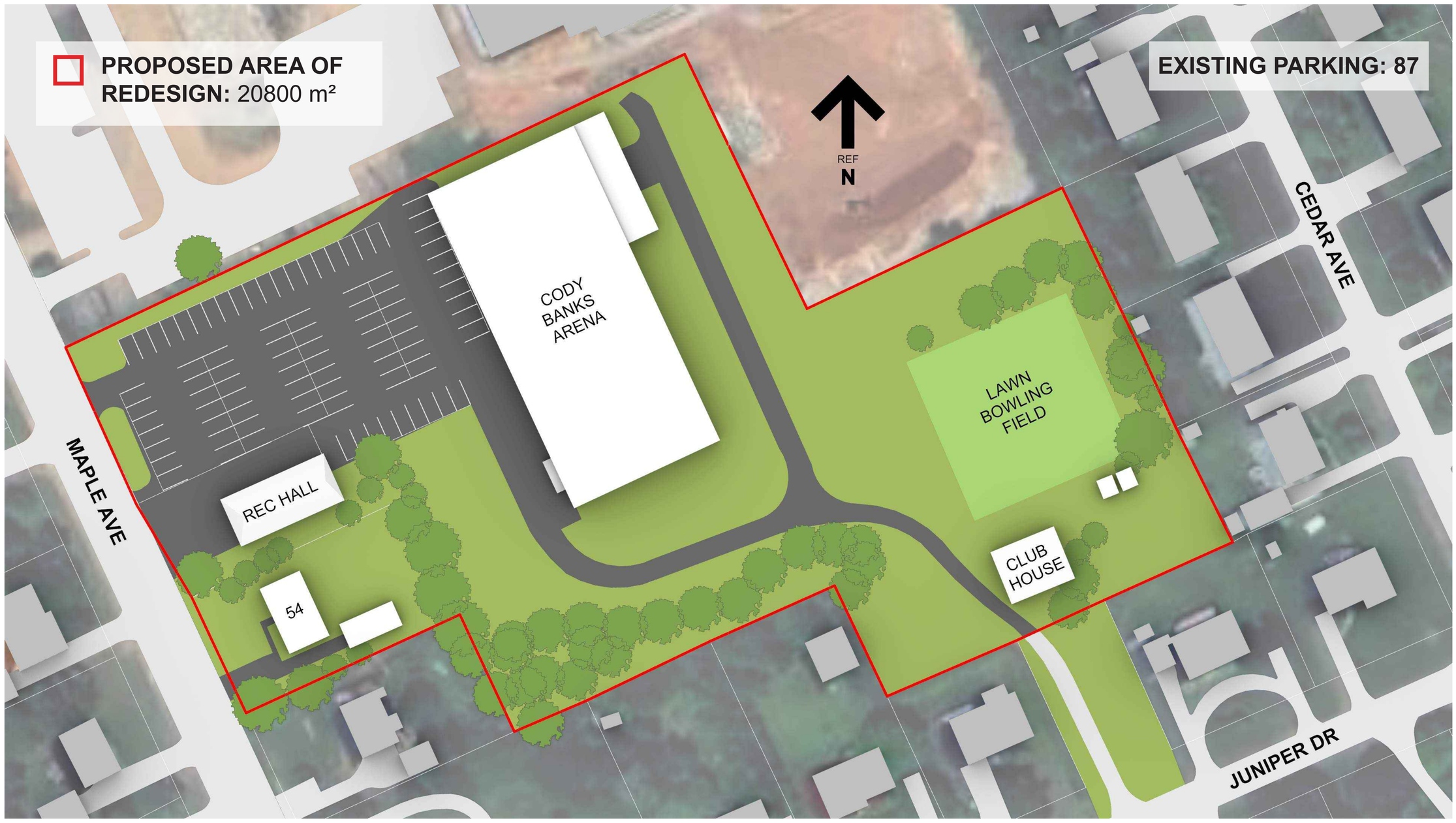
Answered: 46 Skipped: 217

#	RESPONSES	DATE
1	Normdewar@gmail.com	11/15/2025 7:51 PM
2	Bradyc49@gmail.com	11/15/2025 5:52 PM
3	rhparry@outlook.com	11/15/2025 12:01 AM
4	cheryl.cannon77@gmail.com	11/14/2025 10:58 PM
5	bfitz@bellaliant.net	11/14/2025 10:38 PM
6	Kked52@gmail.com	11/14/2025 9:14 PM
7	Kesf1100@gmail.com	11/14/2025 8:50 PM
8	Jschoenrank123@gmail.com	11/14/2025 8:34 PM
9	roberthill46@ hotmail.ca	11/14/2025 7:51 PM
10	harryandshirley80@yahoo.com	11/14/2025 7:36 PM
11	lmlarsen11@gmail.com	11/14/2025 7:28 PM
12	thegolfmajors@hotmail.com	11/14/2025 7:26 PM
13	Darrylbloom@yahoo.ca	11/14/2025 7:17 PM
14	rick.oastler@gmail.com	11/14/2025 6:54 PM
15	highballer9@gmail.com	11/14/2025 10:13 AM
16	rebeccamawle@hotmail.com	11/12/2025 11:00 AM
17	sknickle@upei.ca	11/10/2025 11:14 AM
18	Dusty@geminipei.com	11/6/2025 8:49 PM
19	bagoss68@gmail.com	11/6/2025 9:20 AM
20	russellhambly36@gmail.com	11/5/2025 9:54 PM
21	markperry194@gmail.com	11/5/2025 8:50 PM
22	Tmlewis40@gmail.com	11/5/2025 5:16 PM
23	Blinkletter@gmail.com	11/5/2025 4:24 PM
24	lisagauthier10@hotmail.com	11/4/2025 10:57 PM
25	Karenkeeler1@gmail.com	11/4/2025 10:02 PM
26	I check city web page every day to see what you are up to.	11/4/2025 9:32 AM
27	bethancdavies@gmail.com	11/4/2025 9:05 AM
28	Kristengrace08@hotmail.com	11/4/2025 7:22 AM
29	Eric.reynard@gmail.com	11/4/2025 12:16 AM
30	pgewest@gmail.com	11/3/2025 9:22 PM
31	Miketgauthier@gmail.com	11/3/2025 9:06 PM

32	Petepei@gmail.com	11/3/2025 7:48 PM
33	jjanetm00@gmail.com and blikely@gmail.com	11/3/2025 6:56 PM
34	Hood-colin@hotmail.ca	11/3/2025 6:50 PM
35	tcookone@gmail.com	11/3/2025 6:40 PM
36	Glenfinlake@gmail.com	11/3/2025 6:29 PM
37	macadamj5@gmail.com	11/3/2025 6:07 PM
38	cmason@pei.eastlink.ca	11/3/2025 5:06 PM
39	Martha_Jewell@yahoo.ca	11/3/2025 4:34 PM
40	Adamlowclark@gmail.com	11/3/2025 4:21 PM
41	donkersdanielle@gmail.com	11/3/2025 3:52 PM
42	tigersbasketball.ca@gmail.com	11/3/2025 3:36 PM
43	bruinshark@yahoo.ca	11/3/2025 3:09 PM
44	jessica.livingston.thomas@gmail.com	11/3/2025 2:18 PM
45	Suzanna.2007@hotmail.com	11/3/2025 1:57 PM
46	Build a fire station	11/3/2025 12:43 PM

Appendix C – December 2025 Engagement Session Presentation Boards

EXISTING SITE



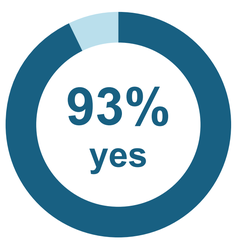
PLAN VIEW

SURVEY: WHAT WE HEARD

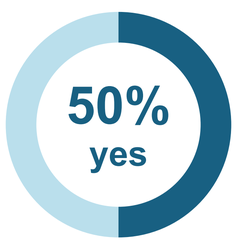
November 3rd - 17th, 2025
263 responses

CHARLOTTETOWN HALL

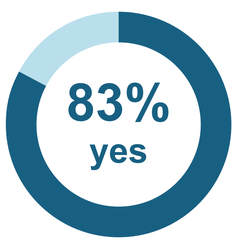
Existing Facilities: Are improvements and upgrades necessary?



CODY BANKS ARENA

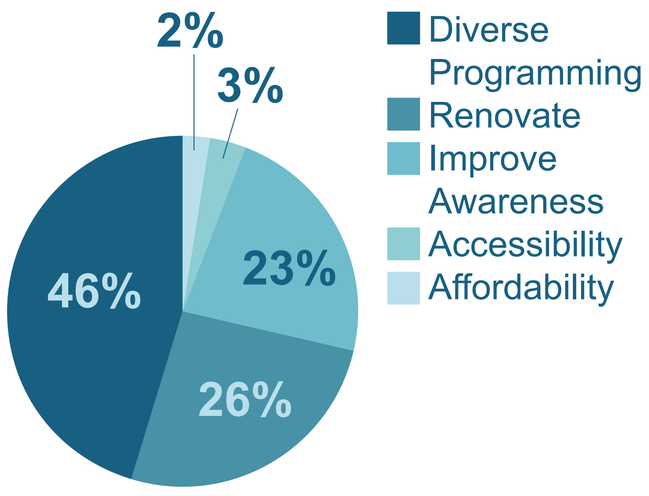


SHERWOOD LAWN BOWLING CLUB

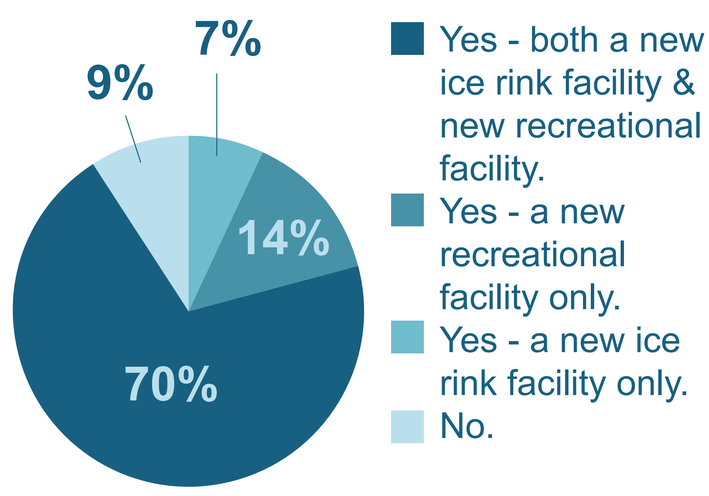


SHERWOOD RECREATION HALL

Improvements: What would make it easier for you to access & participate?



Multi-use Recreational Facility: Is one needed in Charlottetown?



Top 5 Identified Recreation Spaces Needed in Charlottetown:

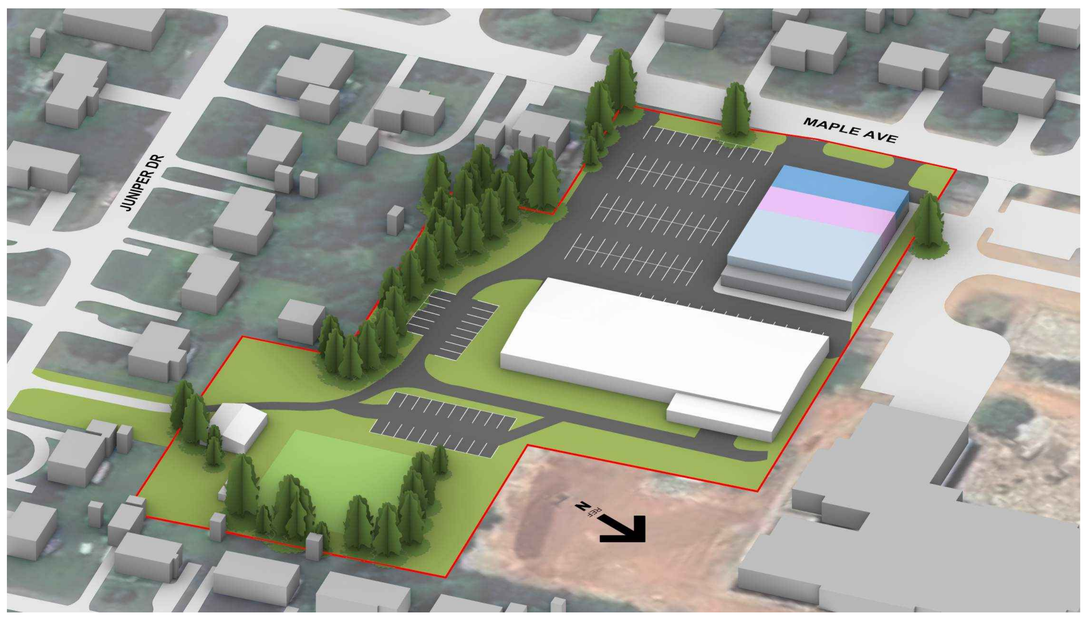
INDOOR

1. Walking Track
2. Second Ice Rink
3. Indoor Pool
4. Sports Courts
5. Exercise & Weight Room

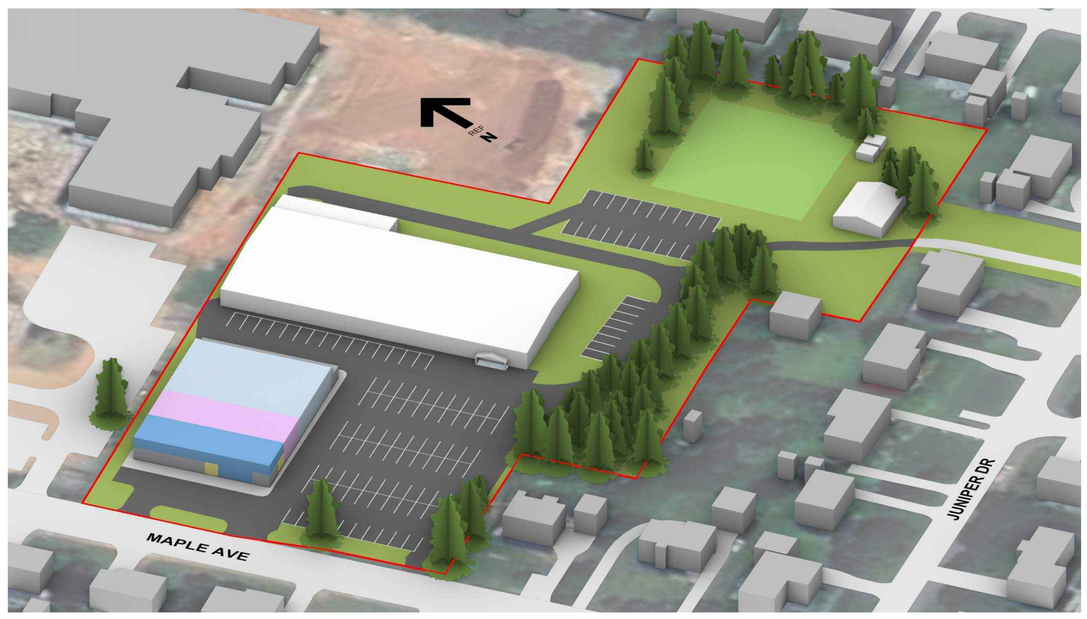
OUTDOOR

1. Outdoor Sports Courts
2. Splash Park
3. Pickleball Courts
4. Outdoor Skating Rink/Trail
5. Playground Equipment

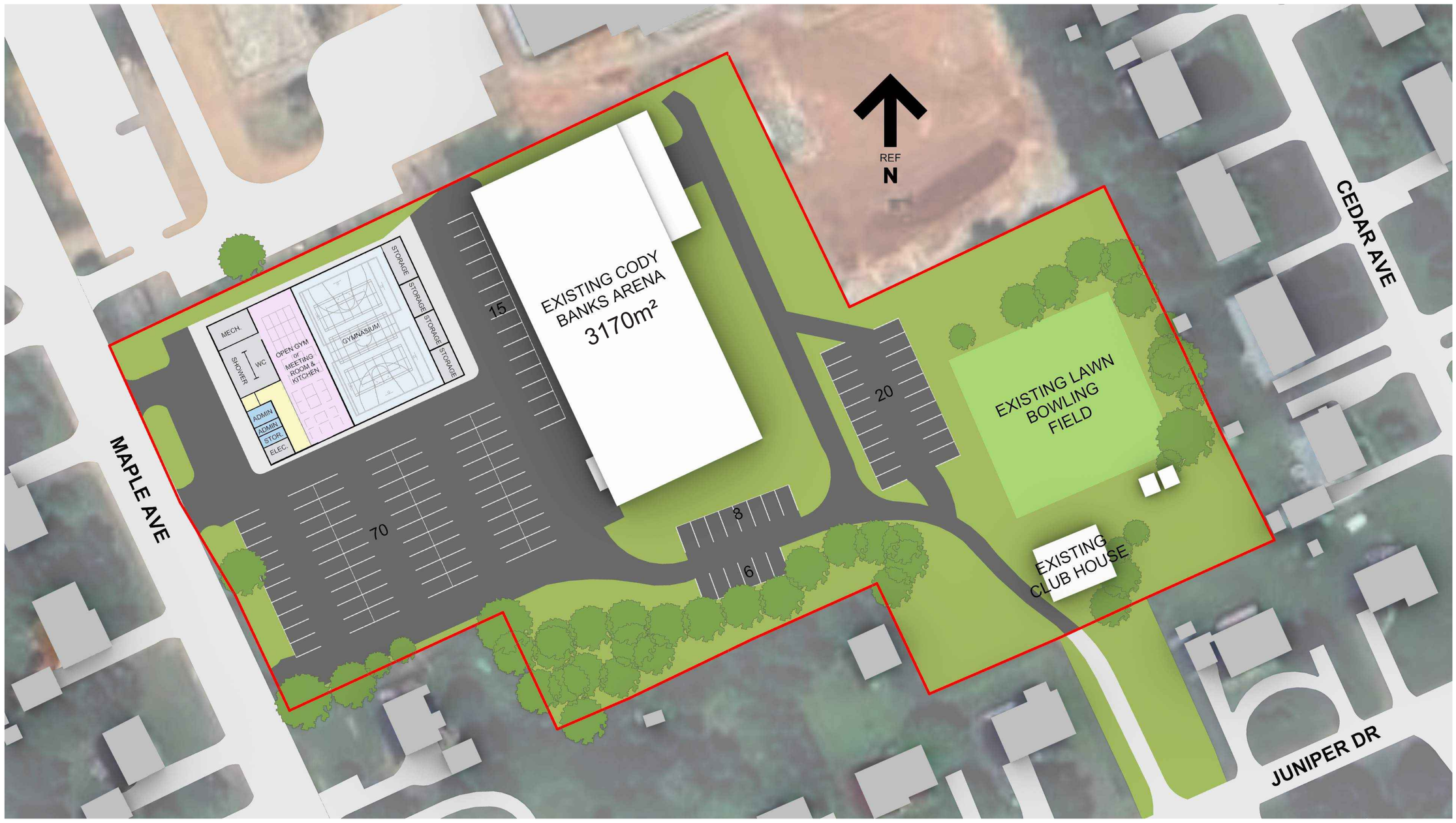
OPTION 1



NE VIEW



SW VIEW

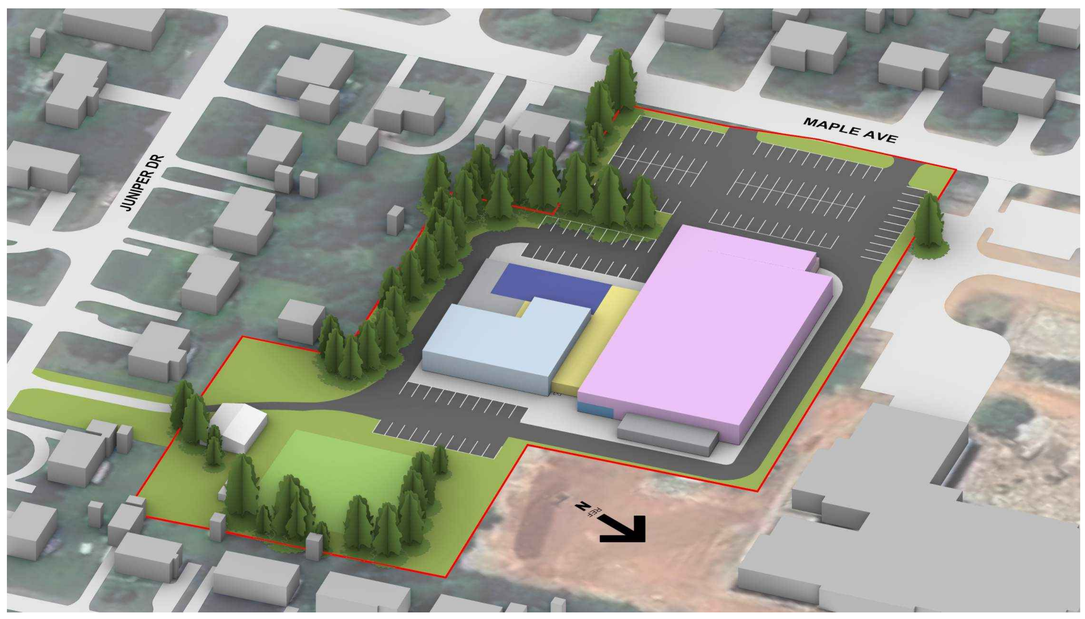


PLAN VIEW

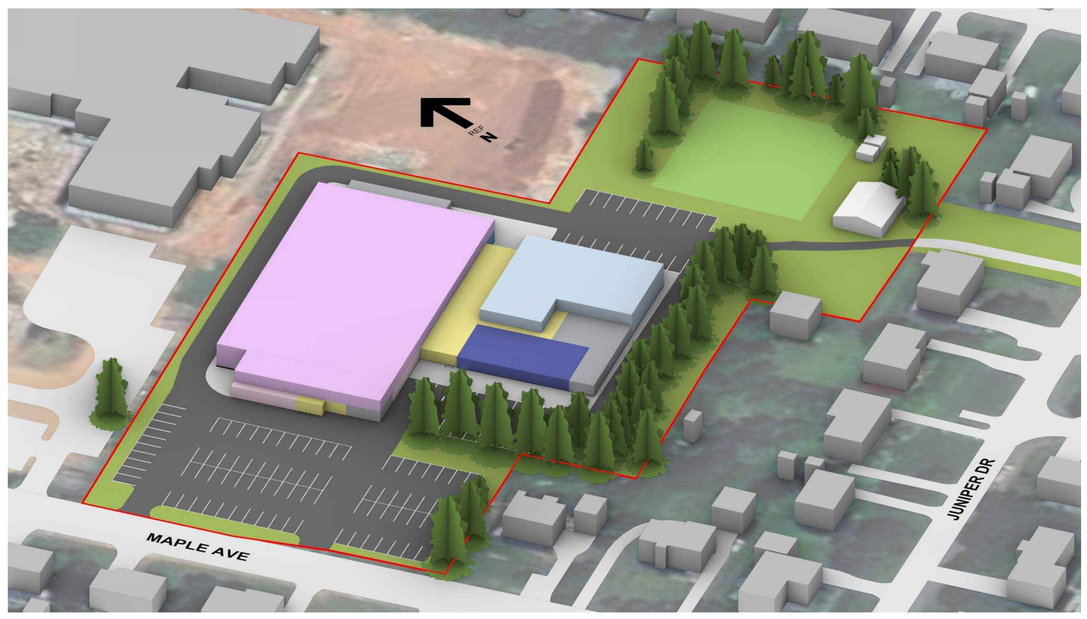
- Sherwood Recreation Hall to be <u>demolished</u>.
- Existing Cody Banks Arena and Sherwood Lawn Bowling Club to <u>remain</u>.
- New Multi-purpose Gymnasium and Additional Space (either Open Gym or Meeting Room w/ Kitchen) to be <u>added</u>.

GYMNASIUM	698m²
OPEN GYM or MEETING ROOM & KITCHEN	323m²
STUDIO/MEETING ROOMS (UPPER FLOOR)	306m²
TOTAL	**1801m²**
NEW PARKING	**119**

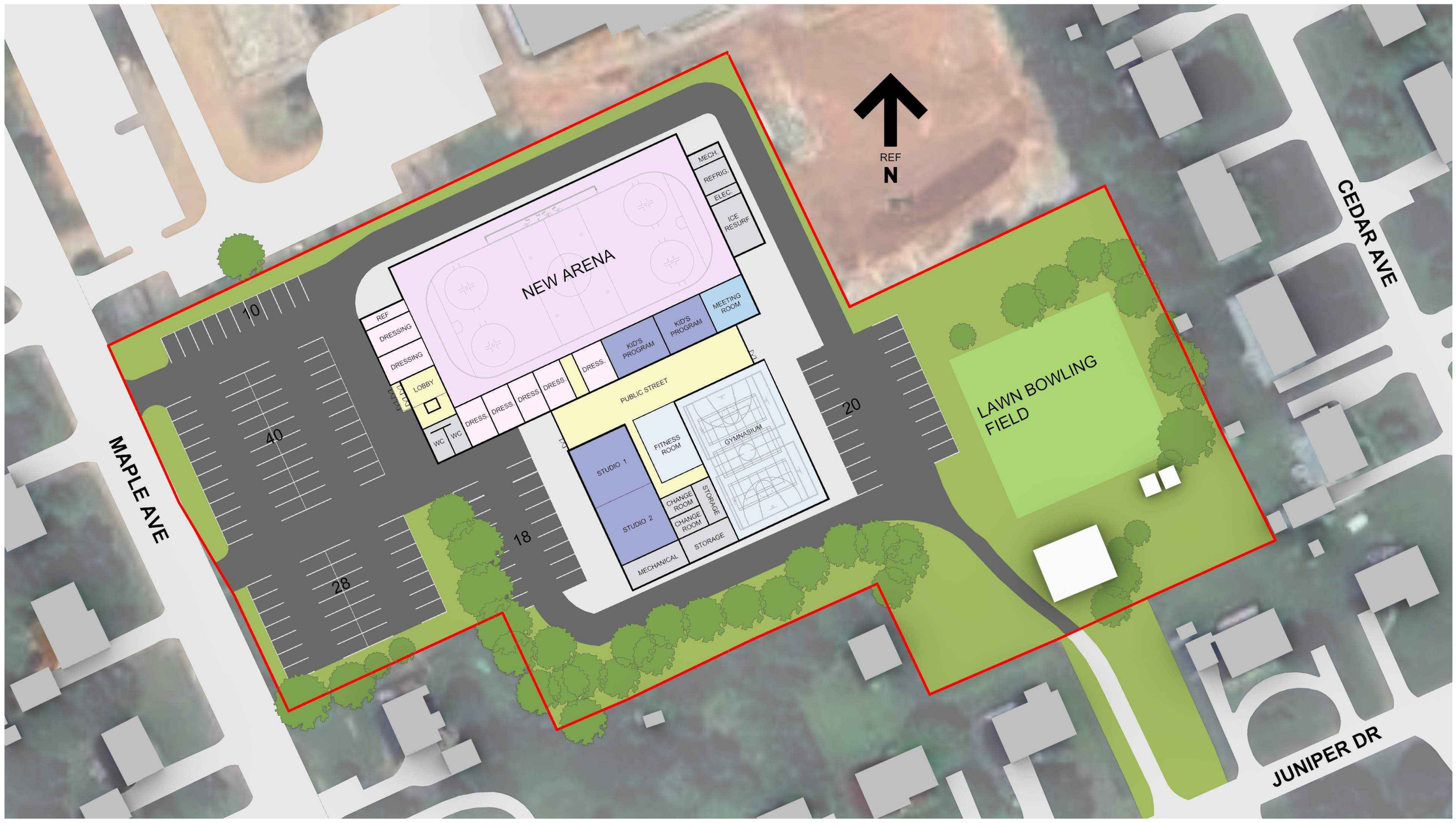
OPTION 2



NE VIEW



SW VIEW

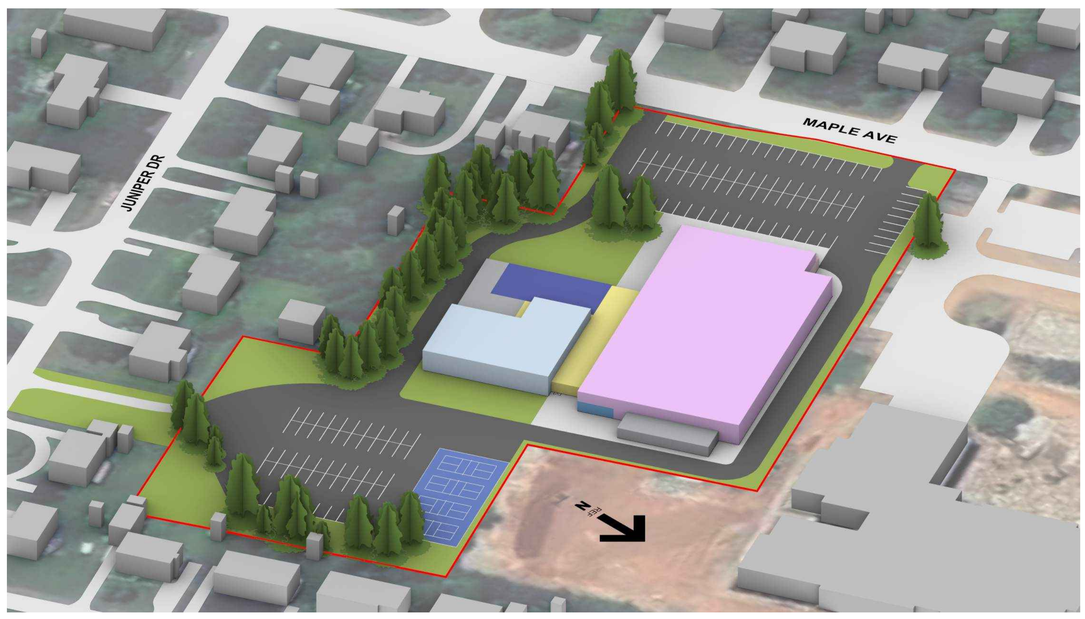


PLAN VIEW

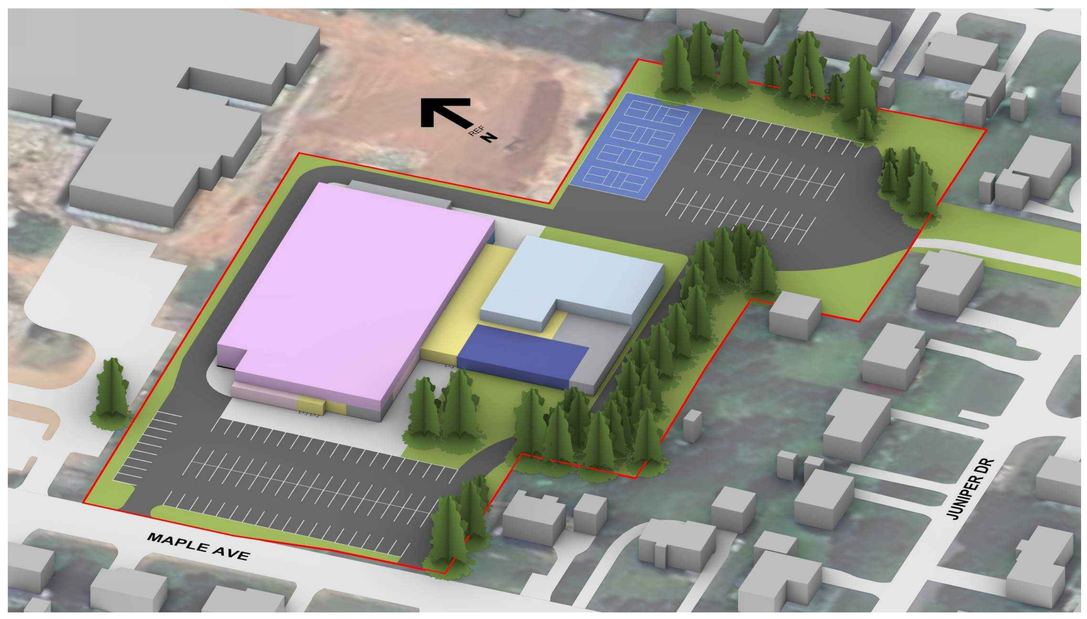
- Cody Banks Arena and Sherwood Recreation Hall to be demolished.
- Sherwood Lawn Bowling Club to remain.
- New Multi-purpose Facility to be added, includes:
  - New Arena with Walking Track above.
  - Multi-purpose Gymnasium and Fitness Rooms.
  - Spaces for Kid's Programs (eg: After School Programs)
  - 2 Rentable Studio Spaces and 1 Meeting Room.

GYMNASIUM	680m²
FITNESS ROOM	138m²
STUDIO/KID'S PROGRAM	560m²
PUBLIC STREET	260m²
RINK	2185m²
WALKING TRACK	175m²
MEETING ROOM	86m²
TOTAL	**6506m²**
NEW PARKING	**116**
NEW ARENA SEATING	**585**

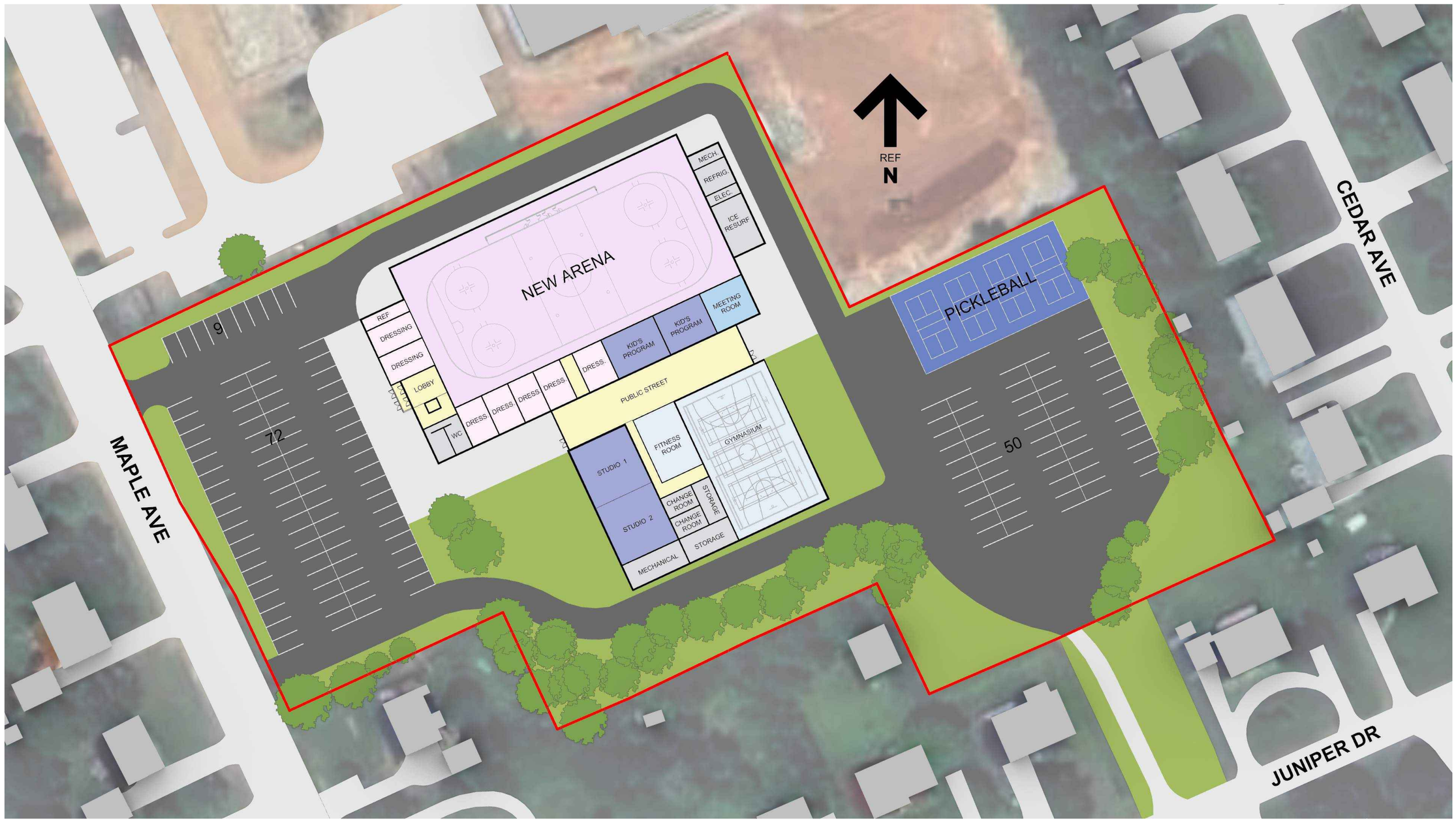
OPTION 3



NE VIEW



SW VIEW

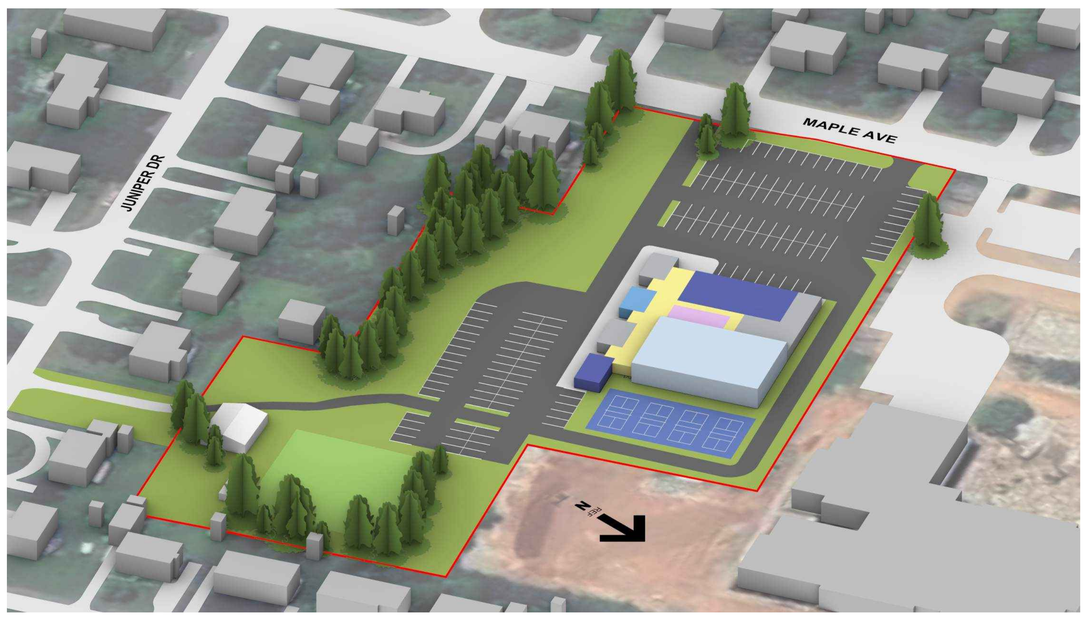


PLAN VIEW

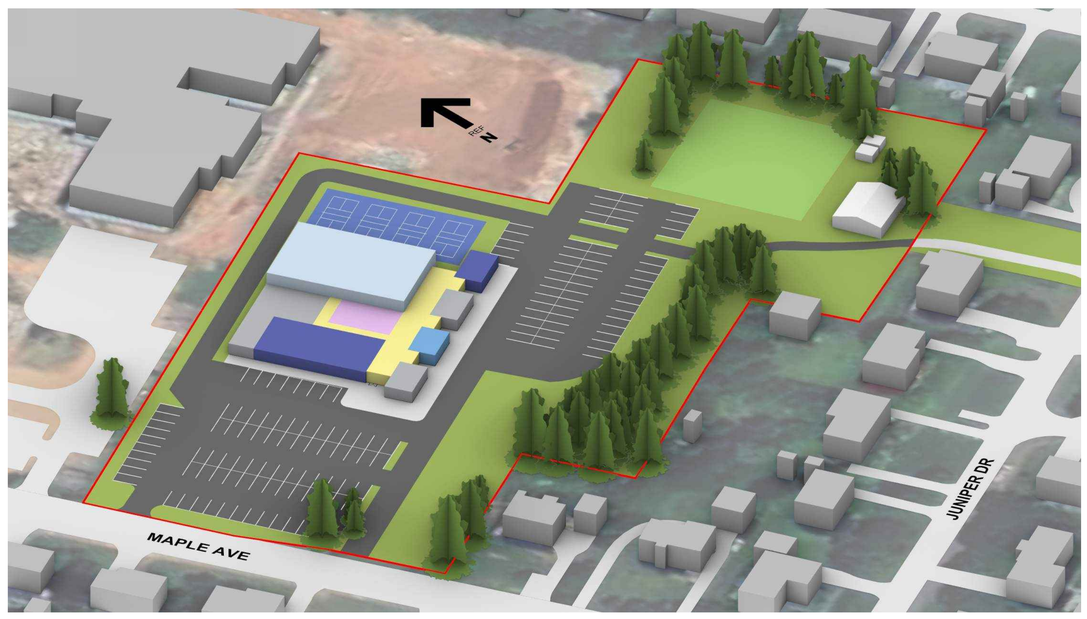
- Cody Banks Arena and Sherwood Recreation Hall to be demolished.
- Sherwood Lawn Bowling Club to be relocated.
- New Multi-purpose Facility to be added, includes:
  - New Arena with Walking Track above.
  - Multi-purpose Gymnasium and Fitness Rooms.
  - Spaces for Kid's Programs (eg: After School Programs)
  - 2 Rentable Studio Spaces and 1 Meeting Room.
- New Exterior Pickleball Courts to be added.

GYMNASIUM	680m²
FITNESS ROOM	138m²
STUDIO/KID'S PROGRAM	560m²
PUBLIC STREET	260m²
RINK	2185m²
WALKING TRACK	175m²
MEETING ROOM	86m²
TOTAL	**6506m²**
NEW PARKING	**131**
NEW ARENA SEATING	**585**
PICKLEBALL COURTS	**4**

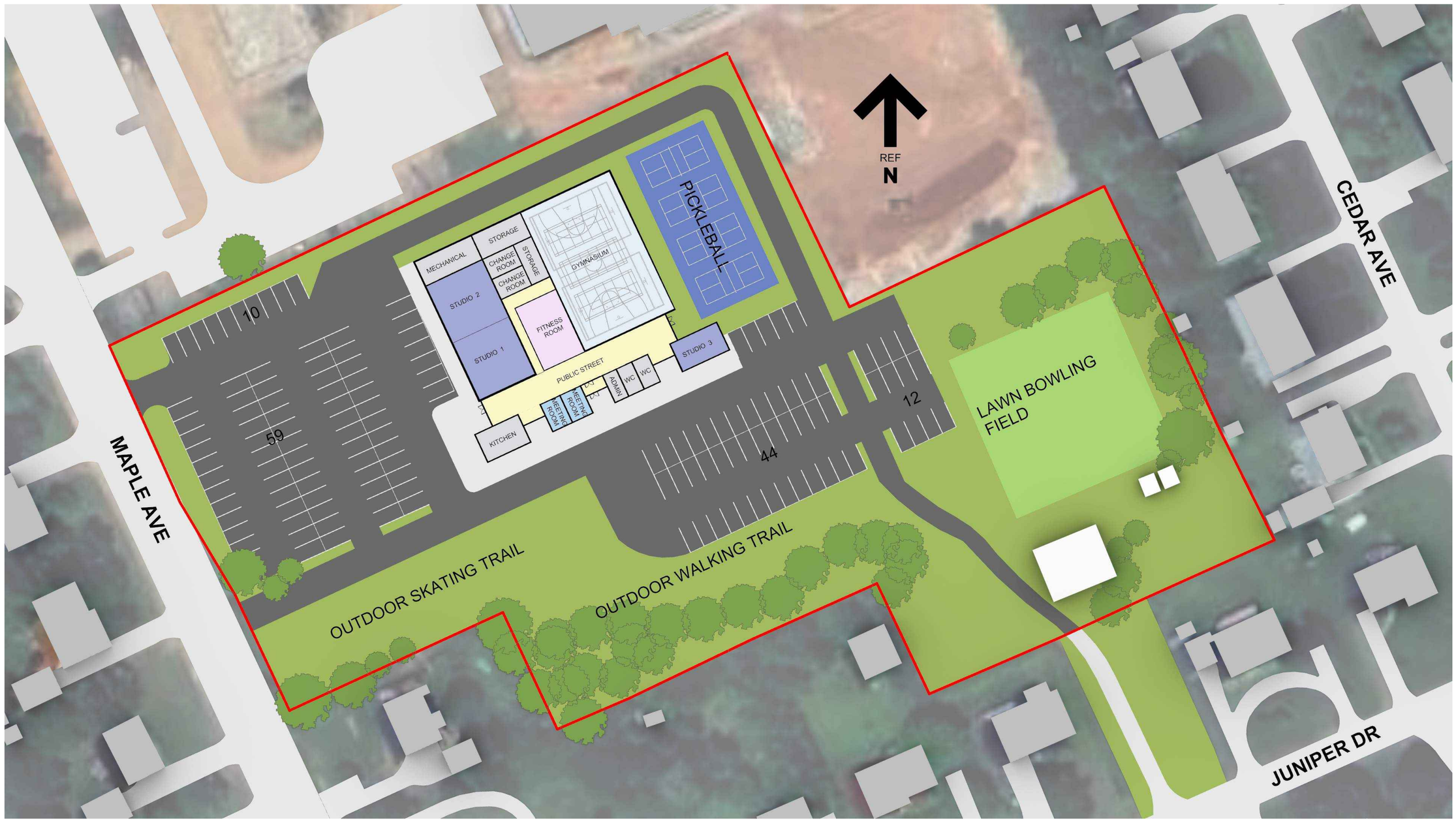
OPTION 4



NE VIEW



SW VIEW



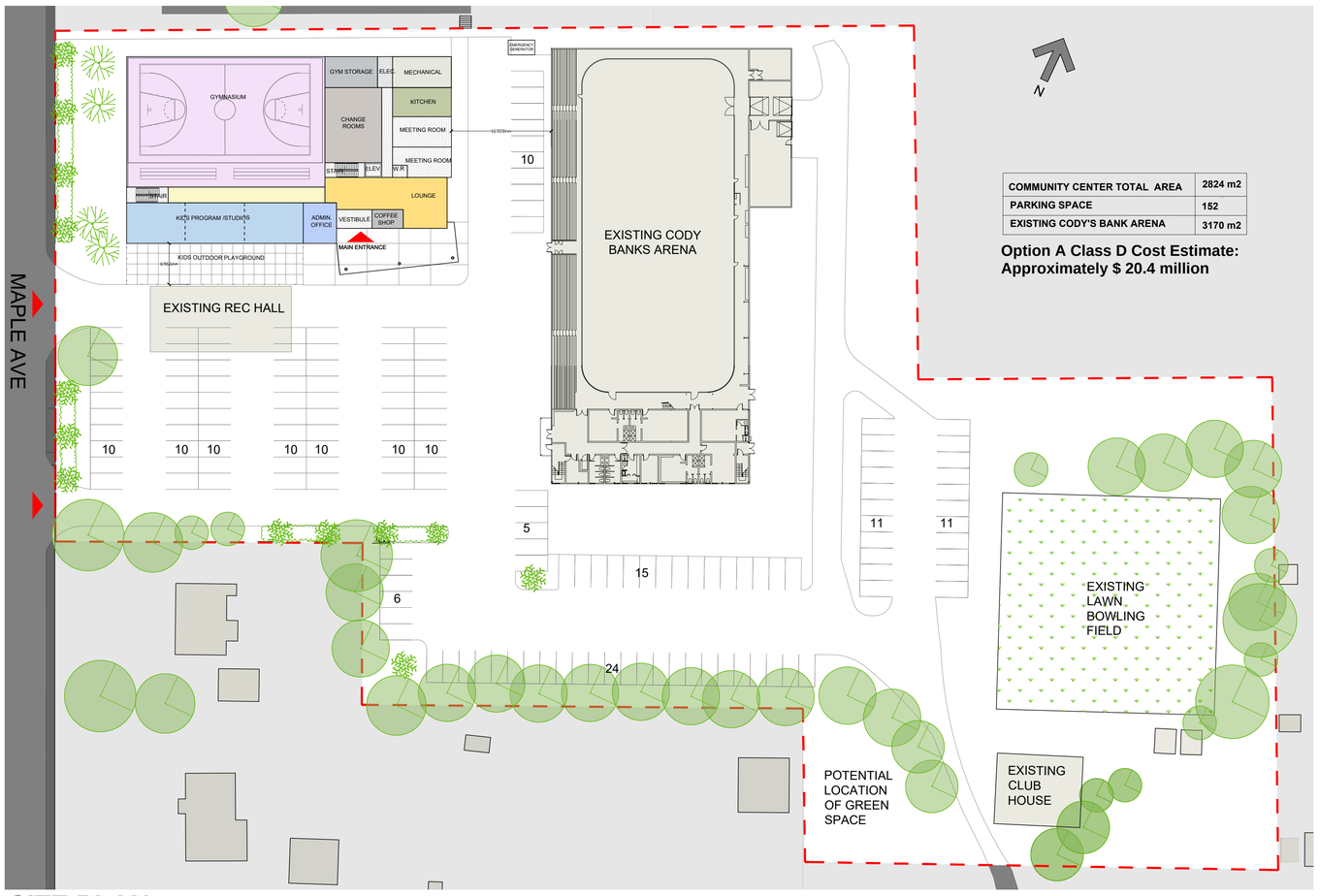
PLAN VIEW

- Cody Banks Arena and Sherwood Recreation Hall to be demolished.
- Sherwood Lawn Bowling Club to remain.
- New Multi-purpose Facility to be added, includes:
  - Multi-purpose Gymnasium and Fitness Rooms.
  - 3 Rentable Studio Spaces and 2 Meeting Rooms.
- New exterior Pickleball Courts to be added.
- New outdoor Skating Trail and Walking Trail to be added.

GYMNASIUM	698m²
FITNESS ROOM	143m²
STUDIO/KID'S PROGRAM	416m²
PUBLIC STREET	260m²
MEETING ROOM	58m²
TOTAL	**6506m²**
NEW PARKING	**125**
PICKLEBALL COURTS	**4**

APPENDIX D – APRIL 2026 ENGAGEMENT SESSION PRESENTATION BOARDS

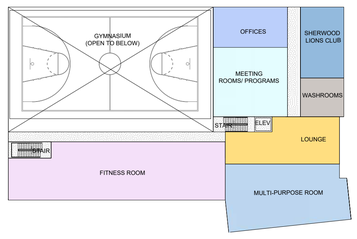
OPTION A



COMMUNITY CENTER TOTAL AREA	2824 m2
PARKING SPACE	152
EXISTING CODY'S BANK ARENA	3170 m2

Option A Class D Cost Estimate:
Approximately $ 20.4 million

SITE PLAN



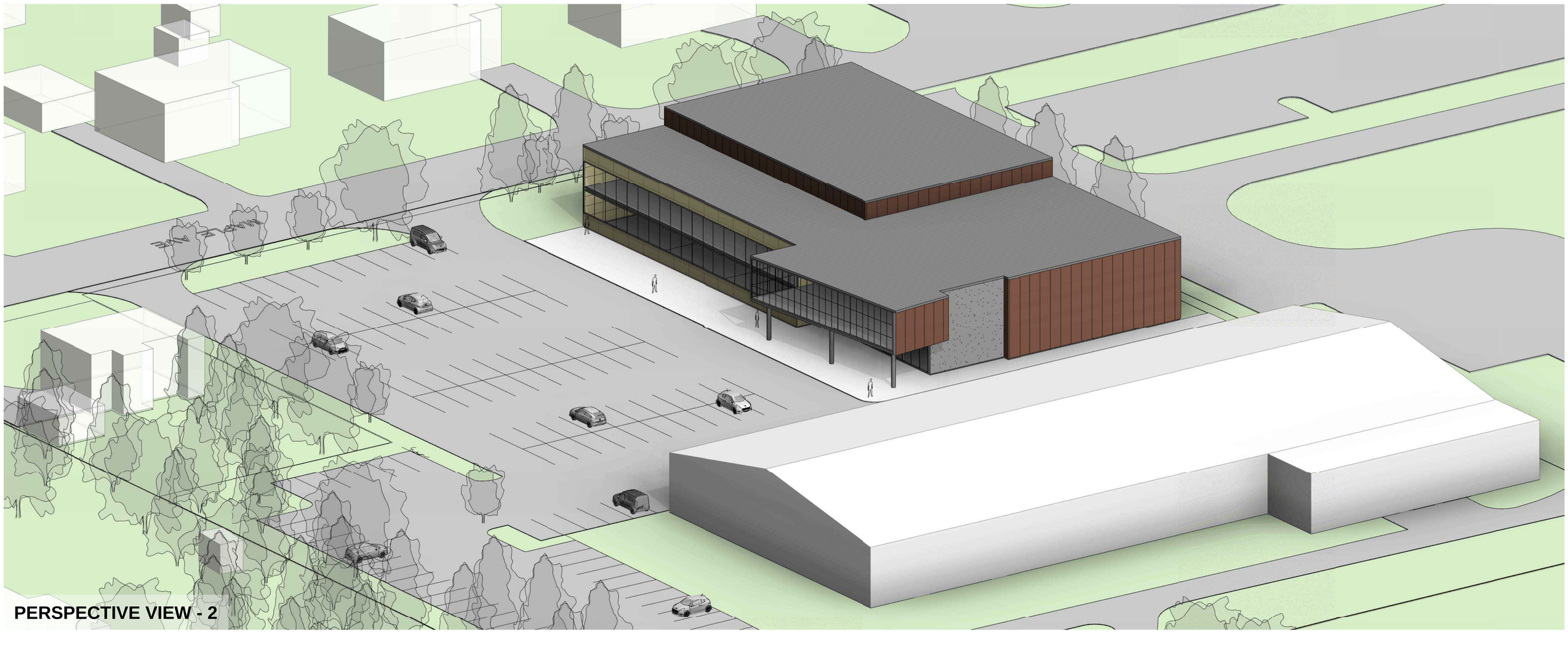
SECOND FLOOR PLAN

TOTAL GROUND FLOOR AREA		1688 m2
GYMNASIUM		743 m2
PROGRAMMING SPACE		309 m2
MEETING ROOMs	103 m2	
STUDIO /KIDS PROGRAM	206 m2	
OFFICE		39 m2
CIRCULATION		161 m2
LOUNGE		134 m2
KITCHEN		49m2
COFFEE SHOP		17 m2
STORAGE		46 m2
UTILITY		66 m2
CHANGE ROOMS		123 m2

TOTAL SECOND FLOOR AREA		1136 m2
FITNESS ROOM		321 m2
PROGRAMMING SPACE		424 m2
MEETING ROOM/PROGRAM	139 m2	
SHERWOOD LIONS CLUB	83 m2	
MULTI-PURPOSE ROOM	202 m2	
OFFICES		81m2
CIRCULATION / LOUNGE		139 m2
LOUNGE		126 m2
WASHROOMS		45 m2

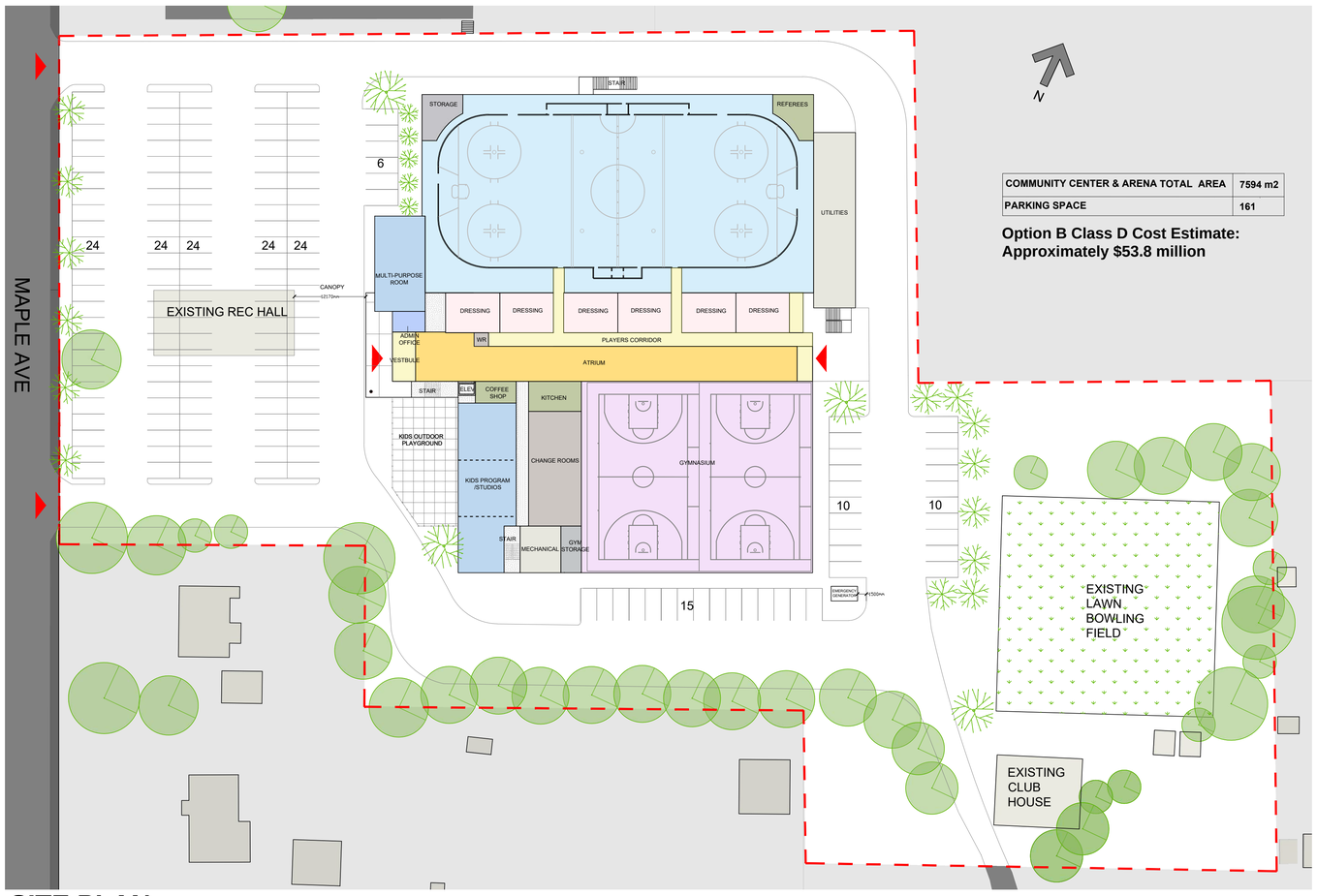


PERSPECTIVE VIEW - 1



PERSPECTIVE VIEW - 2

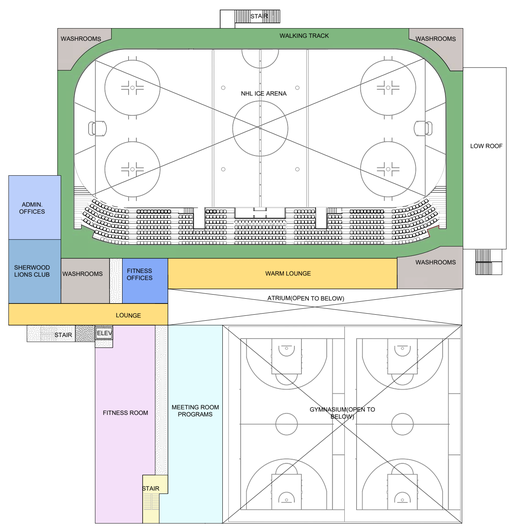
OPTION B



COMMUNITY CENTER & ARENA TOTAL AREA	7594 m2
PARKING SPACE	161

Option B Class D Cost Estimate: Approximately $53.8 million

SITE PLAN



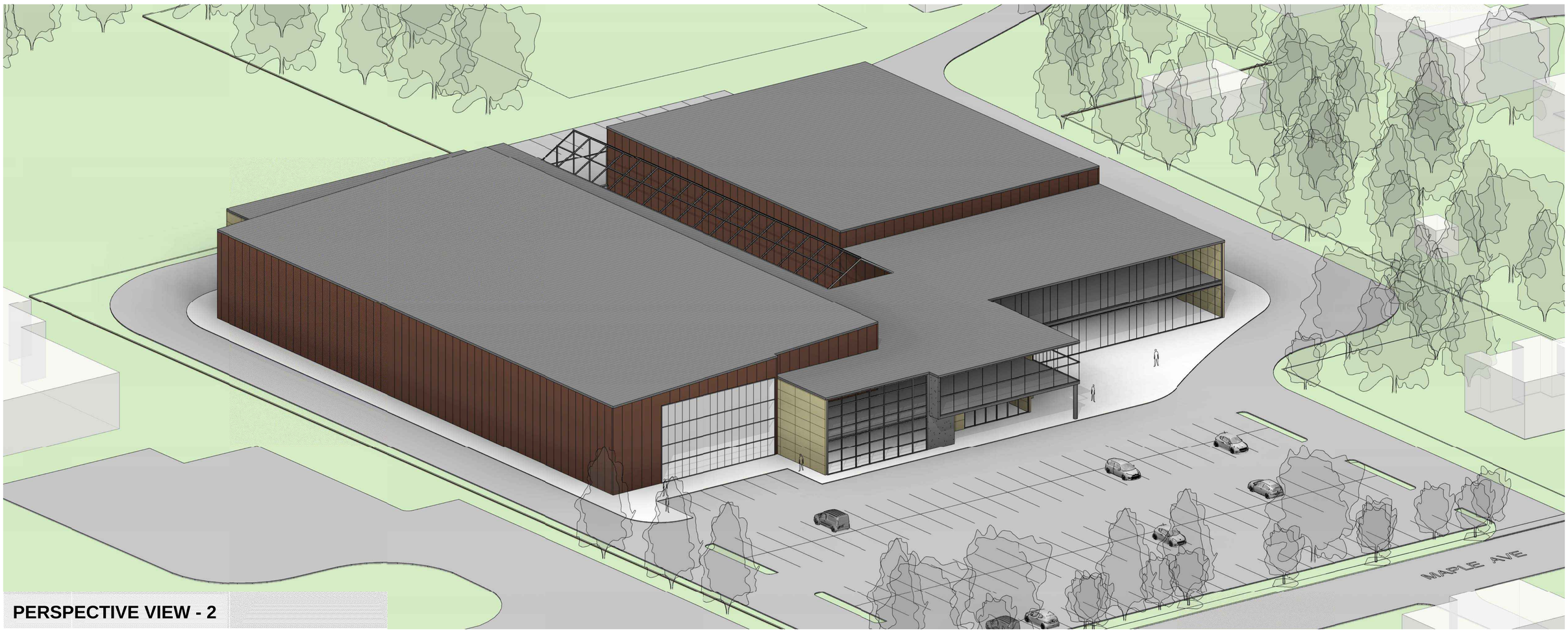
SECOND FLOOR PLAN

TOTAL GROUND FLOOR AREA	5629 m2
GYMNASIUM	1283 m2
PROGRAMMING SPACE	404 m2
STUDIO /KIDS PROGRAM 264 m2	
MULTI-PURPOSE ROOM 140 m2	
CHANGE ROOMS	175 m2
CIRCULATION	367 m2
ATRIUM	413 m2
ADMIN. OFFICE	14 m2
KITCHEN	46m2
COFFEE SHOP	26 m2
ICE RINK	2148 m2
DRESSING ROOMS	374 m2
STORAGE	79 m2
REFEREES	42 m2
UTILITIES	212 m2

TOTAL SECOND FLOOR AREA	1965 m2
FITNESS ROOM	295 m2
MEETING ROOM/PROGRAMS	300 m2
CIRCULATION	126 m2
LOUNGE	93 m2
WASHROOMS	205 m2
ADMIN. OFFICE	91m2
SHERWOOD LIONS CLUB	91m2
WALKING TRACK	512 m2
WARM LOUNGE	190 m2
FITNESS OFFICE	60 m2

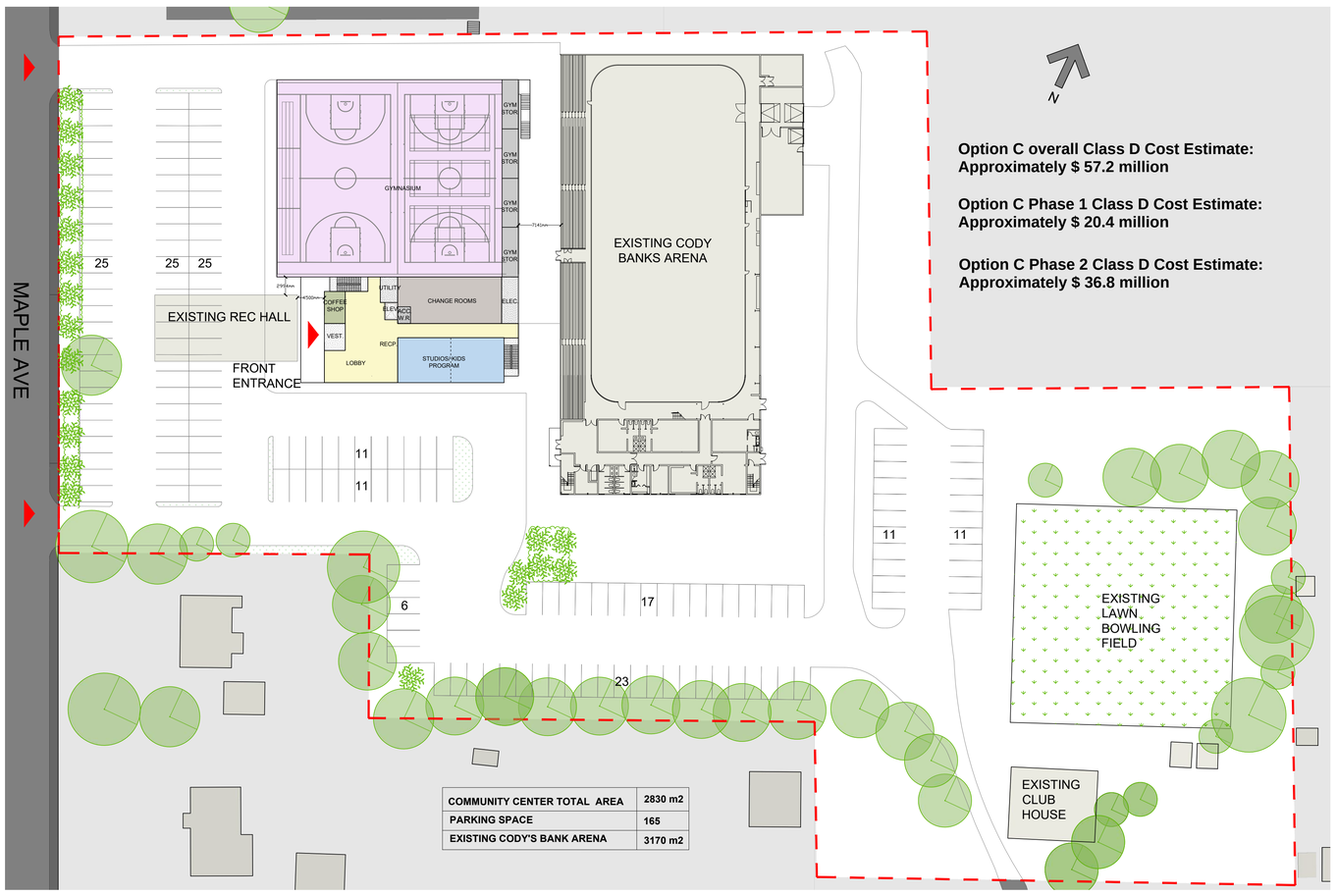


PERSPECTIVE VIEW - 1



PERSPECTIVE VIEW - 2

OPTION C



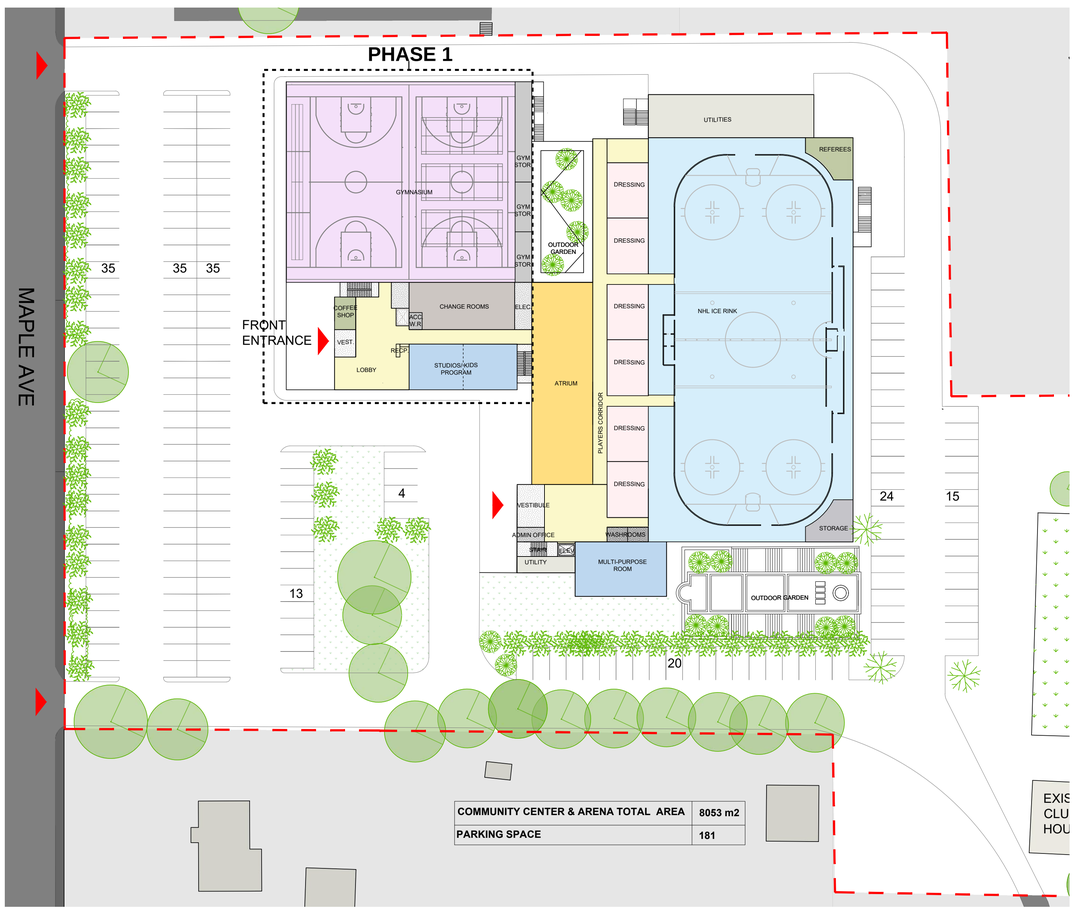
Option C overall Class D Cost Estimate:
Approximately $ 57.2 million

Option C Phase 1 Class D Cost Estimate:
Approximately $ 20.4 million

Option C Phase 2 Class D Cost Estimate:
Approximately $ 36.8 million

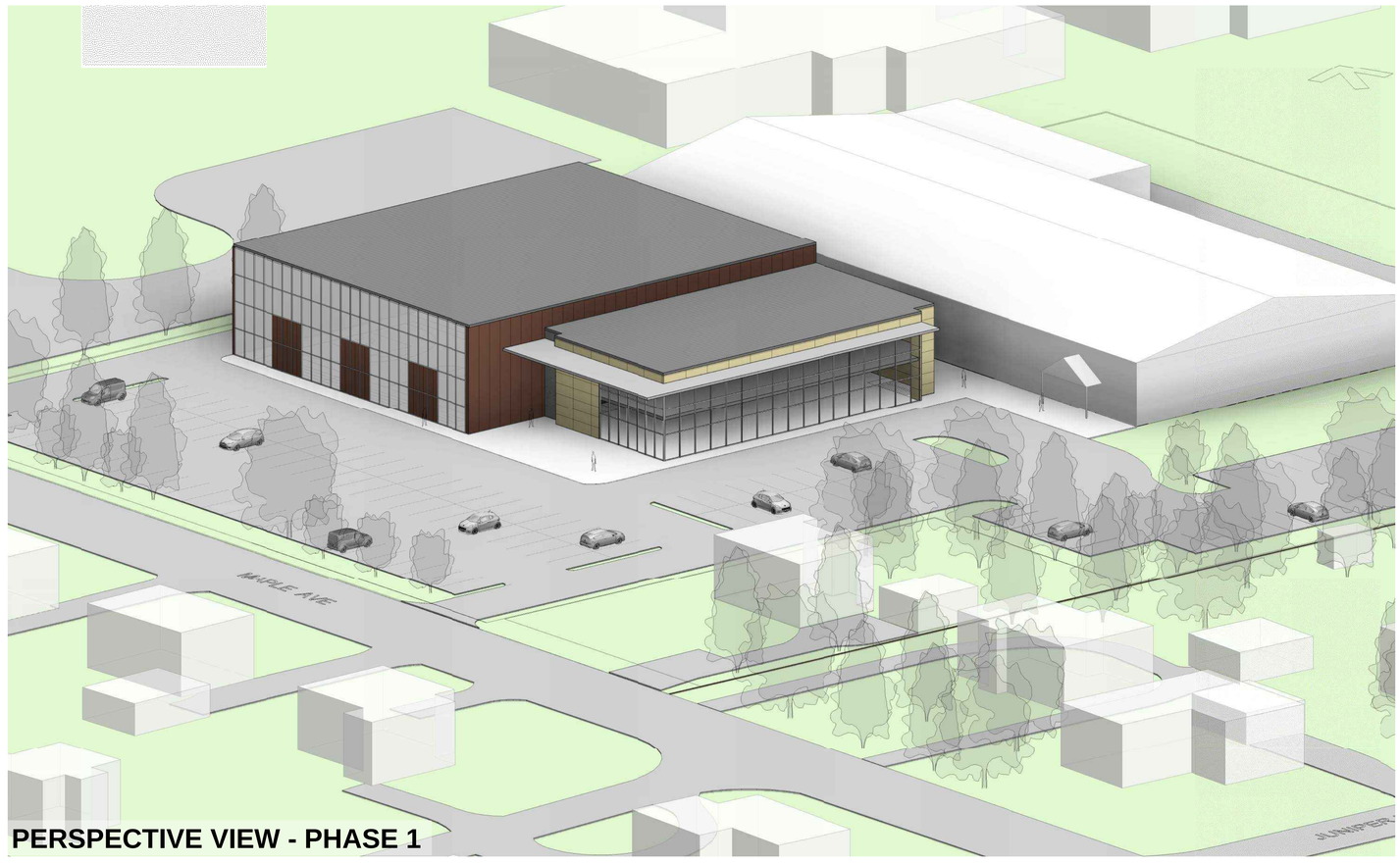
COMMUNITY CENTER TOTAL AREA	2830 m2
PARKING SPACE	165
EXISTING CODY'S BANK ARENA	3170 m2

SITE PLAN - PHASE 1

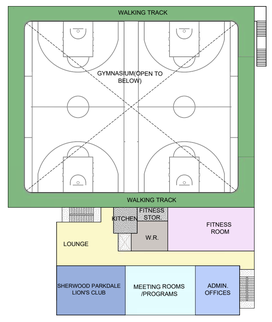


COMMUNITY CENTER & ARENA TOTAL AREA	8053 m2
PARKING SPACE	181

SITE PLAN - PHASE 2



PERSPECTIVE VIEW - PHASE 1

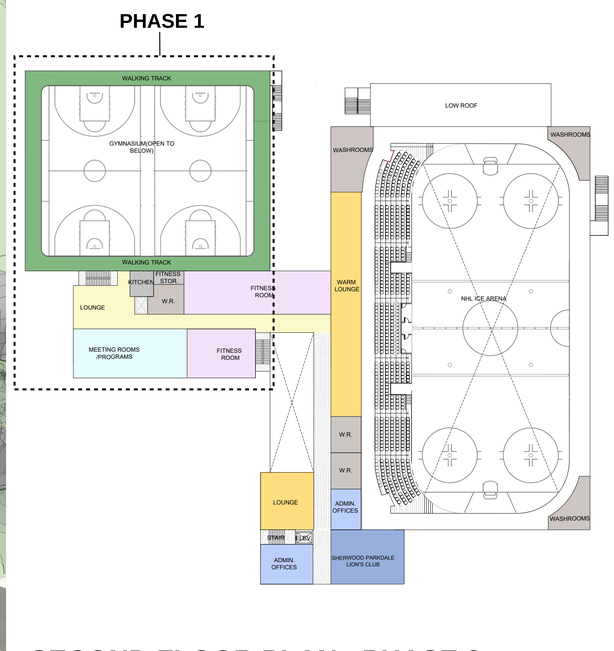


SECOND FLOOR PLAN - PHASE 1

COMMUNITY CENTER	
TOTAL GROUND FLOOR AREA	1910 m2
GYMNASIUM	1250 m2
STUDIO /KIDS PROGRAM	135m2
CHANGE ROOMS/W.R.	136 m2
CIRCULATION/LOBBY	247m2
STORAGE	91 m2
COFFEE SHOP	19 m2
UTILITY	35 m2

COMMUNITY CENTER	
TOTAL SECOND FLOOR AREA	920 m2
FITNESS ROOM	102 m2
ADMIN. OFFICES	59 m2
MEETING ROOMS/ PROGRAMS	94 m2
PARKDALE LION'S CLUB	92 m2
WASHROOMS	28 m2
KITCHEN	17 m2
CIRCULATION/LOUNGE	169 m2
WALKING TRACK	351 m2
STORAGE	11 m2

PERSPECTIVE VIEW - PHASE 2



SECOND FLOOR PLAN - PHASE 2

COMMUNITY CENTER & ARENA	
TOTAL GROUND FLOOR AREA	5695 m2
GYMNASIUM	1250 m2
PROGRAMMING SPACE	271 m2
STUDIO /KIDS PROGRAM	135 m2
MULTI-PURPOSE ROOM	136 m2
CIRCULATION / LOUNGE	605 m2
CHANGE ROOMS	130 m2
COFFEE SHOP	19 m2
ICE RINK	2147 m2
DRESSING ROOMS	374 m2
REFEREES	42 m2
ADMIN. OFFICE	9 m2
UTILITIES	270 m2
STORAGE	133 m2

COMMUNITY CENTER & ARENA	
TOTAL SECOND FLOOR AREA	2358 m2
FITNESS ROOM	266 m2
MEETING ROOMS/PROGRAMS	153 m2
PARKDALE LION'S CLUB	109 m2
WARM LOUNGE	186 m2
CIRCULATION	339 m2
ADMIN. OFFICES	91 m2
WASHROOMS	234 m2
LOUNGE ROOM	83 m2
WALKING TRACK	351m2

PATHS TO EXPLORE COMMUNITY NEEDS:

1-ONLINE SURVEY (NOV 3-17, 2025), 263 RESPONSES

Top 5 Identified Recreation Spaces Needed in Charlottetown:

INDOOR

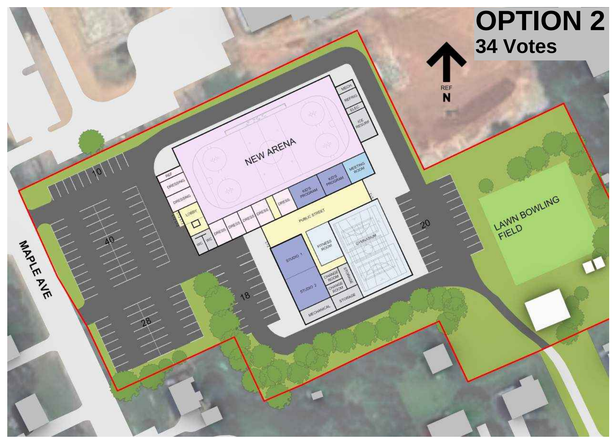
1. Walking Track
2. Second Ice Rink
3. Indoor Pool
4. Sports Courts
5. Exercise & Weight Room

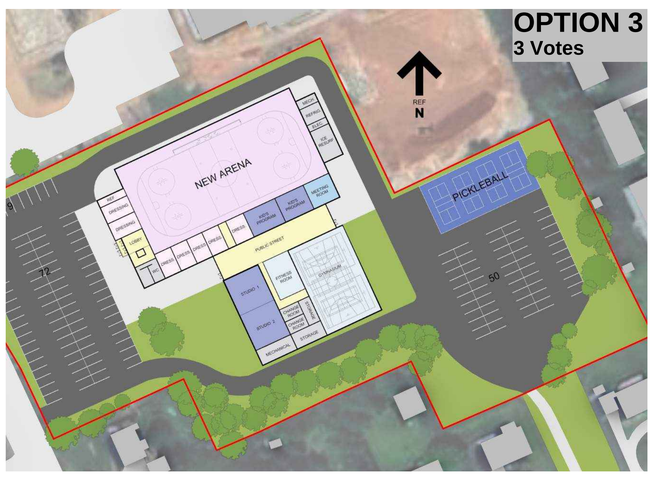
OUTDOOR

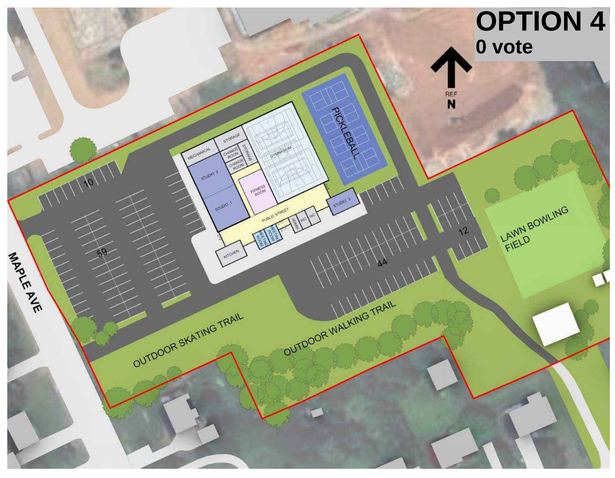
1. Outdoor Sports Courts
2. Splash Park
3. Pickleball Courts
4. Outdoor Skating Rink/Trail
5. Playground Equipment

2-PUBLIC CONSULTATION (DEC 2025)



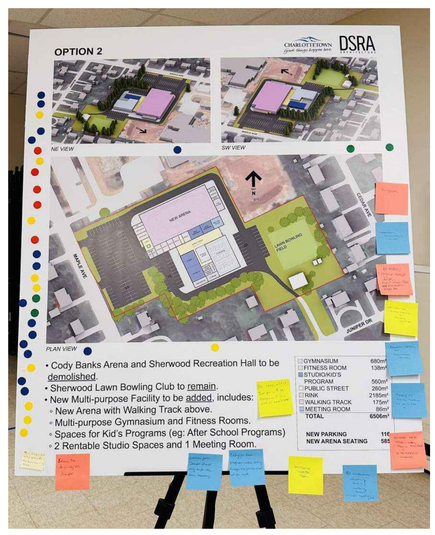






Four Design Options were presented. A total of 42 votes was received through this process, along with written comments.





Feedback collected:

- Strong interest in after-school program space.
- Concerns about over-use of Juniper Drive.
- Suggestions to acquire additional nearby property to expand usable space.
- Preserve as many existing trees as possible;Ramp connection to Sherwood School.
- Outdoor amenity suggestions: Outdoor skating or walking trail, Splash pad, Outdoor basketball court,
- Indoor amenity suggestions: Combine children's program space with studio space, double gymnasium.
- Strong opposition to outdoor pickleball courts due to noise; preference for indoor courts if included.
- Interest in free public amenities, such as: indoor fitness or walking track, free fitness or sport programs.
- Desire for a small coffee shop or social space, particularly for seniors.

CODY BANKS ARENA - BUILDING CONDITION REPORT - SUMMARY

DSRA Architecture Inc., in collaboration with CTS Engineering and MCW Maricor, undertook a Building Condition Assessment and Report (BCR) for the Cody Banks Arena. Cody Banks Arena, located at 58 Maple Ave, Charlottetown, PEI, was constructed in 1973. The building has a gross floor area of approximately 3170 sqm. The building was found to be in “Poor” condition, with approximately $1,562,000 worth of critical repairs required immediately to bring the building into a state of “Good” condition, with a projected $3,386,000 of needed expenditure required over the next five years to remain in “Good” condition.

Our review of the building condition is based on an independent evaluation of each building system or element. Each building discipline (Architectural, Structural, Mechanical and Electrical) has evaluated the condition of systems based on their professional knowledge and experience. The key information following from this assessment includes:

1.The current condition of the system - "Good", "Fair", "Poor", or "Critical".
2.The estimated remaining life of the system - the year it will reach a state of "Poor" condition, short of “Critical” condition.
3.The cost to repair or replace the system - thus bringing it to a state of "Good" condition.

It's important to emphasis that the condition of any particular system is assessed independently of the others. As such, the relative priority or timing of system replacement or repair is not considered in this report- as this relative priority is often a subjective decision best determined by the Owner.

We have highlighted in our report the building systems we’ve assessed to require immediate replacement of repair to achieve compliance with current codes and standards. However, not all code compliance issues need to be addressed immediately. We recommend a discussion with local authorities to assess and negotiate a pathway and timeline for code compliance – there is certainly some flexibility for existing building, so called “Grandfathering” on less critical code items.

Also, while many mechanical and electrical systems remain operational, they have exceeded their typical service life and are at increased risk of failure. These components should be scheduled for replacement in the near future, following the upgrade or replacement of items currently identified in the report as being in critical condition.

The assessment information provides the costing and timing to bring each individual system into a state of "good" condition - some systems require immediate attention to achieve this goal/state, while others are many years away. However, it is not necessary that all building systems achieve a state of "Good" condition for the building as-a-whole to be deemed as such. We have simply provided the most expedient timeline to mitigate the risk of critical failure and the costs it might incur. So, while we have identified approximately $1.5M in imminent repairs and replacement for 2026, it is certainly reasonable for the Owner to develop their own schedule for repair and replacement of systems based on critical needs, funding, and risk management strategies. Once critical repairs are addressed the building will move to a state of Fair Condition and with future annual repairs over the next 5 to 10 years the building can elevate to a state of Good Condition - a potentially sustainable condition provided the building continues to receive timely repairs.

APPENDIX E – APRIL 2026 ENGAGEMENT SESSION FEEDBACK FORMS

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

☐ Yes or ☐ No

I BELIEVE 2 ICE SURFACES ARE NEEDED. NO NEED FOR BASKETBALL COURTS, NEW ONE IN THE NEW SCHOOL, AND CARI IS VERY CLOSE BY.

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

2 ICE SURFACES, WALKING PATH

3. Do you have any additional comments?

CHEAPER TO RETRO FIT COMMUNITY CENTRE

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

☐ Yes or ☐ No

It will be important that it is located in the correct location on the land so that it doesn't cut the view of the new school facilities. The ice plant should be further from the school - (noise, safety)

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

Walking track – Community spaces –
Can we look at the summer design for Cedar Park?

3. Do you have any additional comments?

Option B allows for new facilities all at once that will last for decades to come – Make the commitment to build it all new now.

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   [X] Yes or [ ] No

   (*)

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   (*) full sized (UFV / Thaiand college) basketball court that can convert into 2 smaller courts

   (*) include spectator seating for gymnasium.

3. Do you have any additional comments?

   (*) pit fitness centre adjacent to gym not the meeting rooms

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   [X] Yes or [ ] No

   I like Option C - phased plan and it has the most green space

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   - program space, sink, gym, green space
   - communal space like a kitchen + multipurpose room for get togethers

3. Do you have any additional comments?

   If possible, it would be nice to have a small playground

   - I feel like the city is taking this project seriously and will do what they can to get it underway

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   [✓] Yes or [ ] No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

3. Do you have any additional comments?

   Bowling Alley Space,

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   [✓] Yes or [ ] No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   Ice Surface, community centre, warming centre, gym

3. Do you have any additional comments?

   Should not be wasting funds on old building Such as eody BANKS. Each year more repairs are needed and $1.5M become $10 M. Build all new at same time.

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.
   [✓] Yes or [ ] No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)
   Rec Centre

3. Do you have any additional comments?
   Good process.

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.
   [X] Yes or [ ] No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)
   - Inclusion of some green space
   - Some outdoor rec space?

3. Do you have any additional comments?
   Phase it - likely more feasible economically?...

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☑ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   gym for Soccer, basketball / ice Rink

3. Do you have any additional comments?

   unable to go without a rink as ice time is hard to get now

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☑ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   Option C

3. Do you have any additional comments?

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☒ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   Option B

3. Do you have any additional comments?

   Cost
   Where is the money coming from? Everyone is in Debt.

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☒ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

3. Do you have any additional comments?

   Prefer Option C

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

☒ Yes or ☐ No

lets do gym / rec centre now + replace rink later. Can new design include 2nd Rink (or space to build it).

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

Gym for city programs. Workout / Exercise equipment similar to Stratford Town Hall Gym

3. Do you have any additional comments?

Look forward to moving forward ASAP

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

☑ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

Walking track
pickleball courts

3. Do you have any additional comments?

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☑ Yes or ☐ No

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   New Community Center

3. Do you have any additional comments?

   Renovate Rink to maximize life span.

Sherwood Master Plan Public Consultation #2 – Feedback Form

1. Do you feel the needs of the community are reflected in the options provided for this master plan? Please provide any additional comments below.

   ☐ Yes or ☐ No

   I hope that we can make improvements to rink + office space.

2. Which type of spaces should be prioritized in the final plan? (For example: program space, basketball courts, etc.?)

   Sherwood Fairdale Skating Club is a big part of Cody Parks. We would like more space for our own programming

3. Do you have any additional comments?

   Can we have a rink that is open all year. We offer skating 12 months of the year but have to go to 4 different rinks.

   skating president spsc @ gmail.com

Email #1

Our son attends Sherwood School - we drop him off and pick him up there on a regular basis. He also plays minor hockey at Cody Banks arena. As a result, this property is well used by our amily and we are thrilled to see the redevelopment take shape!

Some site design items we hope the team will consider, regardless o the design option selected moving orward:

- **Parking placement**: a site design best practice is to locate the parking lot at the side or rear o the building as this maintains vehicular access/parking, while enhancing pedestrian access, circulation and sa ety. It would also substantially improve the Maple Ave streetscape and add vibrancy to the Sherwood neighbourhood as a whole - imagine sa ely driving/walking/cycling by the new acility and seeing it activated by lots o un recreation activities through the floor-to-ceiling windows versus seeing asphalt and cars blocking the view o this beauti ul community acility.
- **Safety**: Sherwood School currently has a "bike bus" and lots o kids/parents/senior residents o Sherwood use the Maple Ave sidewalk and bike lane to access the school, recreational space or as a orm o exercise. As a result, pedestrian/cyclist sa ety, access and circulation should be top o mind or both the City o Charlottetown and architectural design team. Under current site conditions - we have requently witnessed 'near misses' between pedestrian/cyclist and drivers, both at the Cody Banks site access/egress and within the parking lot. We sincerely hope that this will be remedied through the redevelopment process.
- **Parking usage**: Whether intended or not - most Sherwood School parents and staff currently use Cody Banks arena parking lot daily to drop off/pick up kids, attend school events, etc. The Government o PEI is also currently allowing sporting groups and organizations to book school gymnasiums or use a ter-school hours which could urther increase usage o this parking space. As a result, we think its important that the parking design be completed in coordination with the Government o PEI/School officials, and that designers consider such things as shared access/egress and/or shared/consolidated parking areas to acilitate movement to/ rom both acilities and minimize traffic conflicts/disruption along Maple Ave. The School and Recreational acilities are extremely complimentary and well loved community uses - this is an extraordinary opportunity or the School/City to working collaboratively to make this portion o Maple Ave a vibrant hub or the Sherwood and broader Charlottetown area. This collaborative design approach will

inevitably necessitate a lot more time and effort on the part o the City but we are certain it will make an invaluable contribution to this neighborhood or generations to come.

Many thanks or all your team's hard work on this extremely important project and considering our eedback! We look orward to the above-noted considerations being addressed in uture design iterations!

Email #2

I am writing to express Athletics PEI's support or the proposed Sherwood Sport and Recreation Complex Master Plan. In particular, our organization votes or Option B to be the final plan.

Our training group has been growing steadily in the past ew years, but the lack o locations to train sa ely during the all and winter has seriously hindered the growth o track and field on the island. We currently train on the indoor walking track at UPEI, which is not conducive to maximizing athletic potential and is unsa e with so many athletes using it at the same time. We would heartily welcome a new walking track, particularly the size o the track outline in Option B. It would be a game-changer or our organization, and we look orward to any updates provided on this project.

DSRA Architecture Inc.

Prepared for:

City of Charlottetown

CODY BANKS ARENA – BUILDING CONDITION ASSESSMENT

May 2026

Second Draft

EXECUTIVE SUMMARY

DSRA Architecture Inc., in collaboration with CTS Engineering and MCW Maricor, undertook a Building Condition Assessment and Report (BCR) for the Cody Banks Arena, located at 58 Maple Ave, Charlottetown, PEI. The building was constructed in 1973. The building has a gross floor area of approximately 3170 sqm. The following report contains detailed information regarding the condition of existing building systems, their remaining life span, and the cost to repair or replace systems to elevate and maintain the building in a generally good state of repair.

The building was found to be in “Poor” condition, with approximately $1,300,000 worth of critical repairs required immediately to bring the building into a state of “Good” condition, with a projected $3,130,000 of needed expenditure required over the next five years to remain in “Good” condition.

Our review of the building condition is based on an independent evaluation of each building system or element. Each building discipline (Architectural, Structural, Mechanical and Electrical) has evaluated the condition of systems based on their professional knowledge and experience. The key information following from this assessment includes:

1. The current condition of the system - "Good", "Fair", "Poor", or "Critical".
2. The estimated remaining life of the system - the year it will reach a state of "Poor" condition, short of “Critical” condition.
3. The cost to repair or replace the system - thus bringing it to a state of "Good" condition.

It's important to emphasis that the condition of any particular system is assessed independently of the others. As such, the relative priority or timing of system replacement or repair is not considered in this report- as this relative priority is often a subjective decision best determined by the Owner.

An example is the comparison of the system D3030 - Cooling Generation System (ice plant cooling tower) and system D2020.01 - Exterior Windows, in Table 1.1. Both systems are identified as being in poor condition and therefore requiring replacement in 2026. There is certainly an argument to be made that the condition and potential failure of the ice-making plant is of higher priority than the exterior window system - i.e. without ice there is no ice rink. But the failure of a window system could lead to undetected water ingress within the exterior wall, which could lead to the failure of interior partitions, floor and wall finishes, equipment loss, mould growth, poor air quality, and health issues. So, while the replacement of the window system could be delayed for schedule or funding reasons, it’s important that the risk of failure is understood and mitigated; for example, quarterly window inspections could help mitigate the risk of failure and damage.

We have highlighted in yellow the building systems we’ve assessed to require immediate replacement of repair to achieve compliance with current codes and standards. However, not all code compliance issues need to be addressed immediately. We recommend a discussion with local authorities to assess and negotiate a pathway and timeline for code compliance – there is certainly some flexibility for existing building, so called “Grandfathering” on less critical code items.

Also, while many mechanical and electrical systems remain operational, they have exceeded their typical service life and are at

increased risk of failure. These components should be scheduled for replacement in the near future, following the upgrade or replacement of items currently identified in yellow as being in critical condition.

The assessment information provides the costing and timing to bring each individual system into a state of "good" condition - some systems require immediate attention to achieve this goal/state, while others are many years away. However, it is not necessary that all building systems achieve a state of "Good" condition for the building as-a-whole to be deemed as such. We have simply provided the most expedient timeline to mitigate the risk of critical failure and the costs it might incur. So, while we have identified approximately $1.5M in imminent repairs and replacement for 2026, it is certainly reasonable for the Owner to develop their own schedule for repair and replacement of systems based on critical needs, funding, and risk management strategies.

A summary of necessary repair costs for the next five years is provided in Table 1.1, below:

Table 1.1 - 5 Year (2026-2030) Requirements

Uniformat	System Name	Budget
2026		
B2020.001	Exterior Windows	$42,000
B2010.002	Steel Moment Frames	$2,000
C1010.001	Interior Wall Partitions	$52,856
C3020.001	Interior Floor Finish	$243,629
C3030.04	Ceiling Finish	$94,793
C2010.001	Interior Stairs	$102,837
D2010	Plumbing Fixtures	$70,500
D3030	Cooling Generating Systems	$64,605
D3040	Distribution Systems	$29,972
D3050	Terminal & Package Units	$41,536
D3050	Terminal & Package Units	$45,445
D5012	Power Distribution	$75,000
D5012	Power Distribution	$35,000
D5012	Power Distribution	$165,000
D5012	Power Distribution	$75,000
D5012	Power Distribution	$37,500
D5022	Lighting	$92,920
D5022	Lighting	$16,261
D5037	Fire Alarm System	$10,500
A1010.001	Grading	$2,000
G2020.002	Bollards	$7,439
	Total 2026	**$1,306,793**
2027		
B3010.001	Entrance Canopy - Shingles	$2,500
C3010.005	Interior Wall Finish - Paint	$27,728
C1000.00	Dressing Room Restrooms (Including Showers)	$146,735
D2090	Other Plumbing Systems	$27,500

D3010	Energy Supply	$30,000
D3020	Heating Generating Systems	$5,000
G2020.003	Parking Lot - Asphalt Pavement	$317,238
E1020.001	Dressing Room Equipment and Furnishing	$23,100
F1040.005	Ice Rink	$506,999
	Total 2027	**$1,086,800**
2028		
A1030.001	Slab Settlement Along West Wall (Bleachers)	$15,000
B2010.001	Exterior Cladding - Metal Panel	$252,046
B2030.004	Overhead Exterior Doors - Manual	$7,599
C1010.005	Interior Wall Partitions - Interior Windows	$14,051
C3010.005	Interior Wall Finish - Other Finishes	$72,216
D3040	Distribution Systems	$13,694
	Total 2028	**$374,606**
2029		
B2010.001	Exterior Cladding - Wood Siding	$2,061
	Total 2029	**$2,061**
2030		
D3020	Heating Generating Systems	$20,670
D3030	Cooling Generating Systems	$179,704
D3040	Distribution Systems	$39,926
D4030	Fire Protection Specialties	$12,201
D5033	Communications	$75,000
D5033	Communications	$32,522
	Total 2030	**$360,023**
	Total Budget for Next Five (5) Years	**$3,130,282**

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1 INTRODUCTION AND PURPOSE

1.1 PROJECT GOALS

The City of Charlottetown is trying to determine the condition of Cody Banks Arena, including all its components, and looking for recommendations for the maintenance needs (1-2 years) and necessary capital replacements for the next 10-years (2025 to 2035).

1.2 SCOPE OF WORK

DSRA Architecture Inc. was engaged by the City of Charlottetown to conduct a Building Condition Assessment (BCA) for Cody Banks Arena. The complete study was undertaken from September 30, 2025, to March 2026.

1.2.1 BUILDING CONDITION ASSESSMENT

- Comprehensively assess the structural, functional, and operational components of the existing condition of Cody Banks Arena.
    - Conduct visual site inspections to assess the condition of the building's elements.
    - Categorize and conduct detailed assessments of each building element based on the ASTM Uniformat II classification system.
- Provide a maintenance plan and 10-year capital plan for Cody Banks Arena, including necessary repairs, upgrades and improvements, considering both short-term and long-term costs.

1.3 GENERAL CONTEXT

Cody Banks Arena is located at 58 Maple Ave, Charlottetown, PEI. It is a sports arena built in 1973. The facility has an ice rink during hockey season. In the off-season, the arena is booked for a variety of special events. In the mezzanine, the Maplewood Room is a banquet facility available for special functions. The building is owned by the City of Charlottetown, and directly operated by the Charlottetown Parks and Recreation Department.

1.4 CONSULTANT TEAM

As the leading consulting entity, DSRA Architecture has curated a team of sub-consultants to conduct an assessment of the building's architectural, structural, mechanical, and electrical elements.

This evaluation includes review of existing drawings and documents, on-site inspections, discussions with key stakeholders, and analysis of observed conditions.

The Project Team involved in the Building Condition Assessment is:

Prime Consultant:	DSRA Architecture Inc.
Principal Architect:	Peter Connell, NSAA, RAIC, P. Eng.
Project Architect:	Xiaoming Gao, NSAA, B.Arch
Intern Architect:	Lilian Ho, NSAA (Intern), M.Arch
Engineering Consultants:	
Structural Engineer:	Ryan Kelley, P.Eng. CTS Engineering
Mechanical Engineer:	Scott Shreenan, P.Eng. MCW Maricor
Electrical Engineer:	Timothy Dulenty, P.Eng. MCW Maricor

2 EXISTING CONDITIONS

2.1 EXISTING DOCUMENTATION

Architectural: The following documentation was provided by the City of Charlottetown and reviewed by DSRA as part of the process of preparing this BCA.

- "Original Drawings of Cody Banks" – original 1972 drawing set
- "Sherwood Sportsplex Building Condition Audit 1999"
- "Cody Banks Arena Elevator Expansion" – 2011 drawing set
- "Cody Banks Expansion" – unused planned addition drawn in 2017
- Public Works GIS data for Maple Avenue

Structural: Original Building Plans were provided to CTS Engineering LTD.

Mechanical: The following documentation was provided by the City of Charlottetown and reviewed by MCW as part of the process of preparing this BCA.

- Original Cody Banks Arena Drawings
- 1999 Sherwood Sportsplex Building Condition Audit Report
- Cody Banks Arena Elevator Expansion Drawings

Electrical: The following documentation was provided by the City of Charlottetown and reviewed by MCW as part of the process of preparing this BCA.

- Original Cody Banks Arena Drawings
- 1999 Sherwood Sportsplex Building Condition Audit Report
- Lighting upgrade for ice lighting and various luminaires throughout building.

2.2 EXISTING BUILDING PLANS

The existing building layout of Cody Banks Arena is represented in Figure 2.2 on the following page, ground and mezzanine floor plans. The existing building design information has been compiled from information provided from:

- "Original Drawings of Cody Banks" – original 1972 drawing set
- "Cody Banks Arena Elevator Expansion" – 2011 drawing set
- "Cody Banks Expansion" – unused planned addition drawn in 2017
- Renovations and Changes observed during September 2025 Site Visit

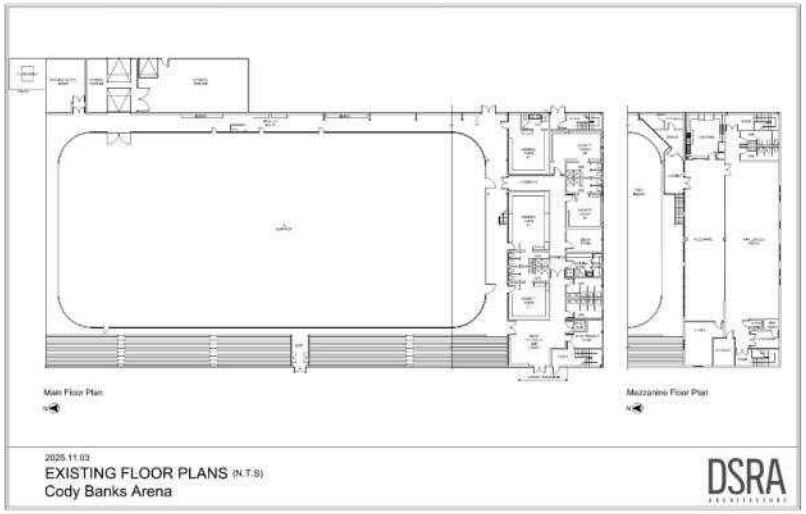


Figure 2.2: Existing Floor Plans (N.T.S) for Cody Banks Arena

2.3 BUILDING PROFILE

Building Name	Cody Banks Arena
Address	58 Maple Ave, Charlottetown, PE C1A 6E7
Building Type	Sports Arena
Year of Construction	1973
Parking Description	One (1) outdoor parking lot (87 parking spaces)
Gross Floor Area (GFA)	3170 sqm
No. of Floors above Grade	Two (2) Floors
No. of Floors below Grade	None
No. of Elevators	One (1)

2.4 BUILDING HISTORY & PAST RENOVATIONS

Architectural:

- 2010: Roof replacement.
- 2010: Upstairs Kitchen/Canteen renovation.
- 2021: Dressing room and washroom renovation.
- 2022: Rubber mats replacement in arena and dressing rooms.
- 2023: Public washrooms, and front entry to meeting room renovation.

For all building systems without provided renovation data, we will move forward with the assumption that they are original to the building's construction year of 1973.

Structural:

The Cody Banks Arena was constructed in 1973 and measures approximately 110 feet wide by 242 feet long, with its primary entrance facing west toward Maple Avenue. The structure consists of steel moment frames spanning east to west at 20-foot intervals along the building's length, supporting 12-inch-deep steel purlins and a standing seam metal roof. The building is founded on an 8-inch-thick concrete perimeter frost wall with large concrete pilasters located at each moment frame. The south end of the building is two storeys and contains locker rooms, washrooms, and offices on the main level, with an observation and recreation room on the second level, which includes a kitchen and concessions area.

A building condition audit completed in 1999 indicated that settlement had occurred along the north end of the building. A few years prior to the audit, remediation was undertaken that involved injecting expanding foam beneath the slab to re-level it, reinforcing the north wall with buttresses, and constructing a bulkhead along the west end of the header trench. The audit noted that, following remediation, the north foundation wall had shifted approximately 1 1/8 inches northward, accompanied by a vertical crack between the second and third buttresses. Step cracking was also observed in the west masonry wall between the rink and the refrigeration and Zamboni rooms located at the northwest corner of the building. Evidence of previous repairs, including mortar patching and spray foam application, was visible in these areas.

The recent construction of Sherwood School, located directly north of the Arena, altered the surrounding site grading. It was reported that the exterior grade along the north side of the arena was lowered, and the access road that originally ran adjacent to the building was removed to accommodate a steeper grade descending toward the new school's parking lot.

It was further reported that the building's metal roof was replaced within the past few years, and a dormer was recently installed above the west exit door located near the center of the west wall. The

dormer was added to redirect sliding ice and snow away from the exit. Additionally, a new steel stair and platform were installed to provide access to the second-level observation room.

Mechanical:

The Cody Banks arena was constructed in 1973 with an ammonia ice plant and steam heating throughout the building. In the late 1990's the ice plant was refreshed with new compressors and cooling tower. Rooftop air handling units have been added over the years to provide cooling for the second level of the building. In 2011 a small elevator addition was made to the building, providing additional access to the Maplewood room. In general, the mechanical equipment has been replaced on an as needed basis with no major mechanical recapitalization renovations taking place.

Electrical:

The Cody Banks arena was constructed in 1973 with a 400A, 600V, 3P, 3W service. At the time of original design the service entrance disconnect, utility meter, and main splitter were located in the ice plant mechanical room.

Over the building life, and as mechanical upgrades within the space occurred, the minimum clearance in front of electrical has been compromised. Additionally the open sump tank for the cooling tower should not be located near a source of electrical 600V power.

The building has undergone small upgrades such as a few panel replacements in 2007, fire alarm replacement in 2016, and dry-type transformer replacement in 2024. These upgrades may be reused, however it will create challenges and constraints for the new design.

3 BUILDING CONDITION ASSESSMENT

3.1 TERMS OF REFERENCE

To ensure a methodical approach, the Building Condition Assessment (BCA) adopts the ASTM Uniformat II classification, where each building element is meticulously examined and classified into the designated categories:

- A - Substructure
- B - Shell
- C - Interiors
- D - Services
- G - Building Site Work
- E - Equipment and Furnishings
- F – Spatial Structures

We began evaluation by conducting a detailed examination of the site, considering factors such as land condition, external infrastructure, and environmental factors that may impact the building. This initial step allowed us to establish a contextual understanding of the site's surroundings and their potential influence on the building's condition.

Next, we focused on individual site service systems and components. This involved inspecting elements such as landscaping, drainage systems, utility connections, parking areas, and other relevant site-specific features. By examining these components individually, we were able to assess their functionality, identify any signs of wear or damage, and evaluate their impact on the overall site condition.

We further delved into assessing individual building systems and components. This included scrutinizing systems such as HVAC, plumbing, electrical wiring, lighting, fire protection, and security systems, interior partitions, bleachers, and accessibility standards. By conducting a detailed examination of these systems, we aimed to identify any issues, deficiencies, or areas requiring maintenance or potential renewal.

Additionally, the BCA presents:

- A summary of projected capital expenditures over the initial ten-year period.
- Analysis of the Current Replacement Value (CRV) and Facility Condition Index (FCI).

Budget estimates utilize reputable references such as R.S. Means, and DSRA Architecture’s comprehensive cost data, incorporating the insights of engineering consultants. The budget breakdown includes labor and material costs, contingency funds, and soft costs for engineering and project management.

It is important to acknowledge that while the CRV represents the total cost required for asset replacement conforming to contemporary construction standards, event costs are tailored to the specific requirements of each event and may involve the remediation of existing components. Consequently, the CRV and event costs may not manifest a direct proportional correlation.

3.1.1 LIMITATIONS

It is important to acknowledge that thorough and comprehensive evaluation depends on factors such as access permissions, site conditions, and available resources. Despite adherence to industry standards, certain limitations arose during the assessment, affecting

the depth of the evaluation. It is crucial to highlight these limitations to ensure a clear understanding of the assessment's scope and identify potential areas that may require further investigation. The following sections outline the specific constraints encountered in the assessment's architectural, civil, structural, mechanical, and electrical aspects.

3.1.1.1 ARCHITECTURAL LIMITATIONS:

- **Roof Accessibility:** Limited access to the roof impeded comprehensive inspection.
- **Visual Assessment Only:** The assessment relied solely on visual inspections, without conducting any testing.
- **Generalized Assessment Scope:** The assessment focused on overall facility condition rather than delving into granular details, potentially overlooking specific issues.

3.1.1.2 STRUCTURAL LIMITATIONS:

During the inspection of the Cody Banks Arena, access to several key structural components was limited due to existing finishes and building use. The majority of the concrete floor slab was concealed beneath the ice surface, preventing direct observation of its condition. The building foundations were below grade and therefore not visible for inspection. Additionally, interior wall and ceiling finishes restricted access to the underlying framing and connections. Most of the roof structure within the rink area was covered by a plastic membrane, further limiting visibility of the steel purlins and roof framing members. As a result, this assessment is based solely on the visible and accessible portions of the structure at the time of inspection.

3.1.1.3 MECHANICAL LIMITATIONS:

- **Visual Assessment Only:** The assessment relied solely on visual inspections, without conducting any testing.
- **Generalized Assessment Scope:** The assessment focused on overall facility condition rather than delving into granular details, potentially overlooking specific issues.

3.1.1.4 ELECTRICAL LIMITATIONS:

- **Visual Assessment Only:** The assessment relied solely on visual inspections, without conducting any testing.
- **Generalized Assessment Scope:** The assessment focused on overall facility condition rather than delving into granular details, potentially overlooking specific issues.

3.1.2 ASSUMPTIONS

The findings and recommendations in this report are based on comprehensive assessments derived from data obtained through building site assessments, drawings, reports, and insights provided by the property management staff. Despite efforts to gather accurate data, certain limitations, such as inaccessible areas and limited documentation, have necessitated assumptions made to ensure a comprehensive assessment.

3.1.2.1 ARCHITECTURAL ASSUMPTIONS:

- **Data Accuracy:** The information used in this report is gathered from building site assessments, drawings, reports, and insights provided by the property management staff. It is assumed that the provided information is accurate and reliable.

- **Equipment Age:** In cases where the actual age of the equipment and building elements could not be obtained from the equipment plate or documents, the ages have been assumed based on information provided by the property management staff, equipment condition, and the building's age.

- **Budget Estimates:** The budgets outlined in this report are estimated in today's Canadian Dollar. Considering the challenges in determining the precise condition of the equipment, its peripherals, and the scope of work during replacement, a contingency allowance for equipment peripherals, such as electrical connections, piping, connections to the fire alarm system, etc., has been included in the Equipment Replacement Costs.

3.1.2.2 STRUCTURAL ASSUMPTIONS:

It has been assumed that the Cody Banks Arena was originally constructed in general accordance with the design drawings and specifications prepared at the time of construction in 1973. The structural design would have been carried out in accordance with the applicable edition of the National Building Code of Canada (NBC) and the Canadian Institute of Steel Construction (CISC) Design Manual in effect during that period. The primary structural system—comprising of steel moment frames, 12-inch deep steel roof purlins, and concrete perimeter frost walls with reinforced pilasters—is presumed to remain as originally designed, unless otherwise modified by documented renovations.

Known alterations include the installation of an elevator system and the addition of a new interior steel stair and platform assembly providing access to the second-level observation area. No other significant structural modifications are known at this time. As most structural elements are concealed by wall and ceiling finishes, this review assumes that hidden framing and connections remain in good condition and continue to perform as intended under design load conditions.

3.1.2.3 MECHANICAL ASSUMPTIONS:

- **Data Accuracy:** The information used in this report is gathered from building site assessments, drawings, reports, and insights provided by the property management staff. It is assumed that the provided information is accurate and reliable.

- **Equipment Age:** In cases where the actual age of the equipment and building elements could not be obtained from the equipment plate or documents, the ages have been assumed based on information provided by the property management staff, equipment condition, and the building's age.

- **Budget Estimates:** The budgets outlined in this report are estimated in today's Canadian Dollar. Considering the challenges in determining the precise condition of the equipment, its peripherals, and the scope of work during replacement, a contingency allowance for equipment peripherals, such as electrical connections, piping, connections to the fire alarm system, etc., has been included in the Equipment Replacement Costs.

3.1.2.4 ELECTRICAL ASSUMPTIONS:

- **Data Accuracy:** The information used in this report is gathered from building site assessments, drawings, reports, and insights provided by the property management staff. It is assumed that the provided information is accurate and reliable.

- **Equipment Age:** In cases where the actual age of the equipment and building elements could not be obtained from the equipment plate or documents, the ages have been

assumed based on information provided by the property management staff, equipment condition, and the building's age.

- **Budget Estimates:** The budgets outlined in this report are estimated in today's Canadian Dollar. Considering the challenges in determining the precise condition of the equipment, its peripherals, and the scope of work during replacement, a contingency allowance for equipment peripherals, such as electrical connections, piping, connections to the fire alarm system, etc., has been included in the Equipment Replacement Costs.

3.2 ARCHITECTURAL SUMMARY

DSRA conducted a site visit on September 29, 2025, to assess the condition of the facility's architectural systems. The state of the facility was assessed with a site walkthrough with facility staff, taking photographs and documenting observations about the current condition of the systems.

The architectural assessment conducted at the Cody Banks Arena indicates an overall fair to poor condition of the building, with many architectural systems nearing the end of their life cycle. Significant investment is required to upgrade the facility and bring it up to modern standards.

While certain architectural elements of the Cody Banks Arena require immediate attention, exterior cladding and accessibility upgrades, others are in relatively good condition, such as the wall partitions and restrooms. Addressing the identified issues through repairs and replacements will be crucial in maintaining the functionality, safety, and visual appeal of the arena.

With proper maintenance, the arena has the potential to serve another 5-10 years.

3.2.1 ASSET DETAILS

Shell:

- **Exterior Cladding:** Cody Banks Arena's exterior cladding system is a combination of white metal siding, stone veneer, and a small amount of black wooden panels on its entrance canopy.
- **Exterior Windows:** Cody Banks Arena has twenty-one (21) exterior windows with aluminium frames.
- **Exterior Doors:** The building has two (2) pairs of aluminium storefront doors at its main entrance. There are six (6) additional painted steel service doors. There are also three (3) overhead doors installed to allow Zambonis and other machinery move in and out of the arena.
- **Roof System:** The roofing system of the building is standing seam metal roof system. The entrance canopy uses asphalt roofing shingles.

Interiors:

- **Wall Partitions:** The facility includes many kinds of interior partitions, including gypsum board partition wall, wood partitions, and concrete block. The facility also has glass partitions at the mezzanine level to allow spectators to view activities on the rink.
- **Interior Doors:** Some of the facility's doors are single wood doors while some are metal double doors. These doors vary in size and feature hinges and swinging mechanism. In addition to the regular swinging doors, there facility has some folding and sliding doors, including the large sliding doors that separate the Maplewood Room from the Mezzanine area.
- **Interior Wall Finish:** The finish for the interior walls include paint and ceramic tile.
- **Interior Floor Finishes:** Floor finishes used throughout the facility include rubber mats, exposed concrete, quarry tile, vinyl tile and wooden floorboards.
- **Ceiling Finishes:** The ceiling finishes used throughout the facility include gypsum board ceiling and acoustic ceiling tiles.

Above the rink, the steel beam supporting the roof is exposed and the underside of roof above the rink is covered by plastic membrane.

- **Washrooms and Showers:** The washrooms in the facility are equipped with basic facilities, including sinks and toilet stalls. The five (5) washrooms connected to the dressing rooms each have two (2) showers, for a total of ten (10) showers in the facility.
- **Indoor Stairs:** There are three (3) interior staircases in the building.

Equipment and Furnishing:

- **Dressing Rooms:** There are five (5) dressing rooms. Equipment is fairly basic, consisting of benches and hooks.
- **Kitchen:** The kitchen on the mezzanine floor is responsible for the catering for this facility, including kitchen equipment and cabinets.
- **Elevator:** There is one (1) elevator in this facility.
- **Bleachers:** This arena uses wooden bleacher style seating.

Other Spatial Structures:

- **Ice Rink:** A system of dasher boards and shielding surrounds the ice pad. There are two (2) player benches. Rink gates allow for user access to the ice pad. There is a Zamboni entrance connecting to the Zamboni storage room. A protective hockey net hangs around the edge of the ice pad.

3.2.2 CONDITION SUMMARY

The facility's architectural systems mostly range from *poor to fair working condition*, though one system (the exterior windows) has reached critical condition, with cracked glass observed. The facility's age is apparent when assessing the condition of its systems, showing clear wear and tear, aging finishes, and damage. Both functionality and aesthetic appeal have been reduced as a result.

Given the building's age (over 50 years), most of the architectural systems have reached the end of their estimated service life and should be scheduled for replacement or renewal in 2027.

3.3 STRUCTURAL SUMMARY

3.3.1 ASSET DETAILS

- **Foundations:** Concrete perimeter frost wall with large pilasters at the building's column locations approximately every 20 feet along the length of the building. A slab-on-grade foundation supports the ice surface, with intermediate frost walls beneath the interior load-bearing concrete masonry walls that support the two-storey portion of the building at the south end.
- **Superstructure – Primary Framing:** Steel moment frames spanning east–west at approximately 20-foot intervals along the building's length. These frames provide the primary gravity and lateral load resistance for the arena structure.
- **Roof Framing:** 12-inch-deep steel purlins span between the moment frames and support the standing seam metal roof system. The roof framing is laterally braced with diagonal steel members to provide stability and load distribution across the building's width and has cross braced bays at each end of the arena.
- **Floor Framing (Two-Storey Section):** The two-storey south section utilizes reinforced concrete floor slabs supported on concrete masonry walls and structural steel beams. This floor system supports the observation area, recreation space, kitchen, and concessions.
- **Walls:** The exterior walls consist of steel framing with horizontal metal girts that support a 4-inch-thick brick or stone veneer. The veneer provides both aesthetic and protective functions for the building envelope. The interior walls supporting the second-storey areas are constructed from load-bearing CMU, while interior partition walls are primarily wood or metal stud framing. The brick veneer appears to have been covered by metal siding since the original construction
- **Roof System / Envelope:** A standing seam metal roofing system is installed over steel purlins. The roof acts as a diaphragm to transfer lateral forces to the moment frames and provides the primary weather protection for the arena interior. The main entrance has a shed roof that is attached to the building and supported on wood posts at the far end and finished with asphalt shingles.

3.3.2 CONDITION SUMMARY

Foundations:

Settlement was observed in the previous building condition audit along the north side of the building. Buttress walls were added to the exterior face of the north wall prior to the 1999 audit to stabilize it; however, that audit reported that the wall had since moved approximately 1½ inches north following the installation of the buttresses. During the current building condition assessment, step cracks were observed in the wall perpendicular to the north wall that separates the rink and the Zamboni room. These cracks, which had been previously repaired, appear to have reopened with hairline separations in the mortar joints, suggesting that some degree of settlement may still be occurring.

It was also observed that the exterior grade along the north side of the building has been altered, with the removal of the roadway that previously existed along that side and the creation of a slope down to the newly constructed school parking lot. Although no immediate structural concerns were identified during this inspection, it is recommended that the walls along the north side of the building

continue to be monitored periodically to determine if movement is ongoing.

Settlement in the floor slab was also observed along the west wall beneath the arena bleachers, where a continuous crack approximately six feet from the west exterior wall was noted, with the slab sloping downward toward the wall. The concrete pilasters supporting the steel moment frames appear unaffected, and the issue seems confined to the interior slab. The concrete masonry walls forming the exit corridor in the center of the building show evidence of previous repairs that have since reopened, indicating that settlement is likely continuing. It is recommended that a geotechnical engineer be consulted to determine the cause of the settlement, and that the slab be repaired and leveled using foam injection to stabilize the area along the western wall.

Inspection of the foundation walls from the exterior was limited; however, cracks were observed in the western wall. These cracks should be repaired using epoxy injection to prevent water infiltration and restore wall integrity. Ground clearance along the south and northeast sides of the building appeared to be nearly at grade. The National Building Code of Canada (NBCC) requires a minimum clearance of 6 inches between the top of the foundation wall and the exterior grade to prevent moisture wicking and subsequent deterioration of structural elements.

Superstructure:

The steel moment frames appear to be in good condition overall, with the exception of corrosion observed on some of the anchor bolts at the column bases. It is recommended that the corrosion be removed using a wire brush, and that the affected nuts be replaced one at a time to maintain structural stability. The base plates should then be cleaned, primed, and painted to reduce further corrosion and deterioration.

Roof Framing:

The roof framing was largely concealed by a ceiling membrane; however, the limited areas that were visible appeared to be in good condition. Some localized repairs to the roofing membrane are required, and if corrosion of the steel roof purlins is observed during these repairs, the undersigned should be contacted to review the condition and revise the repair recommendations as necessary.

Roof System / Envelope:

It was reported that the standing seam metal roof was replaced within the last few years, and it appeared to be in generally good condition. However, several roof penetrations for plumbing vents were observed to be improperly installed. The vents pass through the standing seams of the roof, with the rubber boot flashing bent across the raised seam. This installation method is not compliant with standing seam roofing guidelines, as it weakens the panel's structural integrity and increases the likelihood of leakage. It is recommended that these areas be reviewed by a licensed roofer and that the vents be relocated or the panels reinforced as necessary.

The metal siding located on the northwest corner of the building was observed to have flaking paint. It is recommended that the affected surfaces be cleaned, prepped, and repainted to protect the wall assembly from corrosion. The shed roof located at the main entrance on the west side of the building was observed to be in poor condition, with asphalt shingles at the end of their service life and visible wood rot at the base of the support posts. The wood cladding appears to wrap around concealed steel posts that could not be inspected at the time of the site visit. It is recommended that the rotted wood be

removed and the steel posts inspected for corrosion. If significant corrosion is found, the undersigned should be contacted to determine appropriate repair measures.

Floor Framing:

The floor framing within the two-storey portion of the building was not fully visible due to finishes; however, no significant signs of structural distress were observed in the accessible areas. Minor cracking in the concrete floor slab near door thresholds and partition walls appears to be the result of normal shrinkage and settlement and does not currently represent a structural concern. Continued monitoring is recommended to ensure that no progressive movement occurs. The guardrails and handrails on the staircase located in the Zamboni room do not meet the current requirements of the **National Building Code of Canada (NBCC).** The existing guardrail was measured to be approximately 32 inches in height, whereas a minimum height of 42 inches is required. The handrails were measured at approximately 31 inches and should be a minimum of 34 inches above the stair nosing to comply with code. Additionally, the lower stairs in this area lack a guard or handrail on one side, posing a safety hazard. It is recommended that these stairs be redesigned and upgraded under the direction of a structural engineer to meet NBCC requirements and improve user safety.

Overall Structural Condition Summary:

Overall, the structural systems of the Cody Banks Arena are in generally *fair to good condition* for a building of its age. The primary steel moment frame superstructure appears sound, with only localized maintenance required at the column base plates. Areas of concern are primarily related to ongoing settlement along the north and west portions of the building, as well as deficiencies in secondary structural elements such as the concrete floor slab and the exterior envelope components. The recently replaced metal roof is in good condition; however, several roof penetrations have been installed improperly and should be reviewed and corrected by a qualified roofing contractor. The condition of the stair systems within the Zamboni room presents a code compliance and safety concern that should be addressed promptly through redesign and reconstruction in accordance with the National Building Code of Canada.

With continued maintenance, periodic monitoring of the foundation and slab settlement, and timely repair of the noted deficiencies, the structure is expected to perform adequately and safely for the foreseeable future.

3.4 MECHANICAL SUMMARY

3.4.1 ASSET DETAILS

- **Elevator & Lift:** The elevator lifting system was installed in 2011 and remains in good condition.
- **Plumbing Fixtures:** The plumbing fixtures consists of the water closets, the lavatories and the showers and were installed during the original construction. The fixtures are in fair condition considering their age.
- **Domestic Water Distribution:** The domestic water distribution system consists of both domestic hot and cold water piping to supply the water closets, the lavatories and the shower. The domestic water system also include the entrance meter. The meter and piping both date from the original construction and are in fair condition.
- **Sanitary Waste:** The building sanitary waste piping dates from the original construction and is in fair condition.
- **Rain Water Drainage:** The rain water drainage system consist of a sloped roof complete with gutters to direct rain water away from the building. The system was installed in 2001 and is in good condition.
- **Domestic hot water tank:** The domestic hot water tank is an electric 20 gallon tank. Since it was installed in 2024, The domestic hot water tank is in good condition.
- **Flood Water Heating System:** The Zamboni flood water system consist of an indirect domestic hot water tank and is heated by a small oil-fired boiler. The system was installed in 2012 and is in poor condition due to visible corrosion.
- **Oil Tanks:** The building has two (2) oil tanks. The first oil tank is located outdoors and serves the boiler while the other tank is located indoors and serves the flood water heater. Both tanks were replaced in 2014 and are currently in good condition.
- **Propane tank:** The building propane tank is located outdoors and was installed during the original construction in 1973. The propane tank is in fair condition; however, it is approaching the end of its life.
- **Oil-Fired Boiler:** The oil-fired boiler is located in the furnace room and provides heat to the facility via steam. It was installed in 2019 and is in fair condition; however, the boiler already has a small amount of corrosion.
- **Condensate Return Tank: The** main condensate return tank is located in the furnace room and was installed during the original construction. Due to the large amount of corrosion, the condensate tank is in critical condition.
- **Propane Heaters:** The propane heaters are located above the seating area in the arena. They were installed in 2005 and are in good condition.
- **Ice Plant Compressors:** The two (2) ice plant compressors were replaced in 1998. Despite their age, they are in good condition.
- **Ice Plant Cooling Tower:** The ice plant cooling tower is located outdoor and was replaced in 1999. Due to the amount of corrosion, the cooling tower is deemed to be in poor condition.
- **Steam Piping and Traps:** The steam distribution system consists of piping throughout the facility and was installed in 1973 (original construction). The piping is in poor condition due to the amount of corrosion.
- **Dressing Room Air Handler:** The dressing room air handler is located in the furnace room and is completed with a steam heating coil. The air handler was installed during the original construction and is in fair condition despite its age.

- **Ice Plant Heat Exchanger:** The heat exchanger was replaced at the same time as the compressor, in 1998. It is in fair condition despite a small amount of corrosion.
- **Ice Plant Brine Distribution System:** The brine distribution system consists of PVC brine piping under the ice slab. It was installed during the original construction and remains in fair condition despite its age.
- **Ice Plant Brine Pump:** The brine pump was replaced in 2015 and is in good condition.
- **Cooling Tower Pump:** The cooling tower pump was replaced in 2008 and is in fair condition.
- **Steam Unit Heaters:** The steam unit heaters were installed during the original construction. However, they have received new steam traps. The units are in fair condition.
- **Rink Dehumidifier System:** The rink dehumidifiers were original installed in 1973. Two (2) out of the three (3) dehumidifiers were replaced sometime in the 2000s while the third one was replaced in 2015. They are in fair condition.
- **Packaged Rooftop Unit:** The rooftop air handling unit was installed in 1998 and is showing a strong amount of corrosion due to outdoor exposure, thus being in poor condition.
- **Fire Protection System:** The fire protection system was installed in 2008 and are in fair condition despite a small amount of corrosion.
- **Kitchen Hood:** The kitchen hood and fire suppression system were installed in 2015 and are in good condition.

3.4.2 CONDITION SUMMARY

After a condition assessment, it was determined that it would be preferable to replace some components in the facility. To summarize, the majority of the equipment is in *good or fair condition*. However, a number of components are heavily corroded and require to be replaced in a near future. The table 3.4.2.1 below gives a summary of each component's condition and recommendation:

Table 3.4.2.1: General Condition Summary

Name	Year Installed	Condition	Recommendation
Elevator Lift	2011	Good	Maintain and service as required
Plumbing Fixtures	1973	Fair	Shows signs of wear. Maintain as required.
Domestic Water	1973	Fair	Maintain and service as required.
Sanitary Waste	1973	Fair	Maintain and service as required.
Rainwater Drainage	2001	Good	Maintain and service as required.
DHWT	2024	Good	Maintain and service as required.
Flood water heater	2012	Poor	Replace to electric heating tank in future.
Oil Tanks	2014	Good	Maintain and service as required.
Propane Tank	1973	Fair	Replace due to age.
Oil-Fired Boiler	2019	Fair	Showing signs of early corrosion. Maintain and service as required.

Condensate Tank	1973	Critical	Considerably corroded with no insulation. Replace in near future.
Propane Heater	2005	Good	Maintain and service as required
Compressors	1998	Fair	Replace in the future due to age. Not in critical condition.
Cooling Tower	1999	Poor	Replace in near future. Upkeep maintenance until replacement.
Steam Piping	1973	Poor	Perform non-destructive test prior to insulating.
Air Handler	1973	Fair	Replace in near future due to age.
Heat Exchanger	1998	Fair	Insulate unit and service as required.
Brine Piping	1973	Fair	Maintain and service as required.
Brine Pump	2015	Good	Maintain and service as required
Cooling Tower Pump	2008	Fair	Maintain and service until the cooling tower is replaced.
Unit Heaters	1973	Fair	Replace due to age.
Dehumidifier	2015	Fair	Maintain and service as required.
Rooftop Unit	2012	Poor	Replace due to age and exposure to elements.
Sprinklers	2008	Fair	Maintain and service as required.
Kitchen Hood	2015	Good	Maintain and service as required.

3.5 ELECTRICAL SUMMARY

3.5.1 ASSET DETAILS

- **Main Service Disconnect:** Main Disconnect is located in ice plant mechanical room, adjacent to an open sump tank for cooling tower.
- **Pad Mount Transformer:** Transformer tank is showing signs of rust; this may cause a rupture in the future. Transformer vehicular protection is damaged and not protecting unit. Ground grid may also be damaged. Grading and level of transformer pad appears to be an issue, especially in thaw conditions.
- **Panels, Disconnects, Splitters:** Majority of power distribution disconnects, panels, and splitters have passed the end of their useful life.
- **Transformers – Dry Type:** The transformers appear to have been all replaced recently. There is a concern with the capacity on transformers as these were changed for efficiency upgrades prior to new renovations.
- **Panels and Disconnects:** Some panel boards for branch circuits were found to be of the newer era
- **Branch Circuit Devices:** Branch circuit devices are broken, loose in outlet boxes, need grounding wires, missing cover plate or portion of plate, and all are well beyond the expected useful life
- **Maintenance Disconnects:** Equipment disconnects are showing signs of failure, and are well beyond the expected useful life.
- **Exterior Luminaires:** Exterior lighting has all been changed to LED wall packs, however total illumination along building perimeter is not sufficient for security purposes.
- **Interior Luminaires:** Interior luminaires some have been replaced with LED tube lamps, and some are original. The recessed luminaires have cracked lens, and some pot lights in lounge are not working. Various incandescent lamp holders under bleachers, remainder of building lighting is newer LED.
- **Exit Signs:** All exit signs have been changed to running pictogram; however, a combination of plastic/steel signs have been used. Some of the signs need work.
- **Emergency Battery Packs:** Emergency lighting is completed with halogen type wall packs with batteries. Several units are plug in type, some units not working, some units have no battery life.
- **Fire Alarm Panel and Devices**: Fire alarm panel is newer, however, some devices appear to be original from 1973.
- **Fire Alarm and Supervisory Valves:** Some supervisory valves at the fire protection system do not appear to be monitored from the fire alarm input modules.
- **Data and Telecom:** Data and communications have been reworked since original construction and are approaching the end of their useful life.
- **Public Address / Audio System:** PA system throughout lounge and ice rink area appears to be combination of suppliers and products not by a single supplier. The system is still working, but without an annual report some components may be obsolete and others needing repair.

3.5.2 CONDITION SUMMARY

The overall condition of the electrical systems within the Cody Banks arena is *poor*. Majority of electrical distribution, electrical lighting, electrical branch circuits, disconnects, splitters, and communications are approaching or beyond the expected end of useful life. These systems have received relatively minor maintenance over the building

life span and will require replacement. Additionally, the code deficiencies observed which include open wiring, open junction boxes, and lack of clearance for maintenance for electrical equipment require immediate rectification.

Table 3.5.2.1: General Condition Summary

Name	Year Installed	Condition	Recommendation
Main Service Disconnect	1973	Critical	Replace and find a suitable new location.
Pad Mount Transformer	1973	Critical	Begin discussions with MECL to replace the service entrance.
Panels, Disconnects, Splitters	1973	Poor	Maintain and service as required until replacement.
Transformers – Dry Type	2022-2024	Good	Maintain and service as required.
Panels and Disconnects	2007	Good/Fair	Maintain and service as required.
Branch Circuit Devices	1973	Poor	Replace and repair devices as required.
Maintenance Disconnects	1973	Poor	Showing signs of failure, recommend replacement.
Exterior Luminaires	2007	Good	Maintain and service as required. Recommend additional exterior lights for better coverage.
Interior Luminaires	1973-2007	Fair	Recommend replacement of the majority of the system.
Exit Signs	2007 (est)	Fair	Repair mounting issues and recommend reviewing applications for more robust signage where subject to general abuse.
Emergency Battery Packs	1973	Critical	Various failures among the various vintages. Recommend replacement.
Fire Alarm Panel and Devices	2016	Fair	Maintain and service as required. Some deficiencies within the system noted, see B4.38
Fire Alarm and Supervisory Valves	N/A	Critical	Required fire alarm monitoring not possible with certain fire protection valves, recommend immediate upgrade.
Data and Telecom	2007	Fair	Replace in near future. Upkeep maintenance until replacement.
Public Address / Audio System	2007	Fair	Replace in near future. Upkeep maintenance until replacement.

3.6 CIVIL SUMMARY

DSRA conducted a site visit on September 29, 2025, to assess the condition of the facility's civil systems. The state of the facility was assessed with a site walkthrough with facility staff, taking photographs and documenting observations about the current condition of the systems.

3.6.1 ASSET DETAILS

Parking Lot: The parking lot is on the west side of the building and uses asphalt flexible pavement. Vehicle access is from Maple Avenue to the west.

Gravel Pathing: The access route to the back of the building is paved with gravel.

Bollards: Concrete and wooden bollards are positioned on the grounds to protect various outdoor machinery.

3.6.2 CONDITION SUMMARY

The facility's civil systems are generally in fair condition, though the parking lot is in poor condition and it is recommended that a major parking lot repair should be planned.

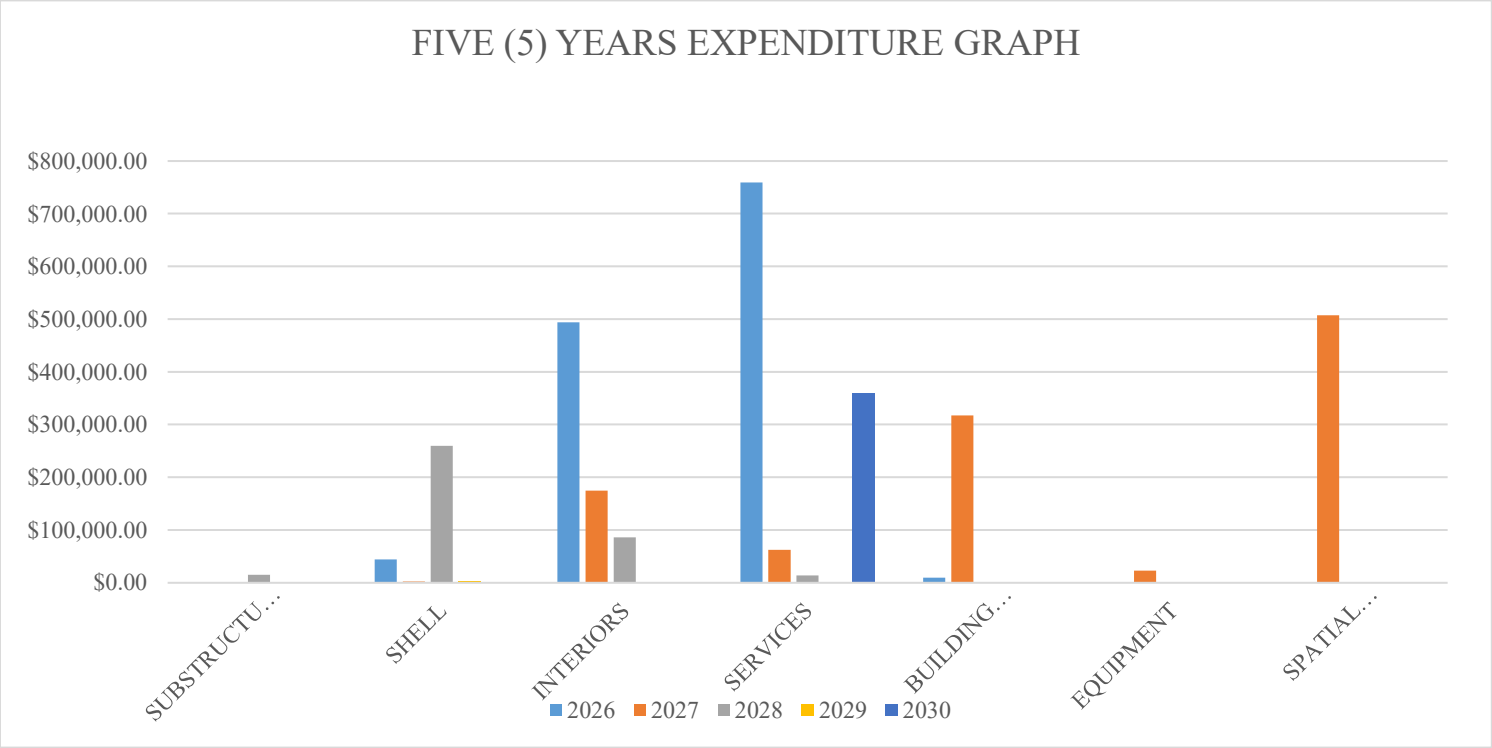
4 TEN (10) YEAR EXPENDITURE

Below is the expenditure overview for the building, spanning a 10-year period from 2026 to 2035. This comprehensive summary outlines the anticipated costs related to the extended maintenance, refurbishment, and enhancement of the facility. Over the next decade, the estimated expenses include regular maintenance, significant repairs, equipment replacements, technological upgrades, and compliance with evolving regulations and standards.

4.1.1 FIVE (5) YEARS EXPENDITURE CHART - 2026 TO 2030:

UNIFORMAT CLASS		FIVE (5) YEARS EXPENDITURE CHART- 2026 TO 2030				
		2026	2027	2028	2029	2030
A	SUBSTRUCTURE	$0.00	$0.00	$15,000.00	$0.00	$0.00
B	SHELL	$44,000.00	$2,500.00	$259,645.02	$2,060.50	$0.00
C	INTERIORS	$494,114.56	$174,463.23	$86,266.94	$0.00	$0.00
D	SERVICES	$759,239.00	$62,500.00	$13,694.00	$0.00	$360,022.50
G	BUILDING SITEWORKS	$9,439.07	$317,237.83	$0.00	$0.00	$0.00
E	EQUIPMENT	$0.00	$23,100.00	$0.00	$0.00	$0.00
F	SPATIAL STRUCTURES	$0.00	$506,999.16	$0.00	$0.00	$0.00
YEARLY TOTAL		**$1,306,792.63**	**$1,086,800.22**	**$374,605.96**	**$2,060.50**	**$360,022.50**
BUDGET FOR NEXT FIVE (5) YEARS		**$3,130,281.82**				

4.1.2 FIVE (5) YEARS EXPENDITURE GRAPH - 2026 TO 2030:



4.1.3 FIVE (5) YEARS DETAILED EXPENDITURE TABLE - 2026 TO 2030:

UNIFORM AT CODE	EXPENDITURE DESCRIPTION	FIVE (5) YEARS EXPENDITURE CHART- 2026 TO 2030				
		2026	2027	2028	2029	2030
A	**SUBSTRUCTURE**					
A1010.001	Foundations	$0.00	$0.00	$0.00	$0.00	$0.00
A1030.001	Slab Settlement Along West Wall (Bleach	$0.00	$0.00	$15,000.00	$0.00	$0.00
	TOTAL	**$0.00**	**$0.00**	**$15,000.00**	**$0.00**	**$0.00**
B	**SHELL**					
B2010.001	Exterior Cladding - Metal Panel	$0.00	$0.00	$252,046.08	$0.00	$0.00
B2010.001	Exterior Cladding - Stone Veneer Facing	$0.00	$0.00	$0.00	$0.00	$0.00
B2010.001	Exterior Cladding - Wood Siding	$0.00	$0.00	$0.00	$2,060.50	$0.00
B2020.001	Exterior Windows	$42,000.00	$0.00	$0.00	$0.00	$0.00
B2030.001	Exterior Doors	$0.00	$0.00	$0.00	$0.00	$0.00
B2030.004	Overhead Exterior Doors - Manual	$0.00	$0.00	$7,598.94	$0.00	$0.00
B2030.002	Aluminium Doors	$0.00	$0.00	$0.00	$0.00	$0.00
B3010.001	Metal Roofing Panels	$0.00	$0.00	$0.00	$0.00	$0.00
B3010.001	Entrance Canopy - Shingles	$0.00	$2,500.00	$0.00	$0.00	$0.00
B2010.002	Steel Moment Frames	$2,000.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$44,000.00**	**$2,500.00**	**$259,645.02**	**$2,060.50**	**$0.00**
C	**INTERIORS**					
C1010.001	Interior Wall Partitions	$52,855.58	$0.00	$0.00	$0.00	$0.00
C1010.005	Interior Wall Partitions - Interior Window	$0.00	$0.00	$14,051.18	$0.00	$0.00
C1020.001	Interior Doors - Swing Doors	$0.00	$0.00	$0.00	$0.00	$0.00
C1020.004	Interior Doors - Folding/Sliding	$0.00	$0.00	$0.00	$0.00	$0.00
C3010.005	Interior Wall Finish - Paint	$0.00	$27,728.00	$0.00	$0.00	$0.00
C3010.005	Interior Wall Finish - Other Finishes	$0.00	$0.00	$72,215.76	$0.00	$0.00
C3020.001	Interior Floor Finish	$243,629.06	$0.00	$0.00	$0.00	$0.00
C3030.04	Ceiling Finish	$94,792.64	$0.00	$0.00	$0.00	$0.00
C1000.00	Public Restrooms	$0.00	$0.00	$0.00	$0.00	$0.00
C1000.00	Dressing Room Restrooms (Including Sho	$0.00	$146,735.23	$0.00	$0.00	$0.00
C2010.001	Interior Stairs	$102,837.28	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$494,114.56**	**$174,463.23**	**$86,266.94**	**$0.00**	**$0.00**
D	**SERVICES**					
D1010	Elevators & Lifts	$0.00	$0.00	$0.00	$0.00	$0.00
D2010	Plumbing Fixtures	$70,500.00	$0.00	$0.00	$0.00	$0.00
D2020	Domestic Water Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D2030	Sanitary Waste	$0.00	$0.00	$0.00	$0.00	$0.00
D2040	Rain Water Drainage	$0.00	$0.00	$0.00	$0.00	$0.00
D2090	Other Plumbing Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D2090	Other Plumbing Systems	$0.00	$27,500.00	$0.00	$0.00	$0.00
D3010	Energy Supply	$0.00	$0.00	$0.00	$0.00	$0.00
D3010	Energy Supply	$0.00	$30,000.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$5,000.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$0.00	$0.00	$0.00	$20,670.00
D3030	Cooling Generating Systems	$0.00	$0.00	$0.00	$0.00	$179,704.00
D3030	Cooling Generating Systems	$64,605.00	$0.00	$0.00	$0.00	$0.00

D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$29,972.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$39,925.50
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$13,694.00	$0.00	$0.00
D3050	Terminal & Package Units	41,536.00	$0.00	$0.00	$0.00	$0.00
D3050	Terminal & Package Units	$0.00	$0.00	$0.00	$0.00	$0.00
D3050	Terminal & Package Units	$45,445.00	$0.00	$0.00	$0.00	$0.00
D4010	Sprinklers	$0.00	$0.00	$0.00	$0.00	$0.00
D4030	Fire Protection Specialties	$0.00	$0.00	$0.00	$0.00	$12,201.00
D5012	Power Distribution	$75,000.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$35,000.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$165,000.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$75,000.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$37,500.00	$0.00	$0.00	$0.00	$0.00
D5020	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$92,920.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$16,261.00	$0.00	$0.00	$0.00	$0.00
D5037	Fire Alarm System	$0.00	$0.00	$0.00	$0.00	$0.00
D5037	Fire Alarm System	$10,500.00	$0.00	$0.00	$0.00	$0.00
D5033	Communications	$0.00	$0.00	$0.00	$0.00	$75,000.00
D5033	Communications	$0.00	$0.00	$0.00	$0.00	$32,522.00
	TOTAL	**$759,239.00**	**$62,500.00**	**$13,694.00**	**$0.00**	**$360,022.50**

G	**BUILDING SITEWORKS**					
G2020.003	Parking Lot - Asphalt Pavement	$0.00	$317,237.83	$0.00	$0.00	$0.00
G2020.001	Gravel Pathing	$0.00	$0.00	$0.00	$0.00	$0.00
A1010.001	Grading	$2,000.00	$0.00	$0.00	$0.00	$0.00
G2020.002	Bollards	$7,439.07	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$9,439.07**	**$317,237.83**	**$0.00**	**$0.00**	**$0.00**

E	**EQUIPMENT**					
E1090.002	Kitchen - Equipment & Cabinets	$0.00	$0.00	$0.00	$0.00	$0.00
E1020.001	Dressing Room Equipment and Furnishin	$0.00	$23,100.00	$0.00	$0.00	$0.00
E1010.002	Elevator	$0.00	$0.00	$0.00	$0.00	$0.00
E2010.003	Bleacher Seating	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$0.00**	**$23,100.00**	**$0.00**	**$0.00**	**$0.00**

F	**SPATIAL STRUCTURES**					
F1040.005	Ice Rink	$0.00	$506,999.16	$0.00	$0.00	$0.00
	TOTAL	**$0.00**	**$506,999.16**	**$0.00**	**$0.00**	**$0.00**

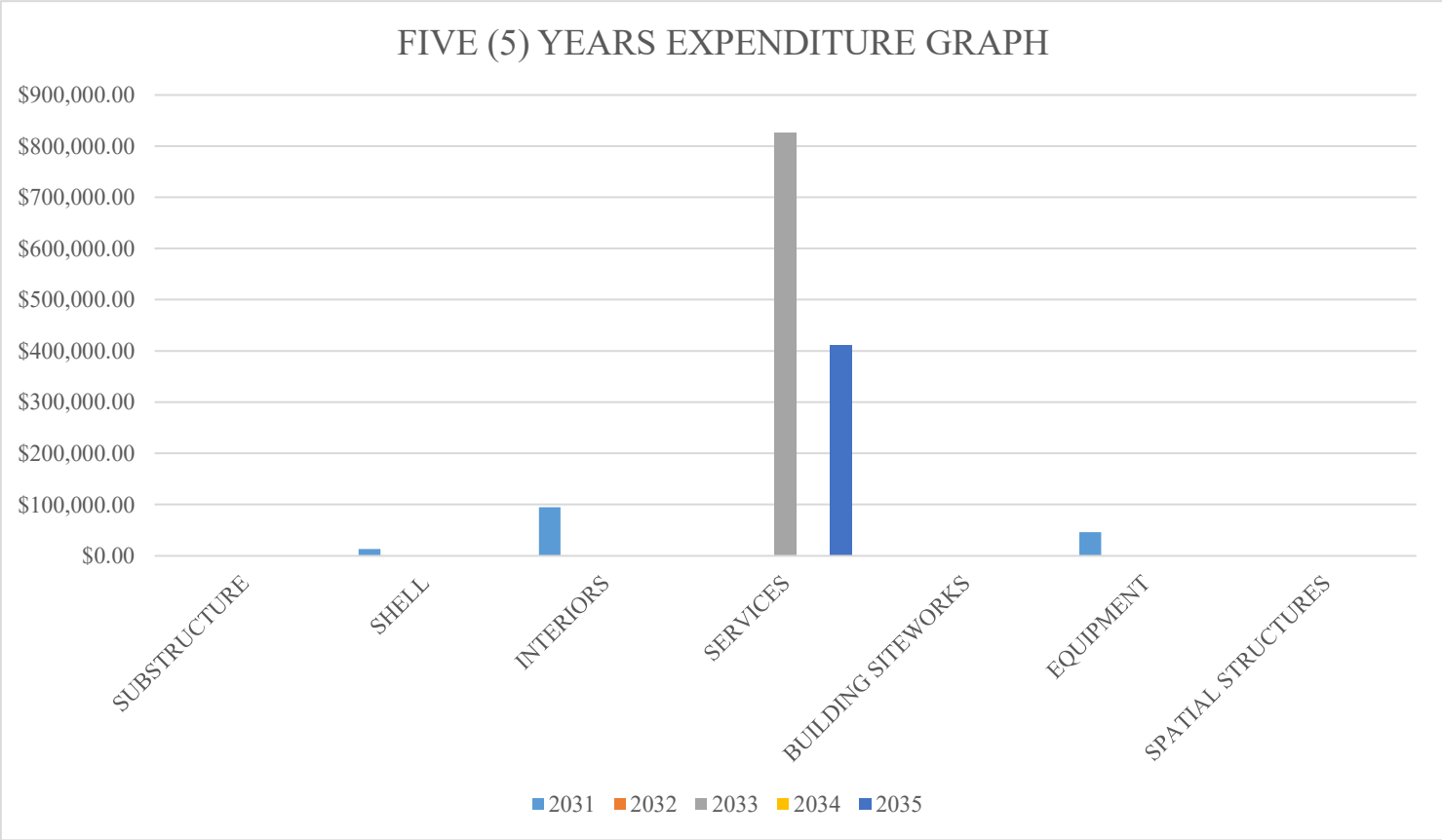
YEARLY TOTAL	**$1,306,792.63**	**$1,086,800.22**	**$374,605.96**	**$2,060.50**	**$360,022.50**
BUDGET FOR NEXT FIVE (5) YEARS	**$3,130,281.82**				

Repair Requirements
Renewal Requirements

4.1.4 FIVE (5) YEARS EXPENDITURE CHART - 2031 TO 2035:

UNIFORMAT CLASS		FIVE (5) YEARS EXPENDITURE CHART- 2031 TO 2035				
		2031	2032	2033	2034	2035
A	SUBSTRUCTURE	$0.00	$0.00	$0.00	$0.00	$0.00
B	SHELL	$12,769.92	$0.00	$0.00	$0.00	$0.00
C	INTERIORS	$94,318.03	$0.00	$0.00	$0.00	$0.00
D	SERVICES	$0.00	$0.00	$825,561.75	$0.00	$410,680.00
G	BUILDING SITEWORKS	$0.00	$0.00	$0.00	$0.00	$0.00
E	EQUIPMENT	$45,974.62	$0.00	$0.00	$0.00	$0.00
F	SPATIAL STRUCTURES	$0.00	$0.00	$0.00	$0.00	$0.00
YEARLY TOTAL		**$153,062.57**	**$0.00**	**$825,561.75**	**$0.00**	**$410,680.00**
BUDGET FOR NEXT FIVE (5) YEARS		**$1,389,304.32**				

4.1.5 FIVE (5) YEARS EXPENDITURE GRAPH 2031 TO 2035:



4.1.6 FIVE (5) YEARS DETAILED EXPENDITURE TABLE 2031 TO 2035:

UNIFORM AT CODE	EXPENDITURE DESCRIPTION	FIVE (5) YEARS EXPENDITURE CHART- 2031 TO 2035				
		2031	2032	2033	2034	2035
A	**SUBSTRUCTURE**					
A1010.001	Foundations	$0.00	$0.00	$0.00	$0.00	$0.00
A1030.001	Slab Settlement Along West Wall (Bleach	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
B	**SHELL**					
B2010.001	Exterior Cladding - Metal Panel	$0.00	$0.00	$0.00	$0.00	$0.00
B2010.001	Exterior Cladding - Stone Veneer Facing	$0.00	$0.00	$0.00	$0.00	$0.00
B2010.001	Exterior Cladding - Wood Siding	$0.00	$0.00	$0.00	$0.00	$0.00
B2020.001	Exterior Windows	$0.00	$0.00	$0.00	$0.00	$0.00
B2030.001	Exterior Doors	$12,769.92	$0.00	$0.00	$0.00	$0.00
B2030.004	Overhead Exterior Doors - Manual	$0.00	$0.00	$0.00	$0.00	$0.00
B2030.002	Aluminium Doors	$0.00	$0.00	$0.00	$0.00	$0.00
B3010.001	Metal Roofing Panels	$0.00	$0.00	$0.00	$0.00	$0.00
B3010.001	Entrance Canopy - Shingles	$0.00	$0.00	$0.00	$0.00	$0.00
B2010.002	Steel Moment Frames	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$12,769.92**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
C	**INTERIORS**					
C1010.001	Interior Wall Partitions	$0.00	$0.00	$0.00	$0.00	$0.00
C1010.005	Interior Wall Partitions - Interior Window	$0.00	$0.00	$0.00	$0.00	$0.00
C1020.001	Interior Doors - Swing Doors	$94,318.03	$0.00	$0.00	$0.00	$0.00
C1020.004	Interior Doors - Folding/Sliding	$0.00	$0.00	$0.00	$0.00	$0.00
C3010.005	Interior Wall Finish - Paint	$0.00	$0.00	$0.00	$0.00	$0.00
C3010.005	Interior Wall Finish - Other Finishes	$0.00	$0.00	$0.00	$0.00	$0.00
C3020.001	Interior Floor Finish	$0.00	$0.00	$0.00	$0.00	$0.00
C3030.04	Ceiling Finish	$0.00	$0.00	$0.00	$0.00	$0.00
C1000.00	Public Restrooms	$0.00	$0.00	$0.00	$0.00	$0.00
C1000.00	Dressing Room Restrooms (Including She	$0.00	$0.00	$0.00	$0.00	$0.00
C2010.001	Interior Stairs	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	**$94,318.03**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
D	**SERVICES**					
D1010	Elevators & Lifts	$0.00	$0.00	$0.00	$0.00	$15,000.00
D2010	Plumbing Fixtures	$0.00	$0.00	$0.00	$0.00	$0.00
D2020	Domestic Water Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D2030	Sanitary Waste	$0.00	$0.00	$0.00	$0.00	$0.00
D2040	Rain Water Drainage	$0.00	$0.00	$0.00	$0.00	$0.00
D2090	Other Plumbing Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D2090	Other Plumbing Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3010	Energy Supply	$0.00	$0.00	$0.00	$0.00	$0.00
D3010	Energy Supply	$0.00	$0.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3020	Heating Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3030	Cooling Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3030	Cooling Generating Systems	$0.00	$0.00	$0.00	$0.00	$0.00

D3040	Distribution Systems	$0.00	$0.00	$143,061.75	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$682,500.00	$0.00	$0.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$20,680.00
D3040	Distribution Systems	$0.00	$0.00	$0.00	$0.00	$0.00
D3050	Terminal & Package Units	$0.00	$0.00	$0.00	$0.00	$0.00
D3050	Terminal & Package Units	$0.00	$0.00	$0.00	$0.00	$0.00
D3050	Terminal & Package Units	$0.00	$0.00	$0.00	$0.00	$0.00
D4010	Sprinklers	$0.00	$0.00	$0.00	$0.00	$375,000.00
D4030	Fire Protection Specialties	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5012	Power Distribution	$0.00	$0.00	$0.00	$0.00	$0.00
D5020	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5022	Lighting	$0.00	$0.00	$0.00	$0.00	$0.00
D5037	Fire Alarm System	$0.00	$0.00	$0.00	$0.00	$0.00
D5037	Fire Alarm System	$0.00	$0.00	$0.00	$0.00	$0.00
D5033	Communications	$0.00	$0.00	$0.00	$0.00	$0.00
D5033	Communications	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL		**$0.00**	**$0.00**	**$825,561.75**	**$0.00**	**$410,680.00**

G	**BUILDING SITEWORKS**					
G2020.003	Parking Lot - Asphalt Pavement	$0.00	$0.00	$0.00	$0.00	$0.00
G2020.001	Gravel Pathing	$0.00	$0.00	$0.00	$0.00	$0.00
A1010.001	Grading	$0.00	$0.00	$0.00	$0.00	$0.00
G2020.002	Bollards	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

E	**EQUIPMENT**					
E1090.002	Kitchen - Equipment & Cabinets	$45,974.62	$0.00	$0.00	$0.00	$0.00
E1020.001	Dressing Room Equipment and Furnishin	$0.00	$0.00	$0.00	$0.00	$0.00
E1010.002	Elevator	$0.00	$0.00	$0.00	$0.00	$0.00
E2010.003	Bleacher Seating	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL		**$45,974.62**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

F	**SPATIAL STRUCTURES**					
F1040.005	Ice Rink	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

YEARLY TOTAL	**$153,062.57**	**$0.00**	**$825,561.75**	**$0.00**	**$410,680.00**
BUDGET FOR NEXT FIVE (5) YEARS	**$1,389,304.32**				

Repair Requirements
Renewal Requirements

5 DETAILED COMPONENT / EVENT ANALYSIS

The following subsections contain a detailed component and event analysis, including images. Each building element is meticulously examined and classified into the designated categories:

- A - Substructure
- B - Shell
- C - Interiors
- D - Services
- G - Building Site Work
- E - Equipment and Furnishings
- F - Spatial Structures

This analysis contains detailed suggestions for maintenance, repairs, and upgrades.

SUB SECTION 5.1 A - SUBSTRUCTURE:

5.1 - A - SUBSTRUCTURE	Cody Banks Arena, Charlottetown, PEI

5.1.1 A1010.001	Foundations

System Description: The buildings foundations consist of a perimeter frost wall with concrete pilasters that support steel moment frames. Concrete buttresses have been installed along the north wall to prevent further movement.

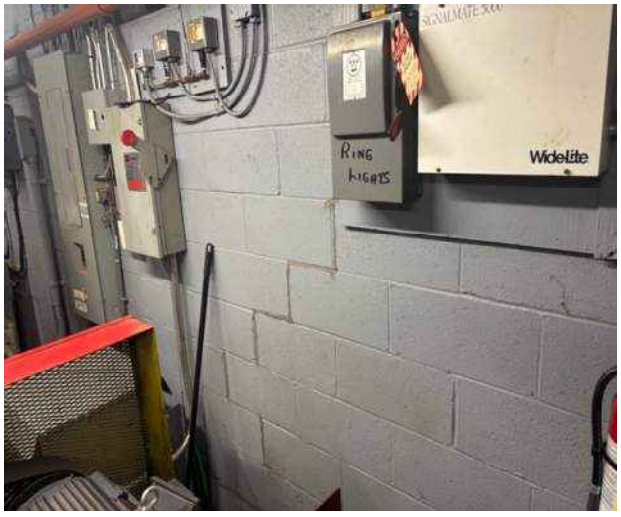
Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	0	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	0
Repair/Renewal Cost:	$0.00	**Year Remaining:**	N/A
Condition Rating:	fair	**Year of Replacement:**	N/A

Condition Assessment and Recommendation: Step cracks were observed in the perpendicular masonry walls that separate the rink from the zamboni and mechanical rooms located in the north east corner of the building. It is recommended that these areas be monitored peroodically to determine if the movement in ongoing. The ground clearance along the south end of the building was observed to be at grade. It is recommended that the exterior grade be lowered along this side of the building to provide 6 inches of exposed concrete to meet building code requirements.









North side Foundation Wall Settlement

5.1 - A - SUBSTRUCTURE	Cody Banks Arena, Charlottetown, PEI

5.1.2 A1030.001	Slab Settlement Along West Wall (Bleachers)

System Description: Settlement was observed along the west side of the building beneath the bleachers causing the masonry walls that form the corridor to the west exit to crack. Step cracking was observed in each of the walls and the slab has cracked approximately 6 feet from the wall and slopes downward to the west foundation wall.

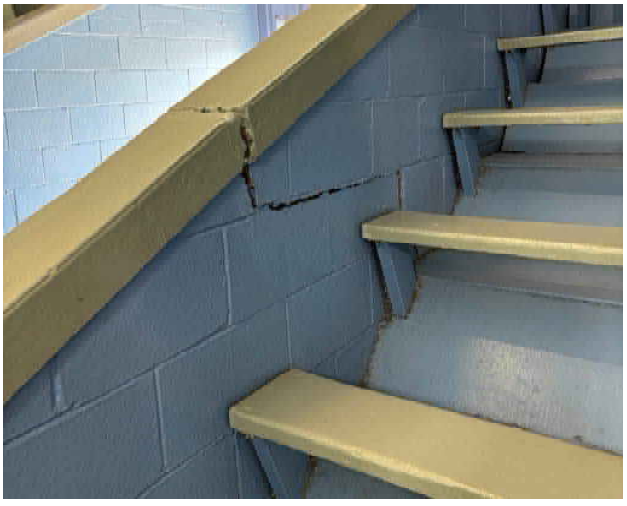
Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	0	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	50
Repair/Renewal Cost:	$15,000.00	**Year Remaining:**	2
Condition Rating:	fair	**Year of Replacement:**	2028

Condition Assessment and Recommendation: It is recommended that a geotechnical engineer be retained to determine the cause of the settlement. The masonry walls should be monitored perioitically to determine is the settlement is on going. The slab can be repaired and leveled using foam injection to stabilize the area along the western wall.









SUB SECTION 5.2 B - SHELL:

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.1a	B2010.001	Exterior Cladding - Metal Panel

System Description: The building incorporates steel panel as part of its exterior cladding system, delivering a blend of functionality and aesthetics. The cladding is painted white.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	880	**Year Installed:**	1973
Unit Rate:	$286.42	**Service Life:**	60
Repair/Renewal Cost:	$252,046.08	**Year Remaining:**	2
Condition Rating:	Poor	**Year of Replacement:**	2028

Condition Assessment and Recommendation: The exterior metal cladding and louvers, installed in 1973, are showing clear signs of wear, including dents, holes, bends and paint erosion. There is evidence of denting from cars backing into parking spaces, so installation of parking curbs is recommended. We noticed more mold growth on the north facing side of the building. At the back of the building are visible stains of previously removed graffiti. The protective coating appears to be deteriorating, which may increase susceptibility to corrosion, thermal expansion effects, and water infiltration, potentially affecting structural integrity and thermal performance. The insulation within the metal cladding appears to be insufficient and loosely fitted, which could compromise the building's thermal efficiency. It is recommended that the exterior cladding be replaced in 2028 to improve the building's energy efficiency and enhance its aesthetic and functional performance.









Metal Siding from Exterior

ADDITIONAL PHOTOGRAPHS

5.2.1a	B2010.001	Exterior Cladding - Metal Panel









Metal Siding from Exterior

ADDITIONAL PHOTOGRAPHS

5.2.1a	B2010.001	Exterior Cladding - Metal Panel









Metal Siding from Interior

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.1b	B2010.001	Exterior Cladding - Stone Veneer Facing

System Description: The building incorporates stone veneer as part of its exterior cladding system at the main entrance, delivering a blend of functionality and aesthetics.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	168	**Year Installed:**	1973
Unit Rate:	$874.83	**Service Life:**	75
Repair/Renewal Cost:	$146,971.78	**Year Remaining:**	23
Condition Rating:	Good	**Year of Replacement:**	2049

Condition Assessment and Recommendation: The facing stone appears to be in good condition, though there appears to be some staining from surrounding features being painted. The grout should continue to be monitored for cracking, and grout repairs undertaken if needed.







Exterior Stone Veneer Facing

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

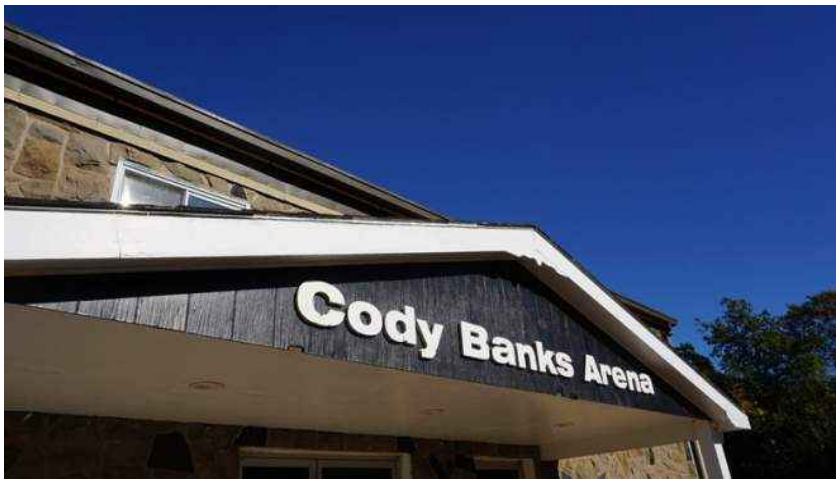
5.2.1c	B2010.001	Exterior Cladding - Wood Siding

System Description: The entrance canopy of the building is clad in wooden panels, painted black.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	5	**Year Installed:**	1973
Unit Rate:	$412.10	**Service Life:**	50
Repair/Renewal Cost:	$2,060.50	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2029

Condition Assessment and Recommendation: The wood panels are in poor condition, with panel wear visible due to exposure to weather elements. A few of the panels are visibly chipped with some pieces missing. To preserve its appearance, it is recommended to replace the wood panels in the near future.







Exterior Wood Cladding (Entrance Canopy)

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.2	B2020.001	Exterior Windows

System Description: The building originally had exterior windows with aluminium frames. The 1999 BCA report mentions that they were replaced in 1999. There are 21 total exterior windows.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	21	**Year Installed:**	1999
Unit Rate:	$2,000.00	**Service Life:**	30
Repair/Renewal Cost:	$42,000.00	**Year Remaining:**	0
Condition Rating:	Poor/Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The exterior windows of the facility range from poor to critical condition. On the majority of windows, the window frames are worn, with visible discoloration, scratches, and paint peeling. Window glass is dirty and stained with peeling and cracking window film. In critical instances, we noticed cracked frames with pieces missing, and cracked glass of the window itself. This poses safety issues due to the sharp edges and immediate risk for further breaking. All the exterior windows should be replaced immediately.






Windows from Interior

ADDITIONAL PHOTOGRAPHS

5.2.2	B2020.001	Exterior Windows









Windows from Interior

ADDITIONAL PHOTOGRAPHS

5.2.2	B2020.001	Exterior Windows









Windows from Exterior

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.3a	B2030.001	Exterior Doors

System Description: This system describes the regular exterior steel doors of the arena. There are 5 in total. Most have been painted blue.

Unit:	Per Leaf	**Inspection Date:**	Monday, September 29, 2025
Quantity:	4	**Year Installed:**	1973
Unit Rate:	$3,192.48	**Service Life:**	30
Repair/Renewal Cost:	$12,769.92	**Year Remaining:**	5
Condition Rating:	Poor	**Year of Replacement:**	2031

Condition Assessment and Recommendation: The exterior doors of the arena have reached the end of their service life. The condition is rated as Poor, indicating signs of wear and reduced functionality. It is recommended to replace the 4 doors in Poor condition with modern, durable, and energy-efficient doors to enhance security, accessibility, and thermal performance.









Exterior Doors

ADDITIONAL PHOTOGRAPHS

5.2.3a	B2030.001	Exterior Doors








Exterior Doors

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.3b	B2030.004	Overhead Exterior Doors - Manual

System Description: Overhead doors with manual operations are installed at various locations around the arena perimeter. These doors facilitate movement of machinery (such as zambonis) in and out of the arena.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	3	**Year Installed:**	1973
Unit Rate:	$2,532.98	**Service Life:**	30
Repair/Renewal Cost:	$7,598.94	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2028

Condition Assessment and Recommendation: The condition is rated as Poor, indicating that while they remain functional, they may require interim maintenance or minor repairs to ensure continued reliability. A full replacement is recommended to upgrade to modern, energy-efficient, and more durable overhead door systems.



Overhead Doors

ADDITIONAL PHOTOGRAPHS

5.2.3b	B2030.004	Overhead Exterior Doors - Manual







Overhead Doors

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.3c	B2030.002	Aluminium Doors

System Description: At the main entry point into the arena, storefront doors are utilized.

Unit:	Each Pair	**Inspection Date:**	Monday, September 29, 2025
Quantity:	3	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	30
Repair/Renewal Cost:	$19,159.70	**Year Remaining:**	15
Condition Rating:	Fair	**Year of Replacement:**	2041

Condition Assessment and Recommendation: The condition is rated as Fair, indicating signs of wear and reduced functionality. Although these doors are still functional, they do not meet the current National Building Code accessibility requirement. It is recommended to make necessary hardware improvements (estimated cost of $5000) to bring the front entrance door to accessibility standards, in 2026.









Storefront Doors

ADDITIONAL PHOTOGRAPHS

5.2.3c	B2030.002	Aluminium Doors







Storefront Doors

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.4a	B3010.001	Metal Roofing Panels

System Description: The roof is finished with a standing seam metal roof.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2621	**Year Installed:**	2010
Unit Rate:	$156.01	**Service Life:**	50
Repair/Renewal Cost:	$408,896.97	**Year Remaining:**	35
Condition Rating:	Fair	**Year of Replacement:**	2061

Condition Assessment and Recommendation: The roof was redone in 2010. It appears to be in Fair condition with no significant leaks or signs of major wear. Some of roof penetrations for the plumbing vents appear to have been improperly installed and are located over the standing seams of the roof, with the rubber boot bent across the raised seam. It is recommended that a licenced roofer be contracted to relocate the vent locations or the roofing panels reinforced as necessary. Otherwise, regular inspections should be conducted to check for any cracks, or surface deterioration. It is recommended to perform maintenance every 5 years, including cleaning and sealing reapplication, to ensure its continued effectiveness.









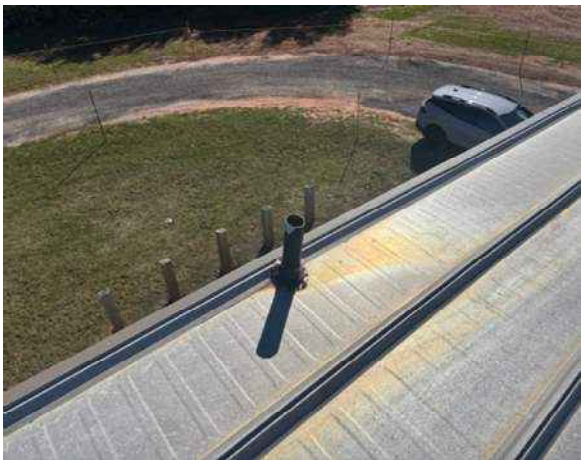
Metal Roofing

ADDITIONAL PHOTOGRAPHS

5.2.4a	B3010.001	Metal Roofing Panels













Metal Roofing & Roofing Vents

5.2 - B - SHELL	Cody Banks Arena, Charlottetown, PEI

5.2.4b	B3010.001	Entrance Canopy - Shingles

System Description: The building has a shed roof located over the building main entrance. It is attached to the building and is supported by posts at the far end. The roof is finished with asphalt shingles.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	14	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	20
Repair/Renewal Cost:	$2,500.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The asphalt shingles are at the end of their lifespan and need to be replaced. The wood cladding around the base of the two support posts is rotted and should be investigated further to ensure the interior steel post is in good condition. If found to contain corrosion it is recommended that the undersigned be contacted to determine the appropriate repair.



Entrance Canopy

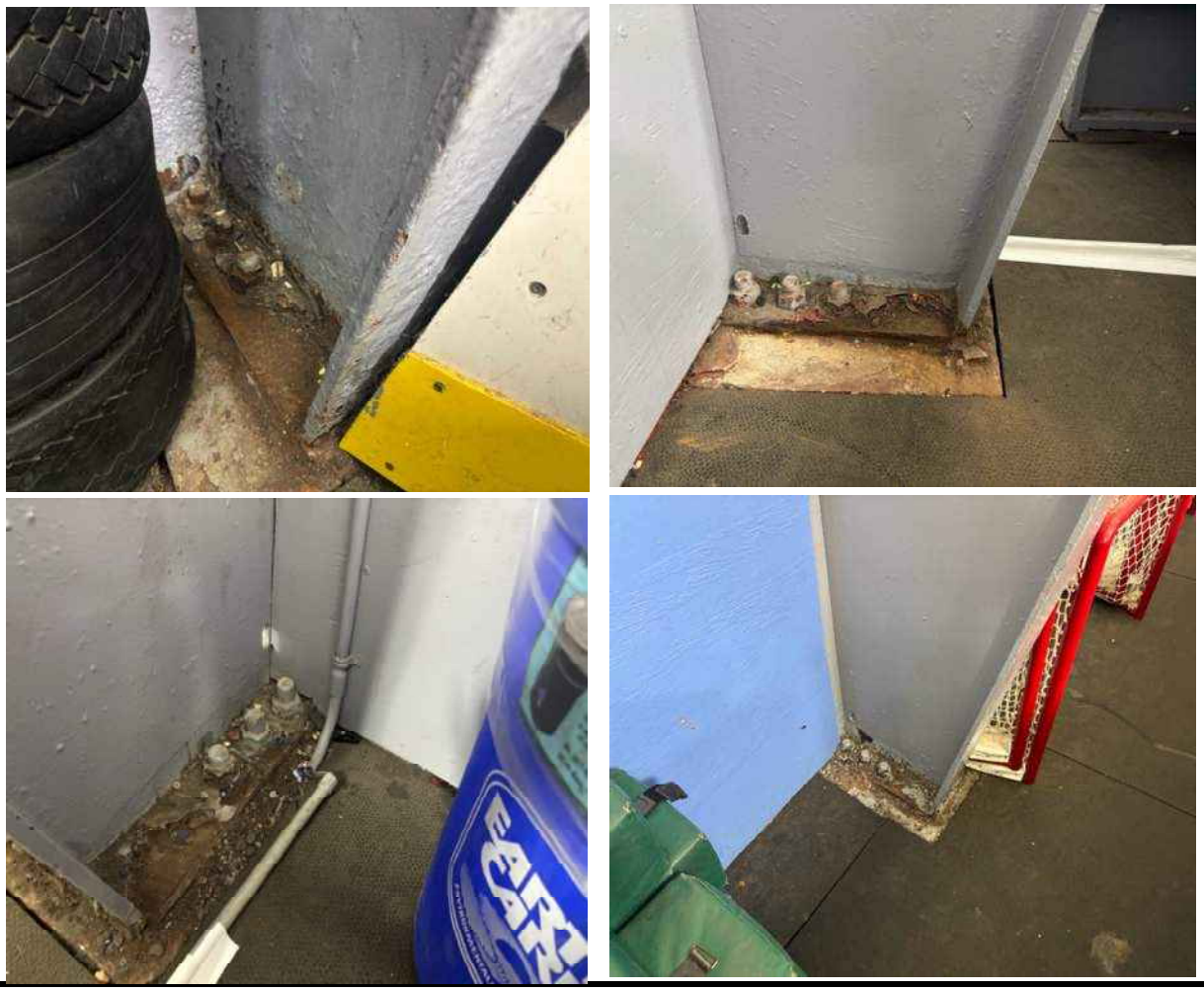
B.2 - B - Superstructure	Cody Banks Arena, Charlottetown, PEI

5.2.5 B2010.002	Steel Moment Frames

System Description: The Superstructure consists of steel moment frames which appear to be in good condition. Some of the anchor bolts along the east side of the building were observed to be corroded.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	0	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	50
Repair/Renewal Cost:	$2,000.00	**Year Remaining:**	0
Condition Rating:	poor	**Year of Replacement**	2026

Condition Assessment and Recommendation: It is recommended that the corroded nuts be removed and replaced one at a time and the base plates and anchor bolts cleaned with a wire brush to removed any corrosion. Once cleaned they should be primed and painted.



Corroded Moment Frame Bolts

SUB SECTION 5.3 C - INTERIORS:

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.1a	C1010.001	Interior Wall Partitions

System Description: This system includes all wall partitions, wooden partitions, drywall, concrete block, and other types of interior partitions. These walls provide structural support, durability, and sound insulation, contributing to the overall stability and functionality of the space. Wall openings allow for kitchen and canteen service.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	834	**Year Installed:**	1973
Unit Rate:	$63.38	**Service Life:**	50
Repair/Renewal Cost:	$52,855.58	**Year Remaining:**	0
Condition Rating:	Fair/Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The wall partitions of the facility are generally in Fair/Poor condition. Some cracking is observed on the concrete block walls. A hole was spotted in the drywall in the Maplewood Room on the second floor. Maintenance is required to fix these issues. At numerous points around the facility, the wall corner guards are seen to be cracked and broken. These should be replaced as soon as possible.





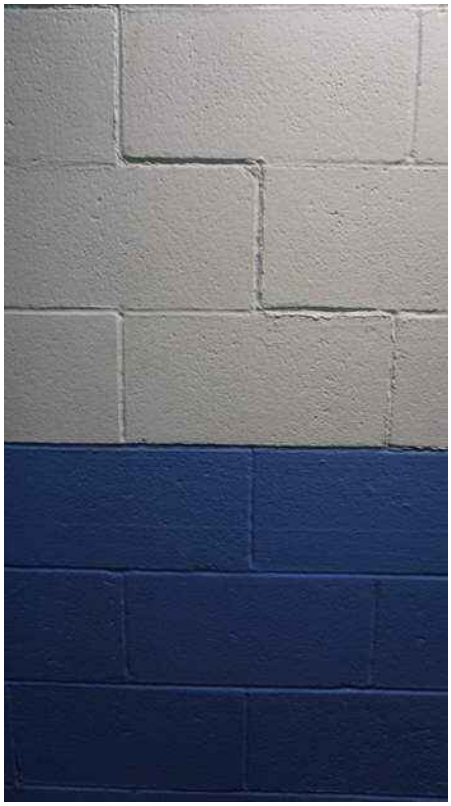




Interior Wall Partitions

ADDITIONAL PHOTOGRAPHS

5.3.1a	C1010.001	Interior Wall Partitions





Interior Wall Partitions

ADDITIONAL PHOTOGRAPHS

5.3.1a	C1010.001	Interior Wall Partitions













Interior Wall Partitions

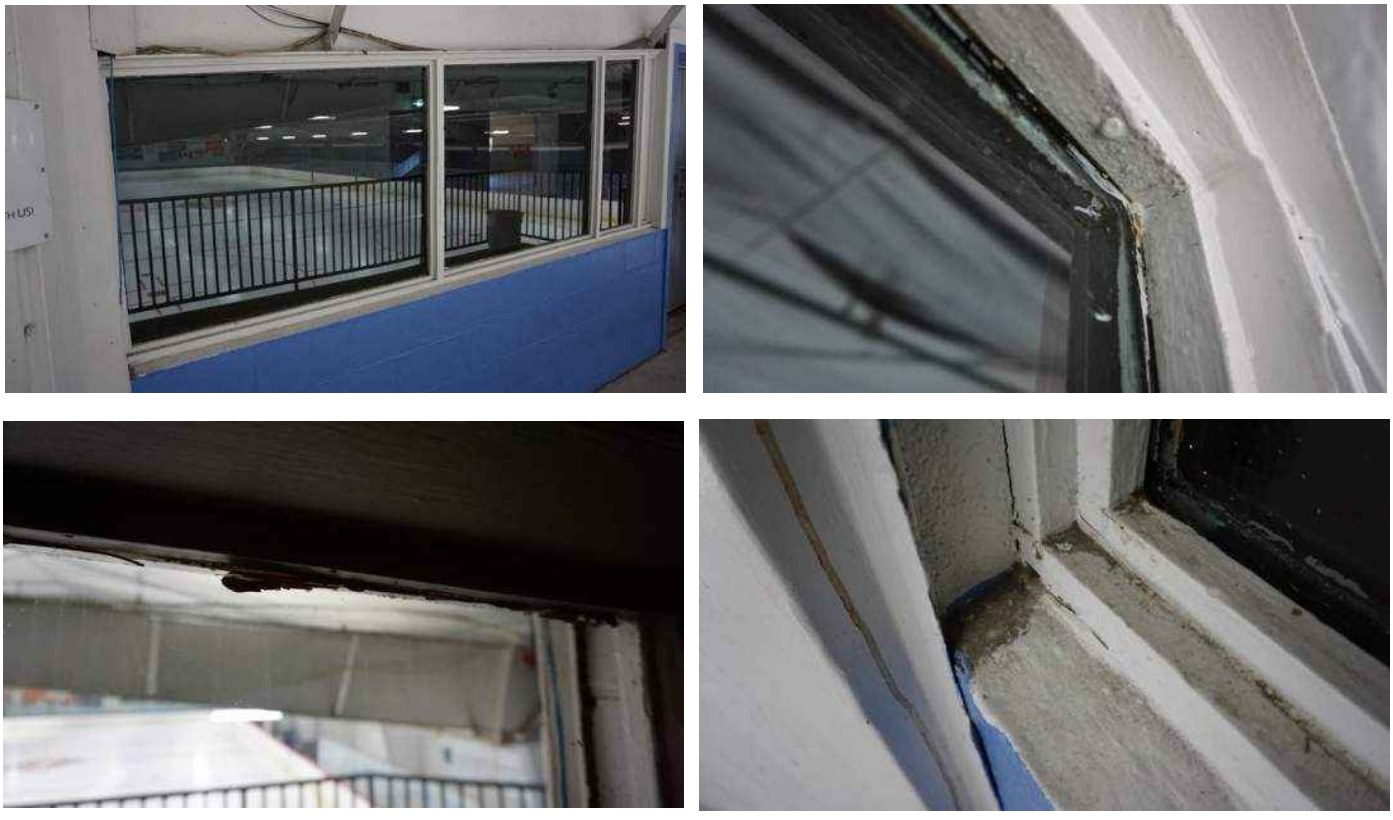
5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.1b	C1010.005	Interior Wall Partitions - Interior Windows

System Description: The interior windows along the Mezzanine wall provide opportunities for spectators to view activities happening on the ice rink.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	21.7	**Year Installed:**	1973
Unit Rate:	$647.52	**Service Life:**	50
Repair/Renewal Cost:	$14,051.18	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2028

Condition Assessment and Recommendation: The interior windows are generally in Poor condition. Some staining and paint peeling is visible on the window frames. As they have reached the end of their expected service life, it is recommended to replace this system as soon as possible.



Interior Windows

ADDITIONAL PHOTOGRAPHS

5.3.1b	C1010.005	Interior Wall Partitions - Interior Windows





Interior Windows

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.2a	C1020.001	Interior Doors - Swing Doors

System Description: This system includes all types and sizes of the interior doors. Some are single wood doors, and some are metal double doors. These doors vary in size and feature hinges and a swinging mechanism.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	46	**Year Installed:**	1973
Unit Rate:	$2,050.39	**Service Life:**	50
Repair/Renewal Cost:	$94,318.03	**Year Remaining:**	5
Condition Rating:	Fair/Poor	**Year of Replacement:**	2031

Condition Assessment and Recommendation: The condition of the interior swing doors ranges from Poor to Fair. There is evidence of wear and tear on all of the doors, with visible scratches, dents, and paint chipping. The hardware also shows signs of deteoriation and varying levels of rust. It is recommended to undergo a full replacement of the interior doors as soon as possible.







Interior Doors

ADDITIONAL PHOTOGRAPHS

5.3.2a	C1020.001	Interior Doors - Swing Doors













Interior Doors

ADDITIONAL PHOTOGRAPHS

5.3.2a	C1020.001	Interior Doors - Swing Doors









Interior Doors

ADDITIONAL PHOTOGRAPHS

5.3.2a	C1020.001	Interior Doors - Swing Doors















Interior Doors

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.2b	C1020.004	Interior Doors - Folding/Sliding

System Description: This system includes the interior wooden folding and sliding doors of the facility.

Unit:	Each Door Leaf	**Inspection Date:**	Monday, September 29, 2025
Quantity:	9	**Year Installed:**	1973
Unit Rate:	$1,234.72	**Service Life:**	50
Repair/Renewal Cost:	$11,112.48	**Year Remaining:**	15
Condition Rating:	Fair	**Year of Replacement:**	2041

Condition Assessment and Recommendation: The condition of the interior folding and sliding doors is Fair. Aside from minor wear and tear and discolouration, the doors remain functional.







Folding/Sliding Doors

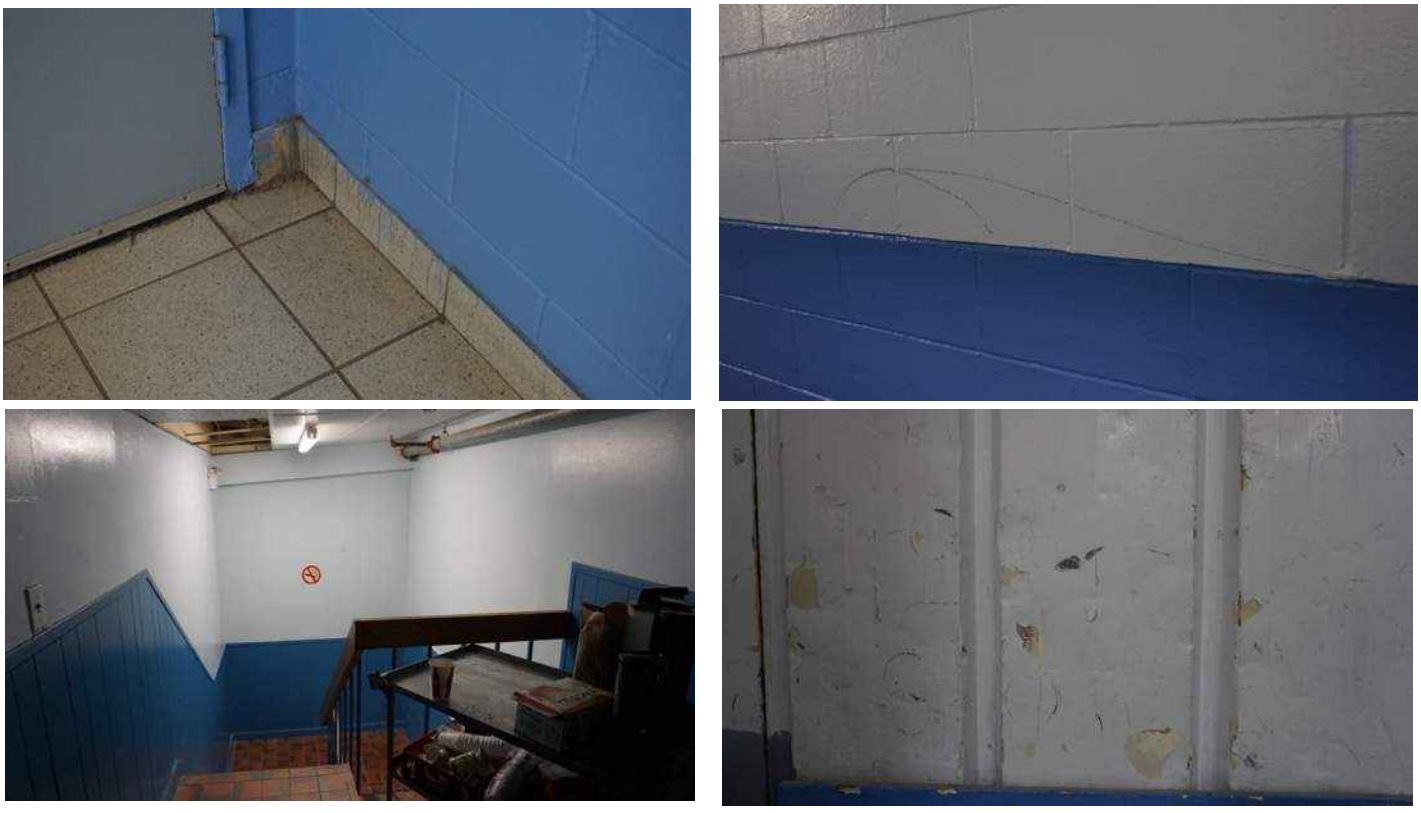
5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.3a	C3010.005	Interior Wall Finish - Paint

System Description: Paint finish for interior walls.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2000	**Year Installed:**	1973
Unit Rate:	$13.86	**Service Life:**	10
Repair/Renewal Cost:	$27,728.00	**Year Remaining:**	1
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: There are signs of fading, chipping, and surface deterioration in portions of the interior wall finish, especially in high traffic areas. The metal panels adjacent to the ice rink have suffered particular deterioration with the most scrapes. It is recommended to proceed with repainting, sealing, or staining as required to maintain aesthetic appeal and surface protection. Routine touch-ups may help extend the finish's lifespan.



Interior Wall Finish

ADDITIONAL PHOTOGRAPHS

5.3.3a	C3010.005	Interior Wall Finish - Paint








Interior Wall Finish

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.3b	C3010.005	Interior Wall Finish - Other Finishes

System Description: The finish for the interior walls include: wall tile and cladding.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	716	**Year Installed:**	1973
Unit Rate:	$100.86	**Service Life:**	10
Repair/Renewal Cost:	$72,215.76	**Year Remaining:**	2
Condition Rating:	Poor	**Year of Replacement:**	2028

Condition Assessment and Recommendation: There are signs of fading, chipping, and surface deterioration in portions of the interior wall finish, especially in high traffic areas. The metal panels adjacent to the ice rink have suffered particular deterioration with the most scrapes. It is recommended to proceed with repainting, sealing, or staining as required to maintain aesthetic appeal and surface protection. Replace the wall panels identified. Routine touch-ups may help extend the finish's lifespan.







Interior Wall Finish

ADDITIONAL PHOTOGRAPHS

5.3.3b	C3010.005	Interior Wall Finish - Other Finishes











Interior Wall Finish

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.4	C3020.001	Interior Floor Finish

System Description: The floor finishes include: rubber mat, exposed concrete, quarry tile, vinyl tile and wooden floorboards. Note all the rubber mats in the arena and dessing rooms was replaced in 2022.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1376	**Year Installed:**	1973
Unit Rate:	$177.06	**Service Life:**	25
Repair/Renewal Cost:	$243,629.06	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The floor finishes of the facility are in Poor condition due to heavy wear and aging. The flooring, particularly in high-traffic areas, shows signs of roughness and weathering, indicating significant deterioration from frequent use. Patchwork from previous repairs is visible, which lowers aesthetic appeal. It is recommended to plan for a full replacement. In the interim, localized repairs or resurfacing may be necessary to address safety concerns and maintain functionality until the complete overall.



Interior Floor Finish - Rubber Mat

ADDITIONAL PHOTOGRAPHS

5.3.4	C3020.001	Interior Floor Finish










Interior Floor Finish - Tile

ADDITIONAL PHOTOGRAPHS

5.3.4	C3020.001	Interior Floor Finish









Interior Floor Finish - Wooden Planks & Exposed Concrete

ADDITIONAL PHOTOGRAPHS

5.3.4	C3020.001	Interior Floor Finish















Interior Floor Finish - Vinyl Tile & Wood Panel

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.5	C3030.04	Ceiling Finish

System Description: The ceiling finish for the rooms and corridors of the building include: smooth and tiled finishes. Above the rink, the steel structure of the roof is left visible.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	860	**Year Installed:**	1973
Unit Rate:	$110.22	**Service Life:**	20
Repair/Renewal Cost:	$94,792.64	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The ceiling finishes of the facility, particularly the ceiling tile is in Poor condition overall. We noticed in the zamboni garage that there is an opening between the ceiling and mezzanine floor of that area, which is a safety hazard. We recommend repairs to be carried out here immediately. Staining, water damage and bent tiles are visible in many parts of the facility. It is recommended to replace the ceiling finishes immediately. After replacement, routine cleaning and minor repairs should be carried out to maintain the aesthetics and structural integrity of the ceiling system.



Painted Ceiling

ADDITIONAL PHOTOGRAPHS

5.3.5	C3030.04	Ceiling Finish

















Ceiling Tile

ADDITIONAL PHOTOGRAPHS

5.3.5	C3030.04	Ceiling Finish















Ceiling Tile

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.6a	C1000.00	Public Restrooms

System Description: The restrooms in the arena are equipped with basic facilities, including: sinks and restroom stalls. The public washrooms were renovated in 2023.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	4	**Year Installed:**	2023
Unit Rate:	$19,611.80	**Service Life:**	20
Repair/Renewal Cost:	$78,447.20	**Year Remaining:**	18
Condition Rating:	Fair	**Year of Replacement:**	2044

Condition Assessment and Recommendation: The restrooms are in Fair condition. Slight signs of wear are spotted on the finishes. The restrooms do not meet current building code accessibility requirements. It is advised to ensure all restrooms are upgraded to meet accessibility guidelines, including proper door widths, clear space, and fixtures.







Restroom Equipment

ADDITIONAL PHOTOGRAPHS

5.3.6a	**C1000.00**	**Public Restrooms**









Restroom Equipment

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.6	C1000.00	Dressing Room Restrooms (Including Showers)

System Description: The team dressing room and referee dressing room restrooms in the arena are equipped with basic facilities, including: sinks and restroom stalls. These restrooms also include shower facilities.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	6	**Year Installed:**	1973
Unit Rate:	$24,455.87	**Service Life:**	20
Repair/Renewal Cost:	$146,735.23	**Year Remaining:**	1
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The restrooms are in Poor condition. Signs of wear are spotted on the finishes. While partial replacements may have been carried out, the facilities do not comply with current accessibility standards. A complete replacement is recommended as soon as possible. It is advised to ensure all restrooms and showers are upgraded to meet accessibility guidelines, including proper door widths, clear space, and fixtures.









Restroom Equipment

ADDITIONAL PHOTOGRAPHS

5.3.6	C1000.00	Dressing Room Restrooms (Including Showers)















Restroom Equipment & Showers

5.3 - C - INTERIORS	Cody Banks Arena, Charlottetown, PEI

5.3.7	C2010.001	Interior Stairs

System Description: There are a number of interior staircases within the building.

Unit:	Each Flight	**Inspection Date:**	Monday, September 29, 2025
Quantity:	7	**Year Installed:**	1973
Unit Rate:	$14,691.04	**Service Life:**	75
Repair/Renewal Cost:	$102,837.28	**Year Remaining:**	23
Condition Rating:	Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The structure of the staircases are in Fair to Good condition. While the stair systems are functional, The guards and handrails on these stairs do not meet the National Building Code requirements. It is recommended that the railings be replaced replaced with one that meets these requirements to ensure continued safety and compliance with current building codes. We also note that the emergency escape stairway on the East side of the building is blocked by numerous stored items, which can cause tripping hazards in the event of an emergency, thus should be removed.







Stairs to Mezzanine

ADDITIONAL PHOTOGRAPHS

5.3.7	C2010.001	Interior Stairs















Emergency Escape Stairwells & Staircase in Zamboni Room (bottom)

SUB SECTION 5.4 D - SERVICES:

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.1 D1010	Elevators & Lifts

System Description: Elevator lifting equipment.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2011
Unit Rate:	$15,000.00	**Service Life:**	15
Repair/Renewal Cost:	$15,000.00	**Year Remaining:**	0
Condition Rating:	Good	**Year of Replacement:**	2035

Condition Assessment and Recommendation: The existing elevator lifting system was installed in 2011 and appears to be in good condition. It is recommended to maintain the existing systems and provide general maintenance and service as required.



Existing Elevator Lifting System

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.2 D2010	Plumbing Fixtures

System Description: Water closets, urinals, lavatories and showers.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	47	**Year Installed:**	1973
Unit Rate:	$1,500.00	**Service Life:**	40
Repair/Renewal Cost:	$70,500.00	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The plumbing fixtures around the facility appear to be original to the building. They are in fair condition with signs of wear from general use over the years. The showers appear to have new heads installed within the last few of years. All original fixtures are recommended for replacement due to their age.









Typical Plumbing Fixtures

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.3 D2020	Domestic Water Distribution

System Description: Domestic water entrance and piping.

Unit:	Linear Feet	**Inspection Date:**	Monday, September 29, 2025
Quantity:	845	**Year Installed:**	1973
Unit Rate:	$85.00	**Service Life:**	75
Repair/Renewal Cost:	$71,825.00	**Year Remaining:**	22
Condition Rating:	Fair	**Year of Replacement:**	2048

Condition Assessment and Recommendation: Domestic cold water entrance and piping is believed to be original to the buidling. Piping is showing signs of aging but does not appear to have any major weak points. The system does not currently have a backflow preventor installed, which is a building code requirement. It is recommended to have a backflow preventor installed on all water entrances within the building.







Domestic Water Entrance

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.4 D2030	Sanitary Waste

System Description: Building sanitary waste.

Unit:	Linear Feet	**Inspection Date:**	Monday, September 29, 2025
Quantity:	650	**Year Installed:**	1973
Unit Rate:	$165.00	**Service Life:**	75
Repair/Renewal Cost:	$107,250.00	**Year Remaining:**	22
Condition Rating:	Fair	**Year of Replacement:**	2048

Condition Assessment and Recommendation: The sanitary waste piping is original to the building and has not been reported by the maintenance staff to be causing any current issues. It is recommended to maintain and service as required.

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.5 D2040	Rain Water Drainage

System Description: The building rooftop is slopped towards it's exterior edges with gutters installed around the roof edge.

Unit:	Linear Feet	**Inspection Date:**	Monday, September 29, 2025
Quantity:	250	**Year Installed:**	2001
Unit Rate:	$35.00	**Service Life:**	75
Repair/Renewal Cost:	$8,750.00	**Year Remaining:**	50
Condition Rating:	Good	**Year of Replacement:**	2076

Condition Assessment and Recommendation: The gutters appear to be in good condition, being installed sometime after the original building construction. Recommendation is to maintain and service as required.



Rooftop Gutter System

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.6 D2090	Other Plumbing Systems

System Description: Electric domestic hot water tank used for general DHW in lavatories, and showers.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2024
Unit Rate:	$25,000.00	**Service Life:**	15
Repair/Renewal Cost:	$25,000.00	**Year Remaining:**	13
Condition Rating:	Good	**Year of Replacement:**	2039

Condition Assessment and Recommendation: The electric DHW tank appears to be good condition, having been recently replaced. It is recommended to maintan and service as required.



General Use Electric DHW Tank

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.7 D2090	Other Plumbing Systems

System Description: The flood water heating includes an inderect heated domestic hot water tanke that is fed from a small oil fired boiler.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2012
Unit Rate:	$27,500.00	**Service Life:**	15
Repair/Renewal Cost:	$27,500.00	**Year Remaining:**	1
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The indirect heater hot water tank appear to be in fair condition. However, the oil fired boiler and it's piping are showing signs of aging and corrossion. It it recommended to plan for replacement in the future, potentially with an electric hot water heating tank.







Flood Water Heating System

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.8 D3010	Energy Supply

System Description: The arena has two fuel oil tanks. One exterior tank provides oil to the main boiler responsible for building heating. The second tank supplies oil to the flood water heating boiler and is located indoors.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2	**Year Installed:**	2014
Unit Rate:	$17,280.00	**Service Life:**	25
Repair/Renewal Cost:	$34,560.00	**Year Remaining:**	13
Condition Rating:	Good	**Year of Replacement:**	2039

Condition Assessment and Recommendation: Both tanks appear to have been replacedsince the original building construction. They were both observed to be in good condition with no operation issues reported. It is recommended for the tanks to be maintained and serviced as required.





Fuel Oil Storage Tanks

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.9 D3010	Energy Supply

System Description: Outdoor propane storage tank

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$30,000.00	**Service Life:**	25
Repair/Renewal Cost:	$30,000.00	**Year Remaining:**	1
Condition Rating:	Fair	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The outdoor propane storage tank is original to the building and showing signs of aging, overall it appears to be in fair condition. It was not reported by the maintenance staff to be causing any issues, however it should be considered for replacement due to its age.



Outdoor Propane Storage Tank

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.10 D3020	Heating Generating Systems

System Description: Fuel fired boiler located in the furnace room providing steam heat to the facility

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2019
Unit Rate:	$47,400.00	**Service Life:**	30
Repair/Renewal Cost:	$47,400.00	**Year Remaining:**	23
Condition Rating:	Fair	**Year of Replacement:**	2049

Condition Assessment and Recommendation: The existing fuel fire boiler was installed in 2019. It is showing signs of early corrosion on the exterior of the boiler but has not been reported to cause any issues. It is recommended to maintain and service the boiler as required.



Oil Fired Steam Boiler

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.11 D3020	Heating Generating Systems

System Description: Main condensate return tank located in the furnace room.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$5,000.00	**Service Life:**	25
Repair/Renewal Cost:	$5,000.00	**Year Remaining:**	1
Condition Rating:	Critical	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The main condensate return tank appears to be in critical condition. It is showing very strong signs of aging and corrossion with no insulation present. It is recommended for replacement in the very near future.



Condensate Return Tank

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.12 D3020	Heating Generating Systems

System Description: Propane heaters above spectator areas.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	5	**Year Installed:**	2005
Unit Rate:	$4,134.00	**Service Life:**	15
Repair/Renewal Cost:	$20,670.00	**Year Remaining:**	0
Condition Rating:	Good	**Year of Replacement:**	2030

Condition Assessment and Recommendation: The propane heaters were believe to have been replaced around 2005. They were all noted to be in good condition with no major issues reported. They are recommended to maintain and service as required.



Propane Heaters

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.13 D3030	Cooling Generating Systems

System Description: Ice plant compressor system.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2	**Year Installed:**	1998
Unit Rate:	$89,852.00	**Service Life:**	25
Repair/Renewal Cost:	$179,704.00	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2030

Condition Assessment and Recommendation: The ice plant compressors have each been replaced over the course of this buildings life. They appear to have been maintained well over the years and are currently in fair condition. One of the original motors is still functioning properly today while the other was recently replaced. Provisions should be made to replace this system in the future due to its age, however, it does not appear to be in critical condition.







Ice Plant Compressors & Motors

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.14 D3030	Cooling Generating Systems

System Description: Ice plant cooling tower

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1999
Unit Rate:	$64,605.00	**Service Life:**	20
Repair/Renewal Cost:	$64,605.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The ice plant cooling tower was observed to be in poor condition. Showing signs of aging, corrossion and leaks. It is recommended for replacement in the near future.





Ice Plant Cooling Tower

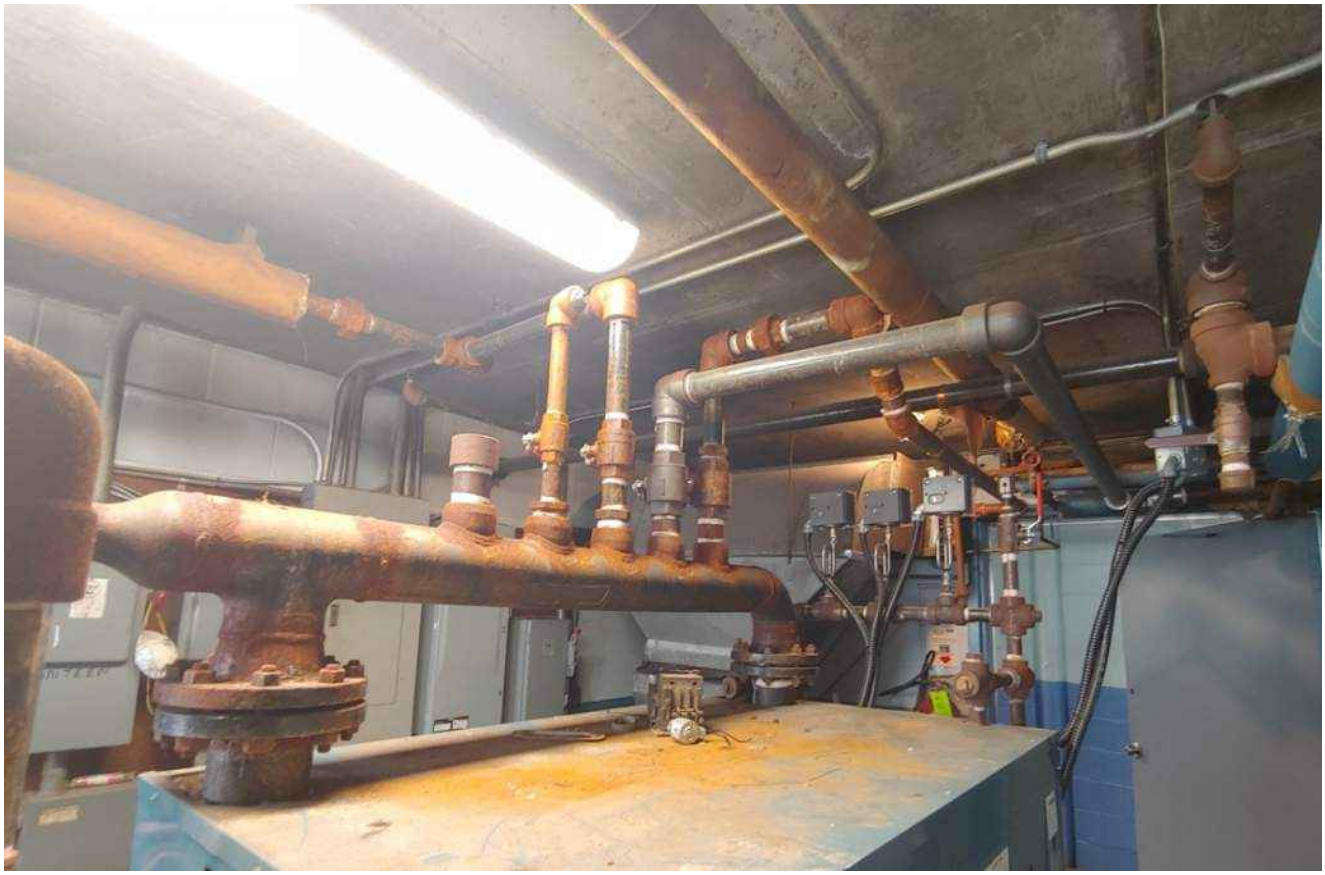
5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.15 D3040	Distribution Systems

System Description: Steam piping and traps

Unit:	Linear Feet	**Inspection Date:**	Monday, September 29, 2025
Quantity:	975	**Year Installed:**	1973
Unit Rate:	$146.73	**Service Life:**	50
Repair/Renewal Cost:	$143,061.75	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2033

Condition Assessment and Recommendation: The steam piping is believed to be original to the building with steam traps having been replaced as needed throughout the life of the building. The majority of the piping within the furnace rooms is not insulated and showing signs of corrosion as a result. It is recommended to perform non distructive testing and replace aread of concern prior to insulatoin all of the pipework.



Main Steam Header

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.16 D3040	Distribution Systems

System Description: Dressing room heating air handler located in the furnace room.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$29,972.00	**Service Life:**	25
Repair/Renewal Cost:	$29,972.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The air handling unit, steam heating coil and distribution ductwork are believed to be original to the facility. The system was not noted by the maintenance staff to have any major issues. However, it should be considered for replacement due to its age.



Main Air Handler

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.17 D3040	Distribution Systems

System Description: Ice plant heat exchanger

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1998
Unit Rate:	$39,925.50	**Service Life:**	25
Repair/Renewal Cost:	$39,925.50	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2030

Condition Assessment and Recommendation: The ice plant heat exchanger is believed to have been replaced around the same time as the original compressors. It was noted to be in fair condition, begginig to show signs of aging and corrosion. The heat exchanger does not have any insulation, causing a lot of frost and bulging around the plates. It is recommended to have this unit properly insulated and serviced as required.



Ice Plant Heat Exchanger

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.18 D3040	Distribution Systems

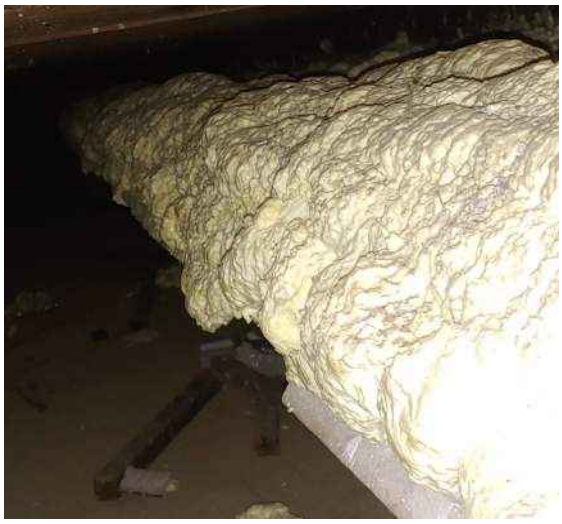
System Description: Ice plant brine piping.

Unit:	Linear Feet	**Inspection Date:**	Monday, September 29, 2025
Quantity:	50,000	**Year Installed:**	1973
Unit Rate:	$13.65	**Service Life:**	50
Repair/Renewal Cost:	$682,500.00	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2033

Condition Assessment and Recommendation: The brine piping used to cool the ice surface had been recently spray foamed in the piping trench and as a result is difficult to assses. The piping visible within the ice plant room appears to have been replaced with PVC but it is unclear to what extent this replacement spans through the piping system. No issues were reported by the maintenance staff. It is recommended to maintain and service as required.







Ice Plant Brine Piping

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.19 D3040	Distribution Systems

System Description: Ice plant brine pump

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2015
Unit Rate:	$20,680.00	**Service Life:**	20
Repair/Renewal Cost:	$20,680.00	**Year Remaining:**	9
Condition Rating:	Good	**Year of Replacement:**	2035

Condition Assessment and Recommendation: The ice plant brine pump appears to have been recently replaced and it good working condition. It is recommended to maintain and service as required.



Ice Plant Bring Pump

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.20 D3040	Distribution Systems

System Description: Cooling tower pump

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2008
Unit Rate:	$13,694.00	**Service Life:**	20
Repair/Renewal Cost:	$13,694.00	**Year Remaining:**	2
Condition Rating:	Fair	**Year of Replacement:**	2028

Condition Assessment and Recommendation: The cooling tower pump is assumed to have been replaced at the same time as the cooling tower. It is currently showing signs of age, however, it was not noted by the maintenance staff to have any current issues. It is recommended to maintain and service as required until the cooling tower is replaced.



Cooling Tower Pump

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.21 D3050	Terminal & Package Units

System Description: Steam unit heaters

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	16	**Year Installed:**	1973
Unit Rate:	$2,596.00	**Service Life:**	10
Repair/Renewal Cost:	$41,536.00	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The steam unit heaters around the facility are original to the building. They have received new steam traps over the course of their life, but the majority of the units do not get used at all today. Maintenance staff noted the unit heaters did not have any major issues. The are in fair condition but should be considered for replacement due to their age.



Typical Steam Unit Heater

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.22 D3050	Terminal & Package Units

System Description: Rink dehumidification units

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	3	**Year Installed:**	2015
Unit Rate:	$59,796.00	**Service Life:**	25
Repair/Renewal Cost:	$179,388.00	**Year Remaining:**	14
Condition Rating:	Fair	**Year of Replacement:**	2040

Condition Assessment and Recommendation: Two of the three ice rink dehumidification units appear to have been replaced within the last decade. The remaining dehumidification unit appears to have been replaced in the early 2000's. The units have been noted by maintenance staff to operate without issues. It is recommended to maintain and service these units as needed. If summer ice becomes an option for the facility, a capacity requirement study should be performed.



Typical 2015 Dehumidification Unit

ADDITIONAL PHOTOGRAPHS

5.4.22	D3050	Terminal & Package Units



Early 2000's Dehumidification Unit

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.23 D3050	Terminal & Package Units

System Description: Packaged rooftop air handling units.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2	**Year Installed:**	1998
Unit Rate:	$22,722.50	**Service Life:**	15
Repair/Renewal Cost:	$45,445.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The package rooftop air handling units are showing strong signs of corrosion but were noted to operate as needed by the maintenance staff. They do not see very many hours of operation throughout the year but should be considered for replacement due to their age and exposure to the elements.



Typical Packaged Rooftop Air Handler

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.24 D4010	Sprinklers

System Description: Main dry sprinkler system and air compressor that serve the buildings sprinkler heads, located in the refereeing room closet.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2008
Unit Rate:	$375,000.00	**Service Life:**	20
Repair/Renewal Cost:	$375,000.00	**Year Remaining:**	2
Condition Rating:	Fair	**Year of Replacement:**	2035

Condition Assessment and Recommendation: The sprinkler system appears to have been installed in the late 2000's. The unpainted steel sprinkler lines are beginning to show signs of surface corrosion while the galvanized piping appears to be in excellent condition. Overall the system apears to be in fair condition with up to date inspections performed. It is recommended to maintan and service as needed.



Main Sprinkler System

ADDITIONAL PHOTOGRAPHS

5.4.24	**D4010**	**Sprinklers**



Main Sprinkler System Air Compressor

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.25 D4030	Fire Protection Specialties

System Description: Kitchen hood fire suppression system.

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2015
Unit Rate:	$12,201.00	**Service Life:**	15
Repair/Renewal Cost:	$12,201.00	**Year Remaining:**	4
Condition Rating:	Good	**Year of Replacement:**	2030

Condition Assessment and Recommendation: The kitchen hood and fire suppression system appear to have be installed within the past 10 years. They are in good shape with up to date inspections. It is recommended to maintain and service as required.





Ktchen Hood Fire Suppression System

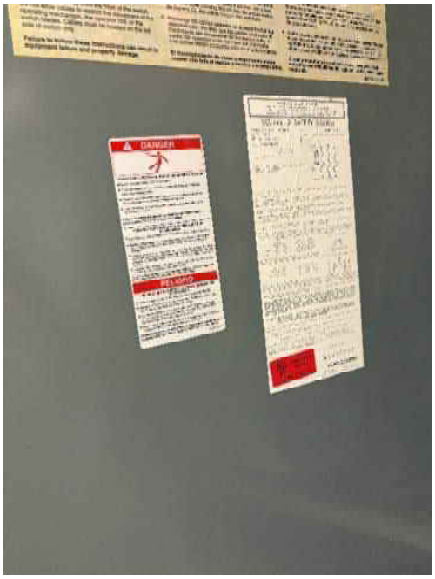
5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.26 D5012	Power Distribution

System Description: Main service Disconnect

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$75,000.00	**Service Life:**	40
Repair/Renewal Cost:	$75,000.00	**Year Remaining:**	0
Condition Rating:	Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Main Disconect is located in ice plant mechanical room , adjacent to an open sump tank for cooling tower. This will require the majority of the associated electrical equipment and existing trenching to be relocated and/or replaced.







Electrical Service Entrance Disconnect

ADDITIONAL PHOTOGRAPHS

5.4.26	D5012	Power Distribution





Electrical Service Entrance Conduits

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.27 D5012	Power Distribution

System Description: Pad Mount Transformer (Leased by Maritime Electric)

Unit:	Utility Cost	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$35,000.00	**Service Life:**	40
Repair/Renewal Cost:	$35,000.00	**Year Remaining:**	0
Condition Rating:	Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Transformer tank is showing signs of rust, this may cause a rupture in the future. Transformer vehicular protection is damaged and not protecting unit. Ground grid may also be damaged. Grading and level of transformer pad appears to be an issue, especially in thaw conditions. Recommend beginning discussions with Maritime Electric (MECL) to replace and upgrade the service entrance including the pad mount transformer.







Pad Mount Transformer

ADDITIONAL PHOTOGRAPHS

5.4.27	D5012	Power Distribution



Site Grading Not Sloped Away From Pad Mount

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.28 D5012	Power Distribution

System Description: Panels, Disconnect, Splitters

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	22	**Year Installed:**	1973
Unit Rate:	$7,500.00	**Service Life:**	40
Repair/Renewal Cost:	$165,000.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Majority of power distribution disconnects, panels, and splitters have passed the end of their useful life. Most are recommended for immediate replacement, with exception of the following being in excellent condition: Ice plant disconnect, Rink lighting disconnect at main splitter, transformer disconnects at main splitter.



Electrical Distribution Equipment

ADDITIONAL PHOTOGRAPHS

5.4.28	D5012	Power Distribution







Electrical Distribution Equipment

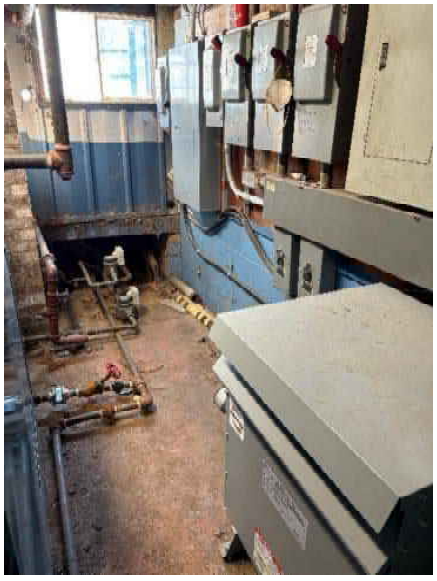
5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.29 D5012	Power Distribution

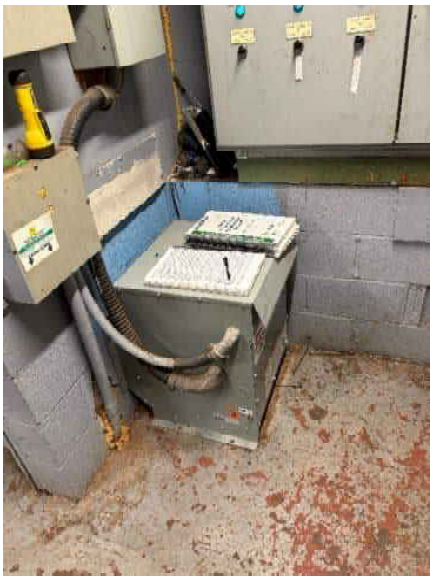
System Description: Transformers Dry Type

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2	**Year Installed:**	2023
Unit Rate:	$7,500.00	**Service Life:**	40
Repair/Renewal Cost:	$15,000.00	**Year Remaining:**	37
Condition Rating:	Good	**Year of Replacement:**	2063

Condition Assessment and Recommendation: The transformers appear to have been all replaced recently. There is a concern with the capacity on transformers to allow for future renos. These were changed for efficiency upgrades prior to new renovations, therefore each transformer is loaded, and appear to have no spare capacity for future loads. New transformers will be required for future renovations.









Transformers

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.30 D5012	Power Distribution

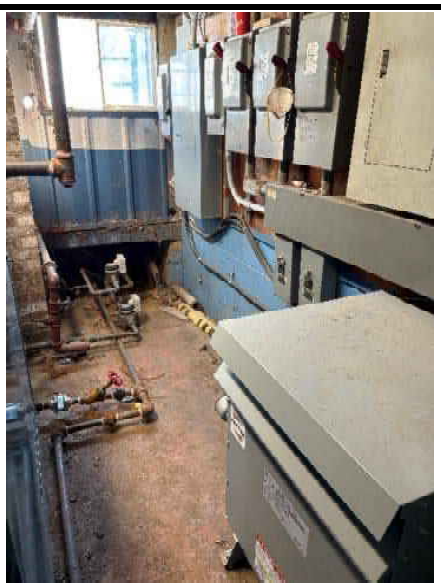
System Description: Branch circuit panels or disconnects fair condition

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	7	**Year Installed:**	2007
Unit Rate:	$12,500.00	**Service Life:**	40
Repair/Renewal Cost:	$87,500.00	**Year Remaining:**	21
Condition Rating:	Good/Fair	**Year of Replacement:**	2047

Condition Assessment and Recommendation: As noted some panel boards for branch circuits were found to be of the newer era, likely panels that have been replaced over time due to lack of branch circuits. These may be reused, however it will depend on detailed design calculations and quantity of circuits. Parts are still available.









Electrical Distribution Equipment in Fair Condition

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.31 D5012	Power Distribution

System Description: Branch circuit devices

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	100	**Year Installed:**	1973
Unit Rate:	$750.00	**Service Life:**	20
Repair/Renewal Cost:	$75,000.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Branch circuit devices are broken, loose in outlet boxes, need grounding wires, missing coverplate or portion of plate, and all are well beyond the expected useful life. Recommend immediate replacement.



Branch Circuit Devices

ADDITIONAL PHOTOGRAPHS

5.4.31	D5012	Power Distribution








Branch Circuit Devices

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.32 D5012	Power Distribution

System Description: Mechanical power connections including local maintenance Disconnects

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	15	**Year Installed:**	1973
Unit Rate:	$2,500.00	**Service Life:**	40
Repair/Renewal Cost:	$37,500.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Equipment disconnects are showing signs of failure, and are well beyond the expected useful life.



Equipment Disconnects

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.33 D5020	Lighting

System Description: Exterior Luminaires

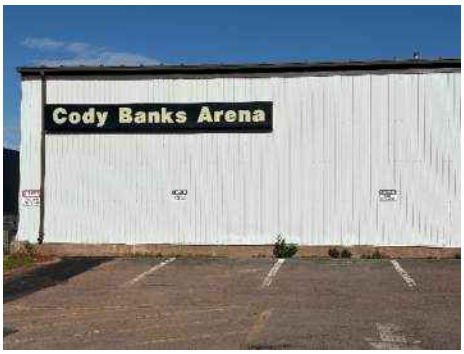
Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	12	**Year Installed:**	2007
Unit Rate:	$1,250.00	**Service Life:**	30
Repair/Renewal Cost:	$15,000.00	**Year Remaining:**	11
Condition Rating:	Good	**Year of Replacement:**	2037

Condition Assessment and Recommendation: Exterior lighting has all been changed to LED wall packs, however total illumination along building perimeter is not sufficient for security purposes.













Exterior Luminaires

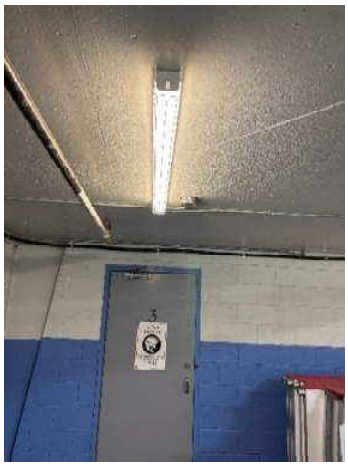
5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

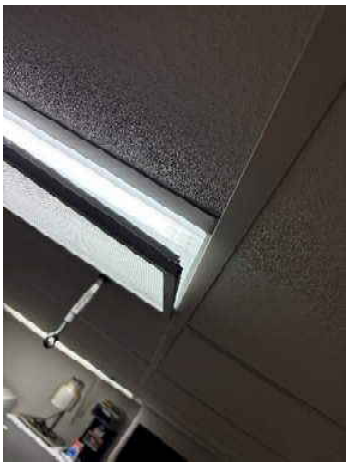
5.4.34 D5022	Lighting

System Description: Interior Luminaires

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2323	**Year Installed:**	1973
Unit Rate:	$40.00	**Service Life:**	30
Repair/Renewal Cost:	$92,920.00	**Year Remaining:**	0
Condition Rating:	Fair	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Interior luminaires some have been replaced with LED tube lamps in 2023, and some are original. The recessed luminaires have cracked lens, and some pot lights in lounge are not working. Various incandescent lamp holders under bleachers, remainder of building lighting is newer LED, even though many areas were observed to have fluorescent luminaires in the public areas. The Rink lighting was replaced with LED. With the mismatch of luminaires throughout the building it is recommended to replace all remaining luminaires with new LED, complete with upgraded controls.






Interior Luminaires

ADDITIONAL PHOTOGRAPHS

5.4.34	D5022	Lighting







Interior Luminaires

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.35 D5022	Lighting

System Description: Exit Signs

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2323	**Year Installed:**	2007 (est)
Unit Rate:	$7.00	**Service Life:**	30
Repair/Renewal Cost:	$16,261.00	**Year Remaining:**	11
Condition Rating:	Fair	**Year of Replacement:**	2037

Condition Assessment and Recommendation: All exit signs have been changed to running pictogram, however a combination of plastic/steel signs have been used. Some mounting hardware of the signs need work. Recommend a consistent approach throughout building for the type of the sign with robust sign that can withstand small amount of general abuse.






Building Exit Signage

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.36 D5022	Lighting

System Description: Emergency Battery pack

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2323	**Year Installed:**	1973
Unit Rate:	$7.00	**Service Life:**	30
Repair/Renewal Cost:	$16,261.00	**Year Remaining:**	0
Condition Rating:	Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Emergency lighting is completed with halogen type wall packs with batteries. Several units are plug in type, some units not working, some units have no battery life. Majority of units are beyond the expected useful life.









Building Emergency Lighting

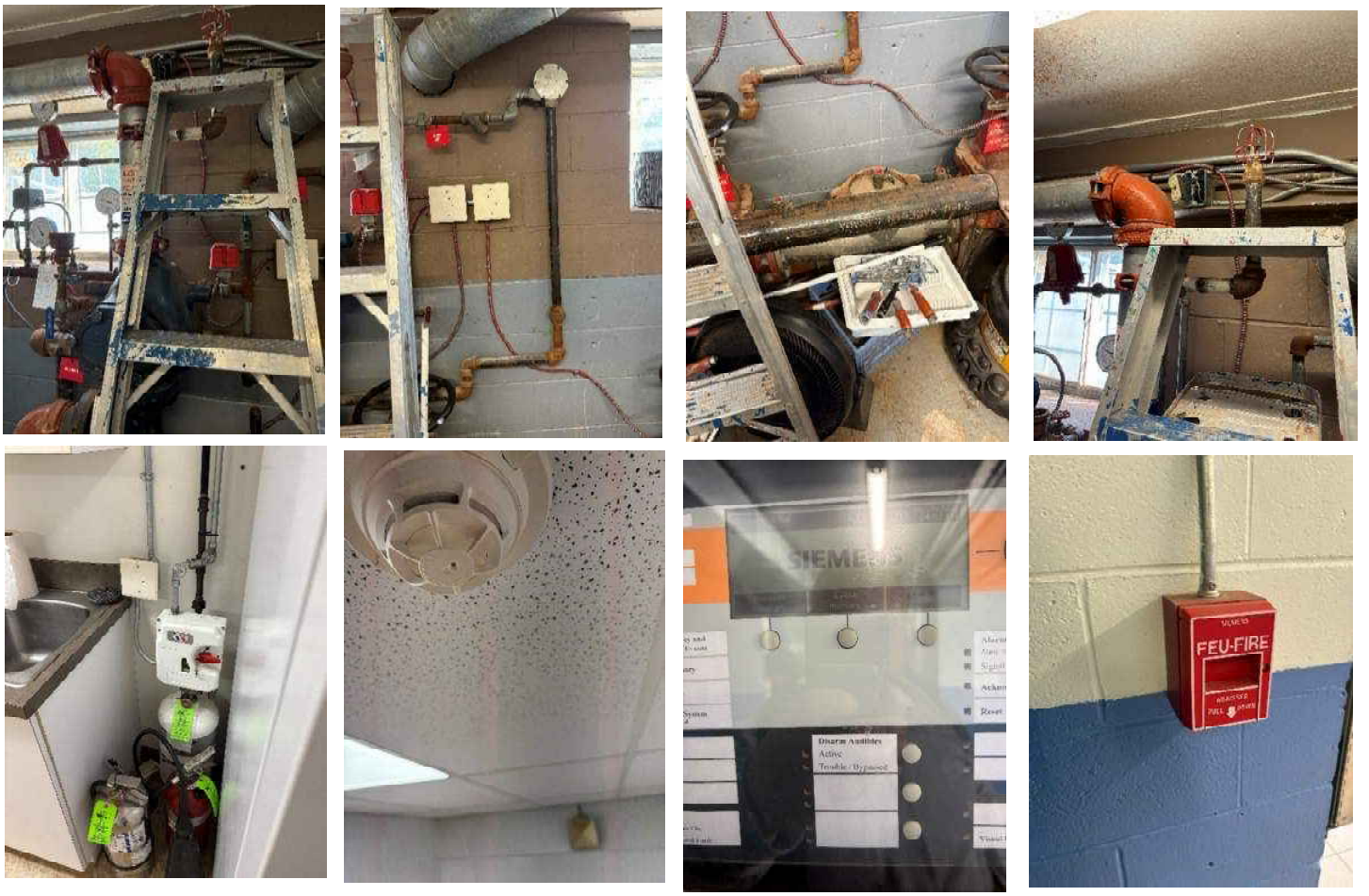
5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.37 D5037	Fire Alarm System

System Description: Fire alarm panel and devices

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2323	**Year Installed:**	2016
Unit Rate:	$14.00	**Service Life:**	20
Repair/Renewal Cost:	$32,522.00	**Year Remaining:**	10
Condition Rating:	Fair	**Year of Replacement:**	2036

Condition Assessment and Recommendation: Fire alarm panel is newer, however, some devices appear to be original from 1973. New horn strobes were added likely at the last fire alarm upgrade. Coordination with fire protection for alarm valves may be required.



Fire Alarm System

ADDITIONAL PHOTOGRAPHS

5.4.37	**D5037**	**Fire Alarm System**



Fire Alarm System

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.38 D5037	Fire Alarm System

System Description: Fire alarm supervisory valves

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	7	**Year Installed:**	N/A
Unit Rate:	$1,500.00	**Service Life:**	N/A
Repair/Renewal Cost:	$10,500.00	**Year Remaining:**	0
Condition Rating:	Critical	**Year of Replacement:**	2026

Condition Assessment and Recommendation: Some supervisory valves at the fire protection system do not appear to be monitored from the fire alarm input modules. During the 2016 fire alarm upgrade, it appears the type of valves were not replaced to allow monitoring. We recommend these valves to be replaced and newly monitored from fire alarm control panel.






Fire Protection Valves Lacking Fire Alarm Monitoring

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.39 D5033	Communications

System Description: Data and Telecommunications

Unit:	Units	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2007
Unit Rate:	$75,000.00	**Service Life:**	20
Repair/Renewal Cost:	$75,000.00	**Year Remaining:**	2
Condition Rating:	Fair	**Year of Replacement:**	2030

Condition Assessment and Recommendation: Data and communications have been reworked since original construction. This appears to have taken place during the 2007 upgrades. Which inturn means the data wiring, devices and equipment are approaching the end of their expected useful life. We recommend looking into the replacement of the data and telecommunication system once the equipment in poor or critical condition have been upgraded or replaced.



Data and Telecommunications Equipment.

5.4 - D - SERVICES	Cody Banks Arena, Charlottetown, PEI

5.4.40 D5033	Communications

System Description: Public Address / Audio System

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	2323	**Year Installed:**	2007
Unit Rate:	$14.00	**Service Life:**	20
Repair/Renewal Cost:	$32,522.00	**Year Remaining:**	1
Condition Rating:	Fair	**Year of Replacement:**	2030

Condition Assessment and Recommendation: PA system throughout lounge and ice rink area appears to be combination of suppliers and products not by a single supplier. The system is still working, but without an annual report it is unknown what components are obsolete and if components need repair. Therefore we recommend a replacement of the public address system once the critical and poor items have been upgraded or replaced.







PA and Audio System

SUB SECTION 5.5 G - BUILDING SITE WORKS:

5.5 - G - BUILDING SITE WORKS	Cody Banks Arena, Charlottetown, PEI

5.5.1	G2020.003	Parking Lot - Asphalt Pavement

System Description: The parking lot is located on the west side of the building. The parking lot has flexible asphalt pavement including any required base and subbase material.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	3917	**Year Installed:**	1973
Unit Rate:	$80.99	**Service Life:**	25
Repair/Renewal Cost:	$317,237.83	**Year Remaining:**	1
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The asphalt pavement is in poor condition. There are many visible cracks and potholes throughout the parking lot. The cracking is especially noticeable near the foundations of the building. Major parking lot repair should be planned. After replacement, regular sealcoating and minor repairs may extend its lifespan.









Pavement

ADDITIONAL PHOTOGRAPHS

5.5.1	G2020.003	Parking Lot - Asphalt Pavement









Pavement

5.5 - G - BUILDING SITE WORKS	Cody Banks Arena, Charlottetown, PEI

5.5.2	G2020.001	Gravel Pathing

System Description: The access route to the back of the building is paved with gravel.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	966	**Year Installed:**	1973
Unit Rate:	$5.68	**Service Life:**	65
Repair/Renewal Cost:	$5,486.88	**Year Remaining:**	15
Condition Rating:	Fair	**Year of Replacement:**	2041

Condition Assessment and Recommendation: The gravel pathing appears to be in Fair condition, although some of the gravel has been washed away, leaving dirt visible. The gravel should be replaced as needed to keep the path well maintained.





Gravel Path

5.5 - G - BUILDING SITE WORKS	Cody Banks Arena, Charlottetown, PEI

5.5.3	A1010.001	Grading

System Description: The buildings foundations consist of a perimeter frost wall with concrete pilasters that support steel moment frames. Concrete buttresses have been installed along the north wall to prevent further movement.

Unit:	Square Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	0	**Year Installed:**	1973
Unit Rate:	$0.00	**Service Life:**	0
Repair/Renewal Cost:	$2,000.00	**Year Remaining:**	0
Condition Rating:	Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The ground clearance along the south end of the building was observed to be at grade. It is recommended that the exterior grade be lowered along this side of the building to provide 6 inches of exposed concrete to meet building code requirements.



5.5 - G - BUILDING SITE WORKS	Cody Banks Arena, Charlottetown, PEI

5.5.4	G2020.002	Bollards

System Description: Concrete and wooden bollards are positioned on the grounds to protect various outdoor equipment.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	4	**Year Installed:**	1973
Unit Rate:	$1,859.77	**Service Life:**	25
Repair/Renewal Cost:	$7,439.07	**Year Remaining:**	0
Condition Rating:	Fair/Poor	**Year of Replacement:**	2026

Condition Assessment and Recommendation: The 8 bollards on the site are in Fair condition, though 4 of the concrete bollards are noticeably slanted. These should be replaced immediately.





Bollards

SUB SECTION 5.6 E - EQUIPMENT AND FURNISHING:

5.6 - E - EQUIPMENT AND FURNISHING	Cody Banks Arena, Charlottetown, PEI

5.6.1	E1090.002	Kitchen - Equipment & Cabinets

System Description: The kitchen on the second floor is responsible for catering for this facility. It was renovated in 2010.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2010
Unit Rate:	$45,974.62	**Service Life:**	20
Repair/Renewal Cost:	$45,974.62	**Year Remaining:**	5
Condition Rating:	Fair	**Year of Replacement:**	2031

Condition Assessment and Recommendation: The current condition is rated a Fair, suggesting they are still functional but may show wear and tear, aging finishes, or minor mechanical issues. It is recommended to closely inspect for operational efficiency, structural integrity, and compliance with modern food safety standards.



Kitchen Equipment

5.6 - E - EQUIPMENT AND FURNISHING	Cody Banks Arena, Charlottetown, PEI

5.6.2 E1020.001	Dressing Room Equipment and Furnishing

System Description: This system describes the equipment, furniture and permanent fixtures present within the arena's dressing rooms. These include benches and hooks.

Unit:	Linear Meter	**Inspection Date:**	Monday, September 29, 2025
Quantity:	77	**Year Installed:**	1973
Unit Rate:	$300.00	**Service Life:**	15
Repair/Renewal Cost:	$23,100.00	**Year Remaining:**	1
Condition Rating:	Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: The current condition is rated as Poor, indicating signs of wear, aging finishes, damage and reduced functionality. Given the high-traffic use of dressing rooms, the components exhibit scratches, dents and chips. Full replacement is recommended to maintain safety, usability and aesthetics for facility users.



Dressing Room Equipment

ADDITIONAL PHOTOGRAPHS

5.6.2	E1020.001	Dressing Room Equipment and Furnishing









Dressing Room Equipment

5.6 - E - EQUIPMENT AND FURNISHING	Cody Banks Arena, Charlottetown, PEI

5.6.3 E1010.002	Elevator

System Description: There is one elevator within this facility.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	2011
Unit Rate:	$87,414.89	**Service Life:**	35
Repair/Renewal Cost:	$87,414.89	**Year Remaining:**	21
Condition Rating:	Fair	**Year of Replacement:**	2047

Condition Assessment and Recommendation: The facility's single elevator remains operational but shows signs of wear. A detailed inspection is recommended to assess mechanical, electrical, and safety components. If issues arise, targeted modernization may extend its life. Additionally, replacement budgeting should be confirmed, ensuring compliance with safety and accessibility standards.





Elevator

ADDITIONAL PHOTOGRAPHS

5.6.3	E1010.002	Elevator









Elevator

5.6 - E - EQUIPMENT AND FURNISHING	Cody Banks Arena, Charlottetown, PEI

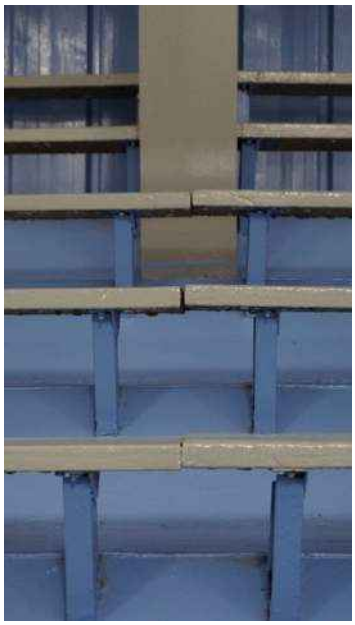
5.6.4 E2010.003	Bleacher Seating

System Description: This arena uses wooden bleacher style seating.

Unit:	Each Seat	**Inspection Date:**	Monday, September 29, 2025
Quantity:	500	**Year Installed:**	1973
Unit Rate:	$263.80	**Service Life:**	20
Repair/Renewal Cost:	$131,900.00	**Year Remaining:**	10
Condition Rating:	Fair	**Year of Replacement:**	2036

Condition Assessment and Recommendation: The wooden bleacher style seating is in Fair condition.







Bleacher Seating

SUB SECTION 5.7 F - Spatial Structures

5.7 - F - SPATIAL STRUCTURES	Cody Banks Arena, Charlottetown, PEI

5.7.1 F1040.005	Ice Rink

System Description: A system of Ice Rink Dasher Boards and shielding surrounds the ice pad. There are two players benches. Rink gates allow for user access to the ice pad. There is a Zamboni entrance connecting to the Zamboni storage room. A protective hockey net hangs around the edge of the ice pad.

Unit:	Each	**Inspection Date:**	Monday, September 29, 2025
Quantity:	1	**Year Installed:**	1973
Unit Rate:	$506,999.16	**Service Life:**	50
Repair/Renewal Cost:	$506,999.16	**Year Remaining:**	1
Condition Rating:	Fair/Poor	**Year of Replacement:**	2027

Condition Assessment and Recommendation: While still functional, the board structure and safety glass enclosure around the ice rink is in Fair to Poor condition due to wear and tear from being a high-traffic location. Many visible scratches and dents were observed. The player benches are also in Poor condition. It is recommended that refinishing and repairs are undertaken immediately.









Ice Rink

ADDITIONAL PHOTOGRAPHS

5.7.1	F1040.005	Ice Rink











Ice Rink

6 RENEWAL NEEDS FOR THE NEXT TEN (10) YEARS

6.1 CURRENT REPLACEMENT VALUE (CRV)

The Current Replacement Value (CRV) of the building provides an estimation of the cost required to replicate the building's features, systems, and infrastructure in its current state. This value serves as a crucial benchmark for insurance purposes, financial planning, and assessing the building's overall worth. The CRV takes into account various factors, including the construction materials, architectural design, mechanical and electrical systems, interior finishes, and specialized features unique to the building. A comprehensive evaluation conducted by experts in the field considers market rates, labor costs, material prices, and other relevant factors to determine the accurate CRV. This valuation helps stakeholders make informed decisions regarding insurance coverage, investment strategies, and risk management, ensuring the building's financial protection and providing a reliable basis for future planning and decision-making.

6.2 RENEWAL NEEDS FOR THE NEXT TEN (10) YEARS SUMMARY

Renewal needs for the next ten years for the building have been identified to ensure its continued functionality, compliance, and optimal performance. The renewal plan encompasses a comprehensive assessment of the building’s components, systems, and infrastructure to determine areas that require attention and improvement. This includes scheduled maintenance, repairs, and upgrades for essential systems such as electrical, plumbing, HVAC, and fire protection. Additionally, renovations and enhancements may be considered to modernize the building, improve energy efficiency, and meet evolving codes and standards. The calculation of the Renewal Needs is also incorporated in the Facility Condition Index, calculated in Section 8 of the report. The renewal needs also take into account the lifespan of various building elements, prioritizing their replacement or refurbishment as necessary. By proactively addressing these renewal needs over the next ten years, it is aimed to prolong the lifespan of the building, maintain a safe and comfortable environment, and ensure its alignment with industry best practices.

TABLE 6.2 - RENEWAL NEEDS FOR THE NEXT TEN (10) YEARS:			
		Building GFA (sm)	3,170
		Building GFA (sf)	34122
		Cost per sf	$630
		Current Replacement Value (CRV)	$21,496,584.69
YEAR	**RENEWAL NEEDS**	**CURRENT REPLACEMENT VALUE**	**FACILTIY CONDITION INDEX FCI**
2026	$1,306,792.63	$21,496,584.69	6.08%
2027	$1,086,800.22	$21,496,584.69	5.06%
2028	$374,605.96	$21,496,584.69	1.74%
2029	$2,060.50	$21,496,584.69	0.01%
2030	$360,022.50	$21,496,584.69	1.67%
2031	$153,062.57	$21,496,584.69	0.71%
2032	$0.00	$21,496,584.69	0.00%
2033	$825,561.75	$21,496,584.69	3.84%
2034	$0.00	$21,496,584.69	0.00%
2035	$410,680.00	$21,496,584.69	1.91%
Total	**$4,519,586.14**	**$21,496,584.69**	**21.02%**
Average Annual FCI			**2.10%**

Good	0-5%
Fair	6-10%
Poor	11-30%
Critical	>31%

7 FACILITY CONDITION INDEX (FCI)

The Facility Condition Index (FCI) is a crucial benchmark for facility managers and owners, providing valuable insights into the overall state of a building or group of buildings within a facility. This index facilitates informed decision-making, allowing stakeholders to prioritize maintenance and investment strategies. By quantifying the relationship between the cost of necessary repairs and the current replacement value (CRV), the FCI aids in the comprehensive evaluation of a building's condition over time. As a fundamental metric, the FCI assists in identifying potential risks and enables proactive planning to uphold the building's structural integrity, functionality, and aesthetic appeal. Categorizing a building's condition into distinct ranges, from "good" to "critical," the FCI offers a clear understanding of the current state of the facility. This understanding empowers stakeholders to allocate resources efficiently, ensuring that maintenance efforts target areas in need of immediate attention. By integrating the FCI into the Condition Assessment Report, our objective is to provide a comprehensive overview of Cody Banks arena, outlining its current condition, anticipated maintenance costs, and recommendations for future enhancements. The color-coded representation within the 10-year FCI graph will further enhance the report's clarity and accessibility, enabling stakeholders to make well-informed decisions about the building's maintenance and management.

7.1 CALCULATION OF THE FACILITY CONDITION INDEX (FCI)

This section outlines the procedure that will be undertaken for the computation of the Facility Condition Index (FCI).

7.1.1 CALCULATION OF CURRENT REPLACEMENT VALUE (CRV)

This evaluation determined the total cost required in current currency for a comprehensive replacement, computation involved multiplying the unit counts of system quantity by R.S. Means unit cost data, with the nationally recognized R.S. Means construction cost data values to ensure accuracy and reliability in the assessment.

7.1.2 SUMMARY OF DEFERRED MAINTENANCE COSTS

The summary of annual Deferred Maintenance costs or Renewal Needs was prepared in Section 7 of the report. This summary includes a concise representation of the Deferred Maintenance costs over a 10-year period, aligned with the findings of the Building Condition Report (BCR). The presented data is non-cumulative, highlighting that all the designated tasks identified for each year will be completed within the recommended year, with no pending assignments carried over to the subsequent years.

7.1.3 FACILITY CONDITION INDEX COMPUTATION

The FCI will be calculated, in this section, for the building over a 10-year projection. This index serves as a comparative measure of the facility's relative condition. It will be presented as a ratio of the cost required to rectify maintenance deficiencies to the CRV. The FCI values will range from 0 to 1 or can be expressed as a percentage. The FCI will be computed annually, if all identified tasks for a given year are completed within that year, without any pending work spilling over to future years.

7.2 RATING CRITERIA FOR THE FACILITY CONDITION INDEX (FCI)

The rating criteria for the FCI are established based on the percentage resulting from the calculation. Different ranges of FCI percentages

correspond to various condition ratings, providing a comprehensive understanding of the building's overall state. The following rating criteria are utilized:

0 – 5% FCI: ASSET IN **GOOD** CONDITION

- Facilities will appear clean and fully functional.
- Occasional and manageable component and equipment failures may occur.
- Repairs and replacements primarily focus on aesthetic enhancements, such as wall painting, carpet replacement, roof repair, and window caulking.
- Tenant complaints are expected to be minimal and easily manageable.
- Tenant morale is likely to be positive and evident, reflecting the favorable condition of the facilities.
- Facility staff can dedicate their time to regular scheduled maintenance, ensuring the continued upkeep of the building.

6 – 10% FCI: ASSET IN **FAIR** CONDITION

- Facilities will begin to display early signs of wear and tear.
- Component and equipment failures might become more frequent.
- Repair and replacement efforts may be required for specific systems, such as boilers, window replacements, and interior renovations.
- Tenant complaints may arise with a higher frequency, indicating a slightly compromised condition of the facilities.
- Tenant morale might be affected, reflecting the deteriorating condition of the building.
- Facility staff may occasionally need to divert their attention from regular scheduled maintenance tasks to address emerging issues.

11 – 30% FCI: ASSET IN **POOR** CONDITION

- Facilities will exhibit apparent and increasing signs of deterioration and wear.
- Component and equipment failures are expected to occur frequently, potentially leading to occasional building shutdowns.
- Replacement of specific major systems, including heating and plumbing systems, as well as complete interior renovations and building envelope restoration, may be necessary.
- Some units might be affected by shutdowns, often resulting from issues such as roof or pipe leakage.
- Tenant complaints are likely to be high in frequency, indicating growing dissatisfaction and concerns.
- Concerns about negative tenant morale may become more pronounced, reflecting the deteriorating condition of the facilities.
- Facility staff may need to shift from regular scheduled maintenance to a more reactive mode, addressing emergent issues as they arise.

31 – 50% FCI: ASSET IN **CRITICAL** CONDITION

- Facilities will show visible signs of wear, marked by obvious deterioration and aging.
- Frequent equipment failures and potential building shutdowns are expected, posing significant management risks.

- Health and safety concerns may become prominent, necessitating immediate attention and resolution.
- Replacement of multiple systems, such as mechanical, electrical, architectural, and structural components, might become imperative.
- Critical issues such as building heating system failures, evacuation requirements due to unaddressed roof leakage, and structural concerns, including envelope replacements, may arise.
- Operations staff may struggle to provide regular schedule maintenance due to increased volume of reactive calls, highlighting the urgent need for comprehensive and immediate repair and replacement measures.

7.3 FACILITY CONDITION INDEX (FCI) SUMMARY

The Cody Banks Arena has a 10-year total FCI rating of **21.02%,** categorizing the building to be in **overall Poor condition** based on a 10-year outlook. The average annual FCI is 2.1%.

Significant FCI expenditure peaks are noted of 6.08% in 2026, categorized at Poor condition, and 5.06% in 2027, categorized at Poor condition.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL #_____

Public Works Committee # 2

MOTION CARRIED _____

MOTION LOST _____

Date: June 9, 2026

Moved by Councillor Mitchell Tweel

Seconded by Councillor John McAleer

RESOLVED:

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

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

City of Charlottetown Committee Report

Report No: PW-2026-06-01-002

Date: June 1, 2026

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
None

Prepared by:
Ylber Gashi

Attachments:

- n/a

Report Title:
JSF Technologies Rectangular Rapid Flashing Beacons Procurement

Report Purpose:
To request Council approval of the sole sourcing of JSF Technologies AB-9400-20W Rectangular Rapid Flashing Beacons.

Staff Recommendation:
That Council approves the sole sourcing of JSF Technologies AB-9400-20W Rectangular Rapid Flashing Beacons.

Report Details:

The implementation of Rectangular Rapid Flashing Beacons (RRFBs) at crosswalks throughout the City has become a priority for Public Works, with the goal of improving pedestrian safety. As requests for these devices from residents continue to grow, the Department is focusing on deploying cost effective, quality products that will last, as well as maintaining consistency in products used throughout, not only the City, but the province.

The JSF Technologies AB-9400-20W Rectangular Rapid Flashing Beacon is currently being used by the Province of Prince Edward Island, and has demonstrated good performance. This product has also been used extensively in by the City, with dozens of units currently installed and having been installed for a number of years. From a cost and operational efficiency perspective, maintaining a single product simplifies maintenance, and allows replacement parts and components to be sourced through a single supplier, and kept in stock in-house with the ability to replenish the City's stock of components on an ongoing basis. In addition, components can be interchanged between municipal and provincial systems when needed, shortening the lead time to replace a broken or malfunctioning device if either the City or the province does not have the necessary part available. Additionally, allowing the sole sourcing of these products presents an opportunity to collaborate with the Province on future procurements and benefit from bulk pricing.

This product has been competitively priced in past competitive procurement processes, and as such pricing is expected to be fair. In public RFQ's for this product in 2023 and 2024, this product was the lowest bid submission and was purchased by the City and as such, staff have developed a familiarity with the installation and operation of this product, and the City has established a substantial fleet of these devices. In 2025, this product was the second lowest cost submission, so it is expected that the pricing for this product remains competitive and provides excellent value for money. Staff did not request current pricing from the supplier at this time in the event that this sole source recommendation is not approved and an RFQ must be issued as it would be unfair to the supplier to have their price shared publicly in advance of a competitive process. In previous years, this product has cost approximately $3,000.00 per unit, which means that in order to outfit a standard crosswalk with RRFB's, it costs approximately $6,000.00, plus the costs of signage and installation.

The procurement of these items has been budgeted for in the 2026/27 Capital budget and given the benefits of remaining consistent with the Province and the existing inventory of devices owned by the City, staff are recommending that Council approves the sole sourcing of JSF AB-9400-20W Rectangular Rapid Flashing Beacons.

Council or Committee History:
n/a

Financial Implications:
Budgeted expenditures as noted.

Public Engagement and Communication:
None planned or anticipated at this time.

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, May 29, 2026	Michael Ruus, RPP, MCIP May 29, 2026

Committee Recommendation: (if differing from staff)

DRAFT

Civic Board for Persons with Disabilities
Tuesday, May 19, 2026
Sherwood Room, City Hall
3:30 pm

Present: Chair Glen Flood
Amber Robb (Staff)
Anthony Welsh
Linda Clark
Alison Galley
Mayor Philip Brown

Regrets: Jeannie Poole
Judith Bayliss

1. Call to Order
Chair, Glen Flood called the meeting to order at 3:35 PM

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

3. Approval of Agenda
Moved by Linda, seconded by Anthony that the agenda be approved as circulated.

4. Approval of Minutes
Approved by Linda, seconded by Anthony

5. Business Arising from Minutes
Glen confirmed that the province will be making an official announcement to the public about the accessible taxi service in the capital region during National Accessibility Week.

6. Discussion Items

a) 2025 Accessibility Awards Event Discussion
Amber provided an update about the awards presentation and confirmed that it will be taking on June 1, 2026, at 6:00PM on the 2nd Floor at City Hall. Invitations have been sent to all Council members. Jackie has confirmed that there will be at least 35 people attending. Light refreshments will be served.

There will not be a flag raising on Monday June 1. The International Disability flag that was raised in December for the Expo is a different flag than the one flown for National Disability Week which we do not have. Glen will investigate acquiring one to use in future years.

The group reviewed the nomination writeups for clarification, Glen will visit a couple of the establishments to confirm what additional accessibility renovations have been completed for accuracy.

b) June to September Meetings to be held at Simmons

Our board meetings will be held at Simmons Sports Centre during the summer months (June-September) in the Stu MacFadyen boardroom or with site visits. The meeting time will change to 3:00PM. There is ample parking at Simmons which can be a challenge downtown during tourist season. It was proposed that Anthony and Jeannie could be transported to one of the meetings in the new Accessible Taxi that will be up and running this summer as a trial.

7. Introduction of New Business

Anthony informed us of about all the supports he has been receiving at home during his recovery from surgery.

Riley Taweel, Traffic Engineer with Public Wors will be attending a summer meeting to discuss sidewalk projects. Glen has asked Anthony to provide him a list of any sidewalks that he feels need repairs.

Alison will reach out to Queens County Residential Services to ask if our committee can have a tour of their facilities sometime during the summer months.

8. Adjournment

Moved by Alison, seconded by Anthony. The meeting adjourned at 4:16 PM.

Next meeting will be on June 16, 2026, at 3:00 PM at Simmons.

ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
June 9, 2026

The Environment & Sustainability Committee met on May 26, 2026. The meeting minutes are available in your package.

There is one (1) resolution for your consideration.

Respectfully submitted,
Councillor Trevor MacKinnon, Chair

ENVIRONMENT & SUSTAINABILITY COMMITTEE
Tuesday, May 26, 2026, 12:00 PM
Parkdale Room, 199 Queen Street, Charlottetown

DRAFT

PRESENT: **Mayor Philip Brown (arrived at 12:15 PM)**
Councillor Trevor MacKinnon, Chair
Councillor Mitchell Tweel
Councillor Norman Beck

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
Nick Walker, Energy Management Engineer

REGRETS: **Brad MacConnell, CAO**

Order of Business: Open Session

1) **Call To Order**
Chair MacKinnon called the meeting to order at 12:00 PM.

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

3) **Approval of Agenda**
It 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 April 28, 2026, be approved. Carried.

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

6) **Reports/Discussions**

a. Safe and Active School Routes Agreement – ES 26-13

Anna Keenan presented the report and advised that the City had been awarded $125,000 in FCM funding from the Green Municipal Fund (GMF) to support active transportation improvements associated with school travel routes and sought authorization to enter into the funding agreement. She explained that the funding would support infrastructure improvements along key school travel corridors, including upgrades associated with Maple Avenue, Belvedere Avenue, and design of other active transportation connections. The award of funding was anticipated and so had been included as revenue in this fiscal year's Active Transportation capital budget. The initiative is

intended to enhance safety and accessibility for students participating in the Bike Bus program and to improve connectivity within the City's broader active transportation network.

Councillor Beck discussed the importance of consulting with students, parents, school administrators, volunteers, and community stakeholders to ensure that proposed infrastructure improvements respond to local needs and support increased participation in active transportation programs. The discussion also focused on opportunities to expand participation in school Bike Bus initiatives and to strengthen connections between existing cycling facilities and future active transportation corridors throughout the city.

Councillor Tweel raised a concern that some schools, such as St. Jean Elementary School and Birchwood Intermediate School, are not currently included in the Bike Bus Program. Anna Keenan clarified that invitations were sent to all 14 schools in Charlottetown and that participation is at the discretion of each school, and dependent on the presence of a parent or teacher 'Bike Bus Champion' to coordinate the program at the school, as well as support from the school administration. However, the goal is to steadily increase the number of schools participating in the program over the coming years.

Questions were raised regarding the scope of the proposed infrastructure improvements and whether the project included the planned extension of Capital Drive. Anna Kennan clarified that the Capital Drive extension is being planned through Public Works and does not form part of this funding program, which is focused on school travel.

The Committee supported entering into the contribution agreement with the Federation of Canadian Municipalities to receive and administer the approved funding. Following discussion, the Committee agreed to recommend that Council enter into the agreement. Moved by Councillor Beck and seconded by Councillor Tweel. Carried.

b. City Electric and Hybrid Vehicle Update – ES 26-14

Nick Walker presented the report and advised that the report excludes police fleet vehicles and focuses on vehicles utilized by municipal departments. He reviewed the current composition of the fleet, noting that recent acquisitions include two Ford F-150 Lightning battery-electric vehicles, a Ford Escape plug-in hybrid vehicle, two Ford Maverick hybrid vehicles, and shared electric vehicles available for employee use. The report compared operating costs across vehicle types and demonstrated that battery-electric vehicles continue to provide the lowest operating cost per 100 kilometers travelled. Hybrid and plug-in hybrid vehicles also generated operating savings when compared with conventional gasoline-powered vehicles.

The Committee was advised that the analysis was based on data collected through the City's GPS and fleet management system, which records vehicle usage, distance travel, fuel consumption, and electricity usage. Nick Walker explained that the information was used to calculate operating costs, annual savings, and greenhouse gas emission reductions associated with each vehicle type. He further reported that shared electric vehicles provide additional savings by reducing employee mileage reimbursement claims. Based on current usage levels and applicable reimbursement rates, the shared electric vehicle program generates annual savings to the City while providing a lower-emission transportation option for staff conducting municipal business.

Councillor Beck reviewed the City's Climate Action Plan targets, which call for the light-duty municipal fleet to be fully electrified by 2035 and for heavy-duty fleet transition by 2040. Nick Walker advised that, based on the current age and replacement cycle of municipal vehicles, achieving the 2035 target would require future light-duty vehicle purchases to be predominantly

electric beginning in the next several years. He indicated that the target remains achievable given the size of the City's light-duty fleet and anticipated vehicle replacement schedules.

Councillor Tweel engaged in a discussion regarding evolving market conditions in the electric vehicle sector. Reference was made to recent announcements by vehicle manufacturers and public agencies regarding electric vehicle production and procurement decisions. Councillor Tweel raised concerns regarding whether market trends are shifting toward hybrid vehicles rather than fully electric vehicles and whether future fleet planning should account for potential changes in vehicle technology and consumer demand.

In response, Nick Walker outlined the distinctions between conventional hybrid vehicles, plug-in hybrid vehicles, and battery-electric vehicles. He also noted that hybrid vehicles can provide improved fuel efficiency but also involve maintaining both conventional and electric propulsion systems. Battery-electric vehicles, by contrast, generally have fewer mechanical components and therefore lower maintenance costs. Furthermore, he advised that the report was not intended as a comparative market analysis and therefore did not evaluate broader industry trends regarding future vehicle adoption.

Discussion also focused on electric vehicle reliability, charging infrastructure, and long-term implementation challenges. Mayor Brown noted that charging infrastructure remains a significant factor in the successful adoption of electric vehicles and highlighted the importance of ensuring adequate charging capacity both within municipal facilities and throughout the broader community. Reference was made to the City's existing public charging network and to planned charging infrastructure investments, including high-capacity charging stations associated with the Euston St facility.

Nick Walker advised that the City's existing electric vehicles have performed successfully and that the operational experience of municipal fleet vehicles differs from challenges encountered in some public transit and school bus applications. He explained that municipal fleet vehicles benefit from predictable operating schedules and overnight charging opportunities, which reduce many of the operational concerns associated with larger transit fleets.

Additional discussion addressed charging requirements for electric transit buses. Jessika Corkum-Gorrill explained that the City's electric buses currently utilize standard Level 2 charging infrastructure and that this approach was selected, rather than higher-capacity Level 3 fast chargers, because the buses are able to charge overnight when not in service. She noted that future expansion of service hours may require additional consideration of charging infrastructure and operational requirements.

During discussion of fleet transition planning, members requested additional information regarding the total number of light-duty vehicles within the municipal fleet and the implications of future replacement schedules. Staff agreed to provide follow-up information for inclusion in future reporting.

The Committee received the report for information.

c. Mechanical Farebox Procurement - ES 26-15

Anna Keenan presented the report and advised that the simple, cash-only mechanical fareboxes are being procured through a sole-source purchase from Diamond Manufacturing Inc., a supplier from which the City has previously acquired this equipment. She reported that the total

procurement value is less than $15,000 and falls within the provisions of the City's Procurement Policy governing non-competitive procurement. The selected equipment is identical to fareboxes currently installed in portions of the transit fleet, is the style requested by our transit operators, and will provide compatibility with existing operational procedures, locks, and maintenance practices.

The Committee was advised that staff reviewed alternative products in case savings could be found, but determined that the selected fareboxes represented both the most cost-effective option and maintain compatibility with existing equipment. Anna Keenan further noted that the procurement of these simple, cash-only fareboxes is intended as an interim measure while the City evaluates implementation of an open-loop fare payment system that would permit passengers to pay transit fares directly using debit cards, credit cards, mobile phone wallets, and other electronic payment methods.

Committee members asked questions about the future modernization of transit fare collection systems, and the potential implementation of open-loop payment technology. Anna Keenan advised that jurisdictions across Canada and globally are increasingly adopting bank card payment systems and that such systems have been shown to boost ridership, as they improve customer convenience and reduce barriers to transit use, particularly for first-time riders. She also indicated that the City is exploring implementation options and this year's budget anticipates acquiring such a fare system within the current fiscal year.

Councillor Tweel sought clarification regarding the procurement process and the rationale for sole sourcing of the mechanical fareboxes. Anna Keenan confirmed that the procurement complies with Section 6.13 of the City's Procurement Policy and is justified based on compatibility with existing equipment and the relatively low procurement value. She further advised that the purchase should satisfy anticipated farebox requirements for approximately two years.

Councillor Beck raised a question regarding compatibility between existing equipment and future fare collection technologies. Anna Keenan clarified that the fareboxes being procured are entirely mechanical devices for cash fares only, and provide a temporary bridge until broader fare payment modernization initiatives are implemented.

The Committee received the report for information.

7) <u>New Business</u>

Under new business, Mayor Brown requested additional information regarding the methodology used to determine the size and placement of transit shelters. It was requested that staff provide an overview of the criteria utilized when planning and installing new shelter infrastructure.

Mayor Brown also requested an update to be provided at the next Committee meeting on the status of the Transit Service Agreement with Trius.

<u>Adjournment</u>

It was adjourned by Councillor MacKinnon. Carried.
The meeting adjourned at 12:53 PM.

CITY OF CHARLOTTETOWN
RESOLUTION OF COUNCIL

Environment & Sustainability # 1

MOTION CARRIED _____

MOTION LOST _____

Date: June 9, 2026

Moved by Councillor Norman Beck

Seconded by Councillor Mitchell Tweel

RESOLVED:

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

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

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

City of Charlottetown Committee Report

Report No: ES 26-13

Date: May 26, 2026

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

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Public Works

Prepared by:
Anna Keenan, Sustainable Transportation Officer

Report Title:
Safe and Active School Routes Agreement

Report Purpose:
To seek Council endorsement to enter into a contribution agreement with the Federation of Canadian Municipalities for the Green Municipal Fund.

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

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

Report Details:
The City of Charlottetown has been awarded federal funding for active transportation infrastructure through the Green Municipal Fund. To confirm this funding, an agreement must be signed. Staff are requesting Council endorsement.

Up to $125,000 in FCM funding will be provided for the project. As part of the agreement, in addition to the capital project funding, the City will participate in a two-year national peer-learning cohort, facilitated by the FCM, as a professional development opportunity. FCM has identified the City of Charlottetown's Bike Bus program as an innovation that they would like to share with other municipalities through that cohort, and Charlottetown will have the opportunity to learn from the successes of other cities.

Priority areas identified in the City's Active Transportation Plan, where funds will be allocated, include the construction of protected bike lanes on Belvedere and Maple Avenues, serving the Sherwood Elementary Bike Bus routes. The project will also include engagement with West Kent and L.M. Montgomery Bike Bus leaders to identify other infrastructure priorities for construction in subsequent years.

Council or Committee History:
November 12, 2025 – Council endorses the vision of upgrading cycling infrastructure along school Bike Bus routes and supports staff submitting a funding application to the GMF's Safe and Active School Routes funding program.
November 25, 2025 – Council adopts the 2025 Active Transportation Plan vision.

Financial Implications:
FCM funds received will be $125,000. E&S approved capital budget will be used as matching dollars required.

This funding revenue was included in the City's 2026-27 budget.

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 May 15, 2026	RDM May 21, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: 26-14

Date: May 26, 2026

Directed to Council through the following Committee:
Environment and Sustainability

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments:
Public Works

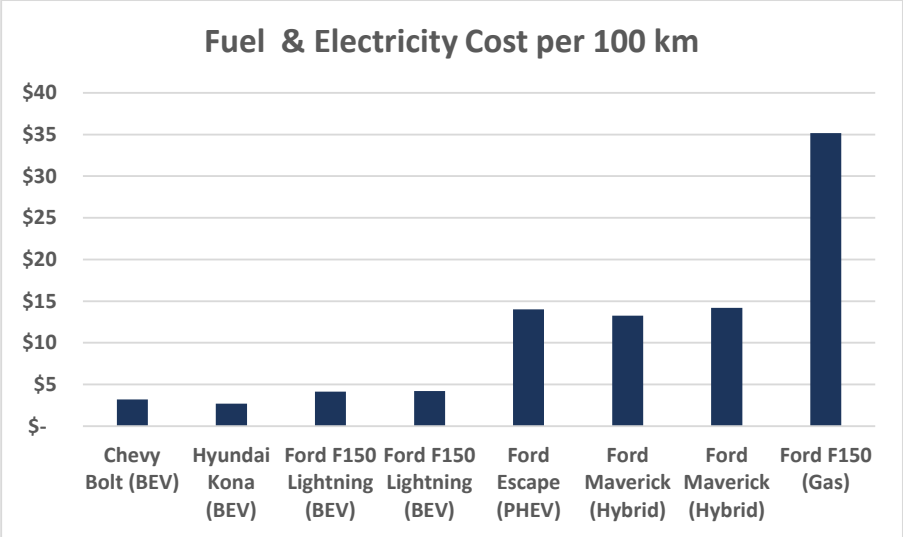
Prepared by:
Nick Walker, Energy Management Engineer

Report Title:
City Electric and Hybrid Vehicles Update

Report Purpose:
To update Council on the usage and savings of the City owned BEVs and hybrids

Staff Recommendation:
That Council receives this report as information.

Report Details:
The City of Charlottetown has expanded its fleet of Battery Electric Vehicles (BEVs) as well as other types of fuel-efficient vehicles, starting with the two shared BEVs located at City Hall, two Ford 150 Lightnings used by Public Works, and a plug-in hybrid (PHEV) Ford Escape. This report also looks at the two hybrid Ford Mavericks, used by Public Works and E&S, which isn't an electric vehicle but uses a hybrid technology and is one of the most fuel-efficient trucks on the market.



The graph above shows data taken from the fleet monitoring system that records trips taken, distance driven, as well as fuel and electricity usage. The graph compares the relative fuel and electricity cost to drive each vehicle based on the average usage from when the vehicles were added to the fleet. Data from four of the City's gas-powered Ford F150s were averaged out to get the last bar shown on the graph.

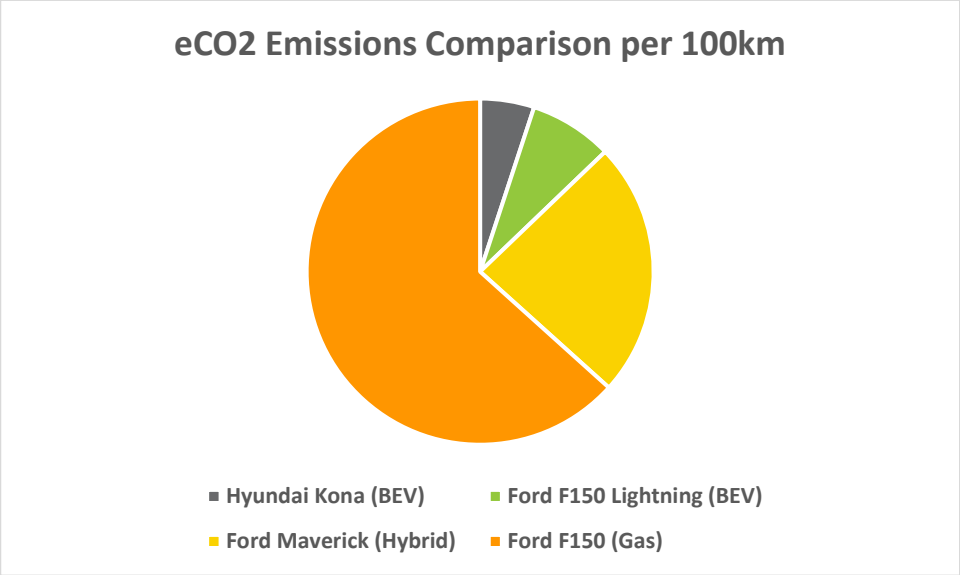
Although there is slight variation between the cost to drive the different electric vehicles, the biggest jumps are between the vehicle fuel types (EV, PHEV/hybrid, gas). This illustrates the importance of choosing the right vehicle for each job; if a pickup truck is needed, but doesn't require a high towing capacity, then perhaps a smaller hybrid truck would be suitable. EVs tend to be more expensive than an equivalent gas vehicle, so the annual savings should be considered when making a purchase.

The following table shows the total annual savings of the seven fuel-efficient vehicles when compared to equivalent gas vehicles. The Ford Lightnings are driven the most out of the vehicles shown so they result in a much higher annual savings.

City Vehicles	Equivalent Vehicle	km/yr	Annual Value of Fuel Savings
Chevy Bolt (BEV)	Hyundai Kona (Gas)	7,284	$ 990
Hyundai Kona (BEV)	Hyundai Kona (Gas)	6,787	$ 958
Ford F150 Lightning (BEV)	Ford F150 (Gas)	41,267	$ 12,822
Ford F150 Lightning (BEV)	Ford F150 (Gas)	36,063	$ 11,174
Ford Escape (PHEV)	Ford Escape (Gas)	4,955	$ 188
Ford Maverick (Hybrid)	Ford F150 (Gas)	5,106	$ 1,120
Ford Maverick (Hybrid)	Ford F150 (Gas)	4,368	$ 918
			Total
			$ 28,170 for seven fleet vehicles

Emissions:

The following graph shows the emissions of four of the example vehicles relative to the others. This comparison is based on the equivalent CO2 emissions per 100km and not total annual emissions since the number of kms each vehicle is driven can be quite different. The relative emissions follow a similar trend as the cost, with the gas F150 emitting more than seven times as much as the Lightning and three times as much as the Maverick. For both the cost and emissions, annual savings is greater with more kms driven, this can be considered when prioritizing which vehicles in the fleet would have the biggest impact by converting to electric.



Savings on Mileage Claims:
The two EVs located at City Hall help reduce mileage claims of employees using their personal vehicles for work related travel. The two EVs drive a combined distance of about 14,000 km each year and the combined electricity cost per year for the two EVs is about $415. Using the latest mileage rate of $0.57/km, and accounting for the cost of electricity, this works out to a savings of over $7,600 per year that the City would have also spent on mileage claims.

The City's Climate Action Plan identifies a target of 100% light duty fleet to be electric by 2035. To stay on track for this target, all new light duty vehicle purchases will need to be electric starting in 2027.

Council or Committee History:
ES 23-06 City Shared EVs

Financial Implications:
$28,170 savings in annual fuel costs.

Public Engagement and Communication:
Staff will add an "Electric Vehicles and Public Charging" section of the City's website to show the savings the City has seen since adding BEVs and fuel-efficient vehicles to the fleet.

Legislative Authority:
MGA – Part 7 Municipal Jurisdiction

Strategic Alignment:
Vision: Embracing the Future
Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: Accountable
Commitments: Sustainability, Technology, Transparency
Pillars: Infrastructure and the Environment.

Reviewed By:

Manager	**Director/CAO**
JCG May 15, 2026	RDM May 21, 2026

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report No: ES 26-15

Date: May 26, 2026

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

Attachments:
- N/A

Reporting Department:
Environment and Sustainability

Other Associated Departments: Finance

Prepared by: Anna Keenan, Sustainable Transportation Officer

Report Title:
Mechanical Farebox Procurement

Report Purpose:
To inform Council of sole-source procurement of eight mechanical transit fareboxes, with total value less than $15,000 before tax.

Staff Recommendation:
That Council receives this report for information.

Report Details:

As per the requirements of Procurement Policy section 6.13, this report is to inform Council of the Non-Competitive Procurement (Sole Source) procurement of eight mechanical transit fareboxes and accessories (keys, installation posts and brackets) for a total of US$10,750 before tax (less than CA$15,000), from Diamond Manufacturing Inc, based in Kansas, Missouri.

The Non-Competitive Procurement was deemed to be justified on the basis of these Procurement Policy criteria:

- 6.13a *"To ensure compatibility with present supplies"* (i.e., same manufacturer Diamond NV), and
- 6.13e *"The goods and services with the desired characteristics are only available from a particular supplier."*

No Council resolution is required under section 6.13, as the total value will be less than $25,000, and the purchase is within budget.

These eight fareboxes are required for the two new electric minibuses recently delivered, four full-size diesel buses being delivered this month, and two further electric minibuses to be delivered in March 2027. A further six full-size diesel buses delivered in December will receive fareboxes transferred from retiring buses.

Mechanical fareboxes are being purchased solely for the purposes of receiving cash fares; they do not handle electronic fare media. Staff are in the process of investigating a change in fare systems, in line with the global trend towards paying for transit by bank card, known as 'open loop' payments. The purchase of these low-cost mechanical fareboxes, rather than higher-end electronic fareboxes purchased previously, supports the T3 Transit fare system, while staff complete their investigation of a transition to open loop payment technology. The specific supplier and models chosen are also at the request of the operator.

Alternative models from Canadian suppliers were explored, however they were not competitive on cost, and the transit operator had a preference to stay with the model of farebox that is familiar to them and already present on other buses in the fleet, for consistency.

Council or Committee History:
N/A

Financial Implications:
The total cost will be less than $15,000. The amount is within the E&S transit infrastructure capital budget.

Public Engagement and Communication:
Report presented at the Environment and Sustainability Standing Committee meeting.

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 May 15, 2026	RDM May 21, 2026

Committee Recommendation: (if differing from staff)

CHARLOTTETOWN RIDERSHIP - APRIL 2026

Sum of Charlottetown Ridership	Route #																	
Date	**Day**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**9**	**11**	**13**	**14**	**23**	**1A**	**123CH**	**6A**		**10**	**Grand Total**
04/01/2026	Wed	480	360	305	287	87	337	0	261	143	12	0	344	159	18	255		15	3,063
04/02/2026	Thu	856	568	544	503	195	480	0	607	297	31	2	537	273	22	407		58	5,380
04/03/2026	Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
04/04/2026	Sat	558	332	340	0	0	212	0	45	0	0	0	252	744	0	440		0	2,923
04/05/2026	Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
04/06/2026	Mon	533	330	275	261	80	327	0	278	139	35	1	302	156	16	235		32	3,000
04/07/2026	Tue	840	608	501	601	207	478	0	492	268	37	2	619	308	31	405		38	5,435
04/08/2026	Wed	901	555	579	530	171	496	0	512	263	83	1	601	279	27	374		61	5,433
04/09/2026	Thu	834	551	489	598	171	510	0	501	278	82	0	537	231	27	393		47	5,249
04/10/2026	Fri	862	560	487	488	152	550	0	516	259	92	3	525	286	31	351		39	5,201
04/11/2026	Sat	487	383	302	0	0	159	0	56	0	0	0	275	710	0	441		0	2,813
04/12/2026	Sun	468	0	0	0	0	0	0	0	0	0	0	0	647	0	0		0	1,115
04/13/2026	Mon	779	454	465	495	173	333	0	493	222	96	1	576	225	24	306		47	4,689
04/14/2026	Tue	799	510	560	553	174	424	0	513	250	83	0	551	247	33	347		54	5,098
04/15/2026	Wed	706	501	472	439	197	380	0	414	218	70	2	561	240	35	347		37	4,619
04/16/2026	Thu	669	500	493	462	175	440	0	436	325	78	1	472	255	29	311		60	4,706
04/17/2026	Fri	707	473	557	531	171	476	0	428	290	77	0	569	273	37	338		39	4,966
04/18/2026	Sat	531	335	351	0	0	234	0	38	0	0	0	321	762	0	475		0	3,047
04/19/2026	Sun	329	0	0	0	0	0	0	0	0		0	0	535	0	0		0	864
04/20/2026	Mon	698	507	490	412	194	375	0	500	252	74	2	605	251	29	310		56	4,755
04/21/2026	Tue	784	441	453	422	184	426	0	505	211	93	0	579	257	40	310		50	4,755
04/22/2026	Wed	697	491	474	429	201	425	0	426	221	95	0	551	254	25	323		38	4,650
04/23/2026	Thu	636	466	482	453	166	550	0	363	266	77	0	518	236	30	299		44	4,586
04/24/2026	Fri	787	465	515	423	185	478	0	438	296	78	2	596	260	22	312		28	4,885
04/25/2026	Sat	491	361	325	0	0	149	0	52	0	0	0	369	774	0	430		0	2,951
04/26/2026	Sun	427	0	0	0	0	0	0	0	0	0	0	0	616	0	0		0	1,043
04/27/2026	Mon	768	472	492	410	195	443	0	485	235	63	1	540	241	35	344		50	4,774
04/28/2026	Tue	732	498	536	399	190	495	0	450	235	66	2	588	288	41	306		50	4,876
04/29/2026	Wed	721	498	486	426	188	414	0	461	253	71	1	556	288	37	336		43	4,779
04/30/2026	Thu	719	458	496	561	193	541	0	476	311	50	0	525	265	38	315		40	4,988
05/01/2026	Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Grand Total		**18,799**	**11,677**	**11,469**	**9,683**	**3,649**	**10,132**	**0**	**9,746**	**5,232**	**1,443**	**21**	**12,469**	**10,060**	**627**	**8,710**		**926**	**114,643**

CHARLOTTETOWN RIDERSHIP - APRIL 2026

	Values		
Day	**Non Paying**	**Paying**	**Monthly Ridership**
Sun		3022	3,022
Mon		17218	17,218
Tue		20164	20,164
Wed		22544	22,544
Thu		24909	24,909
Fri		15052	15,052
Sat		11734	11,734
Grand Total		**114643**	**114,643**

		2026	**2025**	**2024**	**2023**
Total Ridership		114,643	119,813	128,030	95,127
Monday - Friday	Paying	99,887	104,159	109,429	77,884
	Non - Paying	-	-	-	-
	Working Da	21	21	22	21
	Average	4,757	4,960	4,974	3,709
Saturday	Paying	11,734	13,042	14,155	13,384
	Non - Paying	-	-	-	-
	Working Da	4	4	4	5
	Average	2,934	3,261	3,539	2,677
Sunday	Paying	3,022	2,612	4,446	3,859
	Non - Paying	-	-	-	-
	Working Da	3	3	4	4
	Average	1,007	871	1,112	965