



**CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
MONDAY, DECEMBER 11, 2023 at 5:00 PM**

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website by 9:00 am, Monday, December 11th

20 – RESOLUTIONS	1 – RESOLUTION ANTICIPATED	4 - BYLAW READINGS
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❖ **Land Acknowledgement**

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Adoption of Previous Draft Minutes

- Regular Meeting – November 14, 2023
- Special Meetings – November 24, 25 & 27, 2023
- Public (Planning) Meeting – November 28, 2023

5. Business Arising out of the Minutes

6. Motion to Move into a Closed Session as per Section 119(1) (e) & (f)

(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;

(f) the conduct of existing or anticipated legal proceedings or the review of legal advice.

Re: Short Term Rental Licensing Bylaw Implementation

7. Reports of Standing Committees of Council

7.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

- Monthly Report
- Five (5) Resolutions
- One (1) Resolution Anticipated on Monday
- 1st Reading to amend the OPA and Zoning & Development Bylaw
 - Rezone 68 Royalty Road (PID# 145714) from M-1 Zone to R-3 Zone
- 1st Reading to amend the Zoning & Development Bylaw
 - 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162)

- 2nd Reading to amend the Zoning & Development Bylaw
 - Rezone Lot 39, Oak Drive (PID# 392936) from R-1L Zone to R-2 Zone

7.2 Water & Sewer Utility – Councillor Bob Doiron, Chair

- Monthly Report
- One (1) Resolution

7.3 Public Works – Councillor Julie McCabe, Chair

- Monthly Report
- Seven (7) Resolutions

7.4 Economic, Tourism & Cultural Development – Councillor Trevor MacKinnon, Chair

- Monthly Report
- Two (2) Resolutions

7.5 Environment & Sustainability – Councillor Terry Bernard, Chair

- Monthly Report
- No Resolutions

7.6 Strat. Priorities, Comms & Intergovernmental Cooperation – Coun. Norman Beck, Chair

- Monthly Report
- One (1) Resolution
- Renew the Notice of Motion to Amend the Procedural Bylaw

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

- Monthly Report
- One (1) Resolution
- 1st Reading to amend the Grants Bylaw

7.8 Human Resources – Councillor Justin Muttart, Chair

- Monthly Report
- One (1) Resolution

7.9 Protective & Emergency Services - Councillor Kevin Ramsay, Chair

- Monthly Report
- One (1) Resolution

7.10 Parks, Recreation & Leisure Activities – Councillor Mitchell Tweel, Chair

- Monthly Report
- No Resolutions

7.11 New Business

- One (1) Resolution
- Notice of Motion by Councillor Mitchell Tweel for consideration at a future meeting of Council
 - *That the City of Charlottetown establish a municipal bylaw to prohibit the distribution of drug paraphernalia.*

8. Motion to Adjourn



CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, NOVEMBER 14, 2023, at 5:00 PM

DRAFT

Mayor Philip Brown presiding

Present:

Deputy Mayor Alanna Jankov
Councillor Terry Bernard
Councillor Bob Doiron
Councillor Norman Beck (T/C)
Councillor John McAleer

Councillor Mitchell Tweel
Councillor Kevin Ramsay
Councillor Julie McCabe
Councillor Trevor MacKinnon
Councillor Justin Muttart

Also:

Sue Fraser, A/CAO
Frank Quinn, PRM
Paul Johnston, IIAM
Emilee MacLeod, HRM
Jessika Corkum-Gorrill, AESM
Michael Fraser, PDO
Melanie McKenna, CS

Brad MacConnell, PC
Scott Adams, PWM
Betty French, FM
Wayne Long, AMEDTC
Kent Mitchell, DFC
Janice Fogarty, SCO
Tracey McLean, PRC

Regrets:

Eleanor Mohammed, CAO
David Gundrum, P-DM

Richard MacEwen, UM
Donna Miller-Ayton, P-PHM

T/C – attended via Teleconference

- ❖ The Mayor acknowledged that the land on which we gather is the traditional unceded territory of the Mi'kmaq First Nation.
- ❖ The Mayor congratulated Team Canada White on winning the gold medal at the 2023 World Under-17 Hockey Challenge which took place at the Eastlink Centre in Charlottetown on November 11th. He thanked all event organizers, volunteers and co-host City of Summerside.

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

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

4. Adoption of Previous Draft Minutes

Moved by Councillor MacKinnon and seconded by Councillor Muttart that the draft minutes of the following open meetings of Council be adopted. Carried.

- Regular Meeting – October 10, 2023

- Public (Planning) Meeting – November 1, 2023
- Special Meetings – October 12, 23 & November 2, 2023

5. Business Arising out of the Minutes

No business arose.

6. REPORTS OF COMMITTEES / RESOLUTIONS/BYLAW READINGS

6.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

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

An update was requested with respect to the conditions outlined in the resolution, approved September 25, 2023, requesting a one-year extension to the temporary use variance for the current emergency shelter facility at 15 Park Street. Deputy Mayor Jankov deferred to the City Solicitor who indicated legal is scheduled to meet with the provincial departments on November 16th to determine the status of the conditions as stated in the resolution.

Concern was raised regarding capacity/occupancy issues within single-family dwellings throughout the city. Deputy Mayor Jankov indicated the matter would be brought to the next Committee meeting for discussion.

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the application submitted by the owner's agent (Tessa Roberts – Robert Group of Companies) and subsequent traffic study prepared by Coles Associates Limited and Englobe Corp dated August 25, 2023 for the development of a drive-thru and queuing spaces at 644 University Avenue (PID# 387852) for a Tim Hortons eating and drinking establishment be accepted.

CARRIED 10-0

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown's Official Plan from Industrial to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the City of Charlottetown's Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714) be approved to proceed to public consultation.

**CARRIED 9-1
Councillor Doiron opposed**

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to rezone the property located at Lot 39, Oak Drive (PID# 392936) from Single Detached Residential Zone (R-1L) to Low Density Residential Zone (R-2) to allow the construction of a duplex dwelling subject to the following condition:

1. That the applicant be required to provide all necessary documents to the satisfaction of the City of Charlottetown for the future Building and Development Permit application to ensure that the proposed duplex dwelling is located and constructed on the subject property at an adequate distance from the existing drainage pipe found along the rear property boundary be approved.

In response to concerns raised of the existing drainage issues, Deputy Mayor Jankov indicated that staff would research the drainage pipe history and an update would be provided to Council at a subsequent meeting.

CARRIED 10-0

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request for a Site-Specific Exemption to Section 30.2, Regulations for Permitted Uses and Section 30.3 Bonus Height Development Standards in the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the Zoning and Development By-law to:

- Increase the height of the proposed apartment building from six (6) storeys to eight (8) stories with a maximum height of 88 ft. in the Downtown Mixed Use Neighborhood Zone (DMUN) for the property located at 199 Grafton Street (PID #342790),

for the proposed eight (8) storey, one hundred fifty-eight (158) unit building including thirty-two (32) affordable housing units with parking located within and under the building at 199 Grafton Street (PID #342790), subject to the Design Review Board's recommendations, be approved to proceed to public consultation.

CARRIED 10-0

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to amend Appendix "A" Future Land Use Map of the City of Charlottetown from Low Density Residential to Commercial;

And amend Appendix "G" – Zoning Map of the City of Charlottetown's Zoning and Development By-law from Low Density Residential Zone (R-2) to Highway Commercial Zone (C-2) for the portion of the property located at 421 St. Peter's Road (PID# 464586) be approved to proceed to public consultation.

Some Councillors raised concerns regarding the rezoning; they thought this particular area on St. Peter's Road is congested, unsafe and a considerable amount of truck traffic continues to use Angus Drive.

LOST 6-4

Councillors Beck, Bernard, McAleer & Ramsay in favour

Due to the vote noted above, an alternate resolution was brought forward.

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to amend Appendix "A" Future Land Use Map of the City of Charlottetown from Low Density Residential to Commercial;

And amend Appendix "G" – Zoning Map of the City of Charlottetown's Zoning and Development By-law from Low Density Residential Zone (R-2) to Highway Commercial Zone (C-2) for the portion of the property located at 421 St. Peter's Road (PID# 464586) be **rejected** to proceed to public consultation.

**CARRIED 6-4
Councillors Beck, Bernard, McAleer & Ramsay opposed**

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the request to proceed to public consultation to amend the current Development Concept Plan and Development Agreement for the property to develop a new medical treatment and mental health facility located at 115 Murchison Lane (PID#s 425892 and 691162) be approved.

CARRIED 10-0

1st Reading of the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-073, A Bylaw to amend the Zoning & Development Bylaw, "To Amend Appendix "G" – Zoning Map of the Zoning & Development Bylaw for **Lot 39, Oak Drive (PID# 392936)** from Single Detached Residential (R-1L) Zone to Low Density Residential (R-2) Zone to construct a duplex.

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That the Bylaw to Amend the City of Charlottetown Zoning & Development Bylaw (PH-ZD.2-073) as it pertains to **Lot 39, Oak Drive (PID# 392936)** be read a first time and approved and that it be read a second time at the next public Meeting of Council.

CARRIED 10-0

6.2 Parks, Recreation & Leisure Activities – Councillor Mitchell Tweel, Chair

Councillor Tweel indicated his Committee report was included in the weekend package. He provided an update on the Simmons Sports Centre Replacement Project which is progressing on schedule; rendering images of the centre were shown to both Council and the viewing public.

In response to a question raised regarding the inner lane at Victoria Park, Councillor Tweel deferred to the Parks & Rec Manager. The PRM indicated that if the lane is closed to vehicular traffic in the winter and used as an active transportation path, the matter would have to go through the public consultation process (as per the Victoria Park Bylaw) and then onto Council for a decision. Councillor Tweel added that he would take this back to Committee for discussion.

**Moved by Councillor Mitchell Tweel
Seconded by Councillor Terry Bernard**

RESOLVED:

That as per the recently advertised Request for Proposals "2023 Parks Playground Equipment," the City of Charlottetown accepts the low bid from JIL Engineering & Construction in the amount of \$48,018.00 (plus applicable taxes) for the purchase of a medium size play structure for Evergreen Park,

And that the estimate additional amount of \$20,000 be approved for the playground structure installation and contingency costs,

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

CARRIED 10-0

6.3 Water & Sewer Utility – Councillor Bob Doiron, Chair

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

It was noted that a business owner along Kent Street has encountered some residual effects to their property due to installation of communications/fibre optic cabling. Councillor Doiron indicated he would bring this back to Committee for discussion.

6.4 Public Works – Councillor Julie McCabe, Chair

Councillor McCabe indicated her Committee did not meet since the last Council meeting. She reported that Public Works and Utility staff have moved into the new City garage, holiday decorations are being installed throughout the city beginning with the downtown core and many attended the Public Information Session on the realignment of Water Street as part of the Eastern Gateway Waterfront Master Plan; hosted by the City of Charlottetown and the Province of P.E.I.

6.5 Economic, Tourism & Cultural Development – Councillor Trevor MacKinnon, Chair

Councillor MacKinnon indicated his Committee did not meet since the last Council meeting. He reported that from November 24 until January 2, 2024, Charlottetown Christmas Festival Events will take place; World Under-17 Hockey Challenge was a success and he extended congratulations to all involved in the event and the Charlottetown Arts and Culture Awards recently honoured five individuals for their contributions to the arts community; awards were presented on October 25, 2023.

6.6 Environment & Sustainability – Councillor Terry Bernard, Chair

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

**Moved by Councillor Terry Bernard
Seconded by Councillor Bob Doiron**

RESOLVED:

That the City of Charlottetown award a contract to Dougan and Associates, the highest scoring proposal, for the creation of a Post-Fiona Urban Restoration Strategy at a cost of \$78,839.00 plus HST,

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

CARRIED 10-0

**Moved by Councillor Terry Bernard
Seconded by Councillor Bob Doiron**

RESOLVED:

That the City of Charlottetown endorse a two-step procurement process for the transit depot design/build project, with step one being an Expression of Interest with up to three (3) candidates being selected to provide a full Request for Proposal,

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

Some Councillors voiced concerns and reservations on this type of procurement process. Councillor Bernard indicated this procedure was a recommendation from the transit consultants. The Environment & Sustainability A/Manager added that Public Works engineers also recommended this procedure which is common practice outside the City of Charlottetown.

**CARRIED 7-3
Councillors Doiron, McAleer & Muttart opposed**

6.7 Strat. Priorities, Comms & Intergovernmental Cooperation – Coun. Norman Beck, Chair
Councillor Beck indicated his Committee report was included in the weekend package.

Concern was raised with regard to the proposed amendments to the Procedural Bylaw and how it appears that the existing Standing Committee structure is being compromised with the addition of a Committee of the Whole.

It was moved by Councillor Tweel and seconded by Councillor Doiron that the first (1st) reading to amend the Procedural Bylaw be deferred to a future meeting of Council to allow both Councillor Beck and the CAO to attend (in person). Deferral carried 10-0.

**Moved by Councillor Norman Beck
Seconded by Deputy Mayor Alanna Jankov**

RESOLVED:

Whereas the Sustainable Meetings Policy adopted by City Council on June 9, 2014 intended to minimize environmental impacts when hosting Council and Committee meetings, through the selection of meeting materials, while demonstrating commitment to both financial responsibility and sustainability,

And Whereas, residents expect the City of Charlottetown to adopt practices that are more environmentally beneficial,

Therefore, Be It Resolved, that all Council and Committee meeting agenda packages be circulated electronically.

Several Councillors noted that paper copies are more convenient to browse through as opposed to trying to navigate a digital copy. It was also noted that some learn in different ways; therefore, require particular adaptations.

Councillor Beck indicated that IT staff have been quite helpful and guided most Councillors through

the technical process of setting up their computers to receive digital packages/documents and it seems to be working for most.

TIED 5-5

Mayor voted in favour – CARRIED 6-5

DM Jankov, Councillors Doiron, McCabe, Muttart & Tweel opposed

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

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

**Moved by Councillor John McAleer
Seconded by Councillor Julie McCabe**

RESOLVED:

That the City of Charlottetown will enter into a 3-year Joint Management Agreement with CCCMI and Government of PEI for the period of 2023-2026 per the attached Agreement,

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

There was discussion on the amendments presented in the revised agreement around reporting requirements, the 80/20 split of funding shortfalls between the City and the province, and the Board appointment.

It was suggested that the item be brought back to Committee for further review; moved by Councillor McAleer and seconded by Councillor MacKinnon to defer the resolution. The CAO spoke to the deferral and advised Council that the 80/20 split without stating actual calculations is from the original agreement and it was only in recent years that someone in City Administration added actual amounts which is problematic as that would only be forecasted amounts. She reiterated that most of CCCMI budget is fixed costs and there is very little latitude for anything other than fiscally responsible spending. She reminded Council that the City owns the Arena Complex which is the most expensive part of the Complex to operate and the front-line staff there are the City's unionized staff.

Following discussion on the deferral, the motion was defeated with Councillors Beck, Doiron, MacKinnon and Tweel in favour. A vote was then taken on the original resolution as noted above.

CARRIED 8-2

Councillors Doiron & Tweel opposed

**Moved by Councillor John McAleer
Seconded by Councillor Julie McCabe**

RESOLVED:

That the City of Charlottetown enter into a purchase agreement to obtain outright ownership of the residential property at 54 Maple Avenue for \$340,000.00,

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

CARRIED 10-0

Moved by Councillor John McAleer
Seconded by Councillor Julie McCabe

RESOLVED:

That Council reject the attached request to purchase City Property at the northeast corner of Queen Street and Pond Street (PID# 368001) and continue to hold this parcel of land.

CARRIED 10-0

1ST Reading of the Remuneration Bylaw - Amend the City of Charlottetown Remuneration Bylaw (#2021-RMN-01) to implement the recommendations from the Remuneration and Allowances Commission as outlined in their report as presented to Council on October 12, 2023.

Moved by Councillor John McAleer
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw to amend the City of Charlottetown Remuneration Bylaw (#2021-RMN-01) be read a first time.

CARRIED 9-1
Councillor Doiron opposed

Moved by Councillor John McAleer
Seconded by Councillor Julie McCabe

RESOLVED:

That the Bylaw now be approved as a City Bylaw and that it be entitled the City of Charlottetown Remuneration Bylaw (#2021-RMN-01) and it be read a second time at the next public meeting of Council

CARRIED 9-1
Councillor Doiron opposed

6.9 Human Resources – Councillor Justin Muttart, Chair

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

In response to a question raised regarding staff assigned to clean up drug paraphernalia throughout the city, Councillor Muttart deferred to the HR Manager who indicated staff adhere to the Safe Handling of Sharps Policy which aims to ensure that measures and precautions for the recovery of sharps is provided to protect staff members and prevent injury when handling these potentially harmful materials; training and proper equipment/gear has been provided as well. Councillor Muttart indicated that the matter will be taken back to Committee for further discussion.

- At this time, Council voted in favour to extend the meeting beyond three (3) hours.
- Mayor Brown had a prior commitment and left the meeting at 8:04 PM.
- Deputy Mayor Jankov presided.

6.10 Protective & Emergency Services – Councillor Kevin Ramsay, Chair

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

In response to an update request, Councillor Ramsay deferred to the Police Chief who indicated the Summary Proceedings (Ticketing) bylaw is still under review as it contains a significant legal component.

It was requested that a resolution (passed Dec 9, 2019) to encourage the provincial government to create legislation to enact civil forfeiture statutes, be revisited. The Acting CAO suggested the CAO and Police Chief work with the Department of Justice on evidentiary material to follow through with the commitment to that particular resolution of Council.

Moved by Councillor Kevin Ramsay
Seconded by Councillor Norman Beck

RESOLVED:

That the Public Works Manager be authorized to cut grass, remove any trees, garbage and other materials or debris, dangerous or otherwise, clean up and properly dispose of same, at the owners' expense, at the following properties located at:

75 Kindred Avenue (PID #114058)

Warning posted on October 17, 2023; Pictures taken. Satisfactory action to resolve issue not taken.

256 Fitzroy Street (PID #345348)

Warning posted on October 16, 2023; Pictures taken. Satisfactory action to resolve issue not taken.

76 Sydney Street (PID #338087)

Warning posted on September 28, 2023; Pictures taken. Satisfactory action to resolve issue not taken.

103 Brackley Point Road (PID #396200)

Warning sent by Registered Mail to owner on September 28, 2023, Pictures taken. Satisfactory action to resolve issue not taken.

in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.

CARRIED 9-0

Moved by Councillor Kevin Ramsay
Seconded by Councillor Norman Beck

RESOLVED:

That the Public Works Manager be authorized to remove derelict vehicles as determined under the Dangerous, Hazardous, and Unsightly Bylaw by definition, at the owners' expense, on properties located at:

103 Brackley Point Road (PID# 396200), and

37 Cortland Street (PID # 573592)

in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown.

CARRIED 9-0

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Norman Beck**

RESOLVED:

That Council approves the sole source purchase of replacement rescue gear as approved in the 2023-2024 Capital Budget at a cost of \$329,153.00, taxes included,

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

CARRIED 9-0

6.11 New Business

There was no new business.

7. Adjournment

Moved by Councillor McCabe and seconded by Councillor MacKinnon that the meeting be adjourned. Carried. The meeting concluded at 8:27 PM.

DRAFT



**CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
FRIDAY, NOVEMBER 24, 2023 AT 8:00 AM**

DRAFT

Mayor Philip Brown presiding

Present: Deputy Mayor Alanna Jankov
Councillor Terry Bernard (arr. late)
Councillor Bob Doiron
Councillor Norman Beck
Councillor John McAleer

Councillor Mitchell Tweel (arr. late)
Councillor Kevin Ramsay
Councillor Julie McCabe (arr. late)
Councillor Trevor MacKinnon
Councillor Justin Muttart

Also: Eleanor Mohammed, CAO
Brad MacConnell, PC
Kent Mitchell, DFC
Scott Adams, PWM
Richard MacEwen, UM
Emilee MacLeod, HRM
Donna Miller-Ayton, P-PHM
Jessika Corkum-Gorrill, AESM
Janice Fogarty, SCO

Sue Fraser, Dir.
Tim Mayme, FC
Frank Quinn, PRM
Paul Johnston, IIAM
Betty French, FM
David Gundrum, P-DM
Wayne Long, AMEDTC
Rory Chaisson, ITO
Tracey McLean, PRC

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

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

Moved by Deputy Mayor Jankov and seconded by Councillor Muttart that the agenda be approved. Carried.

4. Items – Bylaw Reading/Presentations

- a) **2nd Reading of the Remuneration Bylaw** - Amend the City of Charlottetown Remuneration Bylaw (#2021-RMN-01) to implement the recommendations from the Remuneration and Allowances Commission as outlined in their report as presented to Council on October 12, 2023.

Moved by Councillor John McAleer

Seconded by Councillor Trevor MacKinnon

RESOLVED:

That the City of Charlottetown Remuneration Bylaw (#2021-RMN-01) be read a second time and that the said Bylaw now be approved and adopted.

**CARRIED 5-1
Councillor Doiron opposed**

b) Budget Introduction by CAO

The CAO indicated the purpose of these presentations is to demonstrate Council's commitments to transparency, accountability, and trust as outlined in our Strategic Plan 2022-2026, provide Council and the Public with a current snapshot of existing City policies, services, and programs, along with successes and challenges and for Council to provide direction to Administration and Council Committees on prioritized themes, policies, services, and programs to be included in the 2024-2025 City Budget.

Departmental Budget (2024/2025) Overview Presentations**c) Water & Sewer Utility**

Richard MacEwen, Utility Manager, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - consistent decrease over the years in water consumption (water meter program), decrease in wastewater discharge events into the Charlottetown Harbour, award for best municipal tap water in Atlantic Canada.

Top Five (5) Departmental Priorities: Human Resource Management to ensure a skilled workforce for the future, Inflow and infiltration reduction to improve wastewater management, Protect existing water supply sites and investigate future locations, Improve water leak detection capabilities and Continue to seek funding to assist with infrastructure renewal.

Following Q&A, budgetary priority is that the 100+ year-old piping requires major upgrading. Action Item: None.

d) Human Resources

Emilee MacLeod, HR Manager, began her presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - ADP Workforce Now HRIS and Payroll Platform Upgrade, Increase in Labour Management Meetings resulting in a reduction in grievances, 90 New Hires (Permanent, Casual, ELS, Contract) and Designations within the department: CPHR, RPR, CPC.

Top Five (5) Departmental Priorities: Training and Development Officer, Wellness Program, Performance Management System, Policy Analyst and Job Evaluation Project.

Following Q&A, budgetary priority is that a Training and Development Officer position be considered. Action Item: Communications or visual mapping of what the job application process looks like, along with automatic replies when applications are made.

e) Police Services

Brad MacConnell, Police Chief, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25.

Top Six (6) Departmental Priorities: Staffing (Recruitment and Retention) and Capacity Building (Officers, Media & Community Liaison Officer and Support Staff), Road Safety, Critical Incident Planning & Response, Bylaw Enhancement & Enforcement, Keeping Pace with Technology and Facility Updates – Dispatch Centre & Records Section.

- Councillor MacKinnon left the meeting at 9:44 AM and returned later in the meeting.

Following Q&A, budgetary priorities are Police Public Relations and Community engagement and Police workforce/staffing (10). Action Item: Negotiate with the Province regarding the programs they offer and calls/or residences of persons who commit crimes and needed funding.

- Councillor Doiron left the meeting at 9:59 AM.

f) Fire Services

Tim Mayme, Fire Chief, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - Introduction of the Blue Card Incident Command System, Hiring of new Deputy Fire Chief and Fire Inspector, Safely responded to a record number of emergency responses (1102).

Top Five (5) Departmental Priorities: Collective Agreement, complete Fire Service Review and adoption by City, Complete Operational Plan, Organizational staffing levels and Fire Protection, Fire Prevention and Emergency Services Bylaws revisions.

Following Q&A, budgetary priorities are completion of the fire services review and underwriters report and finalize future location and subsequent design process of the new fire station. Action Item: Negotiate with the Province regarding the programs they offer and impacts on the City's Fire Services and needed funding.

- 10:39 AM - Intermission

g) Communications

Janice Fogarty, Senior Communications Officer, began her presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25.

Top Five (5) Departmental Priorities: Appropriate staffing levels and departmental responsibilities, Communications Planning, Codify procedures for different communications events, internal service levels and relationships standardized with KPIs, New website with process documents and staff training and Revise the Corporate Communications Policy.

No budgetary priorities or action items were identified.

h) Public Works

Scott Adams, Public Works Manager, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – First net-zero commercial building in PEI, Electrification of work vehicles and tool, St. Peter's Rd/Belvedere Ave Roundabout and the Development of several Traffic Management Plans.

Top Five (5) Departmental Priorities: Hiring and retention of qualified staff, Adopt and begin installation of adaptive traffic signal controls, Council adoption of 5-year Capital Plan, Introduction of a Capital Cost Recovery Bylaw and Continue to invest in our staff, fleet, tools and equipment.

- Councillor Bernard arrived at 12:12 PM.

Following Q&A, budgetary priorities are Street Resurfacing Program and Major Street Construction List approved by Council first meeting of December. (There is a commitment from Council to stick with the scientific rationale for what roads are remediated/upgraded and when). Action Items: Collaboration and communication with other departments re: projects for budget, consider engineering standards bylaw, further study Mt. Edward Road and Allen Street in 2024/25, traffic signal reconfiguration on Capital Drive.

- 12:42 PM - Lunch

i) Environment & Sustainability (incl. Transit)

Jessika Corkum Gorrill, Acting Environment & Sustainability Manager, began her presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - Received over \$11m in external funds in 2022, Phase one of Climate Action Plan complete, Over one million riders this year; first time for City Transit, AT path around perimeter of Charlottetown, Planted 2,607 trees and shrubs in 2023 and significant positive media coverage.

Top Five (5) Departmental Priorities: Climate Action, Sustainable Transportation, Urban Forest and Natural Areas Management, Food Security and Waste Reduction and Community Engagement and Education.

Following Q&A, no budgetary priorities were identified. Action Item: Ensure due diligence is adhered to with all contracts.

j) Parks & Recreation

Frank Quinn, Parks & Rec Manager, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – Simmons Sports Centre Replacement Project, Canada Games Legacy Project, Multi-Sport Outdoor Facilities, Response and Recovery efforts to Hurricane Fiona, Funding to undertake the Victoria Park Shoreline Protection Project and Playground equipment replacement and development.

Top Five (5) Departmental Priorities: Hire and retain qualified staff, Open the new Simmons Sports Centre in October 2024, Complete the installs for the outstanding playground equipment list from 2022 and 2023, Complete a new Parks Master Plan to replace the 2007 version and Complete a departmental review of all existing core service levels and compile a list of new service requests

Following Q&A, budgetary priorities are to evaluate and determine need for recreation facilities, purchase land for parks, and staffing. Action Items: Provide an update for purchasing land conversations and Revisit/evaluate a turf field.

k) Infrastructure & Asset Management

Paul Johnston, IA Management Manager, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – New GIS platform, Dedicated corporate GIS specialist, Increase in GIS staff for the City overall (1 to 3), Historical records collection from departments and Field work to collect missing data or verify existing.

Top Five (5) Departmental Priorities: High level of Council engagement, Field data acquisition crew, Digitize inspections, Implementation of City Works or similar work management program and Rollout of some GIS layers for public view.

Following Q&A, no budgetary priorities or action items were identified.

l) Economic, Tourism and Cultural Development

Wayne Long, Acting ET&CD Manager, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – Relaunched economic development efforts, Maintained #1 sport tourism ranking (<50,000), Invested over \$75,000 in grant funding to local cultural organizations and events, Recipient of \$500,000 in external grant funding, Hosted 90+ partnered events, Attracted and hosted 112 meetings and conventions in partnership with Meetings & Conventions PEI, \$18.2 M economic impact from the cruise ship industry.

Top Five (5) Departmental Priorities: Finalize department structure, Create and renew key departmental strategies, including an economic development strategy and festivals and events strategy, Develop

Reconciliation Roadmap, Establish funding programs for culture and events and Develop and implement action plans associated with departmental strategies.

Following Q&A, budgetary priority is to initiate an Economic Development Strategy. Action Item: Continue to build relationships across the Island to further drive economic development for the City of Charlottetown.

m) Information Technology

Rory Chaisson, IT Officer, began his presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - Significant progress has been made with regard to security infrastructure and practices. Most "end of life" infrastructure was replaced and modernized by 2022, a wide variety of major corporate security issues have been resolved.

Top Five (5) Departmental Priorities: Asset Management and Work Order Management Platform, Shift toward security first procedures, Continue to work on capital projects to modernize services and increase efficiency, Continue to focus on aging infrastructure replacements and Continue to find redundant services and reduce operating costs for services.

Following Q&A, budgetary priorities are Security and Privacy Client Management Tool. Action Item: None.

n) Planning & Heritage

David Gundrum, P-DM and Donna Miller-Ayton, P-PHM, began their presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – Adoption of STR Licensing By-law (effective Nov. 2023), Departmental Restructuring (focused areas of specialization) and Personal Staff Achievements (5 candidate RPPs in progress).

Top Five (5) Departmental Priorities: Complete new OP and Zoning & Development By-law, Hire additional Building Inspector(s) to match permit demand, Physical Space for Planning staff, Improve/upgrade phone system and Software requirements and access to software (Implement E-Permitting System).

- Councillor Mackinnon left the meeting at 3:57 PM.

Following Q&A, budgetary priority is to complete the Official Plan. Action Items: Look at Client Management Tools, Work Order System and provide more online forms.

- Councillor Muttart left the meeting at 4:13 PM.

o) Finance

Betty French, Finance Manager, began her presentation by noting what the department does, achievements, challenges, proposed programs and service levels for 2024/25. Highlights – New Grants Bylaw and proposed Procurement Bylaw in progress, Municipal Capital Expenditure Grant (MCEG) submission is now being done in-house, Audit was completed earlier this year, and the financial year-end was finalized and closed two months earlier than last year, SpryCIS billing system has increased efficiency and reduced costs, and the department now has a full staff complement.

Top Departmental Priorities: Sustainable procurement, Paperless Accounts Payable and Offering more services on-line.

Following Q&A, no budgetary priorities or action items were identified.

p) General Government (Office of the CAO)

Before beginning her presentation, Eleanor Mohammed, CAO, took the opportunity to congratulate the Department Heads on their presentations.

The CAO began her presentation by noting what the function of the Office of the CAO, achievements, challenges, proposed programs and service levels for 2024/25. Highlights - Governance steps identified and addressed issues in relation to the BDO report, Organized "Safe Spaces for Everyone: The Mayor's Conversation on the Unhoused Encampments", Updated Council reports to provide clarity in relation to stakeholder engagement, budget implications, and connections to the Strategic Plan, Restructured the Planning and Development Department after near collapse, Positively resolved the OmbudsPEI investigation into the City regarding closed meetings and eight new positions created including two (2) Managers. She also noted the organizational structure and workforce rightsizing.

Top Five (5) Departmental Priorities: Collectively improve employee morale and build positive corporate culture, Senior Leadership Team in Place, Development of Strategic Plan Action Plan and Corporate Plan, Successful negotiation of a new Memorandum of Understanding with the Government of PEI and Modernization of bylaws, policies, risk management, and contract control.

5. Adjournment

Moved by Councillor McAleer and seconded by Deputy Mayor Jankov that the meeting be adjourned. Carried. The meeting concluded at 5:00 PM.



**CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
SATURDAY, NOVEMBER 25, 2023 AT 9:00 AM**

DRAFT

Mayor Philip Brown presiding

Present: Deputy Mayor Alanna Jankov
Councillor Terry Bernard (arr. late)
Councillor Bob Doiron
Councillor Norman Beck
Councillor John McAleer
Councillor Mitchell Tweel (arr. late)
Councillor Kevin Ramsay
Councillor Julie McCabe
Councillor Trevor MacKinnon (arr. late)
Councillor Justin Muttart

Also: Eleanor Mohammed, CAO
Betty French, FM
Tracey McLean, PRC
Sue Fraser, Dir.
Wayne Long, AMEDTC

Guests: John Abbott and Philip Matusiewicz – Item 4(a)
Allan Wood – Item 4(b)
Steve Bellamy – Item 4(c)
Mike Cochrane – Item 4(d)
Matthew Cassidy – Item 4(e)
Roma Dingwell – Item 4(f)
Dawn Alan, Aaron Hansen & Steve Dunne – Item 4(g)
John Dewey and Satyajit Sen – Item 4(h)

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

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

No conflicts were declared.

3. Approval of Agenda

The Mayor noted that the Greater Charlottetown Area Chamber of Commerce and Better Transit Now (Barbara Dylla out of province) would not be presenting today. Moved by Councillor Beck and seconded by Councillor Muttart that the agenda be approved amended. Carried.

4. External Stakeholders' 2024/25 Budget Presentations

a) Eastlink Centre (CCCOMI)

Mayor Brown welcomed GM John Abbott and Board Chair Philip Matusiewicz to the meeting and asked that they begin the presentation.

Mr. Matusiewicz thanked Council for the opportunity to present; he spoke to the impacts on the Centre due to Covid such as cancellations related to sports, events and public meetings; financial loss was significant. He then noted 2023 sporting highlights - Canada Games, University Cup, Charlottetown Power Opener, High School Graduations, Old Home Week and the U17 World Hockey Championships. Event highlights – Home Show,

Easter Beef, Gran Fondo, Shellfish Festival, Wine Show, Music Concerts and the National Nurses Banquet (1500 participants) to name a few. Arena and total revenues are up compared to the same period as last year. Capital investments from both levels of government to host Canada Games has decreased repairs/maintenance costs.

- Councillor Tweel joined the meeting at 9:23 AM.

In closing, the presenters indicated that they are confident in the management of the Centre as they have proven the ability to successfully attract and host huge crowds for the right events and can build on its successes to bring even greater benefit to the community. Mr. Abbott advised Council that they are looking to retrofit the facility i.e. replacing main entrance doors and walkway to new staging to improve event hosting to an upper concourse.

Following Q&A, Mr. Abbott and Mr. Matusiewicz were asked to revisit a previous report which could assist them in reviewing the option of upgrading/retrofitting the current facility. The presenters left the meeting at 9:44 AM.

b) Bell Aliant Centre (CARI)

The Mayor welcomed the General Manager Allan Wood to the meeting and asked that he begin the presentation.

Mr. Wood thanked Council for the opportunity to present; he spoke to a Statement of Operations related to the Arena, Aquatics, General & Administrative, Commercial Tenant Fund, Capital Budget and 5-year Capital Requirements.

In response to a question raised regarding the tri-party agreement (naming rights) between the City, CARI and Bell Aliant, Mr. Wood indicated that Bell Aliant has "first right of refusal" and is still very interested in continuing the agreement for in-kind services (under negotiation)).

It was noted that many Islanders benefit from using the facility and Mr. Wood was asked if other PEI municipalities have been approached with regard to contributing financially. Mr. Wood confirmed that Board and management have been reviewing this option. Mr. Wood left the meeting at 10:11 AM.

c) Confederation Centre of the Arts

The Mayor welcomed CEO Steve Bellamy to the meeting and asked that he begin the presentation.

Mr. Bellamy thanked Council for the opportunity to present; the presentation related to the renovation of the former library and a request to change signage requirements within the Zoning and Development Bylaw. He indicated that the Centre is wanting to transform the former library space into an Arts Academy, Arts Innovation Hub and Charlottetown Forum (A national attraction for learning about Canada's origins and evolution). He further indicated that current restrictions on signage does not permit animation or video.

In closing, the request is that the City invest \$1M/yr. for five (5) years to activate \$66.5M from other sources as an investment in Charlottetown that would create more jobs, draw more tourists, and provide more programming for locals and visitors and an exemption regarding signage for the Confederation Centre of the Arts marquee and projections.

Following Q&A, the Deputy Mayor indicated that she would take the signage matter to the next Planning Committee meeting for discussion. Mr. Bellamy left the meeting at 10:40 AM.

- 10:41 AM – Intermission

d) Port Charlottetown

The Mayor welcomed CEO Mike Cochrane to the meeting and asked that he begin the presentation.

Mr. Cochrane thanked Council for the opportunity to present. The presentation focused on positive impacts of the Cruise industry in the city; the Port welcomed 89 cruise ships which brought 119,488 passengers and 56,968 crew. Of those 89 ships in 2023, nine (9) were inaugural visits. The Welcome Experience has been elevated with Anne of Green Gables Raspberry Cordial, PEI Lobster rolls, PEI Wild Blueberry & PEI Oyster Sampling on select arrivals. Local entertainment also greets passengers upon entering and leaving Port Charlottetown in the morning and evening.

In closing, the request is that the City support an enhanced welcome/farewell program, crosswalk lights at Prince/Water Street intersection to improve pedestrian flow, pave the section of Weymouth Street which enters the Port, improve site lines by possibly relocating the ice rink chiller at Founders Hall and grant in lieu of tax for 2024.

Mr. Cochrane left the meeting at 11:23 AM.

e) Trius Transit T3

The Mayor welcomed Operator Matthew Cassidy to the meeting and asked that he begin the presentation.

Mr. Cassidy thanked Council for the opportunity to present. He indicated that transit ridership is increasing steadily; 2023 seen over one million riders in Charlottetown and he anticipates further growth. Due to the demand on the service, T3 requires 18 full size buses to go to work and spares; 12 units will need to be retired by 2026. Also, if the construction of a new facility is on schedule, six (6) electric buses will be delivered in 2026. He stressed to Council there is no capacity for growth and no capacity to service new areas with respect to the existing transit fleet.

- Councillor MacKinnon joined the meeting at 11:30 AM.

Following Q&A, Mr. Cassidy left the meeting at 11:52 AM.

f) The Guild

The Mayor welcomed CEO Roma Dingwell to the meeting and asked that she begin the presentation.

Ms. Dingwell thanked Council for the opportunity to present. She indicated that the Guild is a Not-for-Profit and registered charity with a mandate by the Province of PEI to support new, emerging and professional artists, creative industries and community organizations through subsidies, mentorship, training and professional development opportunities. She stressed that operations cannot be maintained under this mandate without continued operational support from the City of Charlottetown, and the Province of PEI.

Ms. Dingwell further indicated the audited financials 2021- 2023 has shown the Guild to have had financial losses. 2021 loss: \$70,178.00; 2022 loss: \$152,482.00 and 2023 loss: \$114,560.00. Those losses were offset by covid funding and careful management, however, the challenge has been identified as a structural deficit related increased operational costs, as well as the footprint and age of the building. She added that four (4) staff positions had to be eliminated.

In closing, the request is that the City provide a one-time grant of \$25,000 to provide the Guild with the required financial leverage needed in the next few months to keep the doors open and to complete the operational overview.

In response to a question raised regarding other funding sources, Ms. Dingwell indicated she has reached out to other stakeholders including ACOA.

- Councillor McCabe left the meeting at 12:12 PM.
- Ms. Dingwell left the meeting at 12:14 PM.

g) Downtown Charlottetown Inc. (DCI)

The Mayor welcomed DCI Executive Director Dawn Alan, Board Members Aaron Hansen and Steve Dunne to the meeting and asked that they begin the presentation.

Mr. Dunne thanked Council for the opportunity to present. He indicated that Mr. Hansen, CADC, is collaborating with DCI regarding the Province House Historic District project – Phase I. Mr. Hansen admitted this is a ambitious project that would require demolition, removal, adjustment of existing infrastructure, traffic control, construction mitigation, contractor mobilization as well as replacement of water services/sewer lines (not included in cost estimates) lateral to adjacent buildings in and around Province House and the Confederation Centre of the Arts. Total project construction cost is estimated at \$10,028,271.

In closing their request is that the City of Charlottetown along with the Province of PEI and the Federal Government provide funding for the design phase related to water systems, storm water systems, hardscape, landscape, and other items as listed in the plan beginning with Queen and Richmond Streets.

Following Q&A, Ms. Alan, Mr. Hansen and Mr. Dunne left the meeting at 12:34 PM.

h) Federation of PEI Municipalities (FPEIM)

The Mayor welcomed Staff John Dewey and Mr. Satyajit Sen to the meeting and asked that they begin the presentation.

Mr. Dewey thanked Council for the opportunity to present with respect to Municipal Finance in PEI. He spoke more to a Financial Framework - a five-year municipal funding agreement with the province that expired at the end of March 2022, but the province has extended the agreement until March 31, 2024. Mr. Dewey provided additional information with respect to tax credits, equalization and municipal capital expenditures grant.

- Councillor Bernard left the meeting at 12:50 PM.

It was noted that priorities in 2022/23, FPEIM recommended in its pre-budget submissions and election advocacy, that the PEI government implement the following:

- Substantially reduce the provincial non-commercial property tax rate within municipalities to provide tax room for municipal governments.
- Increase the Real Property Transfer Tax from one percent to one-and-a-half percent, and remit revenue from the increase to the municipality in which the property transfer occurred.

The Federation is now working towards a new framework:

- Formal negotiations for a new financial framework will start soon. The Province has hired a professional negotiator.
- Each municipality needs to be ready to tell its story about why it needs additional revenue to support.

- A unified position will support our efforts to address the growing challenges facing municipal governments across the province.

Mr. Dewey and Mr. Sen left the meeting at 1:18 PM.

Each Councillor to review all the information presented over the last two days, determine their priorities and provide that feedback to the CAO via email (by December 1, 2023) which then will determine Top 5 priorities list.

5. Adjournment

Moved by Councillor Doiron and seconded by Councillor Ramsay that the meeting be adjourned. Carried. The meeting concluded at 1:20 PM.

DRAFT



**CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
MONDAY, NOVEMBER 27, 2023 AT 5:00 PM**

DRAFT

Mayor Philip Brown presiding

**Present: Deputy Mayor Alanna Jankov
Councillor Terry Bernard
Councillor Bob Doiron
Councillor Norman Beck
Councillor John McAleer**

**Councillor Mitchell Tweel (arr. 6:08 PM)
Councillor Kevin Ramsay
Councillor Julie McCabe
Councillor Trevor MacKinnon
Councillor Justin Muttart**

**Also: Eleanor Mohammed, CAO
Richard MacEwen, UM
Tracey McLean, PRC**

**Sue Fraser, Dir.
Donna Miller-Ayton, P-PHM**

Guests: Chief Lisa Cooper and Bradley Cooper, Native Council of PEI (Item 4a)

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

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

Councillor Doiron declared a conflict regarding Utility Resolution #2 (request for water service in Brackley); his Son-in-Law is associated with Landmark Construction which submitted the request.

3. Approval of Agenda

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

4. Presentations/Resolutions

a) Native Council of PEI re: Programs and Services incl. Mobile Harm Reduction

The Mayor welcomed Chief Lisa Cooper and Bradley Cooper to the meeting and asked that they begin the presentation. Chief Cooper thanked City Council for the opportunity to present; she provided a brief overview of the Native Council of PEI then deferred to Bradley Cooper who then spoke more on the Mobile Harm Reduction Team (MHRT).

Mr. Cooper indicated the goal of the MHRT is to reduce potential overdoses, transmittable diseases, sickness, and hunger by providing hygiene products, food, shelter (tents), blankets, clothing, and referrals. In partnership and collaboration with existing partners throughout PEI, the MHRT aims to address existing gaps in services and increase client support through provincial programming. Culturally sensitive harm reduction strategies are used to address the immediate needs of off-reserve Indigenous people struggling with addictions. He further indicated MHRT is also equipped to provide their clients (including non-indigenous) with basic needs to reduce exposure, bloodborne diseases with clean needles, pipes, Naloxone, first-aid supplies and antibiotic cream.

Mr. Cooper noted that MHRT consists of five (5) fulltime employees that travel between Charlottetown (6 days/wk.), Summerside (2 days/wk.) and Montague (2 days/wk.). A question regarding funding supports was raised. Mr. Cooper indicated that primary funding for this program comes from Crown-Indigenous Relations and Northern Affairs Canada.

In closing, Chief Cooper stressed that the current system for this vulnerable society is failing, and she requests that the City work with the Provincial Government to find a solution.

Chief Cooper and Mr. Cooper were thanked for their informative presentation; they left the meeting at 6:07 PM.

- Councillor Tweel joined the meeting at 6:08 PM.

b) Water & Sewer Utility Resolutions

**Moved by Councillor Bob Doiron
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown does not proceed with the award of Malpeque Road Water Station – Slate Roof Replacement.

There were discussions related to the cost (\$271,000) as well as complying with the Heritage Preservation Bylaw. It was noted that Planning and Heritage staff recommended the roof be replaced with slate. The Utility Manager added that when the building was formally designated heritage in 1999, the roof was asphalt.

Following discussions, it was moved by Councillor Muttart and seconded by Councillor McCabe that the motion be deferred to allow for further clarity with respect to the Heritage Preservation Bylaw and seek possible funding streams to replace the roof and/or other parts of the building.

DEFERRED 10-0

- Councillor Doiron left the Chambers for the following resolution due to a conflict.

**Moved by Councillor Justin Muttart
Seconded by Councillor Kevin Ramsay**

RESOLVED:

WHEREAS, the City of Charlottetown passed a policy resolution of April 10, 2000 "That the City Council confirm its policy not to entertain applications for water service to properties outside the municipal boundary of the City of Charlottetown".

WHEREAS, the property is located within the Wellfield Protection Zones of the Brackley Wellfield.

WHEREAS, the provision of water service to this property could facilitate future development of the property with potential risks to groundwater quality.

BE IT RESOLVED, that City Council approves the request from Landmark Construction for a water service to a proposed development on a portion of PID No. 133405 in the Rural Municipality of Brackley.

BE IT FURTHER RESOLVED, that the costs associated with the development, or any future services will be paid by property owner. As well, services will be billed with a 25% premium as a surcharge for services provided outside the City of Charlottetown municipal boundary.

Committee's recommendation is that water services be provided to PID# 33405 within the municipality of Brackley. Staff's recommendation is that Council deny the request for water service to PID# 33405. The Utility Manager advised Council that the property is located adjacent to the Brackley Wellfield and falls within the wellfield protection area and stressed that no development should be encouraged in this area. In fact, reforestation of this property should be encouraged to provide protection for the wellfield into the future. Significant debate to approve/deny took place.

It was moved by Councillor Muttart and seconded by Councillor McCabe to defer the resolution to review all concerns raised and consider entering into a development agreement with the landowner/applicant as a way to address the issues. The CAO indicated that a development agreement is tied to the land and the property is not within the City's jurisdiction.

Vote was taken on the deferral: Defeated 6-3 with Councillors McCabe, Muttart and Tweel in favour. The following resolution was then brought forward for Council's consideration.

**Moved by Councillor Terry Bernard
Seconded by Deputy Mayor Alanna Jankov**

RESOLVED:

WHEREAS, the City of Charlottetown passed a policy resolution of April 10, 2000 "That the City Council confirm its policy not to entertain applications for water service to properties outside the municipal boundary of the City of Charlottetown".

WHEREAS, the property is located within the Wellfield Protection Zones of the Brackley Wellfield.

WHEREAS, the provision of water service to this property could facilitate future development of the property with potential risks to groundwater quality.

BE IT RESOLVED, that City Council denies the request from Landmark Construction for a water service to a proposed development on a portion of PID No. 133405 in the Rural Municipality of Brackley.

**CARRIED 5-4
Councillors McCabe, Muttart, Ramsay & Tweel opposed**

- Councillor Doiron returned to the Chamber then left the meeting at 7:26 PM.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown does not proceed with signing the Memorandum of Understanding with the Nature Conservancy of Canada at this time.

Committee's recommendation is to not sign the MOU with the Nature Conservancy of Canada at this time. Staff's recommendation is that Council sign the MOU. The Utility Manager indicated the Committee is interested in designating the Utility's Wellfield properties under the OECM designation; however, Committee members felt that additional details and information should be provided before committing to

a MOU. He further indicated that in order for the NCC to allocate staff time to begin the process, they requested that a MOU be signed.

DEFEATED 9-0

The following resolution was brought forward to proceed with signing the MOU.

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown proceeds with signing the Memorandum of Understanding with the Nature Conservancy of Canada,

And that the City of Charlottetown work with the Nature Conservancy of Canada to have the wellfield areas designated as Other Effective Area-Based Conservation Measures,

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

CARRIED 9-0

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown proceeds with the purchase of a redundant PLC system for the Charlottetown Pollution Control Plant,

And accepts the quote submitted by Graybar in the amount of \$94,537.62 (plus applicable taxes),

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

CARRIED 9-0

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown approves the change order for the Digester Repairs Tender at the Charlottetown Pollution Control Plant in the amount of \$65,1840.00 (plus applicable taxes),

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

CARRIED 9-0

**Moved by Councillor Kevin Ramsay
Seconded by Councillor Justin Muttart**

RESOLVED:

That the City of Charlottetown proceeds with the purchase of one (1) knuckle boom crane, toolbox, and dump box,

And accepts the bid submitted by Action Car and Truck in the amount of \$50,568.35 (plus applicable taxes),

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

CARRIED 9-0

c) Heritage Committee Resolution

**Moved by Deputy Mayor Alanna Jankov
Seconded by Councillor Julie McCabe**

RESOLVED:

That 10 Prince Street (PID# 336321) be designated as a Heritage Resource under the City of Charlottetown Heritage Preservation Bylaw.

Manager of Policy and Heritage (Planning) indicated that the decision of Council to Designate a Heritage Resource may be appealed by written Notice to the Commission, within 30 days of the Notice of Designation of the Heritage Resource.

- At this time, Council voted in favour to extend the meeting beyond three (3) hours.

Concern was raised that if Council approves the designation, which the property owner does not want, what are the consequences for Council. The CAO recommended a legal opinion be sought with regard to that particular question.

Moved by Councillor Bernard and seconded by Deputy Mayor Jankov that the motion be deferred to seek a legal opinion on the matter.

**DEFERRED 8-1
Councillor Beck opposed**

5. Adjournment

Moved and seconded that the meeting be adjourned. Carried. The meeting concluded at 8:20 PM.



DRAFT

Public Meeting of Council
Tuesday November 28th , 2023, 7:00 PM
Council Chambers, City Hall, 199 Queen St.
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

<u>Council members present:</u>	Deputy Mayor Alanna Jankov Councillor Julie McCabe Councillor Justin Muttart Councillor Kevin Ramsay Councillor Trevor MacKinnon	Councillor Norman Beck Councillor John McAleer Councillor Mitchell Tweel Councillor Robert Doiron*
<u>Staff:</u>	David Gundrum-Mgr Planning Laurel Palmer-Thompson Planner III Michael Fraser- Planner II	Jason, Doucette, IO/AA** **minute taker
<u>Resident members:</u>	Rosemary Herbert	
<u>Applicants/ Representatives:</u>	Maverick Developments/ Nick MacGregor Province of PEI/ Bill Saul/Sable Arc Studios	APM Commercial/ Kane Arsenault, Tim Banks
<u>Regrets:</u>	Councillor Terry Bernard	

*Participated via Conference Call

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 November 29th at Noon

1. Call to Order

Mayor Brown called the meeting to order at 7:06 p.m.

2. Declarations of Conflict of Interest

None.

3. Approval of Agenda

Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the agenda for the public meeting on November 28th, be approved.

CARRIED

4. Discussions:**a) 68 Royalty Road (PID #145714)****Request:**

- i. Amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential; and
- ii. Amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3). In order to allow for a multi-unit residential development consisting of a mix of townhouse and apartment dwelling units clustered on the same site.

Property Information: Light Industrial Zone (M-1)

Staff Presenter: Michael Fraser

Applicant/Owner: Maverick Developments Inc (c/o Nick McGregor)

Reference: Public Meeting Package

Summary:

- The current site is a wooded vacant lot
- Surrounding development is predominantly residential
- A transit stop is located at the corner of Alderwood and Royalty Road
- On November 14, City Council approved the request to proceed to public consultation.
- On November 20, 2023 written notification was sent to property owners located within 100 metres of the subject property. 54 letters were sent to residents advising them of this public meeting and requested their written comments. To date one letter of opposition and one in support have been received.

Dave Morris representing Maverick Developments Inc:

- Property is currently zoned Light Industrial (M-1), and some permitted uses include Autobody Shop, Heavy Equipment Repair, Light Manufacturing and also a Storage Facility
- The development objectives of Maverick Developments is to develop the land into a residential community
- The vacant land condominium will be comprised of 1 4-unit 2 story townhouse, 1 5-unit 2 story townhouse, 2 24-Unit Apartment Buildings
- When developed the property will comprise of 58 units in a group dwelling configuration

Discussion:

- Councilor Beck asked for clarification on the term vacant land condominium, it was said that the city doesn't administer the condominium act but when a developer is dealing with this, it means that one property owned by a condominium corporation
- Councilor Tweel asked if there is parkland dedication and was told the land wasn't being subdivided therefore there is no requirement for the 10 percent parkland dedication

Glen Pye

- Concerned with traffic volume in the area as there has been a massive increase in the number of vehicles using the road
- Concerned that the bus stop is on the opposite side of the Royalty Road
- The entrance to the apartments is coming at the bottom of a curved blind hill
- The greenspace is also a high-tension powerline
- The community mailbox is located in the middle of a proposed driveway
- There has been no upgrades to the infrastructure system
- Is not anti-development and agrees we need housing, but this is the wrong area
- Several other parcels of land would be better suited down Lower Malpeque Road
- Doesn't think enough planning was put into this for the infrastructure to handle a development of this size

Della Parker

- Listing agent for the property
- There was one offer before this one that came from a 1000-member place of worship however they couldn't obtain the financing in time
- That use is already approved under the current M-1 zoning
- Received about a dozen calls asking to put residential on the property
- Nobody wanted to commit to change the zoning to allow for residential construction
- The landowner wants to sell the property as part of his retirement package

Jim Randal

- Lived in the neighborhood for about 3 years
- This is an issue of safety and there is hardly any lighting in the area
- At the very least there should be a sidewalk from the corner of Royalty up to Parkway
- There will be a tragic accident there if there is no lighting added

Rajejan Pollen

- Been a resident of the area for about 16 years
- Very much in support of what Glen has spoken about
- Upton Road and Darrachs Lane are crowded with cars
- Cars will be a safety problem for the kids who bike and also pedestrians

b) 199 Grafton/156 Prince St. (PID #342790)**Request:**

- i. Site Specific Exemption to Section 30.2, Regulations for Permitted Uses and Section 30.3 Bonus Height Development Standards in the (DMUN) Downtown Mixed-Use Neighborhood Zone of the Zoning and
- ii. Development By-law to: Increase the height of the proposed apartment building from six (6) stories to eight (8) stories with a maximum height of 88 ft. in the (DMUN) Downtown Mixed-Use Neighborhood Zone.

Property Information: Downtown Mixed-Use Neighborhood (DMUN) Zone

Staff Presenter: Laurel Palmer-Thompson

Applicant/Owner: APM Commercial Royal LePage/102390 PEI Inc.

Reference: Public Meeting Package

Summary

- There are two variance requests under this Site-Specific Exemption
- One is a height variance to 8 stories
- There was a previous approval in 2021 which granted an overall height of 70.4 feet and the current request is to increase the height to about 88 feet
- There is also a variance to not step back the building on the 7th and 8th stories
- On November 13th City Council approved the request to proceed to Public Consultation
- On November 20th written notification was sent to property owners located within 100 meters of the subject property
- In total 68 letters were sent to residents and to date no written responses were received

Tim Banks APM Commercial Royal LePage for owner 102390 PEI Inc.

- The original application was submitted in December of 2020
- The original building was 6 stories and 84 units
- There was an appeal that took place immediately after the permit was issued
- The issue with this particular project is economics
- The project is on the same footprint as the old one and nothing has changed
- The building on the streetscape is already set back about 28 feet
- The original Design Reviewer, Mr. Fellows has a lot of experience in Heritage Zone and urban building he points out it's a very good project
- Elevation treatments are upscale and rich
- There will be 32 affordable units with the new proposal
- The building contains 3 levels of parking with 1 underground and 2 are above

- All of this will be online tomorrow
- The setback of the building is already 18 feet from the street
- The original Design Reviewer thought it was a great project and couldn't find any fault with it
- Investment is very important in the city
- Stepping back involves moving the elevator and at an \$800,000 cost the project will not be developed if that is required

Discussion:

- Councilor Ramsay asked if there was 38 affordable units and asked for an estimated rent cost, he was answered there will be 32 units and under \$1000 a month
- Councilor Muttart asked for clarification around more units vs what was already approved and he was answered that the apartment business is all about economics and this in order to make it work there has been a redesign

Andrea Battison

- I am a resident that lives within 100 metres of this building and I would like to advise Council that we just received our letters yesterday
- Most people I spoke with did not see the piece of paper on a 3-foot stake beside the mailbox announcing the development
- The submission has mentioned tall buildings that are in the downtown zone and they are appropriate for that zone and putting tall buildings in the mixed-use residential sets a precedent for putting tall buildings where they are not designed for
- Scaled drawings would have been better
- There is a new Design Reviewer that has made comments for an 8-story building
- The site plan view shows there are 3 public safety concerns
- There are 2 dead ends mid-block and Clark St is a narrow path with no escape
- Will this project require Heritage Board oversight before building permits and design can be approved? *Mr. Banks responded all the issues were already dealt with at IRAC and can be reviewed online*

Councilor Beck asked if there would be 28 units lost if there were the 45-degree angular step back. Mr. Banks responded that if the building were to go to the 6 stories it would be about 28 units that would get lost and this building would not be built stepped back at 8 stories or built at all at 6.

Sandra Doherty

- Very glad to hear there will be affordable units and would like to know the length of time they are to remain affordable. Mr. Banks responded 25 years.
- What would the heat source be for these units? Mr. Banks responded he's not sure yet, but the mechanical units will be screened, and it will be a high end building similar to The Pearl

Laurel Palmer-Thompson commented regarding the comments about the Design Reviewer from Mr. Banks to be clear the Design Reviewer reviewed the building as per the bylaw and the bylaw requires a 45-degree step back on the angular plane. The previous building was 6 stories which was allowed to go 6 stories through bonus height. This current request is to exceed

bonus height by 2 stories so there is a site-specific amendment in place. Mr. Munn recommended the step back but he also provided the option in his review that the applicant could apply to exempt that step back on the 45-degree angular plane.

Pat Morris

- The original application was December 2020, and the CAO was different at the time and so was half the Council
- The capital cost for the 84 units was 24 million dollars
- There was no objection at that time and in the meantime there is one person that gets to object to IRAC
- The project went from 24 million to 30 million and the interest rate went up
- I don't hear a voice for the people in the downtown core
- The cost per door on the smaller units is the same cost as 3 years ago on the bigger units
- The reason we are here tonight to go from 6 stories to 8 stories is the cost of building has changed

Councilor McAleer asked if the Polyclinic as it sits will be torn down? Mr. Banks responded that the owner has invested about 4 million dollars and brought in new tenants.

c) 115 Deacon Grove Lane (PID#s 425892 and 691162)**Request:**

- i. Amend the current Development Concept Plan and Development Agreement for the property to develop a new medical treatment and mental health facility and social housing.

Property Information: Comprehensive Development Area (CDA)

Staff Presenter: Laurel Palmer-Thompson

Applicant/Owner: Province of PEI

Reference: Public Meeting Package

Summary:

- The current Development Concept Plan was approved for the subject property by resolution of Council on September 14, 2020
- Requirements outlined in Zoning and Development Bylaw for changes to a development concept plan requires that any changes or amendments have to proceed to public consultation
- The subject property is approximately 33 hectares and has a frontage along Murchison Lane
- The request is to allow for the development of an acute care centre and social housing facilities and the amendments are related to the siting of the buildings and location of the parking facilities.
- The proposed changes mainly include rotating both buildings 3, and building 4 to provide unencumbered views of the Hillsborough River to the South and East
- On November 13, 2023 City Council approved the request to proceed to public consultation

- On November 20, 2023, written notification was sent to property owners located within 100 m of the subject property
- In total 37 letters were sent to residents advising them of this public meeting and to date we have not received any responses to the notification letter.

Bill Saul, Sable Arc

- The original plan proposed a parking lot area to one side but when we started developing the layouts we felt this parking lot was in the way
- To facilitate a friendly space meant moving the parking to the North side
- That constitutes a major change that was sited
- Rotation of the building has been slightly performed
- Viewing corridors are on the south side of the building
- Public access zones will include a café and have more community access and awareness
- Both the proposed Mental Health & Addictions Wellness & Transitions Centre and mental Health and Addictions Acute Care Facility/Life Skills Centre are to be designed and constructed to be Net Zero Ready

Councillor Tweel asked comparing this to the original presentation at the Rodd Royalty 3 years ago, what are the differences? Bill Saul responded the differences are very minimal with the buildings slightly rotated and parking is across the road.

Councillor Tweel asked about how serious the government is about moving this forward. Bill Saul responded that the project was moving towards a tender in the next soon and are looking at breaking ground in the spring of 2024.

Wayne Walker, Mental Health and Addictions

- Under the Capital planning there is 9 capital projects
- We have a community approach
- The plan is to go forward and have this tendered by March 2024

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councilor Ramsay and seconded by Councilor Beck, that the meeting be adjourned. Meeting adjourned at 7:47 p.m.



**PLANNING AND HERITAGE DEPARTMENT
REPORT TO COUNCIL
December 11, 2023**

The Planning & Heritage Committee met on December 5th, 2023; copies of the minutes and reports are included in your package.

The Planning Board met on December 5th, 2023; copies of the Planning Board reports and minutes are included in your package. Public Meeting Minutes from November 1st are also included in your package.

The Heritage Board met on December 4th, 2023; copies of the minutes and reports are in your package.

The Design Review Board has not met since the last Council meeting, therefore there are no minutes or reports to attach to your package.

The Affordable Housing Advisory Committee met on November 21st, 2023; copies of the minutes are included in your package.

There are five (5) resolutions to be put forward from the Planning & Heritage Department.

First Readings: Two (2)

Second Readings: One (1)

For information purposes, a listing of permit applications issued for November 2022 and November 2023 along with YTD has been included in your package. Please note, the last week of November statistics will be included in next month's package.

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, DECEMBER 5TH, 2023 @ 3:30 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present: Deputy Mayor Alanna Jankov, Chair
Councillor Norman Beck
Mayor Philip Brown

Also: Donna Miller-Ayton, MP&H
Digen Mavani-PI
Jason Doucette, IO/AA **
***minute taker*
Eleanor Mohammed, CAO
Sue Fraser, Director

Regrets: Councillor Julie McCabe

1. **Call to Order**

Deputy Mayor Jankov called the meeting to order at 3:37 PM

2. **Declaration of Conflicts**

Deputy Mayor Jankov asked if there are any conflicts; there was none.

3. **Approval of Agenda**

Moved by Mayor Brown and seconded by Councillor Beck that the agenda for Tuesday December 5th, 2023, be approved.

CARRIED

4. **Adoption of Minutes**

Moved by Mayor Brown and seconded by Rory Beck that the minutes of the meeting held on Tuesday October 3, 2023, as circulated, be approved.

CARRIED

5. **Business arising from Minutes**

6. **Reports or Discussions:**

a) Forested Land Priority Place Initiative Program - Donna Miller-Ayton

Summary:

On September 18, 2023, Janice Harper, Consulting Land Use Planner gave a report to the Planning and Heritage Committee with a proposal that the City support the Planning and Heritage department's participation in a pilot project to incorporate clearer language surrounding dedication of land for public spaces and consider more forested and natural areas in the City's updated Official Plan and Zoning and Development Bylaw.

The Committee at the meeting did not object to the suggestion. However, a resolution was not brought to Council.

The Planning and Heritage staff is recommending that a resolution be brought to the next regular meeting of Council to support the request.

MOTION:

Moved by Councilor Beck and seconded by Mayor Brown that Council support a resolution to instruct the Planning and Heritage staff to consult with the Federation of PEI Municipalities (FPEIM) to incorporate language that supports the development of parkland, protected areas, and urban forestry in the updated Official Plan.

Discussion:

There was no discussion or concerns.

b) Conversion of Apartments to Condominiums – Digen Mavani

Summary:

The following is for information purposes only.

The City of Charlottetown's Planning and Heritage department occasionally gets enquiries to change the usage of apartments building to Condominiums and the registration process attached to it. The following is the process in converting an apartment to a Condominium.

1. The developer submits a declaration and description of the property to the Registrar of Deeds. The declaration describes how the condominium is organized and operated, such as the proportion in which owners are to contribute to the common expenses. The description includes information such as a survey plan of the boundaries of each unit and the common elements.
2. Once these documents are registered, a title is issued for each unit. The condominium corporation is created, which is now a legal entity that owns all the common spaces and facilities.

Purchasers should review and understand the contents of both the declaration and description carefully before purchasing a unit. To change declaration and description requires the consent of all the condominium's owners and anyone else who has a mortgage or other debt registered against the units and common interests.

Discussion:

Mayor Brown asked for confirmation if the conversion process was a Provincial responsibility for property tax purposes and the province makes the final decision.

Donna replied yes, this report was just to provide information to Council as there have been a number of requests on what the process was for converting from apartments to condominiums.

Councillor Beck asked how frequently we receive requests for this information. Donna replied we get requests not only from citizens but also elected members as well as different members of staff regarding the procedure.

Mayor Brown asked if staff have looked at other jurisdictions who are already experiencing this situation. Donna replied not yet, however if and when that is needed that assessment can be done however at the moment this is a provincial jurisdiction, so the city doesn't have any involvement.

Councilor Beck asked for confirmation that the City has no involvement and is it completely provincial responsibility. Donna replied it is totally a provincial responsibility.

c) Digitized Signage in Public Rights of Way – Digen Mavani

Summary:

The City of Charlottetown's Planning and Heritage Department occasionally get requests to install digitized signage on public right of way from residents. This report includes feedback from the City's different departments and current regulations for signage in the City. Our Zoning and Development Bylaw does not permit any sort of digitized signage on public rights of way. Additionally, according to the City's Public Works Department digitized signs can be dangerous to the motoring public as they can distract drivers, increasing the risk of accidents. They also stated that it is the City's responsibility to do what they can to reduce the number of vehicle accidents that occur in the City. Furthermore, upon a comprehensive analysis of Zoning and Development By-laws from various municipalities across Canada, it is evident that numerous intricate elements are associated with the erection of digitized signs, as outlined in Attachment A. Compliance with all these is essential for installing a digitized sign on the public right of way, ensuring the safety of both pedestrian and vehicular traffic and it is impractical for individuals seeking to install sign for temporary messaging display purpose due to extensive regulations specified in attachment A.

Staff recommends that Council does not approve to amend Zoning & Development bylaw to allow digitized signs on public rights of way considering the feedback from the City's other departments and case study research of cities across Canada.

Discussion:

Mayor Brown asked is there a way to check around the issue and not close the door on it by checking other jurisdictions and the elements they used. Donna responded that currently there are some cities that allow digitized signs in their commercial and industrial zones and it's something the city can consider but city-wide use would not be the best decision. Councilor Beck says based on the report information he doesn't see adding further distractions to the road being a good idea. Mayor Brown would like to get the issue to Council for more discussion.

MOTION:

Moved by Councilor Beck and seconded by Mayor Brown that the recommendation from staff be accepted and the matter be forwarded to Council for discussion and consideration.

d) Zoning and Development Bylaw Housekeeping Amendments 2023 – Digen Mavani

Summary:

This report describes the recommend housekeeping bylaw amendments for Zoning and Development Bylaw 2023. It contains changes to tables, the sequence of information, alphabetical order, new additions of amendments, definitions, and revisions made to existing definitions. All these recommended amendments are aimed at improving the clarity and effectiveness of the City's regulations.

The report was presented at the Planning Board for initial feedback from board members on November 7, 2023, for updated sections.

The Planning and Heritage Committee consider staff's recommendation to amend and add new regulations to the Zoning and Development Bylaw pertaining to the following sections and to proceed to Planning Board for recommendation to Council to proceed to public consultations.

- Section 47.12.4: Fascia Signs Table
- Section 47.14: Electronic Signs Table
- Section 8.1.1: Zones Table
- Section 46: General Provisions for Parking Table
- Section 19.1.1: Apartment Residential Zone (R-4A) Permitted Uses
- Section 20.1.1: Apartment Residential Zone (R-4B) Permitted Uses
- Section 5.9: Home occupation
- Section 5.11: Tourist Accommodation
- Section 5.11.2: Regulations for a Tourist Accommodation
- Section 5.11.3: Types of tourist home and requirements to obtain provincial license
- Section 37.1: Port Zone
- Appendix A: Definition of Terms

Discussion:

Mayor Brown pointed out that the word electronic sign should be updated to digitized. Donna responded that she knew the Mayor would make that point.

MOTION:

Moved by Mayor Brown and seconded by Councilor Beck that this gets taken back to Planning Board

e) Official Plan Preparation – Update (Discussion) -Donna Miller-Ayton

Summary:

The Planning & Heritage Department recently reached out to the consultants that are currently working on the Official Plan to recommence the Plan's preparation process. We want to incorporate more consultations that would involve many more groups within the city. Currently the draft has been circulated to different departments within the city to do another review and provide feedback. The draft of the rescope will be presented at the next Planning & Heritage Committee meeting for discussion and submission to Council.

Discussion:

The Deputy Mayor asked if there are any timelines. Donna replied there are some timelines outlined and the plan is to finish the departmental review by the end of this year. Mayor Brown asked that BIPOC also be included in the consultation meetings.

7. Motion to Move into a Closed Session as per Section 119(1) (e) & (f) of the MGA

The Chair of the Committee, Deputy Mayor Jankov stated that we are not moving into closed session due to Councilor Beck's conflict of interest with the matter for discussion and the absence of Councilor McCabe. Given the absence and conflict of interest quorum was not met and the closed session was postponed until Friday, December 8, 2023, at 3:30 pm.

8. Introduction of New Business

Mayor Brown asked that an update on the street naming policy especially for inclusion purposes to include the community's broader diversified growth be provided at the next meeting of the Committee.

9. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councilor Beck that the meeting be adjourned. The meeting was adjourned at 4:30 PM

CARRIED

Deputy Mayor Alanna Jankov, Chair



City of Charlottetown

Report No: PH-2023-12-4

Date: December 5, 2023

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

Attachments:

- Planning and Heritage Committee Report dated September 18, 2023

Department:

Planning and Heritage Department

Prepared by: Donna Miller-Ayton

Report Title: Forested Land Priority Place Initiative Program – Update

Report Purpose:

To provide an update and propose that the Planning and Heritage Committee makes a recommendation to Council to incorporate language that supports the development of parkland, protected areas, and urban forestry in the updated Official Plan.

Recommendation:

That Council supports a resolution to instruct the Planning and Heritage staff to consult with the Federation of PEI Municipalities (FPEIM) to incorporate language that supports the development of parkland, protected areas, and urban forestry in the updated Official Plan”.

Report Details:

On September 18, 2023, Janice Harper, Consulting Land Use Planner gave a report to the Planning and Heritage Committee with a proposal that the City supports the Planning and Heritage department’s participation in a pilot project to incorporate clearer language surrounding dedication of land for public space would consider more forested and natural areas in the City’s updated Official Plan and Zoning and Development Bylaw (see report attached).

The Committee at the meeting did not object to the suggestion. However, a resolution was not brought to Council.

The Planning and Heritage staff is recommending that a resolution be brought to the next regular meeting of Council to support the request.

Council or Committee History:

Planning and Heritage Meeting September 18, 2023

Financial Implications:

None

Public Engagement and Communication:

None

Legislative Authority:

The Municipal Government Act of PEI, Planning Act of PEI, The Zoning and Development Bylaw,


Strategic Alignment:

Sustainability, Collaboration and Partnership

Reviewed By:

Manager

CAO/ Director

<p>S</p>  <p>City of Charlottetown Committee Report</p>	<p>Report No: ES 23-32</p> <p>Date: Sept 18, 2023</p>
<p>Directed to Council through the following Committee: E&S Standing Committee</p>	<p>Attachments:</p> <ul style="list-style-type: none"> - Introduction to the Forested Land Priority Place Initiative- Power Point Presentation - FPEIM Protected Habitat report
<p>Reporting Department: Environment and Sustainability</p>	
<p>Other Associated Departments:</p>	
<p>Prepared by: Janice Harper, RPP MCIP, Consulting Land Use Planner</p>	
<p>Report Title: Forested Land Priority Place Initiative Program</p>	
<p>Report Purpose: To seek Council approval to participate in a project to support parkland dedication of forested lands and natural areas.</p>	
<p>Staff Recommendation: That Council supports participation in a pilot project with the Federation of PEI Municipalities (FPEIM) to explore updating the Official Plan and the Zoning and Development Bylaw to enable and develop parkland, protected areas and/or urban forestry plans.</p>	
<p>Report Details: FPEIM is seeking partner municipalities who may be updating Official Plans and Bylaws. The goal of this proposed forested land project is to promote space for habitat and ecosystem services within municipalities and to strengthen the approach to securing forested lands. Currently, at subdivision 10% of land can be set aside for parkland, which is typically assigned for formal play spaces, sports, and trails. Natural areas such as forests are not considered as often or as valuable. This project would seek to update the City's Official Plan and Zoning and Development Bylaw with clearer language, and to work with staff to ensure that interdepartmental review processes surrounding dedication of land for public space would consider more forested and natural areas going forward.</p> <p>If Council agrees to participate, when updates to the Official Plan and Zoning and Development Bylaw are being drafted, we ask that City staff contact FPEIM about strengthening and clarifying language in the updated documents. The draft Official Plan has language that is weaker and requires less parkland to be set aside than under the existing bylaw. Where the current bylaw states that 10% of land shall be set aside when more than one lot is subdivided, the draft Official Plan would require parkland dedication only for subdivisions of six or more lots. Forested land as parkland is not highlighted. If the draft Official Plan is implemented, less land would be set aside as parkland, and forested land may not be considered when land is reviewed for dedication for public purposes.</p> <p>The current bylaw states that: when land is currently being subdivided, Council shall consider:</p> <p>LAND FOR PUBLIC PURPOSES:</p> <p>48.9.1 The City, at its discretion, shall accept one of the following or a combination of the following: a. any person who subdivides more than one (1) Lot from the parent parcel as of the date of this by-law in the City shall set aside and convey to the City an amount of land which is acceptable to the City, equal to ten percent (10%) of the land to be subdivided for public purposes;...</p> <p>The draft official plan document, in section 3.2.9 Parks and Public Spaces states that Council will:</p> <ul style="list-style-type: none"> - Maintain and expand the environmental benefits provided by parks and open spaces... - Prioritize parkland acquisition in areas of greatest need, considering existing and proposed population densities and accessibility to neighbourhoods... - Require parkland dedications for all subdivisions of six or more lots 	

Council or Committee History: N/A	
Financial Implications: N/A	
Public Engagement and Communication: As part of the Official Plan updates	
Legislative Authority: MGA – Part 7 Municipal Jurisdiction	
Strategic Alignment: The Subdivision and Development Bylaw (48.9.1) states that the City, at its discretion, shall accept land or money for public purposes when more than one lot is subdivided. Guiding Principles: Collaborating, Accountable, Safety Commitments: Sustainability, Collaboration and partnership, Growth Pillars: Community-Building and Placemaking, Infrastructure and the Environment	
Reviewed By:	
Manager	Director/CAO
Committee Recommendation: (if differing from staff)	



City of Charlottetown Committee Report

Report no. PH-2023-12-1

Date: December 5, 2023

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

Reporting Department:
Planning And Heritage Department

Other Associated Departments:
N/A

Prepared by: Digen Mavani- Planner I (Policy and Heritage)

Attachments:

PEI- Condominium Act, 2009

- Registration
- Units and Common Elements
- Bylaws

PEI- Condominium Act Regulations, 2018

- Registration and Recording

Report Title:
Conversion of Apartments to Condominiums

Report Purpose:
This report is for informational purposes only.

Staff Recommendation:
That Council receive this report as information.


Report Details:

- The City of Charlottetown's Planning and Heritage department occasionally get requests to change the usage of an apartment building to Condominium and registration process attached to it.
- Enclosed herewith is an interpretation of the regulatory framework and procedural details required for individuals seeking to register and utilize a property as a condominium in the province of Prince Edward Island (PEI). All Condominium developments within PEI is subject to stringent adherence under PEI's Condominium Act, 2009 which defines the requisite legal parameters for the establishment, registration, and administration of condominium properties.

Process in Converting to a Condominium

1. The developer submits a declaration and description of the property to the Registrar of Deeds. The declaration describes how the condominium is organized and operated, such as the proportion in which owners are to contribute to the common expenses. The description includes information such as a survey plan of the boundaries of each unit and the common elements.
2. Once these documents are registered, a title is issued for each unit. The condominium corporation is created, which is now a legal entity that owns all the common spaces and facilities.

Purchasers should review and understand the contents of both the declaration and description carefully before they buy. To change declaration and description requires the consent of all the condominium's owners and anyone else who has a mortgage or other debt registered against the units and common interests.

Council or Committee History: N/A	
Financial Implications: There are no Financial Implications to The City.	
Public Engagement and Communication: N/A	
Legislative Authority: PEI-Condominium Act, 2009, PEI-Condominium Act Regulations, 2018	
Strategic Alignment: N/A	
Reviewed By:	
Manager 	CAO/Director 
Committee Recommendation: (if differing from staff)	

PEI- Condominium Act, 2009

REGISTRATION

Section 5

1. Index
 - Every registrar of deeds in whose office a declaration and description are registered shall keep an index in the prescribed form to be known as the “Condominium Corporations Index”.
2. Condominium Register
 - Every registrar of deeds in whose office a declaration and description are registered shall keep a register in the prescribed form to be known as the “Condominium Register.”
3. This Act governs registrations, etc.
 - Declarations, descriptions, bylaws, notices of termination, and other instruments respecting land governed by this Act shall be registered and recorded in the Condominium Register in accordance with this Act and the regulations but, except as otherwise provided by this Act and the regulations, the Registry Act applies in respect of property governed by this Act. 1977, c.6, s.5.

UNITS AND COMMON ELEMENTS

Section 6

1. Nature of units and common interests
 - Units and common interests are real property for all purposes.
2. Ownership of units
 - Subject to this Act, the declaration and the bylaws, each owner is entitled to exclusive ownership and use of his unit.
3. Dangerous activities
 - No condition shall be permitted to exist, and no activity shall be carried on in any unit or the common elements that are likely to damage the property.
4. Right to enter
 - The corporation or any person authorized by the corporation may enter any unit to perform the objects and duties of the corporation but except
 - a) in cases of emergency;
 - b) with the consent of the owner given at the time of entry; or
 - c) where the owner abandons the unit,

the corporation shall not exercise the right of entry unless it has first given written notice to the owner at least twenty-four hours before the time of entry, which shall be between the hours of eight o'clock in the forenoon and nine o'clock in the afternoon and specified in the notice. 1977, c.6, s.6.

Section 7

1. Ownership of common elements
 - The owners are tenants in common of the common elements.
2. Common interests
 - An undivided interest in the common elements is appurtenant to each unit.
3. Proportions
 - The proportions of the common interests are those expressed in the declaration.
4. Use of common elements
 - Subject to this Act, the declaration and the bylaws, each owner may make reasonable use of the common elements.
5. Ownership not to be separated
 - The ownership of a unit shall not be separated from the ownership of the common interest, and any instrument that purports to separate the ownership of a unit from a common interest is void.
6. No division
 - Except as provided by this Act, the common elements shall not be partitioned or divided.
7. Encumbrances not enforceable
 - No incumbrance is enforceable against the common elements after the declaration and description are registered.
8. Saving
 - Where, but for subsection (7), an incumbrance would be enforceable against the common elements, the incumbrance is enforceable against all the units and common interests.
9. Discharge
 - Any unit and common interest may be discharged from such an incumbrance by payments to the claimant of a portion of the sum claimed determined by the proportions specified in the declaration for sharing the common expenses.
10. Idem
 - Upon payment of a portion of the incumbrance sufficient to discharge a unit and common interest, and upon demand, the claimant shall give to the owner a discharge of that unit and common interest in accordance with the regulations.
11. Where corporation deemed to be occupier
 - For the purpose of determining liability resulting from breach of the duties of an occupier of land, the corporation shall be deemed to be the occupier of the common elements and the owners shall be deemed not to be occupiers of the common elements. 1977, c.6, s.7.

BYLAWS

Section 13

1. Bylaws

- The corporation may, by a vote of members who own sixty-six and two-thirds per cent, or such greater percentage as is specified in the declaration, of the common elements, make bylaws
 - a) governing the management of the property.
 - b) governing the use of units or any of them for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and other units;
 - c) governing the use of the common elements.
 - d) regulating the maintenance of the units and common elements;
 - e) governing the use and management of the assets of the corporation;
 - f) respecting the board;
 - g) specifying duties of the corporation;
 - h) regulating the assessment and collection of contributions towards the common expenses;
 - i) authorizing the borrowing of money to carry out the objects and duties of the corporation;
 - j) respecting the conduct generally of the affairs of the corporation.

2. Bylaws must be reasonable

- The bylaws shall be reasonable and consistent with this Act and the declaration.

3. Registration

- When a bylaw is made by the corporation, the corporation shall register a copy of the bylaw together with a certificate executed by the corporation that the bylaw was made in accordance with this Act, the declaration and the bylaws, and until the copy and certificate are registered the bylaw is ineffective. 1977,c.6,s.13.

PEI- Condominium Act Regulations, 2018

REGISTRATION AND RECORDING

Section 2

1. Receipt of declaration and description

- A declaration and description shall not be submitted for registration under the Act unless
 - a) the declaration is executed or consented to by every person whose execution or consent is required by section 3 of the Act;
 - b) the declaration or consent is accompanied by such proof as to the execution by every such owner and person as is required by or under the *Registry Act*, in the case of a deed, with respect to each owner, and in the case of a release, with respect to each person having a registered claim; and
 - c) the description has been prepared by a registered land surveyor.

2. Items

- The description referred to in clause 1(c) shall contain the items set out in subsection 4(1) of the Act, or in the case of vacant land condominiums, the items set out in subsection 62(1).

3. Requirement for approval

- For greater certainty, nothing in the Act or these regulations exempts any person from a requirement to obtain approval
 - i) under the *Planning Act* R.S.P.E.I. 1988, Cap. P-8 or its regulations, or
 - ii) under an official plan approved under the *Planning Act* or the bylaws implementing an official plan,

in respect of a property to which the Act applies. (EC10/78; 276/80; 252/09)

Section 4

1. Where a declaration and description are received for registration, the Registrar shall
 - a) endorse on the declaration and description the year, month, day of the month and hour of the day of receipt, which shall be the same for both the declaration and the description;
 - b) assign to the declaration a registration number in the series of numbers used for instruments dealing with land;
 - c) assign to the description an identification which shall be comprised of a component under column 2 of Schedule A and the words "Condominium Plan No." together with the number assigned as part of the name of the corporation under subclause (e)(ii);

- d) record in the Condominium Corporations Index such particulars with reference thereto as are indicated by the headings of the columns in Form 1; and
- e) assign a name to the corporation as required by subsection 10(2) of the Act, which name shall be comprised of the component in column 2 of Schedule A set opposite the name of the registry division, followed by
 - i) the words "Condominium Corporation", and
 - ii) the abbreviation "NO.", together with a number which shall be the next available consecutive number in the column headed "Consecutive Number" in the Condominium Corporations Index.

2. Change of name

- No change shall be made in the name of a condominium corporation after the name is assigned under clause (1)(e). *(EC10/78)*

Section 5

1. Condominium Register

- The Registrars of Deeds for the registration districts mentioned in Schedule A shall keep one or more separate books of registry, which books shall constitute the Condominium Register for such registry district.

2. Idem

- The books constituting the Condominium Register shall be numbered separately using the prefix "CR" (e.g. CR-1). *(EC10/78)*



City of Charlottetown Committee Report

Report no. PH-2023-12-2

Date: December 5, 2023

Directed to Council through the following Committee:

Planning and Heritage Committee

Reporting Department:

Planning and Heritage Department

Other Associated Departments: N/A

Prepared by: Digen Mavani- Planner I (Policy and Heritage)

Attachments:

- Attachment A- Bylaw Regulations Considered for Digitized Signage in Public Rights of way in cities across Canada
- Attachment B- Economic, Tourism and Cultural Development Committee Report
- Section 47.3 of Zoning and Development Bylaw

Report Title:

Considerations to amend Zoning and Development By-law to allow Digitized signs in public rights of way.

Report Purpose:

The report outlines the regulations stated under Zoning and Development bylaws to allow digitized signage in public right of way and provide background information on the request and recommendation on how to proceed.

Staff Recommendation:

That Council does not approve to amend Zoning & Development bylaw to allow Digitized signs on Public rights of way considering the feedback from the City's other departments and case study research of cities across Canada.

Report Details:

The City of Charlottetown's Planning and Heritage Department occasionally get requests to install digitized signage on public right of way from residents. This report includes feedback from the City's different departments and current regulations for signage in the City.



Our Zoning and Development Bylaw does not currently permit any sort of digitized signage on public right of way (see Section 47.3 attached). This is premised on safety concerns pertaining to creating a hazard to the safe and efficient movement of vehicular or pedestrian traffic and causing confusion or obstructing the effectiveness of official traffic signs, signals, or devices; as well as signs erected in the public right-of-way by a Government body.

Additionally, according to the City's Public Works Department digitized signs can be dangerous to the motoring public as they can distract drivers, increasing the risk of accidents. They also stated that it is the City's responsibility to do what they can to reduce the number of vehicle accidents that occur in the City. This initiative would be counterproductive to all the hard work that has been done on improving safety on the roadways over the past several years. They also opined that digital technology is very distracting when driving, hence the ban by governments in North America of the use of cell phones while driving.

Furthermore, upon a comprehensive analysis of Zoning and Development By-laws from various municipalities across Canada, it is evident that numerous intricate elements are associated with the erection of digitized signs, as outlined in Attachment A. Compliance with all these elements is essential for installing a digitized sign on the public right of way, ensuring the safety of both pedestrians and vehicular traffic. However, adhering to the extensive regulations specified in Attachment A clarifies that it is impractical for individuals seeking to install a sign for temporary messaging display purposes.

Council or Committee History:

SynergyScreens Outdoor Digital Signage Proposal, November 15, 2023 (Economic, Tourism and Cultural Development)

Financial Implications: The City must pay for public consultation arrangements.	
Public Engagement and Communication: N/A	
Legislative Authority: Zoning & Development Bylaw, Section 47.3- Prohibited Signs	
Strategic Alignment: N/A	
Reviewed By:	
Manager 	CAO/Director 
Committee Recommendation: (if differing from staff)	

Attachment A

Considered Bylaw Regulations by City's Across Canada:

Halifax:

Halifax is the only city across the Atlantic Provinces which allows to install a sign (No digitized signs) on public right of way.

1. Any signs within public right of way shall have a Sign License. A Temporary Sign, excluding Sandwich Boards, in the street right of way that complies with the following may be included in the inventory of signs of a Business License:
 - The Temporary Sign does not obstruct pedestrians or constitute a hazard.
 - The Temporary Sign is located such that a minimum of 2.1 metres (7 feet) of sidewalk remain clear of all obstructions for pedestrian use.
 - does not exceed 0.6 metres (2.0 feet) in width and 0.9 metres (3.0 feet) in height.
 - is displayed only during business hours.
 - is placed a minimum of 0.45 metres (1 ½ feet) from the face of curb, and
 - is located directly in front of the premises being advertised.
 - is not displaying any digital form of signs or required electricity connection to it.
2. An applicant for a Temporary Sign in a street right of way shall secure and maintain Commercial General Liability insurance:
 - evidencing minimum limits of two million dollars (\$2,000,000) per occurrence,
 - such insurance shall indemnify the Halifax Regional Municipality, it's Mayor, Councillors, Employees and Agents from all loss, injury, claims, suits, and costs (including Solicitor) made because of the placement or maintenance of the sign, that shall be name Halifax Regional Municipality as an Additional Insured.
 - proof of the required insurance must be provided with the application for a Sign License; and the owner shall provide HRM with annual renewal Certificates of Insurance and any notice of cancellation or material change.
3. when used as signage for a Community Event, such sign shall be placed for a period not to exceed thirty (30) calendar days.

More Examples

The following table 1 contains a summary of the areas and land use districts where electronic signs are permitted. Generally, they tend to be in commercial or industrial areas, or in special districts within downtown.

Table 1: Areas Where Electronic Signs are Permitted	
Toronto	<ul style="list-style-type: none">• Limited to Dundas Square Special Sign District and Gardiner Gateway Special Sign District• Other locations have been approved as individual amendments to the sign by-law
Ottawa	<ul style="list-style-type: none">• Commercial and industrial zones
Winnipeg	<ul style="list-style-type: none">• Commercial and industrial zones
Saskatoon	<ul style="list-style-type: none">• Commercial and industrial zones
Edmonton	<ul style="list-style-type: none">• Discretionary use in most commercial and industrial districts
Calgary	<ul style="list-style-type: none">• Discretionary use in most commercial and industrial districts
Vancouver	<ul style="list-style-type: none">• Limited to an area on Granville Street• Majority of existing electronic signs are digital billboards located on lands outside the city's jurisdiction to regulate (i.e., First Nations, Federal or Provincial lands)

The following table 2 outlines the types of specific restrictions on electronic signs. These generally relate to spacing between signs and setbacks from traffic intersections or sensitive land uses such as public parks and residential areas.

Table 2: Location Restrictions for Electronic Signs	
Toronto	<ul style="list-style-type: none"> • Permitted in Dundas Square Special Sign District and Gardiner Gateway Special Sign District • Other locations approved individually as amendments to sign by-law
Ottawa	<ul style="list-style-type: none"> • 100 m setback from street intersection • 300 m setback from other digital billboards, parks, open space, environmental protection zones • 150 m setback from a billboard sign • 300 m setback from each vertical edge and 30 m radius setback from: properties zoned residential, institutional; designated heritage properties, Parliamentary Precinct, Confederation Square, Rideau Canal • 500 m setback from listed major roadways and designated village • 15 m setback from a ground sign
Winnipeg	<ul style="list-style-type: none"> • 100 m setback from pedestrian crosswalk or traffic signals • Cannot face an adjacent residential use unless it is not visible from the residential use • Minimum 250 m separation from public park • Minimum 150 m separation from an historic building or hospital • Minimum 500 m separation from any other billboard on the same street facing the same direction of traffic
Saskatoon	<ul style="list-style-type: none"> • Minimum 15 m from a residential zone • 200 m from another billboard facing the same direction on the street
Edmonton	<ul style="list-style-type: none"> • Cannot be located to obscure a driver decision point • Located so illumination does not project onto any surrounding residential premises • Cannot be located facing a residential use • Minimum separation between electronic signs and billboards varies from 100 m to 323 m depending on size of electronic sign

The following table 3 summarizes the controls placed on electronic signs with respect to static or animated copy, the way images change, and other parameters related to the image or copy displayed on the sign.

Table 3: Restrictions on Type of Display	
Toronto	<ul style="list-style-type: none"> • Minimum 10 second dwell time • Maximum 1 second transition • No transition effects
Ottawa	<ul style="list-style-type: none"> • Minimum dwell time of 10 seconds for any image • No use of animation, video, movement, flashing effects, odours, gases, pyrotechnics or interactive devices • Maximum one second transition time between images with no transition effects • No display of sequential images or messages that form one continuous advertisement on the same sign or more than one sign in a row
Winnipeg	<ul style="list-style-type: none"> • Static images only • Minimum 6 second dwell time • Maximum 0.25 seconds transition time • Electronic message centre: minimum 60 seconds dwell time in residential zone
Regina	<ul style="list-style-type: none"> • Animation and illumination permitted on all signs in all zones • Illumination is to be directed away from any adjacent residential premise • No illumination shall impede vehicular traffic or interfere with traffic signals
Saskatoon	<ul style="list-style-type: none"> • Minimum 6 second dwell time
Edmonton	<ul style="list-style-type: none"> • Minimum 6 second dwell time • Minor digital sign: static images only • Major digital sign (up to 12 square metres): moving effects and video permitted
Calgary	<ul style="list-style-type: none"> • Static copy only, no full motion video • Minimum 6 second dwell time for any image • Maximum 0.25 second transition between images • No visible effects in transition • No display of copy as sequential messages on a single sign or multiple signs

Sign brightness and its impact on surrounding uses is a key issue with illuminated and electronic signs. Table 4 contains an overview of the kinds of illumination regulations major cities apply to electronic signs.

Table 4: Restrictions on Illumination of Electronic Signs	
Toronto	<ul style="list-style-type: none"> • No sign can be illuminated between 11 p.m. and 7 a.m. unless located in Special Sign Districts where electronic signs are permitted • Maximum luminance 5,000 nits between sunrise and sunset • Maximum luminance 500 nits between sunset and sunrise • Luminance of sign shall not increase light levels within 10 metres of all points of the electronic sign face by more than 6.5 lux above the ambient light level • Light from sign cannot project onto any adjacent premises located in a residential, residential-commercial, or open space sign district
Ottawa	<ul style="list-style-type: none"> • Maximum 6,000 cd/m² between sunrise and sunset • Maximum 220 cd/m² between sunset and sunrise • Brightness level cannot be more than 0.3 foot candles above ambient light conditions
Winnipeg	<ul style="list-style-type: none"> • Maximum brightness level of 0.3 foot candles above ambient light conditions
Edmonton	<ul style="list-style-type: none"> • Maximum 400 nits between sunset and sunrise • Sign brightness cannot exceed 0.3 foot candles above ambient light conditions between sunset and sunrise • Signs abutting natural areas or public parks shall be de-energized between 12:00 a.m. and 5:00 a.m.

(Nit- Brightness of a Display, Luminance- The intensity of light emitted from a surface per unit area in given direction.)



City of Charlottetown Committee Report

Report No: ETCD 24-23

Date: November 15, 2023

Directed to Council through the following Committee:
Economic, Tourism and Cultural Development

Reporting Department:
Economic, Tourism and Cultural Development

Other Associated Departments: IT, Public Works, Police

Prepared by: Wayne Long, Acting Manager (AMETCD)

Attachments:

- SynergyScreens Proposal

Report Title:

SynergyScreens Outdoor Digital Signage Proposal

Report Purpose:

SynergyScreens is requesting the City enter into an outdoor digital signage partnership. This report is to provide background information on the request and a recommendation on how to proceed.

Staff Recommendation:

That Council not enter into a partnership with SynergyScreens given such signage is prohibited on the public rights of way and due to safety concerns raised by Charlottetown Police Services.

Background



SynergyScreens (a FORE! Publications Inc. company) is seeking a partnership with the City of Charlottetown to install up to 6 Outdoor Digital Signs within the city of Charlottetown.

Departmental staff discussed SynergyScreens' proposal with the City's Planning, IT, Public Works, and Police Departments. Following an internal review, it was determined that the City's Zoning & Development Bylaw does not currently permit this type of signage (Section 47.3). In particular, safety concerns pertaining to creating a hazard to the safe and efficient movement of vehicular or pedestrian traffic, and causing confusion or obstructing the effectiveness of official traffic signs, signals or devices; as well as prohibited features including animated signs and video signs, billboard signs and off-premise signs, and signs located in the public right-of-way not erected by a Government body or approved by a Development Officer were cited.

Council or Committee History:

The City has not entered into such a partnership in the past, although a similar request from another company was denied a number of years ago.

Mark Simmonds with SynergyScreens presented the attached proposal to the Committee during the September 2023 meeting. Staff were directed by the Committee to determine whether there was a path forward, although concern was expressed that the proposed service was not sought by the municipality.

<p>Financial Implications: There are no direct financial impacts to the City, although SynergyScreens was offering an annual revenue contribution of up to \$72,000 to the municipality as the landowner.</p>	
<p>Public Engagement and Communication: N/A</p>	
<p>Legislative Authority: Related Bylaw: Zoning & Development Bylaw, Section 47.3 – Prohibited Signs</p>	
<p>Strategic Alignment: N/A</p>	
<p>Reviewed By:</p>	
<p>Manager</p> 	<p>CAO/Director</p> 
<p>Committee Recommendation: (if differing from staff) The Committee recommended that the Planning & Heritage Committee strongly consider initiating the process to amend the Zoning & Development Bylaw to allow digital signage on the public right of way.</p>	



City of Charlottetown Committee Report

Report No: PH- 2023-12-3

Date: December 5, 2023

Directed to Council through the following Committee:

Planning and Heritage Committee

Reporting Department:

Planning and Heritage Department

Other Associated Departments:

N/A

Prepared by: Digen Mavani- Planner I (Policy and Heritage)

Attachments:

Attachment C

- Section 47.12.4: Fascia Signs Table
- Section 47.14: Electronic Signs Table
- Section 8.1: Zones Table
- Section 46: General Provisions for Parking Table
- Section 19.1.1: Apartment Residential Zone (R-4A) Permitted Uses
- Section 20.1.1: Apartment Residential Zone (R-4B) Permitted Uses
- Section 5.9: Home occupation
- Section 5.11: Tourist Accommodation
- Section 5.11.2: Regulations for a Tourist Accommodation
- Section 5.11.3: Types of tourist home and requirements to obtain provincial license
- Section 37.1: Port Zone
- Appendix A: Definition of Terms

Report Title:

Zoning and Development Bylaw Housekeeping Amendments 2023



Report Purpose:

This report is for information purposes only to Council on **proposed** updates to Zoning and Development Bylaw 2023

Staff Recommendation:

That the Planning and Heritage Committee consider staff's recommendation to amend and add new regulations to the Zoning and Development Bylaw pertaining to the following sections and to proceed to Planning Board for recommendation to Council to proceed to public consultations.

- Section 47.12.4: Fascia Signs Table
- Section 47.14: Electronic Signs Table
- Section 8.1.1: Zones Table
- Section 46: General Provisions for Parking Table
- Section 19.1.1: Apartment Residential Zone (R-4A) Permitted Uses
- Section 20.1.1: Apartment Residential Zone (R-4B) Permitted Uses
- Section 5.9: Home occupation
- Section 5.11: Tourist Accommodation
- Section 5.11.2: Regulations for a Tourist Accommodation
- Section 5.11.3: Types of tourist home and requirements to obtain provincial license
- Section 37.1: Port Zone
- Appendix A: Definition of Terms

<p>Report Details:</p> <ul style="list-style-type: none"> • This report describes the recommend housekeeping bylaw amendments for Zoning and Development Bylaw 2023. • It contains changes to tables, the sequence of information, alphabetical order, new additions of amendments, definitions, and revisions made to existing definitions as mentioned in Attachment C. • All these recommended amendments are aimed at improving the clarity and effectiveness of the City's regulations. 	
<p>Council or Committee History: The report was presented at the Planning Board for initial feedback from board members on November 7, 2023, for updated sections.</p>	
<p>Financial Implications: The City must pay for public consultation arrangements.</p>	
<p>Public Engagement and Communication: If the proposed amendments to the Zoning & Development Bylaw PH-ZD.2 are approved to proceed to the public consultation, the Planning & Heritage Department shall notify the public of said public meetings in accordance with Section 3.10.4.c of the Zoning & Development By-law PH-ZD.2</p>	
<p>Legislative Authority: Planning Act of PEI, Zoning and Development Bylaw PH-ZD.2.</p>	
<p>Strategic Alignment:</p>	
<p>Reviewed By:</p>	
<p>Manager</p> 	<p>CAO/Director</p> 
<p>Committee Recommendation: (if differing from staff)</p>	

Attachment C:

Recommended Housekeeping Amendments

The Planning and Heritage Department is recommending that the following sections of the Zoning and Development Bylaw be amended.

Section 47.12.4: Fascia Signs table be amended as follows:

Update paragraph 3 of the general provisions column at Section 47.12.4 be updated to replace “in accordance with 5.12.4.a” with “in accordance with 47.5.1.d”, as shown below.

Zone	Dimensions	General Provisions
DMUN Zone	Sign Area shall not exceed 0.30sq m per linear meter (1.0 sq ft per linear foot) of the Building wall upon which the Sign is erected.	Signs shall be erected on a Building wall that abuts a public street. If a Business Premise is located on a Corner Lot, Signs may be erected on each façade of the building adjacent to a street or in the instance of a Shopping Centre, Signs may also be erected on one wall that abuts an interior Parking Lot; Buildings that are four stories and higher that are located in the DC, DMS, PC AND WF Zones and situated within 60 metres of the intersection of two public streets can also erect signage on the building façade above the fourth floor facing either or both public streets provided they meet all other provisions of the sign by-law with regard to maximum sign face area permitted on the building; Signs shall be erected on a maximum of three Building walls, in accordance with Section 5.12.4.a; in accordance with Section 47.5.1. d
DC Zone	Sign Area shall not exceed 0.38sq m per linear meter (1.25sq ft per linear foot) of the Building wall upon which the Sign is erected.	
DMS Zone		
PC Zone		
WF Zone		
WL Zone		
C-1 Zone DMU Zone I Zone MUC Zone OS Zone P Zone PZ Zone	Sign Area shall not exceed 0.46sq m per linear meter (1.5sq ft per linear foot) of the Building wall upon which the Sign is erected.	
C-2 Zone C-3 Zone	Sign Area shall not exceed 0.53sq m per linear meter (1.75sq ft per linear foot) of the Building wall upon which the Sign is erected.	

Attachment C:
Amendments to the Zoning & Development
Bylaw



<p>A Zone M-1 Zone M-2 Zone M-3 Zone</p>	<p>Sign Area shall not exceed 0.61sq m per linear meter (2sq ft per linear foot) of the Building wall upon which the Sign is erected.</p>	<p>Signs shall be erected parallel to a wall;</p> <p>Signs shall not project more than 0.31m (1ft) from the wall upon which it is erected;</p> <p>Signs shall not extend beyond the extremities of the wall upon which it is erected;</p> <p>Signs shall be erected below the bottom of the second Storey windows; unless the Building is four or more stories in Height then additional fascia signage may be located above the top floor windows provided that the maximum allowable Sign Area for the Building wall will not be exceeded. In the event that the building includes a step back above the fourth floor, additional fascia signage may also be located at the top of the four storey street wall, below the step back, provided that the maximum allowable Sign Area for the Building wall will not be exceeded.</p> <p>Signs erected in the 500 Lot Area or on a Heritage Resource shall not exceed 1.21m (4ft) in the vertical dimension.</p>
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Section 47.14: Electronic Signs table be amended as follows:

Update paragraph 5 of the general provisions column at Section 47.14 to replace “5.14.4.d shall not apply” with “47.4.3 shall apply”, as shown below.

<p align="center">Attachment C: Amendments to the Zoning & Development Bylaw</p>	 <p align="center">CHARLOTTETOWN Planning & Heritage Department</p>
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Zone	Dimensions	General Provisions
C-1 Zone C-2 Zone DMU Zone I Zone MUC Zone OS Zone P Zone	Electronic Signs may occupy a maximum of 2.23sq m (24sq ft) of the permitted Sign Area for Fascia Signs or Free Standing Signs.	One Electronic Sign shall be permitted per property. When the subject property is a Corner Lot or through lot, one Electronic Sign shall be permitted on each of the two Lot Frontages; Electronic Signs may have two parallel Sign Faces;
A Zone C-3 Zone M-1 Zone M-2 Zone M-3 Zone	Electronic Signs may occupy a maximum of 2.79sq m (30sq ft) of the permitted Sign Area for Fascia Signs or Free Standing Signs.	Electronic Signs shall not be erected within 30.5m (100ft) of a residential Zone or the Downtown Neighbourhood (DN) Zone; If installed on a Free Standing Sign, an Electronic Sign shall not be located within 9.14m (30ft) of the outermost portion of an intersection roundabout, or interchange. On undersized lots where this figure cannot be satisfied, Signs shall instead be erected at the midpoint of the property Lot Frontage; If installed on a legal non-conforming Free Standing Sign, Section 5.14.4.d shall not apply; 47.4.3 shall apply Signs shall be equipped with automatic dimming technology to automatically adjust Sign brightness in correlation with ambient light conditions. Sign brightness shall not be brighter than 0.3 Foot Candles (equivalent to 0.3 lumen per sq ft or 3.58 lux) above ambient light conditions; Messages shall have a minimum duration of 10 seconds, and shall not include off-premise advertising; The intensity of illumination of a message shall be maintained at a

		<p>constant level throughout the duration of the message;</p> <p>The transition period between messages shall be a maximum of 0.25 seconds. The message transition shall not incorporate blinking, flashing, scrolling, bouncing, or other moving effects; and</p> <p>Electronic Signs may include static images, however, animation, video, or moving images shall be prohibited.</p>
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Section 8.1: Zones Table be amended as follows:

Update table at Section 8.1 to include Manufactured Housing Residential as an additional zone to the Residential Land Use Category and MHR as the corresponding symbol, as shown below.

	Land Use Category	Land use Zone	Symbol
a.	Residential	I. Single Detached	R-1L
		II. Single Detached	R-1S
		III. Narrow Single Detached	R-1N
		IV. Manufactured Housing	MH
		V. Manufactured Housing Residential	MHR
		VI. Low Density	R-2
		VII. Low Density Single	R-2S
		VIII. Medium Density	R-3
		IX. Medium Density Townhouse	R-3T
		X. Apartment	R-4
		XI. Apartment – A	R-4A
		XII. Apartment – B	R-4B
		XIII. Medium Density Mixed Use	MUR

Attachment C:
Amendments to the Zoning & Development
Bylaw



Section 46: General Provisions for Parking Table be amended as follows:

Replace the table contained in Section 46, General Provisions for Parking with the one below which is arranged in alphabetical order by use for ease of reading.

Use	Minimum Required Parking Spaces
Active Recreation facilities e.g., baseball, soccer, track, tennis	Where there are fixed bleachers, 1 space per 6 seats or 1 space per 1000 sq ft of play area.
Affordable Housing	0.75 space per Dwelling Unit (subject to the property being “within 500 meters of a public transit stop”)
All other uses not listed	1 space per 20 sq. m. (215 sq ft) of <i>Floor Area</i> or 1 space per 10 seats
Animal Shelter	1 space for every 28 sq m (301.4 sq ft) of floor space.
Auditorium, arena, hall, stadium, Recreation and Fitness Centers and other places of public assembly	Where there are fixed seats, 1 space for every 5 seats or 3 m (9.8 ft) of bench space; where there are no fixed seats, 1 space for every 19 sq. m (204.5 ft)
Business Office, Retail Store, retail service shop	2 spaces for the first 23.2 sq. m (250 sq ft) of <i>Floor Area</i> plus 1 additional space for each additional 25 sq. m (269.1 sq ft) of <i>Floor Area</i> .
Cocktail lounge, tavern or Club	1 space per 3 sq. m (32.3 sq ft) of restaurant dining area and one space per 21 sq. m (226.0 sq ft) of <i>Floor Area</i> other than dining area
Cocktail lounge, tavern or Club in the 500 Lot Area	1 space per 4.5 sq. m (48.4 sq ft) of restaurant dining area and one space per 42 sq. m (452.1 sq ft) of <i>Floor Area</i> other than dining area
Community Care Facility	1 space per 3 bedrooms
Community Care Facility in the 500 Lot Area	1 space per 4 bedrooms
Convenience Store	2 spaces for the first 20 sq. m (215 sq ft) of <i>Floor Area</i> plus 1 additional space for each additional 20 sq. m of <i>Floor Area</i> .
Cultural Establishment	1 space per 46 sq. m (495.2 sq ft) of Gross Floor Area plus 1 space per employee

Daycare facility	1 space for each employee plus a drop-off area for the children
Dormitory	1 space for every 3 beds or 1 space per unit, whichever is greater
Drive-thru Business	1 space for every 4 sq. m (43.1 sq ft) of dining area plus queuing space as required by this by-law
Dwelling Unit	1 space per <i>Dwelling Unit</i>
Dwelling Unit in the 500 Lot Area	1 space per <i>Dwelling Unit</i> in a <i>Building</i> with three or few <i>Dwelling Units</i> ; and in a <i>Building</i> with more than three <i>Dwelling Units</i> the parking shall be 1 space for every two <i>Dwelling Units</i> with no <i>Parking Lot</i> to have less than three <i>Parking Spaces</i> .
Eating and Drinking Establishment	1 space per 4.5 sq. m (48 sq ft) of area allowed for dining (seating and aisles) and one space per 42 sq. m (452.1 sq ft) of <i>Floor Area</i> other than dining area
Funeral Establishment	A minimum of 15 spaces plus 1 space for each 5 seats
Home Occupation	A minimum of one (1) parking space per one (1) full-time or two part-time employees is required; and for appointment-based home occupations, the required parking will be left to Council's discretion
Hospital	1.25 spaces per bed
Hotel	1 space per guest room or suite; 1 space for every 21 sq. m (226.0 sq ft) of commercial, <i>Office</i> space or public use access; 1 tour bus space may be substituted for vehicle parking for every 18 rooms or suites up to a maximum of 36 rooms or suites.
Industrial or warehousing Establishment Manufacturing	1 space for each 23 sq. m (247.6 sq ft) of <i>Office</i> space plus 1 space for each additional 25 sq. m (269.1 sq ft) of <i>Floor Area</i> . of <i>Manufacturing</i> area plus 1 space for each 93 sq. m (1,000 sq ft) of warehousing area (exclusive of <i>Loading Spaces</i> , truck parking, and <i>Landscaped Areas</i>) or 1 space for each employee, whichever is greater
Laundromat	1 space per every 2 machines

Library	Minimum of 10 <i>Parking Spaces</i> or 1 space per 93 sq. m (1,000 sq ft) of <i>Floor Area</i> , whichever is greater
Marijuana Production Facility	1 space per 200 sq. m (2,152.8 sq. ft.) of Floor area or 1 space per employee per shift, whichever is greater.
Marina	1 space per every 3 boat berths and mooring areas
Medical, Health and Dental Office	6 spaces per practitioner
Office, Retail Store, retail service shop (in the 500 Lot Area)	2 spaces for the first 42 sq. m (450 sq ft) of <i>Floor Area</i> plus 1 additional space for each additional 97 sq. m (1,045 sq ft) of <i>Floor Area</i> .
Place of Worship, Community Building	1 space per 5 seats or 3 m (9.8 ft) of bench space
School, elementary	1 space for each staff <i>person</i> plus 1 space for every 8 teaching classrooms
School, junior high	1 space for each staff <i>person</i> plus 1 space for every 4 teaching classrooms
School, senior high	1 space for each staff <i>person</i> plus 2 spaces per teaching classroom
Shopping Centre and Retail Store	4.5 spaces per 93 sq. m (1000 sq ft) Floor Area
Storage Facility	1 space for each 23 sq. m (247.6 sq. ft) of Office space plus 1 space per 200 sq. m (2,152.8 sq. ft) of Floor Area dedicated to storage or 1 parking space per ten (10) storage units, whichever is lesser
Theatre	1 space per 5 seats
Tourist Accommodations, Lodging House	1 space per 3 bedrooms or guest rooms
University or College	1 space for each staff <i>person</i> plus 6 spaces per teaching classroom
Water Lot uses	As stipulated by Council

Section 19.1.1: Apartment Residential Zone (R-4A) Permitted Uses be amended as follows:

Replace Section 19.1.1 with **Apartment** as Permitted Use and add a new section 19.1.2 to account for the replacement, as shown below.

<p>Attachment C: Amendments to the Zoning & Development Bylaw</p>	 <p>CHARLOTTETOWN Planning & Heritage Department</p>
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19.1 PERMITTED USES

19.1.1 Apartments

19.1.2 Uses permitted in the R-3T Zone, subject to the Regulations for Permitted Uses for the R-3T Zone and excluding the following uses:

- a. Single-detached Dwelling; and
- b. Modular Dwelling.

Section 20.1.1: Apartment Residential Zone (R-4B) Permitted Uses be amended as follows:

Replace Section 20.1.1 with **Apartment** as Permitted Use and add a new section 20.1.2 to account for the replacement, as shown below.

20.1 PERMITTED USES

20.1.1 Apartments

20.1.2 Uses permitted in the R-3T Zone, subject to the Regulations for Permitted Uses for the R-3T Zone and excluding the following uses:

- a. Single-detached Dwelling; and
- b. Modular Dwelling.

Section 5.9.3: Apartment Residential Zone (R-4B) Permitted Uses be amended as follows:

5.9.3 The following uses are permitted as Home Occupations:

- a. Home Daycare, subject to the by-law provisions for Home Daycares
- ~~b. Tourist Accommodations, subject to the by-law provisions for Tourist Accommodations~~
- c. Home Office, clerical, computer and/or telephone-based services
- d. Custom sewing, crafts, or production of visual arts (i.e. painting, pottery, wood carving)
- e. Multi-Level Marketing Retail Sales
- f. Catering, for off-premise delivery of products
- g. Additional uses, including uses with appointments typically on an hourly basis or as scheduled, may be considered following the process of review for a Major Variance.

Section 5.11: Tourist Home accommodation

Attachment C:
Amendments to the Zoning & Development
Bylaw


CHARLOTTETOWN
Planning & Heritage Department

5.11.1 Tourist Accommodations, such as a ~~bed and breakfast~~, Heritage Inn, or Hostel, or ~~Tourist Home~~, are permitted ~~a permitted Home Occupation~~, subject to the following requirements:

- a. ~~The Dwelling type in which the Tourist Accommodation is provided is a Single-detached Dwelling;~~
- b. It is licensed pursuant to the *Tourism Industry Act, RSPEI 1988, c T-3.3*;
- c. No kitchen and/or cooking appliances are permitted in a guest room;
- d. No meals other than breakfast are provided to guests;
- e. Parking shall be subject to the parking regulations of this by-law; and
- f. Signage shall be subject to the signage regulations of this by-law.

5.11.2 ~~The maximum Gross Floor Area for a Home Occupation does not apply for a Tourist Accommodation.~~

Section 5.11.4: A Tourist Home is ~~a type of Home Occupation and~~ permitted in any residential zone, subject to the following requirements:

- a. Permitted in any type of *Dwelling Unit*, except an *Apartment Dwelling*;
- b. Must be the *Principal Residence* of the operator/host;
- c. A maximum of ten (10) bedrooms in the *Dwelling Unit* can be dedicated to the operation;
- d. No kitchen and/or cooking appliances are permitted in a guest room;
- e. No more than one (1) *booking* may be permitted for short-term rental lodging in each *Dwelling Unit* at one time;
- f. The operator/host does not have to be present at time of stay if the entire dwelling unit is rented;
- g. Permitted in a secondary or garden suite with the condition that the operator/host is present in the *Principal Residence* during the time of stay; ~~and~~
- h. Parking shall be subject to the parking regulations of this by-law; **and**,
- i. **Is licensed pursuant to the *Tourism Industry Act, RSPEI 1988, c T-3.3*.**

Section 47.3: Prohibited Signs

Attachment C:
Amendments to the Zoning & Development
Bylaw


CHARLOTTETOWN
Planning & Heritage Department

*20009937/00340/1127600/v1

47.3 PROHIBITED SIGNS

47.3.1 The following Signs are strictly prohibited:

- a. Signs posing a hazard to public safety or health, including Signs that were previously approved by a Development Officer, but have become hazardous due to inadequate Maintenance;
- b. Signs painted on or attached to a Fence, utility pole, bench, tree, rock, or any other natural object.
- c. Signs painted on or attached to a parked vehicle or trailer not normally used in the day-to-day activity of a Business Premise that is visible from a Street;
- d. Signs obstructing a window, fire escape, required exit, doorway, or any other Building opening intended as a means of ingress or egress;
- e. Signs obstructing the Sight Triangle Area;
- f. Signs, which by reason of location, design, content, colouring, or manner of illumination:
 - i. Create a hazard to the safe and efficient movement of vehicular or pedestrian traffic; or
 - ii. May be confused with, or obstruct the effectiveness of official traffic Signs, Signals, or devices.
- g. Signs located on a public Right-of-way, unless it is erected by a Government Body or it has been approved by a Development Officer in accordance with this by-law;
- h. Signs emitting sounds (unless associated with a Drive-through Business), odors, gases, or liquids;
- i. Signs that project a business name, image, or advertisement onto a Building or any other surface from a source external to the Sign;
- j. Signs displaying obscene, **offensive, discriminatory, or misleading** content;
- k. Abandoned Signs;
- l. Animated Signs and Video Signs;
- m. Billboard Signs and Off-premise Signs, excluding Off-premise Signs for Special Events;
- n. Flashing Signs, or any Sign that incorporates kinetic or pulsating illumination;
- o. Mobile Signs;
- p. Murals or any Sign painted upon a Building or Structure in the 500 Lot Area, unless it has been reviewed by the Arts Advisory Board and approved by Council through the Major Variance process;
- q. Roof Signs, or any Sign that is mounted on, or extends above the eaves or parapet of a Building, except for floating structures in the Water Lot (WL) Zone shall be permitted subject to the regulations therein.”
- r. Rotating Signs; and
- s. Sequential Signs.

Section 37: PORT ZONE (PZ)

37.1 PERMITTED USES

37.1.1 Marina;

Attachment C:
Amendments to the Zoning & Development
Bylaw


CHARLOTTETOWN
Planning & Heritage Department

- 37.1.2 Offices;
- 37.1.3 Outdoor Storage;
- 37.1.4 Port Land Uses;
- 37.1.5 Retail Store;
- 37.1.6 Transport Terminal; and
- 37.1.7 Transportation Service-
- 37.1.8 Events Hosting

Appendix A: Definitions

Authority Having Jurisdiction means the governmental body responsible for the administration and enforcement of any part of this Bylaw or the official or agency designated by that body to exercise such a function.

Dwelling Unit ~~means two or more rooms for the use of an individual or Household which culinary, bath and/or shower conveniences are provided for the exclusive use of the resident(s), and with a private entrance from outside the Building or from a common hallway or stairway inside,~~ 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.

Discriminatory Content means content that exhibits unjust, biased, slanted, or prejudicial messages that are linked or refers to age, race, skin color, ethnicity, religion, sex, disability, or gender identity.

Heritage Inn means a heritage place that is a single property or structure registered by the Minister under the *Heritage Places Protection Act* R.S.P.E.I. 1988, Cap. H-3.1, or identified as a heritage building, including a Heritage Resource, by a bylaw of an Authority Having Jurisdiction.

Event refers to a temporary gathering, activity, or function that takes place within a designated area for a specific duration of time. It may include festivals, fairs, concerts, exhibitions, and other similar social or cultural occasions organized by numerous groups, government organizations, non-governmental organizations, event promoters or management firms.

Obscene content means content which gives rise to a feeling of disgust by reason of its lewd portrayal and is essentially offensive to one’s prevailing notion of decency and modesty, with a possibility of negatively influencing and corrupting the minds of residents.

Occupancy means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

Residential Occupancy means the occupancy or use of a building or part thereof by persons for

whom sleeping accommodation is provided but who are not harbored for the purpose of receiving care or treatment and are not involuntarily detained.

Short-term Rental means the rental of an entire dwelling unit or a portion of a dwelling unit ~~means the rental of a dwelling unit or a portion of a dwelling unit (including a secondary suite within a dwelling) for a period of less than 30 consecutive days~~ that serves as the operator/host's principal residence for a continuous period of less than one month and defined as a permitted use by way of a Tourist Home.

Tourist Home means temporary accommodations for travelers or transients within a Principal Residence of the operator/host for the, such as a Short-term Rental but a Heritage Inn, Hostel, Hotel and Motel are separate uses and separately defined.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, DECEMBER 5TH 2023 @ 4:30 P.M.
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

- Present:** Deputy Mayor Alanna Jankov, Chair Basil Hambly, RM
Councillor Julie McCabe Bobby Kenny, RM
Councillor Norman Beck Jacqui Scaman, RM
Paul Connolly, RM
Satyajit Sen, RM
Rosemary Herbert, RM
Kris Fournier, RM*
*attended via phone in
- Also:** David Gundrum, Manager Planning & Brandon Archibald, PI
Development Michael Fraser, PII
Laurel Palmer Thompson, PIII Jason Doucette, IO/AA**
**minute taker
- Also in attendance:** Nick McGregor (for 68 Royalty Road)
(applicant) Bill Saul (for 115 Murchison Lane)
Aaron Stavert (for 20 St. Martha's
Court)
- Absent:** Mayor Philip Brown

1. Call to Order

Deputy Mayor Jankov called the meeting to order at 4:37 p.m.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Councillor Beck and seconded by Satyajit Sen that the agenda for Tuesday December 5th, 2023, be approved.

CARRIED

4. Adoption of Minutes

Moved by Paul Connolly and seconded by Basil Hambly that the minutes of the meeting held on Tuesday, November 7th, 2023, as circulated, be approved.

CARRIED

5. Business arising from Minutes

There was no business that arose from the minutes.

6. b) 68 Royalty Road (PID #145714)

Request:

This is a request to rezone the subject property from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) to allow for the construction of a multi-unit residential development consisting of a mix of townhouse and apartment dwelling units clustered on the same site.

Property Information: Light Industrial Zone (M-1)

Presenter: Michael Fraser

Reference: Planning Board Package

Summary:

- 68 Royalty Road sits inset from the corner of Royalty Road and Alderwood Avenue. The parcel is within an existing serviced neighborhood.
- The parcel is currently undeveloped.
- The surrounding context is largely residential. This parcel and the adjacent one to the east are zoned M-1, which allows for a range of industrial, commercial, and retail uses.
- The submitted site plan has been reviewed by Charlottetown Fire Department and Public Works. The applicant worked closely with these departments and the current site plan has addressed their comments. Maritime Electric and Island Waste Management Corporation (IWMC) have also been consulted and are in support of the current site plan as provided.
- On November 14, 2023 City Council approved the request to proceed to public consultation.
- On November 20, 2023 written notification was sent to property owners located within 100 metres (328 feet) of the subject property.
- As part of this circulation, 54 letters were sent to residents advising them of the public meeting and requested if they had any written comments.
- In response to the City's notification, fifteen (15) letters of opposition and one (1) letter of support have been received.
- Feedback largely focused on whether City infrastructure near the subject site was sufficient to support medium density development.
- Concerns regarding traffic were raised including comments that the cumulative impact of recent developments in this area have increased traffic.
- Letters indicated that single-detached dwellings would be preferable versus the proposal.
- The City is experiencing an increased demand for housing and this proposal would provide additional options within a mature neighbourhood that does not currently have multi-residential or townhouse options available.
- The proposed R-3 zoning is more consistent with the surrounding development than the current M-1 zone.
- Roadway enhancements to Royalty Road, including adding sidewalks and four way stops, have been in progress since 2017.
- The Planning and Heritage Department encourages that Planning Board recommend to Council to approve the request to:
 - amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential for the subject property; and

- amend Appendix “G” – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).

Discussions:

There were no questions from members of the Board.

MOTION:

Moved by Councillor Beck and seconded by Bobby Kenny that Council approves the request to:

- **amend Appendix “A” the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential for the subject property; and**
- **amend Appendix “G” – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).**

**MOTION CARRIED
(8-0)**

****Councillor Julie McCabe joined the meeting****

C-1) 20 St. Martha’s Court (PID #1154947)

Request:

This is a request to proceed to public consultation to amend the current Development Concept Plan for the subject property to allow five additional units within the proposed apartment dwelling.

Property Information: Comprehensive Development Area (CDA) Zone

Presenter: Brandon Archibald

Reference: Planning Board Package

Summary:

- In November of 2018, City Council passed a resolution to approve a maximum of 88-units for the development of two apartment dwellings on Lots 2019-3 and 2019-4.
- In July of 2023, City Council passed a resolution for Lot 2019-3 to contain 43-units, and Lot 2019-4 to contain 45-units.
- A Building and Development Permit for Lot 2019-4 was issued shortly after to construct the apartment dwelling.
- Request to proceed to public consultation to amend current Development Agreement for Lot 2019-3 to increase unit total for Lot 2019-3 from 43 to 48.
- No exterior or design changes to the currently approved building will take place. The interior layout will be reconfigured to allow for 48-units.

- Due to no design changes being required to increase the number of units in the apartment dwelling, Planning staff are of the opinion that the proposal is consistent with the overall Development Concept Plan and will provide additional housing for residents.
- Staff encourages Planning Board to recommend to City Council to accept the request to proceed to public consultation to amend the Development Concept Plan and Development Agreement pertaining to Lot 2019-3, of 20 St. Martha's Court.

Discussions:

Member Paul Connolly asked if the Evolve Group was Paul Jenkins & Company and he was answered no it was not.

MOTION:

Moved by Paul Connolly and seconded by Jacqui Scaman that City Council accept the request to proceed to public consultation to amend the Development Concept Plan and Development Agreement pertaining to Lot 2019-3, of 20 St. Martha's Court.

MOTION CARRIED

(9-0)

C-2) 115 Murchison Lane (PID #425892 and #691162)

Request: This is a request to amend the current Development Concept Plan and Development Agreement for the subject property to develop a new acute care medical treatment/mental health facility.

Property Information: Institutional Zone (I)

Presenter: Laurel Palmer Thompson

Reference: Planning Board Package

Summary:

- The current Development Concept Plan was approved for the subject property by resolution of Council on September 14, 2020.
- The subject properties are approximately 33 hectares (81.5 acres) in combined size and have frontage along Murchison Lane, Prom Acadian Drive and Deacon Grove Lane.
- Zoning and Development By-law Section 44.2.7 - Before Council approves or amends a Development Concept Plan in a CDA Zone, a public meeting shall be called in the same manner, mutatis mutandis, as if an amendment to this by-law were being considered.
- Zoning and Development By-law Section 44.2.8 - Changes to a Development Concept Plan that do not change the approved intent of the use or Lot such as minor Additions to a Building, a Lot Subdivision or consolidation will not be considered an amendment to the Development Concept Plan and may be approved by the Development Officer.
- On November 13, 2023, City Council approved the request to proceed to public consultation.

- On November 20, 2023, written notification was sent to property owners located within 100 metres (328 feet) of the subject property.
- In total 37 letters were sent to residents advising them of this public meeting and requested their written comments. To date no written responses have been received.
- The amendment changes the placement of the hospital so that it is oriented with the façade of the building facing the water.
- Re-orienting the hospital and moving the parking lot will allow patients and staff to have an uninterrupted view to the water.
- Parking and loading bays have been relocated to the side of the building where they are less visible.
- Relocation of the parking lot to the east side of Deacon Grove Lane will result in the removal of Building G as shown on the original development concept plan.
- The Planning & Heritage Department encourages Planning Board to recommend for the request to amend the current Development Concept Plan and Development Agreement for the property located at 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162).

Discussions:

There were no questions from members of the Board.

MOTION:

Moved by Satyajit Sen and seconded by Rosemary Herbert that Planning Board recommend for the request to amend the current Development Concept Plan and Development Agreement for the property located at 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162).

**MOTION CARRIED
(9-0)**

7. Introduction of New Business

There was no new business that arose.

8. Adjournment of Public Session

Moved by Paul Connolly and seconded by Basil Hambly that the meeting be adjourned. The meeting was adjourned at 5:25 p.m.

**MOTION CARRIED
(9-0)**

Deputy Mayor Alanna Jankov, Chair

TITLE: <p style="text-align: center;">Planning Board Meeting FILE: PLAN-2023-DECEMBER-6B-2 68 Royalty Road (PID# 145714) Future Land Use Map Amendment and Zoning By-law Amendment OWNER: MCG Holdings Limited APPLICANT: Maverick Developments Inc. (c/o Nick McGregor)</p>	
MEETING DATE: December 5, 2023	Page 1 of 13
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Appendix A: GIS Location Map B. Appendix B: Aerial View C. Appendix C: Proposed Site Plan and Concept D. Appendix D: Responses to Public Circulation
SITE INFORMATION: Context: Vacant undeveloped industrial land bounded to the north, west and south by existing low-density residential development and bounded to the east by active industrial lands (logistics yard). Ward No: 8 - Highfield Existing Land Use: Vacant property Official Plan: Industrial Zoning: Light Industrial Zone (M-1)	

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend that Council *approve* the request to:

1. Amend Appendix “A” the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential; and
2. Amend Appendix “G” – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).

REQUEST:

This request is to rezone the property located at 68 Royalty Road (PID# 145714) from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) to allow for the construction of a proposed multi-unit residential development consisting of a mix of townhouse and apartment dwelling units clustered on the same site.

Development Context

The subject property is currently a vacant undeveloped parcel that is located inset from the northeast corner of the intersection of Royalty Road and Alderwood Avenue. The property is covered by an overgrown wooded area and has a slight topographic variation with existing grades sloping gently from a highpoint on the north side of the property towards the south. An overheard power line crosses the northeast corner of the property. Currently, there is no easement registered to secure legal access to this identified infrastructure by the local utility company. The property is located within 100 metres (328 feet) of the Royalty and Alderwood bus stop currently served by T3 Transit Bus 3 service.

Land uses surrounding the site include low-density residential uses containing single-detached dwellings directly abutting the parcel to the north with same uses found directly across the roadways bounding the site to the south and west. An industrial property containing a logistics yard within the Light Industrial Zone (M-1) is located directly adjacent to the property along the east side.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4 (Amendments to The Bylaw and Rezoning) of the Zoning and Development Bylaw On November 14, 2023 City Council approved the request to proceed to public consultation. On November 20, 2023 written notification was sent to property owners located within 100 metres (328 feet) of the subject property. As part of this circulation, 54 letters were sent to residents advising them of the public meeting and requested if they had any written comments.

Public Feedback

In response to the City’s notification, fifteen (15) letters of opposition and one (1) letter of support have been received.

The letters received expressed the following concerns:

- Whether the city infrastructure surrounding the site is able to accommodate increased resident numbers. This focused on a few pieces of infrastructure:
 - o Whether the cumulative impact of recent development, including new subdivisions surrounding the subject site, have made Royalty Road overused. A specific concern within this theme was whether Royalty Road was being used to bypass traffic in other areas.

- Whether the intersection of Royalty Road and Upton Road needs infrastructure improvements.
 - Whether the slope and curve of Alderwood Avenue as it moves from the North side of the parcel toward Royalty Road creates an unsafe blind for drivers.
 - Whether the lack of sidewalks on Alderwood Avenue wouldn't support medium density development.
 - Whether the streetscape on Alderwood Avenue is too dark to support medium density development.
 - Whether the development would reduce the safety of the Winsloe Soccer Complex on Lower Malpeque Road.
- Whether the parking generated by this development would be able to be accommodated on site. Letters indicated residents were concerned whether the one (1) parking stall per apartment dwelling unit requirement was sufficient enough to prevent people parking on the street.
 - Whether the traffic generated by this development would impact the surrounding streetscape. Letters also indicated that residents were concerned about adding new driveways on this side of Alderwood Avenue.
 - Whether apartment dwelling units are appropriate considering the surrounding neighbourhood character. Letters indicated that residents were concerned that the development would generate noise that is out of character with the wider residential area. Letters also indicated that residents were concerned that the proposed built form would not fit with the surrounding single-detached and semi-detached homes and indicated that an approval of single-detached developments would be preferable.

ANALYSIS:

This application proposes to rezone the subject property from (M-1) to (R-3) to accommodate multi-residential development in two forms. A site plan was submitted with the application showing the current development plans if the zoning change were to be granted. The development proposes two (2) three-storey buildings for apartment dwellings and two blocks for townhouse buildings having grade-oriented units.

The apartment units would be accessed via an internal driveway for private access running from an entry point connecting with Royalty Road to the south of the site and terminating at second street access along the west property boundary connecting with Alderwood Avenue. The internal driveway running north-south across the site in this area would be flanked by surface parking spaces to the left and right adjacent to the proposed apartment dwellings. The submitted site plan

also proposes an open park space fronting onto Alderwood Avenue directly adjacent to the intersection with Essex Crescent.

The property has a narrow frontage on Royalty Road with a larger frontage facing Alderwood Avenue. The proposed public road connections would provide quick access to both Lower Malpeque Road via Royalty Road and the Trans-Canada Highway via Upton Road. The property is within 100 metres (328 feet) of the Royalty and Alderwood bus stop, which is currently served by T3 Transit's Bus 3 service, thereby providing alternative modes of transportation to future residents.

An overhead electrical line owned by utility provider Maritime Electric currently crosses the site however the line is not protected by a registered easement to guarantee legal access for service and maintenance. Should the proposed zoning change be approved, an easement granting Maritime Electric the ability to access the infrastructure for service and maintenance purposes would be required and it would also be required that the existing line be physically relocated within the site so-as not to interfere with the location of the proposed residential buildings. Maritime Electric and the applicant have been consulted with by Planning staff and both are in support of the need for the line relocation and associated registered easement that would be required to protect for future access and maintenance. The submitted site plan illustrates the proposed relocation of the electrical line and associated pole locations.

Consistency with the Official Plan

This parcel is shown as Industrial within the Future Land Use Map. This planned land use is an outlier within the area. Unlike the subject parcel and the adjacent parcel to the east, the surrounding land use context is largely residential, parkland, and institutional. 68 Royalty Road and the adjacent parcel to the east are the only parcels currently planned through existing land-use policies within the City of Charlottetown for industrial use located north of the bypass and west of Lower Malpeque Road.

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan when that development will not adversely impact existing low density residential neighbourhoods. This is outlined in the sections below.

Section 3.1.2 of the Official Plan states, *“Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.”* The following policy is outlined within this section:

- *Our policy shall be to allow moderately higher densities in neighbourhoods, and to allow in-law suites in residential land-use designations, and to make provision for multiple-family dwellings in the downtown core, and multiple-family dwellings in suburban centres and around these centres provided it is development at a density that will not adversely affect existing low density housing.*

Section 3.2 of the Official Plan further states, *“Our goal is to maintain the distinct character of Charlottetown’s neighbourhoods, to enhance the special qualities of each, and to help them adjust to the challenges of economic and social transformation.”* This is expanded on with *“Our objective is to preserve the built form and density of Charlottetown’s existing neighbourhoods, and to ensure that new development is harmonious with its surroundings.”* The following policies are outlined within this section:

- *Our policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings.*
- *Our policy shall be to establish an appropriate relationship between the height and density of all new development in mixed-use residential areas of existing neighbourhoods.*

Section 3.3 of the Official Plan addresses housing need and variety and states *“If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.”* This section goes on to call on the City to support development that addresses this need with the statement *“These are some of the reasons why the City needs to encourage compact and contiguous development, more in-fill housing, and the efficient use of civic infrastructure. In addition, the direction of this plan is to make Charlottetown’s neighbourhoods more stable and sustainable.”*

Section 3.3 also presents goals, objectives and policies that work to address this need. *“Our goal is to work with public and private sector partners to create an attractive physical environment and positive investment climate in which the housing requirements of all residents can be met (including those with special needs), and to provide clear direction as to where residential development should take place. Our objective is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.”*

- *Our policy shall be to ensure that all new multiple dwelling unit buildings are serviced by water and wastewater systems which have the capacity to accept the development proposed.*
- *Our policy shall be to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities, transportation routes, and such other factors as the City may need to consider.*

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices when that development is designed appropriately for the surrounding context. Housing choices within neighbourhoods are important as they provide variety for people at various stages of their lives.

It is staff's opinion that the proposed design has worked to address the surrounding context while providing a mix of housing choices within this existing neighbourhood. The proposed site design is such that the apartment uses would be buffered and screened from the Alderwood Avenue streetscape to the west by the street-facing townhouse units and would similarly be buffered from nearby established low-density residential uses (i.e. single-detached) through existing vegetative screening and buffering present along the remaining boundaries of the site.

The proposed mixed-format residential development would assist Charlottetown residents currently facing housing shortages to secure suitable accommodations that satisfy their long-term housing needs. It should be considered that the City is currently experiencing an increased demand for housing. The vacancy rate within the City is very low. Many residents are being forced to leave the City because of the lack of housing options and affordable or attainable housing. It has been very difficult to acquire land within established neighbourhoods at reasonable prices where rents can be kept at affordable levels.

In planning practice when assessing locations that are appropriate for residential uses it is appropriate to locate residential dwellings in locations close to the amenities that support them. The surrounding neighbourhoods have established parkland, including the Winsloe Soccer Complex, and West Royalty Elementary School. The location of the site on Royalty Road provides direct access to Lower Malpeque Road and access to the Trans-Canada Highway via Upton Road. The proposed site is inset from the same corner as a public transit stop.

The proposed zoning change and associated residential development would bring the subject property into closer alignment from a land-use compatibility perspective with the predominantly residential land uses found within the immediate area surrounding the parcel. The proposal, if approved and built, would provide additional housing in two different formats, apartment units

and townhouse dwellings, thus expanding the availability of housing options to an established neighbourhood while not compromising the physical integrity of the existing neighbourhood from a built-form perspective.

Consistency with the Zoning By-law

The subject site is currently zoned as Light Industrial Zone (M-1) in the City Zoning and Development By-law where this zone allows for a variety of industrial and commercial uses. Though not a complete list, the most intensive permitted uses within the current zoning includes as of right industrial uses.

Current land use designations within 1 kilometre of the parcel are mostly low-density (including R-1, R-1S, R-1L, R-2 and R-2S) and medium-density (R-3) residential. The proposed zoning for the site is (R-3), which would solely permit residential uses and remove the ability to develop industrial and commercial permitted uses. If approved, this zoning would permit for the construction of dwelling units in the form of single detached dwellings, duplex dwellings, semi-detached dwellings, apartment buildings, lodging houses, townhouse dwellings designed in several forms and community-based facilities, like nursing homes and community care facilities.

The proposed site plan and building locations would comply with the requirements set forth in the Zoning and Development By-law for the (R-3) zone including setbacks, lot area, and land use buffers. Further adherence to the Zoning and Development By-Law would be reviewed and confirmed in future development permit processes.

Commenting Agencies

All comments have been addressed and summarized below.

Public Works – Charlottetown Public Works worked closely with the applicant during the review process to find solutions for street access and flow of traffic across the site. These solutions have been adopted by the applicant through updates to the site design and are represented on the current site plan. Public Works is in support of the development as proposed through the current site plan.

Charlottetown Fire Department – Charlottetown Fire worked closely with the applicant during the review process to find solutions for fire truck access and hydrant locations. These solutions have been adopted by the applicant and are represented in the current site plan. Charlottetown Fire is in support of the proposal.

Maritime Electric – Maritime Electric worked closely with the applicant. The utility is in support of the development proposal, line relocation, and proposed new easement for access, care and maintenance of the power line.

Island Waste Management Corporation (IWMC) – The site plan has been reviewed by IWMC and they are in support of the proposal.

STRATEGIC ALIGNMENT:

This proposal is in alignment with several of the commitments and pillars found within the City of Charlottetown Strategic Plan.

The proposal would directly support the sustainability and growth commitments found within the plan. The proposal is a dense form of development in a well-serviced area of the city. This supports financial sustainability by locating several units of housing near the existing municipal infrastructure needed to support it. This supports environmental sustainability by adding units of housing in a dense form located directly adjacent to public transportation. This proposal supports growth by adding high quality housing choices, which is necessary to attract and retain new residents.

CONCLUSION:

The subject property is a site of considerable size and therefore holds future residential development potential in the context of the surrounding area that predominately contains lots sized to accommodate single-detached dwellings. The current light industrial (M-1) zoning does not allow for the intended development nor has the site been utilized for an active industrial or commercial use permitted by the existing zoning in the recent history of the site spanning back several decades. In effect, the subject property has laid fallow and remained under-utilized from a land-use perspective for many years at this point.

Given the location and design of the site, this proposal has the ability to immediately connect to existing municipal water and sewer services while allowing for adequate provision of emergency services access. Within the immediate area, there exist few undeveloped, serviced parcels that would be candidate sites for a more compact form of mixed-format residential uses similar to what is proposed. It is acknowledged that there is an acute housing shortage within the City of Charlottetown and that higher-density, compact forms of development make for more efficient use of existing municipally serviced land.

Public consultation raised concerns with the surrounding roadways, including traffic, road design, and overflow parking. Improvements to Royalty Road have been in progress since 2017, including the addition of sidewalks from Lower Malpeque Road to Upton Road. A four-way stop is planned

for the intersection of Royalty Road and Upton Road in the immediate future. The site plan proposed meets the one (1) parking space per dwelling unit parking requirement within the Zoning and Development By-Law, and the townhouse units can provide sufficient space for up to two (2) parking spaces between the planned driveways and garages. The site is located near important transportation infrastructure allowing future residents the option to easily access and use public transportation, allowing drivers to get to major routes without needing to enter lower density neighbourhoods, and allowing residents to travel on foot by sidewalks.

It is the opinion of Planning staff that rezoning this property to R-3 (Medium Density Residential) is compatible with the character of the surrounding neighbourhood. Consideration has been given to the surrounding development within the design to buffer low density surroundings with forms of a similar scale or to offer screening with natural buffers.

If the rezoning were successful, it would have to be confirmed that appropriate land use buffers such as fencing or permanent vegetative screening are integrated to mitigate any potential for land use conflicts that could arise between lower and higher density development. These screening and buffering measures could form condition of a future Building and Development Permit.

It is the opinion of Planning staff that the proposed development meets the technical requirements for locating medium density development within an established residential neighbourhood. Planning staff are also of the opinion that the proposed development has merit and meets the policies of the City’s Official Plan and the intent and purpose of the Zoning and Development By-law.

RECOMMENDATION:

The Planning and Heritage Department encourages that Planning Board recommend to Council to *approve* the request to amend Appendix “A” the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential for the subject property and also to *approve* the request to amend Appendix “G” – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).

PRESENTER:



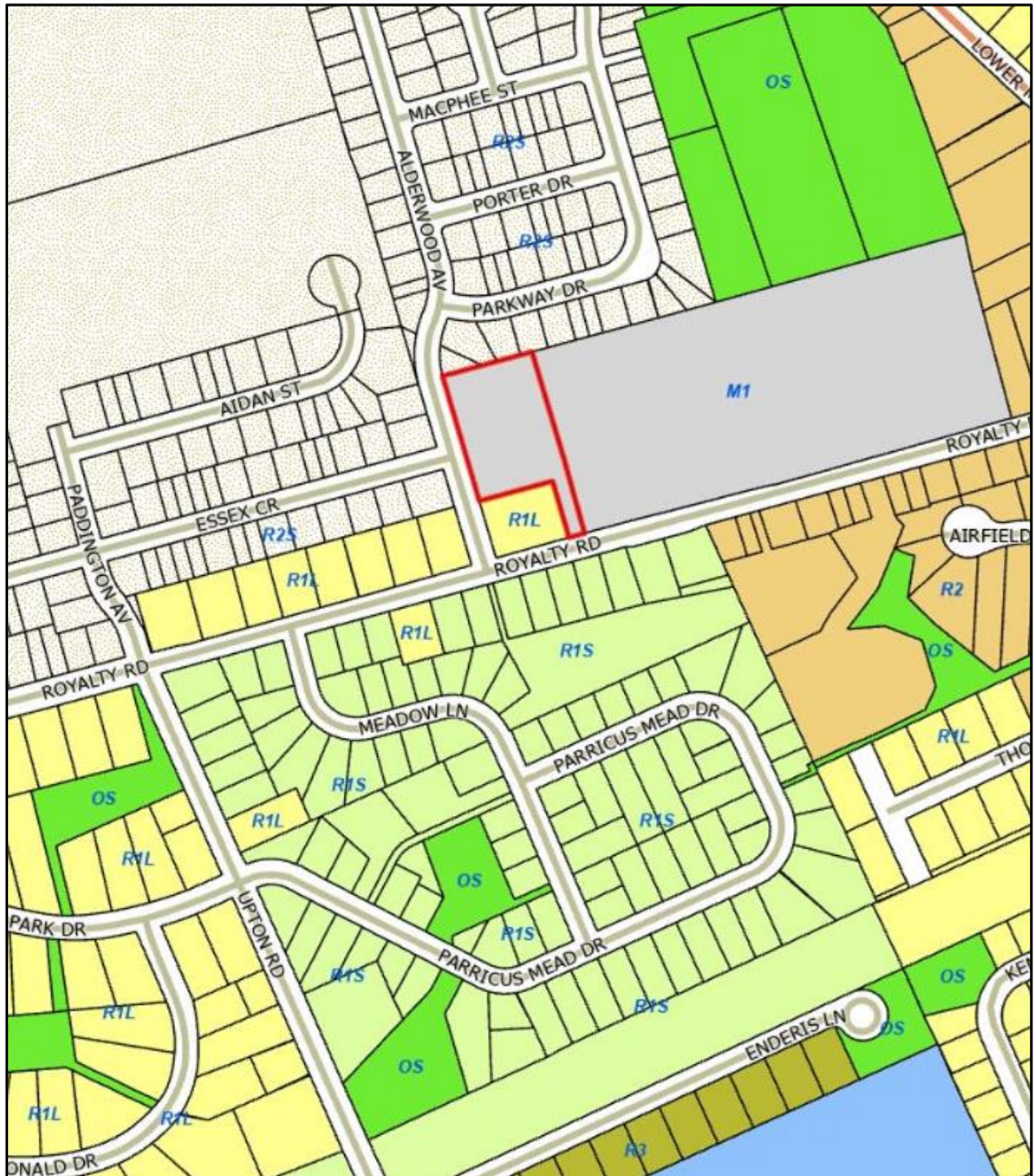
Michael Fraser,
Planner II

MANAGER:

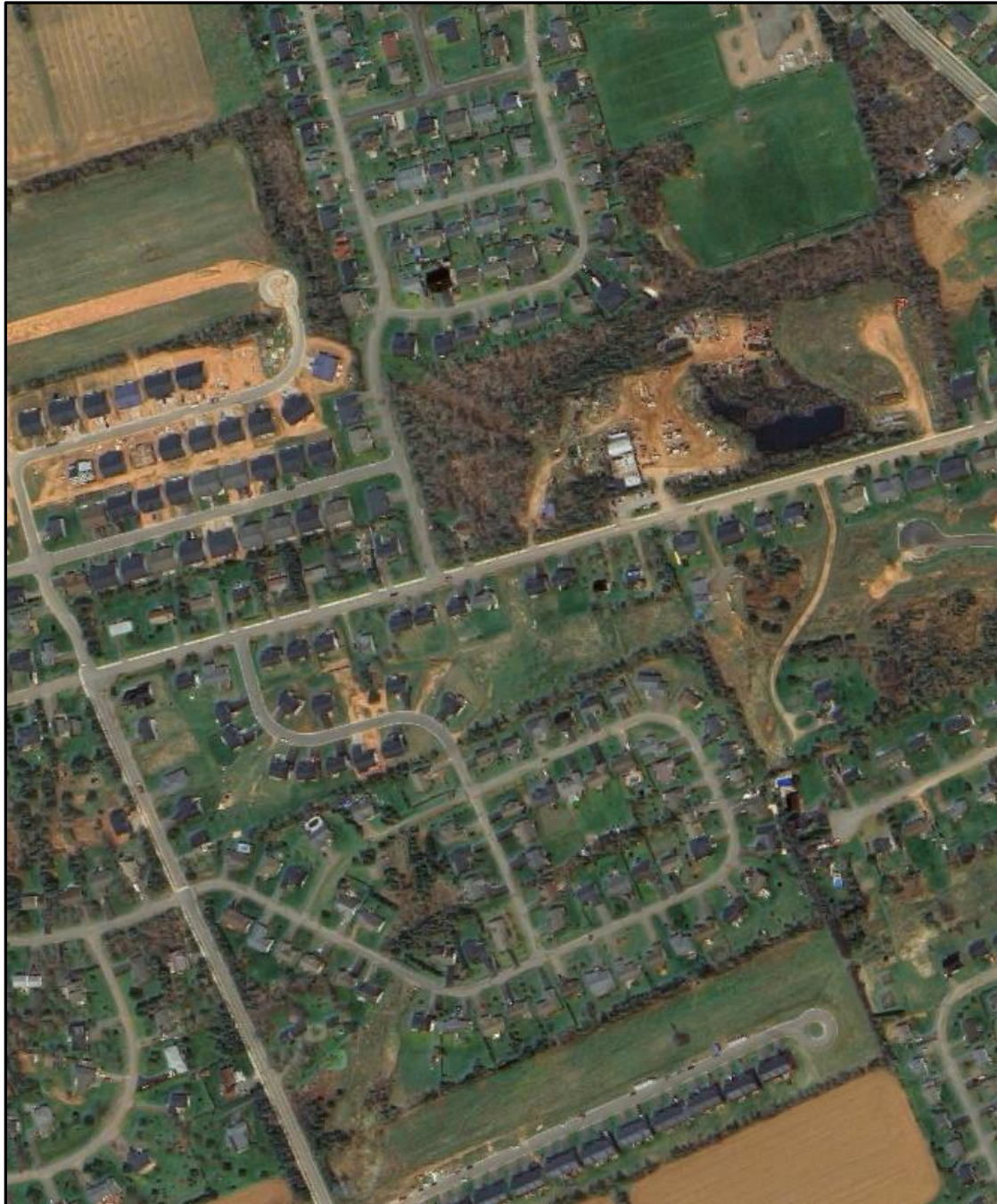


David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

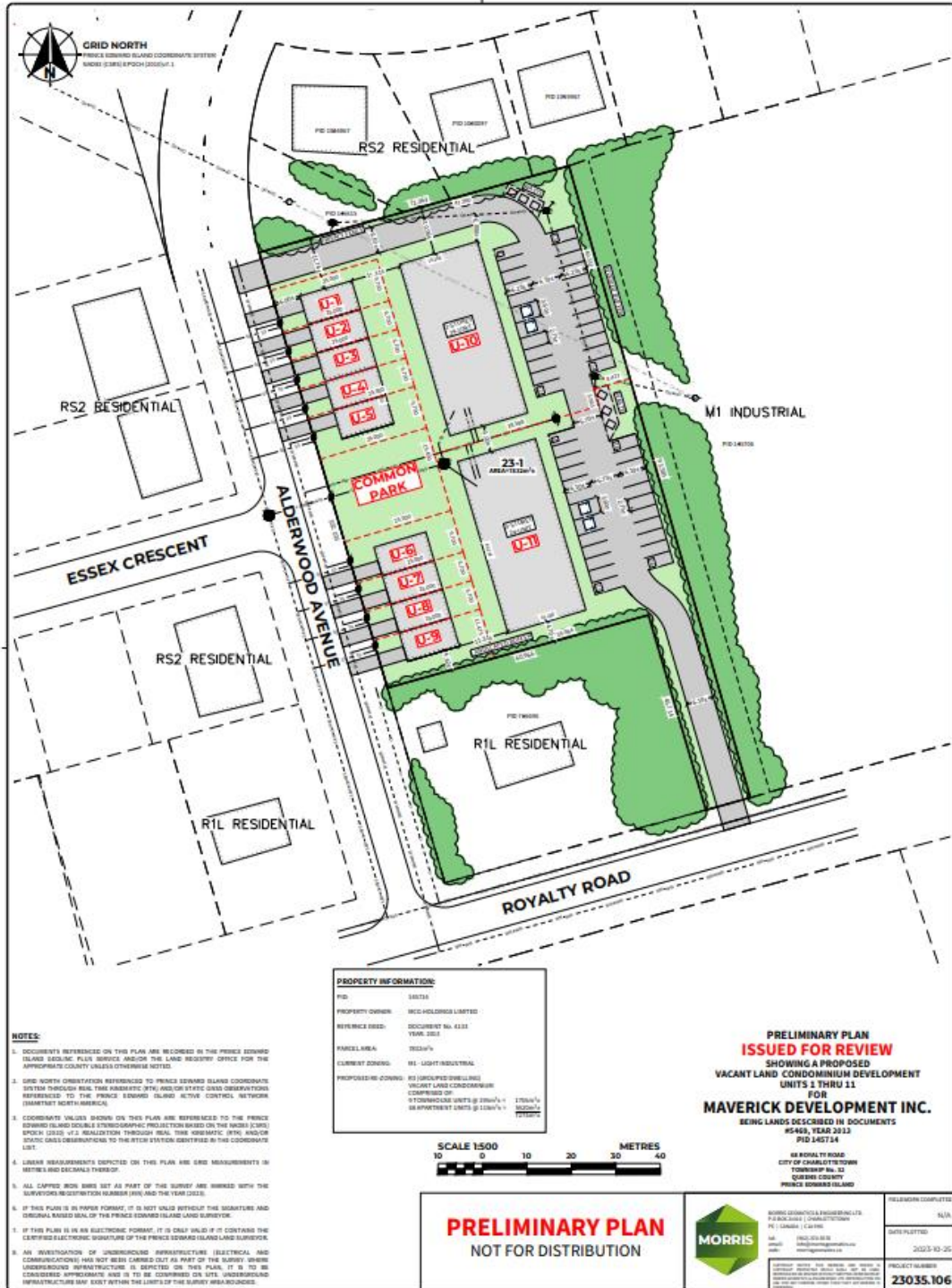
Appendix A: GIS Location Map



Appendix B: Aerial View



Appendix C: Proposed Site Plan and Concept



Appendix D:

Responses to Public Circulation

To Whom it May Concern,

I'm reaching out as a resident of Alderwood Avenue.

My primary concern for the rezoning and planned development at 68 Royalty Rd is parking. There appears to be one parking spot per door with the two 24-unit apartments, a total of 48 parking spaces. Given the majority of tenants in the building will likely have more than one car, more consideration of an appropriate parking plan is necessary. For example, the new multi-unit developments on Sherwood Road appear to be two 32-unit buildings – 64 apartments and ~108 parking spaces. The attention to parking and the necessary space to provide adequate parking was an essential part of the planning stage.

Presently, Essex Drive (perpendicular to Alderwood Avenue) and Enderis Lane (a neighboring development off Upton Road) are prime examples of poorly planned parking for the developments. Both streets contain multi-unit residences (semi-detached homes and townhouses), and many of the units have more than one car per unit. This leads to road parking for many along with some even parking on the front lawns. Road parking is dangerous for pedestrians; cars backing out of driveways cannot see around the obstructions. Road parking also causes partially plowed roads in winter and can be an eyesore for neighboring homes. The proposed townhouses on Alderwood (one 4-unit and one 5-unit) appear to have single car driveways with enough parking for one, maybe two cars. Therefore, it is likely any additional parking needs will be found on Alderwood Ave.

Economically, I understand the developer is trying to get as many units into the PID as possible; however, it appears they have not considered the realities of the rental market and shared living spaces to compensate for affordability. There is not enough space in the planned development for the number of units proposed and appropriate parking.

Thanks,

Peter MacSwain

Doucette, Jason

From: Sean McNeill <jsamcneill@gmail.com>
Sent: Wednesday, November 29, 2023 9:44 AM
To: Planning Department
Cc: MacKinnon, Trevor
Subject: 68 Royalty Road (PID #145714)

Some people who received this message don't often get email from jsamcneill@gmail.com. [Learn why this is important](#)

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To Charlottetown City Council and the Planning Department,

I write to you today to voice concerns and raise questions in relation to the 68 Royalty Road zoning amendment (PID #145714).

First, the notification of this public meeting seemed rushed. Although the letter was dated November 20th, I only received this in the mail on November 24th. Furthermore, the small notice affixed to a sign advertising the meeting was put up on November 22nd without a time, which was then added on November 23rd.

Next, I will reiterate the traffic and speeding concerns at that area brought up during the November 28th public meeting. I was nearly hit by a speeding car going down the Alderwood Avenue hill on the morning of November 28th while walking my dog. This has not been the first or second time I have had to quickly move to the side of the road to avoid speeding vehicles. Being an area with many young families, kids are also susceptible. There are no streetlights or sidewalks on Alderwood Avenue which increases the risk of an accident. This risk would further be escalated by adding more traffic from this development.

Lastly, during the presentation, there was little to no mention of how this apartment / townhouse development would impact the following:

- Power lines crossing through the zone.
- How the current infrastructure will handle an additional 100 cars.
- How utilities will be upgraded to accommodate (e.g. electrical, drainage, internet).
- Buffer from the residential lots: Would there be a fence built around the complex?

Thank you for considering this written submission.

Sean McNeill

Winsloe, PE

Doucette, Jason

From: Thane Myers <tmyers@atlent.ca>
Sent: Wednesday, November 29, 2023 9:23 AM
To: Planning Department
Subject: 68 Royalty Road PID#145714

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Good morning,

On behalf of my wife Deane and myself, I would like to weigh in on the proposed rezoning of PID#145714 from M1 Light Industrial to R3 Medium Density Residential. We have lived at 76 Royalty Road since 1986 and have witnessed the transformation of the area from a rural area with livestock wandering the fields to the residential area it is today. Because of the residential development that has occurred in this area, we now access to municipal sewer and water as well as sidewalks and better street lighting.

We do not have any concerns with the proposed design of PID#145714 that the developer has submitted as part of the rezoning process and believe that rezoning from M1 to R3 would be the best possible use of this land for the future and also fit into the City's new plan for higher density housing; while maintaining a gentler design compared to the design of structures that could be built in the areas identified in the City's new official plan as Nodes and Corridors. Properly built, this piece of land could serve as a model for the development of small parcels of land in other areas of the City.

With the shortage of housing that exists today, this design will provide modern new housing for many people and continue the natural expansion of the residential neighborhood in this area.

Respectfully,

Thane Myers, P.Eng.



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Registered to ISO9001:2015
International Standard

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Doucette, Jason

From: Rob H <rlhall99@gmail.com>
Sent: Wednesday, November 29, 2023 8:08 PM
To: Planning Department
Subject: 68 Royalty Road Re-zoning

You don't often get email from rlhall99@gmail.com. [Learn why this is important](#)

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Good evening,
Please accept this email as a most certain OPPOSITION of this proposed rezoning.

Especially because our property backs on to this proposal, we feel we were not notified of the meeting within an appropriate period of time or method. We just received the mailing in our box at the end of the work day yesterday (November 28)!
With so much more growth in the City, there really needs to be an amendment to the policies of how property owners are notified, ie. notices to the physical property.

Our property backs onto this proposed re-zoning and development proposal. There is a long list of reasons to oppose it. I don't know if it is appropriate to list them at this time, and I feel fairly certain that other residents of the area have voiced their concerns and opposition as well.

There needs to be much much more consultation with the property owners whose property backs directly to this proposed re-zoning. As well, much more consultation with the area residents.

I vehemently oppose this proposed re-zoning and development.

Sincerely,
~Rob Hall
79 Parkway Dr, Charlottetown
902-569-8564

Doucette, Jason

From: Olivia Connolly <omcpei@gmail.com>
Sent: Tuesday, November 28, 2023 9:47 PM
To: Planning Department
Subject: 68 Róyalty Road

[You don't often get email from omcpei@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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My name is Olivia Connolly, and I live at 23 Parkway Dr, Charlottetown, PE C1E 2M3. I am totally opposed to the zoning change and development of 68 Royalty Rd. I think it will have a lot of negative impacts for our area. There will be an increase in traffic which will become hazardous for the large volume of young children playing in the streets and using the community soccer field. It will severely increase population density and I do not agree with multi family units in an area that is primarily single-family dwellings.

Please do not give permission for a zoning change for that property.

Thank you,
Olivia Connolly

Doucette, Jason

From: Steven Bishop <stevenfbishop@gmail.com>
Sent: Tuesday, November 28, 2023 11:31 PM
To: Planning Department
Subject: 68 Royalty road

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

Hi, we

We are opposed to the development off alderwood and royalty road.

With all the development and duplexes added in area there has been increased traffic in this residential area. Royalty road has already become congested with cars and traffic. There are often cars parked on the street.

We need more single family homes in the area not high congestion and extra traffic.

In particular this would increase traffic on alderwood and create an unsafe environment for kids on the street. We have personally witnesses many people excessively speeding through Southway and Taylor Street with not regard for the residents I'm the area.

Steven and Tracy Bishop

Doucette, Jason

From: MacKinnon, Trevor
Sent: Wednesday, November 29, 2023 8:51 AM
To: Planning Department
Subject: Fwd: 68 Royalty Road Development

Sent from my Bell Samsung device over Canada's largest network.

From: Rejeanne Paulin <rejeannepaulin@gmail.com>
Sent: Monday, November 27, 2023 10:51:49 AM
To: MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Subject: 68 Royalty Road Development

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

Good morning Trevor,

I know some residents have been in contact with you about the development for 68 Royalty Road. I just spoke with a development officer and he said the meeting is going ahead even though the time wasn't on the original notice that was put up on Tuesday, November 21st. The time wasn't added until Thursday, November 23rd. In my opinion, this doesn't meet the requirements under section 3.10.4 point d, for the rezoning to be heard at the meeting tomorrow evening.

Also, this proposed build for multi-unit housing for this area is not welcomed. There is a blind hill in the proposed area and adding 9 more driveways for townhouses along with an access road to the 2 apartment buildings on Alderwood Avenue is an accident waiting to happen not to mention the additional traffic. There are many better areas for this type of development and Royalty Road/Alderwood Avenue is not the place.

Rejeanne Paulin

Doucette, Jason

From: Jim Randall <jimrandallpei@gmail.com>
Sent: Wednesday, November 29, 2023 12:42 PM
To: Planning Department
Subject: input to change zoning at 68 Royalty Road

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

Dear Council members,

I wanted to thank Council for allowing me the opportunity to address it last night regarding the proposal to rezone the parcel of land at 68 Royalty Rd. After reflection on the discussion last night I have one further comment to make. It appears that Council is being asked by the applicant to conflate two decisions into one. The first decision/question is, "If the current zone (M1) for this parcel of land is not appropriate, then what is the best zone for all concerned?" The second decision/question is, "Is this specific development proposal appropriate for this piece of land?"

It appears that everyone is automatically being asked to accept that the most appropriate change is to R-3 (Medium Density Residential). Given the surrounding low density housing (RS2), I would argue that this is the change that should be made. Although the developer, the land owner, and the real estate agent may disagree because it would have a direct impact on the profitability of the property, Council has an obligation to think of the larger common good. I have no doubt that one or more prospective buyers would be very interested in developing this property if it was changed to RS2. This also solves the concern raised by the real estate agent last night that other even less compatible users (e.g., a place of worship with 1,000 congregants) would move here if Council turns down this request.

This does not solve the infrastructure safety issue that currently exists on the stretch of Alderwood Avenue from Royalty Rd. to Parkway Dr. but I am hoping that the urgency of this issue has been communicated to the appropriate bodies to make changes happen.

I appreciate the time to make these additional comments and ask that these are included as part of the official record of public input.

Best regards,
Jim Randall
(A resident within 100 metres of the proposed development)

Doucette, Jason

From: Bobbi Jo Bradley <bj2bradley@hotmail.com>
Sent: Tuesday, November 28, 2023 10:14 PM
To: Planning Department
Subject: Opposed to Development Royalty Road

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Dear Planning Department & Council,

Please accept this email message as my opposition to the development on Royalty Road as was presented tonight. This development is ill planned, gives no assurances to the issues of increased traffic would cause and there has been no concern taken as to what this mean in existing dwellings in our community. We cannot even manage to get traffic lights on Upton Road to ensure safe passage to and from the Industrial Park.

This is a community where children can walk freely and play and seniors walk safely and to proceed as proposed would destroy this. I purchased my family home here bearing in mind I wanted a safe, low traffic family neighbourhood for my child. As did many of my neighbours.

Further the presentation gave no assurances that the local communities interest were considered in this type of development. In fact the tactics of the realtor did quite the opposite.

This is the second such proposal and associated tactics to push a development not suited to the existing community I've been impacted by since moving to Charlottetown. Your lack of effort to properly plan developments and build the necessary infrastructure should not negatively impact citizens of this community.

This isn't an issue of NIMBY, this is again a lack of ambition or imagination to rise to the challenges of a growing population and to once again attempt to make ill planned mistakes that satisfies no one but he developer

Thank you for your time.

Bobbi Jo Walker
41 Parkway Drive

Sent from my iPhone

Doucette, Jason

From: MacKinnon, Trevor
Sent: Wednesday, November 29, 2023 10:56 AM
To: Nick MacKenzie; Planning Department
Subject: Re: Apartments overseeing royalty road

Thank you Nick for your letter of concern.

Take care
Trevor

Sent from my Bell Samsung device over Canada's largest network.

From: Nick MacKenzie <nick@brownsvw.ca>
Sent: Wednesday, November 29, 2023 10:52:11 AM
To: Planning Department <planning@charlottetown.ca>
Cc: MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Subject: Apartments overseeing royalty road

Some people who received this message don't often get email from nick@brownsvw.ca. [Learn why this is important](#)

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Good Morning,

My name is Nick Mackenzie, and I am a resident of west royalty (end of Upton Rd adjacent to royalty). After hearing the proposed condos and town houses I am opposed to having this built because of the following reasons.

- noise pollution
- no sidewalks at all to accommodate current residents let alone upwards of 200 people
- there is no lighting to support the new residents
- there is an issue with the privacy of going forward
- with the increase in traffic and the number of young children in the surrounding neighborhoods there is concern for their safety
- currently the supporting schools are at capacity and cannot accommodate the added students
- being such a large operation, it is going to cause all residents in the surrounding area issues with transportation and safety of the children who walk or bike to school

Please reach out if you have any questions.

Nick Mackenzie
Senior Sales Consultant

Brown's Volkswagen 

190 Sherwood Road
Charlottetown, PEI C1E0E4
(Office) 902-892-5381
(Cell) 902-314-4539

Doucette, Jason

From: Bradley Bryan <bradley.bryan@yahoo.fr>
Sent: Tuesday, November 28, 2023 10:46 PM
To: Planning Department
Subject: 68 Royalty Rd.

[You don't often get email from bradley.bryan@yahoo.fr. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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To whom it may concern,

I understand that we are in a housing crisis and that there is a real need for a solution to this very real problem. However, I feel that a well thought out solution versus a knee-jerk reaction is what is needed. I am in opposition to the recent proposal for development at 68 Royalty Rd.

One only needs to look further down the road at what developers of the past did well with the Brighton area. There is a smooth flow of traffic from one area to the other and a real sense of connection. It has achieved cohesiveness.

The Community of West Royalty is a patchwork of multiple developers' different ideas on what this community should look like. As a result, there's restricted traffic flow between these different developments, subdivisions, that really lacks forethought. It is really multiple subdivisions closed off from one another.

With this new proposal, it is of my opinion that this is a further shift in absolute wrong direction of what should be done in this area: it is too stark of a contrast in what already exists around it.

I ask that you listen the residents of this area who look to you to make decisions that are in their community's best interest for the Royalty Rd of tomorrow. This is the absolute wrong fit for this area.

Let's get this right and NOT move forward with this proposal.

Respectfully,

Bryan Bradley
Porter Dr

Sent from my iPhone

Doucette, Jason

From: stcpei <stcpei@gmail.com>
Sent: Tuesday, November 28, 2023 9:38 PM
To: Planning Department
Subject: 68 Royalty Road

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

My name is Shawn Connolly, and I live at 23 Parkway Dr, Charlottetown, PE C1E 2M3. I am totally opposed to the zoning change and development of 68 Royalty Rd. I think it will have a lot of negative impacts for our area. There will be an increase in traffic, population density and I do not agree with multi family units in an area that is primarily single-family dwellings.

Please do not give permission for a zoning change for that property.

Regards Shawn Connolly

Sent to planning@charlottetown.ca on November 28, 2023

Doucette, Jason

From: MacKinnon, Trevor
Sent: Tuesday, November 28, 2023 6:58 PM
To: Planning Department
Subject: Fwd: 68 Royalty Road

Sent from my Bell Samsung device over Canada's largest network.

From: Seb the Dog <sebthedog@yahoo.ca>
Sent: Tuesday, November 28, 2023 3:30:17 PM
To: MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Subject: Re: 68 Royalty Road

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Thank you Trevor,
I noticed on the "Information Sheet for Public Meeting" ... that it says no letter of support or objection has been received as of Friday, Nov. 24 at 3pm..... I just want to note that my letter of objection was emailed to you on Nov. 24 at 9:44 am, (with your response being sent Nov. 24 at 11:38 am) and should be included as an objection.
Regards,
Debbie

On Tuesday, November 28, 2023 at 03:07:31 p.m. AST, MacKinnon, Trevor <tmackinnon@charlottetown.ca> wrote:

Good afternoon

I am sending a reminder out to people of the meeting tonight at 7, at city hall.

Hope you can make it.
Trevor

Sent from my Bell Samsung device over Canada's largest network.

From: MacKinnon, Trevor <tmackinnon@charlottetown.ca>
Sent: Friday, November 24, 2023 11:38:39 AM
To: Seb the Dog <sebthedog@yahoo.ca>
Subject: Re: 68 Royalty Road

Good morning Debbie,
Thank you for your email and I hope you are able to attend the public meeting next Tuesday at city Hall.
I have heard from several residents in the area, some for, some against, and I encourage everyone to come out to have their say on this issue.
I am uncertain how others will vote on this proposal. I support expansion for our housing and I fully support the residents of ward 8 and their concerns. All residents are entitled to be able to enjoy their property.

There has been some discussion on changing some infrastructure in the area, but nothing confirmed yet.

Stavert, Robert

From: Kristen C Jondreville (she/her | elle) (VRAB/TACRA) <kristen.jondreville@vrab-tacra.gc.ca>
Sent: November 24, 2023 3:58 PM
To: Planning Department
Subject: Urgent: Concerns Regarding Proposed Apartment Buildings in Quiet Subdivisions

You don't often get email from kristen.jondreville@vrab-tacra.gc.ca. [Learn why this is important](#)

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To whom it may concern,

I hope this email finds you well. I am writing to express my deep concern and outrage regarding the recent proposal to construct apartment buildings in our quiet subdivisions.

I am a resident of Parkwest subdivision and have cherished the peaceful and serene atmosphere that our neighborhood provides. The proposal to introduce apartment buildings threatens to disrupt the tranquility we have enjoyed for so long. I believe that such a development would not only alter the character of our community but also have a negative impact on property values and overall quality of life for current residents.

I understand the need for urban development and progress, but I firmly believe that there are more suitable locations for apartment buildings that won't compromise the unique charm of our quiet subdivisions. It is disheartening to think that our concerns as long-term residents are not being given the attention they deserve.

I kindly request that you reconsider rezoning proposal and explore alternative locations for apartment developments that align more closely with the existing character of our community. Additionally, I urge you to engage in open communication with residents to gather their input and address their concerns. Transparency and collaboration will be crucial in finding a solution that benefits both the community and the city's development goals.

I appreciate your time and attention to this matter. I trust that you will carefully consider the impact of the proposed development on our quiet subdivisions and work towards a solution that preserves the unique identity of our community.

Thank you for your understanding and commitment to representing the best interests of your constituents.

Sincerely,

Kristen Jondreville
Executive Assitant | Veterans Review and Appeal Board | Government of Canada
Adjointe executive | Tribunal des anciens combattants (révision et appel) | Gouvernement du Canada
Phone/Téléphone: (782) 377-5119
kristen.jondreville@vrab-tacra.gc.ca
she / elle

TITLE: <p style="text-align: center;"> Planning Board Meeting FILE: PLAN-2023-DECEMBER-6C-1 Lot 2019-3, 20 St. Martha's Court (PID# 1154947) CDA Amendment for Additional Units OWNER: Evolve Group (102898 PEI Inc.) APPLICANT: Open Practice Inc. </p>	
MEETING DATE: December 5, 2023	Page 1 of 11
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Aerial View B. Site Plan C. Building Plans
SITE INFORMATION: Context: Vacant lot part of an approved development concept Plan Ward No: 8 - Highfield Existing Land Use: Vacant Official Plan: Concept Planning Area Zoning: Comprehensive Development Area (CDA) Zone	

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to:

1. Recommend to Council to accept the request to proceed to public consultation to amend the Development Concept Plan and Development Agreement pertaining to Lot 2019-3 (PID #1154947).

BACKGROUND:

Request

This is a request to amend the existing Development Concept Plan and Development Agreement under Section 44, Comprehensive Development Area (CDA) Zone of the Zoning and Development Bylaw.

Section 44.2.6 of the Zoning and Development Bylaw requires that amendments to a Development Concept Plan be approved by Council. The amendment/approval process must be treated as if it

were an amendment to the Zoning and Development Bylaw and therefore requires notification of property owners within 100 meters of the subject property, posting of the proposed bylaw amendment and a public meeting. The Bylaw also requires that the working site plan and buildings also be approved on the recommendation of Planning Board.

Development Context

The subject property is located along St Martha's Court which connects to Mount Edward Road at the intersection of Ferngarden Drive.

Property History

Charlottetown City Council passed the following resolution at the monthly meeting of Council held on Tuesday, November 13, 2018:

That the request to:

- 1. Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for a portion of the property located on Mount Edward Road (PID #390740), be approved;*
- 2. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for a portion of the property located on Mount Edward Road (PID #390740), be approved;*
- 3. Amend Appendix "A" – Future Land Use Map of the Official Plan from the Low Density Residential designation to the Concept Planning Area designation for the property located on Mount Edward Road (PID #492405), be approved;*
- 4. Amend Appendix "H" – Zoning Map of the Zoning & Development By-law from the Low Density Residential Single (R-2S) Zone to the Comprehensive Development Area (CDA) Zone for the property located on Mount Edward Road (PID #492405), be approved;*
- 5. Consolidate the portion of the property located on Mount Edward Road (PID #390740) with the property located on Mount Edward Road (PID #492405), be approved, subject to the receipt of final pinned survey plans; and*

6. *Amend Appendix "G" – Comprehensive Development Area Lands and Uses of the Zoning & Development By-law from allowing a residential building on the street with the back portion vacant to 143 residential dwelling units on 5.05 acres of the property located on Mount Edward Road (PID #390740), be approved, subject to the approval of the Development Concept Plan, Design Review approval, the submission of a traffic study that supports the proposed and future development and the signing of a Development Agreement.*

The Development Concept Plan, which was approved by Council, illustrated the development of 143 residential dwelling units on four of the five vacant properties proposed to be subdivided.

Lot 2019-1: 7-Unit Townhouse Dwelling (Phase I)

Lot 2019-2: 48-Unit Apartment Dwelling (Phase I)

Lot 2019-3: 48-Unit Apartment Dwelling (Phase II)

Lot 2019-4: 40-Unit Apartment Dwelling (Phase II)

Lot 2019-5: To be determined through an additional Development Concept Plan (Phase III)

LEGISLATIVE REQUIREMENTS:

Section 44.2.6 Development Concept Plan of the Zoning and Development Bylaw states, *"Subsequent to approval of the Development Concept Plan, the working site plan and buildings shall be approved on the recommendation of Planning Board for each Phase within the CDA Zone provided it is, in the opinion of Council, consistent with the overall Development Concept Plan and any schedule attached thereto."*

As per Section 44.2.1 of the Zoning & Development By-law, *Development within a CDA Zone shall be subject to the approval by Council of a Development Concept Plan and any attached schedule and the applicable Development Agreement entered.*

ANALYSIS:

The current owner of Lots 2019-3 and 2019-4, Evolve Group is proposing to construct a 48-unit apartment building on Lot 2019-3 and a 45-unit apartment building on Lot 2019-4. In November of 2018, Council passed a resolution to approve a maximum of 88-units for Phase II of the development for the two buildings. In July of 2023, Council passed a resolution to allow Lot 2019-

3 to contain 43-units and Lot 2019-4 to contain 45 units, for a total of 88 units shared. A Building and Development Permit was issued shortly after to begin construction on Lot 2019-4.

Evolve Group is now proposing to increase the original 88-units to 93-units. There will be no design or exterior changes to the existing buildings but the interior of the apartment building on Lot 2019-3 will be reconfigured to have 48-units, instead of the currently approved 43. This results in a 5-unit increase to the current Development Agreement.

Staff considers this change to be beneficial for two reasons. First, the design of the building which was approved by Design Review and Council will not be altered. Secondly, the number of units within the building would increase by five (5), which would provide higher density and more housing options for residents. In addition, aside from the increase in units, the proposed Site Plan and Building Plans are consistent with Phase II of the approved Development Concept Plan (see Appendices B and C).

Notwithstanding the legislative requirements above, this application is unique because of Council's requirement for buildings in this concept area.

The process as outlined in the Zoning and Development Bylaw for adoption of a Development Concept Plan follows the same process as a rezoning application. Once Ministerial approval is granted for a Development Concept Plan, a Development Agreement is entered into by the property owner. The Development Concept Plan forms part of the Development Agreement which is registered on title. The working site and building plans are required to be approved on the recommendation of Planning Board to confirm they are consistent with the Development Concept Plan.

CONCLUSION/RECOMMENDATION:

It is staff's opinion that the building and site plans provided for Lot 2019-3 are consistent with the overall Development Concept Plan and provide more housing options for residents. Staff therefore recommends that Planning Board:

1. Recommend to Council to accept the request to proceed to public consultation to amend the Development Concept Plan and Development Agreement pertaining to Lot 2019-3.

PRESENTER:

Brandon Archibald

Brandon Archibald, M.Pl
Planner I

MANAGER:

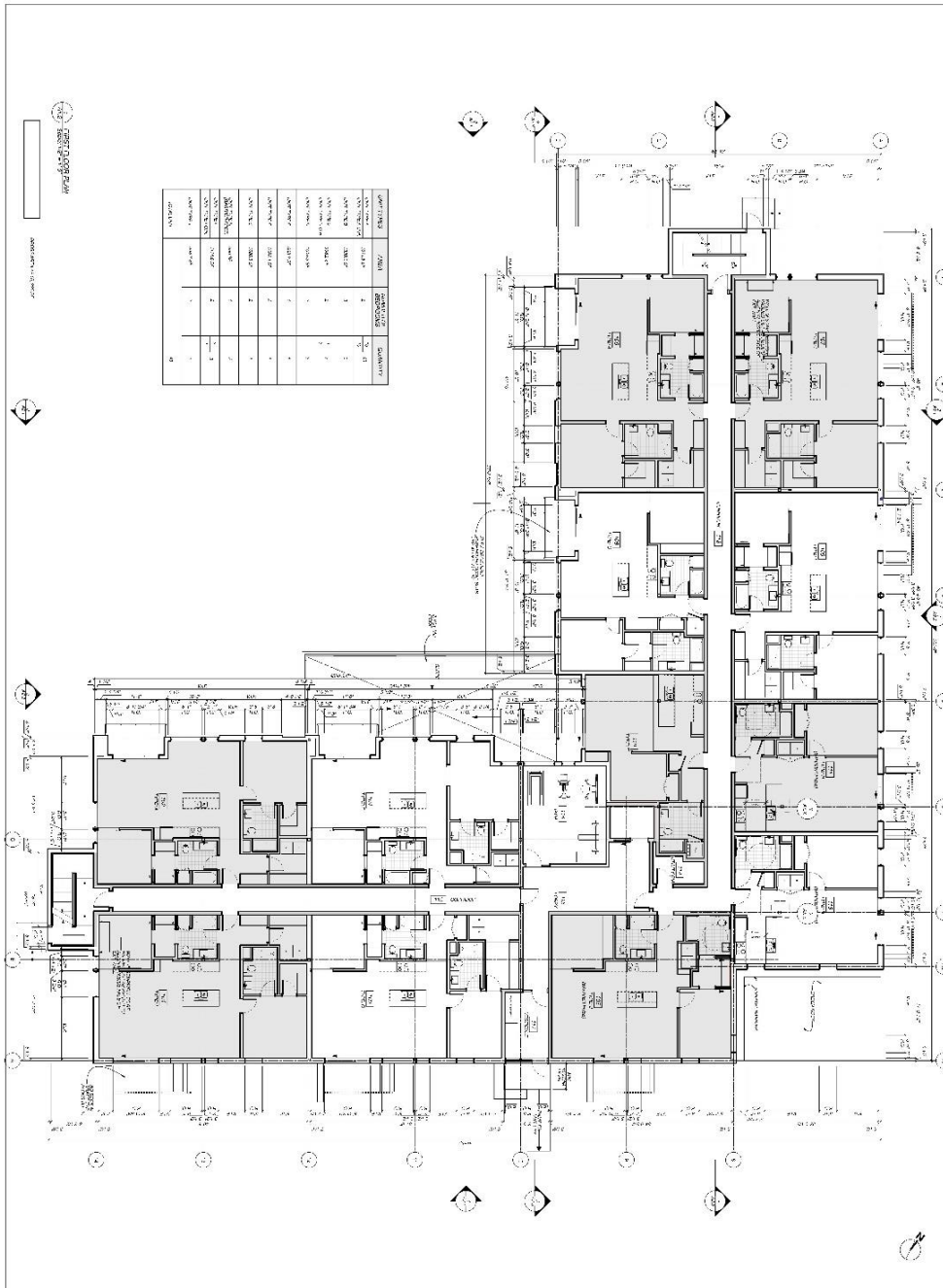
David Douglas Gundrum

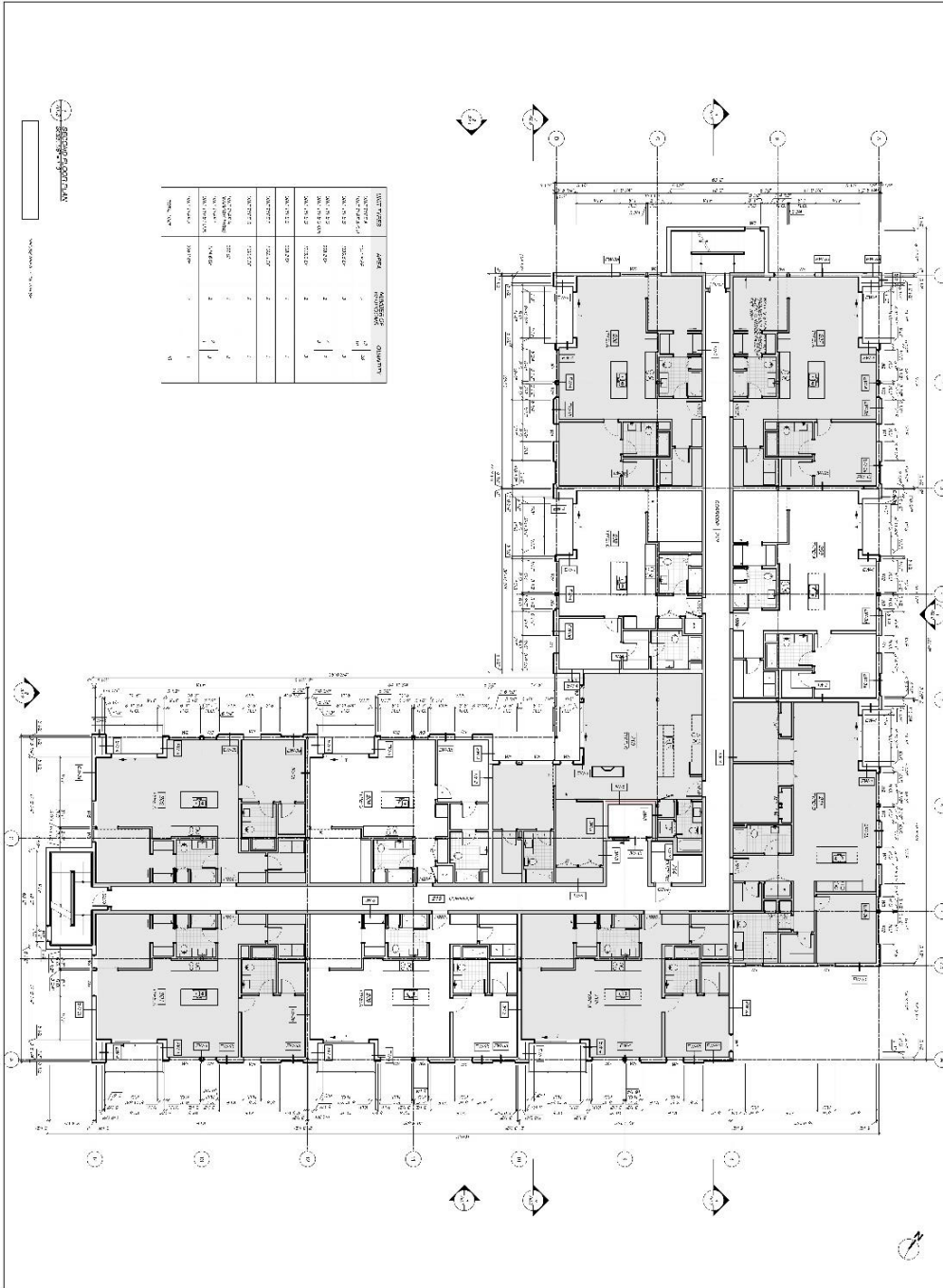
David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

ATTACHMENT "A" AERIAL VIEW OF PROPERTY:



ATTACHMENT "C" BUILDING PLANS





SECTION	AREA	APARTMENT	QUANTITY
APARTMENT 1	2000	1	1
APARTMENT 2	2000	1	1
APARTMENT 3	2000	1	1
APARTMENT 4	2000	1	1
APARTMENT 5	2000	1	1
APARTMENT 6	2000	1	1
APARTMENT 7	2000	1	1
APARTMENT 8	2000	1	1
APARTMENT 9	2000	1	1
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APARTMENT 99	2000	1	1
APARTMENT 100	2000	1	1

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20 ST. MARTHA'S COURT
 2019-3
 2019-3

TITLE: <p style="text-align: center;">Planning Board Meeting FILE: PLAN-2023-DECEMBER-6C-2 115 Murchison Lane (PID#s 425892 and 691162) Application to Amend an Approved Development Concept Plan OWNER: Government of Prince Edward Island / PEI Housing Corporation APPLICANT: Sable Arc Studios (c/o Bill Saul)</p>	
MEETING DATE: December 5, 2023	Page 1 of 8
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Appendix A: Property Location Map B. Appendix B: Applicant Rationale for Amendment Request including Revised Master Plan Submission and existing Master Plan.
SITE INFORMATION: Ward No: 10 – Falconwood Property Use: Institutional Context: Vacant land and institutional uses Existing Land Use: Vacant and hospital Official Plan: Comprehensive Planning Area Zoning: Comprehensive Development Area (CDA)	

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request to amend the current Development Concept Plan and Development Agreement for the property located at 115 Murchison Lane (PID#s 425892 and 691162).

REQUEST:

An application has been submitted for a request to amend the approved Development Concept plan that concerns the parcels identified as PID# 425892 and PID# 691162. The current Development Concept Plan was approved for the subject property by resolution of Council on September 14, 2020, subject to a Development Agreement. At that time the property was rezoned from from Institutional Zone (I) and Business Park Industrial Zone (M-3) to the Comprehensive Development Area (CDA) zone in order to permit the development of a mental health hospital campus.

Development Context

The subject properties are approximately 33 hectares (81.5 acres) in combined size and have frontage along Murchison Lane, Prom Acadian Drive and Deacon Grove Lane (see Appendix A).

To the north of the subject properties are lands owned by the French Language School Board that are within the Institutional Zone (I). To the east and south of the subject property are the Hillsborough River and to the west are lands within the Institutional Zone (I) that contain the Queen Elizabeth II hospital.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4 of the Zoning & Development By-law, on November 20, 2023, notice was sent to seven (7) property owners located within 100 meters of the subject property advising them of the proposed site-specific exemption request. The letter advised them of the particulars of the request including the date, time, and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning request and stated the deadline to submit written comments on the application.

Public Feedback

In response to the City’s notification letter there were no letters received.

The Public meeting was held on November 28, 2023, in Council Chambers. At the public meeting Bill Saul, architect with Sable Arc Studios representing the project presented the details of the application including site details, parking, and proposed building design. When Mr. Saul finished his presentation, residents were invited to ask questions and make comments. There were no questions received from the public however, there were questions from Council regarding timelines for the application.

ANALYSIS:

In September of 2020 the property was rezoned to assemble the land under one zone to facilitate the construction of a new mental health and addictions acute care facility/life skills centre as well as a mixed-use development (11-12 acres) along the northern boundary of PID# 452892.

The applicant requested that the property be rezoned to CDA to allow for more flexibility to accommodate a mixed use, urban, campus style development as outlined in the original master plan for the site (see Appendix A). The original master plan focused on, “an integrated

development approach mixing urban residential and potential commercial uses with the hospital and social housing uses.”

The approved master plan contained 4 main components:

- 1) A new two-storey Mental Health & Addictions Acute Care Facility / Life Skills Centre;*
- 2) Public Social Safety and Structured Housing (2 new buildings);*
- 3) Social Housing / Extended Care Housing for addictions recovery (accommodates 12 people.);*
- 4) Mixed-use Development: up to 10 mixed-use buildings, some with ground floor retail uses and all of them with the potential for multi-unit residential uses. (The development would be designed as urban 4-6 storey buildings with a 3-storey streetwall (a 2-3m stepback at the 4th storey on the building front facing the street.).*

After the initial approval of the masterplan, two buildings being Building 1 and Building 2 (social housing) shown on the original development concept were constructed. The Province is now moving ahead to Phase 2 of the master plan and have developed drawings and concepts for two new buildings proposed in this stage of the site development being Building 3 (Social Housing/Public Safety Housing) and also Building 4 (new Mental Health & Addictions Acute Care Hospital/Life Skill Centre).

During development of the architectural and site plans for these facilities the consultants have determined that the initial siting of the buildings and location of parking for both facilities as depicted on the original concept plan would not work logistically with the plans as they were refined and developed. Therefore, the consultants, Sable Arc on behalf of the Province of PEI and PEI Housing Corporation have submitted a revised concept plan (see Appendix A) and have requested an amendment to the approved Concept Plan and Development Agreement.

The proposed changes mainly include rotating both Building 3 (social housing) and Building 4 (acute care centre) to provide unencumbered views for patients of the Hillsborough River to the south and east. If the revised concept plan is approved the majority of rooms in the new hospital would then face the water. There is also a proposal to move the parking area as shown on the original concept plan to the eastern side of Deacon Grove Lane. The original concept plan proposed the parking facility for the acute care facility to be located on the water-facing side of the building. The current placement will result in patients' views of the water being obstructed by a parking lot. This is one concern that staff identified in the original report to Planning Board as per the following comments:

“There is one item that stands out to staff in regard to building design and orientation on the site. This is one of the last large parcels of land along the City’s waterfront. It is a very prominent site, that holds historical significance and was also identified as a significant area in the East Royalty Master Plan. The orientation of the new hospital seems to turn its back on the waterfront as opposed to facing the waterfront. Parking and loading bays are located on the water side of the building. The waterfront and coastline within the City are an area that should be celebrated. Therefore, architectural design and urban design features should reflect the importance of the site and landscape. It is staff’s opinion that the building should be orientated toward the water and that parking and loading bays be concealed on the west side of the building. Courtyards should also be located where residents and visitors are able to enjoy the water view.”

As stated in the original report, Planning staff are of the opinion that it is more appropriate to locate parking away from patients’ views and to orient the facility toward the water side of the property. However, it should be noted that relocation of the parking lot to the east side of Deacon Grove Lane will result in the removal of Building G as shown on the original development concept plan. It is undetermined at this time if this building will be relocated to some other location on site or if it is being removed entirely as part of the concept. Should the building be reintroduced into the plan in the future, staff will work with the Province to facilitate further amendments to the plan.

LEGISLATIVE REQUIREMENTS:

The Zoning and Development By-law stipulates the process for amending an approved Development Concept Plan:

Section 41.2.1 DEVELOPMENT CONCEPT PLAN of the Zoning and Development Bylaw requires
41.2.1 Development within a CDA Zone shall be subject to the approval by Council of a Development Concept Plan and any attached schedule and the applicable Development Agreement entered.

The process for approval of a development concept plan is as follows:

41.2.3 No Development consisting of new Buildings or the Demolition or relocation of Buildings shall take place in a CDA Zone until a Development Concept Plan has been proposed and adopted by Council.

41.2.7 Before Council approves or amends a Development Concept Plan in a CDA Zone, a public meeting shall be called in the same manner, mutatis mutandis, as if an amendment to this by-law were being considered.

41.2.8 Changes to a Development Concept Plan that do not change the approved intent of the use or Lot such as minor Additions to a Building, a Lot Subdivision or consolidation will not be considered an amendment to the Development Concept Plan and may be approved by the Development Officer.

The applicant has submitted on behalf of the Department of Health and Wellness a letter outlining the rationale for these proposed changes (see Attachment B) along with a detailed masterplan outlining the development concept for the site. If Council chooses to amend the existing development concept plan and adopt the revised Development Concept for the property, the applicant will be required to amend the existing Development Agreement with the City. The Development Agreement outlines the terms and conditions of the approval and how the development is to be carried out over time. In addition, the working site plans and buildings proposed for each development phase must be reviewed by Planning Board for consistency with the approved Development Concept Plan and approved by Council.

Staff have examined the Official Plan and there are various sections of the Official Plan that supports this proposal (see relevant sections listed below).

4.7 Health Care Initiatives

Starting Point

Sound health care is a cornerstone of community well-being. Charlottetown is fortunate to have a first-class public health system. Its services and facilities are of benefit to patients from throughout Prince Edward Island, as well as those who reside in the City. The provision of excellent care for local residents, along with those from around the province, will continue to be the public health system's most important priority.

Defining Our Direction

Our goal is to work with public and private sector partners to explore the opportunities and costs presented by initiatives in health care development.

1. Our objective is to strike a steering committee composed of officials from the three levels of government, non-governmental organizations, the medical community, and the private sector to pursue initiatives in health care development.

3.3 Housing Needs and Variety

If Charlottetown is to continue to grow as a healthy community, affordable housing for all segments of society must generally be available throughout the City. Moreover, the housing requirements of those with special needs (e.g., disabled, homeless, people in transition) also have to be addressed. Likewise, in the recent past, there has been a chronic shortage of most types of seniors housing. As the population base continues to age, this problem will become more acute unless civic decision-makers address it in a forthright manner.

These are some of the reasons why the City needs to encourage compact and contiguous development, more in-fill housing, and the efficient use of civic infrastructure. In addition, the direction of this plan is to make Charlottetown's neighbourhoods more stable and sustainable.

Defining Our Direction

Our goal is to work with public and private sector partners to create an attractive physical environment and positive investment climate in which the housing requirements of all residents can be met (including those with special needs), and to provide clear direction as to where residential development should take place.

- 1. Our objective is to encourage development in fully serviced areas of the City, to promote settlement and neighbourhood policies as mechanisms for directing the location of new housing, and to encourage new residential development near centres of employment.*
 - Our policy shall be to ensure that all new multiple dwelling unit buildings are serviced by water and wastewater systems which have the capacity to accept the development proposed.*
 - Our policy shall be to base residential densities on the availability of municipal services, education facilities, recreation and open space amenities, transportation routes, and such other factors as the City may need to consider.*

The Province has rezoned this site and developed a Concept Plan for this property to replace the aging Hillsborough Hospital. The existing as well as the proposed Concept Plan includes buildings and uses to address the needs of various people who have special needs within the Island

community. The concept for this site proposes a development mix that aims to provide a “mindset of social integration for these facilities”. Planning staff are of the opinion that the amendment to the existing Development Concept Plan does not alter the overall intent of the original plan. It is the opinion of staff that the proposed changes better address the needs of patients and staff that will utilize this facility. The amendment to this plan still aligns with the policies and objectives of the Official Plan as well as many of the technical requirements stipulated in the Zoning and Development By-law.

Below is a quick summary of the positive attributes, neutral attributes, and shortcomings of the development proposal:

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> ▪ The amendment changes the placement of the hospital so that it is oriented with the façade of the building facing the water. ▪ Parking and loading bays have been relocated to the side of the building where they are less visible. ▪ The current hospital does not meet the needs of patients and a new facility will provide a modernized facility that is more integrated within the community. ▪ The City is experiencing a demand for housing to meet the needs of all people in society. The residential component of this project will address the needs of some of these people. ▪ The proposal integrates the institutional component into a setting with urban residential with commercial uses to create social integration. ▪ The project takes advantage of the waterfront setting and connects public trail linkages and enhances park like spaces. ▪ The proposal is close to public transit. ▪ The property is in an area that has municipal services. 	<ul style="list-style-type: none"> ▪ 	

CONCLUSION:

Staff encourages that the Planning Board recommend to Council to *approve* the request to amend the current Development Concept Plan and Development Agreement for the property located at 115 Murchison Lane (PID#s 425892 and 691162).

PRESENTER:



Laurel Palmer Thompson RPP, MCIP
Planner III

MANAGER:



David Douglas Gundrum RPP, MCIP
Manager of Development Planning



Public Meeting of Council
Tuesday November 28th , 2023, 7:00 PM
Council Chambers, City Hall, 199 Queen St.
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

<u>Council members present:</u>	Deputy Mayor Alanna Jankov Councillor Julie McCabe Councillor Justin Muttart Councillor Kevin Ramsay Councillor Trevor MacKinnon	Councillor Norman Beck Councillor John McAleer Councillor Mitchell Tweel Councillor Robert Doiron*
<u>Staff:</u>	David Gundrum-Mgr Planning Laurel Palmer-Thompson Planner III Michael Fraser- Planner II	Jason, Doucette, IO/AA** **minute taker
<u>Resident members:</u>	Rosemary Herbert	
<u>Applicants/ Representatives:</u>	Maverick Developments/ Nick MacGregor Province of PEI/ Bill Saul/Sable Arc Studios	APM Commercial/ Kane Arsenault, Tim Banks
<u>Regrets:</u>	Councillor Terry Bernard	

*Participated via Conference Call

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 November 29th at Noon

1. Call to Order

Mayor Brown called the meeting to order at 7:06 p.m.

2. Declarations of Conflict of Interest

None.

3. Approval of Agenda

Moved by Councillor Ramsay and seconded by Deputy Mayor Jankov that the agenda for the public meeting on November 28th, be approved.

**CARRIED
0-0**

4. Discussions:**a) 68 Royalty Road (PID #145714)****Request:**

- i. Amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential; and
- ii. Amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3). In order to allow for a multi-unit residential development consisting of a mix of townhouse and apartment dwelling units clustered on the same site.

Property Information: Light Industrial Zone (M-1)

Staff Presenter: Michael Fraser

Applicant/Owner: Maverick Developments Inc (c/o Nick McGregor)

Reference: Public Meeting Package

Summary:

- The current site is a wooded vacant lot
- Surrounding development is predominantly residential
- A transit stop is located at the corner of Alderwood and Royalty Road
- On November 14, City Council approved the request to proceed to public consultation.
- On November 20, 2023 written notification was sent to property owners located within 100 metres of the subject property. 54 letters were sent to residents advising them of this public meeting and requested their written comments. To date one letter of opposition and one in support have been received.

Dave Morris representing Maverick Developments Inc:

- Property is currently zoned Light Industrial (M-1) and some permitted uses include Autobody Shop, Heavy Equipment Repair, Light Manufacturing and also a Storage Facility
- The development objectives of Maverick Developments is to develop the land into a residential community
- The vacant land condominium will be comprised of 1 4-unit 2 story townhouse, 1 5-unit 2 story townhouse, 2 24-Unit Apartment Buildings
- When developed the property will comprise of 58 units in a group dwelling configuration

Discussion:

- Councilor Beck asked for clarification on the term vacant land condominium, it was said that the city doesn't administer the condominium act but when a developer is dealing with this, it means that one property owned by a condominium corporation
- Councilor Tweel asked if there is parkland dedication and was told the land wasn't being subdivided therefore there is no requirement for the 10 percent parkland dedication

Glen Pye

- Concerned with traffic volume in the area as there has been a massive increase in the number of vehicles using the road
- Concerned that the bus stop is on the opposite side of the Royalty Road
- The entrance to the apartments is coming at the bottom of a curved blind hill
- The greenspace is also a high tension powerline
- The community mailbox is located in the middle of a proposed driveway
- There has been no upgrades to the infrastructure system
- Is not anti-development and agrees we need housing but this is the wrong area
- Several other parcels of land would be better suited down Lower Malpeque Road
- Doesn't think enough planning was put into this for the infrastructure to handle a development of this size

Della Parker

- Listing agent for the property
- There was one offer before this one that came from a 1000 member place of worship however they couldn't obtain the financing in time
- That use is already approved under the current M-1 zoning
- Received about a dozen calls asking to put residential on the property
- Nobody wanted to commit to change the zoning to allow for residential construction
- The landowner wants to sell the property as part of his retirement package

Jim Randal

- Lived in the neighborhood for about 3 years
- This is an issue of safety and there is hardly any lighting in the area
- At the very least there should be a sidewalk from the corner of Royalty up to Parkway
- There will be a tragic accident there if there is no lighting added

Rajejan Pollen

- Been a resident of the area for about 16 years
- Very much in support of what Glen has spoken about
- Upton Road and Darrachs Lane are crowded with cars
- Cars will be a safety problem for the kids who bike and also pedestrians

b) 199 Grafton/156 Prince St. (PID #342790)**Request:**

- i. Site Specific Exemption to Section 30.2, Regulations for Permitted Uses and Section 30.3 Bonus Height Development Standards in the (DMUN) Downtown Mixed Use Neighborhood Zone of the Zoning and
- ii. Development By-law to: Increase the height of the proposed apartment building from six (6) stories to eight (8) stories with a maximum height of 88 ft. in the (DMUN) Downtown Mixed Use Neighborhood Zone.

Property Information: Downtown Mixed-Use Neighborhood (DMUN) Zone

Staff Presenter: Laurel Palmer-Thompson

Applicant/Owner: APM Commercial Royal LePage/102390 PEI Inc.

Reference: Public Meeting Package

Summary

- There are two variance requests under this Site Specific Exemption
- One is a height variance to 8 stories
- There was a previous approval in 2021 which granted an overall height of 70.4 feet and the current request is to increase the height to about 88 feet
- There is also a variance to not step back the building on the 7th and 8th stories
- On November 13th City Council approved the request to proceed to Public Consultation
- On November 20th written notification was sent to property owners located within 100 meters of the subject property
- In total 68 letters were sent to residents and to date no written responses were received

Tim Banks APM Commercial Royal LePage for owner 102390 PEI Inc.

- The original application was submitted in December of 2020
- The original building was 6 stories and 84 units
- There was an appeal that took place immediately after the permit was issued
- The issue with this particular project is economics
- The project is on the same footprint as the old one and nothing has changed
- The building on the streetscape is already set back about 28 feet
- The original Design Reviewer, Mr. Fellows has a lot of experience in Heritage Zone and urban building he points out it's a very good project
- Elevation treatments are upscale and rich
- There will be 32 affordable units with the new proposal
- The building contains 3 levels of parking with 1 underground and 2 are above

- All of this will be online tomorrow
- The setback of the building is already 18 feet from the street
- The original Design Reviewer thought it was a great project and couldn't find any fault with it
- Investment is very important in the city
- Stepping back involves moving the elevator and at an \$800,000 cost the project will not be developed if that is required

Discussion:

- Councilor Ramsay asked if there was 38 affordable units and asked for an estimated rent cost, he was answered there will be 32 units and under \$1000 a month
- Councilor Muttart asked for clarification around more units vs what was already approved and he was answered that the apartment business is all about economics and this in order to make it work there has been a redesign

Andrea Battison

- I am a resident that lives within 100 metres of this building and I would like to advise Council that we just received our letters yesterday
- Most people I spoke with did not see the piece of paper on a 3 foot stake beside the mailbox announcing the development
- The submission has mentioned tall buildings that are in the downtown zone and they are appropriate for that zone and putting tall buildings in the mixed use residential sets a precedent for putting tall buildings where they are not designed for
- Scaled drawings would have been better
- There is a new Design Reviewer that has made comments for an 8 story building
- The site plan view shows there are 3 public safety concerns
- There are 2 dead ends mid block and Clark St is a narrow path with no escape
- Will this project require Heritage Board oversight before building permits and design can be approved? *Mr. Banks responded all the issues were already dealt with at IRAC and can be reviewed online*

Councilor Beck asked if there would be 28 units lost if there were the 45 degree angular step back. Mr. Banks responded that if the building were to go to the 6 stories it would be about 28 units that would get lost and this building will not be build stepped back at 8 stories or built at all at 6.

Sandra Doherty

- Very glad to hear there will be affordable units and would like to know the length of time they are to remain affordable. Mr. Banks responded 25 years.
- What would the heat source be for these units? Mr. Banks responded hes not sure yet but the mechanical units will be screened and it will be a high end building similar to The Pearl

Laurel Palmer-Thompson commented regarding the comments about the Design Reviewer from Mr. Banks to be clear the Design Reviewer reviewed the building as per the bylaw and the bylaw requires a 45 degree step back on the angular plane. The previous building was 6 stories which was allowed to go 6 stories through bonus height. This current request is to exceed

bonus height by 2 stories so there is a site-specific amendment in place. Mr. Munn recommended the step back but he also provided the option in his review that the applicant could apply to exempt that step back on the 45 degree angular plane.

Pat Morris

- The original application was December 2020 and the CAO was different at the time and so was half the Council
- The capital cost for the 84 units was 24 million dollars
- There was no objection at that time and in the mean time there is one person that gets to object to IRAC
- The project went from 24 million to 30 million and the interest rate went up
- I don't hear a voice for the people in the downtown core
- The cost per door on the smaller units is the same cost as 3 years ago on the bigger units
- The reason we are here tonight to go from 6 stories to 8 stories is the cost of building has changed

Councilor McAleer asked if the Polyclinic as it sits will be torn down? Mr. Banks responded that the owner has invested about 4 million dollars and brought in new tenants.

c) 115 Deacon Grove Lane (PID#s 425892 and 691162)**Request:**

- i. Amend the current Development Concept Plan and Development Agreement for the property to develop a new medical treatment and mental health facility and social housing.

Property Information: Comprehensive Development Area (CDA)

Staff Presenter: Laurel Palmer-Thompson

Applicant/Owner: Province of PEI

Reference: Public Meeting Package

Summary:

- The current Development Concept Plan was approved for the subject property by resolution of Council on September 14, 2020
- Requirements outlined in Zoning and Development Bylaw for changes to a development concept plan requires that any changes or amendments have to proceed to public consultation
- The subject property is approximately 33 hectares and has a frontage along Murchison Lane
- The request is to allow for the development of an acute care centre and social housing facilities and the amendments are related to the siting of the buildings and location of the parking facilities.
- The proposed changes mainly include rotating both buildings 3, and building 4 to provide unobstructed views of the Hillsborough River to the South and East
- On November 13, 2023 City Council approved the request to proceed to public consultation

- On November 20, 2023, written notification was sent to property owners located within 100 m of the subject property
- In total 37 letters were sent to residents advising them of this public meeting and to date we have not received any responses to the notification letter.

Bill Saul, Sable Arc

- The original plan proposed a parking lot area to one side but when we started developing the layouts we felt this parking lot was in the way
- To facilitate a friendly space meant moving the parking to the North side
- That constitutes a major change that was sited
- Rotation of the building has been slightly performed
- Viewing corridors are on the south side of the building
- Public access zones will include a café and have more community access and awareness
- Both the proposed Mental Health & Addictions Wellness & Transitions Centre and mental Health and Addictions Acute Care Facility/Life Skills Centre are to be designed and constructed to be Net Zero Ready

Councillor Tweel asked comparing this to the original presentation at the Rodd Royalty 3 years ago, what are the differences? Bill Saul responded the differences are very minimal with the buildings slightly rotated and parking is across the road.

Councillor Tweel asked about how serious the government is about moving this forward. Bill Saul responded that the project was moving towards a tender in the next soon and are looking at breaking ground in the spring of 2024.

Wayne Walker, Mental Health and Addictions

- Under the Capital planning there is 9 capital projects
- We have a community approach
- The plan is to go forward and have this tendered by March 2024

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councilor Ramsay and seconded by Councilor Beck, that the meeting be adjourned. Meeting adjourned at 7:47 p.m.

PLANNING AND HERITAGE: HERITAGE BOARD MINUTES
MONDAY DECEMBER 4TH, 2023 4:00 PM
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video

Present: Deputy Mayor Alanna Jankov, Chair Ken McInnis, RM
Councillor Norman Beck Lucas MacArthur, RM
Councillor Julie McCabe Tara Maloney, RM
Sharon Larter, RM
Emile Gallant, RM

Also: Donna Miller-Ayton, Mgr, P&H Jason Doucette, IO/AA *
Todd Saunders, HO **minute taker*

Also in attendance:

Regrets: Mayor Phillip Brown Simon Moore, RM
Aaron Stavert, RM

1. Call to Order

Deputy Mayor Jankov called the meeting to order at 4:02 PM

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Ken McInnis and seconded by Tara Maloney that the agenda for December 4th 2023, be approved.

CARRIED

4. Adoption of Minutes

Moved by Councilor McCabe and seconded by Ken McInnis that the minutes of the meeting on Monday, November 16th, 2023 as circulated, be approved.

CARRIED

5. Business arising from Minutes

There was no business that arose from the minutes.

6. A) 119 Pownal Street (PID#340018)

Request: Discussion regarding heritage significance

Property Information: Located in the Downtown Mixed-Use Neighborhood (DMUN) Zone of the 500 Lot Area.

Presenter: Todd Saunders

Reference: Heritage Board Package

Summary:

The property is a two and a half story front end gable end building on the west side of Pownal Street. The building is currently vacant and without water or power hookup. Heritage Board is being asked if there is a need to request that Council impose a temporary designation on the property. The streetscape between Grafton Street and Richmond Street has seen significant transformation in recent decades with few historic buildings remaining. The building is clad in vinyl siding and an inspection of the building noted mold in the basement and some evidence of frost damage in some locations. The only remaining architectural feature are the brackets under the eaves. It is suggested a restoration may be more of a reconstruction and therefore a heritage designation is not being recommended.

Discussion:

The building was purchased in January of 2023, and it's been vacant for some time. No proposal for development has been submitted.

Motion:

Moved by Councilor McCabe and seconded by Councilor Beck that the process to impose a temporary heritage designation on 119 Pownal Street(PID#340018) not be initiated.

MOTION CARRIED

6-0

B) 91 King Street (PID#336090), 93 King Street(PID#336917), 94-98 Dorchester Street(PID#336974) & 100-102 Dorchester Street(PID#336966)

Request: Confirmation of 2019 & 2020 Heritage Board opinion

Property Information: Located in the Downtown Mixed-Use Neighborhood (DMUN) Zone of the 500 Lot Area.

Presenter: Todd Saunders

Reference: Heritage Board Package

Summary:

A proposal for development was discussed by Heritage Board in 2019 and 2020. The proposal involved the removal of 91 King Street, 93 King Street, 94-98 Dorchester Street, 100-102 Dorchester Street and 68 Queen Street. The Board supported the development and did not want to initiate a temporary designation. Given 3-4 years have passed we want to confirm the Board's opinion prior to issuing demolition permits. The brick building at the rear of 91 King Street and 100-102 Dorchester Street are currently vacant.

Discussion:

No new information about the properties has been provided since the board's last opinion. It was noted that some of the buildings have deteriorated further.

Motion:

Moved by Tara Maloney and seconded by Ken McInnis that the process to impose a temporary heritage designation on 91 King Street (PID#336090), 93 King Street(PID#336917), 94-98 Dorchester Street(PID#336974) & 100-102 Dorchester Street(PID#336966) and 68 Queen Street not be initiated.

MOTION CARRIED

6-0


7. New Business

There was no new business that arose.

8. Adjournment

Moved by Councilor McCabe and seconded by Ken McInnis that the meeting be adjourned. The meeting was adjourned at 4:23 PM.

Deputy Mayor Alanna Jankov, Chair

TITLE: CONFIRMATION OF HERITAGE BOARD'S SEPT 2019 OPINION FILE: HERT-2023-04-DECEMBER – 6(b) KING STREET & DORCHESTER STREET OWNER: WEYMOUTH PROPERTIES LTD.		
MEETING DATE: December 4, 2023		Page 1 of 33
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. September 2019 Heritage Board report B. September 2019 Heritage Board meeting minutes. C. October 2020 Heritage Board meeting minutes	
SITE INFORMATION: 91 King Street, 93 King Street, 94-98 Dorchester Street, & 100-102 Dorchester Street Ward No: 1 – Queens Square Property Use: Residential Heritage Recognition: Properties are <i>NOT</i> designated Heritage Resources and are located in the DMUN zone of the 500 Lot Area. Adjacent Heritage Properties: There are three properties adjacent to or nearby the development site which are found on the list of Designated Heritage Resources; <ul style="list-style-type: none"> • 52 Queen Street • 100 King Street • 45 Great George Street – SDU Place 		

RECOMMENDATION:

Applications for demolition of 91 King Street and 100-102 Dorchester Street have been received by the city. These properties along with 94-98 Dorchester Street and 93 King Street were discussed by Heritage Board in September 2019. A proposal for development on this block which also includes the demolition of 68 Queen Street was again discussed in October 2020 where Board members again expressed support for the development. At that time Heritage Board supported the development and did not act to impose a temporary designation on any of these properties. The Planning and Heritage Department recommends that Heritage Board confirms their 2019 opinion by not acting to impose a temporary heritage designation.

BACKGROUND:

This application was presented to Heritage Board in 2019 where the Board indicated support for the proposed development and did not act to impose a temporary designation. The minutes from this meeting reflect that this item was for discussion only.

The City has now received a demolition application for two of these properties located at 91 King Street and 100-102 Dorchester Street.

Although it was noted that members were not interested in recommending a heritage designation be imposed, following a recent legal opinion we are wanting to explicitly confirm in the minutes that the board does not intend to impose a heritage designation on these properties thus allowing the demolition permits to be issued.

CONCLUSION:

The Planning and Heritage Department recommends that Heritage Board confirms their 2019 opinion by not acting to impose a temporary heritage designation.

PRESENTER:




Todd Saunders
Heritage Officer

MANAGER:



Donna Miller-Ayton
Manager of Planning & Heritage (Policy)

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TITLE: DEMOLITION OF FOUR PROPERTIES IN THE 500 LOT AREA FILE: HERT-2019-30-SEPTEMBER – 7(a) KING STREET & DORCHESTER STREET OWNER: WEYMOUTH PROPERTIES LTD.		
MEETING DATE: September 30, 2019		Page 1 of 18
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Location Map B. 1878 Panoramic view C. 1880 Meacham’s Atlas Map D. 1917 Insurance Map E. Archival Photo F. Historic Photos G. Property Evaluation Forms	
SITE INFORMATION: 91 King Street, 93 King Street, 94-98 Dorchester Street, & 100-102 Dorchester Street Ward No: 1 – Queens Square Property Use: Residential Heritage Recognition: Properties are <i>NOT</i> designated Heritage Resources and are located in the DMUN zone of the 500 Lot Area. Adjacent Heritage Properties: There are three properties adjacent to or nearby the development site which are found on the list of Designated Heritage Resources; <ul style="list-style-type: none"> • 52 Queen Street • 100 King Street • 45 Great George Street – SDU Place 		

RECOMMENDATION:

This report is for information only to allow Heritage Board to be made aware of a proposed application and the temporary designation process should they find it applicable.

The Planning & Heritage Department has received an application to demolish four buildings located in the 500 Lot Area at 91 King Street, 93 King Street, 94-98 Dorchester Street and 100-102 Dorchester Street. These buildings are not designated heritage resources and are therefore not protected under the Heritage Preservation Bylaw. Their demolition is considered an “as of right” under the Zoning and Development Bylaw. There is however the ability to request that Council

impose a temporary designation on a “resource with characteristics that may meet the criteria for Designation”. This would prevent the buildings from being demolished for otherwise altered for a period of 45 days to allow Council time to determine if Council will proceed with the process to Designated the Heritage Resources.

BACKGROUND:

The City of Charlottetown has received an application to develop approximately one third (south-west end) of the block bounded by Queen Street, Dorchester Street, Great George Street and King Street. The development proposes to leave the designated property at 52 Queen Street located at the corner of King Street, untouched. The existing buildings at 54 Queen Street, 58-64 Queen Street and 68 Queen Street are to remain but will be renovated with entirely new facades. The buildings located at 91 King Street, 93 King Street, 94-98 Dorchester Street and 100-102 Dorchester Street are proposed for demolition with the lots to be consolidated and a new structure developed on the consolidated lot.

DESCRIPTION OF PROPERTIES TO BE DEMOLISHED

91 King Street is a two and a half storey, wood frame building with a street facing side gable roof built in a simple Georgian style. It is not known exactly when this building was constructed, but a similar size and shape building is found on the 1878 panoramic view. A 1917 insurance map indicates a two story building with the same footprint. According to the Prince Edward Island Telephone Directory of 1935, Mr. and Mrs. Abie Block lived at 91 King Street. It is unclear if the building was used as a single dwelling at the time as the 1917 insurance plan indicates it comprises two addresses, but by 1970 it was an apartment building. The property currently has a brick warehouse building at the rear. Provincial assessment records indicate this is currently a six unit building. This property is zoned Downtown Mixed Use Neighbourhood. This property scored 63 points (Grade 2) on the Heritage Building evaluation conducted in 2007.

93 King Street is a two and a half storey, gable roofed, wood frame building which may date to pre 1878 as it appears on the Panoramic View of Charlottetown. An 1886 newspaper notice offered the building opposite the Blake House (see 100 King Street) for sale. This appears to be 93 King Street. The first floor featured front and back shops and two large rooms in addition to a built-on kitchen with pump, washboxes and a large pantry. The second floor had four large

rooms, as did the third. Each of the upper floors featured "nice" halls. The building boasted a frost-proof cellar with a large brick pantry with cement flooring. It was noted that a water pipe conducted rainwater to the cellar. The property included large and convenient outbuildings. Some outbuildings may be indicated on the 1917 insurance plan. In 1976 the building was converted into a five unit apartment building. Provincial assessment records indicate this is currently a six unit building. This property is zoned Downtown Mixed Use Neighbourhood. This property scored 75 points (Grade 2) on the Heritage Building evaluation conducted in 2007.

94-98 Dorchester Street is a flat roofed, three storey, wood framed building with three street facing entries. It is not known when this building was constructed, but there was a three storey structure on at least part of this site as early as 1878 when the Panoramic View of Charlottetown was published. Although a three storey structure existed according to the 1917 insurance map it was located only at 94-96 Dorchester Street. There appears to have been no building at 98 Dorchester Street. A fire in 1940 badly damaged the building. At the time of the fire, the ground floor was occupied by a store and the upper two levels were residential. The fire caused considerable damage to the top two stories.

Provincial assessment records indicate this is currently an eight unit building. This property is zoned Downtown Mixed Use Neighbourhood. This property scored 57 points (Grade 3) on the Heritage Building evaluation conducted in 2007.

100-102 Dorchester Street is a front facing, gable roofed, two and a half storey, wood frame building. It was built by Owen Connolly who took pride in the quality of his buildings as a rental property around 1870. Although the properties he built for his own use are exceptional, even his rental properties were substantial, well-proportioned buildings. The 1917 insurance map shows a two and a half story structure with a one storey section at the rear which matches the current building configuration. The 1917 map also indicates it comprised two addresses.

Provincial assessment records indicate this is currently a one unit building. This property is zoned Downtown Mixed Use Neighbourhood. This property scored 78 points (Grade 2) on the Heritage Building evaluation conducted in 2007.

SITE SIGNIFICANCE

The development site encompasses the south-west third of the block bounded by Queen Street, Dorchester Street, Great George Street and King Street. In accordance with the original town plan, lots measured 84 ft by 160 ft. and ran the full depth of the block from King Street to

Dorchester Street. This block, numbered 16, consisted of lots 43-47 in the first hundred with the “Bishop’s Palace” occupying both lots 46 & 47. Of particular note is one of only four “alleys” or “right of way” through a block is found at the rear of the buildings fronting on Queen Street. This is currently owned by the City of Charlottetown. This is a unique feature in an otherwise very consistent block format.

The remaining portion of the block on the west end is occupied by SDU Place(former Bishop’s Palace) fronting on Great George Street and their vacant (parking) lot at 96 King Street, as well as two additional residential buildings located at 104 Dorchester Street (single family) and 106-110 Dorchester Street (4 units). Given the size and prominence of SDU Place (former Bishop’s Palace) it serves as the single most defining building on this block and provides a visual anchor.

The development site is located in the center of the city, in close proximity to the waterfront, an area which would have been populated early on in the city’s history. The area surrounding the site has seen some transformation in recent years with the development of Gahan House in the former Sisters of the Precious Blood convent building on Sydney Street and the more recent demolition of two houses on King Street and the subsequent development of a residential structure.

The downtown 500 lot area is recognized for both the quality and character of its streetscapes. This is due in part to the gridded street and block pattern allowing for a well-connected network. Block sizes are reasonably small and the gridded layout creates a sense of order and unity resulting in a very walkable area.

Queen Street is a 100 ft. wide street running north/south with a view to the water. Zoned *Downtown Mainstreet*, it is generally lined with three storey commercial buildings with no setbacks. It is a dominant, busy street serving a major link for both pedestrian and vehicular traffic. In recent years, attention has been paid to upgrading street amenities such as outdoor patios, historic street lighting, trees and pedestrian paving. Great George Street is also a wide street running north/south but has a much different character than Queen Street. Zoned Downtown Mixed Use, the street is truncated at Richmond Street with a clear termini point at Province House. Great George Street has a number of architectural landmarks with St. Dunstan’s Basilica, SDU Place, Province House, Hartz-O’Halloran row. The tree lined street is generally lined with well-maintained historic three storey residential buildings and a number of artistic points of interest (sculptures, monuments, interpretive panels).

Alternatively both Dorchester Street and King Street are narrow streets measuring 40 ft. in width. This results in a tight streetscape with buildings placed very close to the street edge allowing little to no space for street amenities. Zoned *Downtown Mixed Use Neighbourhood* the area has a mix of uses often contained within a house form building typology. These areas provide the transition between predominately residential areas and the more commercial areas. The scale of this zone is primarily residential form. Building forms are typically smaller scale two to three storey wood frame residential buildings. They represent a wide variety of building styles with the general sense that most are of an historic nature.

POLICY FRAMEWORK:

Heritage Preservation Bylaw Requirements

These four properties are *not* designated heritage resources and are therefore not subject to the provisions of the Heritage Preservation Bylaw. However, in accordance with Section 3.4 of the Heritage Preservation By-law, a temporary designation request may be made to Council where it is believed a heritage resource with characteristics that may meet the criteria for designation is at risk of imminent irreparable or costly damage to the site's heritage nature. .

City of Charlottetown Official Plan

3.7 Capitalizing on Heritage resources

Over the last few years, a great deal has been done to establish Charlottetown as the Birthplace of Confederation. The City's heritage buildings are not only important as a reflection of Charlottetown's social history, but they are an invaluable backdrop for helping to depict and explain the political evolution of the entire nation. Therefore, it is crucial that a significant portion of this building stock be restored and protected in order to buttress Charlottetown's seminal role in the creation of Canada. There will be no long lasting foundation for the success of a campaign based upon the municipality's identity as the Birthplace of Confederation unless there is a predominant sense that Charlottetown is an historic city. If done well, this initiative can be parlayed into significant gains for the local economy.

4.2 A Vibrant Downtown – The 500 Lot Area

4.2.1 A Starting Point – The Vision:

The 500 Lot Area is the City of Charlottetown's historic, cultural, civic and symbolic core and functions as the primary shopping, education, entertainment, recreational, service and employment hub within the City and the larger Region. The area is also a charming historical neighbourhood, home to many residents and visited by thousands of tourists each year. The 500 Lot Area benefits from its waterfront and its inventory of magnificent heritage buildings and features. Through the relevant policies of the CHARLOTTETOWN PLAN, the City should ensure that future planning actions within the 500 Lot Area continue to protect, restore and build upon the heritage resources in the area. New development, redevelopment, intensification and changes in land use should not be discouraged as they can have positive influences and make significant contributions to the evolution of the area. However, any proposed changes need to be carefully considered and managed to ensure that they do not undermine or destroy the very elements and qualities that define this area, but rather continue to create a distinct sense of place and contribute to its success.

4.2.2 Defining Our Direction:

*1. Our **policy** shall be to recognize each Urban Character Area or neighbourhood, including important streets and streetscapes, civic and cultural elements, heritage resources, squares and parks, public/institutional buildings, gateways and view planes and terminate within the 500 Lot Area, and to establish a new and more detailed Zoning By-Law regime to protect and enhance these resources accordingly.*

*3. Our **objective** is to reinforce and extend the historic street and block pattern in the 500 Lot Area. Our **policy** shall be to discourage any alterations to the existing street and block pattern which is a fundamental defining aspect of the 500 Lot Area's historic character. Alterations to this pattern may only be considered where it results in an improvement of the public realm, such as a public space, while still retaining unfettered pedestrian access and views.*

*4. Our **objective** is to protect, restore, respect and leverage all Heritage Resources. Our **policy** shall be to recognize that the 500 Lot Area is comprised of an extraordinary concentration of significant heritage buildings, landmarks and streetscapes. These resources play a prominent role in defining its distinct 'sense of place' and should be recognized as the life-blood of the area's civic, cultural and economic well-being and as such need to be protected and restored.*

*Our **policy** shall be to identify and recognize the heritage attributes of these buildings, landmarks and streetscapes related to their age, architectural interest and historical interest*

through on-going planning, studies, inventories and other municipal initiatives in order to enable adequate and appropriate protection of these heritage resources.

*Our **policy** shall be to provide direction through the Official Plan and regulation through the Zoning By-law for each property within the 500 Lot Area to determine the appropriate degree and design of alterations based upon an evaluation of its heritage attributes. The ability to demolish properties and buildings and the process and timing of granting demolition permits shall also be dependent upon an assessment of each property's heritage attributes.*

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>

The Standards and Guidelines for the Conservation of Historic Places in Canada (Standards and Guidelines) is the official document guiding planning, stewardship and the conservation approach for designated heritage resources. These four buildings are not designated resources.

City of Charlottetown 500 Lot Area Development Standards & Design Guidelines

<https://www.charlottetown.ca/workspaces/one.aspx?objectid=12052544&contextId=12052176>

The 500 Lot Standards and Guidelines provided an illustrated analysis of the area and approach to consider regarding heritage resources and development.

ANALYSIS:

The four addresses proposed for demolition are typical of the historic building stock in the downtown area. They are simple in form and are not adorned with ornamentation. They are not considered consistent with more elaborate architectural styles of the period but instead speak to what was a typical residence of the average working resident. They are all generally intact architecturally but clearly lack in terms of maintenance or upgrading to current standards. The evaluation scores of the buildings hover at a point where designation of each property individually is not imminent. The three gable roofed properties appear to have qualities which could warrant consideration as there are other similar buildings in the city which have achieved designation.

Although, it is believed these buildings could potentially all be restored and contribute to the authenticity of the character of the area, it is perhaps the loss in terms of loss to the streetscape which presents the greater concern. The removal of two neighbouring buildings on both streetscapes and construction of a new development results in a totally new streetscape on King

Street and half the block on Dorchester Street. Given the design standards and guidelines in place for new development in the 500 lot area, it is expected any new development proposed would be required to address streetscape concerns of scale and massing appropriately.

CONCLUSION:

This report is for information only and to allow Heritage Board the ability to request that Council impose a temporary designation on a “resource with characteristics that may meet the criteria for Designation” if deemed appropriate.

PRESENTER:



Todd Saunders, M.Arch
Heritage Officer

MANAGER:

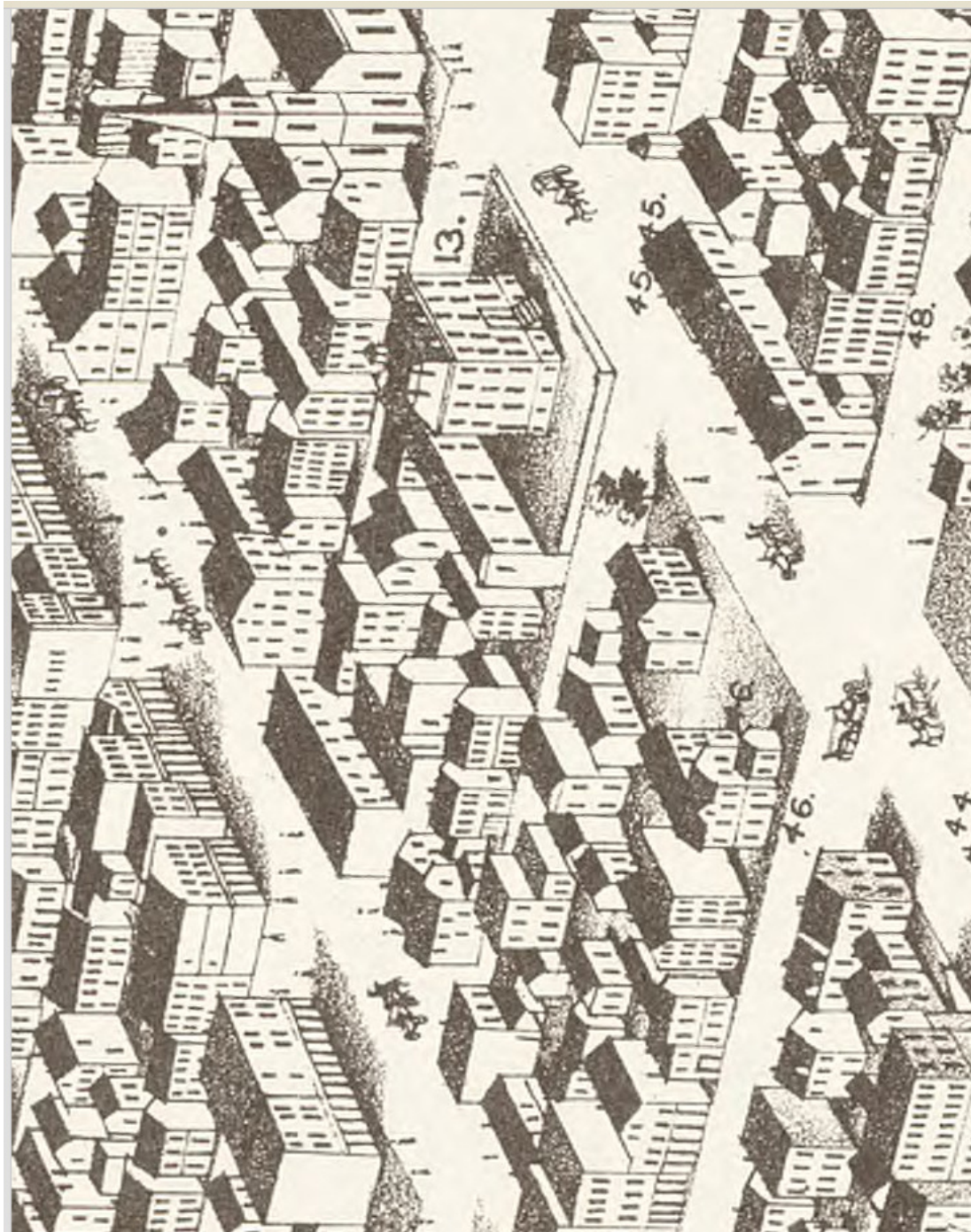
Alex Forbes, MCIP, MBA
Manager of Planning & Heritage

ATTACHMENT A



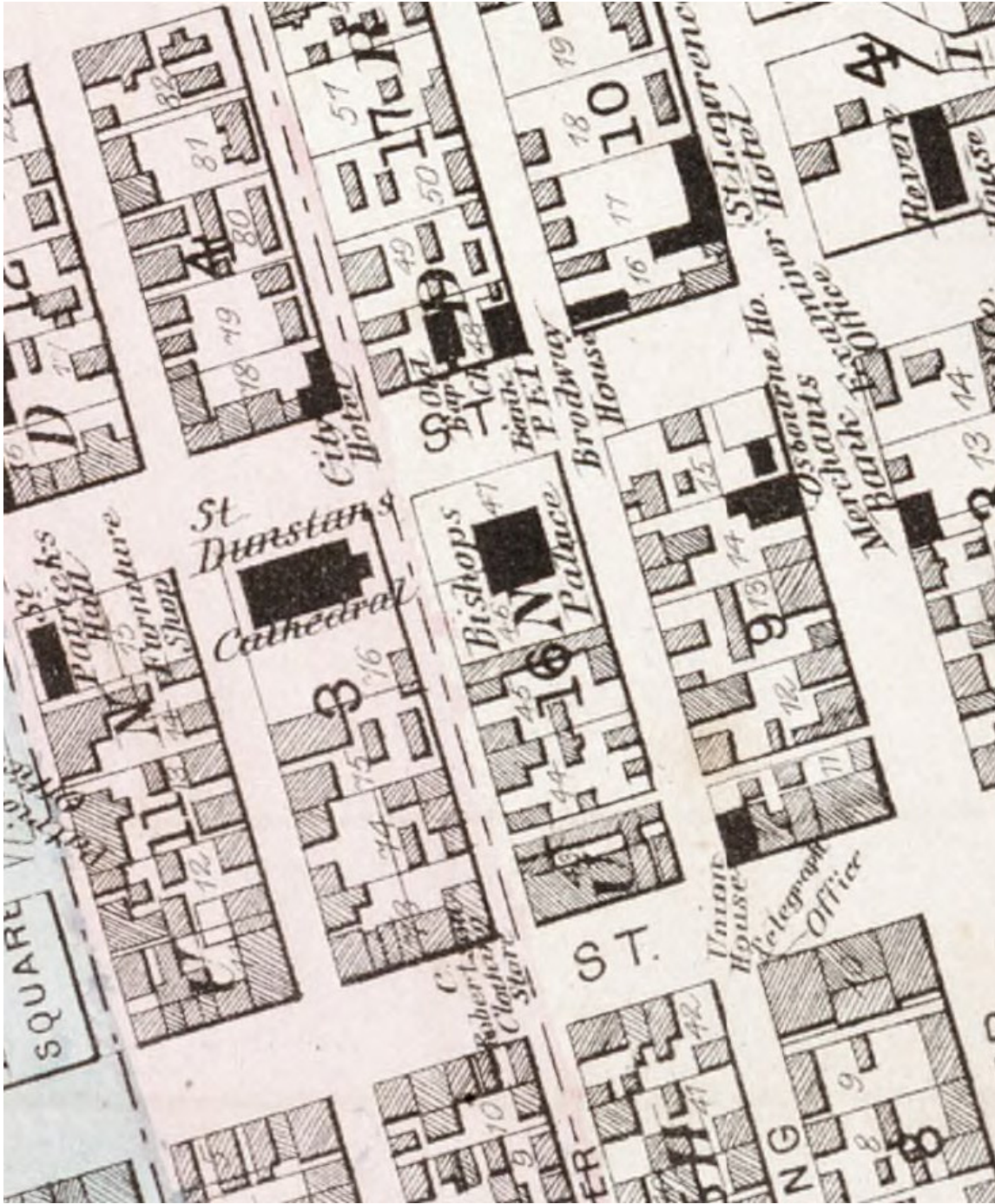
LOCATION MAP

ATTACHMENT B



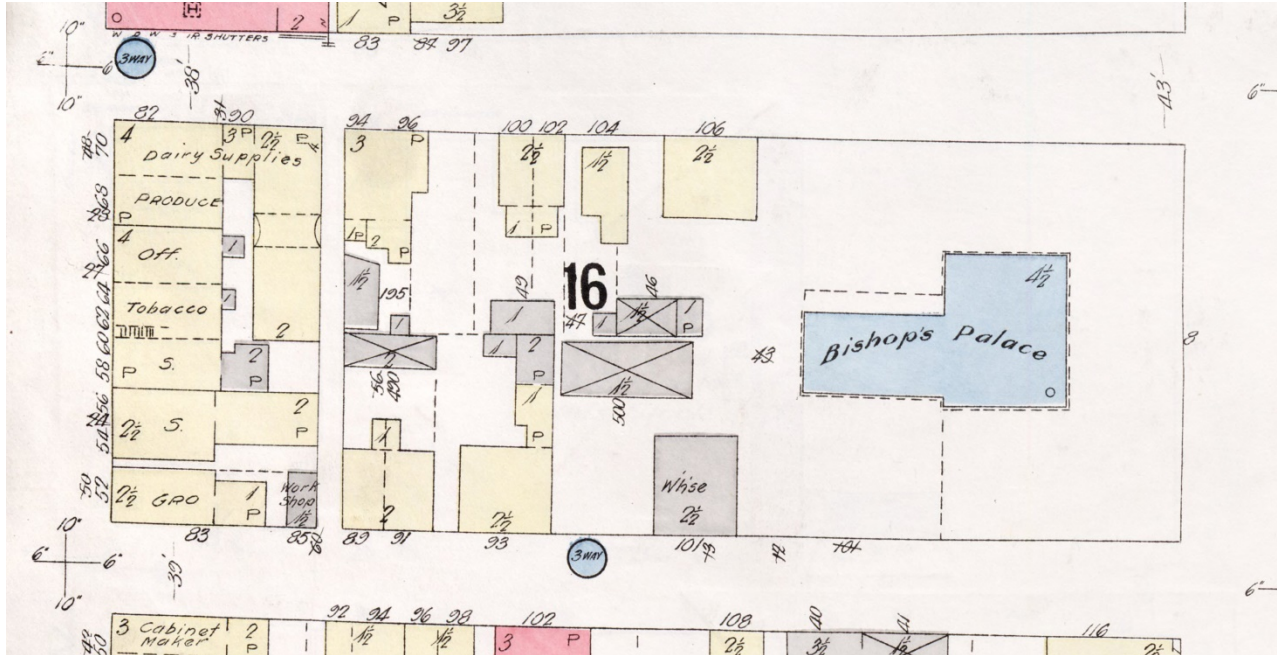
1878 PANORAMIC VIEW

ATTACHMENT C

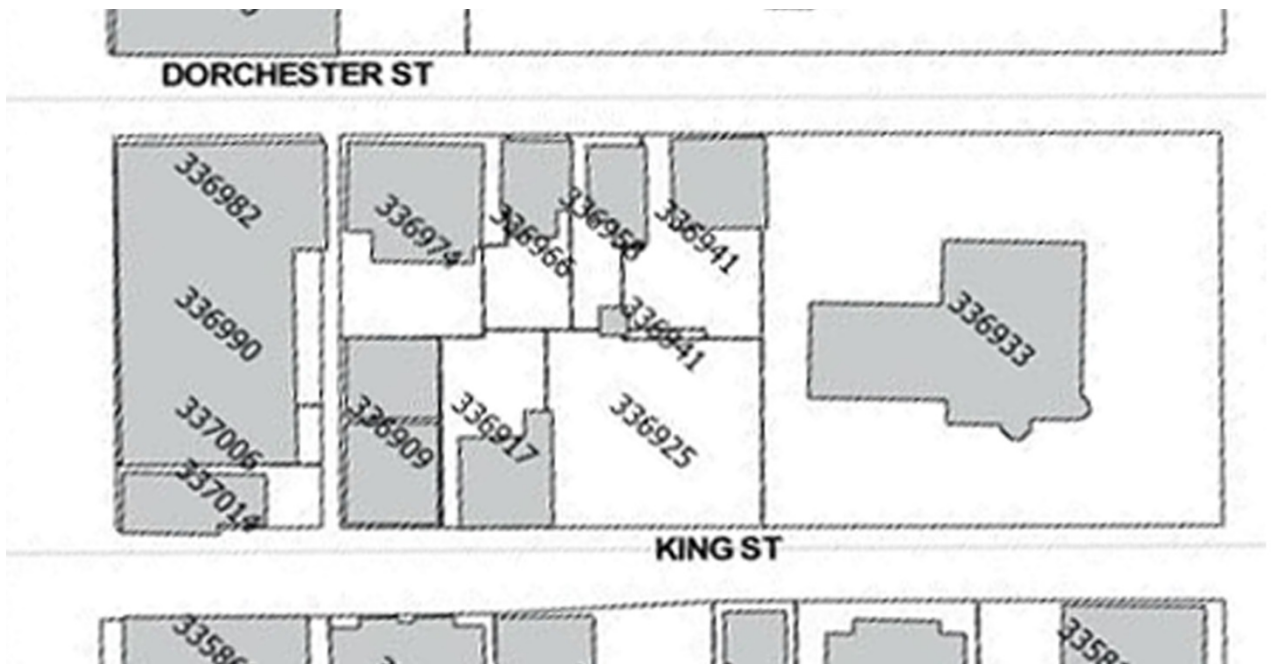


1880 MEACHAM'S ATLAS MAP

ATTACHMENT D

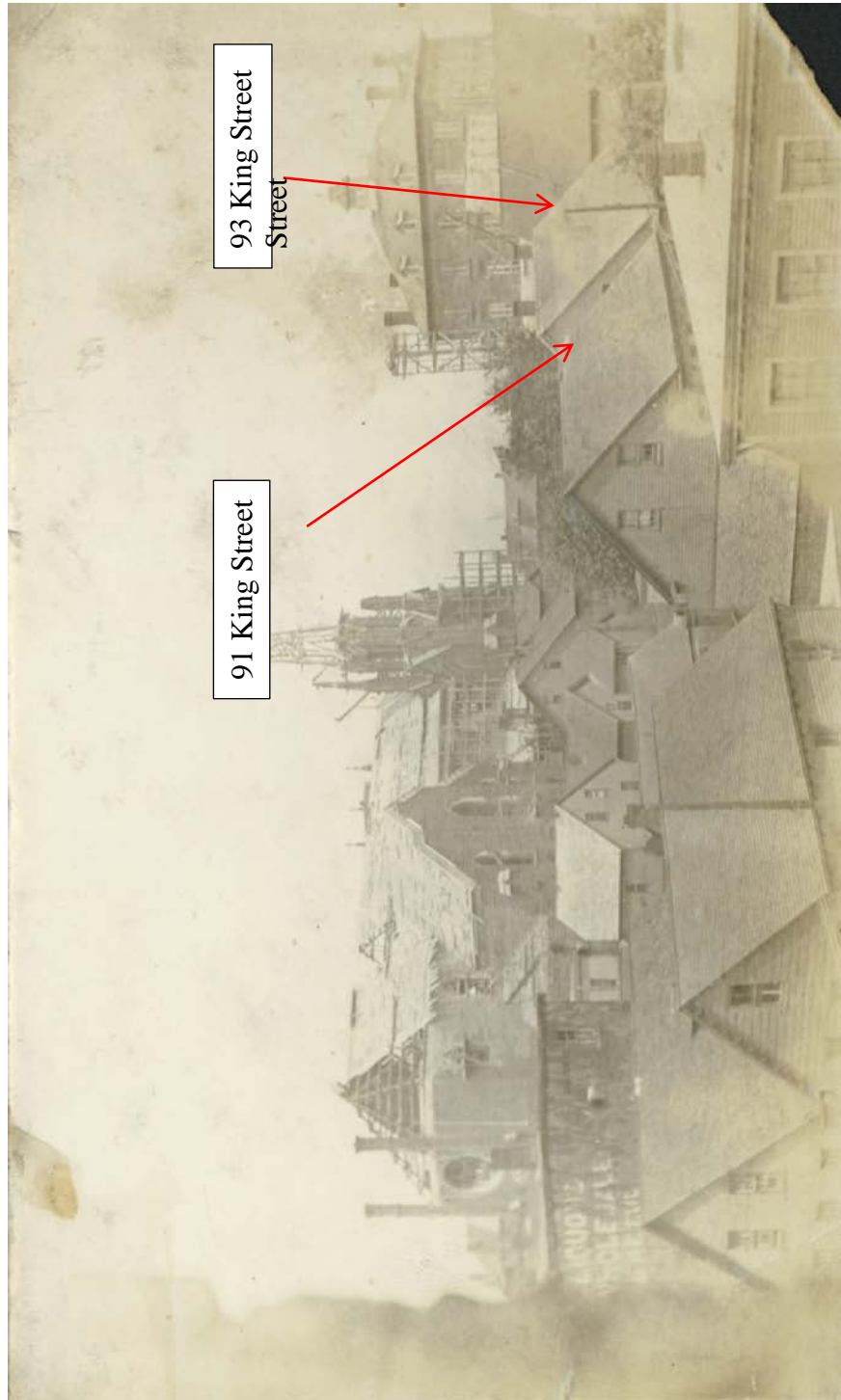


1917 INSURANCE MAP



CURRENT PROPERTY MAP

ATTACHMENT E



ARCHIVAL PHOTO c.1913

HISTORIC PHOTOS c.1970

ATTACHMENT F



91 King Street



93 King Street



93 King Street & 91 King Street from east side



**City of Charlottetown
Heritage Building Evaluation Form**

Civic Address: 91 King Street

Building Name:

Assessment: 336909

Zoning and Development Bylaw Reference: Appendix H

The Story of Charlottetown Record: #1377

Canadian Register of Historic Places Record:

Date of Photograph: June 8, 2007

Building Evaluated By: Natalie Munn

Date: July 17, 2007



Evaluation Criteria

	Pre 1840	1841 to 1870	1871 to 1900	1901 to 1930	1931 to Present
Age (Maximum 15 points)					
1.1 Date of Construction: _____	15	12	<u>8</u>	5	0
Architectural Interest (Maximum 65 points)					
	E	VG	G	F	P
2.1 Style/Tradition: <u>Georgian</u>	15	10	<u>8</u>	2	0
2.2 Construction Materials and Methods: <u>wood</u>	10	8	<u>5</u>	2	0
2.3 Design/Craftsmanship: <u>symmetrical facade</u>	10	8	<u>5</u>	2	0
2.4 Integrity: _____	20	<u>10</u>	8	2	0
2.5 Exterior Condition: _____	<u>10</u>	8	5	2	0
2.6 Setting/Streetscape: _____	<u>15</u>	10	8	2	0
2.7 Landmark: _____	10	8	5	2	<u>0</u>
Historical Interest (Maximum 20 points)					
3.1 Architect/Builder: _____	10	8	5	2	<u>0</u>
3.2 Person/Institution: <u>Abie Block, Mrs. Bevan</u>	10	8	5	<u>2</u>	0
3.3 Event: _____	10	8	5	2	<u>0</u>
3.4 Historical Context: _____	10	8	5	2	<u>0</u>

Total Score: 63

Classification: _____ Grade 1 (80-100 points)
63 _____ Grade 2 (60-79 points)
 _____ Grade 3 (40-59 points)
 _____ Ineligible for Designation (20-49 points)
 _____ Not Important (0-19 points)

Comments: _____

Reviewed/Approved By: _____ Date: _____

Change In Classification _____ Date: _____

Reason: _____



**City of Charlottetown
Heritage Building Evaluation Form**

Civic Address: 93 King Street

Building Name:

Assessment: 336917

Zoning and Development Bylaw Reference: Appendix H

The Story of Charlottetown Record: #1378

Canadian Register of Historic Places Record:

Date of Photograph: June 8, 2007

Building Evaluated By: Natalie Munn

Date: July 18, 2007



Evaluation Criteria

	Pre 1840	1841 to 1870	1871 to 1900	1901 to 1930	1931 to Present
Age (Maximum 15 points)					
1.1 Date of Construction: <u>pre 1866 likely 1854</u>	15	<u>12</u>	8	5	0
Architectural Interest (Maximum 65 points)					
	E	VG	G	F	P
2.1 Style/Tradition: <u>Georgian</u>	15	<u>10</u>	8	2	0
2.2 Construction Materials and Methods: <u>wood</u>	10	<u>8</u>	5	2	0
2.3 Design/Craftsmanship: <u>symmetrical facade and eaves returns</u>	10	<u>8</u>	5	2	0
2.4 Integrity:	20	<u>10</u>	8	2	0
2.5 Exterior Condition:	<u>10</u>	8	5	2	0
2.6 Setting/Streetscape:	<u>15</u>	10	8	2	0
2.7 Landmark:	10	8	5	2	<u>0</u>
Historical Interest (Maximum 20 points)					
3.1 Architect/Builder:	10	8	5	2	<u>0</u>
3.2 Person/Institution: <u>Mrs. James Stanley, Lydia Seaman</u>	10	8	5	<u>2</u>	0
3.3 Event:	10	8	5	2	<u>0</u>
3.4 Historical Context:	10	8	5	2	<u>0</u>

Total Score: 75

Classification: _____ Grade 1 (80-100 points)
75 _____ Grade 2 (60-79 points)
 _____ Grade 3 (40-59 points)
 _____ Ineligible for Designation (20-49 points)
 _____ Not Important (0-19 points)

Comments:

Reviewed/Approved By: _____ Date: _____

Change In Classification _____ Date: _____

Reason: _____



**City of Charlottetown
Heritage Building Evaluation Form**

Civic Address: 94-96-98 Dorchester Street

Building Name: _____

Assessment: 336974

Zoning and Development Bylaw Reference: Appendix H

The Story of Charlottetown Record: #1383

Canadian Register of Historic Places Record: _____

Date of Photograph: June 8, 2007

Building Evaluated By: Natalie Munn

Date: July 19, 2007



Evaluation Criteria

	Pre 1840	1841 to 1870	1871 to 1900	1901 to 1930	1931 to Present
Age (Maximum 15 points)					
1.1 <u>Date of Construction:</u>	15	12	8	<u>5</u>	0
Architectural Interest (Maximum 65 points)					
	E	VG	G	F	P
2.1 <u>Style/Tradition: Vernacular</u>	15	10	8	<u>2</u>	0
2.2 <u>Construction Materials and Methods: wood</u>	10	8	<u>5</u>	2	0
2.3 <u>Design/Craftsmanship:</u>	10	8	5	<u>2</u>	0
2.4 <u>Integrity: A flue fire in 1940 damaged the building</u>	20	10	<u>8</u>	2	0
2.5 <u>Exterior Condition:</u>	10	<u>8</u>	5	2	0
2.6 <u>Setting/Streetscape:</u>	<u>15</u>	10	8	2	0
2.7 <u>Landmark:</u>	10	8	5	2	<u>0</u>
Historical Interest (Maximum 20 points)					
3.1 <u>Architect/Builder:</u>	10	8	5	2	<u>0</u>
3.2 <u>Person/Institution: John B. Fleming, storekeeper, John Connolly and Gus McDonald</u>	10	8	5	<u>2</u>	0
3.3 <u>Event: fire struck the building in 1940</u>	10	8	5	<u>2</u>	0
3.4 <u>Historical Context: Commercial History</u>	10	<u>8</u>	5	2	0
Total Score: 57					

Classification: _____ Grade 1 (80-100 points)
 _____ Grade 2 (60-79 points)
57 Grade 3 (40-59 points)
 _____ Ineligible for Designation (20-49 points)
 _____ Not Important (0-19 points)

Comments: _____
 Reviewed/Approved By: _____ Date: _____
 Change In Classification _____ Date: _____
 Reason: _____



**City of Charlottetown
Heritage Building Evaluation Form**

Civic Address: 100-102 Dorchester Street

Building Name:

Assessment: 336966

Zoning and Development Bylaw Reference: Appendix H

The Story of Charlottetown Record: #1382

Canadian Register of Historic Places Record:

Date of Photograph: June 8, 2007

Building Evaluated By: Natalie Munn

Date: July 10, 2007



Evaluation Criteria

	Pre 1840	1841 to 1870	1871 to 1900	1901 to 1930	1931 to Present
Age (Maximum 15 points)					
1.1 Date of Construction: <u>c.1870</u>	15	<u>12</u>	8	5	0
Architectural Interest (Maximum 65 points)					
	E	VG	G	F	P
2.1 Style/Tradition: <u>Vernacular</u>	15	10	<u>8</u>	2	0
2.2 Construction Materials and Methods: <u>wood</u>	10	8	<u>5</u>	2	0
2.3 Design/Craftsmanship:	10	8	<u>5</u>	2	0
2.4 Integrity:	20	<u>10</u>	8	2	0
2.5 Exterior Condition:	<u>10</u>	8	5	2	0
2.6 Setting/Streetscape:	<u>15</u>	10	8	2	0
2.7 Landmark:	10	8	5	2	<u>0</u>
Historical Interest (Maximum 20 points)					
3.1 Architect/Builder:	10	8	5	2	<u>0</u>
3.2 Person/Institution: <u>Owen Connolly-one of his rental properties, Andrew F Murphy</u>	10	<u>8</u>	5	2	0
3.3 Event:	10	8	5	2	<u>0</u>
3.4 Historical Context: <u>An early purpose built rental property, Commercial History</u>	10	8	<u>5</u>	2	0

Total Score: 78

Classification: 78 Grade 1 (80-100 points)
 _____ Grade 2 (60-79 points)
 _____ Grade 3 (40-59 points)
 _____ Ineligible for Designation (20-49 points)
 _____ Not Important (0-19 points)

Comments: _____
 Reviewed/Approved By: _____ Date: _____
 Change In Classification _____ Date: _____
 Reason: _____

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**PLANNING AND HERITAGE COMMITTEE – HERITAGE BOARD MINUTES
30 SEPTEMBER 2019 12:00 PM
PARKDALE ROOM, CITY HALL**

<u>Included</u>	Mayor Philip Brown	Simon Moore, RM
	Councillor Greg Rivard, Chair	Wayne MacKinnon, RM
	Deputy Mayor Jason Coady	Alex Forbes, PHM
	Councillor Bob Doiron	Todd Saunders, HO
	Councillor Julie McCabe	Greg Morrison, PII,
	Tara Maloney, RM	Ellen Faye Ganga, PH IO/AA

<u>Regrets</u>	Greg Munn, RM	Aaron Stavert, RM
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1. Call to Order

Councillor Greg Rivard called the meeting to order at 12:00 p.m.

2. Declaration of Conflicts

Councillor Greg Rivard asked if there are any conflicts and there being none, moved to the approval of the agenda.

3. Approval of Agenda

Moved by Tara Maloney, RM, and seconded by Simon Moore, RM, that the agenda for Monday, September 30, 2019, with the addition of 133 Queen Street under new business, be approved.

CARRIED

4. Adoption of Minutes

Moved by Simon Moore, RM, and seconded by Councillor Julie McCabe, that the minutes of the Monday, August 26, 2019, meeting be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. 175 Richmond Street (Coles Building) (PID #340448)

This is an application for thirteen (13) additional fourth floor windows at 175 Richmond Street (PID#340448). The property is both a municipally and provincially Designated Heritage Resource located in the Park/Cultural (P/C) Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the report. See attached report. Scott MacNeil, representative from Coles Associates, was at the meeting to answer any possible questions.

The fourth floor of the Hon. George Coles Building at 175 Richmond St. is being renovated to provide office space throughout the floor once the Public Archives is relocated to a new address.

The application includes:

- The windows will be a fixed skylight type window, sized and located to enhance the symmetry of the heritage building facade.
- One window is proposed to be removed in the mansard roof on the Richmond St, façade as it does not align to the windows below.
- A new chiller is proposed to be located at the north-east corner of the building to provide air for the second and third floors.
- The chiller will sit on a concrete slab at grade and it will be screened with a black metal fence, approximately 1200mm high.
- The black fence will be adjacent to the recently added black metal exit stair added to the Church St façade.

Comments/concerns noted:

- The board asked if the HVAC unit could be located on the roof but Mr. MacNeil recommended that the most practical location would be along the corner facing Church Street.
- The board asked about the type of material that will be used for the windows and Mr. McNeil responded that the inside windows used natural wood and they intend to replicate the existing materials for the new windows.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

Moved by Simon Moore, RM, and seconded by Tara Malone, RM, that the application for thirteen (13) additional fourth floor windows at 175 Richmond Street (PID#340448), be approved.

**CARRIED
(6-0)**

7. 52 Sydney Street (PID #337873)

This is an application for an addition to the property at 52 Sydney Street (PID #337873). The property is a Designated Heritage Resource located in the DN Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the report. See attached report.

The application includes:

- The addition measures 19.75 ft wide by 24 ft deep and will allow for the occupancy to increase to four units;
- The addition is set back from the front of the existing structure on the ground floor by 18ft.
- parking for two cars is included;
- The building is to be re-clad in wood shingle (front and side) except where fire rating is required in which case cement board will be used.
- A four inch exposure and corner boards as existing or as revealed during construction;
- Vertically oriented metal roofing is proposed to replace existing asphalt roofing;

- Windows:
 - Front/side: single hung wood, simulated divided light, 2 over 2.
 - Rear: vinyl, single hung, 2 over 2.

The building is a significantly old building dating back to 1839. In 2012, a permit was approved for an addition. In 2014, the project went ahead but then stopped after footing was put in place. The new owners of the building would like to complete the renovations to the property with the abovementioned proposals, including the change in the slope of the roof.

Comments/concerns noted:

- The board noted the use of vinyl windows for the back of the property and wood for front and side windows was approved for another designated property undertaken with excellent results. Metal roofs are not typically permitted unless they have a shingle texture and matte finish.
- Staff also added that the existing footing was previously intended for two parking spaces and the current application will build on the existing footing. Staff also noted that the existing main level steps down from the sidewalk level and the space has only a seven foot ceiling. The proposed renovation includes adjusting the main floor to be leveled with the sidewalk and the ceiling height will increase. Window locations will not be altered. It is nice to see this property being renovated.
- The board commented that they prefer the roof to remain as asphalt shingles.

Councillor Rivard asked for comments or questions; there being none, the following resolution was put forward:

Moved by Tara Maloney, RM, and seconded by Simon Moore, RM, that the application for an addition to the property at 52 Sydney Street (PID #337873), with the condition that the roof remain to be asphalt shingles, be approved.

**CARRIED
(6-0)**

8. King Street & Dorchester Street

This report is for information only to allow Heritage Board to be made aware of a proposed application and the temporary designation process should they find it applicable.

The Planning & Heritage Department has received an application which will involve the demolition of four buildings located in the 500 Lot Area at 91 King St (PID #336909), 93 King St (PID #336917), 94-98 Dorchester St (PID #336974), & 100-102 Dorchester St (PID #336966). Todd Saunders, Heritage Officer, presented the report. See attached report.

These buildings are not designated heritage resources and are therefore not protected under the Heritage Preservation Bylaw. Their demolition is considered an “as of right” under the Zoning and Development Bylaw. There is however the ability to request that Council impose a temporary designation on a “resource with characteristics that may meet the criteria for Designation”. This would prevent the buildings from being demolished or otherwise altered for a period of 45 days to allow Council time to determine if Council will proceed with the process to Designated the Heritage Resources.

The City of Charlottetown has received an application to develop approximately one third (south-west end) of the block bounded by Queen Street, Dorchester Street, Great George Street and King Street. The development proposes to leave the designated property at 52 Queen Street located at the corner of King Street, untouched. The existing buildings at 54 Queen Street, 58-64 Queen Street and 68 Queen Street are to remain but will be renovated with entirely new facades. The buildings located at 91 King Street, 93 King Street, 94-98 Dorchester Street and 100-102 Dorchester Street are proposed for demolition with the lots to be consolidated and a new structure developed on the consolidated lot.

Comments/concerns noted:

- Staff explained that the board may request Council for a temporary designation to allow for any further review of the property in terms of either designating the property as a heritage resource or allow for the properties to be demolished as an “as of right”.
- The board noted that each building may not warrant a heritage designation and that the department may be able to work with the applicant to develop a proposal that meets the City’s requirements.
- The board commented that the developer may decide to also demolish the properties along Queen Street and then plan to build a bigger building. Staff indicated that there is a City-owned right of way between the proposed properties to be demolished and the properties along Queen Street so they would not be able to do one massive structure on that block without acquiring that property.


No decision has to be made at this point as this discussion is for the board’s information only.

9. New Business

Mayor Brown discussed the signage being proposed at 133 Queen Street. Mr. Brown presented photos of an old signage back in 2013 and the proposed sign. Alex Forbes, PHM, indicated that this item has been dealt with staff already and no further actions need to be discussed at this point.

10. Adjournment

Moved by Mayor Philip Brown and seconded by Councillor Bob Doiron, that the meeting be adjourned. The meeting was adjourned at 12: 39 PM.



Councillor Greg Rivard, Chair

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**PLANNING AND HERITAGE COMMITTEE – HERITAGE BOARD MINUTES
OCTOBER 26, 2020 12:00 PM
COUNCIL CHAMBERS, 2nd FLOOR, CITY HALL, 199 QUEEN STREET
Live Streaming: www.charlottetown.ca/video**

Present: Mayor Philip Brown Wayne MacKinnon, RM
Councillor Mike Duffy, Chair Aaron Stavert, RM
Councillor Julie McCabe, Vice-Chair Simon Moore, RM
Councillor Alanna Jankov Tara Maloney, RM
Councillor Mitchell Tweel Greg Munn, RM

Also: Alex Forbes, PHM Ellen Faye Catane, PH IO/AA
Todd Saunders, HO
Greg Morrison, PII

Regrets:

1. Call to Order

Councillor Duffy called the meeting to order at 12:02 p.m. Councillor Duffy introduced himself as the new chair for Planning & Heritage and asked staff and members of the board to introduce themselves as well.

2. Declaration of Conflicts

Councillor Duffy asked if there are any conflicts and there being none, moved to the approval of the agenda.

3. Approval of Agenda

Moved by Simon Moore, RM, and seconded by Councillor Julie McCabe, that the agenda for Monday, October 26, 2020, be approved.

CARRIED

4. Adoption of Minutes

Councillor Jankov asked if the applicants for the food truck (51 Fitzroy Street) were notified of the board's decision and Ms. Saunders responded that they have been notified.

Moved by Councillor Alanna Jankov and seconded by Greg Munn, RM, that the minutes of the Wednesday, September 30, 2020, meeting be approved.

CARRIED

5. Business arising from Minutes

There was no business arising from the minutes.

6. 129 Pownal Street (PID #341834)

This is an application for exterior alterations to the property at 129 Pownal Street (PID #341834). The property is a Designated Heritage Resource located in the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report.

The property is located at the corner of Grafton Street and Pownal Street and is adjacent to Northumberland condos and other smaller scale buildings. The property is a mix of commercial and residential and used to be the Catholic Services Building Apartments. Shallyn Murray, architect and representative for the application, presented the details of the proposed renovations.

Ms. Murray presented current pictures of the property and renderings of the proposed renovations. The objective is to retain as much of the historic and aesthetic features of the building. The existing asphalt roof shingles will be replaced with new asphalt shingles. Existing wood trims will be kept. The white wood windows will be replaced with black wood windows on all sides. All sides of the building use a mix of wood cladding shingles (different exposure of cedar shingles) and the proposal is to replace the wood shingles on the north and west elevations to match the shingles along the front elevation with the wider exposure. The addition of a second front entry door on the front façade is what was believed to be the original locations of the double tenement doors. Additional doors will be added for the additional apartment units using traditional wood doors. The existing front step area will also be extended for access to the additional door and the railings will also be changed. For the back portion of the property, new decks will be added on the second floor of the building with an access door. The existing fire egress that used to run from the third floor will now run from the second floor deck/porch. The railings will be glass railings. In total, there will be three (3) apartments on the main floor, and then three (3) two-storey apartment buildings on the second floor.

Greg Munn, RM, commented that the narrower sidings would be the original size of the sidings and asked why will it be replaced with the wider sidings. Ms. Murray responded that there are more of the wider cladding that currently exists, and the applicants would like to minimize the amount of renovations on the exterior so it is more reasonable to replace it with wider sidings. Mr. Munn also confirmed if the new windows would be double-hung windows and Ms. Murray confirmed.

Councillor Janov asked how many total units would there be and Ms. Murray responded that there will be a total of six (6) units, three (3) on the main floor and three (3) on the upper levels.

Tara Maloney, RM, asked if the small windows on the side of the driveway operational windows and if they are also going to use wood windows as well. Ms. Murray responded that the small windows have been existing and they are not adding other openings aside from the doors and confirmed that wood windows will also be used.

Aaron Stavert, RM, asked why they chose glass as the material for their railings. Ms. Murray responded that glass would minimize the busyness of the deck. Mayor Brown commented about the different materials used for the fire escape at 140 Rochford Street (Johnston House) using steel material and 70 Sydney Street (Ghiz Building) using cedar wood fire escape and asked if the proposed material for this property will also use cedar wood material and if this would be consistent with the fire escape requirements. Ms. Murray responded that they do not have the specific materials for the fire escape at this time, but she mentioned that the intention is to use wood material for the fire escape. Ms. Murray also added that the fire escape will also serve as the staircase to get to the second floor units. Ms. Saunders also noted the intent is to make the fire escape as inconspicuous as possible. For 140 Rochford Street, the fire escape was quite visible

from Euston Street and by using steel material, the members were lighter and smaller in size. For the Sydney Street property which was located on the side and tucked back and not very visible from the street.

Councillor Duffy asked for comments or questions; there being none, the following resolution was put forward:

Moved by Councillor Alanna Jankov and seconded by Greg Munn, RM, that the request for exterior alterations at 129 Pownal Street (PID #341834) as presented, be approved. And that further details as it pertains to the renovations be reviewed and approved by staff.

**CARRIED
(9-0)**

7. 68 Queen Street (PID #336982)

This is an inquiry to make Heritage Board aware of the temporary designation process should they find it applicable and the potential demolition of the property at 68 Queen Street (PID #336982). The property is not a Designated Heritage Resource but is in the Downtown Main Street (DMS) Zone of the 500 Lot Area. Todd Saunders, Heritage Officer, presented the application. See attached report. Quentin Bevan, applicant, and Shallyn Murray, architect, were at the meeting to provide additional information and answer questions.

The Planning & Heritage Department has received an application to demolish the building located in the 500 Lot Area at 68 Queen Street. This building is not a designated heritage resource and is therefore not protected under the Heritage Preservation Bylaw. Its demolition is considered an “as of right” under the Zoning and Development Bylaw.

There was an application back in 2008 to demolish the building at 68 Queen Street and at that time, the application was denied. In September 2019 a development application was discussed with the Board which involved a number of properties in the area. At that time, it was expected 68 Queen Street would be kept but extensively renovated. As the project was developed and refined the it was determined it would be necessary to demolish this building. In August 2020, this application was again before the board for a discussion whether a temporary designation should be imposed on the property. At that time, the board requested if the applicants could come up with a more acceptable design for the proposed development.

The application that was presented in 2019 came in two (2) parts. The first is the demolition of five (5) buildings behind 68 Queen Street. At the time of application, there was a discussion whether Heritage Board would like to recommend to Council impose temporary designations for these properties and the board decided not to. The development was essentially approved to proceed and would entail demolition of the buildings and lot consolidation. There is a city right-of-way (ROW) between the properties and this ROW will remain as is and will result to two different buildings with the ROW in between.

The initial application also included keeping the designated heritage building at the corner (Old Duffy Store) and renovating the rest of the buildings on the block. Ms. Saunders presented some

history on the property and the other older properties in behind. These older properties have been approved for demolition.

The initial design was to construct a lower scale building along Queen Street a larger scale development behind Queen Street. This type of development is what the 500 Lot Area Design standards encourage. Ms. Saunders presented the initial design for the Queen Street properties and the board members at that time felt that the development was taking away the character in the area. The existing Bevan Brothers building was changed dramatically as well as the property on the corner.

An image of a funeral in the 1890s showed that there had been a larger scale building at 68 Queen Street. Ms. Saunders presented a diagram of the current proposal (and revised from the previous proposal) for this property.

Councillor Jankov asked what happened to the City right-of-way (ROW) and Ms. Saunders responded that the ROW still existed. Councillor Jankov clarified if the ROW can no longer be used or should this be reinstated. Ms. Murray responded that the ROW will not be blocked will be behind the buildings on Queen Street and the proposed development. The ROW runs from Dorchester to King Street.

Ms. Murray explained that the original intention was to keep the buildings and just make some aesthetic renovations. They have requested their structural engineer to assess the building and determine how the building could be saved or preserved. Based on the assessment, it would be very difficult and expensive to try and save the structure and that the demolition of the building be considered as the primary option. Ms. Murray was aware that there were concerns with the demolition of this building and that the proposed development would take away the streetscape along Queen Street. Ms. Murray would like to present the proposal for the building and are open to listen to any comments or recommendations from the board to ensure that it will be the right fit for the streetscape.

Ms. Murray then presented pictures that showed the old building before it was replaced with this current two (2) storey structure. The current proposal is to try to emulate the scale of the old building (maintain 49-ft height) and will use materials that would be more durable than wood such as brick, metal cladding, etc. Ms. Murray also presented the proposed design of the building showing how it brings down the scale the building. Renovations will be done on the buildings in between the two corner properties and will keep it as similar to how it currently looks.

Mayor Brown asked if this application is for discussion only or if staff or the board would like to make a recommendation for temporary designation. Ms. Saunders responded that staff is not recommending that the property be imposed a temporary designation but would like to open it up for discussion with the board.

Greg Munn, RM, commented that the intent of the discussion is to determine the advantages and disadvantages of the proposal. Mr. Munn felt that while the goal is to maintain the character of the street, he felt that the status of the existing building does not fit the character of Queen Street. It is a replacement of the true historic building. Mr. Munn applauded the intent of bringing back the

massing and scale of the old historic building and felt that this is the appropriate direction for this property.

Mayor Brown asked if the original property across 68 Queen Street has been torn down and was rebuilt to a four storey building and Ms. Murray confirmed. Mayor Brown commented that the proposed development would mirror the building with a similar material as well. Queen Street will use brick material, but the other façade may use a secondary material.

Councillor Jankov agreed that looking back at the history of the original structure to try to recreate and bring the original character of the area is a beautiful idea. Wayne MacKinnon, RM, clarified what is being asked from the board with regards to this application. Ms. Saunders responded that the discussion is to determine whether a temporary designation is recommended or not.

Tara Maloney, RM, commented that the heritage value of the existing building is not significant compared to other buildings on the street and does not have any concerns with it being demolished. Ms. Maloney commented that she is not in favor of designating the property. Other members of the board also agreed.

Councillor Duffy asked if a recommendation to Council is required and Ms. Saunders commented that a resolution is not required unless there is a motion to impose a temporary designation.

Mayor Brown commented that the materials used for the Carr, Stevenson and MacKay building were excellent and would like the developers to consider those types of materials for this development as well. Quentin Bevan, applicant, asked if the side of the property uses wood. Greg Munn responded that it was all mason brick except for the back. Ms. Saunders commented that the development will undergo design review process to address the materials and other requirements.

Aaron Stavert, RM, commented that there have been several iterations for the property and asked if the applicant or architect could summarize the overall plan for the development. Mr. Bevan explained that in 2008, they purchased the property but did not move ahead with any development. The initial goal was to save the building and consolidate with the other properties along Queen Street. The lot consolidation has been approved in 2019. The goal is to renovate the properties in adjacent to the property in question together with the demolition of 68 Queen Street.

Mr. Munn asked when are they planning to build on the property once the building is demolished. Mr. Bevan responded that because of the common wall between 68 Queen Street and the adjacent building, it wouldn't take too long before they build the proposed structure.

This is for discussion purposes only and a decision was made to not proceed to impose a temporary designation at this time.

8. New Business


There was no new business.

9. Adjournment

Heritage Board
October 26, 2020
Page 6 of 6

Moved by Councillor Julie McCabe and seconded by Councillor Alanna Jankov, that the meeting be adjourned. The meeting was adjourned at 12:33 PM.

Councillor Duffy, Chair

TITLE: POTENTIAL HERITAGE SIGNIFICANCE FILE: HERT-2023-04-DECEMBER – 6(a) 119 POWNAL STREET (PID #340018) OWNER: 100484 PEInc		
MEETING DATE: December 4, 2023		Page 1 of 14
DEPARTMENT: Planning & Heritage	ATTACHMENTS: A. Location Map B. Property Photos C. Heritage Property Evaluation Form D. Site Visit Summary	
SITE INFORMATION: Ward No: 1 – Queens Square Property Use: Vacant, previously residential and commercial Heritage Recognition: None. Located in the Downtown Mixed-Use Neighbourhood (DMUN) Zone of the 500 Lot Area. Neighbouring Heritage Properties: <ul style="list-style-type: none"> • 93 Pownal Street • 129 Pownal Street 		

RECOMMENDATION:

An application for demolition of 119 Pownal Street has been submitted to the City of Charlottetown. Heritage Board is being asked if the board feels there is sufficient need to request that Council impose a temporary designation on the property, thus slowing/preventing its demolition. Although it is believed the property could potentially be restored and contribute to the authenticity of the area, both the building itself as well as the streetscape have little historic fabric intact. It is suggested a restoration may be more of a reconstruction and therefore a temporary heritage designation is not recommended for 119 Pownal Street (PID#340018).

BACKGROUND:

This building is not a designated heritage resource and is therefore not protected under the Heritage Preservation Bylaw. Its demolition is considered an “as of right” under the Zoning and Development Bylaw however, a heritage assessment is to be undertaken prior to approving a demolition permit.

The opportunity exists to request that Council impose a temporary designation on a “resource with characteristics that may meet the criteria for Designation” and could be of significance to

the heritage of Charlottetown. This would prevent the building from being demolished or otherwise altered for a period of 45 days to allow Council time to determine if Council will proceed with the process to Designate as a Heritage Resource. If it is determined there is no need to request that Council impose a temporary designation on the property, no action is required, and the demolition permit may be issued.

The current owner purchased the property in January of 2023. It is currently vacant, and has no power or water supply. The owner intends to eventually build an addition on the south side of the neighbouring building at 125 Pownal Street.

PROPERTY HISTORY:

Located on the west side of Pownal Street near the Grafton Street intersection, 119 Pownal Street is a large but simple 2.5 storey wood frame, front end gable building. The existing building appears to match that shown on Ruger’s 1878 Panoramic view suggesting that the building pre-dates 1878. The 1863 Lake Map does not show a building at this location. It is believed to have originally been built as a side-by-side residential duplex 119 & 121 Pownal Street.

In 1934, Earnest Regan moved his barbershop from Queen Street to 119 Pownal Street. Directories indicate that in 1937, a barbershop was located in the 119 side of the building which was operated by the Regan Family and the McTagues. 121 Pownal Street was owned by Simon Crabbe. In 1965 Island Fumigating Service operated from 121 Pownal Street but by 1966 Bowlan’s Radio and TV operated out of 121 Pownal Street. In 1987 Valley Restaurant operated from 119 Pownal Street. This has been followed by different businesses/restaurants until recently with residential units on the upper floor levels.

SITE SIGNIFICANCE

119 Pownal Street’s location is within the 500 Lot Area. It is one block west of the downtown core zone on Queen Street and one block east of the downtown neighbourhood zone on Rochford Street. It is approximately mid-way between the north and south boundaries of the 500 Lot Area. It is also located approximately mid-way between Rochford and Connaught Squares.

The streetscape on which this property is located between Grafton Street and Richmond Street has seen significant transformation in recent decades. In fact, in comparison to the 1917 Goad Insurance Map, none of the buildings shown on the east side of this block are extant while four

on the west side remain from this period – two at the south end of the block and two at the north end of the block.

Historically the area was largely residential with businesses such as barbershops edging in from the downtown core by the 1930's.

The area currently has a mix of uses. This is appropriate given the zoning is Downtown Mixed-Use Neighbourhood. Uses include restaurants, health facilities, residential, parking and retail. This building, although residential in form, has a history of both residential and commercial uses. It is situated between Cooke Insurance business to the north and Family Vision Center to the south. Family Vision is a purpose-built structure built in the 1980's. It is located next to the 1960's Legion building. There is only one designated Heritage Building on this block located at 93 Pownal Street.

POLICY FRAMEWORK:

Heritage Preservation Bylaw Requirements

This property is *not* a designated heritage resource and is therefore not subject to the provisions of the Heritage Preservation Bylaw. However, in accordance with Section 3.4 of the Heritage Preservation By-law, a temporary designation request may be made to Council where it is believed a heritage resource with characteristics that may meet the criteria for designation is at risk of imminent irreparable or costly damage to the site's heritage nature. A Heritage Assessment shall take into consideration the following:

- a. The age of the Building or Structure;
- b. Architectural/archeological/aesthetic value, including but not limited to the following elements:
 - i. Style/tradition;
 - ii. Design/craftsmanship;
 - iii. Setting/streetscape;
 - iv. Integrity;
 - v. Construction methods and materials;
 - vi. Exterior or outward appearance/condition; and
 - vii. Landmark status.
- c. The historic value, including but not limited to the following elements:
 - i. Architect/builder;
 - ii. Political/economic influence;
 - iii. Social/cultural influence;

- iv. Historical context; and
- v. Association with event/person/activity.

City of Charlottetown Official Plan

3.7 Capitalizing on Heritage resources

Over the last few years, a great deal has been done to establish Charlottetown as the Birthplace of Confederation. The City's heritage buildings are not only important as a reflection of Charlottetown's social history, but they are an invaluable backdrop for helping to depict and explain the political evolution of the entire nation. Therefore, it is crucial that a significant portion of this building stock be restored and protected in order to buttress Charlottetown's seminal role in the creation of Canada. There will be no long lasting foundation for the success of a campaign based upon the municipality's identity as the Birthplace of Confederation unless there is a predominant sense that Charlottetown is an historic city. If done well, this initiative can be parlayed into significant gains for the local economy.

4.2 A Vibrant Downtown – The 500 Lot Area

4.2.1 A Starting Point – The Vision:

The 500 Lot Area is the City of Charlottetown's historic, cultural, civic and symbolic core and functions as the primary shopping, education, entertainment, recreational, service and employment hub within the City and the larger Region. The area is also a charming historical neighbourhood, home to many residents and visited by thousands of tourists each year. The 500 Lot Area benefits from its waterfront and its inventory of magnificent heritage buildings and features. Through the relevant policies of the CHARLOTTETOWN PLAN, the City should ensure that future planning actions within the 500 Lot Area continue to protect, restore and build upon the heritage resources in the area. New development, redevelopment, intensification and changes in land use should not be discouraged as they can have positive influences and make significant contributions to the evolution of the area. However, any proposed changes need to be carefully considered and managed to ensure that they do not undermine or destroy the very elements and qualities that define this area, but rather continue to create a distinct sense of place and contribute to its success.

4.2.2 Defining Our Direction:

*1. Our **policy** shall be to recognize each Urban Character Area or neighbourhood, including important streets and streetscapes, civic and cultural elements, heritage resources, squares and parks, public/institutional buildings, gateways and view planes and terminate within the*

500 Lot Area, and to establish a new and more detailed Zoning By-Law regime to protect and enhance these resources accordingly.

3. Our **objective** is to reinforce and extend the historic street and block pattern in the 500 Lot Area. Our **policy** shall be to discourage any alterations to the existing street and block pattern which is a fundamental defining aspect of the 500 Lot Area's historic character. Alterations to this pattern may only be considered where it results in an improvement of the public realm, such as a public space, while still retaining unfettered pedestrian access and views.

4. Our **objective** is to protect, restore, respect and leverage all Heritage Resources. Our **policy** shall be to recognize that the 500 Lot Area is comprised of an extraordinary concentration of significant heritage buildings, landmarks and streetscapes. These resources play a prominent role in defining its distinct 'sense of place' and should be recognized as the life-blood of the area's civic, cultural and economic well-being and as such need to be protected and restored.

Our **policy** shall be to identify and recognize the heritage attributes of these buildings, landmarks and streetscapes related to their age, architectural interest and historical interest through on-going planning, studies, inventories and other municipal initiatives in order to enable adequate and appropriate protection of these heritage resources.

Our **policy** shall be to provide direction through the Official Plan and regulation through the Zoning By-law for each property within the 500 Lot Area to determine the appropriate degree and design of alterations based upon an evaluation of its heritage attributes. The ability to demolish properties and buildings and the process and timing of granting demolition permits shall also be dependent upon an assessment of each property's heritage attributes.

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>

The Standards and Guidelines for the Conservation of Historic Places in Canada (Standards and Guidelines) is the official document guiding planning, stewardship and the conservation approach for designated heritage resources. This building is not designated resources.

City of Charlottetown 500 Lot Area Development Standards & Design Guidelines

<https://www.charlottetown.ca/workspaces/one.aspx?objectid=12052544&contextId=12052176>

The 500 Lot Standards and Guidelines provided an illustrated analysis of the area and approach to consider regarding heritage resources and development.

ANALYSIS:

119 Pownal Street is an older building in the downtown core with a gable end façade. It is large in scale at 2.5 stories and has a footprint of approximately 30ft in width by 50ft. in depth. The building is clad in vinyl siding but still exhibits brackets under the eaves of the front gable. This is the only notable remaining architectural feature of the building.

Although only a part of the overall factors for consideration, the Heritage Building Evaluation score of the building is 56, which falls within the bottom third for eligibility (40-100) for designation. This may be compared to a score of 62 for 267 Fitzroy Street where designation was requested by the owner and approved, as well as a score of 56 for 231 Richmond Street which was not recommended for designation. Again, other factors are considered.

The building, which dates to post 1863 and pre 1878 indicates it is most likely not old enough to play a role in Charlottetown as the birthplace of Confederation. None of the buildings shown on the east side of this block are extant while four on the west side remain from pre 1917 – two at the south end of the block and two at the north end of the block indicating this streetscape has little historic character. The building does, however, support the scale of the streetscape and is generally consistent with existing setbacks and in a sense works with the building at 125 Pownal Street (Cooke Insurance) help to solidify the corner.

Although basically intact structurally, a site inspection has noted the following:

“The building is a three storey wood framed structure, currently vacant, and previously of mixed use commercial and residential. The exterior is vinyl siding and windows. The foundation is cut sandstone, approximately 5’ in depth. Mold is visible in the basement area. While in general good repair, there is some evidence of frost damage in several locations near the top tier. Floor joists, where exposed, are compromised by decay and in one location with fire damage. The interior has retained none of the original finish. The current floor plan does not lend itself to proper exiting or fire safety, with an open stairwell and no proper exits.”

The current owner acquired the property in January 2023. The building is vacant and has no power or water/sewer access. The Fire Department had been working with the previous owner

to meet the fire egress requirements. The previous owners found it too challenging and decided instead to sell the property. The new property owner intends to propose an addition on the south side of the building at 125 Pownal Street (Cooke Insurance). It is also anticipated the driveway would be located to the south side of the property from its current location on the north side of the property. No application has been received for any of this potential work.

CONCLUSION:

Although it is believed the property could potentially be restored and contribute to the authenticity of the area, both the building itself as well as the streetscape have little historic fabric intact. It is suggested a restoration may be more of a reconstruction and therefore a temporary heritage designation is not recommended for 119 Pownal Street (PID#340018).

PRESENTER:



Todd Saunders
Heritage Officer

MANAGER:



Donna Miller-Ayton
Manager Planning & Heritage (Policy)

PROPERTY PHOTOS

ATTACHMENT B



119 Pownal Street circa 1987



Canadian Inventory of Historic Buildings 1971







HERITAGE PROPERTY EVALUATION

ATTACHMENT C



**City of Charlottetown
Heritage Building Evaluation Form**

Civic Address: 119 Pownal Street

Building Name: _____

Assessment: 340018

Zoning and Development Bylaw:

The Story of Charlottetown Record: #1582
Canadian Register of Historic Places Record: _____

Date of Photograph: October 2, 2007

Building Evaluated By: Natalie Munn

Date: October 2, 2007



Evaluation Criteria

	Pre 1840	1841 to 1870	1871 to 1900	1901 to 1930	1931 to Present
Age (Maximum 15 points)					
1.1 Date of Construction: _____	15	12	<u>8</u>	5	0
Architectural Interest (Maximum 65 points)	E	VG	G	F	P
2.1 Style/Tradition: _____	15	10	<u>8</u>	2	0
2.2 Construction Materials and Methods: _____	10	8	<u>5</u>	2	0
2.3 Design/Craftsmanship: _____	10	8	<u>5</u>	2	0
2.4 Integrity: _____	20	10	<u>8</u>	2	0
2.5 Exterior Condition: _____	10	<u>8</u>	5	2	0
2.6 Setting/Streetscape: _____	15	<u>10</u>	8	2	0
2.7 Landmark: _____	10	8	5	<u>2</u>	0
Historical Interest (Maximum 20 points)					
3.1 Architect/Builder: _____	10	8	5	2	<u>0</u>
3.2 Person/Institution: <u>Mrs. JA Croken</u>	10	8	5	<u>2</u>	0
3.3 Event: _____	10	8	5	2	<u>0</u>
3.4 Historical Context: _____	10	8	5	2	<u>0</u>

Total Score: 56

Classification: _____ Grade 1 (80-100 points)
 _____ Grade 2 (60-79 points)
56 Grade 3 (40-59 points)
 _____ Ineligible for Designation (20-49 points)
 _____ Not Important (0-19 points)

Comments: _____

Reviewed/Approved By: _____ Date: _____

Change In Classification _____ Date: _____

Reason: _____

SITE VISIT SUMMARY

ATTACHMENT D

Planning & Heritage Department
City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, PE C1A 7K2



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

MEMO

TO: Todd Saunders

DATE: November 22, 2023

FROM: Ira Birt, Development Officer

RE: 119 Pownal Street Assessment

As per our site visit on Tuesday, November 21, 2023, following is my assessment of the building at 119 Pownal Street:

The building is a three storey wood framed structure, currently vacant, and previously of mixed use commercial and residential. The exterior is vinyl siding and windows. The foundation is cut sandstone, approximately 5' in depth. Mold is visible in the basement area. While in general good repair, there is some evidence of frost damage in several locations near the top tier. Floor joists, where exposed, are compromised by decay and in one location with fire damage. The interior has retained none of the original finish. The current floor plan does not lend itself to proper exiting or fire safety, with an open stairwell and no proper exits.

Rehabilitation would require complete gutting of the interior to meet acceptable levels of life safety and structural standards.



PLANNING & HERITAGE: AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES
TUESDAY, NOVEMBER 21ST, 2023 @ 12:00pm
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present: **Ellen Mullally- Chair** **Rebekah Condon**
 Anne MacRae-Townsend **RM (Bob) Foster**
 Ahmed Ahmed **J.W. Bill Campbell**

Also: **Donna Miller-Ayton- MGR** **Jason Doucette, IO/AA ****
 Phillip Brown-Mayor ****minute taker**
 Alanna Jankov- Deputy Mayor **Digen Mavani Planner I**

Regrets: **Kevin Smith**

1. Call to Order

Chair Mullally called the meeting to order at 12:02 PM

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Bob Foster and seconded by Anne MacRae-Townsend, that the agenda for November 21st, 2023, be approved.

CARRIED

4. Adoption of Minutes

Moved by Mayor Brown and seconded by Ahmed Ahmed that the minutes of the meeting held on Tuesday, October 17^h, 2023, as circulated, be approved.

5. Business arising from Minutes

- Discussion around the Terms of Reference (TOR) that were included in the previous package and will be reviewed by members.
- Affordable Housing definition discussion related to the percentage amount and provincial definition and income ceiling.

6. Discussions:

- Moving forward meetings will be paperless and Jason to attend and display relevant documents, Agenda etc on the screen in the Parkdale Room
- Discussion around thresholds and ceilings on incomes related to Affordable Housing

- More representation on the Committee from tenants vs homeowners was discussed.
- Privacy issues raised concerning tenant vs homeowners disclosure.
- Next meeting date is confirmed as recurring at the Third Tuesday of the Month and Dec 19th is the next date at Noon.
- Onboarding session is being worked on and will be implemented when the City has finalized its process for all Committees and Boards and will be rolled out when its ready.

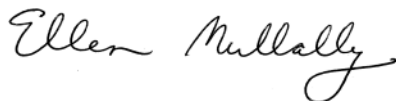
7. **Introduction of New Business**

- Code of Conduct introduced to all members to read, sign and return.
- According to the SOP, there will be a member chosen to complete the minutes for the committee.
- Rebekah Condon to be the minute taker and Chair Mullally to fill in when she is not available.
- Status of the new Bylaw Enforcement Officer was given that the candidate will be starting early January and will be responsible for the STR bylaws.
- Work continuing on updating the enforcement and Summary bylaw which will include adding ticketing to the STR ByLaw.
- Section 227 should be amended to allow the summary proceedings bylaw to issue tickets and it's been indicated the Province has not gotten back to the City on the issue.
- Chair Mullally asking for direction on the Committee's mandate and what it is to advise on with respect to Affordable Housing.
- Ahmed suggested evaluating other definitions of Affordable Housing.
- Chair suggested narrowing the scope of the TOR to make it manageable for the committee to achieve the mandate.
- Jason to bring hard copies of previous minutes for Chair Mullally to sign.

8. **Adjournment of Meeting**

Moved by Rebekah Condon and seconded by Ahmed Ahmed, that the meeting be adjourned. The meeting was adjourned at 1:01 PM

CARRIED



Ellen Mullally, Chair



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Planning & Heritage
1**

Date: December 11, 2023

Moved by Deputy Mayor _____ **Alanna Jankov**

Seconded by Councillor _____ **Julie McCabe**

RESOLVED:

That the Planning and Heritage staff will consult with the Federation of PEI Municipalities (FPEIM) to incorporate language to support the development of parklands, protected areas, and urban forestry strategies in the updated Official Plan.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Planning & Heritage
2**

Date: December 11, 2023

Moved by Deputy Mayor _____ **Alanna Jankov**

Seconded by Councillor _____ **Julie McCabe**

RESOLVED:

**That Council rejects the request to:
amend section 47.3 of the Zoning & Development Bylaw PH-ZD.2 to
allow the erection of digitized signs on public rights of way.**



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage
3

Date: December 11, 2023

Moved by Deputy Mayor _____ Alanna Jankov

Seconded by Councillor _____ Julie McCabe

RESOLVED:

That Council approves the request to:

- amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Industrial to Medium Density Residential for 68 Royalty Road (PID# 145714); and
- amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Planning & Heritage
4**

Date: December 11, 2023

Moved by Deputy Mayor _____ **Alanna Jankov**

Seconded by Councillor _____ **Julie McCabe**

RESOLVED

**That the request to proceed to public consultation to amend the
Development Concept Plan and Development Agreement pertaining to
Lot 2019-3, of 20 St. Martha's Court be approved.**



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Planning & Heritage
5**

Date: December 11, 2023

Moved by Deputy Mayor _____ **Alanna Jankov**

Seconded by Councillor _____ **Julie McCabe**

RESOLVED:

That the request to amend the current Development Concept Plan and Development Agreement for the property located at 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162) be approved.



**CITY OF CHARLOTTETOWN
AMENDMENT**

OFFICIAL PLAN (PH-OPA.1):

To adopt the Official Plan Amendment, PH-OPA-1.038, That the land use for the property at 68 Royalty Road (PID #145714) as shown on Appendix A – Future Land Use Map of the City of Charlottetown Official Plan, is designated as Medium Density Residential Zone (R-3) hereby excluding it from its former designation of Light Industrial Zone (M-1).

BE IT RESOLVED THAT THE “OFFICIAL PLAN AMENDMENT, (PH-OPA.1-038, as it pertains to 68 Royalty Road (PID #145714)”, as attached, be adopted.

Date: _____ December 11th, 2023

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

ZONING & DEVELOPMENT BYLAW(PH-ZD.2):

To adopt Bylaw PH-ZD.2-074, A Bylaw to amend the Zoning & Development Bylaw, “To rezone the subject property located at 68 Royalty Road (PID #145714) from the Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3).”

BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-074), as it pertains to 68 Royalty Road (PID #145714)”, as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Date: _____ December 11, 2023

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-074, as it pertains to 68 Royalty Road (PID #145714))”, as attached, was read and approved a first time on December 11th, 2023;

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

Date: _____ January 8th, 2024

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

BE IT RESOLVED THAT the said Bylaw be adopted.

Date: _____ January 8th, 2024

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

**A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-074**

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.2-074”

2. Authority

(1) Section 16 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws implementing an official plan for the municipality

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown’s Zoning and Development Bylaw provisions found in Appendix G.

PART II – AMENDMENTS

4. The zoning of the property at 68 Royalty Road (PID #145714)”, as shown on Appendix “G” – Zoning Map of the Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, is Medium Density Residential Zone (R-3).”, hereby excluding it from its former designation of Light Industrial Zone (M-1).



PART III – EFFECTIVE DATE

5. Effective Date

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

First Reading & Approval:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, was read a first time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____ 2023.

Second Reading and Approval:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, was read a second time and approved by a majority of Council members present at the Council meeting held on the _____ day of _____ 2024.

Adoption by Council:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____ 2024.

6. Signatures

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, adopted by the Council of the City of Charlottetown on the _____ day of _____ 2024 is certified to be a true copy.

Chief Administrative Officer
(signature sealed)

Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-074) is hereby approved.

Dated on this ___ day of _____, _____.

Hon. Bloyce Thompson
Minister of Agriculture and Land



**CITY OF CHARLOTTETOWN
AMENDMENT**

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

ZONING & DEVELOPMENT BYLAW(PH-ZD.2):

To adopt Bylaw PH-ZD.2-075, A Bylaw to amend the Zoning & Development Bylaw, "to amend the current Development Concept Plan and Development Agreement for the property located at 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162) and to amend Appendix "B" Comprehensive Development Area (CDA) Parcels And Permitted Uses of the Zoning and Development Bylaw in relation to the subject properties."

BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-075), as it pertains to 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162))", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.

Date: _____ December 11, 2023

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-075), as it pertains to 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162))", as attached, was read and approved a first time on December 11th, 2023;

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

Date: _____ January 8th, 2024

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

BE IT RESOLVED THAT the said Bylaw be adopted.

Date: _____ January 8th, 2024

Moved by Councilor: _____ Julie McCabe

Seconded by Deputy Mayor: _____ Alanna Jankov

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

City of Charlottetown
A Bylaw to amend the Zoning and Development Bylaw
BYLAW # PH-ZD.2-075

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.2-075”

2. Authority

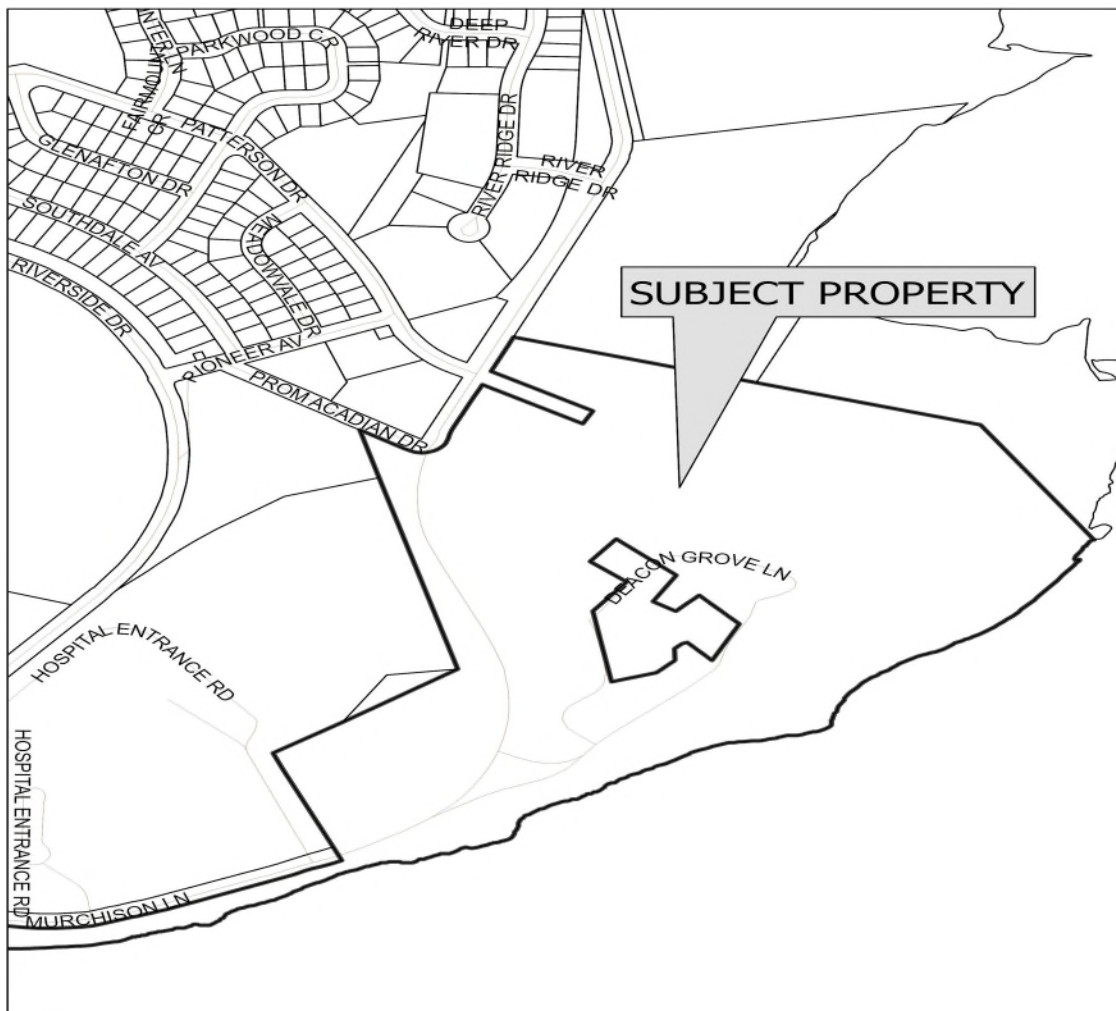
(1) Section 16 of the Planning Act R.S.P.E.I 1988 Cap. P-8, enables the Council of the City of Charlottetown, to adopt bylaws implementing an official plan for the municipality

3. Purpose

(1) The purpose of this bylaw is to amend the City of Charlottetown’s Zoning and Development Bylaw provisions found in Appendix G.

PART II – AMENDMENTS

4. Amend the current Development Concept Plan and Development Agreement for the property located at 115 Deacon Grove Lane and Murchison Lane (PID#s 425892 and 691162) and to amend Appendix “B” Comprehensive Development Area (CDA) Parcels And Permitted Uses of the Zoning and Development Bylaw in relation to the subject properties.



PART III – EFFECTIVE DATE

5. Effective Date

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

First Reading & Approval:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-075, was read a first time and approved by a majority of Council members present at the Council meeting held on the day of 2023.

Second Reading and Approval:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-075, was read a second time and approved by a majority of Council members present at the Council meeting held on the day of 2024.

Adoption by Council:

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-075, was adopted by a majority of Council members present at the Council meeting held on the day of 2024.

6. Signatures

Mayor/Chairperson
(signature sealed)

Chief Administrative Officer
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-074, adopted by the Council of the City of Charlottetown on the day of , 2024 is certified to be a true copy.

Chief Administrative Officer
(signature sealed)

Date:

MINISTERIAL APPROVAL

This Zoning and Development Bylaw amendment (PH-ZD.2-075) is hereby approved.

Dated on this __ day of _____, _____.

Hon. Bloyce Thompson
Minister of Agriculture and Land

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2022
DOLLAR VALUES**

	NOV	Totals
Residential New	\$8,425,000.00	\$89,402,748.00
Residential Renovations and Additions	\$262,500.00	\$5,292,143.90
Industrial-Commercial New	\$850,000.00	\$18,845,430.00
Industrial-Commercial Renovations	\$10,071,449.11	\$36,997,625.83
Institutional New	\$750,000.00	\$34,397,256.00
Institutional Renovations	\$0.00	\$4,430,150.00
Signage	\$24,000.00	\$344,042.96
Other	\$13,500.00	\$1,237,149.10
Agriculture	\$0.00	\$0.00
TOTALS	20,396,449.11	190,946,545.79

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2022
BREAKDOWN OF PERMITS ISSUED *(Not projects)***

	NOV	Totals
Single Family Dwellings - New	7	67
Two-Family Dwellings - New	3	46
Multi-Family Dwellings - New	3	22
Residential Renovations and Additions	9	106
Industrial-Commercial New	1	15
Industrial-Commercial Renovations	7	80
Institutional New	1	5
Institutional Renovations	1	9
Signage	3	37
Other	4	95
Agriculture Renovations	0	0
TOTALS	39	482

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2023
DOLLAR VALUES**

	NOV	Totals
Residential New	\$3,780,000.00	\$84,005,000.00
Residential Renovations and Additions	\$96,000.00	\$5,357,660.00
Industrial-Commercial New	\$1,020,000.00	\$7,320,000.00
Industrial-Commercial Renovations	\$1,555,000.00	\$23,567,380.00
Institutional New	\$0.00	\$17,510,000.00
Institutional Renovations	\$282,000.00	\$12,072,800.00
Signage	\$21,800.00	\$489,224.87
Other	\$149,000.00	\$1,774,885.00
Agriculture	\$0.00	\$0.00
TOTALS	6,903,800.00	152,096,949.87

**CITY OF CHARLOTTETOWN
BUILDING CONSTRUCTION STATISTICS FOR NOVEMBER 2023
BREAKDOWN OF PERMITS ISSUED *(Not projects)***

	NOV	Totals
Single Family Dwellings - New	5	73
Two-Family Dwellings - New	4	51
Multi-Family Dwellings - New	0	11
Residential Renovations and Additions	7	88
Industrial-Commercial New	2	12
Industrial-Commercial Renovations	3	83
Institutional New	0	7
Institutional Renovations	3	16
Signage	3	44
Other	6	116
Agriculture Renovations	0	0
TOTALS	33	501



Planning & Heritage Summary (Week ending November 3, 2023)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department. Residents or interested parties have **21 days to appeal** to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-543	1047562	136-BLD-23	28-Apr-23	1-Nov-23	APPROVED	46-48 Stanmol Drive (Lot 142)	New semi-detached dwelling	Christopher Baglole	22-Nov-23
23-606	1157858	144-BLD-23	03-May-23	30-Oct-23	APPROVED	110 Kindred Avenue (Lot 71)	Occupancy Permit: New single-detached dwelling	Hoffmann & Curran Builders Inc.	20-Nov-23
23-636	1113497	156-BLD-23	08-May-23	17-Jul-23	APPROVED	58 MacLeod Crescent (Lot 7)	New multi-tenant commercial building	Craftsman Construction Ltd.	7-Aug-23
23-1033	192153	227-BLD-23	20-Jun-23	30-Oct-23	APPROVED	54-56-58-60 Fairdale Drive (Lot 154)	New 4-unit townhouse	Craneway Properties Ltd.	20-Nov-23
23-1527	1088285	295-BLD-23	03-Aug-23	30-Oct-23	APPROVED	27 Darte Drive (Lot 92)	New single-detached dwelling	Shelley Gallant	20-Nov-23
23-1719	1016294	307-BLD-23	15-Aug-23	1-Nov-23	APPROVED	17-19 Paddington Avenue (Lot 63B)	New semi-detached dwelling	Rannyson Contracting Corp.	22-Nov-23
23-2999	1091198	374-BLD-23	12-Oct-23	30-Oct-23	APPROVED	58 England Circle (Lot 106)	New single-detached dwelling	Bashar Mayaleh	20-Nov-23
23-3114	1152339	380-BLD-23	17-Oct-23	30-Oct-23	APPROVED	32 Alice Avenue (Lot 140)	Footing Permit: New single-detached dwelling	Will Johnston	20-Nov-23
23-3137	1145820	107-HOC-23	17-Oct-23	30-Oct-23	APPROVED	7 Kindred Avenue	Home Occupation: Short-term rentals	Liang Xu	20-Nov-23
23-3270	664136	383-BLD-23	24-Oct-23	31-Oct-23	APPROVED	20 Bridget Drive (Lot 151)	New single-detached dwelling	Kirk MacPhee	21-Nov-23
23-3346	335398	390-BLD-23	27-Oct-23	30-Oct-23	APPROVED	3 Prince Street	Add an additional entrance lane to parking lot	Aaron Hansen	20-Nov-23
23-3416	352468	393-BLD-23	30-Oct-23	1-Nov-23	APPROVED	157 North River Road	New 12' x 8' accessory building	Bill MacMillan	22-Nov-23
23-3438	1141076	110-HOC-23	30-Oct-23	1-Nov-23	APPROVED	42 Anne Avenue	Home Occupation: Short-term rentals	Judy Grialdi	22-Nov-23
23-3439	1113497	048-SGN-23	31-Oct-23	1-Nov-23	APPROVED	58 MacLeod Crescent	New fascia sign	Dalmac Signs	22-Nov-23
23-3469	372284	050-SGN-23	01-Nov-23	2-Nov-23	APPROVED	455 University Avenue	New illuminated fascia sign (Bulk Barn)	Lovett Signs (Brittany Andrews)	23-Nov-23
23-3491	345538	111-HOC-23	02-Nov-23	3-Nov-23	APPROVED	15 Fitzroy Street	Home Occupation: Short-term rentals	Lauretta Thompson	24-Nov-23
23-3492	748228	397-BLD-23	02-Nov-23	3-Nov-23	APPROVED	70 Maypoint Road	8' x 8' accessory building and 8' x 22' deck	Mai Chi Luu	24-Nov-23



Planning & Heritage Summary (Week ending November 17, 2023)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department. Residents or interested parties have **21 days to appeal** to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-192	387852	047-BLD-23	28-Feb-23	15-Nov-23	APPROVED	644 University Avenue	Development Permit to allow for a drive-thru	Tessa Roberts	6-Dec-23
23-1192	387852	258-BLD-23	12-Jul-23	15-Nov-23	APPROVED	644 University Avenue	construct a 4082 sq. ft. commercial building	Tessa Roberts	6-Dec-23
23-2176	373126	343-BLD-23	06-Sep-23	16-Nov-23	APPROVED	550 University Avenue	Renovate Robertson Library common area (the Pit)	Jackie MacPhail	7-Dec-23
23-2842	340265	045-SGN-23	05-Oct-23	17-Nov-23	APPROVED	80 Grafton Street	Install a projecting sign (IG Wealth Management)	Priority Permits Ltd. (Serena Crawford)	8-Dec-23
23-3414	1090224	391-BLD-23	30-Oct-23	16-Nov-23	APPROVED	43 England Circle (Lot 59)	New single-detached dwelling	Yasar Mayaleh	7-Dec-23
23-3790	408526	402-BLD-23	14-Nov-23	16-Nov-23	APPROVED	11 Sunset Drive	New 8' x 8' accessory building	Ba Hai Nguyen	7-Dec-23

Lot Subdivisions

FILE#	PID	CASE#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-3586	1158120	046-LS-23	6-Nov-2023	15-Nov-2023	APPROVED	7-9 Fairdale Drive	Lot Subdivision (Lot 126A and 126B)	Jaycor Inc.	6-Dec-2023
23-3608	1158112	047-LS-23	6-Nov-2023	15-Nov-2023	APPROVED	13-15 Fairdale Drive	Lot Subdivision (Lot 127A and 127B)	Jaycor Inc.	6-Dec-2023

Council Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-192	387852	047-BLD-23	28-Feb-23	14-Nov-23	APPROVED	644 University Avenue	That the application submitted by the owner's agent (Tessa Roberts – Robert Group of Companies) and subsequent traffic study prepared by Coles Associates Limited and Englobe Corp dated August 25th, 2023 for the development of a drive-thru and queuing spaces at 644 University Avenue (PID# 387852) for a Tim Hortons	Tessa Roberts	5-Dec-23



CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-1196	145714	005-RZN-023	12-Jul-23	14-Nov-23	Approved to proceed to public consultation	68 Royalty Road	Request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown's Official Plan from Industrial to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the City of Charlottetown's Zoning and Development By-law from Light Industrial Zone (M-1) to Medium Density Residential Zone (R-3) for the property located at 68 Royalty Road (PID# 145714).	Maverick Developments Inc.	5-Dec-23
23-587	392936	001-RZN-23	02-May-23	14-Nov-23	Approved to proceed to Second Reading	126-128 Oak Drive (Lot 39)	Request to rezone the property located at Lot 39, Oak Drive (PID# 392936) from Single Detached Residential Zone (R-1L) to Low Density Residential Zone (R-2) to allow the construction of a duplex dwelling subject to the following condition: 1. That the applicant be required to provide all necessary documents to the satisfaction of the City of Charlottetown for the future Building and Development Permit application to ensure that the proposed duplex dwelling is located and constructed on the subject property at an adequate distance from the existing drainage pipe found along the rear property boundary be approved.	JP Robison	5-Dec-23
23-1968	342790	003-SSE-23	25-Aug-23	14-Nov-23	Approved to proceed to public consultation	156 Prince Street (current parking lot of 199 Grafton St)	Request for a Site Specific Exemption to Section 30.2, Regulations for Permitted Uses and Section 30.3 Bonus Height Development Standards in the Downtown Mixed Use Neighbourhood (DMUN) Zone of the Zoning and Development By-law to: - increase the height of the proposed apartment building from six (6) storeys to eight (8) stories with a maximum height of 88 ft. in the Downtown Mixed Use Neighborhood Zone (DMUN) for the property located at 199 Grafton Street for the proposed eight (8) storey, one hundred fifty-eight (158) unit building including thirty-two (32) affordable housing units with parking located within and under the building at 199 Grafton Street (PID #342790) subject to the Design Review Boards recommendations.	APM Commercial	5-Dec-23
23-2187	464586	009-RZN-23	07-Sep-23	14-Nov-23	Rejected to proceed to public consultation	421 St. Peters Road	Request to amend Appendix "A" Future Land Use Map of the City of Charlottetown from Low Density Residential to Commercial; and amend	Jeff Doucette	5-Dec-23



CHARLOTTETOWN

FILE#	PID	PERMIT#	APPLICATION DATE	APPROVAL DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
23-3413	425892	044-SSE-23	30-Oct-23	14-Nov-23	Approved to proceed to public consultation	245-325 Deacon Grove Lane/Hillsborough Hospital property	Request to proceed to public consultation to amend the current Development Concept Plan and Development Agreement for the property to develop a new medical treatment and mental health facility located at 115 Murchison Lane (PID#s 425892 and 691162)	Bill Saul	5-Dec-23



Planning & Heritage Summary (Week ending November 24, 2023)

ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

The information provided on this page is intended to provide notice to the public when building and development permits have been approved by the Charlottetown Planning and Heritage Department. Residents or interested parties have **21 days to appeal** to the Island Regulatory and Appeals Commission (IRAC) any building and development permit approvals listed below within the required time period.

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

Planning Development Permit Approvals

FILE#	PID	PERMIT#	APPLICATION DATE	DECISION DATE	DECISION	PROPERTY LOCATION	WORK DESCRIPTION	NAME	DEADLINE TO MAKE AN APPEAL
22-428	145284	195-BLD-22	06-May-22	22-Nov-23	APPROVED	65 Trailview Drive (Lot 23)	Occupancy Permit: New single-detached dwelling	Zack & Ashley Bell	13-Dec-23
22-708	1126614	284-BLD-22	29-Jun-22	22-Nov-23	APPROVED	30-32 Essex Crescent (Lot 18B)	Occupancy Permit: New semi-detached dwelling	Golden HM Trading Inc.	13-Dec-23
22-922	684514	337-BLD-22	09-Aug-22	22-Nov-23	APPROVED	102 Holmes Lane (Lot 21-81)	Occupancy Permit: New single-detached dwelling	Leroy MacLeod	13-Dec-23
22-923	684514	338-BLD-22	09-Aug-22	22-Nov-23	APPROVED	104 Holmes Lane (Lot 21-82)	Occupancy Permit: New single-detached dwelling	Leroy MacLeod	13-Dec-23
23-1325	1047562	279-BLD-23	19-Jul-23	21-Nov-23	APPROVED	201-203 Stanmol Drive (Lot 37)	New semi-detached dwelling	Falcon Homes PEI	12-Dec-23
23-1394	276436	284-BLD-23	24-Jul-23	20-Nov-23	APPROVED	2 St. Peters Road	Construct a 1044 sq. ft addition to office building	Myron Yates	11-Dec-23
23-1897	706804	330-BLD-23	24-Aug-23	22-Nov-23	APPROVED	35 Ash Drive	Create a secondary suite in basement	Jeremy MacAulay	13-Dec-23
23-2304	1161165	354-BLD-23	12-Sep-23	20-Nov-23	APPROVED	13 Neill Drive (Lot 228)	New single-detached dwelling + Secondary Suite	Star Homes and Construction	11-Dec-23
23-2513	396747	360-BLD-23	21-Sep-23	21-Nov-23	APPROVED	78 Brackley Point Road	New single-detached dwelling	Vision Holdings Inc. (Darrell Adams)	12-Dec-23
23-2815	387910	370-BLD-23	04-Oct-23	23-Nov-23	APPROVED	618 University Avenue	Interior renovation: Construct five new offices	Jackie MacPhail	14-Dec-23
23-2998	1166008	373-BLD-23	12-Oct-23	23-Nov-23	APPROVED	17 Neill Drive (Lot 229)	New single-detached dwelling	Bashir Mayaleh	14-Dec-23
23-3114	1152339	380-BLD-23	17-Oct-23	20-Nov-23	APPROVED	32 Alice Avenue (Lot 140)	New single-detached dwelling	Will Johnston	11-Dec-23
23-3294	394684	385-BLD-23	25-Oct-23	20-Nov-23	APPROVED	16 Centennial Drive	Convert meeting room to two dwelling units; add tub in third unit	BMD Construction Inc.	11-Dec-23
23-3441	339739	394-BLD-23	31-Oct-23	22-Nov-23	APPROVED	19 Richmond Street	Footing Permit: New 4-storey, 31-unit apartment building (Phase 1 - Foundation)	Jackie and Phil O'Halloran	13-Dec-23
23-3443	387639	021-DEM-23	31-Oct-23	20-Nov-23	APPROVED	25 Capital Drive	Demolition of single-detached dwelling	Building with Vision Ltd.	11-Dec-23
23-3468	353615	396-BLD-23	01-Nov-23	23-Nov-23	APPROVED	45 Spring Park Road	12' x 16' accessory building	Valentine Gomez	14-Dec-23
23-3791	275966	025-DEM-23	14-Nov-23	20-Nov-23	APPROVED	3 MacIntyre Drive	Demolition of single-detached dwelling	Colleen MacKay	11-Dec-23



**WATER AND SEWER UTILITY COMMITTEE
REPORT TO COUNCIL
DECEMBER 11, 2023**

The Water and Sewer Utility Committee met on November 20, 2023.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

Water & Sewer Utility Committee
Monday, November 20, 2023
12:00PM

Present: Councillor Bob Doiron, Chair
Councillor Justin Muttart, Vice-Chair
Councillor Kevin Ramsay, Member at Large
Mayor Philip Brown, Member at Large
Sue Fraser, Director
Richard MacEwen, UM
Joshua McInnis, Assistant UM
Pauline Gass, OC
Alistair Ozon, Water Coordinator
Dan Whalen, Guest

Regrets: Eleanor Mohammed, CAO

1) Call to Order

Councillor Bob Doiron called the meeting to order at 12:00pm.

2) Approval of Agenda

The agenda was approved with a change of order in Reports/Discussions and adding Buffer Zones; Questions re: 105 Kent St; Staffing Issues; and Fibre Op Audit to date.

3) Declarations of conflict of interest

There was a conflict of interest with water servicing to property outside City – PID #133405 declared by Councillor Bob Doiron, Chair.

4) Adoption of Minutes

It was moved by Councillor Kevin Ramsay and seconded by Councillor Justin Muttart that the minutes October 12, 2023, be approved.

CARRIED

5) Business arising from Minutes

None.

6) Reports / Discussions

- a) MoU with the Nature Conservancy of Canada – Alistair Ozon gave a report update. This is just the groundwork and the NCC is looking for a commitment from the City of Charlottetown to sign the MoU. There was much debate whether to sign now or later.

Staff recommendation to proceed with signing the Memorandum of Understanding was rejected by Committee.

It was moved by Mayor Philip Brown not to proceed with signing the Memorandum of Understanding with the Nature Conservancy of Canada at this time. It was seconded by Councillor Justin Muttart.

CARRIED

- b) Water servicing to property outside City – PID #133405 – The UM reminded the committee that any requests for services outside the City, requires that it goes to committee and then council for decision. The UM is recommending not to service this property as it is in the wellfield area. It is proposed to be developed as commercial property. The development would be located within the five-year capture zone surrounding the wellfield. Dan Whalen, owner of property, stated he would sell some of the property to the Utility. The UM said there will be no sewer on the property and there are potential risks associated with petroleum products, salt and other potential materials which could affect the drinking water. The UM would recommend purchasing all one hundred (100) acres or at least sixty (60) acres. The property is zoned agricultural under the Community of Brackley.

Staff recommendation to not provide water service to PID No. 133405, was rejected.

It was moved by Mayor Philip Brown to provide water service to PID No. 133405. It was seconded by Councillor Kevin Ramsay.

CARRIED

- c) Malpeque Road Water Station – roof – The UM stated there were two (2) bids that were submitted. Robertson Restoration submitted the low bid at a cost of \$271,000.00 (plus applicable taxes).

Staff recommendation to award the tender to Robertson Restoration was rejected.

It was moved by Councillor Justin Muttart to reject the bids for a slate roof, seconded by Councillor Kevin Ramsay.

CARRIED

- d) Charlottetown Pollution Control Plant – Redundant PLC Upgrade – The UM stated that Graybar is the only supplier for the upgrades.

It was moved by Mayor Philip Brown to the purchase of a redundant PLC system from Graybar in the amount of \$94,537.62 (plus applicable taxes), seconded by Councillor Kevin Ramsay.

CARRIED

- e) CPCP Digester Repairs Tender – Change Order – The UM stated that the percentage of solids in the digester sludge was higher than estimated resulting in it costing more than approved. The Change Order would be for \$65,184.00 (plus applicable taxes).

It was moved by Councillor Kevin Ramsay to the increased Change Order to \$65,184.00 (plus applicable taxes), seconded by Mayor Philip Brown.

CARRIED

- f) RFQ Knuckle Boom Crane, Toolbox and Dump Box – The UM stated that PWs had an RFQ for two (2) and Utility would like to procure one (1) Knuckle Boom Crane, Toolbox and Dump Box with the low bidder, Action Car and Truck in the amount of \$101,136.69 (plus applicable taxes).

It was moved by Councillor Kevin Ramsy to purchase one (1) Knuckle Boom Crane, Toolbox and Dump Box from Action Car and Truck at the cost of \$101,136.69 (plus applicable taxes), seconded by Mayor Philip Brown.

CARRIED

- g) Buffer Zones – The UM said that the Water & Sewer Utility has stronger power now due to the MGA (outside City boundaries).
- h) UCC – Mayor Philip Brown wanted to know how the contract was coming along with UCC? The UM said they are working on the maintenance contract. There are still connections to be made including CPCP and Mount Edward Road Booster Station. Councillor Bob Doiron would like an update at the December meeting. Mayor Philip Brown would like to see a value for money audit completed.
- i) Staff – Councillor Bob Doiron questioned why the Account / Operations Clerk (Finance / Utility) position has been vacant for over a year. The UM said it is with Human Resources and will have an update at the December meeting.
- j) Workspace – Councillor Bob Doiron asked about the work spaces for Utility, where everyone is going. The UM said that no staff at City Hall will be moving to the new building. They are working on a new office layout within City Hall.
- k) Payment of Services – Councillor Bob Doiron said that when he had to make an Application for Services, he had to go to the front counter to pay since he was paying by debit. He asked why there was no debit machine in Utility? The UM said that it may be addressed with the new workspace design.

8) Introduction to New Business

There is no new business.

9) Adjournment of Public Session

It was moved by Mayor Philip Brown and seconded by Councillor Kevin Ramsay to adjourn the meeting at 1:46pm.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Water and Sewer Utility #1

MOTION CARRIED _____

MOTION LOST _____

Date: December 11, 2023

Moved by Councillor _____ **Bob Dorion**

Seconded by Councillor _____ **Justin Muttart**

RESOLVED:

That City Council authorize the roof repair at the Malpeque Water Station using existing asphalt material as an interim measure



City of Charlottetown Committee Report

Report No: WSC 24-23

Date: December 8, 2023

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

Attachments:

Report WSC 19-23 Malpeque Road Water Station – Roof Replacement

Reporting Department:
Water and Sewer

Other Associated Departments:
N/A

Prepared by: Richard MacEwen, Utility Manager

Report Title:

Malpeque Road Water Station – Roof Replacement Supplemental to Council

Report Purpose:

To inform Council of the results of the Malpeque Road Water Station – Roof Replacement tender and follow-up funding inquiries.

Staff Recommendation:

That the asphalt roof be repaired with existing material as an interim measure under insurance coverage.

Report Details:

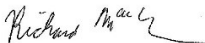

The Malpeque Road Water Station – Roof Replacement tender closed October 19, 2023, at 2:00 PM. A public opening occurred immediately following the tender closing. The City received two (2) submissions as follows:

Firm Name	Total Submission Price
EVO Group	\$342,800.00 (plus all applicable taxes)
Robertson Restoration	\$271,000.00 (plus all applicable taxes)

Robertson Restoration submitted the low bid.

The property was designated a Heritage Resource by the City of Charlottetown in 1999. The property is listed in the Canadian Register of Historic Places. There are no known restoration related funding sources.

Insurance coverage is anticipated to cover an amount equivalent to completing asphalt shingle repairs estimated at \$18,000 plus HST.

<p>Council or Committee History: Project was approved in the Annual Capital Budget. Council requested additional information regarding potential funding and insurance coverage.</p>	
<p>Financial Implications: The Utility budgeted for maintenance.</p>	
<p>Public Engagement and Communication: NA</p>	
<p>Legislative Authority: MGA Part 7 Division 3 Water and Sewer Utilities.</p>	
<p>Strategic Alignment: Make sustainability, community resilience and climate change management and mitigation foundational criteria on which to base all infrastructure investment decisions.</p>	
<p>Reviewed By:</p>	
<p>Manager </p>	<p>CAO/Director </p>
<p>Committee Recommendation: (if differing from staff) Previous Committee recommendation was to not award the tender. City Council deferred the resolution seeking additional information on funding and insurance.</p>	



PUBLIC WORKS COMMITTEE

REPORT TO COUNCIL December 11th, 2023

The Public Works Committee met on November 22nd, 2023, with draft minutes included in the Regular Monthly Council package."

"

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Tgi wct'O qpj n' 'Eqwpekr' cemi g0

There are seven (7) resolutions attached for consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

PUBLIC WORKS COMMITTEE
Wednesday, November 22nd, 2023
4:00PM COUNCIL CHAMBERS

Present: Councillor Julie McCabe, Chair
Councillor Mitchell Tweel
Councillor John McAleer
Mayor Philip Brown
Joe MacKinnon, AMPW
Kelsie Donovan, AA
Ylber Gashi, PE

Guests:

Regrets: Scott Adams, MPW

CALL TO ORDER

Chair McCabe called the meeting to order at approximately 4:00PM. Mayor Brown gave his condolences and sympathies to Riley Tweel on the passing of his father Donnie Tweel and for Scott Adam's on the passing of his grandmother.

DECLARATIONS OF CONFLICT OF INTEREST

No declarations of conflict.

APPROVAL OF AGENDA

It was moved by Councillor McAleer and seconded by Mayor Brown that the agenda be approved. 2-0

ADOPTION OF MINUTES

It was moved by Mayor Brown and seconded by Councillor Tweel that the Public Works Committee minutes from September 27th, 2023, be approved. 2-0

BUSINESS ARISING FROM THE MINUTES

No business arising from the minutes of September 27th, 2023.

REPORTS

CAPITAL CONSTRUCTION PROJECTS UPDATE

Ylber Gashi stated that we completed our Street Resurfacing list, sidewalk on Irwin Drive, Westridge Crescent, Towers Road, Passmore Street, and Charlottetown Perimeter Highway. We have a few projects left to finish up this year and we are starting Eastern Gateway Phase 1 this Friday.

Councillor McAleer was wanting to know where the allocation for the 2.5 million dollars that was under budget

for the Queen Street Parkade went. Ylber stated that the 2.5 million was allocated for the work that still needs to be done there, right now we are in the initial stages of the expression for interest that went out and I believe there are two parties, just waiting to hear back on their proposals.

Mayor Brown asked about the Beach Street/ Park connector. Are we doing any fencing or is that through the Province. Chair stated that we are doing the fencing and that she believes fencing has been ordered. Ylber stated he would have to follow up with that question. Mayor Brown asked if you can anchor the fencing down with concrete footings and is that something we can do in the winter months.

Mayor Brown asked about Street Resurfacing, there had been three tenders and where are we now with this project. Ylber stated that the asphalt plant is closing this week, so we are done for the season. Ylber stated that the Eastern Gateway Phase 1 project, there will be some paving for that, we will be focusing on the base for the winter months. Mayor Brown asked how many streets were done, was Mount Edward Road done or will that be done next year? Joey MacKinnon stated that our asphalt plant has completed the list of streets and is closing this week. We have another provider for the Eastern Gateway Phase 1. All streets that were on the list have been completed.

Mayor Brown asked if the Active Transportation is part of this year's Eastern Gateway Phase 1. Ylber Gashi stated that the main focus for this winter will be to complete the water line and then staff will return in the Spring of 2024 to complete the rest of Phase 1.

Councillor Tweel stated that the Active Transportation pathway on Towers Road is completed but noticed there is still some cosmetic work that needs to be completed. Will that be happening now or in the spring. Ylber stated that they will do the reinstatement this year and sodding will be completed. They will also reevaluate the area next year to see if there is anything else that is needing completed. Councillor Tweel asked if there are any other amenities that need to be completed for this project, will there be a realignment of the Montgomery side. Ylber stated that it is not a part of this contract, but it is something they are looking into.

Councillor Tweel stated that he was not able to attend the open house for the gateway project. He has major concerns about the stalk holders and construction industry when they come out of the area, they can drive straight through now but with the new construction they will have to take a left hand turn then a right-hand turn. He asked what kind of feedback they got from the Construction Industry regarding the challenges to the new proposed Eastern Gateway construction. Chair stated that the night of the open house there was a lot of discussion and there is going to be some follow up meetings with Scott Adams, Downtown Charlottetown Inc (Don Allen) and Port Authority (Mike Cochran) who did have concerns about the two projects coming together. Ylber stated that there was a traffic study done and those concerns were settled months ago. Councillor Tweel stated that for future references he would like to see correspondence.

Mayor Brown asked about Spencer Drive, Spencer drive to Mount Edward Drive. Concerns for Ash Drive as there would be a through way and extra traffic. Mayor Brown believes there should be a poll for Montgomery residents so we can get their feedback and concerns. Manager of Public Works and WSP came up with a design that would not allow traffic to go straight up as residents on Ash Drive don't want traffic going through there. Ylber stated that right now at the intersection you can go straight through from Towers Road onto Montgomery. It's not properly aligned so it's just the fact that we must widen and line it up a bit and giving them a left hand turn so they can turn left if they are coming south onto Mount Edward Road.

TENDERS

- 1) (2) 2024 Hybrid Trucks

It was moved by Councillor Mayor Brown and seconded by Councillor McAleer. 3-0

- 1) 2024 Plug-In Hybrid SUV

It was moved by Mayor Brown and seconded by Councillor Tweel. 3-0

- 2) Knuckle Boom Crane, Tunnel Toolbox & Dump Box

Councillor McAleer would like to know who the other tender came from and how much was it.

It was moved by Mayor Brown and seconded by Councillor Tweel. 3-0

- 3) Survey Data Collection Services

It was moved by Mayor Brown seconded by Councillor Tweel. 3-0

- 4) (8) 2024 Ford Explorer Police Hybrid SUV

Mayor Brown asked for the total budget for the Police. He asked if this purchase was in their budget. Mayor just wanted to clarify that 3 vehicles are in the 2023-2024 budget and 5 are in the budget for the 2024-2025. Mayor Brown would like to see the breakdown per vehicle with the Provincial and Federal Funding.

It was moved by Councillor Tweel and Seconded by Councillor McAleer. 3-0

- 5) 2024 Tandem Dump Truck

Mayor Brown asked for the other bids to be added to the report. This item did not go out to tender, Mayor Brown wants to ensure we are within the proper policy and procedures.

It was moved by moved by Mayor Brown seconded by Councillor Tweel. 3-0

- 6) Chipper Truck with Aerial Bucket

Mayor Brown wants clarification of reallocating funds from the University Avenue Phase 1 before it is brought to Council.

Councillor Tweel wants to ensure we have the proper specifications for our needs. It was stated that the specifications are within the normal scope of work.

It was moved by Mayor Brown and seconded by Councillor Tweel. 3-0

INTRODUCTION OF NEW BUSINESS

1) Civic Board for Persons with Disabilities – Quick update

Committee met on November 21st; they are working on the Accessible Taxi that is now in full operation in Charlottetown looking at getting that promoted throughout the City through our Communications. It is accessible for 24hrs service and accessible for no accessible needs.

There are also going to be some criteria created for the Business Awards for Accessibilities. They are hoping as a city we might be able to map out and where our all our accessibility parking spaces are. There was talking about connecting with the Manager in Parks and Engineer responsible for Simmons about accessibility.

2) Christmas Tree Lighting

Mayor Brown wants to ensure that the City is distributing the Christmas Decoration throughout the whole City appropriately. Joey MacKinnon stated several areas of the City that have already had Christmas Decorations set up.

MOTION TO ADJOURN

Moved by Mayor Brown and seconded by Councillor McAleer the meeting adjourned at approximately 5:00PM

The next regular meeting of the Public Works Committee is tentatively set for 4:00pm on Wednesday, December 27th, 2023, at City Hall.

- End -

Councillor J. McCabe, Chair

October 17th, 2023

Civic Board for Persons with Disabilities

City of Charlottetown Town Hall, Parkdale Room, 4 pm

Present:

Linda Clark
Mayor Philip Brown
Councillor Julie McCabe
Glenn Flood
Anthony Welch
Judith Bayliss

Regrets:

Allison Faithful
Alison Galley
Ryan Bolger

1. Call to order at 4.00 pm
2. Declarations of conflict interest:
 - a. Ryan Bolger resigned due to being employed by the City
3. Agenda approved
4. Adoption of Minutes from September 19th 2023
5. **Business arising from Minutes**
 - a) Chief of Police Brad McConnell unable to attend this October meeting but will attend the scheduled November meeting.
 - b) Guest Speaker Devin Broom, Executive Director Resource Abilities presented on progress re: introduction of fully accessible taxi service in Charlottetown and Summerside.

There is an agreement negotiated with Coop Taxi Co to provide 24/7 service for people with disabilities, with three drivers who are splitting the shifts between them. Issues raised included: some of the drivers are reluctant to go further with this project as they feel they are limited to only people with disabilities. Funding of \$20,000 per vehicle may not be enough. Linda suggested approaching the province to increase funding to \$30,000. However, Board members were not clear about the financing after the presentation, and needed more details to be fully informed about actions required and responsibilities.

Action: Judith to discuss further with Devin to clarify the details, and the Board will then be provided a further update once that conversation has taken place.

Action: Judith to follow up with Devin for pictures of taxis with decals.
6. **Reports**
 - a) Ideas for Business for Accessibility Awards - deferred to next meeting.
 - b) Discuss on how to evaluate for these awards (criteria)

7. New Business

- a) Tony raised issues around accessible housing for people with disabilities. Discussion followed.

- b) Mayor attended a bus ride with CNIB. There are difficulties for people with visual impairment using the buses that need to be addressed. National launch re public accessibility scheduled for October 19 @ 1 pm at the Confederation Centre, Studio One.

- c) Mayor issued an invite to the Board for a session on code of conduct for Board members. Information to follow.

- d) Meeting start time going forward will be 3:30 pm to allow for staff presence.

8) Meeting adjourned at 5 pm (moved by Linda, seconded by Tony)

CAPITAL PROJECTS		Updated: 2023-11-20											
PROJECT	PROJECT STATUS	PERCENTAGE COMPLETE	NOTES	Originating Department	CONSULTANT	CONTRACTOR	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	BUDGET	AWARDED COST (excluding taxes)	ESTIMATE VALUE OF CHANGE ORDERS	EXPENSE TO DATE	ACTUAL COST (excluding taxes)
COMPLETE													
St Peters Rd/Belvedere Roundabout	Project Complete	Complete		Public Works	Harbourside Eng.	Island Coastal Services	Summer 2022	Aug-23	PW: 5,500,000 W&S: 1,500,000	PW: 5,754,393 W&S: 1,356,274	n/a	3,919,467	TBD
New Sidewalk-Westridge Cres-Westcomb Cres to Wilmont Lane	Project Complete	Complete		Public Works	Harbourside Eng.	Earthform Construction	early Spring	Jul-23	470,000	406,550	0	263,750	TBD
Beach St/Park Corner Connector	Project Complete	Complete		Public Works	Morris Geomatics & Engineering Ltd.	Island Coastal Services	2023-06-01	Jul-23	802,760	9,900	n/a	289,570	TBD
Sidewalk -Wedgewood Ave-Brows Lane to Gordon Dr	Project Complete	Complete		Public Works	Harbourside Eng.	Earthform Construction	Spring '23	Completed in Summer '23	645,000	560,500	0	47,500	TBD
PW New Building	Project Complete	Complete		Public Works	Sable Arc Studios	Fitzgerald and Snow	In Progress	Sep-23	6,600,000	5,686,000	300,000	4,519,666	5,986,000
Beach Grove Rd - Culvert Replacement	Project Complete	Complete		Public Works	Exp.	BirchHill Construction	early Spring	Aug-23	PW: 3,500,000 W&S: 50,000	PW: 3,287,752.52 W&S: 50,000	7,580	2,537,935	TBD
Street Resurfacing	Project Complete	Complete		Public Works	Internal	Island Construction	2023-06-01	Completed in Fall '23	4,800,000	2,691,891	n/a	n/a	TBD
Passmore St Reconstruction	Project Complete	Complete		Public Works	Exp.	Island Coastal Services	Spring '23	Completed in Fall '23	PW: 1,100,000 W&S: 875,000	1,683,160	n/a	n/a	TBD
Charlottetown Perimeter Highway - AT Corridor (Phase 3)	Project Complete	Complete		Environment & Sustainability	CBCL	TBD	45108	Completed in Fall '23	E&S: 700,000	TBD	n/a	n/a	TBD
Towers Rd AT - Mt Edward Rd to Mall Entrance	Project Complete	Complete		Public Works	Exp.	Duffy Construction	45108	Completed in Fall '23	750,000	659,230	n/a	n/a	TBD
Sidewalk -Irwin Dr - Gates Dr to Malpeque Rd	Project Complete	Complete		Public Works	Exp.	Earthform Construction	Summer '23	Completed in Summer '23	303,000	603,100	n/a	n/a	TBD
Street Rehabilitation/Intersection Upgrades													
Street Rehabilitation- Eastern Gateway Phase 1	Project Awarded - Construction in Progress	<10%	Grafton Street water line complete in 2023. Remaining work in Spring	Public Works	Exp.	BirchHill Construction	2023-11-01	Completed late '23	PW: 5,250,000 W&S: 2,700,000	PW: 4,313,328 W&S: 2,770,910	n/a n/a	n/a n/a	TBD TBD
University Ave Rehabilitation - Phase 1	Design In Progress	25%	awaiting u/g utility cost estimates	Public Works	Exp.	TBD	Summer '23	Spring 2024	PW: 5,500,000 W&S: 750,000	TBD TBD	n/a	n/a	TBD
Seaview Blvd Reconstruction	n/a	n/a	postponed - tender in 2024	Public Works	Exp.	TBD	Summer '23	Completed in Fall '23	PW: 2,000,000 W&S: 875,000	TBD TBD	n/a	n/a	TBD
Spencer Drive Extension	Design In Progress	75%	tender ready end of 2023	Public Works	Exp.	TBD	Summer '23	Completed late '23	3,000,000	TBD	n/a	n/a	TBD
Sidewalks - Repair/ Reconstruction													
Grafton St - Weymouth to Hillsborough	Design In Progress	75%	completion in 2024	Public Works	Harbourside Eng.	TBD	Summer '23	Completed in Summer '23	450,000	TBD	n/a	n/a	TBD
Sidewalk - New Construction													
West Ridge Cres - Wilmont Ln to Patterson	Project Awarded - Construction in Progress	90%	concrete and pipe work complete. Asphalt remaining	Public Works	Exp.	Earthform Construction	Summer '23	Completed in Summer '23	345,000	932,025	n/a	n/a	TBD
University Ave - Capital Dr to Buchannon Dr	Design In Progress	25%	completion in 2024	Public Works	Harbourside Eng.	TBD	Summer '23	Completed in Summer '23	150,000	TBD	n/a	n/a	TBD
Multipurpose Trail - New Construction													
East Royalty Rd - MacRae Dr to MacWilliams Rd	Project Awarded - Construction in Progress	85%	pipeing and curb complete. Final paving to be done in 2024.	Public Works	Exp.	TBD	Fall '23	Completed in Fall '23	1,105,000	TBD	n/a	n/a	TBD
Grafton St - Edward St to Hilsborough Bridge	Project Awarded - Construction in Progress	<10%	project to be part of Eastern Gateway	Public Works	Exp.	TBD	Fall '23	Completed in Fall '23	570,900	TBD	n/a	n/a	TBD
Storm Water Management													
Water Street Replacement	Tender Docs In Progress	n/a	project complete in 2024	Public Works	TBD	TBD	2024	Jul-05	250,000	TBD	n/a	n/a	TBD
Municipal Buildings													
Hillsborough Park Comm. Centre Upgrades	Tender Posted	n/a	Tender closed - not awarded. Reviewing with consultant	Public Works	Coles Associates Ltd	TBD	Summer '23	Completed in 2023	580,000	TBD	n/a	n/a	TBD
Hertz Hall Building Upgrades	Tender Posted	n/a	Tender closed - not awarded. Reviewing with consultant	Public Works	Coles Associates Ltd	TBD	Summer '23	Completed in 2023	400,000	TBD	n/a	n/a	TBD
Construction of New Transit Facility	Tender Docs Posted	n/a	Request for Expression of Interest posted - Closing December 8	Environment & Sustainability	WSP	TBD	TBD	TBD	E&S: 10,293,998	TBD	n/a	n/a	TBD
Mt. Edward Road Transit Building Upgrades	Design In Progress	75%	Current building upgrades needed	Environment & Sustainability	Coles Associates Ltd	TBD	TBD	Completed in 2023	205,000	TBD	n/a	n/a	TBD
Redevelopment of Queen Street Parkade	Design In Progress	n/a	Ongoing	Public Works	Internal	TBD	TBD	TBD	2,500,000	TBD	n/a	n/a	TBD
Street Lighting													
Fitzroy St. Rochford to Terry Fox Dr.	Project Awarded - Construction in Progress	75%	awaiting light fixture delivery-underground works complete	Public Works	Coles Associates Ltd	TBD	Summer '23	Completed in 2023	150,000	159,700	n/a	n/a	TBD



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____
MOTION LOST _____

Public Works Committee #1

Date: December 11th, 2023

Moved by Councilor _____ Julie McCabe

Seconded by Councilor _____ John McAleer

RESOLVED:

That, as per the conditions of the request for quotes for two "2024 Hybrid Trucks" the bid of Fair Isle Ford in the amount of \$87,502.50 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-001

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Attachments:

Spreadsheet

Reporting Department:
Public Works

Other Associated Departments:
Environment and Sustainability

Prepared by:
Scott Adams

Report Title:
2024 Hybrid Trucks

Report Purpose:
To inform the Public Works Committee and City Council of the results on the Request for Quotes for two 2024 Hybrid Trucks. There was one submission received from the public tender.

Staff Recommendation:
That Council accepts the bid submitted by Fair Isle Ford as the lowest tender quoted for two 2024 Ford Maverick XLT FWD Hybrid. This additional equipment was approved in the 2023 / 2024 Capital budget.

Report Details:
A request for quotes was posted to tender and closed on September 15th, 2023. One submission was received. The sole quoted submission met all specs required.

Council or Committee History:
Council approved this purchase through the 2023 / 2024 Capital Budget.

Financial Implications:
Budget allocation for this project is provided in the 2023 / 2024 Capital Budget.

Public Engagement and Communication:
n/a

Legislative Authority:
PEI MGA, Part 5, Division 2

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager / Director



CAO



Committee Recommendation: (if differing from staff)

Public Works Electric Vehicle Discount and Rebates				
Unit	Invoice Cost	Federal Rebate	Provincial Rebate	Cost after rebate
2023 Ford Lightening 1/2 Ton Crew Cab	\$ 76,120.25	\$ 5,000.00	\$ 5,750.00	\$ 65,370.25
2023 Ford Lightening 1/2 Ton Crew Cab	\$ 76,120.25	\$ 5,000.00	\$ 5,750.00	\$ 65,370.25
2024 Ford Maverick 1/4 Ton Crew Cab Hybrid	\$ 43,645.00	DNQ	DNQ	\$ 43,645.00
2024 Ford Maverick 1/4 Ton Crew Cab Hybrid	\$ 43,645.00	DNQ	DNQ	\$ 43,645.00
2024 Ford Escape Plug in Hybrid	\$ 54,337.85	\$ 5,000.00	\$ 3,250.00	\$ 46,087.85
<i>**DNQ - Does not qualify for PHEV rebates.</i>				
Police Hybrid SUV				
Unit	Invoice Cost	Dealer Discount	Fleet Discount	Cost after discounts
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25
2024 Police Explorer Hybrid	\$ 76,594.25	\$ 5,750.00	\$ 3,000.00	\$ 67,544.25

All rebates are applied at the dealership. There is no application on the city's part.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____
MOTION LOST _____

Public Works Committee #2

Date: December 11th, 2023

Moved by Councilor _____ Julie McCabe

Seconded by Councilor _____ John McAleer

RESOLVED:

That, as per the conditions of the request for quotes for a "2024 Plug In Hybrid SUV" the bid of Fair Isle Ford in the amount of \$54,337.85 less Federal Incentive of \$5000.00 and Provincial Incentive of \$3250.00 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-002

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Attachments:

Spreadsheet

Reporting Department:
Public Works

Other Associated Departments:

Prepared by:
Scott Adams

Report Title:
2024 Plug in Hybrid SUV

Report Purpose:
To inform the Public Works Committee and City Council of the results on the Request for Quotes for one 2024 Plug in Hybrid SUV. There were three submissions received from the public tender.

Staff Recommendation:
That Council accepts the bid submitted by Fair Isle Ford as the lowest tender quoted for a 2024 Ford Escape Plug in Hybrid. This additional equipment was approved in the 2023 / 2024 Capital budget.

Report Details:
A request for quotes was posted to tender and closed on September 15th, 2023. Three submissions were received. The lowest quoted submission met all specs required.

Council or Committee History:
Council approved this purchase through the 2023 / 2024 Capital Budget.

Financial Implications:
Budget allocation for this project is provided in the 2023 / 2024 Capital Budget.

Public Engagement and Communication:
n/a

Legislative Authority:
PEI MGA, Part 5, Division 2

Strategic Alignment:
Infrastructure and the Environment

Reviewed By:

Manager / Director



CAO



Committee Recommendation: (if differing from staff)



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____
MOTION LOST _____

Public Works Committee #3

Date: December 11th, 2023

Moved by Councilor _____ Julie McCabe

Seconded by Councilor _____ John McAleer

RESOLVED:

That, as per the conditions of the request for quotes for one (1) "Knuckle Boom Crane, Toolbox and Dump Box" the bid of Action Car and Truck Accessories Inc in the amount of \$50,568.35 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-003

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
Water and Sewer

Prepared by:
Scott Adams

Attachments:

Report Title:
Knuckle Boom Crane, Toolbox and Dump Box

Report Purpose:
To inform the Public Works Committee and City Council of the results on the Request for Quotes for two (2) Knuckle Boom Crane, Toolbox and Dump Box. One is for the Public Works Department and the other is for the Water and Sewer Department. There were two submissions received from the public tender and Action Car and Truck Accessories was the lowest tender submitted.

Staff Recommendation:
That Council accepts the bid submitted by Action Car and Truck Accessories as the lowest tender quoted for one Knuckle Boom Crane, Toolbox and Dump Box. This additional equipment was approved in the 2023 / 2024 Capital budget. The second will come as a resolution through Water and Sewer. These items were tendered together.



Report Details:
A request for quotes was posted to tender and closed on October 10th, 2023. Two submissions were received. The lowest quoted submission met all specs required.

Council or Committee History:
Council approved this purchase through the 2023 / 2024 Capital Budget.

Financial Implications:
Budget allocation for this project is provided in the 2023 / 2024 Capital Budget.

Public Engagement and Communication:
n/a

Legislative Authority:
PEI MGA, Part 5, Division 2

Strategic Alignment: Infrastructure and the Environment	
Reviewed By:	
Manager / Director 	CAO 
Committee Recommendation: (if differing from staff)	



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Public Works Committee #4

Date: December 11th, 2023

Moved by Councillor _____ **Julie McCabe**

Seconded by Councillor _____ **John McAleer**

RESOLVED:

That, as per the conditions of the public request for quotation for "Survey Data Collection Services" the submission of Morris Geomatics & Engineering Ltd. in the amount of \$55,850.00 (plus all applicable taxes) plus a provisional rate for additional work of \$152.50 per hour (plus all applicable taxes) be accepted.

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



City of Charlottetown

Report No: 2023-11-22-004

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Attachments:

- None

Department: Public Works

Prepared by: Scott Adams, Manager of Public Works

Report Title:

Survey Data Collection Services

Report Purpose:

To inform council on the results of the public request for quotation process associated with this project and recommend that it be awarded.

Staff Recommendation:

That Council approve the attached resolution.

Report Details:

The Survey Data Collection Services request for quotation was publicly posted, closing October 27, 2023, at 2:00 PM local time. A public opening occurred immediately following tender closing. The City received two (2) submissions as follows:

Firm Name	Total Submission Price
Morris Geomatics & Engineering Ltd.	\$55,850.00 (plus all applicable taxes)
GeoTerra Surveys	\$96,320.00 (plus all applicable taxes)

Morris Geomatics & Engineering Ltd. was the low bidder, and based on this, the Department recommends this contract be awarded to them. The Public Works Department has worked with Morris Geomatics & Engineering Ltd. numerous times in the past on a variety of projects without issue and is confident that the firm is capable of carrying out the work to the satisfaction of the City staff.

The work undertaken as part of this contract will be used in the engineering design of various infrastructure projects. Conducting this work separately and in advance of the engineering design work allows the process to be streamlined and the scheduling of the work to be improved.

Council or Committee History:

None

Financial Implications:

Budget allocation has been provided in the 2023-2024 Capital Budget for the expenditure associated with this project.

Public Engagement and Communication:

None

Legislative Authority:

None

Strategic Alignment:

Infrastructure and the Environment

Reviewed By:

Manager / Director



CAO



Committee Recommendation: (if differing from staff)



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Public Works Committee #5

Date: December 11th, 2023

Moved by Councilor _____ **Julie McCabe**

Seconded by Councilor _____ **John McAleer**

RESOLVED:

That, as per the conditions of the request for quotes for eight (8) "2024 Police Ford Explorer Hybrid SUV's the bid of Fair Isle Ford in the amount of \$542,754.00 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-005

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Attachments:

Spreadsheet

Reporting Department:
Public Works

Other Associated Departments:
Police Department

Prepared by:
Scott Adams

Report Title:
2024 Police Ford Explorer Hybrid SUV

Report Purpose:

To inform the Public Works Committee and Charlottetown City Council on the results of the Request for Quotes for eight (8) 2024 Ford Explorer Police Hybrid SUV's. Three (3) of these units were approved through the 2023 / 2024 Capital Budget. The order window for these units and for 2024's is open now. This order window will close soon. Both departments are requesting permission from council to place the orders for the 2024 allotment at the same time.

Staff Recommendation:

That Council accepts the bid submitted by Fair Isle Ford. Ford is the only current provider of Police Hybrid SUV's. These purchases continue the greening of our Police Fleet. Three of these SUV's were approved in the 2023 / 2024 Capital budget. The Public Works Department and The Police Department are recommending for council to approve the order of next years allotment (five units) to be placed at the same time to avoid delays in delivery and cost increases for 2024 / 2025.

Report Details:

A request for quotes was sought from Fair Isle Ford as the only provider of Police Hybrid SUV's. Ford is recommending that we order our allotment for next year as the 2025 models will see delays and price increases. Ordering for 2024 now will eliminate the delays in delivery for the police units required for next year.

Council or Committee History:

Council approved the purchase of three of these units through the 2023 / 2024 Capital Budget.

Financial Implications:

Budget allocation for this project is provided in the 2023 / 2024 Capital Budget. The additional five units are a part of the Fleet projections for Police being considered by council. The additional units will be delivered after the 2024 / 2025 capital budget.

Public Engagement and Communication:

n/a

Legislative Authority:

PEI MGA, Part 5, Division 2

Strategic Alignment:

Infrastructure and the Environment

Reviewed By:

Manager / Director



CAO



Committee Recommendation: (if differing from staff)



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Public Works Committee #6

Date: December 11th, 2023

Moved by Councilor _____ **Julie McCabe**

Seconded by Councilor _____ **John McAleer**

RESOLVED:

That, as per the conditions of the request for quotes on one "2024 Tandem Dump Truck" the bid of East Coast International in the amount of \$280,636.00 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-006

Date: November 22nd, 2023

Directed to Council through the following Committee:
Public Works Committee

Reporting Department:
Public Works

Other Associated Departments:
N/A

Prepared by:
Scott Adams

Attachments:

Report Title:
2024 Tandem Dump Truck

Report Purpose:
To seek permission to purchase a 2024 Tandem Dump Truck from East Coast International.

Staff Recommendation:
That Council accepts the bid submitted by East Coast International for one 2024 HX620 Tandem Dump Truck. This additional equipment was approved in the 2023 / 2024 Capital budget.

Report Details:
The Public Works Department's tandem dump truck failed in September, and it became too costly to fix. As such, it was sent to auction. This truck was a 1989 Ford that was refurbished from an old Fire Truck. Public Works is now in need of a tandem truck to continue with operations.

The market for single and tandem axle trucks has significant wait times. These wait times range from 12-24 months from date of PO. Public Works Fleet has spoken to numerous municipalities across Canada and they are all experiencing the same difficulties in securing truck Chassis.

A 2024 Tandem Axle Dump Truck is available through East Coast International for the Spring of 2024.

This Chassis became available and East Coast has agreed to allocate this to the City with approval from Council given our urgent needs.

Staff are recommending that council proceed with this purchase.

Council or Committee History:
Council approved this purchase through the 2023 / 2024 Capital Budget.

Financial Implications:

Budget allocation for this project is provided in the 2023 / 2024 Capital Budget.

Public Engagement and Communication:

n/a

Legislative Authority:

PEI MGA, Part 5, Division 2

Strategic Alignment:

Infrastructure and the Environment

Reviewed By:**Manager / Director****CAO****Committee Recommendation: (if differing from staff)**



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Public Works Committee #7

Date: December 11th, 2023

Moved by Councilor _____ **Julie McCabe**

Seconded by Councilor _____ **John McAleer**

RESOLVED:

That, as per the conditions of the request for quotes on one "Heavy Duty Work Truck complete with Chipper Body and 75' Aerial Bucket" the bid of Drive Products Inc. in the amount of \$429,900.00 plus all applicable taxes be accepted.

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



City of Charlottetown Committee Report

Report No: 2023-11-22-007

Date: November 21, 2023

Directed to Council through the following Committee:
Public Works Committee

Attachments:

Reporting Department:
Public Works

Other Associated Departments:
Environment and Sustainability

Prepared by:
Scott Adams

Report Title:
Heavy Duty Work Truck complete with Chipper Body and 75' Aerial Bucket

Report Purpose:
To seek permission to purchase (1) One Single Axle Heavy Duty Work Truck complete with Chipper Body and 75' Aerial Bucket.

Staff Recommendation:
That Council accepts the bid submitted by Drive Products Inc. for one (1) 2026 International HV607 Single Axle Truck. This truck will come equipped with 2025 Voth 141" Chipper Body and a 2025 Versalift VO-270_E Aerial Bucket. This equipment was approved in the 2023 / 2024 Capital budget.

Report Details:
The Public Works Department's posted for tender in September 2023 for One (1) Heavy Duty Work Truck Complete with Chipper body and 75' Aerial Bucket. Four bids were received. The lowest quoted bid received from Drive Products Inc meets the specifications, however all tender bids came in over budget.

At the management level, it was decided that the Fork Lift would be replaced with the 12" Hand Fed Wood Chipper and the backhoe would be replaced with the Chipper and Aerial Truck in the budget. The budget item numbers remained at the levels of the forklift and backhoe.

The Fork Lift was budgeted for \$45,000 +hst. The 12" Hand Fed Chipper came in at \$63,995 +hst. A (\$18,995) short fall.

The Backhoe was budgeted or \$250,000 +hst. The Aerial Truck with Chipper Box the lowest tender is at \$429,9000 + hst a (\$179,900) short fall.

As such, we are \$198,895 + hst overbudget for these items.

Public Works is recommending reallocating the funds from the University Ave Phase 1 project to cover the balance of this purchase.

Staff are recommending that council proceed with this purchase.

Council or Committee History:

Council approved this purchase through the 2023 / 2024 Capital Budget.

Financial Implications:

Budget allocation for this project is provided in the 2023 / 2024 Capital Budget. A reallocation of funds from the University Ave Phase 1 project to this purchase will not require new funds added to the capital budget.

Public Engagement and Communication:

n/a

Legislative Authority:

PEI MGA, Part 5, Division 2

Strategic Alignment:

Infrastructure and the Environment

Reviewed By:

Manager / Director



CAO



Committee Recommendation: (if differing from staff)



**ECONOMIC, TOURISM &
CULTURAL DEVELOPMENT COMMITTEE
REPORT TO COUNCIL
DECEMBER 11, 2023**

The Economic, Tourism & Cultural Development Committee met on November 15 and December 8, 2023, and the Arts Advisory Board met on November 9, 2023. These minutes have been included in your package.

There are two (2) resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

understanding at the time of the meeting that this part of the Strategic Business Plan process will conclude by the end of the fiscal year.

There was discussion on where The Guild's revenue comes from aside from bar and ticket sales as well as venue and office rentals, and it was noted that there will need to be new sources of revenue/sponsors to sustain operations.

It was questioned whether timelines should be examined for funding to The Guild to be reevaluated in future years.

It was moved by Councillor Tweel and seconded by Mayor Brown that the Committee support The Guild's request for \$25,000 and that it be expensed from the current allotment of funds approved for grants in the 2023/24 budget and that a resolution be forwarded to Council for their consideration. Carried.

7. New Business

Mayor Brown indicated that he would like to add an item to the December 13th Committee agenda relating to the recently held Victorian Christmas Market. He has received a concern from a resident pertaining to the generators used.

8. Motion to Adjourn

It was moved by Councillor Tweel and seconded by Councillor McAleer that the meeting be adjourned. Carried.

Meeting adjourned 12:40 PM



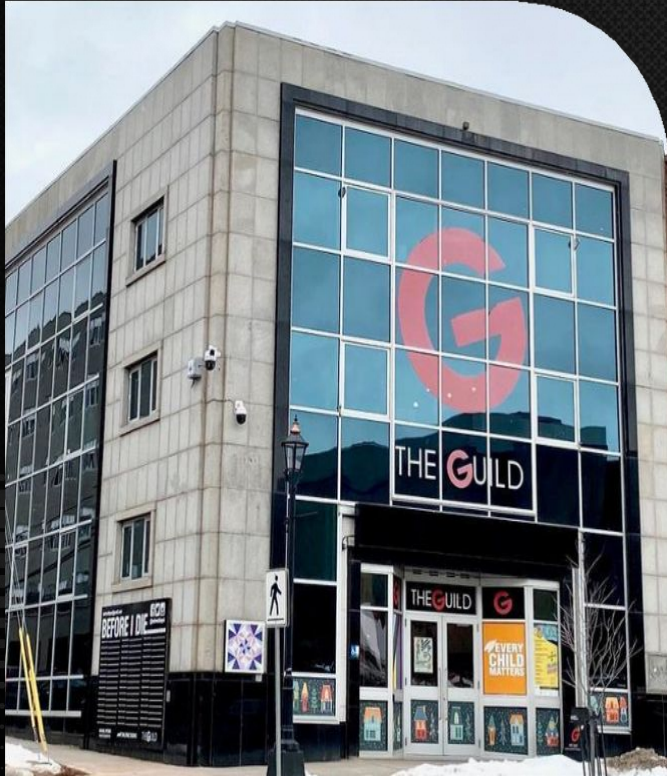
PEI Arts Guild Inc.

~The Guild~

Located In the Arts, Culture and Heritage District of Charlottetown

At the Corner of Queen and Richmond

PEI Arts Guild



The Guild is a Not-for-Profit and registered charity with a mandate by the Province of PEI to support new, emerging and professional artists, creative industries and community organizations through subsidies, mentorship, training and professional development opportunities.



Operations of this land mark in Charlottetown cannot be maintained under this mandate without continued operational support from our funding partners the Municipality of Charlottetown, and the Province of PEI

History of Financial Support

The City of Charlottetown has a long history of recognizing the importance of the Guild and its mandate to support the Arts and Culture Community in the Capital City of Prince Edward Island.

- **2004** Both the City of Charlottetown and the Province of PEI made a commitment to contribute no less than \$40,000 each annually to the operations.
- **2011** Due to financial challenges related to operations in December of that year the building was shut down
- **2012** Doors reopened with an increased financial commitment from the City and the Province both contributing \$55,000 and \$58,000 respectively.
- **2015 - 2020** Financial stability with the anchor tenant Anne and Gilbert (5 months of the year.)

PEI Arts Guild Inc. (The Guild)

Challenging Period

Audited financial data for 2021- 2023 has shown the Guild to have had financial losses.

- 2021 loss: \$70,178.00
- 2022 loss: \$152,482.00
- 2023 loss: \$114,560.00

The above losses were offset by covid funding and careful management, however, the challenge has been identified as a structural deficit related increased operational costs, as well as the footprint and age of the building.

PEI Arts Guild Inc. (The Guild)

Critical Juncture - 2023-2024

The Guild has suffered significant losses that are drastically reducing the financial viability and its capacity to maintain operations over the course of the of the next few months. We are on the verge of collapsing.

- **Internally**, we have dealt with the current condition by executing the following:
 - Eliminated four (4) staff positions, maintaining current staff levels at a bare minimum
 - Maintenance and property management is now cared for by the management team
 - Created a forecasting budget which is monitored regularly
 - Transparent with all of our funding partners re our challenges
 - Engaged MRSB for the purpose of conducting an Operational Overview.
 - Engaging Coles and Associates for a Building Condition Report Update, and, a HVAC Operational Analysis.

Critical Juncture - 2023-2024

- **Innovation PEI** has provided a \$25,000 grant dedicated to expenses related to the MRSB Operational Overview.
 - The Operational Overview will engage representation from the City, Province, The Guild Board of Directors, Management Team and the Arts Community to fully understand how the Guild and its existing footprint and location in the heart of the City of Charlottetown can best serve the arts and culture community.
- **City of Charlottetown** We respectfully request \$25,000 in a one time grant during this critical time. The support from the City of Charlottetown will provide the Guild with the required financial leverage needed in the next few months to keep our doors open & to complete the operational overview. Only then can we plan for the future of this valuable asset in the heart of the City of Charlottetown.

The Steering committee for the MSRB Overview consists of senior members from the City, Province, Arts community and the Board of Directors

Governing Board of Directors - PEI Arts Guild Inc.

Three Board Members appointed from the City of Charlottetown

- Kelley Mooney
- Haley Doherty
- Doug Dumais

Three Board Members appointed from the Province of Prince Edward Island

- Don Wagner, **Chair**
- Shawn Hogan
- Joan Turner Adams

Three Board Members appointed from the PEI Arts Guild Inc.

- Bill Chandler, **Vice Chair**
- Mary Nicholson, **Secretary**
- *Vacant*

PEI Arts Guild Inc. (The Guild)

**Economic, Tourism & Cultural Development
Committee Meeting
Wednesday, November 15, 2023
12:00 PM – Council Chamber**

Present: **Chair, Councillor Trevor MacKinnon** **Councillor John McAleer**
 Councillor Mitchell Tweel (12:10pm) **Eleanor Mohammed, CAO**
 Sue Fraser, DCS **Wayne Long, AMETCD**
 Doug Dumais, CEC **Cindy MacMillan, ERPC II**

Regrets: **N/A**

1. Call to Order

Councillor MacKinnon, 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

It was moved by Councillor McAleer and seconded by Mayor Brown that the agenda be approved as presented. Carried.

4. Approval of Minutes

It was moved by Mayor Brown and seconded by Councillor McAleer that the minutes from September 20, 2023, be approved as circulated. Carried.

5. Business arising from minutes

There was no business arising from the minutes.

6. Discussions/Reports

a. Fiona Wood Public Art

Wayne Long, AMETCD, and Doug Dumais, CEC, provided the Committee with an overview of the proposed Fiona wood public art project.

Kelly Caseley, a Charlottetown-based artist, was recommended as the successful artist following an open call for artists being issued. Their proposal will consist of four “L” shaped benches and two central sculptures representing Charlottetown’s five squares and will incorporate many of Charlottetown’s historical elements including using the tree rings to pinpoint important years in Charlottetown’s history, street names being carved into the edge of the benches and each bench being made with wood from trees that fell within each of the squares. The artwork will be installed in Connaught Square in June 2024.

Staff from the Public Works and Parks and Recreation departments reviewed the proposal and made minor suggestions to ensure the artwork is safe and does not interfere with City operations. Staff, related Committees, and the Arts Advisory Board have reviewed and approved all aspects of this project. Funds for this project were approved as part of the 2023/24 budget process.

Councillor Tweel and Mayor Brown both indicated that they would like to see future Fiona wood art installations be considered throughout Charlottetown and not just the downtown area.

It was moved by Councillor McAleer and seconded by Mayor Brown that a resolution be forwarded to Council for their consideration to approve the artwork proposed by Kelly Caseley of Bricolage Productions for the Call to Artists: Fiona Wood Public Art open commission process and that the artist be contracted at \$15,000 CDN (incl. HST) to create and install a public art piece in Connaught Square, 60 Richmond Street (PID #339044). Carried.

b. SynergyScreens Outdoor Digital Signage Proposal

Wayne Long, AMETCD, presented the Committee with a report on the signage proposal submitted by SynergyScreens and presented at the September Committee meeting.

SynergyScreens is seeking a partnership with the City of Charlottetown to install up to 6 Outdoor Digital Signs within the city of Charlottetown. Staff recently had discussions with Planning, Public Works, and Police departments and it was determined that the City's Zoning & Development Bylaw does not currently permit this type of signage on the public right-of-way.

It was moved by Mayor Brown and seconded by Councillor Tweel that this Committee request that the Planning & Heritage Committee review the request and consider beginning the process to amend the Z&D Bylaw. Carried.

7. New Business

Mayor Brown indicated that he would like a member from the 2023 Canada Games Host Society invited to an upcoming meeting to provide an update on the status of the finances, legacy, economic impact, as well as an overview of any challenges/successes from the Games.

Councillor McAleer would like there to be an update from the Eastlink Centre Management team on their current and future capital needs to ensure they remain competitive in the sport and entertainment market.

The AMETCD indicated that both items will be put on future agendas.

8. Motion to Adjourn

It was moved by Councillor Tweel and seconded by Councillor McAleer that the meeting be adjourned. Carried.

Meeting adjourned 12:40 PM



City of Charlottetown Committee Report

Report No: ETCD 24-23

Date: November 15, 2023

Directed to Council through the following Committee:
Economic, Tourism and Cultural Development

Reporting Department:
Economic, Tourism and Cultural Development

Other Associated Departments: IT, Public Works, Police

Prepared by: Wayne Long, Acting Manager (AMETCD)

Attachments:

- SynergyScreens Proposal

Report Title:

SynergyScreens Outdoor Digital Signage Proposal

Report Purpose:

SynergyScreens is requesting the City enter into an outdoor digital signage partnership. This report is to provide background information on the request and a recommendation on how to proceed.

Staff Recommendation:

That Council not enter into a partnership with SynergyScreens given such signage is prohibited on the public rights of way and due to safety concerns raised by Charlottetown Police Services.

Background



SynergyScreens (a FORE! Publications Inc. company) is seeking a partnership with the City of Charlottetown to install up to 6 Outdoor Digital Signs within the city of Charlottetown.

Departmental staff discussed SynergyScreens' proposal with the City's Planning, IT, Public Works, and Police Departments. Following an internal review, it was determined that the City's Zoning & Development Bylaw does not currently permit this type of signage (Section 47.3). In particular, safety concerns pertaining to creating a hazard to the safe and efficient movement of vehicular or pedestrian traffic, and causing confusion or obstructing the effectiveness of official traffic signs, signals or devices; as well as prohibited features including animated signs and video signs, billboard signs and off-premise signs, and signs located in the public right-of-way not erected by a Government body or approved by a Development Officer were cited.

Council or Committee History:

The City has not entered into such a partnership in the past, although a similar request from another company was denied a number of years ago.

Mark Simmonds with SynergyScreens presented the attached proposal to the Committee during the September 2023 meeting. Staff were directed by the Committee to determine whether there was a path forward, although concern was expressed that the proposed service was not sought by the municipality.

Financial Implications: There are no direct financial impacts to the City, although SynergyScreens was offering an annual revenue contribution of up to \$72,000 to the municipality as the landowner.	
Public Engagement and Communication: N/A	
Legislative Authority: Related Bylaw: Zoning & Development Bylaw, Section 47.3 – Prohibited Signs	
Strategic Alignment: N/A	
Reviewed By:	
Manager 	CAO/Director 
Committee Recommendation: (if differing from staff)	

SYNERGY SCREENS



Outdoor Digital Signage Proposal

SYNERGY SCREENS

2007

Launch of
FORE! Publications Inc.

2010

Launch of
SynergyScreens

2017

Our 1st Outdoor
Digital Sign at Reads
Corner, Summerside

2019

Granville Street
Outdoor Digital Sign

2021

Central Street
Outdoor Digital Sign

2022

Church Street Outdoor
Digital Sign in Alberton

2023

Water Street
Outdoor Digital Sign

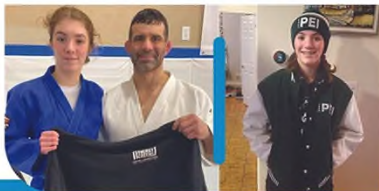


What We'd Like To Do

- SynergyScreens is looking to expand its business to the Charlottetown area with the addition of up to 6 Outdoor Digital Signs
- We would look to partner with the City of Charlottetown through land leasing as well as giving the City the ability to display their own dynamic messaging
- We design all ads for the City to ensure the best possible user experience

We  supporting our Community!

Mila Mahar TEAM PEI CANADA GAMES JUDO



Summerside U9AA Credit Union Place



Vicious Vi Team Canada Junior Roller Derby Team



Benefits

- Total potential revenue of up to **\$72,000** per year
 - Through land leasing SynergyScreens would pay the City of Charlottetown \$1000 +HST per month/sign
- The City of Charlottetown would receive 2 free ads/month/sign to display messaging
 - Total value of \$38,000 per year
- Outdoor digital displays provide local businesses, charity/non-for-profit organizations and the City of Charlottetown the opportunity to reach thousands of residents and tourists daily with dynamic messaging

SYNERGY SCREENS

Process

- SynergyScreens would work with City Staff to select a number of potential sign locations that would make sense traffic and aesthetic wise
 - Traffic – most locations that make sense are in "Power Centre" areas and locations where traffic is captive
 - Aesthetic – looking for location where a Digital Sign would make sense and fit. Sign size would also come down to location and fitting in with aesthetics (for example our Alberton Sign)

SYNERGY SCREENS

Granville Street – Summerside



Church Street - Alberton



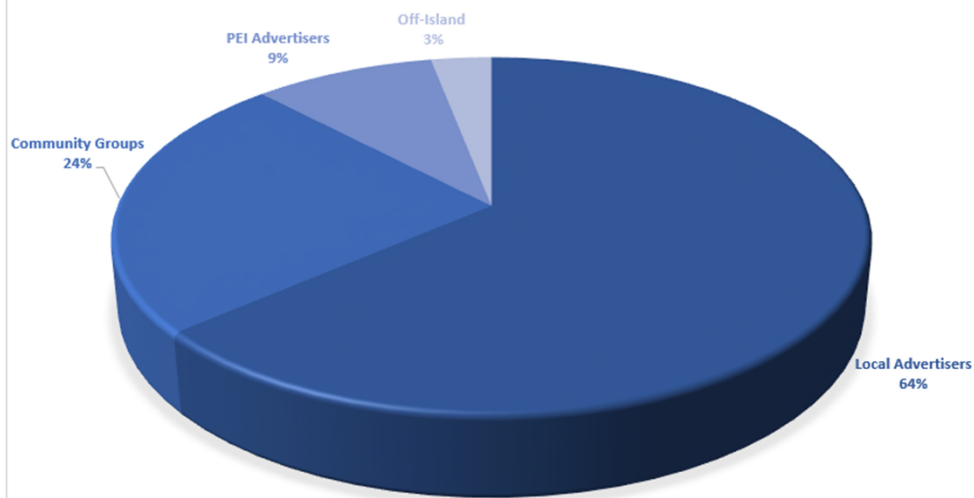
Water Street – Summerside



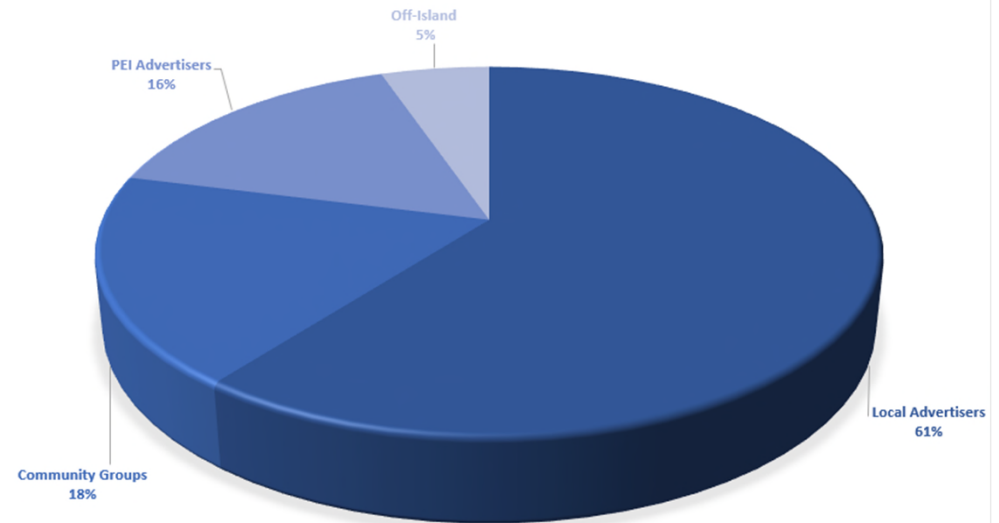
Advertiser Breakdown

Who Uses Our Signs?

ALBERTON AD BREAKDOWN



GRANVILLE STREET AD BREAKDOWN



Data is from January 1st, 2023 to March 31st, 2023

WHO USES OUR SIGNS?



ASK YOUR PHARMACIST

Pharmacists can assess for certain common ailments and renew eligible prescriptions.

For more information and details on how to access these services, visit PrinceEdwardIsland.ca/PharmacyPlusPEI

Prince Edward Island Pharmacists Association Health PEI Pharmacy Plus PEI



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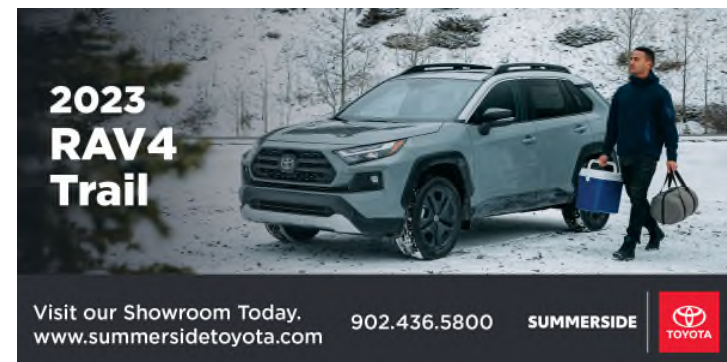
Curran & Briggs LIMITED

Learn the signs of stroke

Face is it drooping?
Arms can you raise both?
Speech is it slurred or jumbled?
Time to call 9-1-1 right away.

Act **F A S T** because the quicker you act, the more of the person you save. © Heart and Stroke Foundation of Canada, 2017

WHO USES OUR SIGNS?



Municipal Ads

Emergency preparedness starts with you.

City of Summerside

-  **make a plan**
-  **build a kit**
-  **stay informed**

DRIVE SOBER!



City of Summerside


SEASON'S GREETINGS!

Mayor Dan Kutcher, Members of City Council, and Staff, Wish you a very Merry Christmas & a Happy New Year!

Please be advised.

Work will begin on new Roundabout on May 1st.

Please expect Traffic Delays.



Municipal Ads



Town of
Alberton
PRINCE EDWARD ISLAND

Fall Family Fun Day | OCTOBER 29TH
8:00am-3:00pm



**ALBERTON WINTER
GARNIVAL**

MARCH 18TH & 19TH MORE INFO TOWNOFALBERTON.CA/EVENTS/
IN THE EVENT OF RAIN ON SATURDAY, ACTIVITIES WILL BE
HELD AT THE ELEMENTARY SCHOOL.

BACK TO SCHOOL WEDNESDAY SEPTEMBER 7TH

KEEP OUR KIDS SAFE.

STOP
FOR SCHOOL BUSES



Zero Tolerance—Max Fine \$5000 + License Suspension

City of
Summerside

Drive with Care.



Watch for bikes and
yield at crosswalks.





CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Economic, Tourism &
Cultural Development #1

Date: December 11, 2023

Moved by Councillor _____ Trevor MacKinnon

Seconded by Councillor _____ John McAleer

RESOLVED:

That Council approve the artwork proposed by Kelly Caseley of Bricolage Productions for the Call to Artists: Fiona Wood Public Art open commission process,

And that the artist be contracted at \$15,000 CDN (incl. HST) to create and install a public art piece in Connaught Square, 60 Richmond Street (PID #339044).

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



City of Charlottetown

Report No: ETCD 25-23

Date: November 15, 2023

Directed to Council through the following Committee:
Economic, Tourism, and Cultural Development

Department: Economic, Tourism, and Cultural
Development

Prepared by: Wayne Long, Acting Manager of Economic,
Tourism, and Cultural Development

Attachments:

- Fiona Art Proposal - Revised - Kelly Caseley
- Permit 030-HRT-23 Heritage Permit at 60
Richmond St.

Report Title:

Fiona Wood Public Art Approval

Report Purpose:

To provide background on the Fiona Wood Public Art piece approved by the selection panel and Arts Advisory Board and seek approval to commission the artwork.

Recommendation:

That Council approve the artwork proposed by Kelly Caseley of Bricolage Productions for the Call to Artists: Fiona Wood Public Art open commission process and that the artist be contracted at \$15,000 CDN (incl. HST) to create and install a public art piece in Connaught Square, 60 Richmond Street (PID #339044).

Background:

As approved in the 2023-24 Operating Budget, the City of Charlottetown launched a public call for proposals for a permanent public artwork made from wood salvaged by City work crews in the aftermath of post-tropical storm Fiona.

The call to artists was advertised widely, and the open call closed on Friday, September 8, 2023. Six submissions were received, and a peer review panel of five community members selected a conceptual design through a single-stage open competition process.

Kelly Caseley, a Charlottetown-based artist, was recommended as the successful artist. Kelly submitted a revised proposal based on feedback from the peer review panel, which has been included in your package.

A summary of the proposal's key points is provided below:

- The piece comprises of four "L" shaped benches and two central sculptures made from milled wood and trunks recovered by City crews during the aftermath of post-tropical storm Fiona.
- The piece responds to the theme of Resilience, Reclamation, and Regeneration by encouraging the public to learn, explore, congregate, and enjoy the square, like how the community came together in the aftermath of post-tropical storm Fiona.

- If viewed from above, the central trunk and the four “L” shaped benches represent a map of Charlottetown’s five Heritage Squares.
- The central trunk will be carved with historic architectural elements from Queen’s Square.
- The central 4’ cookie will have carvings pinpointing years in Charlottetown’s history in the corresponding tree ring.
- Street names corresponding to the four squares will be carved on the outer edge of the benches, and the tree species used for each will be added to the inside edge.
- Each “L” shaped bench will be using a specific wood species that corresponds with trees that fell within each of the four squares.

The piece aligns with the City’s vision for Public Art as per the city’s *Public Art Policy (2020)*, responds strongly to the theme, provides an accessible gathering place for residents, contributes to a deeper understanding of City history and appreciation of the Heritage Squares, and serves as a reminder of the importance of preserving and protecting our urban forest.

The piece will be installed in June 2024.

Staff Technical Review:

Staff from the Public Works and Parks and Recreation departments reviewed the proposal and made minor suggestions to ensure the artwork is safe and does not interfere with City operations.

These modifications include:

- The length of the benches is confirmed to be 8-10 feet long, not 12-18 (this was a typo in the proposal). The benches will be 12-18 inches wide and 2 ½ inches thick.
- The southern Sydney Street side of Connaught Square will be the site of the artwork instead of the Rochford Street side.
- Concerns were raised about the sharp edges on the corners of the benches. The artist confirmed the benches will be rounded.

Arts Advisory Board Approval:

The Arts Advisory Board met on Thursday, November 9, 2023, and approved the following motion:

That the Arts Advisory Board approves the attached proposal and maquette, as provided by artist Kelly Caseley, to be installed in Connaught Square with minor modifications and that this project be advanced to the Economic, Tourism, and Cultural Development Standing Committee for further consideration.

Council or Committee History:

Site Approval:

The Economic, Tourism, and Cultural Development Standing Committee accepted the report “Fiona Wood Public Art: Update” (Staff Report CEC_2023_04) for information sharing only on June 20, 2023.

The Parks, Recreation, and Leisure Activities Committee met on Wednesday, July 5, 2023, and accepted the report “Fiona Wood Public Art: Site Approval” (CEC_2023_07). Councillor Bernard motioned to approve the Fiona Wood Public Art: Site Approval. Seconded by Councillor Muttart. Carried.

The Heritage Board met on Wednesday, July 5, 2023, and approved the use of Connaught Square for this purpose. A Heritage Permit was approved and is included in the package. The following motion was carried 9-0:
Moved by Tara Maloney and seconded by Councillor McCabe, that the request to locate artwork in Connaught Square, 60 Richmond Street (PID #339044), subject to all other applicable approvals, be approved.

Financial Implications:

The budget for this project has been approved as part of the 2023/24 Operating Budget.

Public Engagement and Communication:

A public announcement of the successful artist and project will be developed with the Communications Department.

Legislative Authority:

N/A

Strategic Alignment:

Supporting public art projects aligns with several aspects of the Strategic Plan (2022 to 2026), including **Our Vision** (Respecting the past. Embracing the future. Creating a community for everyone), **Our Guiding Principles** (Collaborating to make us stronger), **Our Commitments** (Growth that embraces all aspects of the economy including businesses, entrepreneurship, arts, culture social enterprises), and the pillars of **Inclusive Economic Growth** (Approach municipal support for cultural, artistic, tourist, sport hosting and event-related activities as investments with accompanying economic and social impacts for the benefit of residents and visitors alike), and **Community-building and Placemaking** (enhance Charlottetown as a great place to live and as a destination for visitors).

Reviewed By:

Manager



CAO/Director





Kelly Caseley

902-213-6468
67 Dresden CT,
Charlottetown, PE
C1A 5K7

bricolageproductionsinc@gmail.com
[instagram.com/bricolage_productions](https://www.instagram.com/bricolage_productions)
[instagram.com/thefrankiestrange](https://www.instagram.com/thefrankiestrange)

Curriculum Vitae

Kelly Caseley
bricolageproductionsinc@gmail.com
902-213-6468

SELECTED EXHIBITION/PROJECT HISTORY

- 2023 - *Illumi-Nation* (Canada Games), City of Charlottetown, PE with Patrick Brunet
Canada Day (set and crowd activation), Heritage Canada broadcast and the City of Charlottetown with Patrick Brunet
Festival Route 11, Set design and art installations, Union Corner, PE with Patrick Brunet
-Summer Fun- Float for the Gold Cup and Saucer parade, City of Charlottetown with Patrick Brunet
Loin Du Ceour- set design for touring show and art direction for Film. Sheatre, PE
- 2022 - *Props* Spotlight Artist at Lumiere- Sydney Cape Breton, NS
Arch, Bend, Bow - Glenaladale Sculpture Walk
Glenaladale, PE with Patrick Brunet
Festival Route 11, Set design and art installations, Union Corner, PE, with Patrick Brunet
Worth Our Salt - writer/director, FibeTV1
Winterlude National Ice-Carving Competition, Charlottetown, PE
Representing the province of PEI with Patrick Brunet
- 2021 - Solo projects - set design - clients included Music PEI, Vishten
Connexions, *Manifest Jeunesse* among others
Festival Route 11, Set design and art installations, Union Corner, PE, with Patrick Brunet
- 2020 - Group exhibition/curator - *Common Things* - Charlottetown, PE
Collaborative project - *Herd Immunity* - Charlottetown, PE
Aww, Shucks! - co-writer and director, FibeTV1
- 2019 - *Wild Things* wearable art puppets for After Image- Confederation Centre Art Gallery
Group Exhibition - *Art in the Open* - Confederation Centre Art Gallery

Curriculum Vitae cont.

2018 - Goose and Becoming -Here. Now - This Town is SmallGallery at The Guild Group Exhibition - *Art in the Open* - Confederation Centre Art Gallery
Group project - built a replica of a traditional ice boat - Parks Canada, Cape Traverse, PE
Solo project - recreated the Star finial which once again sits over the front doors of St. Paul's Anglican church, Charlottetown, PE

EDUCATION

Holland College - Heritage Retrofit Carpentry Program - 2018
Awarded the McKibbin Family Scholarship,
the W.Garfield Weston Award of Excellence,
and the Architectural Studies Award

International Design Academy - Fashion Design - 2001
Montreal Campus accelerated program

SKILLS/noteable

-woodworking - specialising in recreating heritage architectural elements
-sewing/pattern drafting/design - costumes and clothing
-photography - product and artistic
-acting - member of Popalopalots comedy improv group for 4 years performing twice monthly. Several stage pieces, and several short films
-painting - scenic painting and watercolour(artistic)
-Canadian Opera Company - wig maintenance and setting course - 2014
-*Gustav the Snow Chef*, Director - selected for CBC's Short Film Faceoff
-2013-2015 - Art in the Open - open call participant (solo projects)
-2016-2019 - Art in the Open - curated through Confederation Centre Art Gallery
-2012-present - freelance art direction, production design and set design

a more thorough work/performance history available on request

Project description

With the theme Resilience, Reclamation, & Regeneration in mind, I have created this proposed interactive piece for Connaught Square. I believe it represents our city's history, through its shape and detailing. But my hope is it will also remind us of how we adapt to adverse situations. When Fiona swept through the city, the small block I live on was without power for 15 days. Prior to Fiona we were all pretty much strangers, but suddenly we were a community. Where bbq's were once hidden away in backyards they suddenly appeared in driveways and grills were offered up for one and all to cook on, any extra food was cooked and offered around. Drives were offered to a few who couldn't remove their vehicles, and general clean up of large branches and tree trunks was given freely and without question. This piece invites people of all ages to explore it, to congregate in and around it, to enjoy the square, and to meet their neighbours.

Visual:

At the centre of the piece stands a 10' tall tree trunk. The bark has been almost entirely stripped and the exposed wood has been carved. The carved elements are inspired by historic architectural elements from the area surrounding the original Queen's Square.

Using the natural lines of the tree I will integrate corbel designs and other details into the piece and have them lead up the trunk. A large part of this process will be inspired by the shape of the wood, and I will maintain some of the natural lines, blending my carving into them. Generally when carving, green (freshly cut) wood is used as wood tends to dry out about an inch/year, so I will strip down 1 ½ to 2" to reach the grain that is still green.

At the base of this trunk rests a large cross section of a tree. Small markers pinpoint historically significant years on the corresponding rings.

Eg 1768 - Charles Morris begins to lay out a plan for Charlotte Town
1855 - Charlottetown officially becomes a city

The size of this piece is dependent on what is available. However, if it's deemed inadvisable to use such a large cookie (cross section of a tree trunk), due to potential cracking etc I have been offered a cross section of an elm tree that has already been thoroughly dried. It is about 4' across and has been stored at the Holland College Heritage Carpentry Retrofit woodshop.

In each of the four directions from this centre trunk, are 'L' shaped groupings of slabs/cookies/stumps. If viewed from above it can be seen that the pieces are laid out in a map of Charlottetown's Heritage Squares. Each slab would represent a street and would have the name branded on the outside edge, with the name of the park, and the tree species, branded on the inside edge. It would invite exploration of the downtown area and would show the direct link these squares have.

The benches themselves are between 12 and 18' across and are 2 ½ " thick. These pieces will range from 12" to 24" off the ground, inviting children to climb and explore the different levels, and offering lots of seating for park goers to enjoy.

As each 'L' represents a specific square I will also use a specific wood species for each. For example, King's Square: the slabs and more natural elements used to support them, would all be made from downed maples.

This would of course depend on what has been salvaged, and the current state the wood is in(stored indoors vs out, milled etc).

Technical:

Individual elements will be secured using a combination of methods. Pieces will be cut to interlock and will be secured together using GRK Fasteners which will be inserted in areas not visible from a regular viewpoint.

Based on my research a borate based product is the best option for treating the wood. Borate is a natural product that penetrates wood and both eradicates and protects it from mould, insects and rot. It is colourless and is absorbed entirely by the wood allowing for a sealant to be used on top of it. Three coats of high quality Spar Urethane will be used on top of the borate solution to further protect the wood. The Spar Urethane, originally created to protect wood spars on ships, creates a flexible, moisture resistant barrier designed to protect wood in high humidity environments with large temperature swings.

Support poles will be sunk to a depth of 4 feet to ensure the posts are below the frost line. After digging the post holes with an auger, 6 inches of gravel will be tamped into the bottom of each hole. From there the post is inserted and quick setting concrete will be poured in. After the concrete has been allowed to set, the wooden pieces will be lowered on to the supports, and pea gravel will be added to fill the space between the wood and the concrete allowing for drainage.

Please note: Before finalising my installation plan I will be discussing the technical elements with both Josh Silver, head instructor Heritage Retrofit Carpentry at Holland College, and Gerald Beaulieu, installation artist and sculptor.

Timeline

Please note - these are estimates only as many elements involved are beyond my control

Fall of 2023 - approval from City

- Continued research on heritage elements and technical/install elements
- Meet with Gerlald Beaulieu and Josh Silver for advice on project details -specifically installation and wood treatments
- Select wood pieces for kiln drying

Dec -Prep tools and order products needed

- Clean and organise workshop for wood arrival

Jan of 2024 - delivery of kiln dried pieces to workshop in Charlottetown

- Let wood acclimatise to workshop

Feb - carve centre trunk

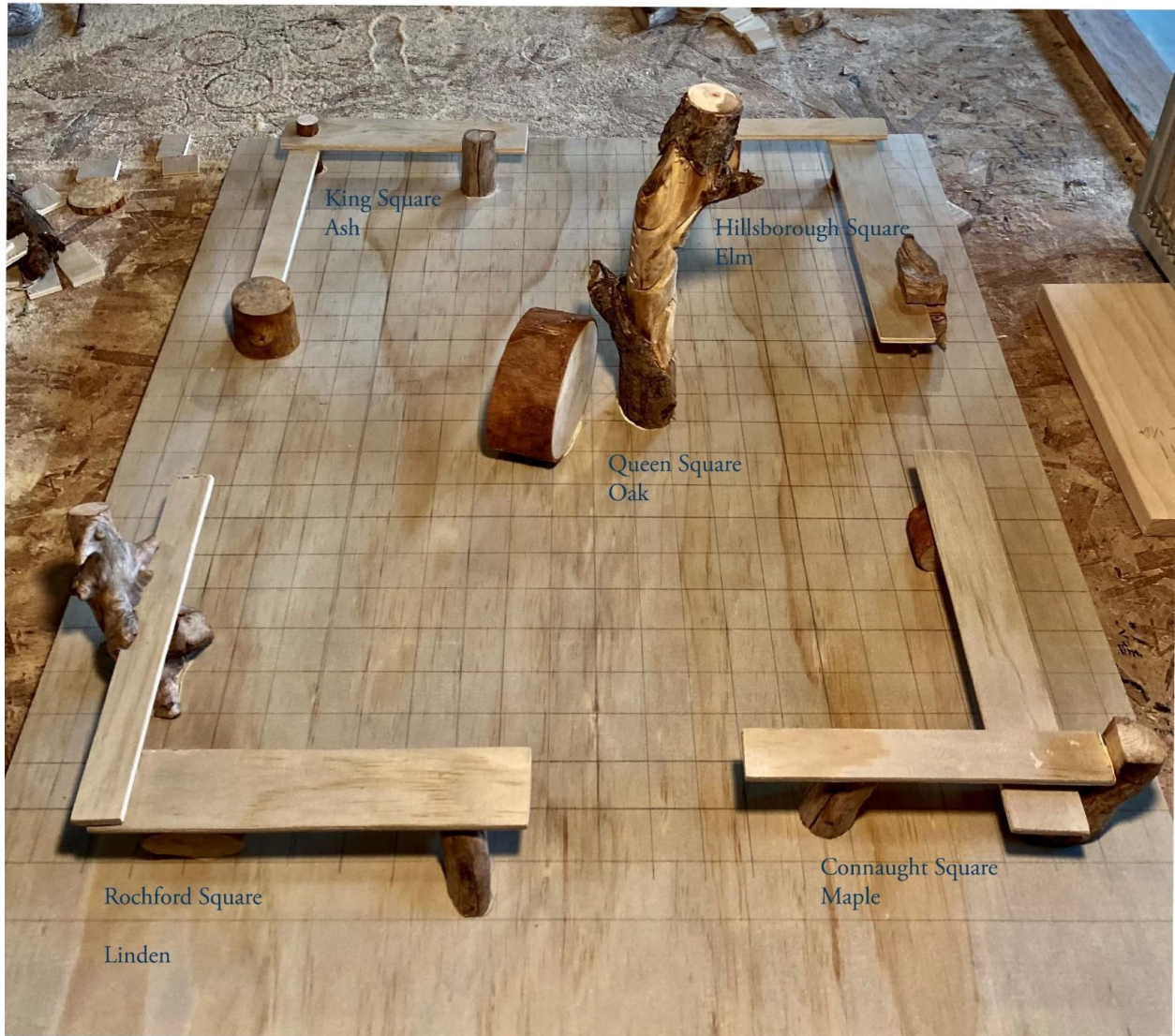
March - May- bring Andre Uyterlinde in to assist as needed

- plane and cut pieces
- Dry fit everything
- Boracol treatment
- protect pieces with Spar urethane
- Assemble sections where possible - size limitations may mean a lot of this happens on site.

June - Set posts in Connaught Square

- Install large pieces via crane or forklift
- Install all pieces and finish assembling.

Visual Support



View of the 4 'L' shaped benches and the large cookie and carved trunk. Each 'L' represents one of the heritage squares and will feature one species of tree. The square names and tree species will be identified by either branding the names into the slab edges, or by using metal plates.



The natural shapes and species of wood will inform the way they interact and are affixed to the slabs. Strength and stability will be the most important factors.







Proposed placement in the square. Please note the scale is only approximate in this image.

Budget

All figures are estimated and include hst

Design fee - 2000.00

Labour - I have contracted Andre Uyterlynde of Right Arm Carpentry to assist me from the months of March to May as needed 4750.00 (-approx 1 full day per week to be used as needed).

Shop space - in-kind

Tools and equipment - in-kind

Tools and equipment(upgrades and sharpening)- 1000.00

Materials - 2000.00

- Spar urethane
- Boracal
- Paint sprayer accessories
- Fasteners

Installation materials(gravel,concrete, extra labour etc) - 3500.00

City provides:

- transportation of materials between kiln and shop, and shop and Connaught Square.
- Auger for digging post holes
- Crane or forklift for installing large elements
- Final landscaping clean-up

Installation consultant - Gerald Beaulieu sculptor and installation artist - 250.00

Heritage/construction consultant - Josh Silver(instructor of Heritage Retrofit Carpentry at Holland College) - in-kind

Incidentals - 1500.00

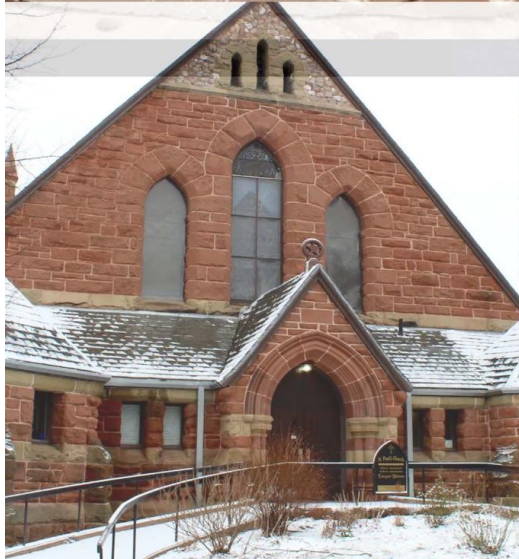
Total - 15,000.00

Portfolio of Past Projects

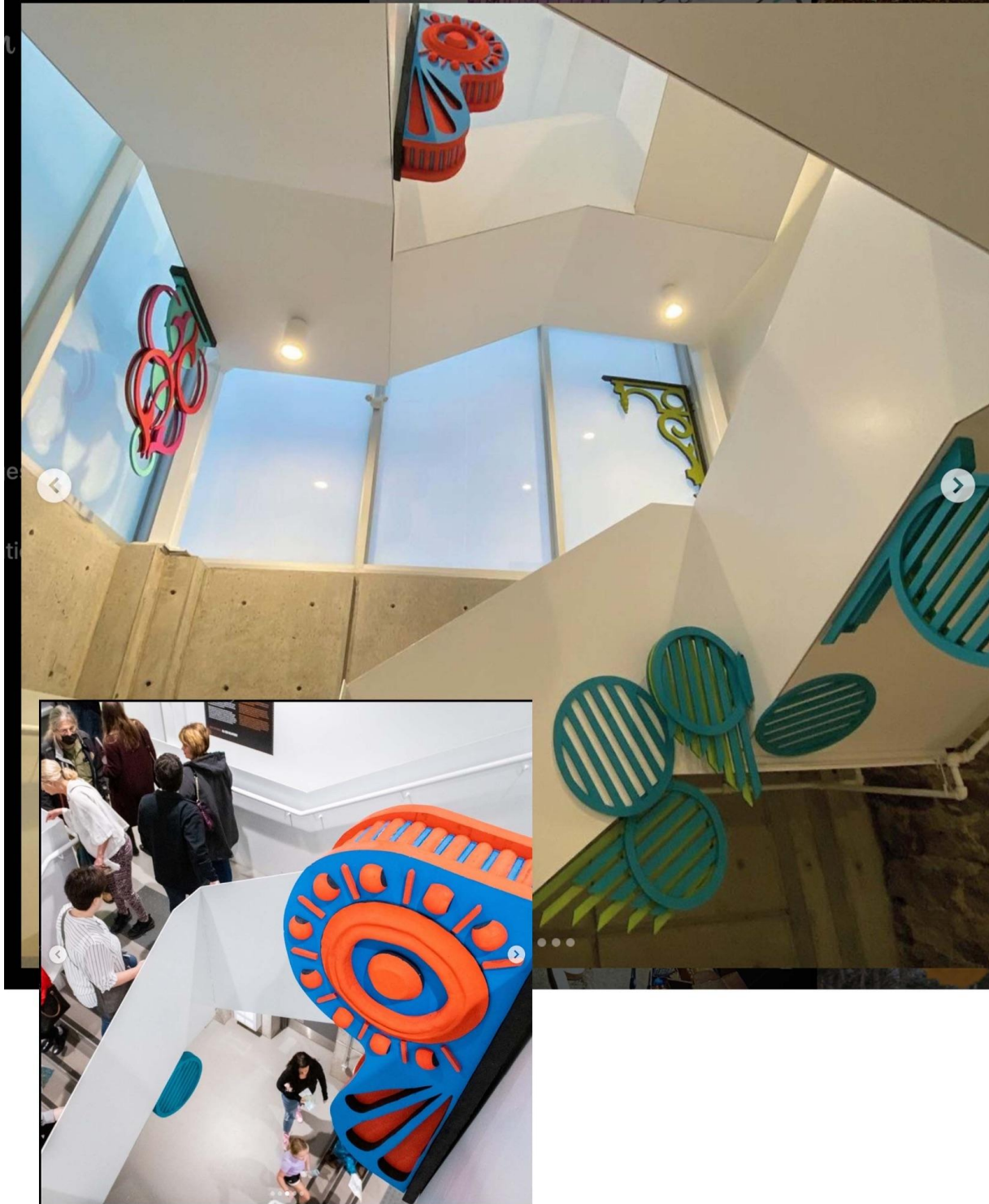


Arch, Bend, Bow - Glenaladale Sculpture Walk
Pat Brunet and Kelly Caseley

Arch, Bend, Bow - created for the Glenaladale Sculpture Walk 2022 This piece was a collaboration between myself and Pat Brunet, Brunet created the arched pieces and I created the carved wooden details that adorn them. The budget for this piece was \$15,000.00



St Paul's Star Finial - St. Paul's Anglican Church Charlottetown, PE - 2018
After a caretaker discovered a forgotten finial in the church basement(gray star back right) I was asked to recreate 2 more, one to go back on the peak over the church doors, and one for the Holland College living architectural archive. This was a student project and as such there was no budget.



Props - Lumiere, Cape Breton, NS 2022

This was the 2nd version of *Props*, the first was part of AITO 2019. The pieces are inspired by local architectural details from both cities, originally intended to be hung in mature trees, the pieces were moved indoors due to inclement weather. Budget \$1500.00



Festival Rte 11 - Stage design. Union Corner, August 2023.
Along with art installations on the festival grounds, and general atmosphere throughout the park, I designed and built the set for this year's performances. The budget for the entire festival project was \$30,000 total.



Cape Traverse Ice Boat - 2018 Reconstruction of a traditional ice boat built for Parks Canada. This was an extracurricular project while attending school and as such I am unaware of the budget.

Permit #	030-HRT-23
File #	23-1079
PID #	339044
Zone	PC

Mailing Address P.O Box 98, 70 Kent Street, Charlottetown, PE, C1A 1M9
Contact information Phone 902-629-4158 | Fax 902-629-4156 | planning@charlottetown.ca | www.charlottetown.ca

HERITAGE PERMIT

POST THIS IN A CONSPICUOUS LOCATION DURING CONSTRUCTION

This document certifies that **City of Charlottetown**
of **199 Queen Street, Charlottetown, PE C1A 4B7**
has a Permit to **Permanent public art piece in Connaught Square**
at the location of **60 Richmond St.**

Provided that the person accepting this permit shall in every respect conform to the City of Charlottetown Zoning & Development Bylaw, The Building Code Bylaw, and any other provisions set by the City of Charlottetown.

Any violation of the terms or conditions listed below may be deemed cause for revocation of this permit.

	Division	Condition
1.		As per Heritage Board approval July 5, 2023 as presented and subject to all other applicable approvals.

Approved By

Heritage Officer: _____ Date: 7/12/2023
Name Signature

THIS IS NOT AN "OCCUPANCY PERMIT"

If you require a Building & Development Permit you must apply for a separate Permit.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Economic, Tourism &
Cultural Development #2

Date: December 11, 2023

Moved by Councillor _____ Trevor MacKinnon

Seconded by Councillor _____ John McAleer

RESOLVED:

That Council endorse a \$25,000 emergency grant for The Guild,

**And that it be expensed from the funds approved for grants in the
2023/24 budget.**



City of Charlottetown Committee Report

Report No: ETCD 26-23

Date: December 8, 2023

Directed to Council through the following Committee:
Economic, Tourism and Cultural Development

Attachments:

- Presentation – “PEI Arts Guild Inc.”

Reporting Department: Economic, Tourism and Cultural Development

Other Associated Departments: N/A

Prepared by: Wayne Long, Acting Manager (AMETCD)

Report Title:

The Guild Emergency Funding

Report Purpose:

The Guild has requested \$25,000 in immediate emergency grant funding from the City of Charlottetown.

Staff Recommendation:

That Council endorse a \$25,000 emergency grant for The Guild in this fiscal year and that it be expensed from the funds approved for grants in the 2023/24 budget.

Background:

The Guild faces imminent collapse and is urgently seeking \$25,000 from the City of Charlottetown to sustain its operations.

Rising costs, building maintenance, unforeseen expenses, and pandemic-related impacts have created significant financial challenges.

The Guild has taken several steps to cut expenses, including eliminating four staff positions, doing maintenance internally, creating a forecasting budget, and conducting a building condition report update and an HVAC operational analysis. These building analyses will assist in leveraging additional infrastructure funding opportunities.

The Province of PEI is also providing additional funds at this critical juncture by funding a Strategic Business Plan for The Guild conducted by MRSB. This will aid in creating a strategic vision for how The Guild can best serve the arts and culture community on PEI and move towards a sustainable model for the organization.

Without City support, a long-term shutdown is imminent. This means staff layoffs and cessation of operations, making it extremely difficult to leverage additional funding from other sources. This would be a significant loss to the arts and culture community.

This emergency funding will provide The Guild with financial leverage to keep the doors open and complete the Strategic Business Plan, which will allow them to plan for the future of this essential community asset.

City staff are directly involved with The Guild and will be at the table throughout the ongoing planning period. City staff sit on The Guild's Board of Directors, and the Acting Department Manager sits on the steering committee of the MRSB Strategic Business Plan.

Nothing in the City's bylaws or policies currently prevents organizations from requesting funding several times in one fiscal year.

During the 2023/24 budget process there was an allotment of funds approved for grants. As there are still funds remaining in this budget, this request is not considered "new money" and therefore does not require to be vetted through the Finance, Audit, Tendering & Administration Committee.

Council or Committee History:

[History prior to 2023 provided in Report No: ETCD 22-23]

2023: Council considered a funding request from The Guild for a one-time increase of \$25,000 during the 2023/24 budget process, which was partially funded. Council approved a one-time operational funding increase of \$4,840 commensurate with the Provincial 2022 Consumer Price Index of 8.8%.

Staff submitted a request to Council in September 2023 for a one-time \$20,000 grant to The Guild. Council rejected staff's recommendation, defeating the motion 6-1 on October 12, 2023.

Financial Implications:

This funding would be allocated from already approved 2023/24 operating funds, specifically the \$500,000 budgeted for new external grants, of which \$356,840 was granted on May 8, 2023.

Public Engagement and Communication:

N/A

Legislative Authority:

Related Legislation: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 158.(1)

Related Bylaw: Grants Bylaw #2023-GB-01

Strategic Alignment:

Operational support for The Guild generally aligns with certain aspects of the Strategic Plan (2022 to 2026), including **Our Commitments** (Growth that embraces all aspects of the economy including businesses, entrepreneurship, arts, culture social enterprises), and the pillar of **Inclusive Economic Growth** (Approach municipal support for cultural, artistic, tourist, sport hosting and event-related activities as investments with accompanying economic and social impacts for the benefit of residents and visitors alike).

Reviewed By:

Manager



CAO/Director



Committee Recommendation: (if differing from staff)

**Charlottetown Arts Advisory Board Meeting
November 9, 2023
1:00 pm Charlottetown City Hall, Parkdale Room**

DRAFT

Present: Monica Lacey, Chair
Patricia Bourque
Stephen MacInnis
Doug Dumais, CEC

Renée Laprise
Carol Horne
Omar Broderick

Regrets: Robert Tsonos

1. Call to Order

The meeting was called to order at 1:10 pm by Doug, who chaired the meeting until Monica's arrival.

2. Declarations of Conflict of Interest

No declarations of conflict of interest were noted.

3. Approval of the Minutes

It was moved by Carol and seconded by Stephen to approve the minutes of the September 14 meeting of AAB.

4. Approval of the Agenda

It was moved by Patricia and seconded by Renee to approve the agenda for the November 9 meeting.

5. Code of Conduct

The CEC provided an overview of the City's new Code of Conduct for Public Appointments, adopted October 23, 2023, and circulated the document for members of the AAB to sign.

6. Arts and Culture Awards Debrief

Board members provided generally very favourable feedback on the recent Awards event. It was agreed that including the finalists in the event had several positive benefits. The AAB recommended including details onscreen about the finalists while their bios were being read. CEC received a suggestion to use background music during the photo ops. We could consider inviting former winners if space allows, and to at least acknowledge former winners on screen at the opening of the awards presentation. Also, it was suggested that a box or packaging be provided with the actual awards. It is hoped that the fee for the award design and jury fees will be increased for the next awards event. The 2023 awards event came in just under budget.

7. Fiona Wood Public Art Project

The independent selection panel recommended Kelly Caseley (of Bricolage Productions Inc.) as the successful artist for the Fiona Wood Public Art Project call for proposals.

Six proposals were reviewed by the five-member panel, which included practicing artists and industry professionals familiar with urban forestry and woodworking. The AAB appreciated the maquette provided by the artist. Patricia suggested that the artist include historically significant years and perspectives prior to the tree's existence when populating the sculpture's timeline on the 4-ft "cookie" in the centre of the piece rather than limiting the carved inscriptions to more recent times.

Renée moved, and Patricia seconded the following motion:

That the Arts Advisory Board approve the attached proposal and maquette, as provided by artist Kelly Caseley, to be installed in Connaught Square with minor modifications and that this project be advanced to the Economic, Tourism and Cultural Development Standing Committee for further consideration.

Motion carried.

Should the public art piece proceed through the subsequent approval stages, it is expected that the Fiona Wood public artwork will be in place at Connaught Square by June 2024 and have a life span of approximately ten years. The longevity and lifespan of the piece can be extended but will depend on factors such as maintenance, use, and weather conditions.

8. Cultural Policy Update

Doug reported that the Cultural Policy is now drafted and will be circulated to board members shortly for feedback, along with the survey results.

The next step will be an Open House scheduled for 3-6 p.m. on November 29 at the Charlottetown Library Learning Centre. Stations will be set up for feedback and comments. Board members suggested that the event be as inclusive and engaging as possible, offering some possible digital means of interaction. The AAB recommended that the promotional materials and on-site content should avoid using too much bureaucratic terminology.

Also, it was suggested that some very open-ended prompts be presented to encourage creative and free-flowing concepts and ideas. We should also collect participants' contact information to continue conversations with interested city residents. It is hoped that Board members can attend and participate in the Open House as facilitators for some of the stations.

There was a general discussion regarding communications to artists and arts organizations about Charlottetown's various support programs. The CEC indicated that the Finance department is working with staff to develop new budget and grant processes to improve communications and adjust application timelines.

9. Temporary Art Opportunities

There was a discussion about potential mural opportunities in downtown Charlottetown. Discussions with the relevant parties will continue, and the CEC will provide a further update at the next meeting.

10. Adjournment

It was moved by Monica that the meeting be adjourned at 2:30 p.m.

DRAFT



**ENVIRONMENT & SUSTAINABILITY COMMITTEE
REPORT TO COUNCIL
December 11, 2023**

The Environment & Sustainability Committee has not met since the last meeting of Council.

There are no resolutions for your consideration.

Charlottetown Transit Ridership - November 2023 (attached)

Respectfully submitted,

Councillor Terry Bernard, Chair

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2023

Sum of Charlottetown Ric Route #																		
Date	Day	1	2	3	4	5	6	7	9	11	13	14	15 23	1A	123CH	6A	Grand Total	
11/01/2023	Wed	978	584	574	657	200	504	0	709	221	20	2	5	405	349	33	213	5,454
11/02/2023	Thu	917	452	548	730	183	693	0	530	217	11	2	5	428	485	37	268	5,506
11/03/2023	Fri	1,060	555	667	694	204	570	0	651	246	20	1	4	475	417	40	262	5,866
11/04/2023	Sat	804	516	540	0	0	356	0	34	0	0	0	0	310	899	0	0	3,459
11/05/2023	Sun	611	0	0	0	0	0	0	0	0	0	0	0	0	615	0	0	1,226
11/06/2023	Mon	980	653	676	651	198	565	0	678	233	27	4	6	497	380	31	250	5,829
11/07/2023	Tue	915	539	616	657	182	510	0	729	240	26	4	5	479	419	22	173	5,516
11/08/2023	Wed	1,047	527	654	668	181	503	0	665	197	27	1	6	396	395	30	215	5,512
11/09/2023	Thu	950	525	559	729	187	566	0	626	212	26	3	3	434	461	32	219	5,532
11/10/2023	Fri	1,054	556	658	674	160	629	0	609	251	19	3	4	484	365	30	267	5,763
11/11/2023	Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/12/2023	Sun	635	0	0	0	0	0	0	0	0	0	0	0	0	530	0	0	1,165
11/13/2023	Mon	595	286	378	473	80	386	0	382	111	5	0	0	257	184	19	185	3,341
11/14/2023	Tue	908	512	659	690	399	644	0	596	214	15	2	7	464	329	29	227	5,695
11/15/2023	Wed	954	496	643	671	206	556	0	687	315	23	4	7	439	329	37	239	5,606
11/16/2023	Thu	928	535	484	742	176	559	0	650	214	20	1	7	391	315	37	243	5,302
11/17/2023	Fri	1,052	521	623	639	139	675	0	684	226	16	2	8	420	317	34	219	5,575
11/18/2023	Sat	769	549	390	0	0	213	0	15	0	0	0	0	286	813	0	0	3,035
11/19/2023	Sun	679	0	0	0	0	0	0	0	0	0	0	0	0	599	0	0	1,278
11/20/2023	Mon	800	527	535	629	168	495	0	693	278	26	3	4	433	312	30	213	5,146
11/21/2023	Tue	1,044	604	583	629	177	593	0	574	329	19	1	8	452	420	32	273	5,738
11/22/2023	Wed	1,079	566	607	668	194	484	0	729	212	22	1	9	478	466	24	218	5,757
11/23/2023	Thu	1,108	535	561	741	197	534	0	684	228	11	2	9	412	293	45	196	5,556
11/24/2023	Fri	1,116	636	660	754	162	658	0	778	302	8	2	5	425	259	52	291	6,108
11/25/2023	Sat	532	416	355	0	0	338	0	15	0	0	0	0	209	605	0	0	2,470
11/26/2023	Sun	703	0	0	0	0	0	0	0	0	0	0	0	0	387	0	0	1,090
11/27/2023	Mon	630	424	666	595	202	453	0	534	281	15	2	7	440	346	29	204	4,828
11/28/2023	Tue	919	472	383	654	230	597	0	658	292	22	2	6	500	367	32	267	5,401
11/29/2023	Wed	814	438	580	588	194	482	0	660	222	16	1	7	468	348	34	186	5,038
11/30/2023	Thu	873	502	569	727	200	627	0	557	263	22	1	7	472	404	36	244	5,504
12/01/2023	Fri	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		25,454	12,926	14,168	14,660	4,219	13,190	0	14,127	5,304	416	44	129	10,454	12,408	725	5,072	133,296

CHARLOTTETOWN RIDERSHIP - NOVEMBER 2023

Day	Values		Monthly Ridership
	Non Paying	Paying	
Sun	4759	4,759	
Mon	19144	19,144	
Tue	22350	22,350	
Wed	27367	27,367	
Thu	27400	27,400	
Fri	23312	23,312	
Sat	8964	8,964	
Grand Total	133296	133,296	

		2023	2022	2021	2020
Total Ridership		133,296	101,213	59,461	35,071
Monday - Friday	Paying	119,573	88,291	51,058	29,377
	Non - Paying	-	-	323	227
	Working Days	22	21	21	20
	Average	5,435	4,204	2,447	1,480
Saturday	Paying	8,964	8,817	5,853	3,785
	Non - Paying	-	-	50	15
	Working Days	3	5	4	4
	Average	2,988	1,763	1,476	950
Sunday	Paying	4,759	4,105	2,171	1,660
	Non - Paying	-	-	6	7
	Working Days	4	4	4	5
	Average	1,190	1,026	544	333



**STRATEGIC PRIORITIES, COMMUNICATIONS & INTERGOVERNMENTAL
COOPERATION COMMITTEE
REPORT TO COUNCIL
DECEMBER 11, 2023**

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on November 30, 2023, and the draft minutes are included in your package.

There is one resolution for your consideration.

Renewal of Notice of Motion to amend the Procedural Bylaw.

Respectfully submitted,

Councillor Norman Beck, Chair

Strategic Priorities, Communications & Intergovernmental Cooperation Committee

Thursday, November 30, 2023

12:00 PM – Council Chamber

Present: Councillor Norman Beck, Chair
Mayor Philip Brown, Member at Large
Deputy Mayor Alanna Jankov, Member at Large

Also: Eleanor Mohammed, CAO
Sue Fraser, Dir.
Chantal Matheson, ERPC I

Regrets: Councillor Trevor MacKinnon, Member at Large

1) Call to Order

Councillor Norman Beck, Chair called the meeting to order at 12:10 PM.

2) Declarations of conflict of interest

There were no conflicts of interest declared.

3) Approval of Agenda

It was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown that the agenda be approved. Carried

4) Approval of Minutes

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the minutes from October 31, 2023, be approved as circulated. Carried.

5) Business Arising from Minutes

Councillor Beck suggested that the portion of the October 31, 2023, minutes re: Housing Accelerator Fund (HAF) reflect the exact wording of the letter that was sent to Hon. Minister Sean Fraser. As the Committee meeting minutes for October 31st have been approved, Councillor Beck's suggested wording cannot be added to those minutes. The following wording noted for the record as follows: *"At the request of the Minister, the City proposes to remove any exclusively single detached zones and to permit up to 4 units as of right across the City as appropriate."*

6) Reports/Discussions

a) Charlottetown Tartan

Sue Fraser, Dir., presented the report. Staff are recommending that Council supports the recommendation to adopt a tartan as presented and further that the Mayor and CAO enter into the necessary agreements for any commercial use of the tartan.

It was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown to forward a resolution to Council to adopt the tartan. Carried.

b) Advisory Board Training

Eleanor Mohammed, CAO, presented the report. The report was prepared for information purposes to provide the Committee with an update on the planned information sessions for Advisory Board members on the Code of Conduct for Public Appointments Policy. The Human Resources Department has gathered the contact information for all Advisory board members and will be scheduling virtual training sessions giving members the option of two dates: Monday, December 18, 2023, at 12:00 PM or Wednesday, December 20, 2023, at 4:30 PM. The training session is mandatory for all Advisory Board members, each member will sign an acknowledgement statement stating they will abide by the Code of Conduct for Public Appointment Policy. The virtual session will focus on interpretation of roles and provide time to answer questions members may have.

c) Procedural Bylaw Amendments

Eleanor Mohammed, CAO, presented the report, it was noted this report was discussed at a previous meeting. The report outlines the amendments to the procedural bylaw to enable Committee of the Whole, education sessions, an additional regular Council meeting, governance clarity, and notice of motions. The amendments were deferred at the last Council meeting as Chair Beck and CAO Mohammed were absent. The Committee had a discussion on educational sessions and the council's interpretation of Committee of the Whole Meetings. The Committee came to a consensus that the item be discussed at the Council level so all questions and concerns can be answered and addressed. The Committee requested this item go on the council meeting agenda for December 27, 2023, to ensure time for discussion.

7) Motion to move into a Closes Session

It was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown to move into a closed session as per Section 119(1) (f) - Review of Legal Advice -11 additional allegations resolution (passed April 20, 2023). Carried.

8) Business Arising from Closed Session

The closed session item – Review of legal advice 11 additional allegations resolution will be taken to a closed session of Council on December 27, 2023.

9) New Business

a) Strategic Plan – Action Plan Update

It was noted that the City of Charlottetown requires the development of a corporate plan. Once the Directors are in place, this will be collaboratively established. Chair Norman Beck requested quarterly reports on the strategic plan items to ensure we are going in the right direction.

b) Committee Action Items:

Chair Norman Beck requested the Committee Action Items list be updated.

c) Standing Committee Terms of Reference

Chair Norman Beck recently reviewed the Standing Committee Terms of Reference and noted some revision for staff.

d) Parkdale Room Updates

There was a question on the updates to the Parkdale Room. The Committee would like to see committee meetings moved back into the room. Staff advised that an RFP will be going out to complete the upgrades to the room.

e) Bell Conference Calling Services

It was also noted that IT staff reached out to Bell, and they are not willing to update their Conferencing call services to omit the 45-minute warning on conference calls. IT staff will be exploring other options to accommodate for meetings where individuals are required to call in.

f) Online Voting for Council Meetings

The Committee would like IT to look into online voting for Council Chambers and have the function reinstated. Administration is anticipating a fix for the December 11, 2023, Council meeting.

10) Adjournment

Moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the meeting be adjourned. Carried.

The meeting adjourned at 1:25 PM.



City of Charlottetown Committee Report

Report No: SPC&IC-2023-11-001

Date: November 30, 2023

Directed to Council through the following Committee:
Strategic Priorities, Communications, Intergovernmental
Co-operation

Reporting Department:
Senior Administration

Other Associated Departments:
Office of the Mayor

Prepared by:
Sue Fraser, Director of Community Services

Attachments:

- Tartan pattern and storyboard – to be circulated at meeting
- Electronic copy of design

Report Title:
Official Tartan for the City of Charlottetown for commercial use.

Report Purpose:
To consider a request to endorse a Tartan created for the City of Charlottetown

Staff Recommendation:
That Council supports the recommendation to adopt a tartan as presented and further that the Mayor and CAO will enter into the necessary agreements for any commercial use of the tartan.

Report Details:

The owner of Northern Watters Knitwear and Tartan Shop attended a trade show in Ontario where inquiries were made for a Charlottetown Tartan.

Subsequently, a group took on the role of researching the namesake of Charlottetown, Queen Charlotte Sophia of England, and the official City Coat of Arms and the most prominent colours that represent the City were established.

They removed the Crest and included the Queen so that there would not be copyright issues with our Visual Identity Policy.

Working with a prominent Tartan designer in partnership with the Scottish Tartan Authority a recommended tartan was created, and the group is hoping that the City will endorse this design as its official tartan.

How it was created:

The City was named after Queen Charlotte Sophia of England, wife of King George III. Queen Charlotte was a known patron of the Arts and an amateur botanist, who in 1800 introduced the Christmas tree to Britain. The City Flag includes Queen Charlotte's brilliant burgundy crown along with the five squares that represent the magnificent greenery of Charlottetown, Queen Square where the Fathers of Confederation met. Rochford square, Connaught Square, Hillsborough Square and King Square. Blue was used to include the beauty of Victoria Park shoreline. Under

the City of Charlottetown Act on April 17th, 1855, the City was created, we have used this date within the thread count (lines in the Tartan) 4-17-18-55.

Northern Watters Knitters have confirmed that they will seek permission for one year exclusivity to produce work from the tartan after which time it will be back to sole rights to City for any future uses.

Tartan would then be vetted through Scottish Government to obtain permission through the Tartan Authority to become registered as our City official tartan.

If adopted, the Tartan would be added as a visual identifier under the City’s Visual Identity Policy.

Council or Committee History:

Was presented to the September 28, 2023, meeting of SPCIC and taken back for further review with requestor and for legal advice.

Financial Implications:

N/A

Public Engagement and Communication:

International Tartan Day – April 6th, 2024

Legislative Authority:

N/A

Strategic Alignment:

Community Building and Placemaking

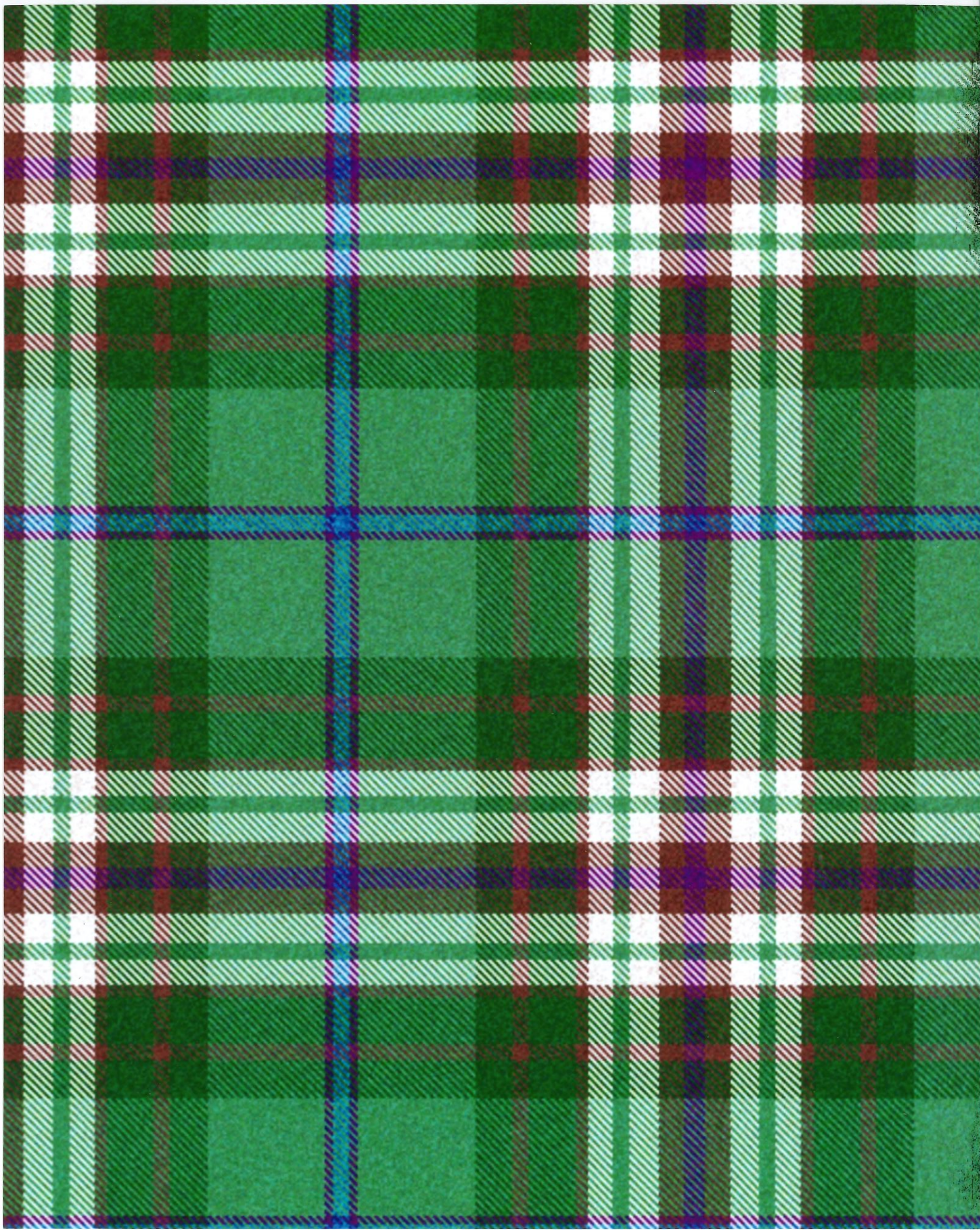
Reviewed By:

Manager

CAO/Director



Committee Recommendation: (if differing from staff)





CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Strategic Priorities
Communications, and
Intergovernmental Co-operation
Committee # 1

MOTION CARRIED _____

MOTION LOST _____

Date: December 11, 2023

Moved by Councillor _____ Norman Beck

Seconded by Deputy Mayor _____ Alanna Jankov

RESOLVED:

That Council adopt an official City Tartan as presented and, if required, the City of Charlottetown Visual Identity Policy be revised to reflect the addition of this tartan,

And further that the Mayor and CAO be authorized to enter into any contracts or agreements to implement this resolution.



City of Charlottetown Committee Report

Report No: SPC&IC-2023-11-002

Date: November 30, 2023

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

Reporting Department:
Office of Mayor & Council

Other Associated Departments:
Administration

Prepared by:
Chantal Matheson, ERPCI
Eleanor Mohammed, Chief Administrative Officer

Attachments:

- Code of Conduct for Public Appointments

Report Title:
Training - Code of Conduct for Public Appointments

Report Purpose:
To provide the Committee with an update on the planned information sessions for Advisory Board members on the Code of Conduct for Public Appointments Policy. For Information purposes.

Staff Recommendation:
For Information purposes.

Report Details:
As representatives of our diverse community, Advisory Board members play a crucial role in shaping decisions that affect the quality of life in Charlottetown. By adhering to the Code of Conduct for Public Appointments members of City Advisory Boards demonstrate their dedication to public service and their responsibility to act in the best interests of the city and its residents.

As a result of our recent appointments to Advisory Boards the CAO will be conducting virtual training for Advisory Board members. The Human Resources Department has gathered the contact information for all Advisory board members and will be scheduling virtual training sessions giving members the option of two dates: Monday, December 18, 2023 at 12:00 PM or Wednesday, December 20, 2023 at 4:30 PM. The training session is mandatory and will be based on the code of conduct for Public Appointments. The session will focus on interpretation of roles and provide time to answer questions members have.

Through collaboration, open dialogue, and adherence to these principles, Advisory Boards can contribute meaningfully to the growth and development of Charlottetown, while upholding the values that define our city's identity.

Advisory Board members will respect the limitations of their individual and collective authority. The role of the Advisory Board is to provide recommendations to its respective Standing Committee of Council. The training will also demonstrate that an Advisory Board appointment does not empower members to make final decisions.

Council or Committee History:

SPC&IC Committee September 28, 2023

Financial Implications:

N/A

Public Engagement and Communication:

N/A

Legislative Authority:

N/A

Strategic Alignment:

Our Guiding Principles: Accountable to residents, ourselves and to each other (Page 7)

Our Commitments - Transparency to strengthen accountability and trust (Page 8)

Pillar: Governance and Civic Engagement: Develop new systems to strengthen annual monitoring to enhance the accountability framework (page 11)

Reviewed By:

Manager

Director/CAO



Committee Recommendation: (if differing from staff)



Code of Conduct for Public Appointments (adopted 23-Oct-2023)

“Public Appointments” means any appointment by the Council to any internal Advisory Board/committee, commission, or taskforce. The term “Advisory Board” has been used throughout this Code of Conduct and can be interchanged to reflect the various citizen groups, task forces, or committees established by the City of Charlottetown. It does not apply to appointments made to external agencies who would have their own policies, procedures, and bylaws. However, all City appointments to external agencies will be provided with a copy of this document upon appointment and expected to hold themselves to the same standard as the internal appointments.

The City of Charlottetown is committed to fostering an inclusive and collaborative environment that encourages citizen engagement and participation in local governance. As part of this commitment, the City establishes Advisory Boards, as per the Public Appointment Policy, to provide valuable insight and advice on various matters affecting our community.

As representatives of our diverse community, Advisory Board members play a crucial role in shaping decisions that affect the quality of life in Charlottetown. By adhering to this Code of Conduct, Advisory Boards demonstrate their dedication to public service and their responsibility to act in the best interests of the City and its residents.

Through collaboration, open dialogue, and adherence to these principles, Advisory Boards can contribute meaningfully to the growth and development of Charlottetown, while upholding the values that define our city's identity.

Advisory Board members will respect the limitations of their individual and collective authority. The role of the Advisory Board is to provide recommendations to its respective Standing Committee of Council. An Advisory Board appointment does not empower members to make final decisions.

(1) Commitment to Public Interest

Advisory Board members shall always prioritize the best interests of the residents of Charlottetown when providing advice and recommendations to their respective Standing Committee. They shall act impartially, without personal bias or undue influence, and avoid any conflicts of interest that may compromise their judgment.

(2) Respectful Communication

Advisory Board members shall engage in open and respectful communication with fellow members, City officials, City employees, stakeholders, and the public. Disagreements and differing opinions shall be managed with civility and without resorting to personal attacks or disrespectful language.

(3) Confidentiality and Non-Disclosure

Advisory Board members shall maintain strict confidentiality regarding sensitive information discussed during Advisory Board meetings or obtained through their roles. They shall not disclose confidential information to unauthorized individuals or use it for personal gain.

(4) Compliance with Policies and Bylaws

Advisory Board members shall familiarize and adhere to the Advisory Board's Terms of Reference and all applicable City policies, bylaws, and policies governing the operation of Advisory Boards and the City of Charlottetown.

(5) Transparency and Accountability

Advisory Board members shall conduct their duties with transparency, providing clear justifications for their recommendations. They shall be accountable for their actions and accept constructive feedback in a professional manner.

(6) Inclusivity and Diversity

Advisory Board members shall embrace diversity and inclusivity, ensuring that all voices are heard and considered in the decision-making process. They shall strive to create an environment where individuals from different backgrounds and perspectives feel valued and respected.

(7) Avoidance of Personal Gain

Advisory Board members shall not use their positions for personal gain, financial or otherwise. They shall refrain from seeking or accepting gifts, favors, or benefits that could influence their actions as Advisory Board members.

(8) Responsible Use of Resources

Advisory Board members shall utilize City resources responsibly and efficiently, avoiding any wasteful or unauthorized use of public funds or assets.

(9) Reporting Ethical Concerns

Advisory Board members shall promptly report any suspected violations of this Code of Conduct to the appropriate City authorities for investigation and resolution.

(10) Media Communication

Advisory Board members shall refrain from speaking to the media or making public statements on behalf of the Advisory Board without prior authorization from the appropriate City official(s) or designated spokesperson.

(10.1) Media Inquiries and Responses

In the event of media inquiries related to the Advisory Board's work, members shall immediately redirect such inquiries to the City's Communications Department or to the Chair of their respective Standing Committee.

(10.2) Individual Expressions and Disclaimers:

While Advisory Board members are entitled to express their personal opinions and beliefs, they must make it clear that these opinions do not represent the official stance of the Advisory Board of the City of Charlottetown. Advisory Board members shall exercise caution to avoid any confusion between their personal views and the Advisory Board's position.

(10.3) Social Media and Online Communication:

Advisory Board members shall exercise prudence when using social media platforms and other online forums. They shall avoid posting or sharing content that may be

construed as representing the Advisory Board's/City's official views without appropriate authorization.

(10.4) Respecting City Communication Protocols: Advisory Board members shall comply with any additional communication protocols established by the City of Charlottetown regarding media engagement and public relations.

Maintaining a unified and coordinated approach to media interactions ensures that all City of Charlottetown's messages remains clear and accurate, and that Advisory Board members act in a manner consistent with their roles and responsibilities. By adhering to this section, Advisory Board members contribute to the preservation of public trust and confidence in the Advisory Boards and the City of Charlottetown's governance processes.

This Code of Conduct outlines the standards of behavior and ethical principles expected from all members of all Advisory Boards and aim to promote transparency, respect, integrity, and fairness in the conduct of Advisory Board members, ensuring the efficient functioning and credibility of Advisory Boards.

By my signature, I acknowledge that I have read, understand, and agree to this Code of Conduct as outlined in the above documentation.

Name of Member

Advisory Board

Date

Regular Meeting of Council
December 11, 2023

Strategic Priorities, Communications
Intergovernmental Cooperation Cmte.



NOTICE

This is to Renew the Notice of Motion to amend the Procedural Bylaw at an upcoming meeting of Council.



**FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE
REPORT TO COUNCIL
December 11, 2023**

The Finance, Audit, Tendering & Administration Committee met December 6, 2023, for their regular meeting. Included in this package are the draft minutes from that meeting.

There is one (1) Resolution included in this package for your consideration, and the 1st Reading of the Amendments to the Grant Bylaw. (#2023-GB-01A)

Respectfully submitted,

John McAleer, Chair

Present: **Councillor John McAleer (Chair)** **Councillor Julie McCabe**
 Councillor Bob Doiron **Eleanor Mohammed, CAO**
 Sue Fraser, Director **Betty French, Manager of Finance**
 Jackie Torrance, AA

Regrets: **Mayor Philip Brown**

Guests: **Kent Hudson, Executive Director of the Community Foundation of PEI**

1. Call to Order

The Chair called the meeting to order at 3:30 PM.

2. Declarations of Conflict of Interest

There were no conflicts of interest.

3. Approval of Agenda

A motion to approve the agenda was made by Councillor McCabe and seconded by Councillor Doiron.

Motion Carried

4. Adoption of Minutes

A motion to approve the agenda was made by Councillor McCabe and seconded by Councillor Doiron.

Motion Carried

5. New Business

None

6. Discussions/Reports

6a. Community Foundation of PEI Proposal Follow-up

Kent Hudson, Executive Director of the Community Foundation of PEI gave some more clarification regarding the proposal that the City of Charlottetown to be a Qualified Donee to facilitate the flow of donations to specific organizations which are not able to issue tax receipts for Donations, such as non-profit organizations. The committee did like the proposal but would like a Donation Policy to be drawn up to go along with the agreement first before moving it up to council.

A motion to send a resolution to approve the agreement to council was deferred till the new Policy was complete so it could be sent to council at the same time as the proposal.

Deferred

6b. Funds for New Constables Positions

Betty French, MF reviewed the report prepared by Chief Brad MacConnell and approved by the Protective & Emergency Services Committee. The report was prepared in response to Mayor Brown's Notice of Motion to find funding to hire 6 additional Police Officers. The cost for 6 new Constables is \$261,230.00. Money is available in the Extraordinary Expenses Budget for 2023-2024 and would need to be included in the Police 2024-25 Budget.

A motion to send a resolution to council to approve the reallocation of funds from the Extraordinary Expenses Budget to hire six (6) full-time officers at a cost of \$261,230.00 was moved by Councillor Doiron and seconded by Councillor McCabe.

Motion Carried.

6c. Revised Grant Bylaw and Policy

Betty French, MF reviewed on the draft revisions to the Bylaw and Policy.

Representatives from the departments which provide grants reviewed both the Grants Bylaw and the Grants Policy. It is recommended that the Bylaw be an umbrella bylaw to cover all grants programs, with each program having its own policy. The Grant Policy would now only cover Community Grants, so the policy name is to change to Community Grants Policy. The intention is that grants will be handled by the relevant department as much as possible, each with their own grants program and policy. The subsection allowing grant applications throughout the year has been removed.

A motion to move to Council was moved by Councillor McCabe and seconded by Councillor Doiron.

Motion Carried.

6d. Better Transit Now

Betty French, MF noted this presentation was provided by Barbara Dylla due to her being unable to attend the External Stakeholders Budget Workshop on November 25th. Better Transit Now! Is a grassroots community advocacy and action group created by Barbara Dylla in September 2023 to inform, educate, and push for better transit in Charlottetown and beyond. The Committee thanks Barbara Dylla for her presentation but notes there have been many improvements to the Transit system in the last few years.

6e. Monthly Financial Statements

Betty French MF spoke to the financial statements and capital project update for the period ended October 31, 2023.

6f. Open Tenders/RFPs/RFQs

Betty French MF provided a review of current Open/Closed/Upcoming tenders on the City website.

7. Introduction of New Business

None

8. Adjournment

Moved by Councillor McCabe and seconded by Councillor Doiron that the meeting be adjourned. Carried.

The meeting ended at 4:13 PM

Chair: Councilor John McAleer



City of Charlottetown Committee Report

Report No: FIN-38-2023

Date: December 6, 2023

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

Attachments:

- October Financial Statements
- Capital Projects Update

Reporting Department: Finance

Other Associated Departments:

Prepared by: Betty French, Manager of Finance

Report Title:

- Monthly Financial Statements and Capital Projects Update

Report Purpose:

- To provide the Finance, Audit, Tendering & Administration Committee and Council with monthly financial statements and capital project update for the period ended October 31, 2023.

Staff Recommendation:

- That Committee and Council receive this report for information.

Report Details:

- October 31, 2023 financial statements and Capital Projects Update are attached.

Council or Committee History:

- Monthly financial statements and capital projects update are provided at Finance, Audit, Tendering & Administration Committee meetings for information.

Public Engagement and Communication:

- As this is an internal operational item, no public engagement is required.



Legislative Authority:

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

Strategic Alignment:

Our Purpose:

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

Reviewed By:	
Manager 	CAO/Director 
Committee Recommendation: (if differing from staff)	

CITY OF CHARLOTTETOWN

For the Seven Months Ending October 31, 2023

	Original Budget	Revised Budget	Current YTD	2023	2022	Funds Available	% of Budget
City Revenues							
Property Taxes	\$43,535,168	\$43,535,168	\$26,068,484	\$25,983,597	\$22,174,627	\$17,466,684	59.88%
Provincial Grant	18,538,000	18,538,000	10,701,613	11,183,827	9,372,119	7,836,387	57.73%
Partial Grant In Lieu of Taxes (QEH)	140,000	140,000				140,000	0.00%
Licenses	1,497,300	1,497,300	1,497,094	1,081,321	744,496	206	99.99%
Parking Garages	295,000	295,000	255,858	178,064	128,904	39,142	86.73%
Parking Meters	650,000	650,000	496,407	487,407	463,308	153,593	76.37%
Police	1,045,666	1,045,666	606,704	610,723	522,576	438,962	58.02%
Outside Fire Protection	30,000	30,000		30,000	30,000	30,000	0.00%
Utility Administration Fee	205,000	205,000	119,583	119,583	102,500	85,417	58.33%
Interest	25,000	25,000	70,588	19,531	5,202	-45,588	282.35%
Recreation	742,425	742,425	459,677	348,938	264,980	282,748	61.92%
Tourism Accommodation Levy Administration Fee	1,800,000	1,800,000	1,247,760	964,617	77,701	552,240	69.32%
Municipal Capital Expenditure Grant	2,000,000	2,000,000				2,000,000	0.00%
Other Revenue	697,100	697,100	708,112	259,984	326,878	-11,012	101.58%
City Operating Revenue	71,200,659	71,200,659	42,231,880	41,267,592	34,213,291	28,968,779	59.31%
City Expenditures							
General Government Services:							
City Government	2,786,938	2,786,938	1,757,499	1,581,088	1,269,479	1,029,439	63.06%
Finance and Audit	895,345	895,345	511,521	498,377	510,553	383,824	57.13%
Municipal Buildings	2,525,625	2,525,625	985,496	1,013,375	1,060,332	1,540,129	39.02%
Insurance	814,716	814,716	451,508	925,728	859,257	363,209	55.42%
Communications	49,000	49,000	23,643			25,357	48.25%
Mayor and Council	966,846	966,846	498,403	401,320	372,528	468,443	51.55%
	8,038,470	8,038,470	4,228,070	4,419,888	4,072,149	3,810,399	52.60%
Protective Services:							
Fire Department	5,147,114	5,147,114	2,285,121	2,533,476	998,832	2,861,993	44.40%
Emergency Preparedness - Fiona Funding			-355,613			355,613	0.00%
Emergency Preparedness - Fiona Expenses	35,048	35,048	739,292	616,785	1	-704,244	2109.37%
Police Department	12,452,466	12,452,466	6,427,163	5,964,646	5,555,940	6,025,303	51.61%
	17,634,628	17,634,628	9,095,963	9,114,907	6,554,773	8,538,664	51.58%
Public Works	17,203,399	17,203,399	7,819,511	8,062,155	6,475,811	9,383,888	45.45%
Fiscal Services	10,235,291	10,235,291	5,065,453	4,839,327	4,231,997	5,169,838	49.49%
Parks and Recreation	4,874,726	4,874,726	2,351,335	2,410,869	2,179,352	2,523,391	48.24%
Environmental Sustainability	1,476,238	1,476,238	1,013,590	-730,907	898,021	462,648	68.66%
Planning	2,403,767	2,403,767	715,897	882,473	725,338	1,687,870	29.78%
Heritage	123,100	123,100	21,365	14,532	18,632	101,735	17.36%
Economic Development, Tourism and Culture	2,858,867	2,858,867	1,546,489	1,043,946	865,269	1,312,378	54.09%
Human Resources	1,479,163	1,479,163	510,083	511,088	452,037	969,081	34.48%
Strategic Priorities & Intergovernmental Cooperation	168,000	168,000	60,881	2,857	12,571	107,119	36.24%
Transit System	2,351,847	2,351,847	1,494,476	1,174,404	676,155	857,371	63.54%

	Original Budget	Revised Budget	Current YTD	2023	2022	Funds Available	% of Budget
Information Technology	1,136,500	1,136,500	536,138	511,618	535,533	600,362	47.17%
Other	5,725,700	5,725,700	2,143,393	1,514,771	1,830,840	3,582,307	37.43%
Tourism Accommodation Levy	1,800,000	1,800,000	1,195,911	503,449		604,089	66.44%
Total City Expenditures	77,509,696	77,509,696	37,798,555	34,275,377	29,528,478	39,711,139	48.77%
City Revenue less Expenditures	-6,309,037	-6,309,037	4,433,325	6,992,215	4,684,813	-10,742,361	
Prior Year Operating Surplus (Deficit) - City	6,340,305	6,340,305	-4,433,325	-6,992,215	-4,684,813	10,742,361	
City Surplus (Deficit)	31,268	31,268	0	0	0	0	
<u>Water and Sewer Annual Operations</u>							
Water and Sewer Operating Revenue	15,154,949	15,154,949	9,185,401	7,701,170	6,297,737	5,969,548	60.61%
<u>Water and Sewer Expenditures</u>							
Administration	926,739	926,739	266,390	213,470	291,466	660,350	28.74%
Works & Engineering	6,025,261	6,025,261	2,183,340	2,482,674	2,390,316	3,841,921	36.24%
Debt Administration	5,012,700	5,012,700	2,743,236	629,112	2,256,859	2,269,464	54.73%
Charlottetown Pollution Control Plant	3,633,851	3,633,851	1,617,144	1,583,819	1,414,665	2,016,707	44.50%
Total Water and Sewer Expenditures	15,598,551	15,598,551	6,810,110	4,909,075	6,353,306	8,788,443	43.66%
Water and Sewer Revenue less Expenditures	-443,602	-443,602	2,375,291	2,792,095	-55,569	-2,818,895	
Prior Year Operating Surplus (Deficit) - Utility	783,880	783,880	-2,375,291	-2,792,095	55,569	2,818,895	
Water and Sewer Surplus (Deficit)	340,278	340,278	0	0	0	0	
Current Year Consolidated Operating Surplus (Deficit)	371,546	371,546	0	0	0	0	

City & Utility Capital Projects 2023-2024

GL Account	Account	Original Budget City \$	Partner Type	Partner Funding Amount	Partner Funding Spent	Total Project Available to Spend	Y-T-D Expenses to Nov 30 23	Remaining Amount	Holdback
011-3400-54005-5024	Parkades - Pownal Street - Structural Rehabilitation	2,500,000				2,500,000	86,918.84	2,413,081.16	
011-3430-54005-5023	Parkades - Fitzroy Façade Installation					-	-	-	13,380.00
TOTAL FITZROY PARKADE EXPANSION		2,500,000	-	-	-	2,500,000	86,918.84	2,413,081.16	13,380.00
011-3700-54005-5417	Fire - Fire Station #3 Design & Build	124,983				124,983	-	124,983.00	
011-3700-54030-5427	Fire - Fast Response Craft	401,332				401,332	-	401,332.00	
011-3700-54030-5428	Fire - Engine 2 Replacement	1,220,400				1,220,400	-	1,220,400.00	
011-3700-54035-5406	Fire - Equipment - Firefighter Turnout Gear	225,000				225,000	-	225,000.00	
011-3700-54035-5408	Fire - Equipment - Small Equipment	120,000				120,000	18,227.68	101,772.32	
011-3700-54035-5429	Fire - Equipment - Replace Hydraulic Rescue Equipm	385,664				385,664	-	385,664.00	
TOTAL FIRE		2,477,379	-	-	-	2,477,379	18,227.68	2,459,151.32	-
011-4000-54035-5601	Police - Portable Radios	6,600				6,600	1,856.03	4,743.97	
011-4000-54035-5604	Police - Ballistic Equipment	22,000				22,000	-	22,000.00	
011-4000-54035-5609	Police - Side Arm Replacement	6,000				6,000	3,046.03	2,953.97	
011-4000-54035-5612	Police - Pro Laser IV - Lidar Speed Enforcement	22,000				22,000	-	22,000.00	
011-4000-54035-5614	Police - Foresic Equipment	17,500				17,500	15,090.92	2,409.08	
011-4000-54035-5615	Police - Surveillance Equipment - SCU	12,000				12,000	1,725.39	10,274.61	
011-4000-54035-5616	Police - Carbine Noise Suppressors (Side Arms)	26,000				26,000	10,516.00	15,484.00	
011-4000-54035-5617	Police - Carbine Vehicle Mounts	7,700				7,700	-	7,700.00	
011-4000-54040-5611	Police - E-Watch Cameras	49,000				49,000	48,412.78	587.22	
011-4000-54040-5613	Police - Digital Forensic Equipment & Licensing	20,000				20,000	4,323.00	15,677.00	
011-4000-54040-5614	Police - Small Equipment & Less Lethal Weapons	33,000				33,000	14,316.90	18,683.10	
011-4000-54045-0000	Police - Guns & Gangs	-	Guns & Gangs	28,546		28,546	19,784.05	8,761.95	
TOTAL POLICE EMERG PREP		221,800	-	28,546	-	250,346	119,071.10	131,274.90	-
011-4100-54005-5422	EMO - City Hall Electrical Upgrades	75,072				75,072	-	75,072.00	
011-4100-54035-5420	EMO - 80 kW Generator Station 1	153,734				153,734	-	153,734.00	
011-4100-54035-5421	EMO - 80 kW Generator Station 2	183,872				183,872	-	183,872.00	
011-4100-54035-5424	EMO - Emergency Shelter Supply	21,496				21,496	-	21,496.00	
011-4100-54035-5423	EMO - 125 kW Generator - Police Station	409,261				409,261	-	409,261.00	
011-4100-54035-5422	EMO - PICS 2 Radios	60,000				60,000	-	60,000.00	
011-4100-54035-5424	EMO - CARI & Eastlink Generator & Electrical	500,000				500,000	-	500,000.00	
011-4100-54035-5425	EMO - Cody Banks Generator & Electrical	250,000				250,000	-	250,000.00	
TOTAL EMO		1,653,435	-	-	-	1,653,435	-	1,653,435.00	-
011-4300-54000-5002	PW - Land - Property Acquisitions	150,000				150,000	-	150,000.00	
TOTAL PROPERTY ACQUISITIONS		150,000	-	-	-	150,000	-	150,000.00	-
011-4300-54020-5032	PW - Roads - Street Resurfacing	950,000	CCBF	2,550,000		3,500,000	83,901.28	3,416,098.72	-
011-4300-54020-5059	PW - Streets - Street Rehabilitation - Garfield Street	-				-	8,657.00	8,657.00	-
011-4300-54020-5061	PW - Streets - Engineering	500,000				500,000	97,860.80	402,139.20	
011-4300-54020-5070	PW - Streets - Street Rehabilitation - Pond Street	-				-	9.00	9.00	
011-4300-54020-5071	PW - Streets - Street Rehabilitation - Harley Street	-				-	3,561.86	3,561.86	-
011-4300-54020-5072	PW - Streets - Street Rehabilitation - Eastern Gate	1,875,000	ICIP	3,375,000		5,250,000	85,169.09	5,164,830.91	
011-4300-54020-5073	PW - Streets - Contingency	200,000				200,000	6,956.12	193,043.88	
011-4300-54020-5076	PW - Streets - Beach Street Park Corner Connector	802,760				802,760	299,487.80	503,272.20	43,435.50
011-4300-54020-5077	PW - Streets - Street Rehabilitation - Belvedere Ro	100,000				100,000	4,521.00	95,479.00	

011-4300-54020-5079	PW - Streets - University Avenue Rehabilitation	5,500,000				5,500,000	51,888.18	5,448,111.82	
011-4300-54020-5080	PW - Streets - Seaview Blvd Reconstruction	1,500,000	CCBF	500,000		2,000,000	43,099.50	1,956,900.50	
011-4300-54020-5081	PW - Streets - Passmore Street Reconstruction	600,000	CCBF	500,000		1,100,000	138,943.75	961,056.25	24,828.00
011-4300-54020-5082	PW - Streets - Spencer Drive Extension	3,000,000				3,000,000	46,275.08	2,953,724.92	
011-4300-71052-0000	PW - Street Lighting - Fitzroy, Rochford & Terry Fo	-				-	55,796.13	- 55,796.13	
TOTAL STREET REHABILITATION		15,027,760	-	6,925,000	-	21,952,760	926,126.59	21,026,633.41	68,263.50
011-4000-54030-5066	Vehicles - Police Small Fleet	380,000				380,000	13,898.49	366,101.51	
011-4300-54030-5068	Vehicles - PW Small Fleet	605,000				605,000	11,209.00	593,791.00	
011-6700-54030-5067	P&R - Parks - Small Fleet	560,000		-		560,000	155,861.20	404,138.80	
011-4300-54030-5051	Vehicles - PW Large Fleet	2,130,000				2,130,000	-	2,130,000.00	
TOTAL VEHICLES FLEET		3,675,000	-	-	-	3,675,000	180,968.69	3,494,031.31	-
011-4330-54025-5040	PW - Sidewalks - Sidewalk & Curb - Materials	425,000				425,000	358,274.74	66,725.26	
011-4330-54025-5065	PW - Sidewalks - Sidewalk & Curb - Equipment	50,000				50,000	2,345.29	47,654.71	
011-4330-54025-5076	PW - Sidewalk - Grafton Street	450,000				450,000	-	450,000.00	
011-4330-54025-5080	PW - Sidewalk - Engineering	100,000				100,000	3,970.45	96,029.55	
011-4330-54025-5086	PW - Sidewalk - Wedgewood, Brow's Lane, Gordon	645,000				645,000	566,764.35	78,235.65	28,552.50
011-4330-54025-5087	PW - Sidewalk - Westridge, Westcomb, Wilmont	470,000				470,000	317,676.54	152,323.46	6,660.33
011-4330-54025-5090	PW - Sidewalk - Westridge Wilmont Patterson	345,000				345,000	565,591.37	- 220,591.37	51,012.00
011-4330-54025-5091	PW - Sidewalk - Irwin Gates Malpeque	303,000				303,000	558,279.31	- 255,279.31	87,789.38
011-4330-54025-5092	PW - Sidewalk - University Capital Buchanan	75,000	AT Fund	75,000		150,000	-	150,000.00	
TOTAL SIDEWALKS		2,863,000	-	75,000	-	2,938,000	2,372,902.05	565,097.95	174,014.21
011-4330-54025-5082	PW - Multipurpose Trail - Grafton St/Edward St	570,900	AT Fund	225,000		795,900	-	795,900.00	
011-4330-54025-5093	PW - Multipurpose Trail - Cedar, Brackley Point Rd	942,500				942,500	11,880.53	930,619.47	-
011-4330-54025-5094	PW - Multipurpose Trail - Lilac, Ash, Shamrock	240,500				240,500	7,596.46	232,903.54	-
011-4330-54025-5095	PW - Multipurpose Trail - ER MacRae MacWilliams	1,105,000				1,105,000	16,558.82	1,088,441.18	-
011-4330-54025-5096	PW - Multipurpose Trail - Towers, Mt. Edward, Ma	750,000				750,000	-	750,000.00	-
TOTAL MULTIPURPOSE TRAILS		3,608,900	-	225,000	-	3,833,900	36,035.81	3,797,864.19	-
011-4335-54035-5035	PW - Equipment - Storm Drainage - Equipment	50,000				50,000	-	50,000.00	
011-4335-54055-5034	PW - Water/Sewer/Storm - Pipe & Catch Basin Ma	400,000				400,000	158,658.98	241,341.02	
011-4335-54055-5036	PW - Water/Sewer/Storm - Small Infills & Repairs	-				-	202,175.53	- 202,175.53	
011-4335-54055-5037	PW - Water/Sewer/Storm - Large Ditch Infill					-	29.62	29.62	
011-4335-54055-5038	PW - Water/Sewer/Storm - Large Culvert Replace	1,000,000				1,000,000	12,633.71	987,366.29	-
011-4335-54055-5040	PW- Water/Sewer/Storm - Contractor Services	350,000				350,000	30,241.31	319,758.69	
011-4335-54055-5041	PW- Water/Sewer/Storm - Water Street Replacem	250,000				250,000	-	250,000.00	
TOTAL WATER/SEWER STORM		2,050,000	-	-	-	2,050,000	403,679.91	1,646,320.09	-
011-4600-54005-5017	Mun Bldgs - Buiding - Various Bldgs -Large Maint	150,000				150,000	105,401.10	44,598.90	2,188.25
011-4600-54005-5057	Mun Bldgs - Corporate Energy Upgrades	525,000				525,000	346,502.00	178,498.00	-
011-4600-54010-5018	Mun Bldgs - Furn & Fixt - Tech Upgr & furniture	100,000				100,000	108,536.96	- 8,536.96	
011-4602-54005-5004	Mun Bldgs - City Hall - Building - City Hall HVAC					-	3,865.18	- 3,865.18	
011-4602-54005-5006	Mun Bldgs - City Hall Security Upgrades	150,000				150,000	-	150,000.00	
011-4602-54005-5056	Mun Bldgs - City Hall Upgrades	200,000				200,000	7,973.36	192,026.64	
011-4604-54005-5016	Mun Bldgs - Fire Station 1 Repairs	25,000				25,000	13,684.74	11,315.26	
011-4608-54005-5003	Mun Bldgs - Sherwood Rec Hall Upgrades	15,000				15,000	-	15,000.00	
011-4622-54005-5008	Mun Bldgs - WR Comm Centre Upgrades	100,000				100,000	-	100,000.00	
011-4624-54005-5015	Mun Bldgs - East Royalty/Hillsborough Comm Cen	580,000				580,000	24,096.00	555,904.00	
011-4626-54005-5025	Mun Bldgs - Winter Snow Dump Facility					-	7,810.00	- 7,810.00	

011-4630-54005-5058	Mun Bldgs - Hertz Hall Upgrades	400,000				400,000	19,657.62	380,342.38	
011-4642-54015-5055	Mun Bldgs - CPS (10 Kirkwood Drive)	103,000				103,000	61,671.13	41,328.87	
011-4644-54005-5010	Mun Bldgs - MacAleer - Accessory Building Replacement					-	31,141.88	- 31,141.88	2,611,292.97
011-4644-54005-5027	Mun Bldgs - MacAleer - Upgrades	700,000				700,000	13,479.75	686,520.25	
011-4644-54005-5057	Mun Bldgs - MacAleer - New Bldg	510,000				510,000	666,645.87	- 156,645.87	1,670,720.65
011-4644-54005-5058	Mun Bldgs - Mt. Edward Road Transit Bldg	205,000				205,000		205,000.00	
011-4646-54005-5028	Mun Bldgs - 70 Kent Street	17,000				17,000	-	17,000.00	-
TOTAL MUNICIPAL BUILDINGS		3,780,000	-	-	-	3,780,000	1,410,465.59	2,369,534.41	4,284,201.87
011-4900-54020-5030	St. Lighting - Fitzroy Street, Rochford Street, Terry	150,000				150,000	-	150,000.00	
TOTAL STREET LIGHTING		150,000	-	-	-	150,000	-	150,000.00	-
011-4910-54015-5043	Beautification - Land Improve - Tree Planting	50,000				50,000	40,076.03	9,923.97	
011-4910-54015-5048	Beautification - Land Improve - Downtown Corner	50,000				50,000	15,336.45	34,663.55	
011-4910-54025-5049	Beautification - Sidewalks - Streetscape Replace	35,000				35,000	-	35,000.00	
011-4910-54035-5044	Beautification - Equipment - Xmas Display	25,000				25,000	25,223.00	- 223.00	
011-4910-54035-5045	Beautification - Events Equipment Replacement	70,000				70,000	-	70,000.00	
011-4910-54035-5050	Beautification - Equipment - Equipment Replacem	35,000				35,000	1,603.79	33,396.21	
011-4910-54035-5051	Beautification - Kent Street Landscaping Plan	150,000				150,000	2,847.63	147,152.37	
TOTAL URBAN BEAUTIFICATION		415,000	-	-	-	415,000	85,086.90	329,913.10	-
011-5200-54020-5024	Traffic & Parking - Roads - New Traffic Lights	150,000				150,000	55,609.85	94,390.15	
011-5200-54020-5025	Traffic & Parking - Roads - Signage Upgrades	100,000				100,000	13,475.00	86,525.00	
011-5200-54020-5027	Traffic & Parking - Roads - Smart Intersection Upgr	100,000				100,000	-	100,000.00	
011-5200-54020-5057	Traffic & Parking - Traffic Equipment	15,000				15,000	26,482.50	- 11,482.50	
011-5200-54020-5058	Traffic & Parking - Traffic Calming/Bike Lane Initiat	50,000				50,000	8,227.45	41,772.55	
011-5200-54020-5059	Traffic & Parking - School Zone Speed Reduction S	75,000				75,000	19,514.00	55,486.00	
011-5200-54020-5060	Traffic & Parking - Pedestrian Crossing	200,000				200,000	61,434.36	138,565.64	
TOTAL TRAFFIC & PEDESTRIAN SIGNALS		690,000	-	-	-	690,000	184,743.16	505,256.84	-
011-5600-54025-4417	Sustainability - Bypass Multi Use Pathway Extensio	350,000	AT Fund	350,000		700,000	357,036.77	342,963.23	57,079.32
011-5600-54035-4423	Sustainability - Bike Racks	5,000				5,000	4,950.00	50.00	
011-5600-54035-4424	Sustainability - Water Refill Stations	18,341				18,341	4,100.00	14,241.00	
011-5600-54035-4426	Sustainability - Community Vegetable Planters	7,000				7,000	5,642.99	1,357.01	
011-5600-54035-4429	Sustainability - Downtown Tree Pits & Planters	50,000				50,000	2,244.00	47,756.00	
011-5600-54035-4430	Sustainability - Community Vegetable Planters Sigr	5,000				5,000	-	5,000.00	
011-5600-54035-4431	Sustainability - Post-Fiona Replanting Plan	90,000				90,000	-	90,000.00	
011-5600-54035-4432	Sustainability - Street & park Trees	50,000				50,000	27,292.34	22,707.66	
TOTAL COMMUNITY SUSTAINABILITY		575,341	-	350,000	-	925,341	401,266.10	524,074.90	57,079.32
011-5800-54030-6000	Transit - Diesel Buses	538,627	ICIP	2,154,173		2,692,800	-	2,692,800.00	
011-5800-54030-6001	Transit - New Transit Facility	2,745,409	ICIP	7,548,589		10,293,998	-	10,293,998.00	
011-5800-54030-6002	Transit - Transit Fleet Renewal	1,694,212	ICIP	6,775,788	687,500	8,470,000	687,500.00	7,782,500.00	
011-5800-54030-6003	Transit - Solar Battery Energy Storage System (BES	202,425	ICIP	556,575		759,000	-	759,000.00	
011-5800-54030-6004	Transit - Electric Vehicle Charging	143,952	ICIP	395,800		539,752	-	539,752.00	
011-5800-54035-6001	Transit - Leaning Benches for Shelters	2,500				2,500	-	2,500.00	
TOTAL TRANSIT		5,327,125	-	17,430,925	687,500	22,758,050	687,500.00	22,070,550.00	-
011-6700-54015-4809	P&R - Land Improve - Playground Equipment/Park	-		-		-	307.69	- 307.69	
011-6700-54015-4819	P&R - Land Improve - J. Frank McAulay - Pathway	100,000	AT Fund	100,000		200,000	4,881.25	195,118.75	
011-6700-54015-4835	P&R - Parks - Arenas - Simmons Repairs	27,103				27,103	4,372.50	22,730.50	
011-6700-54015-4836	P&R - Parks - Arenas - CBA Capital Repairs	100,314				100,314	23,205.00	77,109.00	

011-6700-54015-4839	P&R - Parks - Playground Equipment				487,267	78,225.51	409,041.49	-	10,693.97
011-6700-54015-4840	P&R - Parks - Victoria Park Plan				203,753	660.00	203,093.00		
011-6700-54015-4841	P&R - Parks - Confederation Landing				114,817	102,577.76	12,239.24		14,724.08
011-6700-54015-4846	P&R - Parks - Sports Field Development				100,000	8,910.00	91,090.00		
011-6700-54015-4848	P&R - Parks - Winsloe Soccer Complex				2,700	2,200.00	500.00		-
011-6700-54015-4849	P&R - Parks - Development of a dog park				20,000	-	20,000.00		
011-6700-54015-4851	P&R - Parks - Multi-Sport Outdoor Facility				400,000	305,372.97	94,627.03		12,594.92
011-6700-54015-4855	P&R - Land Improve - Hermitage Creek Trail Develop				15,286	-	15,286.00		
011-6700-54015-4856	P&R - Land Improve - Andrew's Pond Trail Develop				29,849	11,797.50	18,051.50		
011-6700-54015-4857	P&R - Land Improve - Acadian Drive Trail Develop				15,000	-	15,000.00		
011-6700-54015-4858	P&R - Land Improve - Victoria Park Shoreline		CCBF	1,080,000	1,080,000	-	1,080,000.00		
011-6700-54015-4859	P&R - Parks - Simmons Replacement		ICIP	18,724,562	30,000,000	10,621,127.43	19,378,872.57		6,240,273.85
011-6700-54015-4860	P&R - Parks - Peakes Wharf Washrooms (Partners				25,000	-	25,000.00		
011-6700-54015-4861	P&R - Parks - East Royalty Landfill Site Remediation		AT Fund	225,000	650,000	-	650,000.00		
011-6700-54015-4862	P&R - Parks - East Royalty Lagoon - Park Developm				147,000	-	147,000.00		
011-6700-54015-4863	P&R - Parks - Round House Park Design				330,000	321,899	12,084.70		309,814.30
011-6700-54015-4865	P&R - Parks - Parkman Park Trail Development				156,770	24,509.42	132,260.58		
011-6700-54015-4867	P&R - Parks - Shortcut Pathway (Terry Fox - Bright		AT Fund	40,000	80,000	-	80,000.00		
011-6700-54015-4868	P&R - Parks - Open Space Master Plan				100,000	-	100,000.00		
011-6700-54015-4870	P&R - Parks - Confederation Trail Surface Upgrade				46,000	-	46,000.00		
011-6700-54015-4871	P&R - Parks - Canada Games Outdoor Rink				40,000	48,101	61,831.29	-	13,730.29
011-6700-54015-4873	P&R - Parks - Buildings & Clubhouses				60,000	-	60,000.00		
011-6700-54015-4874	P&R - Parks - Sports Field Complex				500,000	-	500,000.00		
011-6700-54015-4875	P&R - Parks - Waterfront Access Beach Developme				100,000	-	100,000.00		
011-6700-54015-4876	P&R - Parks - Central 1 Ballfield Light Replacement				400,000	339,212.50	60,787.50		53,625.00
011-6700-54015-4877	P&R - Parks - Victoria Park Restoration				150,000	140,714.16	9,285.84		
011-6700-54015-4879	P&R - Parks - Victoria Park Tennis Courts		Other	100,000	400,000	-	400,000.00		
TOTAL RECREATION				20,269,562	35,980,859	11,741,989.68	24,238,869.32		6,303,343.40
011-6730-52805-0000	P&R - Eastlink Centre Canada Games		External	865,000	1,346,352	161,392.02	1,184,959.98		23,925.00
011-6733-52805-0000	P&R - CARI Aquatics - Bell Aliant - Arena Facility		External	164,065	845,000	-	845,000.00		
TOTAL CARI & EASTLINK				1,029,065	2,191,352	161,392.02	2,029,959.98		23,925.00
011-6950-54005-4406	IT - Building - CAT6 Data Cabling - MacAleer Drive				50,000	-	50,000.00		
011-6950-54040-4409	IT - Computer Hardware - Laptops, Desktops & Mo				120,000	55,506.62	64,493.38		
011-6950-54040-4430	IT - Building - Video Conference				27,000	-	27,000.00		
011-6950-54040-4440	IT - Police - Payment Portal Tickets				40,000	-	40,000.00		
011-6950-54040-4442	IT - Network Hardware - CPS Camera Network Har				30,000	-	30,000.00		
011-6950-54040-4447	IT - Police - Firewall Replacement				30,000	-	30,000.00		
011-6950-54040-4448	IT - Police - Soft Interview Room				8,000	7,842.72	157.28		
011-6950-54040-4449	IT - Rugged Devices				15,000	-	15,000.00		
011-6950-54040-4450	IT - Police - Learn/LPR Server				40,000	-	40,000.00		
011-6950-54040-4451	IT - Police - Evidence Server				8,000	-	8,000.00		
011-6950-54040-4452	IT - Network Hardware - MacAleer Drive				10,000	356.25	9,643.75		
011-6950-54040-4453	IT - Training & Winter Operations Room				20,000	-	20,000.00		
011-6950-54040-4454	IT - Parkdale Streaming Technology				90,000	-	90,000.00		
011-6950-54045-4443	IT - Network Hardware - Fiber Network Cabling				50,000	-	50,000.00		
011-6950-54045-4444	IT - Network Hardware - Wifi Access Points				7,000	6,406.05	593.95		
011-6950-54045-4445	IT - Network Hardware - City Networking Moderni				40,000	-	40,000.00		

011-6950-54045-4450	IT - Finance Server - GP Migration					110,000	22,902.46	87,097.54				
011-6950-54045-4452	IT - Network Hardware MacAleer					-	3,636.74	-	3,636.74			
011-6950-54045-4453	IT - Fire Inspection Record Database Migration					90,000		90,000.00				
011-6950-54050-0000	IT - Contingency Fund					30,000	-	30,000.00				
TOTAL IT						815,000	96,650.84	718,349.16	-			
021-8400-57704-4210	Miltonvale Wellfield Reservoir					600,000	7,901.60	592,098.40				
021-8400-57704-4221	Pond Street Rehabilitation		CCBF	100,000		200,000	-	200,000.00				
021-8400-57704-4222	Garfield Street Rehabilitation		CCBF	100,000		200,000	1,173.92	198,826.08				
021-8400-57704-4223	Mt. Edward Road Booster Station		CCBF	900,000		1,800,000	386,778.43	1,413,221.57	77,783.25			
021-8400-57704-4224	Eastern Gateway		ICIP	1,979,910	992,184	4,679,910	1,337,653.58	3,342,256.42	204,582.00			
021-8400-57704-4225	St. Peters/Belvedere Roundabout		CCBF	100,000		200,000		200,000.00				
021-8400-57704-4226	Beach Grove Road					50,000		50,000.00				
021-8400-57704-4227	University Avenue Reconstruction					750,000		750,000.00				
021-8400-57704-4228	Seaview Drive Reconstruction		CCBF	875,000		1,750,000		1,750,000.00				
021-8400-57704-4229	Passmore Reconstruction		CCBF	875,000		1,750,000	809,572.61	940,427.39	110,916.90			
021-8400-57704-4232	Capital Planning Engineering					350,000		350,000.00				
021-8400-57704-4321	Malpeque Station Refurbishment					200,000	1,813.63	198,186.37				
021-8400-57705-0000	Residential Metering					400,000	69,179.29	330,820.71				
021-8400-57706-4321	Collector Sewer Liftstation Rehabilitation		CCBF	700,000		1,400,000	-	1,400,000.00				
021-8400-57756-0000	WW Lift Station Rehab & Equipment		ICIP	1,099,950		2,599,950	393,403.32	2,206,546.68	200,075.90			
021-8400-57770-0000	Motor Vehicles					600,000	222,065.80	377,934.20				
021-8400-57780-0000	Tangible Capital Asset Purchases					300,000	130,066.14	169,933.86				
021-8400-57785-0000	Harley Street Rehabilitation		CCBF	100,000		200,000	10,558.63	189,441.37				
TOTAL WATER						11,200,000	6,829,860	992,184	18,029,860	3,370,166.95	14,659,693.05	193,206.25
021-9200-57003-0000	Contingency					300,000		300,000.00				
021-9200-57705-4316	CPCP Upgrades (Resiliency Improvements)					-	2,277.00	-	2,277.00			
021-9200-57706-4316	CPCP Upgrades		ICIP	549,975		1,299,975	267,306.53	1,032,668.47				
021-9200-57770-0000	Motor Vehicles					75,000	-	75,000.00				
021-9200-57780-0000	Other Capital Equipment					550,000	62,686.71	487,313.29				
021-9200-57780-0001	Primary Digester Roof Rehabilitation					1,000,000	835,009.37	164,990.63	133,958.80			
021-9200-57780-0002	Control System Upgrades					500,000		500,000.00				
TOTAL WASTEWATER						3,175,000	549,975	3,724,975	1,167,279.61	2,557,695.39	133,958.80	

Totals	77,228,324	53,712,933	11,322,857	130,941,257	23,450,472	107,490,785	11,251,372
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17.9%

	Total Funding	Less	Remaining Balance
AF Fund Funding	1,015,000		1,015,000
CCBF Funding	8,380,000		8,380,000
ICIP Funding	43,160,322	11,322,857	31,837,465
External Funding	1,029,065		1,029,065
Guns & Gangs	28,546		28,546
Other Funding	100,000		100,000
	53,712,933	11,322,857	42,390,076



City of Charlottetown Committee Report

Report No: FIN-39-2023

Date: December 6, 2023

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

Attachments:

Reporting Department: Finance

Other Associated Departments: None

Prepared by:

- Betty French, Manager of Finance,
- Connie McGaugh, Purchasing Officer

Report Title:

- Open Tenders/RFPs/RFQs

Report Purpose:

- To provide the Finance, Audit, Tendering & Administration Committee and Council with information about any Tenders/RFPs/RFQs which are currently open and posted on the City's website.

Staff Recommendation:

- That Council receive this report for information.

Report Details:

Name	Status	Posted On	Deadline	# of bids
Knuckle Boom Crane, Tool Box and Dump Box	Closed	September 20, 2023	October 10, 2023	2
Heavy Duty Work Truck Complete with Chipper Body and 75' Aerial Bucket	Closed	September 20, 2023	October 17, 2023	2
Electric and Hybrid Fleet	Closed	August 31, 2023	September 15, 2023	3
Design Reviewers (REOI)	Open	October 26, 2023	November 10, 2023	2
2023/2024 Full Size Three Row SUV	Closed	October 18, 2023	November 1, 2023	1
Survey Data Collection Services	Closed	October 13, 2023	October 30, 2023	2
Charlottetown Electric Bus Maintenance & Storage Facility Design-Build Project	Open	October 17, 2023	December 21, 2023	

Financial Implications:

- All items are budgeted.

Public Engagement and Communication:

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

Legislative Authority:

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

Strategic Alignment:

- Our Purpose: to provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city.

Reviewed By:

Manager



CAO/Director



Committee Recommendation: (if differing from staff)



City of Charlottetown Committee Report

Report No: FIN-36-2023

Date: December 6, 2023

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

Reporting Department: Finance

Other Associated Departments:

Prepared by: Betty French, Manager of Finance

Attachments:

- Revised Grants Bylaw #2023-GB-01
- Grants Bylaw Amending Bylaw #2023-GB-01A
- Revised Community Grants Policy #P-Fin-09

Report Title:

Revised Grants Bylaw and Policy

Report Purpose:

To provide the Finance, Audit, Tendering & Administration Committee and Council with the Revised Grants Bylaw #2023-GB-01, Grants Bylaw Amending Bylaw #2023-GB-01A, and Revised Grants Policy #P-Fin-09

Staff Recommendation:

That Council approve the revised Grants Bylaw #2023-GB-01, Grants Bylaw Amending Bylaw #2023-GB-01A and revised Community Grants Policy #P-Fin-09.

Report Details:

The Finance Committee and Council requested that the existing Grants Policy be revised such that an organization could apply for a City Grant once per fiscal year.

To comply with this request, representatives from the departments which provide grants reviewed both the Grants Bylaw and the Grants Policy.

The Bylaw review resulted in the following recommended revisions:

- 1) Some amendments to the Bylaw to provide better clarity.
- 2) Minor Sport Subsidy Program and Community Sustainability Micro-grant Program be moved from section 5 Exclusions to Schedule A: City of Charlottetown Grants Program, such that they are a Grant Program covered by the Grants Bylaw, with their own Policies.
- 3) Events Grants Program and Arts and Culture Grants Program be added to Schedule A: City of Charlottetown Grant Program, such that they are Grants Programs covered by the Grants Bylaw, with their own separate Policies.

The Policy review resulted in the following recommended revisions:

- 1) Change the name of the Grants Policy to Community Grants Policy to clarify which grants fall under this Policy. The intention is that grants will be handled by the relevant department as much as possible, rather than Finance. The departments that provide grants will have their own budget for grants.

2) Section 9.0 Application Deadlines be amended to require Community Grant requests to be submitted by November 30th each year.

Council or Committee History:

October 11, 2023 – Finance, Audit, Tendering & Administration

Financial Implications:

A budget for each Grants Program will be included in each relevant department’s budget annually, as approved by Council.

Public Engagement and Communication:

Grant Bylaw, Policies and Grant recipients are posted on the City’s website.

Legislative Authority:

MGA sections 142, 143, and 158.

Strategic Alignment:

The evaluation of Grant Applications is tied to the Strategic Priorities of the City.

Reviewed By:

Manager



CAO/Director



Committee Recommendation: (if differing from staff)



**CITY OF CHARLOTTETOWN
GRANTS BYLAW
AMENDMENT BYLAW #2023-GB-01A**

Amend the City of Charlottetown Grants Bylaw (#2023-GB-01) to update the City of Charlottetown Grant Programs.

RESOLVED: THAT the bylaw to amend the "**CITY OF CHARLOTTETOWN GRANTS BYLAW" (#2023-GB-01)** be read a **first** time.

Moved by Councillor _____ John McAleer

Seconded by Councillor _____ Julie McCabe
Date: December 11, 2023

RESOLVED: THAT the bylaw now be approved as a City Bylaw and that it be entitled the "**CITY OF CHARLOTTETOWN GRANTS BYLAW" (#2023-GB-01)** and that it be read a second time at the next public meeting of Council.

Moved by Councillor _____ John McAleer

Seconded by Councillor _____ Julie McCabe
Date: December 11, 2023

THEREFORE, BE IT RESOLVED: THAT the "**CITY OF CHARLOTTETOWN GRANTS BYLAW" (#2023-GB-01)** be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor _____ John McAleer

Seconded by Councillor _____ Julie McCabe
Date:

This Grants Amendment Bylaw, #2023-GB-01A, was adopted by a majority of Council members present at a Council meeting held on ____ day of _____, 20__.

Philip Brown, Mayor

Eleanor Mohammed, CAO

CITY OF CHARLOTTETOWN

GRANTS BYLAW

BYLAW # 2023-GB-01

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

1. Title

- 1.1. This bylaw shall be known and cited as the “Grants Bylaw.”

2. Authority

- 2.1. Subsection 158(1) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that advances the priorities of the City’s Strategic Plan.

3. Application

- 3.1. This bylaw applies to Council, City of Charlottetown staff and any person, group or body for which municipal grants may be established, application may be made, reviewed and awarded.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “Application” means an application for grant funding as found in Schedule A of this bylaw.
- 4.3. “Chief Administrative Officer” (CAO) means the administrative head of a municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.4. “City” means the City of Charlottetown.
- 4.5. “Committee of Council” refers to the Council of the City of Charlottetown as a single Committee.
- 4.6. “Council” means the Mayor and other members of the Council of the municipality.
- 4.7. “Councillor” means a member of Council other than the Mayor.
- 4.8. “Fees” means payments made to the City of Charlottetown in exchange for services received.
- 4.9. “Grant” means a sum of money and/or “in kind” assistance provided by the City of Charlottetown to advance the priorities of the City’s Strategic Plan.

- 4.10. "Strategic Plan" refers to the current City of Charlottetown Strategic Plan.
- 4.11. "In Kind" means a grant paid by the City of Charlottetown in goods, use of City assets, commodities, or services, instead of money.

5. Exclusions (City Funded programs which are not considered under this bylaw)

- 5.1. Donations
- 5.2. **Event** Hosting Fees
- ~~5.3. Minor Sport Subsidies~~
- ~~5.4. Micro Grants~~

6. General

- 6.1. The City of Charlottetown establishes under this bylaw grant programs for organizations, groups, and individuals who assist the City in advancing the priorities of the Strategic Plan.
- 6.2. Each grant program will be established by way of a written policy adopted by Council. Each policy established by Council must include, at a minimum, the following information:
 - (a) name of grant **program**;
 - (b) date grant **program** is established;
 - (c) purpose of grant **program**;
 - (d) application deadline;
 - (e) eligibility criteria;
 - ~~(f) maximum amount available for grant; and~~
 - (g) reporting requirements.
- 6.3. Grant programs provided by Council must be identified and described in Schedule "A" of this bylaw. Schedule "A" is considered to be part of this Bylaw and may only be altered by amendment of this Grants Bylaw.

7. Principles

- 7.1. Council recognizes that, through the provision of grants, Council is committed to providing financial and "in-kind" assistance to organizations, groups, and individuals who assist the City in advancing the priorities of the Strategic Plan. These principles governing grant programs include:
 - (a) Council is committed to treating requests for grants in a consistent, fair, and equitable manner, subject to established priorities and budget;
 - (b) Council promotes public awareness of the principles and guidelines by which Council is:

- (i) providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
 - (ii) establishing a timeline for the submission and processing of such requests, so that Council can conduct a meaningful comparison and achieve an equitable distribution of support.
- (c) Council advertises the Grants ~~Policy~~ Bylaw, **Policies**, and the application process through its website.
 - (d) Council recognizes that there may be worthy requests which may not fit within this statement of general principles and guidelines. Nothing in the ~~policy~~ **Bylaw** prevents Council from making grants at times and for purposes outside the scope of the ~~policy~~ **Bylaw**.
 - (e) Council may provide grants in the form of in-kind services, or in exceptional circumstances a waiver of standard fees, whereby doing so advances the strategic priorities of the City.

8. Criteria and Conditions

- 8.1. Funding will be awarded to organizations, groups, or individuals offering services, products, or activities to advance the priorities of the City's Strategic Plan.
- 8.2. Those eligible for funding are not required to live within the boundaries of the City; however, grants provided must advance the priorities of the City's Strategic Plan.
- 8.3. All grants will be approved and awarded in accordance with City's **Grant Policies** ~~Policy~~ and sections 142, 143, and 158 of the Act.

9. Reporting

- 9.1. Council must ensure that adequate and accurate records of all grants awarded under this bylaw are kept on file and submitted each year during budget deliberations.
- 9.2. Council must publish the amounts awarded and the recipients of each grant on its website.

10. Restrictions

- 10.1. Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.
- 10.2. When grants "in kind" include the use of facilities or City assets, proof of insurance, normal security deposits and regular terms and conditions of the facility or City asset being used will apply.
- 10.3. Unless otherwise approved by Council, no grant monies will be paid until the annual budget has been approved.

11. Annual Support Limits

- 11.1. Council ~~will~~ **may** set an annual financial ceiling or cap for grants during its annual budget deliberations. Council may establish a ceiling using any one of the following:
 - (a) a percentage of the General Fund Budget;
 - (b) an average of prior year’s totals;
 - (c) use a per capita calculation; or
 - (d) set an absolute dollar amount.

12. Repeal of Bylaw

- 12.1. The City of Charlottetown Grants Bylaw which was initially approved and adopted by City Council on December 4, 2018, to be repealed and replaced.

13. Effective Date

- 13.1. This Grants Bylaw #2023-GB-01 shall be effective on the date of approval and adoption noted below.

First Reading:
 This Grants Bylaw, #2023-GB-01, was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2023.

Second Reading:
 This Grants Bylaw, #2023-GB-01, was read a second time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2023.

Approval and Adoption by Council:
 This Grants Bylaw, #2023-GB-01, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2023.

Witness the corporate seal of the City.

Mayor

Chief Administrative Officer

This Grants Bylaw #2023-GB-01 adopted by the Council of the City of Charlottetown on _____ day of _____, 2023 is certified to be a true copy.

Chief Administrative Officer

Date

Note: This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Schedule A:

City of Charlottetown Grant Programs

Name	Date Established	Purpose
Community Grant Program	2018	To provide discretionary financial or “in-kind” support to organizations, groups, or individuals that help advance the City’s Strategic Plan.
Grants for Taxes Tax Incentive Strategy	2018 2009	To provide a rebate on property taxes To provide a development incentive strategy that will encourage the expansion and/or rejuvenation of commercial properties within the City of Charlottetown
Affordable Housing Incentive Program	2021	To encourage and assist the private and non-profit sectors to come forward with various housing projects under the various provincial funding programs, that will assist the City of Charlottetown in meeting its residents housing demands
Arts and Culture Grants Program	2014	To provide financial support to arts and culture organizations, groups, or individuals to maximize the economic and social impact of the arts.
Event Grants Program	2004	To provide financial support to events that stimulate economic, tourism, social, and cultural prosperity and that have a profound impact on the community at large.
Minor Sport Subsidy Program	2004	To offer a Minor Sport Subsidy Program to non-profit minor sport organizations which have a mandate to deliver sport-related activities to resident youth at City owned and operated sport facilities.

Community Sustainability Micro-Grant Program	2011	To provide funding support to community groups and individuals that are planning an event or project which works towards City’s sustainability and climate action goals.
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City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Grants Bylaw
Bylaw # 2023-GB-01A

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

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Grants Bylaw Amending Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Grants Bylaw to 1) amend Section 5 “Exclusions”, 2) delete subsection 6.2. (f), 3) correct Subsection 7.1. (c) and (d), 4) change subsection 8.3., 5) change Subsection 11.1., and 6) correct and add more Grant Programs under Schedule A.

3. Authority

3.1. Subsection 158(1) of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables Council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that advances the priorities of the City’s Strategic Plan.

4. Definitions

4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, or the City of Charlottetown Grants Bylaw has the same meaning as in that Act or bylaw.

5. Section 5 – Exclusion – of the City of Charlottetown Grants Bylaw is hereby amended by the following:

5.1. Subsection 5.2. to read as **Event** Hosting Fees

5.2. Delete Subsections 5.3 - Minor Sport Subsidies and 5.4 - Micro Grants and move to Schedule A Grant Programs

6. Section 6 – General - of the City of Charlottetown Grants Bylaw is hereby amended by the following:

6.1. Read as:

(a) name of grant **program**;

(b) date grant **program** is established;

- (c) purpose of grant **program**;
- (d) application deadline;
- (e) eligibility criteria;
- ~~(f) — maximum amount available for grant; and~~
- (f) reporting requirements.

7. Section 7 – Principles – of the City of Charlottetown Grants Bylaw is hereby amended by the following:

7.1. Subsection 7.1. (c) and (d) to read as

- (c) Council advertises the Grants **Policy Bylaw, Policies**, and application processes through its website.
- (d) Council recognizes that there may be worthy requests which may not fit within this statement of general principles and guidelines. Nothing in the **policy Bylaw** prevents Council from making grants at times and for purposes outside the scope of the **policy Bylaw**.

8. Section 8 – Criteria and Conditions – of the City of Charlottetown Grants Bylaw is hereby amended by the following:

8.1. Subsection 8.3 to read as

All grants will be approved and awarded in accordance with the City's **Grant Policies Policy** and sections 142, 143, and 158 of the Act.

9. Section 11 – Annual Support Limits – of the City of Charlottetown Grants Bylaw is hereby amended by the following:

9.1. Subsection 11.1 to read as

Council ~~will~~ **may** set an annual financial ceiling or cap for grants during its annual budget deliberations.

10. Schedule A: City of Charlottetown Grant Programs – of the City of Charlottetown Grants Bylaw is hereby amended by the following:

Additions to Schedule A, (bolded below)

Name	Date Established	Purpose
Grant Program	2018	To provide discretionary financial or “in-kind” support to organizations, groups, or individuals that help advance the City’s Strategic Plan.
Grants for Taxes Tax Incentive Strategy Affordable Housing Incentive Program	2018 2009 2021	To provide a rebate on property taxes To provide a development incentive strategy that will encourage the expansion and/or rejuvenation of commercial properties within the City of Charlottetown To encourage and assist the private and non-profit sectors to come forward with various housing projects under the various provincial funding programs, that will assist the City of Charlottetown in meeting its resident's housing demands
Arts and Culture Grants Program	2014	To provide financial support to arts and culture organizations, groups, or individuals to maximize the economic and social impact of the arts.
Event Grants Program	2004	To provide financial support to events that stimulate economic, tourism, social, and cultural prosperity and that have a profound impact on the community at large.
Minor Sport Subsidy Program	2004	To offer a Minor Sport Subsidy Program to non-profit minor sport organizations which have a mandate to deliver sport-related activities to resident youth at City owned and operated sport facilities.
Community Sustainability Micro-Grant Program	2011	To provide funding support to community groups and individuals that are planning an event or project which works towards City’s sustainability and climate action goals.

11. Effective Date

- 11.1. This Grants Amendment Bylaw, #2023-GB-01A shall be effective on the date of approval and adoption below.

First Reading:

This Grants Amendment Bylaw, #2023-GB-01A, was read a first time and approved by a majority of members present at the Council meeting held on the ___ day of _____, 20__.

Second Reading:

This Grants Amendment Bylaw, #2023-GB-01A, was read a second time and approved by a majority of members present at the Council meeting held on the ___ day of _____, 20__.

Approval and Adoption by Council:

This Grants Amendment Bylaw, #2023-GB-01A, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 20__.

12. Witness the corporate seal of the City of Charlottetown

Mayor

Chief Administrative Officer

This Grants Amendment Bylaw, #2023-GB-01A adopted by the Council of the City of Charlottetown on _____ day of _____, 20__ is certified to be a true copy.

Chief Administrative Officer

Date

Policy Title: <u>Community</u> Grants Policy	Policy Number: P-Fin-09
Approval Date: May 8, 2023	Revision Date:
Related Legislation: Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1., Sec. 158.(1)	
Related Bylaw: Grants Bylaw #2023-GB-01	

1.0 POLICY STATEMENT

- 1.1 The City recognizes the integral role of our external partners and stakeholders in improving the quality of life for both residents and visitors in the City of Charlottetown.

2.0 PURPOSE

- 2.1 This policy applies to all external agencies and individuals who carry out activities that benefit the City of Charlottetown, ~~– This policy applies to those individuals and organizations who are~~ seeking a “Community Grant” ~~(direct financial support and/or in-kind services/support)~~. This policy does not preclude other City Departments from providing grants that are within their mandate. (see Grant Bylaw Exclusions – Section 5)

3.0 AUTHORITY

- 3.1 Subsection 158(1) of the Municipal Government Act Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that the council considers to be in the interests of the municipality. Any changes to this established grant policy requires the approval of Council by resolution.

4.0 DEFINITIONS

- 4.1 “Act” means the Municipal Government Act
- 4.2 “Application” means an application for grant funding.
- 4.3 “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the Municipal Government Act.
- 4.4 “City” means the City of Charlottetown
- 4.5 “Community Grant” means direct financial support and/or in-kind services/support that benefits the community and helps advance the City’s Strategic Plan but doesn’t fit within another Grant Program (see Grants Bylaw Schedule A – City of Charlottetown Grant Programs)

4.5 “Council” means the Mayor and other members of the Council of the municipality.

4.6 “Councillor” means a member of Council other than the Mayor

4.7 “Grant” means a sum of money given by the City of Charlottetown for a specified purpose.

~~4.8 “Fiscal Services” means the Department /Division of the City of Charlottetown responsible for financial services.~~

4.89 “In Kind” means a grant paid by the City of Charlottetown in goods, commodities, or services instead of money.

~~4.95-0~~ “Strategic Plan” refers to the current City of Charlottetown Strategic Plan.

5.0 OBJECTIVES

5.1 The objectives of this policy are as follows:

- a. To establish a process for providing a grant to groups, organizations, corporations, or individuals that is fair and consistently applied;
- b. To identify criteria upon which grant applications will be evaluated; and
- c. To set out the process by which the City will consider grant requests.

6.0 GUIDING PRINCIPLES AND PROCESSES

6.1 Community Grant requests should outline the purpose and benefit and how it aligns with the strategic priorities of the City of Charlottetown

6.2 Community Grants are intended to provide financial assistance for individuals and external agencies who assist in creating or ~~in~~-maintaining healthy, diverse, and inclusive communities of interest for the benefit of City residents and visitors.

6.3 Priority will be given to submissions that are ~~project-oriented~~project-oriented and not intended to create operational dependencies.

6.4 Where requests are ~~provided~~made for more than one year, they may be considered for up to a maximum of five (5) years unless there is a mutually beneficial agreement in place.

6.5 Financial statements or operation budgets for the previous/current year must accompany the written request for grant consideration. City support is not for the purpose of adding to the profit margin and/or assist ~~profit-making~~profit-making organizations/persons.

6.6 The City shall establish a maximum dollar amount within the Community Ggrants budget line each year.

6.7 If approved, prior to the receipt of the grant, organizations will be required to indemnify the City of any liability from their actions.

6.8 Recipients shall provide the City with statements showing how the grant was used by the end of March of the year following receipt of any grant funds.

6.9 Council recognizes that there may be worthy requests which may not fit within this statement of guiding principles and processes. Nothing in the policy prevents Council from making grants at times and for purposes outside the scope of the policy.

~~6.8~~

7.0 ELIGIBILITY CRITERIA

7.1 The following criteria will serve as a guide for the review of application requests. To be eligible for funding, an application for support must meet one or more of the following criteria:

a. Public Benefit - The program/service/event is broad based and open to all members of the public (versus a special interest group event open to specific individuals);

b. Financial Need - The application demonstrates financial need;

~~c. Community Showcase – Offers an opportunity to showcase the City and aids in creating awareness of the area with the intent of attracting participants from the region and beyond;~~

~~d. Economic Development – The program/service/event proposes to have a positive economic development impact for the City.~~

e.c. Community Development – The program/service/event proposes to have a positive impact on the community and by promoteing diversity, equity, and inclusion.

~~f. Tourism – The program/service/event proposes to highlight a geographic area of the City.~~

7.2 Those eligible are not required to live or operate within the boundaries of the City; however, grants provided must advance the priorities of the City's Strategic Plan. City must benefit from the grant provided.

8.0 COMMUNITY GRANT APPLICATION PROCESS

8.1 ~~All Community G~~grant applications must be submitted with the following information and documentation:

a. A description of the program/service/event for which support is ~~being requested~~requested.

b. The level of service the group, organization, corporation, or individual provides to the City.

c. The type of support required.

d. The direct benefits to the City as a result of the grant.

e. Disclosure of Applied for and/or received grants/in kind from other City Departments.

8.2 ~~Community Grant~~ grant applications will be reviewed by the ~~relevant department~~ Finance Department and a recommendation will be made to Council based on the evaluation of the application, ~~if necessary.~~

9.0 APPLICATION DEADLINES

9.1 To be considered in the City Corporation budget, the requestor must submit a written request by November 30th of each year for the following fiscal year.

~~9.2 — Requests for support will be considered on an ongoing basis.~~

~~9.3 — Advance notice of not less than 30 days is required when making an application for support.~~

~~9.49.2~~ Support granted for previous years will not be a factor in consideration and each application will be reviewed on its own merit.

~~9.59.3~~ Filing an application does not necessarily guarantee the award of any grant to the applicant.

10.0 FUNDING LIMITS

10.1 Actual support in the form of facilities, property, materials, resources, and other types of support will be based on resources available in the particular year the application is made.

~~10.2 — When grants "in kind" include the use of facilities, proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.~~

10.2 "In Kind" support that includes the use of facilities – proof of insurance, normal security deposits, and regular terms and conditions of the facility being used will apply.

10.3 Reference Section 11 of Grants Bylaw

11.0 REPORTING

~~11.1 Fiscal Services will ensure that adequate and accurate records of all grants awarded are kept on file and submitted each year during budget deliberations.~~ Adequate and accurate records of ~~community~~ grants will be maintained in the Finance Department.

~~11.2 Each applicant will be notified of the outcome of their grant application in a timely manner~~ Fiscal Services will notify each applicant of the outcome of their grant

~~application and grant recipients will be advised of type of in-kind support awarded to them.~~

- 11.3 ~~A summary of in-kind support will be included in the summary of the annual summary of grants. Fiscal Services will include a summary of its support in its annual summary of grants and in response to requests for information in accordance with section 147 of the MGA.~~

12.0 ACCOUNTABILITY

- 12.1 Council reserves the right to grant or reject any application for support that may or may not qualify in accordance with the provisions set out in this policy.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Finance, Audit, Tendering
& Administration #1**

Date: December 11, 2023

Moved by Councillor _____ **John McAleer**

Seconded by Councillor _____ **Julie McCabe**

RESOLVED:

That Council approve the reallocation of funds from the Extraordinary Expenses budget line to the Police budget in the amount of \$261,230 to cover the January – March 2023 cost to hire six (6) full-time officers.



City of Charlottetown Committee Report

Report No: 1

Date: November 28, 2023

Directed to Council through the following Committee:

Protective and Emergency Services Committee

Reporting Department: Police Services

Other Associated Departments: Finance Committee

Prepared by: Chief Brad MacConnell

Attachments:

- Annex "A" – Regional Police vs Population Ratio

Report Title: Funds for New Constables Positions

Report Purpose:

To provide the Committee with the comparative analysis of police vs. population and outline the benefits of hiring additional police resources.

Staff Recommendation:

That Council approve the reallocation of funds from within the existing budget to hire six (6) full-time officers at a cost of \$261,230.00.

Report Details:

On October 24, 2023, Mayor Brown put a Notice of Motion on the floor of the Protective Services Committee to hire six (6) additional Police Officers. The Committee supported the Notice of Motion to have the Finance Committee put a resolution forward to Council.

This request was prompted by the reality that in our modern community the needs and expectations of our police services grow by the day. Homelessness, mental health, and addictions are just a few of the complex issues facing our community. A comparative analysis of "Police vs. Population" ratios was completed and it was determined that Charlottetown is currently 29 Police Officers short of the regional average. See Annex "A".

Rapid population growth, increased tourism, and the use of technology in crimes have further added to CPS workload with calls for services increasing by 7500 in the last three years alone.

Historically, our police service has relied on summer casual and part-time police officers to offset summer population growth. This seasonal hiring also allowed us to compensate for the staff summer vacation schedule. These casual and part-time positions were cost-effective and prior to 2020, we had always been able to attract people to these positions that were looking to gain policing experience while in search of full-time employment.

In past years seasonal hiring ranged from 8 – 20 seasonal hirings of police officers. However, many things have changed, and we are no longer able to attract suitable and qualified police candidates for short-term employment. Some of these changes include but are not limited to:

- A reduction in the number of cadets graduating from the Atlantic Police Academy. Police Services across the country competing for limited number of qualified candidates;
- Cost and availability of short-term housing in our area; and
- Increased provincial Police Act standards which applicants must meet.

It should be noted that **these barriers are not as challenging when attracting officers for full-time employment** as Charlottetown is a desired place to live and work.

In the absence of the availability of seasonal police officers we must create new positions to ensure staffing levels do not reach critical levels that would comprise public safety. Further we must prevent officer burnout and disillusionment. Although the hiring of six (6) officers will not fully compensate for our current shortage, they would go a long way to preventing the aforementioned.

Furthermore, it is unlikely we will attract quality candidates if we do not have a competitive starting salary. This is especially true in attracting experienced officers from other departments.

The cost of hiring six (6) full-time officers (1st Class) from Jan – Mar 2024 is \$261,230.00. I would further estimate another \$10,000.00 per officer for uniforms and equipment required.

Total budget dollars required in this fiscal are estimated at \$261,230.00.

Council or Committee History:

Has been discussed at previous committee meetings.

Financial Implications:

\$261,230.00. Funds were not allocated in 2023-2024 Police Budget.

Funds are available in the Extraordinary Expenses Budget for 2023-24 and would need to be included in the Police 2024-25 Budget.

Public Engagement and Communication:

N/A

Legislative Authority:

Police Act and MGA

Strategic Alignment:

Governance and Civic Engagement

Reviewed By:

Manager / Director

Brad MacConnell



CAO



Committee Recommendation: (if differing from staff)

**Police Population Ratio
Comparable Police Services in the Region**

	Officers	Population	Population/Officers Ratio	100000/Ratio Officers per 100,000	Population/100000 Percentage
Charlottetown	69	42,793	620	161	43%
Summerside	31	15,983	516	194	16%
Cape Breton Reg.	200	94,921	475	211	95%
Amherst	24	9,733	406	247	10%
Bridgewater	24	9,042	377	265	9%
Kentville	18	6,703	372	269	7%
New Glasgow	39	11,942	306	327	12%
Truro	36	13,193	366	273	13%
Fredericton	103	65,293	634	170	65%
Saint John	141	71,541	507	197	72%
Miramichi	34	18,017	530	189	18%
Bathurst	30	12,250	408	245	12%
			460	229	
			Average added all together & divided by 12	Average added all together & divided by 12	

Officers	Population	Ratio	Officers per 100,000	Percentage	Current Officers
69	42793	620	161	43%	69

Officers	Population	Ratio	Officers per 100,000	Percentage	Required Officers
69	42793	620	229	43%	98
29 more officers needed Regional Averages					



**HUMAN RESOURCES COMMITTEE
REPORT TO COUNCIL
December 11, 2023**

The Human Resources Committee met December 6, 2023. The minutes of this meeting are included in your package.

There is one (1) resolution for Council's consideration.

Respectfully submitted,

Councillor Justin Muttart, Chair

HUMAN RESOURCES COMMITTEE
Wednesday, December 6, 2023
12:00PM – Council Chambers – City Hall

PRESENT: **Councillor Justin Muttart, Chair**
 Councillor Terry Bernard
 Councillor Kevin Ramsay
 Eleanor Mohammed, CAO

ALSO: **Emilee MacLeod, Manager of Human Resources**
 Jennifer Carter, Executive Assistant Human Resources

ABSENT: **Mayor Philip Brown**

1) Call to Order:

Chair Justin Muttart called the meeting to order at 11:59 am.

2) Declarations of conflict of interest:

There were no conflicts of interest declared.

3) Approval of Agenda:

Moved by Councillor Kevin Ramsay and seconded by Councillor Terry Bernard that the agenda be approved. Carried.

4) Approval of Minutes:

Moved by Councillor Kevin Ramsay and seconded by Councillor Terry Bernard that the minutes be approved. Carried.

5) Business arising from closed session:

There was no business arising from minutes.

6) Reports:

a) Management/Non-Union Compensation – Salary Increases Report No: MGMTNU2024:

Emilee – Reviewed the report.

Kevin – Please clarify who is encompassed in the Management Non-Union.

Emilee - This covers a wide range of administrative staff as well as Management.

Kevin – Thank you.

Justin requests to move it to council.

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

Adjournment

Moved by Councillor Kevin Ramsay and seconded by Mayor Philip Brown. Carried.

7) Discussions:

Justin stated that next HR Committee meeting will cover framework around performance management for CAO.

No other discussion was brought forward.

8) Adjournment

Chair Justin Muttart moved to close the meeting.

Moved by Councillor Kevin Ramsay and seconded by Councillor Terry Bernard.

Meeting adjourned at 12:04 pm.



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

**Human Resources
Committee #1**

Date: December 11, 2023

Moved by Councillor _____

Justin Muttart

Seconded by Councillor _____

Kevin Ramsay

RESOLVED:

That the City of Charlottetown accepts the proposed 2% increase to Management Non-Union Employees salaries for 2024, as per the attached document, effective January 1, 2024.



City of Charlottetown

Report No:

MGMTNU2024

Date:

December 6, 2023

Directed to Council through the following Committee:
Human Resources Committee

Attachments:

N/A

Department:

Human Resources Committee

Prepared by:

Emilee MacLeod, Human Resources Manager

Report Title:

Management/Non-Union Compensation – Salary Increases

Report Purpose:

That the Committee approve and forward to Council, the proposed 2% increase to Management/Non-Union Salaries for 2024.

Recommendation:

That Council approve the proposed 2% increase to Management/Non-Union Salaries for 2024.



Report Details:

The Management/Non-Union Employees Compensation and Benefits Policy (C-HR-2) states that “adjustments in the rate of pay (i.e., cost of living allowances) shall be determined annually by the Committee of Council which governs Human Resources and confirmed by City Council.”

Historically Management Non-Union Employees have received a 2% increase in line with the City’s union groups who have this provision in their collective agreements. It is recommended that the Committee approve a 2% rate increase for Management Non-Union Employees for the 2024 calendar year.

Respectfully,

Emilee MacLeod, HRM

<p>Council or Committee History: (What previous meetings was this topic introduced and/or addressed at)</p>	
<p>Financial Implications: (What is the cost? Is there a budget allocation?)</p>	
<p>Public Engagement and Communication: (Summarize any communications and engagement needs or occurrences on the subject)</p>	
<p>Legislative Authority: (List applicable Acts, Bylaws, and Policies in relation to the subject matter of the report)</p>	
<p>Strategic Alignment: (Identify what section of the Strategic Plan that the subject matter of the report is satisfying)</p>	
<p>Reviewed By:</p>	
<p>Manager / Director</p> 	<p>CAO</p> 



**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE
REPORT TO COUNCIL
December 11, 2023**

The Protective & Emergency Services Committee met November 28, 2023 and the minutes are included in your package.

There is 1 resolution for your consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

**Protective & Emergency Services
Committee Meeting
November 28, 2023
12:00 pm – Council Chambers, City Hall**

DRAFT

Present:

Councillor Kevin Ramsay	Mayor Philip Brown
Deputy Mayor Alanna Jankov	Councillor Norman Beck
Eleanor Mohammed, CAO	Tim Mamyne, FC
Kent Mitchell, DFC	Brad MacConnell, PC
Jill Stewart, EA	

1. Call to Order

Chair, Councillor Ramsay called the meeting to order at 12 Noon.

2. Approval of Agenda

It was moved by Mayor Brown and seconded by Councillor Beck that the agenda be approved as circulated. Carried.

3. Declarations of Conflict of Interest

No conflicts were declared.

4. Adoption of Minutes

It was moved by Mayor Brown and seconded by Councillor Beck that the previous minutes of October 24, 2023, be adopted. Carried.

5. Business Arising from the Minutes

No business arose.

6. Report/Discussions

a. Epic Electric Scooters Presentation (Tafadzwa Mpas)

Mr. Mpas provided Committee with an overview of his business for information sharing purposes.

He spoke about their mission and how it works. He went into detail about the benefits of e-scooter service in Charlottetown, providing an analysis regarding Bus Service vs Ride Share vs Epic Electric Scooters. The 2023 season began May 1, 2023 and ended October 29, 2023 during that time there was a total of 12,537 users, 19,983 total number of trips, and the average distance was 3.1km.

Mr. Mpas spoke about the safety challenges they faced along with the safety features they introduced to rectify the challenges which included the helmet delivery system, atmosphere lights & turn signals, pre-ride information, safe ride reaction test and ID verification.

Mr. Mpas noted that during the 2024 season they plan to implement a no sidewalk riding sticker on the e-scooters, maximum fleet size and fleet optimization. He spoke about the

daily curfew that was initiated, requiring the shutdown of services at 10pm and how it had resulted in a significant impact to his business, 60% reduction from August – October.

Mr. Mpasó provided a curfew proposal, the objective is to optimize service availability for users, accommodate the unique dynamics of different days of the week and foster positive engagement with their ridership. His suggested service hours would be to operate 24 hours Sunday to Thursday and a closing time of 11:30pm on Friday and Saturday.

After some discussion and questions, the Committee thanked Mr. Mpasó for his presentation and advised him to continue communicating with Cst. Dale Johnson.

b. Operational Report (Deputy Fire Chief Kent Mitchell)

Deputy Fire Chief Mitchell spoke to the report highlighting the number of fire/general inspections, fire investigations, education sessions and emergency responses. Other areas noted are related to training and department activities.

c. Funds for New Constables Positions (Police Chief Brad MacConnell)

Chief MacConnell spoke to the report.

On October 24, 2023, Mayor Brown put a Notice of Motion on the floor of the Protective Services Committee to hire six (6) additional Police Officers. The Committee supported the Notice of Motion to have the Finance Committee put a resolution forward to Council.

This request was prompted by the reality that in our modern community the needs and expectations of our police services grow by the day. Homelessness, mental health, and addictions are just a few of the complex issues facing our community. A comparative analysis of “Police vs. Population” ratios was completed and it was determined that Charlottetown is currently 29 Police Officers short of the regional average. See Annex “A”.

Rapid population growth, increased tourism, and the use of technology in crimes have further added to CPS workload with calls for services increasing by 7500 in the last three years alone.

Historically, Charlottetown Police Services has relied on summer casual and part-time police officers to offset summer population growth. This seasonal hiring also allowed to accommodate the staff summer vacation schedule. These casual and part-time positions were cost-effective and prior to 2020, CPS had always been able to attract people to these positions that were looking to gain policing experience while in search of full-time employment. In past years seasonal hiring ranged from 8 – 20 seasonal hirings of police officers. However, many things have changed, and it has become challenging to attract suitable and qualified police candidates for short-term employment. Some of these changes include but are not limited to:

- A reduction in the number of cadets graduating from the Atlantic Police Academy. Police Services across the country compete for a limited number of qualified candidates.
- Cost and availability of short-term housing in our area; and
- Increased provincial Police Act standards which applicants must meet.

It should be noted that these barriers are not as challenging when attracting officers for full-time employment as Charlottetown is a desired place to live and work.

In the absence of the availability of seasonal police officers CPS must create new positions to ensure staffing levels do not reach critical levels that would compromise public safety and prevent officer burnout and disillusionment. Although the hiring of six (6) officers will not fully compensate for the current shortage, they would go a long way to preventing the aforementioned.

Furthermore, it is unlikely we will attract quality candidates if we do not have a competitive starting salary. This is especially true in attracting experienced officers from other jurisdictions.

The cost of hiring six (6) full-time officers (1st Class) not including benefits from Jan – Mar 2024 is \$161,230.00 plus an additional \$10,000.00 per officer for uniforms and equipment required.

Total budget dollars required in this fiscal are estimated at \$221, 230.00 (not including benefits).

The Protective and Emergency Services committee supported the staff recommendation and are requesting the Finance, Audit, Tendering and Administration Committee support and recommend that Council approve the reallocation of funds from within the existing budget to hire six (6) full-time officers at the cost of \$221,230.00 (not including benefits).

Carried 3-0

d. Proposed Amendment to the Traffic Bylaw (Police Chief Brad MacConnell)

Chief MacConnell spoke to the report.

Charlottetown Police Service have received complaints from concerned citizens in Charlottetown that motor vehicles are parking in designated bike lanes throughout the city. There is a fear that a bicyclist will have to maneuver into the travel portion of the roadway when the bike lane is obstructed, possibly causing a collision.

Currently, there are no bylaws that prohibit a vehicle from parking in bike lanes. A parking ticket can only be issued when there is a no parking sign in the area. A suggestion would be to add a clause H to the Traffic Bylaw under section 11.9 as stated above. The streets where complaints have been received that motor vehicles are parked in bike lane are Oak Drive and Kensington Road. It would be beneficial as well to have signage placed "NO parking in bike lane" to deter individual from parking there.

The Protective and Emergency Services committee supported the staff recommendation and are requesting the Public Works Committee support and recommend that Council amend the Traffic Bylaw section 11.9 and add a clause; h) "within a designated bike lane." Also, to have signage placed in areas where there have been vehicles parked in the bike lane to indicate no parking in bike lane. Carried 3-0

Councillor Beck suggested that the Public Works Committee review the current way bike lanes are defined, the fees and defined trucking routes.

Mayor Brown suggested that a schedule for bike lanes be added to the Bylaw.

e. Police – Dangerous, Hazardous, and Unsightly Properties Resolution to Council

Chief MacConnell reviewed the resolutions with Committee.

Following discussion, it was moved by Councillor Beck, and seconded by Mayor Brown that the Committee forward one (1) resolution to Council recommending that Public Works be authorized to clean up several city properties. Carried. One (1) resolution will be forwarded at the Regular Meeting of Council in December.

7. Introduction of New Business

- Chief MacConnell indicated that he has requested a meeting with the Department of Justice and Public Safety to discuss Forfeiture Legislation and to discuss the recent bill BC introduced to ban illicit drug use in many public spaces.
- Councillor Ramsay inquired about the rules/laws for tinted windows and graphics on vehicles. Chief MacConnell indicated that there are laws for tinted windows but didn't have that information on hand, he indicated he would send the information to Councillor Ramsay. As for graphics on vehicles, he indicated that there is no law unless it's considered a hate crime.

8. Motion to adjourn

It was moved by Councillor Beck and seconded by Mayor Brown that the meeting be adjourned.

Carried

Adjournment 1:35pm



City of Charlottetown Committee Report

Report No: 1

Date: November 28, 2023

Directed to Council through the following Committee:

Protective and Emergency Services Committee

Reporting Department: Police Services

Other Associated Departments: Finance Committee

Prepared by: Chief Brad MacConnell

Attachments:

- Annex "A" – Regional Police vs Population Ratio

Report Title: Funds for New Constables Positions

Report Purpose:

To provide the Committee with the comparative analysis of police vs. population and outline the benefits of hiring additional police resources.

Staff Recommendation:

That Council approve the reallocation of funds from within the existing budget to hire six (6) full-time officers at a cost of \$221,230.00 (not including benefits)

Report Details:

On October 24, 2023, Mayor Brown put a Notice of Motion on the floor of the Protective Services Committee to hire six (6) additional Police Officers. The Committee supported the Notice of Motion to have the Finance Committee put a resolution forward to Council.

This request was prompted by the reality that in our modern community the needs and expectations of our police services grow by the day. Homelessness, mental health, and addictions are just a few of the complex issues facing our community. A comparative analysis of "Police vs. Population" ratios was completed and it was determined that Charlottetown is currently 29 Police Officers short of the regional average. See Annex "A".

Rapid population growth, increased tourism, and the use of technology in crimes have further added to CPS workload with calls for services increasing by 7500 in the last three years alone.

Historically, our police service has relied on summer casual and part-time police officers to offset summer population growth. This seasonal hiring also allowed us to compensate for the staff summer vacation schedule. These casual and part-time positions were cost-effective and prior to 2020, we had always been able to attract people to these positions that were looking to gain policing experience while in search of full-time employment.

In past years seasonal hiring ranged from 8 – 20 seasonal hirings of police officers. However, many things have changed, and we are no longer able to attract suitable and qualified police candidates for short-term employment. Some of these changes include but are not limited to:

- A reduction in the number of cadets graduating from the Atlantic Police Academy. Police Services across the country competing for limited number of qualified candidates;
- Cost and availability of short-term housing in our area; and
- Increased provincial Police Act standards which applicants must meet.

It should be noted that **these barriers are not as challenging when attracting officers for full-time employment as Charlottetown is a desired place to live and work.**

In the absence of the availability of seasonal police officers we must create new positions to ensure staffing levels do not reach critical levels that would comprise public safety. Further we must prevent officer burnout and disillusionment. Although the hiring of six (6) officers will not fully compensate for our current shortage, they would go a long way to preventing the aforementioned.

Furthermore, it is unlikely we will attract quality candidates if we do not have a competitive starting salary. This is especially true in attracting experienced officers from other departments.

The cost of hiring six (6) full-time officers (1st Class) not including benefits from Jan – Mar 2024 is \$161,230.00. I would further estimate another \$10,000.00 per officer for uniforms and equipment required.

Total budget dollars required in this fiscal are estimated at \$221, 230.00 (not including benefits).

Council or Committee History:

Has been discussed at previous committee meetings.

Financial Implications:

\$221, 230.00 (not including benefits). Funds were not allocated in 2022-2023 Budget.

Public Engagement and Communication:

N/A

Legislative Authority:

Police Act and MGA

Strategic Alignment:

Governance and Civic Engagement

Reviewed By:

Manager / Director
Brad MacConnell

CAO



Committee Recommendation: (if differing from staff)

**Police Population Ratio
Comparable Police Services in the Region**

	Officers	Population	Population/Officers Ratio	100000/Ratio Officers per 100,000	Population/100000 Percentage
Charlottetown	69	42,793	620	161	43%
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Kentville	18	6,703	372	269	7%
New Glasgow	39	11,942	306	327	12%
Truro	36	13,193	366	273	13%
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Saint John	141	71,541	507	197	72%
Miramichi	34	18,017	530	189	18%
Bathurst	30	12,250	408	245	12%
			460	229	

Average added all together & divided by 12 Average added all together & divided by 12

Officers	Population	Ratio	Officers per 100,000	Percentage	Current Officers
69	42793	620	161	43%	69

Officers	Population	Ratio	Officers per 100,000	Percentage	Required Officers	
69	42793	620	229	43%	98	29 more officers needed Regional Averages



City of Charlottetown Committee Report

Report No: 2

Date: November 28, 2023

Directed to Council through the following Committee:

Protective and Emergency Services

Attachments:

- Traffic Bylaw

Reporting Department:

Police

Other Associated Departments:

Public Works

Prepared by:

Sgt. Melissa Craswell

Report Title:

Proposed amendment to Traffic Bylaw

Report Purpose:

To have an amendment made to traffic Bylaw to prohibit parking in designated bike lanes. Also, to have signage indicating "No parking in bike lane" placed to deter individuals from parking in the bike lanes.

Staff Recommendation:

The recommendation would be to amend the traffic bylaw section 11.9 and add a clause; h) "within a designated bike lane." Signage placed in areas where there have been vehicles parked in the bike lane to indicate no parking in bike lane.

Report Details:

Charlottetown Police Service have received complaints from concerned citizens in Charlottetown that motor vehicles are parking in designated bike lanes throughout the city. There is a fear that a bicyclist will have to maneuver into the travel portion of the roadway when the bike lane is obstructed, possibly causing a collision. Currently, there are no bylaws that prohibit a vehicle from parking in bike lanes. A parking ticket can only be issued when there is a no parking sign in the area. A suggestion would be to add a clause H to the Traffic Bylaw under section 11.9 as stated above. The streets where complaints have been received that motor vehicles are parked in bike lane are Oak Drive and Kensington Road. It would be beneficial as well to have signage placed "NO parking in bike lane" to deter individual from parking there.

Council or Committee History:

N/A

Financial Implications:

N/A

Public Engagement and Communication:

Charlottetown Police Community Action team has received complaints from citizens with concerns that vehicles are parking in designated bike lanes.

Legislative Authority:

City of Charlottetown Traffic Bylaw

Strategic Alignment:

Governance and Civic Engagement – Prioritize people and safety to help strengthen our community and quality of life.

Reviewed By:

Manager / Director

B. MacConnell

CAO



Committee Recommendation: (if differing from staff)



City of Charlottetown Committee Report

Report No: 3

Date: November 28, 2023

Directed to Council through the following Committee:

Protective and Emergency Services

Attachments:

- Resolutions to Council

Reporting Department:

Police

Other Associated Departments:

N/A

Prepared by:

Chief Brad MacConnell

Report Title:

Dangerous, Hazardous, and Unsightly Properties — Resolutions to Council

Report Purpose:

To request approval from Council to clean up the properties listed.

Staff Recommendation:

That Council authorizes the Public Works Manager to take the necessary steps to clean up the addresses in the attached resolution at the owner's expense.

Report Details:

Properties requiring clean up – combination of first time/repeat offenders:

27 Hutchinson Court (PID #584821)

27 Summer Street (PID #547810)

51 Bayfield Street (PID #361162)

Council or Committee History:

Ongoing matter at Committee/Council meetings, various properties.

Financial Implications:

Cost recovery mechanisms are implemented.

Public Engagement and Communication:

N/A

Legislative Authority:

Dangerous, Hazardous and Unsightly Premises Bylaw

Strategic Alignment:

Governance and Civic Engagement – Prioritize people and safety to help strengthen our community and quality of life.

Reviewed By:

Manager / Director
B. MacConnell

CAO



Committee Recommendation: (if differing from staff)



#11 FIRE CALLS FOR NOVEMBER 2023

District #1		District #2	
Type	Number	Type	Number
A/Alarm – Alarm Ringing No Fire	15	A/Alarm – Alarm Ringing No Fire	3
A/Alarm – Pulled/Accidental	2	A/Alarm – Pulled/Accidental	4
A/Alarm – Smoke/Steam/Dust	13	A/Alarm – Smoke/Steam/Dust	1
A/Alarm – Equip Malfunction	3	A/Alarm – Equip Malfunction	2
A/Alarm – Working on System	3	A/Alarm – Sprinkler/Power Failure	1
A/Alarm – Cooking	5	A/Alarm – Working on System	1
Mutual Aid	6	A/Alarm – Cooking	1
Tree on Power Line	1	Smoke in Building	2
Smell of Propane/Smoke	2	Power Line Down	2
Dumpster Fire	1	Smell of Smoke	1
Shed on Fire	1	Propane Smell	1
Clothing Fire outside Shelter	1	Butane Tank Fire	1
Chemical Smell	2	Mutual Aid	5
CO2 Detector	2	Elevator Rescue	1
Gas Released	1	CO2 Alarm	1
Vehicle Fire	1	Kitchen Fire	2
Transformer Fire	1	Dryer Fire	1
		Vehicle Fire	1
	60		31

Total Calls for the Years 2022 and 2023

Total Fire Calls for 2022	Dist.: #1	Dist. #2	Total Fire Calls for 2023	Dist.: #1	Dist. #2
January	50	27 (77)	January	40	26 (66)
February	29	19 (48) (125)	February	62	32 (94) (160)
March	32	14 (46) (171)	March	45	21 (66) (226)
April	44	10 (54) (225)	April	67	26 (93) (319)
May	36	25 (61) (286)	May	52	25 (77) (396)
June	45	21 (66) (352)	June	64	29 (93) (489)
July	51	23 (74) (426)	July	83	28 (111) (600)
August	45	33 (78) (504)	August	60	38 (98) (698)
September	153	101 (254) (758)	September	60	38 (98) (796)
October	72	45 (117) (875)	October	59	40 (99) (895)
November	54	20 (74) (949)	November	60	31 (91) (986)
December	37	20 (57) (1006)	December		
	<i>Total Calls for 2022 – 1006</i>			<i>Total Calls FOR 2023</i>	

2023 (2022) (From January 1st to November 30th)

182	221	Auto Alarms (No Fire/Alarm Ringing) both Station
30	9	Auto Alarms – Detector Activated both Stations
50	43	Auto Alarms – Pulled/Accidental/False both Stations
88	67	Auto Alarms – Smoke/Steam/Dust both Stations
97	103	Auto Alarms – Equip. Malfunction both Stations
14	11	Auto Alarms – Sprinkler/Power Failure both Stations
58	44	Auto Alarms – Working on System/Workers set off
115	95	Auto Alarms – Cooking both Stations
634	593	<i>Total Auto Alarm</i>
110	61	Mutual Aid/Stand By - Both Stations
18	12	Fire Calls to the WR Ind. Park – District #2



Monthly Council Meeting Statistics - Nov, 2023

CRIMES AGAINST PERSONS	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Robbery	1	1	13	2	6	-50%	117%
Serious (Murder)	1	1	1	0	1	#DIV/0!	0%
All type Assaults	52	39	370	27	299	44%	24%
Sexual (sex assault, voyeurism)	6	6	61	7	63	-14%	-3%
Sexual Child related	3	3	27	1	17	200%	59%
Threats	42	25	370	27	313	-7%	18%
Total Crimes Against Persons	105	75	842	64	700	17%	20%

PROPERTY CRIMES	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Break & Enter	15	7	133	10	87	-30%	53%
Theft Under \$5000	48	37	412	39	390	-5%	6%
Theft from Motor Vehicles	22	20	167	12	257	67%	-35%
Theft of Motor Vehicles	8	5	26	2	34	150%	-24%
Shoplifting	26	24	260	17	198	41%	31%
Mischief Under \$5000	41	39	342	17	301	129%	14%
Frauds	17	15	230	27	232	-44%	-1%
All Other Property Crimes		16	245	6	220	167%	11%
Total Property Crimes	195	163	1807	130	1719	25%	5%

Impaired/CDSA/Other/Total Occurrences	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
All cc Driving & Impaired	41	27	353	22	279	23%	27%
CDSA	13	13	204	9	128	44%	59%
All Other Criminal Code	47	39	607	43	439	-9%	38%
Total Monthly Occurrences		1698	19247	1471	17399	15%	11%

MUNICIPAL BYLAWS	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Parking	2125	2125	25434	2832	23659	-25%	8%
Nuisance	40	40	682	49	782	-18%	-13%
Dog	0	0	55	0	42	#DIV/0!	31%
Total	2165	2165	26171	2881	24483	-25%	7%
LCA	25	25	227	19	304	32%	-25%

HTA & MVC's	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Highway Traffic Act	79	78	970	68	879	15%	10%
HTA Violations		183	2786	231	3092	-21%	-10%
Other Traffic	10	10	229	21	184	-52%	24%
Motor Vehicle Collisions	84	83	1040	91	963	-9%	8%

Mental Health	2023			2022		% Chg over previous	
	Reported	Actual	YTD	Actual	YTD	Actual	YTD
Attempt/threat of suicide *		54	567	25	317	116%	79%
Mental Health Act		138	1645	119	1262	16%	30%
Wellbeing check		101	678	39	478	159%	42%
Total MHA + Wellbeing checks		239	2323	158	1740	51%	34%

* Attempt/threat of suicide is inclusive with MHA, do not add both results.



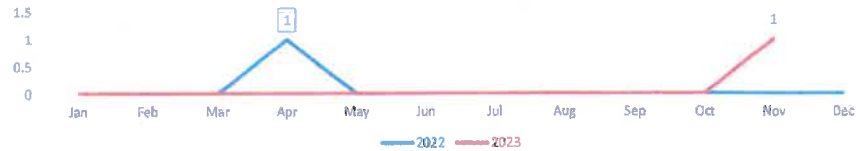
Monthly Council Meeting Statistics - Nov, 2023

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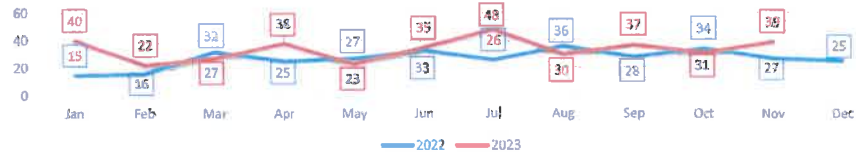
Robbery



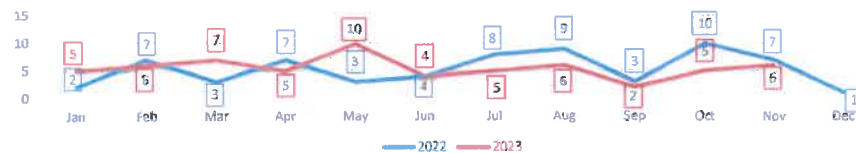
Serious (Murder/Attempt)



All Assault types



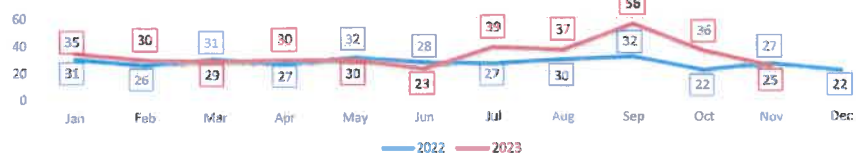
All Sexual types Adults



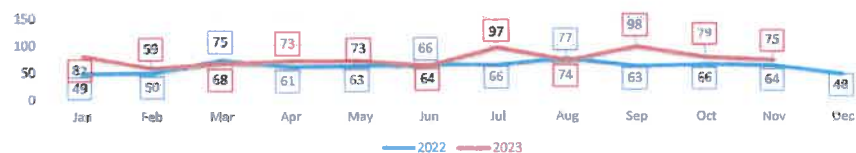
All Sexual types Children



Threats



Total Crimes Against Persons





Monthly Council Meeting Statistics - Nov, 2023

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Break and Enters



Theft Under \$5000



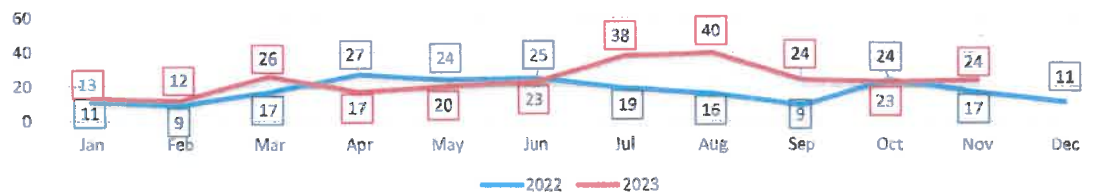
Theft from Vehicles



Theft of Motor Vehicles

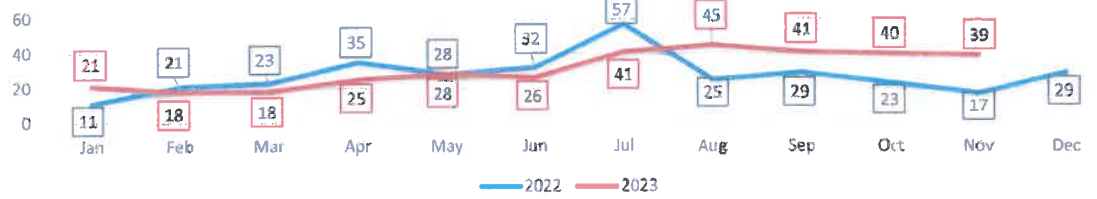


Shoplifting

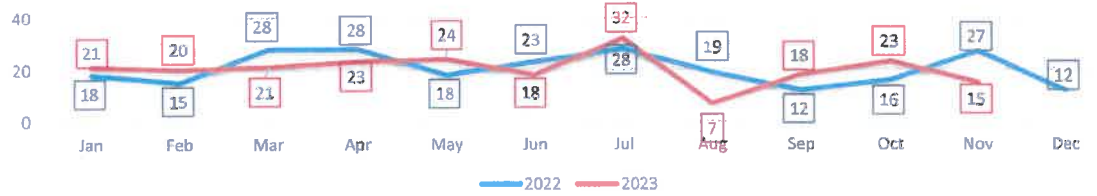


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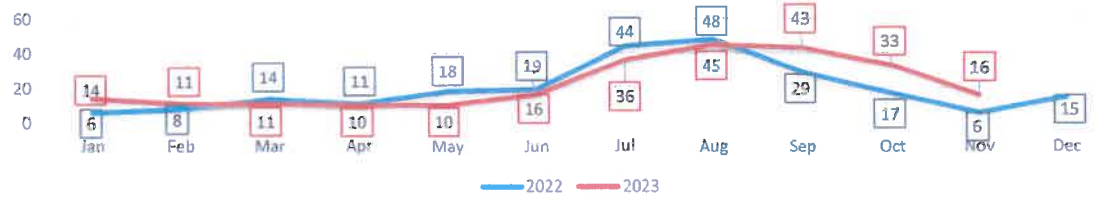
Mischief



Frauds



All Other Property Crimes



Total Property Crimes

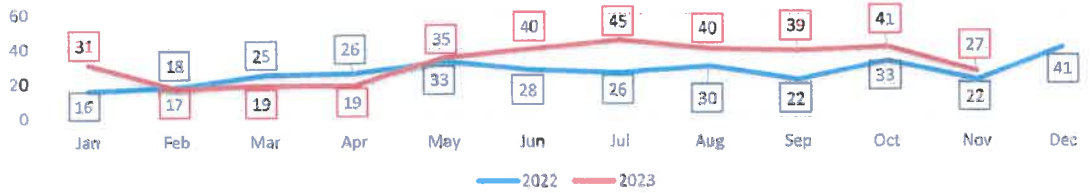




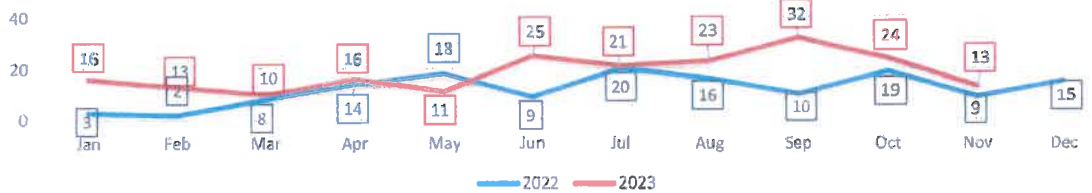
Monthly Council Meeting Statistics - Nov, 2023

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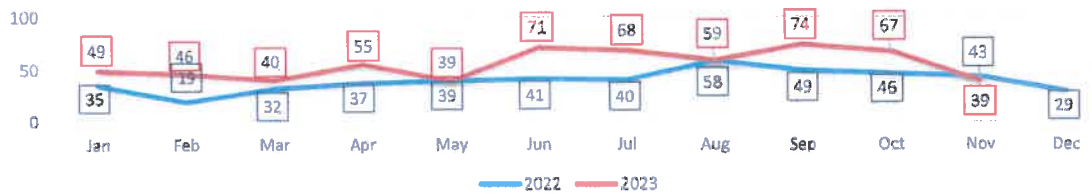
All cc Driving & Impaired



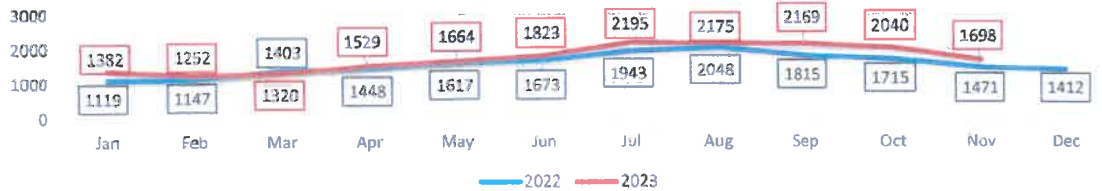
CDSA



All Other Criminal Code



Total Monthly Occurrences





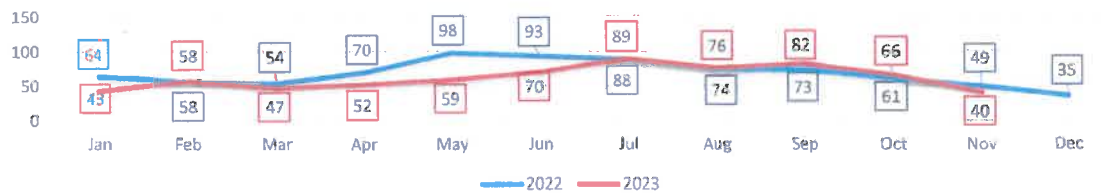
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Parking



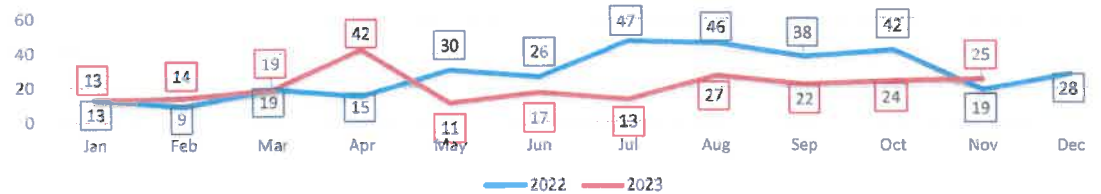
Nuisance



Dog



LCA

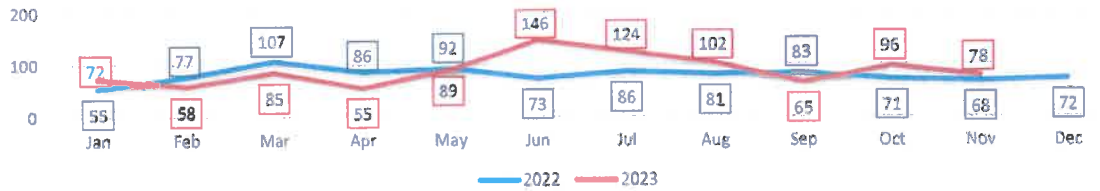




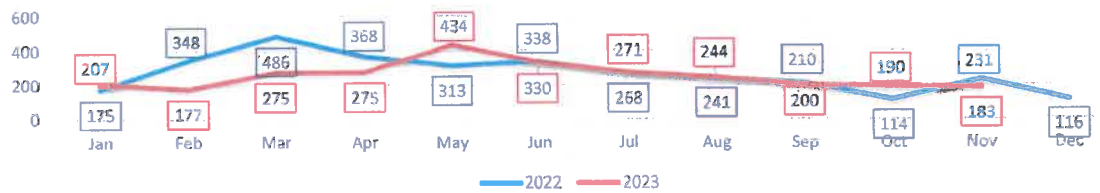
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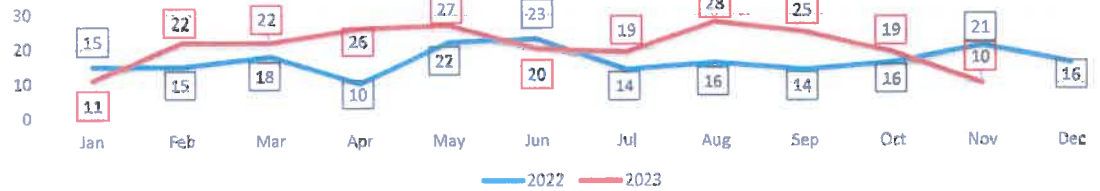
Highway Traffic Act



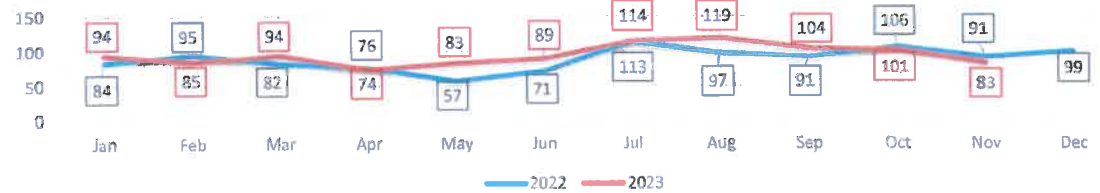
HTA Violations



Other Traffic



Motor Vehicle Collisions

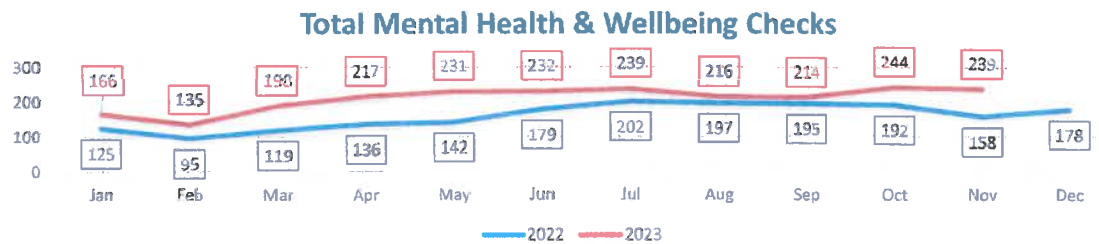
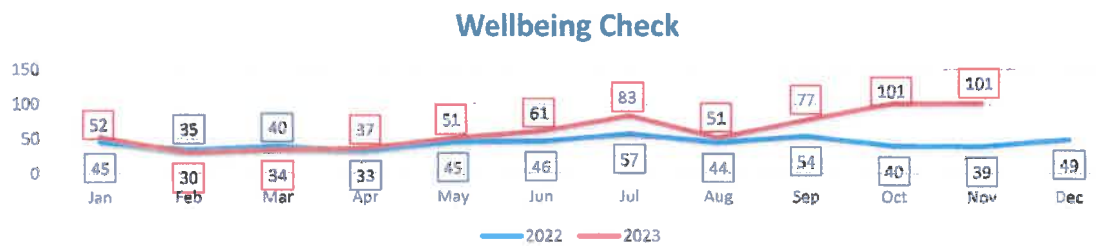
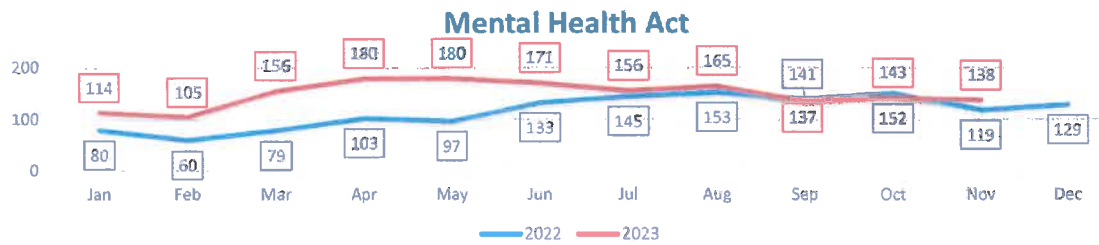
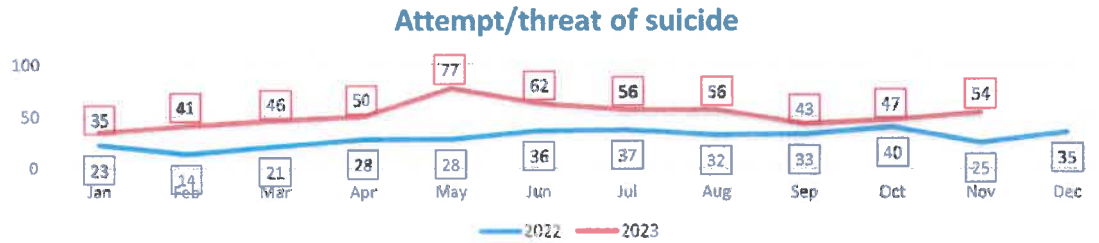




Monthly Council Meeting Statistics - Nov, 2023

Mental Health	2023			2022		% Chg over previous	
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Attempt/threat of suicide *		54	567	25	317	116%	79%
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Wellbeing check		101	678	39	478	159%	42%
Total MHA + Wellbeing checks		239	2323	158	1740	51%	34%

* Attempt/threat of suicide is inclusive with MHA, do not add both results.





CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Protective & Emergency
Services # 1

MOTION CARRIED _____

MOTION LOST _____

Date: December 11, 2023

Moved by Councillor _____ Kevin Ramsay

Seconded by Councillor _____ Norman Beck

RESOLVED:

That the Public Works Manager be authorized to cut grass, remove any trees, garbage and other materials or debris, dangerous or otherwise, clean up and properly dispose of same, at the owners' expense, at the following properties located at:

27 Hutchinson Court (PID #584821)

**Warning posted on November 7, 2023, Pictures taken.
Satisfactory action to resolve issue not taken.**

27 Summer Street (PID #547810)

**Warning posted on October 30, 2023, Pictures taken.
Satisfactory action to resolve issue not taken.**

51 Bayfield Street (PID #361162)

**Warning posted on October 23, 2023, Pictures taken.
Satisfactory action to resolve issue not taken.**

**in accordance with the terms of the Dangerous, Hazardous and
Unightly Bylaw of the City of Charlottetown.**



**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE
REPORT TO COUNCIL
December 11, 2023**

The Parks, Recreation and Leisure Activities Committee did not meet this month and therefore, there are no minutes in your package.

There are no resolutions for Council's consideration.

Respectfully submitted,
Councillor Mitchell Tweel, Chair



CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

New Business # 1

MOTION CARRIED _____

MOTION LOST _____

Date: December 11, 2023

Moved by Deputy Mayor _____ Alanna Jankov

Seconded by Councillor _____ Trevor MacKinnon

RESOLVED:

That effective immediately the following appointments to the Food Council, as recommended by His Worship Mayor Philip Brown, be approved.

George Bitar

Nick Chindamo

Tara Matheson

Kirstie McCallum

Eliot Senechal

Stephanie Stanger

Sheryl Wang

Martin Watson

Recommendations for Appointment to Food Council — December 11, 2023:

Name	Position	Bio
George Bitar	Co-Chair	George has experience in food preparation, production, and distribution. In addition, they work in the smart energy field as an engineer. The intersection of these areas of expertise will bring an important perspective to the Food Council, helping the Council to address the impact of the food system on climate change.
Kirstie McCallum	Co-Chair	Kirstie is an artist and has also worked in organic farming as well as studied food security issues. The incorporation of the arts will be a valuable asset to the Council's work in community engagement. Kirstie also has academic skills that will assist in developing policy recommendations.
Eliot Senechal	General member	Eliot works for Canada's Smartest Kitchen as a product developer. With this, they have insight into nutrition, food waste, and food procurement. Elliot also demonstrates knowledge of the intersection of food issues and climate change, an essential component of participation on the Food Council.
Martin Watson	General member	Martin has a great deal of experience in food distribution and food security promotion. They are also trained as a pastry chef. Martin has worked on projects centered on climate change adaptation and mitigation as well as conducting community engagement, all valuable skills relating to the Food Council.
Nick Chindamo	General member	Nick is an award-winning chef with a focus on reducing food waste and creating zero waste meals. They also have a great deal of foraging expertise in the context of PEI. Nick also has experience organizing events. This expertise is necessary for the Food Council.
Sheryl Wang	General member	Sheryl is a graduate of the UPEI Food and Nutrition program and has volunteered on food waste reduction projects. They are also a newcomer and an international student, bringing an important perspective to the Council from these experiences.
Stephanie Stanger	General member	Stephanie works for the John Howard Society of PEI, supporting the unhoused and those experiencing food insecurity. They are also passionate about gardening and Indigenous food growing practices as well as food preservation. These are important perspectives to add to the Food Council.
Tara Matheson	General member	Tara works at Vesey's Seeds as a horticulturalist, has knowledge of sustainable farming practices and is involved with the UPEI Climate Lab. They also have personal experience associated with food insecurity. With this, Tara provides important expertise and experience to the Food Council.