



**CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, AUGUST 13, 2024 at 5:00 PM**

Live Stream Available @ www.charlottetown.ca/video
Meeting Package posted to the City's website Tuesday, August 13th by 9:00 am

17 - RESOLUTIONS

5 - BYLAW READINGS

❖ **Land Acknowledgement**

1. Call to Order

2. Declarations of Conflict of Interest

3. Approval of Agenda

4. Motion to Move into a Closed Session as per Section 119(1)(d) of the Municipal Government Act of PEI - human resource matters, including labour relations or employee negotiations

- Union/Labour Negotiations

5. Adoption of Previous Draft Minutes

- Regular Meeting – July 9, 2024
- Public (Planning) Meeting – July 10, 2024
- Special Meetings – July 23 & 29, 2024

6. Business Arising out of the Minutes

7. Reports of Standing Committees of Council

6.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

- Monthly Report
- Six (6) Resolutions
- Two (2) 1st Readings to Establish New Bylaws
 - Enforcement Amendment Bylaw (#2024-EA-01)
 - Enforcement and Summary Proceedings Bylaw (#2024-ESP-01)
- Three (3) 1st Readings to amend the Zoning & Development Bylaw
 - Site-specific Exemption - 94 Watts Ave (PID# 757484)
 - Site-specific Exemption - 145 Richmond St (PID# 340422)
 - Site-specific Exemption - 149-151 Great George Street (PID#s 342386 and 342402)

6.2 Water & Sewer Utility – Councillor Bob Doiron, Chair

- Monthly Report
- One (1) Resolution

6.3 Public Works – Councillor Julie McCabe, Chair

- Monthly Report
- No Resolutions

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

- Monthly Report
- No Resolutions

6.5 Environment & Sustainability – Councillor Terry Bernard, Chair

- Monthly Report
- Three (3) Resolutions

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

- Monthly Report
- Five (5) Resolutions

6.7 Human Resources – Councillor Justin Muttart, Chair

- Monthly Report
- No Resolutions

6.8 Protective & Emergency Services - Councillor Kevin Ramsay, Chair

- Monthly Report
- No Resolutions

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

- Monthly Report
- One (1) Resolution

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

- Monthly Report
- One (1) Resolution

6.11 New Business

7. Adjournment



**CITY OF CHARLOTTETOWN
REGULAR MONTHLY MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 9, 2024, at 5:00 PM**

DRAFT

Mayor Philip Brown presiding

**Present: Deputy Mayor Alanna Jankov
Councillor Terry Bernard
Councillor Kevin Ramsay
Councillor Norman Beck
Councillor John McAleer**

**Councillor Mitchell Tweel
Councillor Bob Doiron
Councillor Julie McCabe
Councillor Trevor MacKinnon
Councillor Justin Muttart**

**Also: Richard MacEwen, ACAO
Michael Ruus, DIG
Paul Johnston, IIAM
Frank Quinn, PRM
David Gundrum, PDM
Jessika Corkum-Gorrill, ESM
Joshua McInnis, AUM
Janine Abbott, HRAM
Tracey McLean, PRC**

**Dan Jenkins, CFO/DFCS
Brad MacConnell, PC
Scott Adams, PWM
Betty French, FM
Donna Miller-Ayton, PPHM
Wayne Long, EGAM
Rory Chaisson, ITO
Steven Forbes, CS**

Regrets: Eleanor Mohammed, CAO

Tim Mamy, FC

- ❖ The Mayor acknowledged that the land on which we gather is the traditional unceded territory of the Mi'kmaq First Nation.
- ❖ Mayor Brown noted that the 2023-2024 Community Report is now available on the City's website. The report highlights some of the amazing work achieved by City staff and Council last year. The annually released report reflects on more than 75 projects, events and initiatives made possible by City staff, Council and stakeholders throughout 2023 and how these projects aligned with the City's Strategic Goals.
- ❖ Mayor Brown announced that the City of Charlottetown won the "Best of the Best" Water Taste Test at the 2024 American Water Works Association Annual Conference and Exposition in Anaheim, California recently; this is awarded to the community with the best tasting tap water in North America.

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

Councillor Doiron in conflict with Planning Resolution #1 regarding the IRAC Order related to Mutch Crescent (PID# 773051).

3. Approval of Agenda

Councillor McAleer, Finance Chair, requested that Finance Resolution #2 related to Port Charlottetown's request for a grant in lieu of municipal non-commercial property taxes be removed from the agenda as it

requires additional deliberations at Committee level. Moved by Councillor Ramsay and seconded by Councillor MacKinnon that the agenda be approved as amended. Carried.

4. Adoption of Previous Draft Minutes

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

- Regular Meeting – June 11, 2024
- Public (Planning) Meeting – June 26, 2024
- Special Meeting – June 27, 2024

CARRIED

5. Business Arising out of the Minutes

Regular Meeting of Council June 11, 2024 – it was requested that the Temporary Speed Hump Policy (eff. Jan 1, 2025) be taken back to the Public Works Committee for further review particularly the calculation used to determine the number of speed humps allocated per Ward. Councillor McCabe, Chair of Public Works Committee, indicated this would be taken back to the Committee for discussion.

6. REPORTS OF COMMITTEES / RESOLUTIONS/BYLAWS READINGS

6.1 Planning & Heritage – Deputy Mayor Alanna Jankov, Chair

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

- Councillor Doiron left the Chamber for the following resolution as he was in conflict.

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

RESOLVED:

That Council approve the rezoning as per the IRAC Order dated May 2, 2023, Order No: LA22-013, to amend Appendix G-Zoning Map of the Zoning and Development Bylaw from Single-Detached Residential Small (R-1S) to Single Detached Residential Narrow (R-1N) to permit the subdivision of 46 lots for single-detached dwellings on the remaining portion of land in the Sandlewood Subdivision, an extension of Mutch Crescent (PID# 773051).

CARRIED 9-0

- Councillor Doiron returned to the Chamber.

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

RESOLVED:

That Council approve the request to amend the current Development Concept Plan and Development Agreement and to approve the site and concept elevations for the building as the working site and building elevations for the property located at 115 Murchison Lane (PID# 425892).

CARRIED 10-0

1st Reading of the Building Code Bylaw – To amend the City of Charlottetown Building Code Bylaw (#PH-BC.3) to align terminologies with the recently enacted National Building Code.

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

RESOLVED:

That the bylaw (#PH-BC.3.1) to amend the City of Charlottetown Building Code Bylaw (#PH-BC.3) be read a first time.

CARRIED 10-0

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

RESOLVED:

That the bylaw (#PH-BC.3.1) now be approved as a City Bylaw and that it be entitled the City of Charlottetown Building Code Bylaw (#PH-BC.3) and that it be read a second time at the next public meeting of Council.

CARRIED 10-0

- Councillor Doiron left the Chamber for the following reading as he was in conflict.

1ST Reading of the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-083, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from Single-Detached Residential, Small (R-1S) to Single-Detached Residential, Narrow (R-1N) on the extension of **Mutch Crescent (PID #773051)**."

**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.2.083) as it pertains to the extension of **Mutch Crescent (PID# 773051)** be read a first time and approved; and that it be read a second time at the next public meeting of Council.

CARRIED 9-0

- Councillor Doiron returned to the Chamber.

2nd Reading of the Zoning & Development Bylaw - To adopt Bylaw **PH-ZD.2-082**, A Bylaw to amend the Zoning & Development Bylaw, "To amend sections of the Zoning & Development Bylaw (Bylaw PH-ZD.2) pertaining to Section 5.9.3, Section 5.11, Section 5.11.2, Section 5.11.3, Section 19.1.1, Section 20.1.1, Section 37.1, Section 46, Section 47.12.4, Section 47.14, Section 47.3 and Appendix A."

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

RESOLVED:

That the said Bylaw, Bylaw **PH-ZD.2-082**, be read a second time and approved.

CARRIED 10-0

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

RESOLVED:

That the said Bylaw, Bylaw **PH-ZD.2-082**, be adopted.

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.

6.3 Water & Sewer Utility – Councillor Bob Doiron, Chair

Councillor Doiron indicated his Committee report was included in the weekend package. He acknowledged and congratulated Richard MacEwen and the Water & Sewer Utility Staff on winning the "Best of the Best" Water Taste Test award.

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

RESOLVED:

That the City of Charlottetown proceeds with the Malpeque Road Water Station – Roof Replacement,

And accepts the bid submitted by Robertson Restoration in the amount of \$271,000.00 (plus applicable taxes), and

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

Some concerns were raised regarding the cost to replace a roof of a building that is primarily used for storage and what the future use of the water station will be. Also, the historic/heritage component was discussed, and it was suggested that the matter be reviewed by the Planning & Heritage Committee; moved and seconded to defer the resolution.

**DEFERRED 8-2
Councillors Beck and MacKinnon opposed**

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

RESOLVED:

That the City of Charlottetown proceeds with the procurement of Tandem Truck Services, Material Supply and Disposal of Excavated Materials,

And accepts the bid submitted by Label Construction in the amount of \$108,220.00 (plus applicable taxes), and

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

CARRIED 10-0

6.4 Public Works – Councillor Julie McCabe, Chair

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

An update regarding a Notice of Motion presented at the Regular Meeting of Council in June to reevaluate the 2024 Capital Street Resurfacing List was requested. Councillor McCabe referred to the Public Works Manager who indicated due to staff vacations and time restraints, the motion has not been considered as yet. Councillor McCabe indicated the item will be brought to the next Committee meeting.

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

Councillor MacKinnon indicated his Committee report was included in the weekend package. He reported that the Capital City Canada Day event was a success, Natal Day events take place August 1 – 4, Downtown Farmers Market has settled in nicely at its new location at Confederation Landing and Make Our Hometown Beautiful program is underway; nomination deadline July 17 with judging to take place the week of July 22.

6.6 Environment & Sustainability – Councillor Terry Bernard, Chair

Councillor Bernard indicated his Committee report was included in the weekend package. He reported that Bike Week events which took place June 17 – 23, were well received, Charlottetown transit ridership for June 2024 is up 15% from June 2023 – 117, 653 riders. Councillor Bernard noted that the transit operator will present to Council in the near future with respect to the system.

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

Councillor McAleer indicated his Committee report was included in the weekend package. He acknowledged Finance staff and retired staff who recently received service recognition awards.

In response to a question raised regarding funding for the Alumni Games Place Field Lighting and the need for a MOU with UPEI, it was noted the University's Sponsorship & Strategy Partnerships Officer will be meeting with those city user groups that are interested in utilizing the field in the future.

**Moved by Councillor John McAleer
Seconded by Councillor Terry Bernard**

RESOLVED:

That Council approve the funding request from Charlottetown Civic Centre Management Inc. ("CCCMI" or the Eastlink Centre) for \$25,000 to develop an RFP document that will solicit proposals from engineering and architecture professionals to design and manage a proposed expansion / renovation of the arena facilities (Eastlink Centre), allocating \$25,000 from the Extraordinary Expense Reserve to fund this request,

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

CARRIED 10-0

6.8 Human Resources – Councillor Justin Muttart, Chair

Councillor Muttart indicated his Committee report was included in the weekend package. He extended congratulations to City Staff that were recently recognized and received long service awards at a ceremony held at the Delta on July 4.

6.9 Protective & Emergency Services – Councillor Kevin Ramsay, Chair

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

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

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

Some concerns were raised with respect to particular sections of the Council Code of Conduct Bylaw and Procedural Bylaw. Councillor Beck indicated that a survey will be provided to Council to prioritize which bylaws require immediate review and amendments.

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

That, as per the conditions of the Request for Proposals for "Print Services," the submission of Ricoh Canada Inc. in the amount of \$70,071 (plus all applicable taxes) over 5 years be accepted,

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

CARRIED 10-0**6.11 Notice of Motion (4)**

The Acting CAO read the following notices; each notice to be forwarded to the appropriate Standing Committee for discussion.

Councillor Julie McCabe - That Council review the City of Charlottetown Dangerous, Hazardous and Unsightly Premises Bylaw and consider amendments particularly to Section 8.3 (Non-Compliance) whereby permitting the Bylaw Enforcement Officer ("Inspector") to immediately enter a Property, without the need of a Resolution of Council, to carry out work required to bring the property into compliance as per the Bylaw.

Councillor Mitchell Tweel – That Council requests an outside, independent, impartial, professional reassessment and evaluation of the condition of the following city streets:

Wendy Drive – from Queen Street to Kirkwood Drive
Eden Street – from Queen Street to University Avenue
Summer Street – from Queen Street to University Avenue
Lower Douglas Street - from Spring Park Road to Queen Street
Valley Street - from Connolly Street to Douglas Street
Bayfield Street - from University Avenue to Queen Street.

Councillor Mitchell Tweel – That Council consider amending Initiative 8 of the Housing Accelerator Fund Contribution Agreement executed January 24, 2024 so that increased densification is not permitted, in particular, the lands known as the Experimental Farm property.

Councillor Mitchell Tweel – To ensure the protection of Charlottetown citizens from health risks associated with drug paraphernalia left in public areas, Council is requested to investigate the ongoing issues concerning the matter of drug paraphernalia in the city including but not limited to authorization for City work crews to collect used drug paraphernalia, policy details whereby

authorizing the City of Charlottetown's responsibility for cleaning up drug paraphernalia and related garbage, and incurred costs to taxpayers.

6.12 New Business

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

RESOLVED:

That effective immediately and as recommended by His Worship Mayor Philip Brown, Taranbir Singh be appointed to the Diversity, Equity & Inclusion Task Force and Jeannie Poole be appointed to the Civic Board for Persons with Disabilities.

CARRIED 10-0

8. Adjournment

Moved by Councillor Doiron and seconded by Councillor Ramsay that the meeting be adjourned. Carried.
The meeting concluded at 7:02 PM.

DRAFT



Public Meeting of Council
Wednesday, July 10, 2024, 7:00 PM
Council Chambers, City Hall, 199 Queen Street
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

DRAFT

Mayor Philip Brown presiding

<u>Council members present:</u>	Mayor Philip Brown Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Julie McCabe	Councillor Mitchell Tweel*** Councillor Robert Doiron* Councillor Trevor MacKinnon Councillor Norman Beck
<u>Staff:</u>	David Gundrum - Manager of Development & Planning Michael Ruus - Director of Integrated Growth	Sonia Kamal, PII* Michael Fraser, PII* Jason Doucette, IO/AA**
<u>Applicants/ Representatives:</u>	Samantha Murphy, RPP Patty Larkin HIG LP Management Inc. Chris Williston	101523 PEI Inc. (Scott Lewis) Dojam Inc. HIG LP Management Inc. Philip Jamieson
<u>Regrets:</u>	Councillor Terry Bernard Councillor John McAleer	Councillor Kevin Ramsay

*Participated via Teams Conference Call

**Minute Taker

***Entered meeting at 7:13 pm

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

The deadline for submission of written comments is Thursday, July 11th at Noon.

1. Call to Order

Mayor Brown called the meeting to order at 7:12 p.m.

2. Declarations of Conflict of Interest

There were no conflicts declared.

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Beck that the agenda for the public meeting on July 10, 2024, be approved.

CARRIED (7-0)

4. Discussions:**a. Unaddressed parcel – St. Peters Road (PID# 140087)****Request:**

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

Property Information: Newly Annexed, Not Currently Zoned

Staff Presenter: Michael Fraser, PII

Applicant/Owner: Smanatha Murphy, RPP, Jamie Lewis, Scott Lewis

Reference: Public Meeting Package

Summary:

- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The subject property is approximately 69 acres in size and has two frontages including one on St. Peters Road and one on PEI Route 25.
- The property is bounded to the north and east by lands outside of the City of Charlottetown municipal boundary, to the south by St. Peters Road and to the west by several privately-owned properties accessed via Grant Street or East Royalty Road.

- This rezoning request is not in relation to any planned development proposal and is being sought to establish a base land-use designation under the OP and a base zone under the Zoning Bylaw for the property.
- The applicants have sought the East Royalty – Mixed Use zone. Though no development is proposed, the proposed zone permits a variety of residential and commercial uses.
- The subject property was successfully annexed into the City boundary in 2022. This process did not result in a rezoning or official plan amendment, leaving the parcel without development rights under a zone.
- This parcel is not covered by City plans due to its recent inclusion within the City's boundary.
- In accordance with Section 3.10.4 (Amendments to The Bylaw and Rezoning) of the Zoning and Development Bylaw On May 14, 2024, City Council approved the request to proceed to public consultation.
- On June 26, 2024, written notification was sent to property owners located within 100 m of the subject property.
- In total 16 letters were sent to residents advising them of this public meeting and requested their written comments. To date no written responses have been received.

Owners Jamie Lewis and Scott Lewis:**Summary:**

- Annexation process started with community meetings in 2018.
- City's boundaries restructured, effective June 1, 2022.
- Special Planning Area boundary amended to reflect City's new boundaries, effective September 24, 2022.
- Since the annexation, the subject property and other associated parcels have remained without zoning in place.
- Creating a local 'village centre' to support the needs of the rapidly expanding population in that part of the City.
- compact 5-minute walking distance envisioned in the Master Plan.
- ER-MUVC zoning: a mix of uses that might develop over time, associated with a local village core.
- Limited area currently zoned ER-MUVC to provide for that mix of uses to be developed over time.
- Site ideally situated to serve the fastest growing area of Charlottetown.
- Past 5 years, the population of East Royalty has risen exponentially.
- Montgomery Heights: 1,940 new residents, 1,275 more to be added within the next 5 years.
- Horseshoe Hill: a population of over 500 within the next 5 years.
- Bridle Path neighbourhood is progressing in development.
- Other developments presently underway.
- The 2015 Master Plan projected a population of the East Royalty area of approximately 17,550 residents and 2,500 employees when the area is fully grown out.

- Enhance the quality of life for the residents of East Royalty and surrounding communities by having a Village Centre that will provide services for all in the form of mixed uses.
- Base zoning (ERM-MUVC) will enable the development of detailed development concepts for the property.
- Assignment of uses would be developed through discussions with the City and placement of different uses based on existing adjacent uses.
- If granted the East Royalty Mixed Use Village Centre zoning, this 69-acre site could ideally allow a range of recreational, commercial, and institution uses, such as a clubhouse with recreation fields for such sports as cricket ball, softball, pickle ball, and tennis courts and other sports. As the community grows, so will the demand for services such as an indoor recreational facility.
- Before we can begin to think about how and where these various uses might fit together, however, we need the certainty of base zoning that would allow us to engage with the City and other parties regarding the servicing and other requirements that would be needed as we move forward with more detailed planning. As we have indicated since we first approached the City in 2018 regarding extending the municipal boundaries to include our property, we have a positive interest in seeing the property developed for a potential mix of uses ranging from commercial services, institutional services and sport and recreational services in a way that is beneficial to the City, to area residents, and to the surrounding communities.

Discussion:

Resident Barbara Dylla asked if there would be a community garden or playground involved with the property. It was answered that there would be parkland granted in the project and play areas would be important but that it is too premature to think about distribution of uses.

Resident Martin Fobes stated that he was encouraged by the terms walkability and sustainability and would not be encouraged by words like drive-thru. He hoped there would not be excessive light pollution and noise development in the area with a lack of pedestrian infrastructure.

Michael Fraser, Planner II responded that we are not at a detailed land use planning stage and are looking solely at zoning at this point.

Resident Katherine Parkman asked why there is one property in this extension and not 7 and what is the cost of extending water and sewer services out to the property. Michael Fraser, Planner II responded that we do not have confirmations that would determine the utility quote at this point for various reasons.

Councillor Beck asked for clarification on the Mixed-Use Village permitted land uses list in the report by the applicant and Michael Fraser, Planner II responded there are use rules for certain uses but the list was indeed allowable uses but there are form rules.

Councillor MacKinnon asked for clarification regarding the other properties and what are around this parcel and are they already zoned and if not, why are they not included. Michael Fraser, Planner II responded that we are just focused on the uses for this parcel as that is what has been privately initiated by the applicants.

Councillor Muttart asked if the other parcels surrounding this one are not with this group. Michael Fraser, Planner II responded that the other parcels do not show the same owner and it was confirmed by Samantha Murphy, RPP that Scott and Jamie Lewis are the owners.

Councillor Tweel stated that he thinks the concept is pretty exciting and long overdue. Mayor Brown called a point of order and said his opinion can be expressed when the resolution is on the floor.

Resident Daniel Mullen stated he is concerned that there are no specific plans and says it sounds like there is something already in the pipeline. He also stated that other developers have a free ride for infrastructure and said that there are a lot of costs associated with lift stations in this area and also that there have been preliminary discussions with the City about development. He also asked if there are any provisions in the plans for housing to take the pressure off people in the area. He also asked why this process was not asked for at the time of the annexation process. Michael Fraser, Planner II stated that there have been no discussions of uses at this time. Regarding the lift station, the servicing concept has not been put in place yet. Samantha Murphy, RPP added that apartments and mixed residential uses are also permitted and a possibility but there are no details yet.

Councillor Bernard confirmed that it is the developer that pays for the services, not the City.

Mayor Brown reminded everyone that the issue was in other processes along the way, and it was not just the City that had caused delays in the process.

b. 94 Watts Avenue (PID# 757484)

Request:

This is a request for a proposed site-specific exemption to the Zoning & Development Bylaw to permit a Commercial Daycare Centre to operate on the subject property within the Heavy Industrial (M-2) Zone. The application proposes to re-purpose an existing single-storey building (350 sq m) on the subject property as a Commercial Daycare Centre. The existing daycare currently operates on a different site along Watts Avenue that is within the Business Park Industrial (M-3) Zone where it is otherwise currently permitted as-of-right.

Property Information: Educational Institution

Staff Presenter: Sonia Kamal, PII

Applicant/Owner: Patti Larkin

Reference: Public Meeting Package

DRAFT UNTIL APPROVED BY COUNCIL

Summary:

- Request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) which proposes:
 - The existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property
- In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 19, 2024 City Council approved a request to proceed to public consultation concerning the application.
- Site
 - Heavy Industrial (M-2)
 - Previous use: Research Centre
 - Size: 0.50 hectares (1.23 Acres)
- Immediate Surroundings
 - M2: north, south, east and west
 - M3: South-west
- Summary of the positive attributes are:
 - The proposed use would help to address and alleviate current demand for new and expanded daycare centres in Charottetown.
 - The proposed use would provide a supporting service for working families within a well-established employment area close to where people work.
 - The Official Plan supports to create business parks which have services and facilities that are state of the art and responsive in an evolutionary sense.
- Summary of the neutral attributes are:
 - The use would occupy a building that is otherwise currently vacant
- Summary of the shortcomings are:
 - The proposed development could impact the existing privacy that abutting users have become accustomed to over time.
- The Planning & Heritage Department is hereby soliciting comments and feedback from the public and members of the public concerning the following site-specific exemption for the subject property located at 94 Watts Ave (PID# 757484) to allow the existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property.
- Following collection of public and Council feedback and comments this evening, a recommendation and resolution are planned to be forwarded to Planning Board and Council, respectively on the following upcoming meeting dates:
 - Planning Board – July 18th
 - Council – July 23rd

Discussion:

There were no questions or concerns raised in response to the application.

c) 149-151 Great George Street (PID#s 342386 & 342402)**Request:**

This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an 8-storey, 85-unit apartment building with ground-floor commercial space on the subject property within the Downtown Core (DC) Zone that would be subject to the bonus height provisions of the Zoning & Development Bylaw.

Property Information: Downtown Core (DC)

Staff Presenter: David Gundrum, Manager of Development Planning

Applicant/Owner: HIG LP Management Inc. (Gordie Kirkpatrick, April Robertson)

Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an 8-storey, 85-unit apartment building on the subject property with ground floor commercial space that would be subject to bonus height requirements.
- Site-Specific exemption request intended to replace the existing 2-storey commercial building on the subject property with an 8-storey, 85-unit apartment building with ground floor commercial space.
- Property is located at the southwest corner of the intersection of Great George Street and Kent Street.
- Located within the Downtown Core (DC) Zone adjacent to established commercial and mixed-residential uses.
- Subject property contains a two-storey commercial building containing office and business uses that has been present on the site for many years.
- Proposed change of use for the site from entirely commercial use currently to contain primarily residential use in a higher-density format is in general agreement with the applicable policies and objectives of the Official Plan for the Downtown Core land-use designation.
- Proposed change of use while displacing established commercial space in the downtown core would offer the opportunity to house more residents in close proximity to existing amenities and would offer synergies to support existing established commercial businesses in the immediate area. It is noted that a new commercial space component is proposed for the development.
- The Official Plan supports creation of higher-density residential uses in the downtown core and also the promotion of mixed residential/commercial uses.

- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 30 letters were sent to residents advising them of the public meeting to solicit comments and feedback. To date no written responses have been received.
- Next steps in the process will be:
- Recommendation to Design Review Board (July 15th).
- Recommendation to Planning Board (July 18th).
- Consideration by Council (July 23rd).

Applicant Representative - April Robertson, Coles Associates

- The client has recognized there is an under-utilized commercial building on site which provides a good opportunity to address some housing issues.
- All of the requirements for CMHC are being met in terms of affordability and accessibility.
- The first floor would be commercial space to keep within that downcore zoning theme.
- This will be a forward-thinking design.
- Taking into account climate change and residential considerations.
- We are looking at solar, heat pumps, and a generator which ties into climate change adaptation issues.
- For resident considerations, there will be storage locker access.
- A gym will be in the building.
- Window blinds will be part of the fit-up to avoid passive heating impacts.
- Efficient heating and cooling in each unit will be available.
- All units will be one-bedroom apartments with full size kitchens and appliances.
- There will be 14 barrier-free units within the total 85-unit count.
- There will also be an option of a shower or a bathtub for each unit as related to accessibility.
- All units will be about 500 square feet.
- The reason for the site-specific exemption is that the lot is not otherwise large enough to accommodate the 8 storeys as per the current Zoning Bylaw requirements that apply to the site.
- A number of neighboring properties are 5 storeys or higher in height within a two-block radius.

Discussion:

Resident Daniel Mullen responded that this is a fantastic proposal and that this is much-needed in the downtown. He asked what would be done with the ramp next door and on the south side of the building and what happens next to the building for future development next to it. It was answered that the loading dock ramp will be addressed and improved significantly. As for the

other question, there have not been any concerns raised by the business next door. April responded that on the Dow side there will have to be a firewall created and also go in and investigate the structure of the Dows building from a snow load perspective.

Resident Andrea Battison presented that large buildings have to be done right by using good design principles. Appropriate setbacks and massing are important and was concerned that the lot was too small. The public benefit that is being offered is only affordable housing. There is no light for occupants next door and should not be compared to other buildings that are tall. David Gundrum, Manager of Development Planning responded that a lot of Andreas questions will be addressed at the Design Review stage next week. The scope of the relief that is being asked for does tie into impacts for what the guidelines call for design review.

Resident Barbara Dylla asked about why the application is being presented without knowing what public benefit is being secured to obtain a bonus height and why is it being presented before the design review board. Also why were site plans and elevation drawings not included in the package as normally was done in the past. David responded that the public benefit would be confirmed through a future development agreement. Regarding the sequencing, there is no requirement that compels the Planning Department to follow a particular sequence of meetings as it regards Design Review and based on when it was received and in the interest of moving this forward, it is not really material to what is being considered here. Site plan and elevation drawings have been provided and were part of the package, concerning the site plan the building footprint would consume the whole property so this is not a case where there are other elements and more complexity to be illustrated or represented on a site plan. For the project to be inherently viable, a near 100% build-out of the site would be needed.

Councillor Beck asked for clarification on the accessibility percentage. David responded that he did not have the number right readily available to confirm. Councillor Beck asked if all units would be 500 square feet. It was answered that there a few that are just under but several that are just over 500 square feet. The accessible units tend to be a bit larger. Councillor Beck asked that the number of affordable would be determined within a development agreement at a later stage. That was confirmed as yes.

It was stated that all units meet visitability requirements which are not as stringent as accessibility but make units visitor-friendly with wheelchairs etc.

Councillor Beck asked if there is an inset and how far in does it go if there is an inset. It was answered that the median line follows Great George street. It was also confirmed that the face is the same.

Mayor Brown asked if there were similar scale nearby and David confirmed that there is and as part of the relief from the frontages as well as step backs would be required through the bonus height provisions.

*Councillor MacKinnon Exited the Meeting at 8:40 PM

d) 20 Ralden Avenue (PID# 396937)

Request:

This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an automotive repair shop to operate on the subject property within the Low Density Residential (R-2) zone. The subject property contains an existing legal non-conforming use (plumbing and heating repair service) located within an existing building on the site.

Property Information: Low Density Residential (R-2)

Staff Presenter: David Gundrum, Manager of Development Planning

Applicant/Owner: Philip Jamieson (Bob Coughlin Heating Service Inc)

Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building.
- Site-Specific exemption request intended to facilitate the conversion of the existing light industrial building (325 sq m) to contain an automotive repair facility.
- Property is located at the southeast corner of the intersection of Ralden Avenue and Darter Drive.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, double-bay shop building that has been the site of a plumbing and heating business for many years (legal non-conforming use).
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).
- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.
- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community.
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 34 letters were sent to residents advising them of the public meeting to solicit comments and feedback.

- To date two (2) written responses have been received, both in opposition to the application.
- Recommendation to Planning Board (July 18th).
- Consideration by Council (July 23rd).

Discussion:

Resident Chris Mullen stated he had concerns about noise pollution as well as children in the area who are walking around. Traffic is also a concern and also the oil disposal is an issue. The smells from an automotive shop would affect the neighbourhood and also there are babies in the neighborhood who would be sensitive to this type of land use. The area is all residential with duplexes and housing. The other concern is that by having the commercial property how the resident's property taxes would be affected as well as property values.

Resident Louis Arsenault stated that some of the neighbors have concerns with noise pollution. The area also has a boat shop of some sort across the road and basically the whole area is an eye sore. The surrounding area is not being taken care of and looks messy and thinks it is decreasing the property value. It is highly talked about that the building is a real eye sore with derelict cars and it has been contaminated with oil over the years and we have had the smell of oil lately.

Andrea Battison asked about non-conforming use and is the business currently operating and it was confirmed that is in operation and would like to know what the City's policy is on returning non conforming use property to their original zoning. David responded that we would revert to the zoning and development bylaw that covers legal non-conforming uses and if there is a demonstratable break in the use that exceeds a particular period of time, therefore that status would be lost.

Councillor Muttart asked for clarification if the applicant is looking for the exemption to construct a garage or are they looking to sell the property. David responded that the owner has designated the potential buyer as the applicant who is looking to acquire the property to operate as an auto mechanic shop.

Councillor McCabe stated she would like to know how the Creed property (boat shop across the road) did not return to its original use as it was always an oil service business and now we are hearing its operating as a boat business which would be a change of use so there should be some follow-up on that also.

Mayor Brown asked to confirm the zoning is R-2 and across the street is also R-2 and David confirmed that is correct. Mayor Brown stated that has been closed for some time and it should be looked into.

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councillor Muttart and seconded by Councillor McCabe that the public meeting be adjourned.
Meeting adjourned at 9:10 p.m.



**CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
TUESDAY, JULY 23, 2024 AT 5:00 PM**

DRAFT

Mayor Philip Brown presiding

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

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

Also: Eleanor Mohammed, CAO
Richard MacEwen, DCS
Frank Quinn, PRM
Rory Chaisson, ITO

Dan Jenkins, CFO/DFCS
Scott Adams, PWM
David Gundrum, DPM (T/C)
Tracey McLean, PRC

Guests: Karen MacDonald, Tracy Campbell & Molly Pendergast, IWMC

Regrets: Mike Ruus, DIG

(T/C indicates present via teleconference)

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

1. Call to Order

Mayor Brown called the meeting to order.

2. Declarations of Conflict of Interest

Councillor Doiron in conflict with Public Works Resolution #1 – Construction Waste Disposal and the 2nd Reading of the Zoning & Development Bylaw – Mutch Crescent.

3. Approval of Agenda

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

4. Presentation \Resolutions & Reports \Bylaw Readings

a) Presentation by Island Waste Management Corporation (IWMC)

Mayor Brown welcomed the representatives from IWMC and asked them to begin the presentation. Karen MacDonald, CEO of IWMC, thanked Mayor and Council for the opportunity to present; she then introduced Tracey Campbell and Molly Pendergast.

Ms. MacDonald spoke to the IWMC history (1999-2024) noting that waste management and an environmentally responsible disposal program needed to be established on PEI. Waste Watch, a local initiative, was developed with a focus on reducing landfill usage through composting organics, marketing recyclables, and properly handling specialized waste. In May 1999, Island Waste

Management Corporation was established. In 2002, the Waste Watch Program was expanded Island-wide, leading to the closure of all community dumps.

She then spoke more to the Waste Watch Program (Residential & Commercial), Special Disposal Programs, Central Compost Facility, East Prince Waste Management Facility, PEI Energy Systems and GFL Environmental. She noted on organics, waste and recycling and stressed the importance of education with respect to sorting these materials because only a maximum of 26,000 tonnes of residual waste can be incinerated annually and ~40,000 - 50,000 tonnes of waste is accepted each year at the East Prince landfill.

IWMC Strategic Plan Engagement Initiatives – Focus Groups, Virtual/In-Person Open House and Digital/Print Survey.

Recent Initiatives:

- 1) Work with City of Charlottetown staff and Environmental Health to develop a plan for addressing issues that arise in multi-unit dwellings.
- 2) Collaboration between the IWMC's Program Compliance Inspector and the City Of Charlottetown's Bylaw Enforcement Officer on community outreach. Next outreach effort planned for July 30, 2024.
- 3) Community presentations for various audiences, including one being planned for Sherwood at the end of August.

Significant Q&A took place and some concerns were raised with ongoing cart rejections. Ms. MacDonald indicated that with ongoing education, awareness, collaboration and the creation of a Committee made of City, Provincial and IWMC representatives, she is confident the issues can be resolved.

Mayor Brown and Council thanked the IWMC representatives for their informative presentation. Ms. MacDonald, Ms. Campbell and Ms. Pendergast left the meeting at 6:27 PM.

b) Strategic Priorities, Communications & Intergovernmental Cooperation Resolution

Moved by Councillor Norman Beck

Seconded by Deputy Mayor Alanna Jankov

RESOLVED:

WHEREAS, Non-violent mental health crisis is on the rise in Canada, with significant unmet needs leading to substance use, homelessness, and frequent interactions with the criminal justice system; and

WHEREAS, Police are increasingly tasked with managing complex social issues, responding to calls involving residents experiencing mental health crises, homelessness, or drug overdoses that require specialized interventions, which are often beyond the capacity of police or local governments to address; and

WHEREAS, Police resources and budgets are strained by responding to non-violent crisis calls that can often be addressed by other first responders, such as mental health practitioners, diverting police attention and resources away from critical public safety concerns such as violent crime;

WHEREAS, Local governments in Canada and their police services, in collaboration with community organizations, are increasingly pioneering innovative approaches and partnerships to divert crisis calls from police to more appropriate resources, ensuring individuals in crisis receive necessary services and support while alleviating the burden on law enforcement; therefore be it

RESOLVED, That FCM calls on the federal government to collaborate with provinces and territories to provide funding and support for local governments to implement innovative pilot projects for mental health crisis response, such as enabling partnerships between mental health practitioners, community organizations, and police to divert non-violent crimes involving mental health, homelessness, and substance use away from police responses where appropriate; and

FURTHER BE IT RESOLVED, That FCM calls on the federal government to work with the provinces and territories to provide additional supports to municipalities to scale-up existing programs and partnerships that have demonstrated positive outcomes in diverting mental health crises, homelessness, and substance use from police services, building upon successful models and evidence-based practices.

CARRIED 10-0

- Councillor Bernard left the meeting at 6:30 PM.

c) Public Works Resolutions

Moved by Councillor Julie McCabe
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Eight (8) – 2024/2025 Police Interceptor SUV AWD", the submission of Reliable Motors for the purchase of eight (8) Dodge Durango Interceptors in the amount of \$498,080.00 (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.

The CFO/DFCS indicated that the resolution was revised late this afternoon and differs from the one originally provided in the meeting package. He then provided Council an explanation for the change in the RFP award. Initially, Reliable Motors was willing to split the tender with Fair Isle Ford – 4 units a piece; however, Reliable Motors re-examined their previous decision and was not comfortable with going ahead with the split.

CARRIED 9-0

- Councillor Doiron in conflict and did not vote on the following resolution.

Moved by Councillor Julie McCabe
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Construction Waste Disposal," the submission of Landmark Construction in the amount of \$47,000.00 (plus all applicable taxes) be accepted,

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

CARRIED 8-0

Moved by Councillor Julie McCabe
Seconded by Councillor John McAleer

RESOLVED:

That, as per the conditions of the Public Request for Quotes for "Hourly Backhoe Hire Rates," the submission of UCC Utility Services in the amount of \$72.50/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.

Concern was raised that this firm has not carried out backhoe services for the City before. It was noted that the work will be monitored closely to ensure the contractor is able to provide the required services.

CARRIED 7-2**DM Jankov & Councillor MacKinnon opposed**

Moved by Councillor Julie McCabe
Seconded by Councillor John McAleer

RESOLVED:

That, the change order for Royalty Junction Rd be approved, and that the transfer of funds to "Roads – Street Resurfacing" from "Storm Water Management – Management" in the amount of \$223,187.40 (plus all applicable taxes) be accepted,

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

CARRIED 8-1**Councillor Doiron opposed****d) Parks, Recreation & Leisure Activities Resolutions**

- Councillor Doiron declared a conflict at this time. He did not vote on the following resolution.

Moved by Councillor Mitchell Tweel
Seconded by Councillor Justin Muttart

RESOLVED:

That, as per the recently advertised tender for the Victoria Park - City Diamond Overflow Parking, Drainage & Improvements, the City of Charlottetown accepts the bid of \$43,350 (plus applicable taxes) from JE Matheson Construction Inc.,

And that, the amount of \$18,000 (plus applicable taxes) from CBCL Ltd. for engineering, project management and professional services be accepted,

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

CARRIED 8-0

**Moved by Councillor Mitchell Tweel
Seconded by Councillor Justin Muttart**

RESOLVED:

That, as per the recently advertised tender for the Victoria Park Maintenance Building Renovations, the City of Charlottetown accepts the bid of \$63,757.11 (plus applicable taxes) from B & S Construction,

And that, the amount of \$15,000 (plus applicable taxes) from NINE YARDS Architecture Ltd for professional services and project management be accepted,

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

CARRIED 9-0

e) Planning & Heritage Resolutions and Bylaw Readings

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

RESOLVED:

That Council defer any decision at the present time concerning the request for a Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) to increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building on the subject property pending the resolution of comments received from City Public Works and Maritime Electric with respect to the application.

It was noted that, at the current time, Maritime Electric is against the variance request as they are concerned of the proximity of the proposed building to the existing and future 138 kV transmission lines. It was suggested that the major variance could be approved, staff could then manage the building permits appropriately so a friendly amendment was moved by Councillor Tweel and seconded by Councillor MacKinnon. Defeated 7-2 (MacKinnon & Tweel in favour). The original resolution as noted above was presented.

CARRIED 7-2

Councillors MacKinnon & Tweel opposed

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

RESOLVED:

That Council approve the request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) to allow for the existing building (350 sq. m) on the subject property to be used as a commercial daycare centre, and

That a commercial daycare centre be added as an additional permitted use for the zoning that applies to the subject property.

CARRIED 9-0

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

RESOLVED:

That Council approve the request for a site-specific exemption in the Park/Cultural (PC) Zone of the Zoning & Development By-law as it pertains to 145 Richmond St (PID# 340422) to allow for:

- 1) Signs that project a business name, image or advertisement onto a building or any other surface from a source external to the sign on the subject property; and
- 2) To allow for animated and video signs on the subject property.

CARRIED 9-0

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

RESOLVED:

That Council approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development Bylaw as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq. m) on the subject property to be used as an automotive repair shop, and

That an automotive repair shop be added as an additional permitted use to the zoning that applies to the subject property, and

Further that, as a condition of a future required change of use Permit, the development will be subject to a Development Agreement to be entered into with the City of Charlottetown to help mitigate and control operational impacts from the use.

Deputy Mayor Jankov felt there are some issues with the development agreement and moved a deferral; Councillor McCabe seconded.

**DEFERRED 8-1
Councillor Beck opposed**

2nd Reading of the Building Code Bylaw – To amend the City of Charlottetown Building Code Bylaw (#PH-BC.3) to align terminologies with the recently enacted National Building Code.

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

RESOLVED:

That the City of Charlottetown Building Code Bylaw #PH-BC.3 (amending bylaw #PH-BC.3.1) be read a second time and that the said Bylaw now be approved and adopted.

CARRIED 9-0

- Councillor Doiron in conflict and did not vote on the following reading.

2nd Reading of the Zoning & Development Bylaw - To adopt Bylaw PH-ZD.2-083, A Bylaw to amend the Zoning & Development Bylaw, "To amend Appendix G – Zoning Map of the Zoning & Development Bylaw from Single-Detached Residential, Small (R-1S) to Single-Detached Residential, Narrow (R-1N) on the extension of **Mutch Crescent (PID #773051).**"

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

RESOLVED:

That the said Bylaw as it pertains to the extension of **Mutch Crescent (PID# 773051)** be read a second time and approved.

CARRIED 8-0

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

RESOLVED:

That the said Bylaw as it pertains to the extensions of **Mutch Crescent (PID# 773051)** be adopted.

CARRIED 8-0

5. Adjournment

Moved by Councillor McCabe and seconded by Councillor McAleer that the meeting be adjourned. Carried.
The meeting concluded at 7:56 PM.

DRAFT



**CITY OF CHARLOTTETOWN
SPECIAL MEETING OF COUNCIL
COUNCIL CHAMBERS, CITY HALL, 199 QUEEN STREET
THURSDAY, JULY 29, 2024 AT 5:00 PM**

DRAFT

Mayor Philip Brown presiding

**Present: Deputy Mayor Alanna Jankov
Councillor Terry Bernard
Councillor Bob Doiron (T/C – D/C)
Councillor Norman Beck
Councillor John McAleer**

**Councillor Mitchell Tweel
Councillor Kevin Ramsay
Councillor Julie McCabe
Councillor Trevor MacKinnon**

**Also: Eleanor Mohammed, CAO
Richard MacEwen, DCS
Kent Mitchell, DFC
Cindy MacMillan, ERPC II**

**Dan Jenkins, CFO/DFCS
Jessika Corkum-Gorrill, MES
Anna Keenan, ATO
Mike Cassidy, Owner T3 Transit**

Guest Mike Cassidy & Matthew Cassidy, T3 Transit Operator

**Regrets: Councillor Justin Muttart
Tracey McLean, PRC**

Mike Ruus, DIG

(T/C indicates present via teleconference – D/C indicates call was disconnected)

- ❖ 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 declared.

3. Approval of Agenda

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

4. Presentation \Resolutions & Reports

a) Presentation by T3 Transit – History of Transit in Charlottetown

Mayor Brown requested that Mike Cassidy, Owner of T3 Transit introduce himself and Matthew Cassidy and begin their presentation.

Mr. Cassidy began by thanking the current and past Councillors for their trust and support over the last 19 years and for extending their contract back in 2023 from 2035 to 2045. Mr. Cassidy circulated a bulletin from 2005 that included photos of the first four buses and schedules and recalled the excitement of hitting 3,000 passenger fares in November 2005. Charlottetown could be on pace to hit 1.5 million passengers in 2024; 2023 saw just over 1.3 million. Cornwall and Summerside joined in 2008.

There have been several Provincial initiatives that have increased ridership over the years including reduced pricing for seniors and offering free rides for students.

Mr. Cassidy discussed the recent 10-year transit strategy recently conducted and indicated that T3 was pleased to be consulted with twice during the process. However, he did indicate that the report may not be entirely accurate especially around ridership, stating that they anticipate hitting 6,500 riders per day in September with classes returning to UPEI and Holland College.

There was a lengthy discussion on the various routes, hubs, future plans, electrification, etc. Council thanked both Mike and Matthew Cassidy for presenting.

- Councillor Doiron encountered technical issues and was disconnected from the teleconference.

b) Two (2) Protective & Emergency Services Resolutions

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

That, pictures were taken of the noted properties listed below without satisfactory action taken to resolve the issue by the respective property owner:

19 Ashburn Crescent (PID# 372672)
Warning posted on May 24, 2024.

14 Maple Avenue (PID# 384156)
Warning posted on June 3, 2024.

62 Highland Avenue (PID# 354985)
Warning posted on June 5, 2024.

16 Liberty Crescent (PID# 791889)
Warning posted on June 18, 2024.

3 Hutchinson Court (PID# 571653)
Warning posted on July 12, 2024.

CARRIED 8-0

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

RESOLVED:

That the Public Works Manager be authorized to exterminate wildlife and secure said building from further access of wildlife, dispose of same, at the owners' expense, in accordance with the terms of the Dangerous, Hazardous and Unsightly Bylaw of the City of Charlottetown at the following property located at:

295 Richmond Street (PID# 341172)
Warning posted on May 30, 2024. Pictures taken.

Satisfactory action to resolve issue not taken.

CARRIED 8-0

5. Motion to Move into a Closed Session of Council as per the Municipal Government Act of PEI Section 119(1)(D) - human resource matters, including labour relations or employee negotiations.

- Union Negotiations

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

6. Business Arising from the Closed Session

There was no business that arose from the Closed Session.

7. Adjournment

Moved by Councillor Ramsay and seconded by Councillor Beck that the meeting be adjourned. Carried.
The meeting concluded at 1:35 PM.

DRAFT



**PLANNING AND HERITAGE
REPORT TO COUNCIL
August 13th, 2024**

The Planning & Heritage Committee met on July 2nd, 2024; copies of the minutes, and report are included in your package.

The Affordable Housing Advisory Committee met on July 16th, 2024; copies of the minutes are included in your package.

The Planning Board met on July 18th and August 6th, 2024; copies of the minutes and reports are included in your package.

The Design Review Board met on August 8th, 2024; copies of the minutes and report are included in your package.

- Building Construction Stats July 2023 vs. July 2024 and Permit Approvals are included.

Resolutions: Six (6)

First Readings: Five (5)

Second Readings: None.

Respectfully submitted,

Deputy Mayor Alanna Jankov, *Chair*

PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, JULY 2ND, 2024 @ 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
Mayor Philip Brown
Councillor Norman Beck
Councillor Julie McCabe*
*attended virtually

Also: Donna Miller-Ayton, MP&H
Laurel Palmer Thompson, PIII
Jozeph Christiaans, Bldg Inspector II
Mike Ruus, Dir, Integrated Growth
Melanie MacKenna, Cox & Palmer
Jason Doucette, IO/AA **
**minute taker

Regrets:

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 were any conflicts; there were none.

3. Approval of Agenda

Moved by Mayor Brown and seconded by Councillor Beck that the agenda for Tuesday, July 2nd, 2024 be approved.

CARRIED

4. Adoption of Minutes

Moved by Mayor Brown and seconded by Councillor Beck that the minutes of the last meeting held on Tuesday, June 4th, 2024, as circulated, be approved.

CARRIED

5. Business arising from Minutes

None

6. Reports:

a. Update Enforcement & Summary Proceedings Bylaw

Summary:

The purpose of the report is to provide an update on the Enforcement & Summary Proceedings Bylaw that was previously presented and reviewed at the Committee level on May 7th and 16th. During the review the Committee members requested that responses be provided to some concerns raised. The responses as requested were provided by the city's legal representatives and were sent out to the Committee members. Essentially what the legal opinion is saying is that there wouldn't be any requirement based on the concerns to make any major amendment to the draft Enforcement and Summary Proceedings Bylaw but there might be a need to amend other Bylaws within the City.

Discussions:

It was asked that the nuisance bylaw listed at section 3.7a be amended to clarify that in an emergency situation such as Fiona using gas powered or electrical tools and also the contractor noise from building prior to 6am, under 2.2, be addressed. Melanie responded that she didn't have the Nuisance Bylaw with her but the request was something that can be amended to reflect the two requests. Mayor Brown stated that in a crisis situation that the interpretation was that it would be allowable to have generators operating and that starting construction work would start at 7am to 7pm and is already in the Summary Proceedings Bylaw that is on the website. Deputy Chair also noted in section 3.11a "moving a building with a permit" assuming that should be without a permit. Melanie responded that's noted and will make the correction.

Clarification was sought on section 6.6 and what that would be. Melanie stated that it ties back to the division of the Bylaws between laying an information vs what can be issued a ticket. What is issued a ticket is all the fines listed in Schedule B, so there is a specific provision that's being violated and then there is a fine associated with that.

Clarification was sought on section 13.2a "written reasons for his or her decision" and in the interest of gender neutrality, should we be referring to their. Melanie responded there would be no issue changing that.

Clarification was sought on section 16.1, how do we track these things just in case we have been wondering in any given year, how would we find that. The Manager of Policy and Heritage responded that those contraventions are kept by the respective Bylaw officer.

Clarification was sought on the option of a warning on page 25 where it says "set fine amount" and would be issuing a ticket on the first time they are contravening a Bylaw. Deputy Mayor Jankov responded that often the Bylaw officers will issue a verbal reminder before they do a ticket so if it's not documented that they verbally already did this, it looks like they didn't get any warning when they might have already been warned several times.

Clarification was sought again on the wording on page 29 around he or she probable grounds, it could say "they". Melanie responded that's no problem.

Clarification was sought on page 29 and pages 18 and 19 or 27 or 28, is that not a duplicate of the same information as the record of the bylaw enforcement officer? Looks like the same information is on the record of the bylaw enforcement officer as is on the Summons. Melanie responded yes, she agrees and the tickets are the forms of the Province and it is duplication but it may just be a matter of where the record is kept etc.

Clarification was sought on page 34 question on Short Term Rentals and being in conflict of interest. Deputy Mayor responded that the declaration of conflict is the individual's decision to make. Councillor McCabe and Mayor Brown both agreed that this isn't a decision-making situation it is just talking about the general rules of it so it wouldn't prevent giving an opinion around establishing the parameters of the Bylaw.

Clarification was asked about sections 5.6, 5.7, 11.1 and 11.2 they each carry different amounts for Corporations around the Short-Term Rentals. Melanie responded that her understanding is

that if the property is owned by a corporation, you are fined as a corporation. The Manager of Policy and Heritage followed up that on the application form it is indicated whether they are an individual or a corporation and that will also be taken into account when serving a fine.

Clarification was sought on the bike helmet offence, the provincial statute states clearly that if you don't wear a helmet, you are fined. We don't have that in our summary proceedings bylaw so when our police officers fine someone under the provincial act, does that fine go to the province or does it stay with the city. Melanie wasn't clear on where the monies went but would follow up. She also noted that if the city's traffic Bylaw was amended to include an offence for failure to wear a helmet, the fine would be remitted back to the city. Mayor Brown asked for that to be added. Melanie agreed.

Clarification was sought on section 6.6, under the amendments section, "the person who committed the offence is liable to be convicted for a separate offence for each week the offence is committed or continued" and was wondering if this would apply to all the bylaws or only to the hazardous and unsightly premises Bylaw. Melanie responded that it's applicable to the dangerous hazardous bylaw only.

Mayor Brown stated that he wanted to thank Donna and Melanie for all their hard work on the item.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck that the Planning & Heritage Committee recommend that Council approves the proposed enforcement and summary proceedings Bylaw subject to the discussed amendments.

CARRIED

b. Amendment – Building Code Bylaw

Summary:

The purpose of the report is to suggest amendments to the City's building code bylaw to bring it in line with the recently enacted national building code 2020. The current Bylaw that the city operates under was enacted in December of 2020 when the city repealed the previous Bylaw. The proposed amendments came about due to the updated and current version of the National Building Code adopted by the province on March 31, 2024. Most of the suggested changes just involve updating the terminology from national building code of Canada NBC 2015 to Building Code. This amendment will ensure continuity if and when there is another change to a national policy and adoption by the province. Section 4.4.1 is suggested to be updated to reflect the reference to the respective legislative authorities. Section 4.5 of the previous bylaw has been moved due to its inapplicability resulting in a renumbering of the subsequent sections, schedules A and B are also being suggested for amendment to reflect code references to the 2020 national building and energy codes.

Discussions:

There were no questions or concerns

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck that the Planning & Heritage Committee recommend to Council to approve the proposed amendments to the City's Building Code Bylaw

CARRIED

c. Mutch Crescent, Sandlewood Subdivision (PID# 773051) - IRAC Order

Summary:

The report outlines the IRAC ruling that is attached to the report but basically staff needs the committee to recommend the rezoning to bring it forward to the next council meeting.

Discussions:

Mayor Brown asked if the appeal window has gone past. Laurel responded that yes, it has.

Councillor Beck commented that if there is going to be an override of professional staff, it has to be well documented and it also came out in another decision. The other thing they made note of was there was 7 councillors who voted in favor but only 3 spoke. To avoid repetition, I might have decided not to say something and I kind of felt it was almost a bit of a warning that if you are going to go against something, you have to clearly articulate it.

Mayor brown also stated that it notes that Planning Board recommended that Planning Board recommended rejecting the item and council agreed with the Planning Board. Laurel confirmed that Planning Board recommended the rejection due to public opposition but there was a staff recommendation to approve it and IRAC felt that because they were both low density, the recommendation wasn't based on sound planning principles and instead based on public opposition.

It was discussed that harmonious development can be hard to gauge sometimes and its meaning. It was discussed that technically feasible is also some language to be used in the new Official Plan.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck that Planning & Heritage Committee recommend to Council to approve the rezoning as per the IRAC order from May 2nd, 2023

CARRIED

d. Invitation to Present at the Standing Committee on Education & Economic Growth

Summary:

The Planning & Heritage Department received an invitation from the Standing Committee on Education and Economic Growth of the Legislative Assembly to present on land use issues and how the associated concerns will affect not just Charlottetown but the wider province. A date has not yet been decided for this presentation but we anticipate that it would be in the Fall.

Discussions:

Mayor Brown asked if it would be dealing with public or affordable housing and if we could bring that up. The Manager of Policy and Heritage responded that we could bring any issue that we believe is worth discussing.

7. Introduction of New Business

Councillor McCabe wants to discuss dust and drainage issues and processes around new builds at the next Committee meeting.

8. Adjournment of Public Session

Moved by Councillor Beck and seconded by Mayor Brown that the meeting be adjourned. The meeting was adjourned at 4:34 PM

CARRIED

Deputy Mayor Alanna Jankov, Chair



City of Charlottetown Committee Report

Report No: PH-2024-07-13

Date: July 2, 2024

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

Reporting Department:
Planning & Heritage

Other Associated Departments:
N/A

Prepared by:
Donna Miller-Ayton (Manager- Policy and Heritage)

Attachments:

Attachment A – Updated Draft Enforcement and Summary Proceedings Bylaw- 2024
Attachment B – Legal Responses (questions posed in Draft Bylaw review)
Attachment C - A Bylaw to Amend the Enforcement Provisions of Other City Bylaws

Report Title:

Overview of the City of Charlottetown's Enforcement and Summary Proceedings Bylaw - 2024

Report Purpose:

To provide status on updated City of Charlottetown Enforcement and Summary Proceedings Bylaw- 2024 and provide responses per previous review

Recommendation:

That the Planning and Heritage Committee requests that Council approves the proposed Enforcement and Summary Proceedings Bylaw.

Report Details:

The draft Enforcement and Summary Proceedings Bylaw was presented to the Planning and Heritage Committee on May 7 and 16, 2024. During the review, Committee members had a few concerns and requested that the City's legal representatives respond to the concerns raised.

The legal representatives responded (see attachment B) and did not point specifically to needed changes to the draft Enforcement and Summary Proceedings Bylaw. The response, however, pointed to updating Dangerous, Hazardous and Unightly Premises Bylaw to address the need to pass a resolution to clean up a property and the Traffic Bylaw to address helmet usage. Attachment C provides a listing of the Bylaws that should be amended to align with the provisions of the Enforcement and Summary Proceedings Bylaw.

The Enforcement and Summary Proceedings Bylaw in Charlottetown authorizes the establishment of Bylaw Enforcement Officers and the issuance of Municipal Offence Tickets for contraventions. It outlines the appointment, duties, and responsibilities of these officers and the procedures for issuing tickets, including the form, offences, and penalties. Additionally, the Bylaw includes provisions for laying information, issuing summons, conducting hearings, and resolving complaints. The primary purpose of Municipal Offence Tickets is to enforce municipal Bylaws and other laws enforceable by the City, providing a mechanism for the City to address and remedy violations.

Council or Committee History:

May 7, 2024, May 16, 2024

Financial Implications:

Legal cost to prepare and review the Bylaw

Public Engagement and Communication:

Internal and External City Engagement and Communications

Legislative Authority: Municipal Government Act	
Strategic Alignment: Governance and Civic Engagement	
Reviewed By:	
Manager 	Director
Committee Recommendation: (if differing from staff)	

Planning & Heritage Affordable Housing Committee Minutes

Tuesday July 16, 2024

Parkdale Room 2nd Floor, City Hall, 199 Queen Street

Present: Ellen Mullally – Chair Rebekah Condon* - minute taker
Ahmed Ahmen J.W. Bill Campbell
Ryan Cooke Anne MacRae Townsend

Also: Alanna Jankov – Deputy Mayor Digen Mavani – Planner I
Jason Doucette, IO/AA

Regrets: Phillip Brown - Mayor David MacDonald
Donna Miller-Ayton – MGR

1. Call to Order

Chair Mullally called the meeting to order at 12:06pm.

2. Declaration of Conflicts

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

3. Approval of Agenda

Moved by Ryan and seconded by Ahmed that the agenda for July 16th, 2024, be approved.

4. Adoption of Minutes

Moved by Ryan and seconded by Ahmed that the minutes of the meeting held on June 18th, 2024; as circulated, be approved.

5. Business arising from Minutes

Ellen did note that there had been a discussion about consulting with/ hearing from experts; specifically David Daughton to speak on coop housing and Jason Doyle to speak on the Housing Strategy.

6. Discussions

Digen reviewed the responses from Planning & Heritage to the comments submitted from last mtg (pls see attached).

It was acknowledged that implementation timelines have also been provided though they are only a framework.

A suggestion was made from committee to complete assessments as soon as possible for submission to CMHC in case funds need to be reallocated

A query was made regarding expectations of timeline, specifically completion of project vs payment of funds; or percentage of funds.

7. Introduction of New Business

No new business introduced

8. Adjournment of Meeting

Moved by Ellen that the meeting be adjourned. The meeting was adjourned at 12:39pm.

PLANNING & HERITAGE: PLANNING BOARD MINUTES
TUESDAY, AUGUST 6th, 2024 @ 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 Rosemary Herbert, RM
Councillor Julie McCabe Kris Fournier, RM
Councillor Norman Beck** Lea MacDonald, RM
Bobby Kenny, RM
Paul Connolly, RM
Jacqui Scaman, RM
Satyajit Sen, RM**

Also: David Gundrum, Mgr, P&D** Jason Doucette, IO/AA*
Eleanor Mohammed, CAO **minute taker*
Michael Ruus, Director ***attended remotely*
Sonia Kamal, PII

Regrets: Mayor Phillip Brown

1. Call to Order

Deputy Mayor Jankov called the meeting to order at 4:39 PM

2. Declaration of Conflicts

Chair Jankov asked if there were any conflicts; Kris Fournier, Rosemary Herbert and Jacqui Scaman indicated they were in conflict with item PID#358218 (across from 46 Valley Street).

3. Approval of Agenda

Moved by Bobby Kenny and seconded by Councillor McCabe that the amended order of the agenda for Tuesday, August 6th, 2024 be approved.

CARRIED
(9-0)

4. Adoption of Minutes

Moved by Paul Connolly and seconded by Kris Fournier that the minutes of the Planning Board meeting held on Thursday, July 18th, 2024, as circulated, be approved.

CARRIED
(9-0)

5. Business arising from Minutes

There was no business that arose from the minutes.

6. **Reports:**

1. **62 Sherwood Road (PID# 455642)**

David G., Manager of Development Planning

This is a request for a Major Variance to increase the maximum allowable height of a proposed seventy-five (75) unit apartment building from 15 metres (49.20 feet) to 18.17 metres (59.62 feet) in the Highway Commercial (C-2) Zone. The property is currently an undeveloped vacant field that is adjacent to a property to the north (PID# 1145416) containing two (2) existing apartment buildings that were recently constructed.

Summary:

- Request for a Major Variance to height to allow for 5-storey, 75-unit apartment building on the subject property to be built to a height of up to 18.17 m (59.62 ft) on a currently vacant parcel in the C-2 zone.
- Property is located at on the south side of Sherwood Road being a primary east-west connector road.
- Located within the Highway Commercial (C-2) Zone adjacent to established residential, commercial and industrial land uses (apartments, warehouse and electrical sub-station).
- Subject property is currently vacant and undeveloped, containing no buildings or structures.
- In accordance with Section 3.9 of the Zoning and Development Bylaw, on June 27, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 7 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- No written responses from members of the public were received in response to the circulation.
- In response to notification and circulation of the application to City Departments and outside public agencies, the following responses and technical comments were received from City Public Works and from Maritime Electric:

City Public Works:

Public Works has concerns surrounding access. When this development was first approved, the first two buildings were constructed in such a way that left sufficient space for a new city road to be constructed, connecting Minna Jane Dr and Sherwood Rd. This connecting road is necessary for safety of residents and traffic management. Having this connection will also fix some concerns we have with allowing any more development in the Royalty Power Centre area.

Maritime Electric:

At the current time, Maritime Electric is against the variance request. We are requesting an on-site meeting with a representative of the City of Charlottetown to discuss the proximity of the building to the existing and future 138 kV transmission lines. These powerlines and the substation are critical pieces of the infrastructure to the Island electrical grid. Maritime Electric is also requesting that the issue of surface water runoff management in the Royalty Power Center stormwater shed. Specifically, with respect to properties recently developed upstream of the West Royalty Substation (PID #430140 and #388314). Maritime Electric raised the runoff issue with the City in 2021 and have since been persistent to have it addressed, with no luck (which can be provided upon request). We have done extensive work to try and mitigate the runoff and sediment loading into Ellen's Creek. With the increase in construction in this area, and lack of a storm water management plan, the infrastructure (check dams, culverts) have since failed. An on-site meeting is essential to demonstrate the damage the runoff has caused to both Maritime Electric's property and to Ellen's Creek.

- Due to the concerns raised by Public Works and Maritime Electric, this application which was previously presented to Planning Board at their meeting on July 18, 2024 was deferred at that time for a decision pending resolution of these concerns.
- Since the last meeting of Planning Board held July 18, 2024, Planning staff met separately with the developer with Public Works and also Maritime Electric staff and achieved resolution of the noted issues that Public Works and Maritime Electric had previously identified.
- With regard to Public Works, staff of the Department indicated that they would be accepting of the access as shown for the proposed apartment building as it would not compromise the future ability for an expanded road network in this area that would connect Sherwood Road with Minna Jane Drive to the south.
- With regard to Maritime Electric, staff of the company concluded that the development would not exacerbate or intensify existing drainage problems at the adjacent substation to the west of the subject property as the development is intended to drain all new stormwater north to Sherwood Road.
- Some of the positive attributes are:
 - Utilizes existing vacant undeveloped lot.
 - Property is in proximity to compatible apartment development of a similar size and scale
- The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) be approved to increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.

Discussion:

Councillor Beck asked for confirmation about the access road and connector road for future connections. David Gundrum confirmed that the proposed access road would not compromise the ability for a new connector road to be established in future that could be built to municipal standards.

MOTION:

Moved by Lea MacDonald and seconded by Paul Connolly that Planning Board recommend to Council that the Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) be approved to increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.

**CARRIED
(9-0)**

*Kris Fournier, Rosemary Herbert and Jacqui Scaman exited chambers in conflict of interest of item 2. PID#358218 (across from 46 Valley Street)

2. PID# 358218 (across from 46 Valley Street)

David G., Manager of Development Planning

This is a request for a site-specific exemption to the Zoning & Development Bylaw to allow for a community fridge as an accessory use on the subject property (PID# 358218) in the Parking (P) Zone whereas a community fridge is not otherwise permitted.

Summary:

- Permit a community fridge as an accessory use within the Parking Zone (P) for the unaddressed property identified as PID #358218.
- As per Section 43.1 of the Zoning & Development Bylaw, only a Parking Lot and a Parking Structure are permitted uses within the Parking Zone (P).
- Property is located at the southwest corner of the intersection of Valley Street and Connolly Street.
- Located within the Parking (P) Zone and is adjacent to an established residential area with commercial uses found to the north.
- Property contains a surface parking lot with space for ~30 vehicles.

- Property is owned by the Parkdale-Sherwood Lions Club that operate a community hall on property across the street (46 Valley St.)
- In accordance with Section 3.10.4 of the Zoning & Development Bylaw, on May 7, 2024, City Council approved the request to proceed to public consultation.
- On July 5, 2024, written notification was sent to property owners located within 100 metres (328 feet) of the subject property.
- A total of 56 letters were sent to residents advising them of the public meeting to solicit their comments and feedback.
- A total of 46 written responses were received (29 in support, 14 in opposition and 3 neutral).
- Some comments in support were:
 - The existing use provides an accessible and stigma-free, low-barrier option to address food insecurity in the community.
 - Existing property is an under-utilized site from a land-use perspective.
 - The existing use is in a centralized location that is transit-supported which makes it conveniently accessible for users of the service
 - The proposed use is fulfilling an identified community need to address food insecurity
- Some comments in Opposition were:
 - The presence of the use on the subject property has encouraged loitering and trespassing in the area which has impacted the quiet enjoyment of neighbouring residential properties.
 - Proposed use should be re-located to a different site containing a principal land use where regular monitoring of operations could occur to deter misuse.
 - Local residents living in immediate proximity to the site have cited safety concerns during all hours of the day from users of the site. Police have been called on many occasions to try and address the situation.
 - ▪ A sensitive use (childcare centre) is located directly across the road from the proposed use which has reported to have been subject to negative spillover effects and impacts.
- Some positive attributes are:
 - The proposed use would help to address and alleviate demand for access to food by vulnerable populations in the City.
 - The proposed use would be located within an established neighbourhood and close to downtown where many residents live who may need access to the service
- Some neutral attributes are:
 - The use was established outside of Planning approvals and has been present on the site for approximately (3) years).
- Some shortcoming attributes are:
 - The proposed use does not conform with the intent and purpose of the Parking Zone (P) which is intended to only allow for the temporary parking of vehicles.

- During its period of operation, abutting and nearby residential land uses have been negatively impacted on an ongoing basis
- The subject property is not currently subject to a land-use designation within the City Official Plan (OP) and therefore consistency with the Official Plan cannot be evaluated based on an assigned land-use designation.
- These objectives of the OP however cannot be applied due to the lack of a land-use designation and as well, these objectives would typically not be applied through a limited zone such as the Parking Zone (P).
- The subject property is zoned as Parking Zone (P) in the Zoning & Development Bylaw which limits permitted land uses to a parking lot and parking structures only.
- A community service use operated by a charitable or non-profit organization such as a community fridge is not a form of permanent use that is typical of a property within the Parking Zone (P) nor is it a type of land use that would generally or normally be considered under this zone given the general intent and purpose of the zone which is to permit the temporary parking of motor vehicles.
- The general intent and purpose of zones within the Bylaw and of the Zoning Bylaw are to control for land-use impacts among and within abutting or adjacent parcels of land and to ensure that new uses will be wholly compatible with their surroundings in order to avoid and not cause undue negative impacts on account of their presence or associated activities to other nearby land uses.
- Through the public consultation, ongoing land-use conflicts and nuisances have been reporting by neighbouring residential land owners with respect to the community fridge and incompatibilities with adjacent land uses.
- While the site identified as PID# 358218 represents a limited opportunity for consideration of a community service use within an established neighbourhood in proximity to the downtown core, the use is not consistent with the intent and purpose of the zoning that applies to the site which limits land uses to a parking lot and parking structures only.
- The zoning for the subject property therefore intends for the site to be used only as a location for the temporary parking of vehicles and nothing beyond that in terms of permitted land use.
- Based on the feedback received at the Public Meeting on July 17, 2024 it has been made known by area residents some of whom live on properties that either directly abut or are in close proximity to the site, that the presence of the community fridge on the subject property has been causing negative impacts to the quiet and peaceful enjoyment of their properties for some time due to its presence and operation.
- The community fridge has been in operation on the subject property for approximately three (3) years where these noted impacts have been ongoing are therefore based on a substantial observed period of operation by neighbourhood members.
- The Planning & Heritage Department encourages that the Planning Board recommend to Council to deny the request to allow for a site-specific exemption in the Parking Zone (P) as it pertains to the unaddressed property identified as PID# 358218 that would allow for

a community fridge as a permanent accessory use on the subject property whereas a community fridge is not otherwise permitted.

- The recommendation to deny the request is based on the following planning rationale:
 - The proposed accessory land use (community fridge) is not in keeping with the intent and purpose of the Parking Zone (P) as it regards intended or permitted land uses for the site;
 - The presence of the proposed accessory land use (community fridge) has had negative and deleterious effects on abutting and adjacent residential land uses in the surrounding neighbourhood due to its physical location and configuration; and
 - The proposed accessory land use (community fridge) is not desirable for the appropriate development or use of the land within the Parking Zone (P) given the reported nuisances and impacts reported by neighbouring land-owners on an ongoing basis.

Discussion:

Councillor McCabe stated that with the Official Plan coming and other applications coming forward in the future looking for site specific exemptions, she is prepared to support staff's recommendation. She stated that the community fridge is a good project and recognizes that deserves value and there has been lots of discussion around it and is hoping by supporting that if it doesn't get to stay where it is, the city might be able to provide other support somehow. David responded that a zoning denial can't be conditioned with timing on the removal however perhaps there could be some grace operationally to allow some more time but the operators would be compelled to remove the use after the recommendation.

Chair Jankov asked for further legal clarification around the transition period on when it has to be removed. David responded an alternative that operationally there could be a pause on bringing it forward to Council if it is made known but a thought is put a pause on the item going to Council.

Paul Connolly asked if the organizers have investigated other locations. Chair Jankov responded that although it is a great question, it doesn't pertain to the decision making for this particular situation.

Bobby Kenny asked if hours of operation and things of that nature are not part of tonight's meeting and vote. Chair Jankov confirmed that is correct and its only a site-specific exemption issue.

Councillor Beck stated that he has great admiration and respect for everyone involved but looking at the totality of the situation he would have to agree with staff but also hopes that at some point

there is something done that can work and hopefully there can be a new path found moving forward as its valuable to have in the community

Satyajit Sen asked how many times it was presented to the Planning Board. Chair Jankov stated it's the first time. Manager Gundrum re-affirmed that this proposal never went through a prior Planning process and that while the Board did see a report in May 2024 that that report was the request for public consultation in regard to the application.

Lea MacDonald stated that he would support staff's recommendation but would also wish to note that the group involved would have some consultation with the city as to another location and maybe some help with that with an adequate amount of time to move it.

MOTION:

Moved by Lea MacDonald and seconded by Paul Connolly that the Planning Board recommend to Council to deny the request to allow for a site-specific exemption in the Parking Zone (P) as it pertains to the unaddressed property identified as PID# 358218 that would allow for a community fridge as a permanent accessory use on the subject property whereas a community fridge is not otherwise permitted

**CARRIED
(6-0)**

*Kris Fournier, Rosemary Herbert and Jacqui Scaman returned to chambers after item 2.
PID#358218 (across from 46 Valley Street)

3. 20 Ralden Avenue (PID# 396937)

David G., Manager of Development Planning

This is a request for a site-specific exemption to the Zoning & Development Bylaw to permit an automotive repair shop to operate on the subject property within the Low Density Residential (R-2) zone within an existing single-storey building (325 sq m). The subject property contains an existing legal non-conforming use (plumbing and heating repair service) located within the existing building on the site.

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building
- Site-Specific exemption request intended to facilitate the conversion of the existing light industrial building (325 sq m) to contain an automotive repair facility
- Property is located at the southeast corner of the intersection of Ralden Avenue and Darter Drive.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, double-bay shop building that has been the site of a plumbing and heating business for many years (legal non-conforming use).
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 34 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- In total, two (2) written responses have been received, both in opposition to the application.
- On July 18, 2024 Planning Board passed a motion to recommend approval of the application however staff have brought the application back to Planning Board to seek clarification on the proposed resolution for Council that was previously drafted ahead of the July 23, 2024 Council meeting
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).
- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.
- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community
- Some of the positive attributes are:
 - The proposed use would provide a supporting local neighbourhood service (automotive repair) in close proximity to residents in the immediate area
 - The Official Plan supports the creation of new industrial land uses in response to economically-based evolutionary changes
- Some of the neutral attributes are:
 - The use would occupy a building that is otherwise and has been operated as a light industrial use for many years (legal non-conforming)
- Some of the shortcomings are:

- The proposed use has potential to create noise and vibration impacts due to operations unless appropriate mitigation measures are invoked
- The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development By-law as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m / 3,500 sq ft) on the subject property be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use for the zoning that applies to the property

Discussion:

Councillor McCabe stated that she was hoping to see how some of the concerns were going to be addressed. In the shortcoming it says potential but when you're operating a garage, it's not a potential it's a going to be situation and the residents are not supportive of anymore impact and for those reasons she couldn't support staff's recommendation

Bobby Kenny asked for the definition of automotive repair shop. David Gundrum responded that there isn't an explicit term that shows up in the bylaw.

Bobby Kenny asked if the current use was a retail organization. David Gundrum responded that from what he understands it functioned as more of a storage warehouse as most calls are service calls and are off site.

Bobby Kenny also asked if there would be work done on site now and it was confirmed that yes there would be regular mechanic work such as oil changes and repairs

Chair Jankov asked that seeing as the definition is so broad, they could potentially purchase and sell gasoline and convenience store items. David Gundrum responded that there is no intention for it to become a gas station or store but perhaps it can be wordsmithed a bit to address that concern.

Rosemary Herbert asked when a property is a legal non-conforming, when that property changes hands does it revert back or does it stay with the property. Chair Jankov confirmed that the legal non conforming status stays with the property and the new owners have up to 6 months to continue the use and if they don't then it does revert back.

Councillor Beck stated that the legal nonconforming situations should not be located in predominantly residential areas and we shouldn't be looking at adding uses to them and wouldn't be supporting the motion.

Lea MacDonald asked if body shop was a separate item. Chair Jankov confirmed that currently its plumbing and heating and that's why its here today to add to the existing use.

MOTION:

Moved by Councillor McCabe and seconded by Bobby Kenny that the planning board recommends to Council to deny the site-specific application.

**CARRIED
(8-1)**

Councillor Beck excused himself from the rest of the meeting at 5:37PM

4. 7 MacKinnon Road (PID# 374215)

Sonia K., Planner II

This is a request to proceed to public consultation concerning an application that proposes to rezone the subject property located at 7 MacKinnon Road (PID# 374215) from Low Density Residential (R-2) Zone to the Medium Density Residential (R-3) Zone in order to allow for the establishment of a 7-unit apartment building on the subject property.

Summary:

- Request to proceed to public consultation regarding the following rezoning request:
 - Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone for the property located at 7 MacKinnon Road (PID# 374215).
- The purpose of the rezoning is to construct a 7 unit building on the subject property.
- The property is currently vacant and contains no buldings or structures and is surrounded by residential and institutional buildings.
- The abutting properties include multi residential apartment buildings mostly by students.
- The subject property is located in close proximity to high schools and a mall and is very well served by public transit.
- The proposed 7 unit would be located on the western side of the property and would be 3 stories in height with one basement level.
- The eastern side of the proposal will be kept as dedicated parking spaces based on the concept plans provided.
- If the proposal is approved to proceed to the public consultation phase the planning & heritage department will notify the public of the future date of the meeting.
- Some of the positive attributes are:

- The rezoning would better enable the facilitation of compact urban form and infill development of medium density housing to meet future needs.
- 7-unit apartments along with supporting service will serve the demand of UPEI's growing student population.
- The property is in proximity to many complementary and supporting businesses, services and amenities.
- The proposal is close to parks, schools, churches and public transit.
- Additional density without adversely affecting the existing character of the area.
- The property is in an area that has municipal services.
- Some of the shortcomings are:
 - Lack of 2 access points might be a challenging issue for those coming and going from Mackinnon Rd, due to the volume of traffic on University Ave.
 - The proposed development could impact the existing privacy that residents of abutting land uses have become accustomed to over time owing to the presence of an empty lot immediately beside them.
- The Planning and Heritage Department encourages Planning Board to recommend that City Council approve the request to proceed to public consultation regarding the following rezoning request:
 - Amend Appendix "G" – Zoning Map of the Zoning & Development By-law from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone for the property located at 7 MacKinnon Road (PID# 374215).

Discussion:

Councillor McCabe stated that it is a great location but has concerns with the two access points addressed prior to going to Public meeting as that's a fire issue. Sonia responded that it has been raised by public works already and staff have only received a very basic ground floor plan so there will be much more detail required later.

Chair Jankov asked if this should be going to public consultation without these basic parts of the application to ensure we are not wasting the applicants time, the staff and the publics time. David Gundrum responded that it wouldn't be brought for recommendation without knowing what significant department like public works would have to say.

Chair Jankov stated that perhaps it could be deferred back to staff and come back to the next meeting at another time if everyone agrees.

David Gundrum stated staff does have enough information to advertise for a public meeting however at the same time, if there are comments from public works to come that could impact what the layout of the site may look like we could pause this and defer but knowing we have the permission of the board and council we can proceed.

Satyajit Sen asked how Council could make a decision without that information. Dave responded that there is no recommendation to come forward to Council until the public consultation has been completed so there is much time in hand to work with Public Works and get that resolved.

MOTION:

Moved by Councillor McCabe and seconded by Kris Fournier that Planning Board recommend to Council to approve the request to proceed to public consultation with the caveat that staff call for the Public Meeting following confirmation of resolution of the comments and concerns as provided by Public Works.

**CARRIED
(6-2)**

5. 33 Moreau Drive (PID# 366997)

David G., Manager of Development Planning on behalf of Michael Fraser, Planner II

This is a request to proceed to public consultation concerning an application that proposes to rezone the subject property located at 33 Moreau Drive (PID# 366997) from the Low Density Residential (R-2) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to allow for the construction of a stacked townhouse unit development proposing to have a total of five (5) dwelling units.

Summary:

- Request to proceed to public consultation concerning rezoning request for the subject property from (R-2) to (R-3T) to allow for a proposed stacked townhouse development
- Rezoning request intended to facilitate the development of a stacked townhouse proposal (5- units) on the site whereas property has been site of a single-detached dwelling for many years.
- Property is a corner residential lot located at the northwest corner of the intersection of Moreau Drive and North River Road.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, single-detached dwelling with attached garage that has been present on the site for many years.
- Site is surrounded predominately by low density residential uses in the R-1S, R-1L, R-2 and R-2S zones.
- The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. A variety of housing choices within neighbourhoods are important as they provide options for the needs of different people at various stages of their lives.

- Applicable sections include Sections 3.1, 3.2 and 3.3 of the Official Plan that pertain to this application.
- The subject property has opportunity for higher density than what is currently allowable under existing zoning. Due to the location of the subject property within an existing neighbourhood, it is important for the planning process in this case to thoughtfully consider the context of the surrounding uses and seek feedback from those with potential concerns.
- Planning staff are of the opinion that the applicants have provided sufficient information and details such that the rezoning request should proceed to public consultation to gauge the thoughts, opinions, feedback and direction of both Council and the residents of Charlottetown.
- The Planning & Heritage Department encourages that the Planning Board recommend to Council to proceed to public consultation for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential (R-2) to the Medium Density Residential (R-3T) Zone for the property located at 33 Moreau Drive (PID# 366997).

Discussion:

- There was no discussion

MOTION:

- **Moved by Moved by Councillor McCabe and seconded by Jacqui Scaman that the that the Planning Board recommend to Council to proceed to public consultation for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential (R-2) to the Medium Density Residential (R-3T) Zone for the property located at 33 Moreau Drive (PID# 366997).**

**CARRIED
(8-0)**

6. Introduction of New Business

There was no new business that arose.

7. Adjournment of Public Session

Moved by Councillor McCabe and seconded by Jacqui Scaman that the meeting be adjourned. The meeting was adjourned at 6:01p.m.

Deputy Mayor Alanna Jankov, Chair

PLANNING AND HERITAGE: DESIGN REVIEW BOARD MINUTES
THURSDAY, AUGUST 8TH, 4:30 P.M.
COUNCIL CHAMBERS, 2ND FLOOR, CITY HALL
Live Streaming: www.charlottetown.ca/video

Present:

DM Alanna Jankov, Chair
Councillor Julie McCabe*
Councillor Norman Beck

Mary Nicholson, RM*
Aaron Stavert, RM

Also:

Eleanor Mohammed, CAO
Michael Ruus, Director
Dan Jenkins, CFO
David Gundrum, MDP

Jason Doucette, IO/AA**

***minute taker*
**attended virtually*

Also in attendance: **Ian Harper-APM-MacLean**
(applicants)

Regrets:

Mayor Phillip Brown
Jacqui Scaman, RM
Brian Gillis, RM

1. Call to Order

Deputy Mayor Jankov called the meeting to order at 4:40 p.m.

2. Declaration of Conflicts

Deputy Mayor Jankov asked if there are any other conflicts. Brian Gillis was in conflict and did not attend the meeting.

3. Approval of Agenda

Moved by Councillor Beck and seconded by Aaron Stavert that the agenda for Monday, July 15th, 2024 be approved.

CARRIED

4. Adoption of Minutes

Moved by Councillor Beck and seconded by Aaron Stavert that the minutes of the meeting on Monday, July 15th, 2024 as circulated, be approved.

CARRIED

5. Business arising from Minutes

There was no business that arose from the minutes.

6. 27-33 Weymouth Street (PID#s 337444 & 337451) *David Douglas Gundrum*

Request to review an exterior design proposal for a three (3) storey, multi-unit residential building in the Downtown Mixed Use Neighbourhood (DMUN) Zone.

Request:

This is a request for Design Review to allow for a 3-storey, multi-unit residential building on the subject property with ground floor common space.

Property Information Reference: Downtown Neighbourhood (DN)

Presenter: David Gundrum, Manager, Planning & Development

Reference: Design Review Board Package

Summary:

- Request for Design Review to allow for a 3-storey, multi-unit residential building on the subject property with ground floor common space.
- Property is an interior lot located on the west side of Weymouth Street north of King Street and south of Dorchester Street.
- Located within the Downtown Neighbourhood (DN) Zone adjacent to established commercial and mixed-residential uses.
- Subject property is vacant, containing no buildings or structures.
- As per Section 7.1 of the Zoning and Development Bylaw, new buildings within the 500 Lot Area are required to undergo the Design Review process to ensure that the architectural design of proposed developments within the 500 Lot Area maintain a high quality of design and are constructed with a consistent type and quality of materials.
- From a design perspective, new buildings in the 500 Lot Area are to compliment and be compatible with existing buildings on surrounding properties and blend rather seamlessly with the streetscape.
- Applicants have submitted a design package containing façade drawings, elevation drawings and site plan of proposed development
- As per Section 3.14.3 (Design Review Process), the design package was forwarded to a Design Reviewer to conduct a review of the proposed development for conformity with the intent of the Zoning & Development Bylaw, including the Design Standards for the 500 Lot Area and the criteria for evaluation for Design Review.
- The Design Reviewer provided recommendations as follows with regard to Building Siting/Orientation and Materials & Finishes along with an overall summary statement for the development
 - *RECOMMENDATION – SITING & ORIENTATION*
 - *"Align the street façade of the proposed building with the neighbouring buildings, just inside the property line, to perpetuate and strengthen the traditional street edge. Drop the building closer to the level of the sidewalk, so it does continue the tradition of doors close to street level, and this will allow the ramp to be shorter, that can be accommodated in the resulting smaller front yard."*
 - *RECOMMENDATION – MATERIALS & FINISHES*
 - *"The elements of the façade are recommended to be of traditional and honest wood construction. This includes the shiplap clapboards, window frames and sash*

assemblies, and all trim. The wood elements are to have a painted finish in a scheme that contrasts the siding from the trim, as the colour renderings suggest. There is more leeway with materials on the side walls but they will be visible and a part of the composition as seen from the street, and it is recommended that all sides of the buildings match in material and finish (non-combustible material on the sides notwithstanding)."

- DESIGN REVIEWER SUMMARY STATEMENT
- *"The proposed design shows restraint and resists the common temptation to complicate the façade with a mix of materials, textures and finishes. The building will be clearly contemporary but has skillfully utilized the traditional simple aesthetic that defines the early architecture of Charlottetown. The building will be attractive without competing with the historic and period architecture surrounding it."*
- The Planning & Heritage Department encourages the Design Review Board to approve the proposed building façade plans for the proposed three (3) storey, multi-unit residential building located at 33 Weymouth Street (PID#s 337451 and 337444) in the Downtown Neighbourhood (DN) Zone as per the Design Reviewer's recommendations.

Discussion:

Aaron Stavert asked what the setbacks are for the side yard in the downtown neighbourhood. David Gundrum responded that he thought it was 1.83 metres in the downtown neighbourhood zone and based on the design shown, would provide room to meet the required setbacks.

Mary Nicholson asked about the number of steps that would be on the front with the building being moved forward and lower. David Gundrum responded that depending on where the building is there might have to be alterations if the building is lowered and moved forward. The applicant Ian Harper also confirmed that the renderings are not quite accurate with relation to the building shown next door in the drawing and the actual grade of this building will be lower and will fit very well and there will probably end up with two or three steps and not so much a ramp but possibly a more sloped sidewalk.

Councillor Beck asked for clarification on the parking in lieu. David Gundrum responded that this is just a review of the design as put forward and the question would be a little out of scope to the mandate of the Design Review Board. It was confirmed that there are allowances in the Bylaw to provide cash-in-lieu of parking for developments in the downtown core which means if a developer cannot provide parking on site, they can provide cash to the City for spaces elsewhere through public parking facilities which could be on-street or off-street.

MOTION:

Moved by Councillor Beck and seconded by Aaron Stavert that Design Review Board approve the proposed building façade plans for the proposed three (3) storey, multi-unit residential building located at 33 Weymouth Street (PID#s 337451 and 337444) in the Downtown Neighbourhood (DN) Zone as per the Design Reviewer's recommendations.

**CARRIED
(4-0)**

7. New Business

There was no new business.

8. Adjournment

Moved by Councillor Beck and seconded by Aaron Stavert that the meeting be adjourned.
The meeting was adjourned at 5:07 p.m.

Deputy Mayor Alanna Jankov, Chair

DRAFT UNTIL APPROVED BY COMMITTEE



Public Meeting of Council
Wednesday, July 17th, 2024, 7:00 PM
Council Chambers, City Hall, 199 Queen St.
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

<u>Council members present:</u>	Mayor Philip Brown Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel Councillor Kevin Ramsay	Councillor Robert Doiron* Councillor Julie McCabe* Councillor Norman Beck Councillor John McAleer
<u>Staff:</u>	David Gundrum - Manager of Development & Planning	Jason Doucette, IO/AA**
<u>Applicants/ Representatives:</u>	Sandra Sunil (community fridge organizer)	
<u>Also present:</u>	Robert Kenny, Resident Member, Planning Board	Eleanor Mohammed, CAO Minister of Housing Rob Lantz
<u>Regrets:</u>	Councillor Trevor MacKinnon	Councillor Terry Bernard

*Participated via Teams Conference Call

**Minute Taker

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

The deadline for submission of written comments is Thursday, July 18th at Noon.

1. Call to Order

Mayor Brown called the meeting to order at 7:07 p.m.

2. Declarations of Conflict of Interest

Councillor MacKinnon was in conflict and was absent.

3. Approval of Agenda

Moved by Councillor Ramsay and seconded by Councillor Muttart that the agenda for the public meeting on July 18th, 2024, be approved.

CARRIED (8-0)

4. Discussions:

a) Unaddressed parcel - PID# 358218 (across from 46 Valley Street)

Request:

A request for a site-specific exemption to the Zoning & Development Bylaw to allow for a community fridge as an accessory use on the subject property (PID# 358218) in the Parking (P) Zone whereas a community fridge is not otherwise permitted.

Property Information: Parking Zone (P)

Staff Presenter: David Gundrum, Manager Planning & Development

Applicant/Owner: Sandra Sunil

Reference: Public Meeting Package

Summary:

- This is a request to:
 - Permit a community fridge as an accessory use within the Parking Zone (P) for the unaddressed property identified as PID #358218.
- As per Section 43.1 of the Zoning & Development Bylaw, only a Parking Lot and a Parking Structure are permitted uses within the Parking Zone (P).
- Property is located at the southwest corner of the intersection of Valley Street and Connolly Street.
- Located within the Parking (P) Zone and is adjacent to an established residential area with commercial uses found to the north.
- Property contains a surface parking lot with space for ~30 vehicles.
- Property is owned by the Parkdale-Sherwood Lions Club that operate a community hall on property across the street (46 Valley St.)
- In accordance with Section 3.10.4 of the Zoning & Development Bylaw, on May 7, 2024, City Council approved the request to proceed to public consultation.
- On July 5, 2024, written notification was sent to property owners located within 100 metres (328 feet) of the subject property.
- A total of 56 letters were sent to residents advising them of the public meeting to solicit their comments and feedback. To date a total of 10 written responses have been received (5 in support, 5 in opposition).
- The next steps are:
 - Recommendation to Planning Board (August 6th)
 - Consideration by Council (August 13th)

Discussion:

Councillor Tweel asked when the 100 metre letter notifications were sent out and what is the requirement for the amount of days in advance. David responded that the letters were postmarked and dated July the 5th and were sent with sufficient notice as the requirement is 14 days.

Applicant:

- The application was a surprise to the group of volunteers and thought it was operating legally because of the approvals and discussions that were had with various departments and city officials
- During the process the location was asked about and a plan was developed
- The project was started when it was brought up about single household families accessing dignified good quality food
- There was a survey published at the beginning of 2021 to gauge the public thoughts and it encouraged the public to share their thoughts
- The feedback was overwhelmingly positive
- During the initial process we asked if the fridge could be on city owned property but there was no response so it was considered as not an option
- The Parkdale-Sherwood Lions Club was identified as a potential host and it was presented to the club to ensure it would be an appropriate place for the community
- We relayed the location to the city before building the structure to ensure we abided by all permit requirements and bylaws
- We recognize this project is meant to be temporary and will exist if there is a need for it in the community

Discussion:

Manager of Planning, David Gundrum clarified and corrected from a previous statement made during the meeting that the notification letters were sent out with 12 calendar days notice even though the minimum requirements as per the Zoning Bylaw for notification of public meetings concerning zoning amendments is only 7 calendar days. The Deputy Mayor also clarified that when the letters are sent, that they go to the property owners so if anyone happens to be a tenant of property or rent it would have been the landlord that received the letter.

Kent Simpson, Pauline Howard, Jillian McKeeman, Donna Kelly, Kelly Mullally, Merrill Montgomery (on behalf of other residents), Ava Bradley, Tigen Hermanson, Betty Bagg-Brooks, Yanita Greener, Polina Puchkova, Donna Yeo, Bernie Plourde, Ann Thurlow, Elizabeth Sheridan, Merrill Montgomery each spoke and a summary of comments and concerns are listed below.

Comments and concerns included there are cook days that are taken to the fridge. It gives access to healthy food, supports local farmers and has some newcomer volunteers and a reliable source

of food. Its helpful but there are concerns with drug use near the fridge, loitering, and selling drugs with children nearby. Safety shouldn't be sacrificed for the fridge and it could possibly be moved or leave it and increase security. Property managers in the area are concerned with loitering, property damage and threatening residents and have lost tenants over this. Donated baked goods to the fridge are appreciated and are used by clients young and old. Concerns with the food being handled too much and greedy people taking too much at once. Residents nearby don't want the fridge there as it is unsafe and abusive and inappropriate comments have been made to children in the area who don't feel comfortable playing in their yard. Fighting has been a problem as well. The program is necessary and reduces barriers with no set hours and some are for it but also against it at the same time. It should be manned daily and its not working being open 24 hours a day. There has been a loss of donors also. It is being cleaned on a regular basis by volunteers in the area. There are concerns with noise, urinating and defecating near and around the fridge. It was also suggested that it be open a set time during the day to avoid middle of the night activity and also there were concerns raised about food being thrown into yards causing pets to eat it and putting them at risk of sickness.

Councillor Ramsay asked if the fridge was open 24 hours a day. Sandra Sunil confirmed it is open 24 hours.

Councillor Muttart asked if there are any existing safety measures in place to address the challenges like cameras or other security measures. Deputy Mayor Jankov responded that there are no police cameras from the City of Charlottetown and does not believe there is security aside from occasional police presence. Sandra confirmed that there are volunteers going 2 to 3 times a day to the space and they are keeping it tidy and clean and also the health inspectors do inspections of the site and have no concerns in terms of the cleanliness or quality of food.

Councillor Muttart asked if the location was geographically centred or close to a demographic that would use the service. Sandra responded that the community groups and advocates in Charlottetown decided that it would be the best location going through the Lions Club and at that time we were given direction that we didn't need to go to each door in the vicinity.

Councillor McAleer asked if the fridge was located on the Lions Club property and are the Lions Club in any way a part of the volunteer base that work on the fridge. Sandra responded that the Lions Club provides the space and covers the insurance for the fridge and they contribute indirectly with check ins and how things are going in general.

Councillor Tweel asked for confirmation on the as of right and noted that it was said to be a pilot project and to be reviewed at a later date from the past manager of Planning. Deputy Mayor Jankov responded that everyone reviewed that correspondence and the issue is there is no clear definition to a pilot and there is no end date which is where the problems arose and it does require a site-specific exemption which was missed when this was first started.

Councillor Tweel stated that there are residents in the community who are fearful of retribution and are fearful to get up and speak. That's a major concern to the people that live in the community. There are lifelong members of the community that have to live with the stress of this every day. Deputy Mayor Jankov responded that she is also looking for clarification that some are saying there is a camera but its more so for the parking lot where the methadone clinic is but would like clarification at the next Planning Board. David Gundrum responded he would confirm that before it comes back to Planning Board.

Councillor Beck asked about the cook days initiative preparing 100 meals per week. It was answered there are meals prepared 3 times a month.

Councillor Beck asked about the possible alternative locations and asked if there were other considerations or jurisdictions available. Deputy Mayor Jankov stated that after checking with the CAO that question does not align with the issue at hand.

Councillor Beck asked for elaboration on the public meetings that Sandra Sunil had. Sandra responded they happen once a month, it is publicized on social media and that the organizing group tries to put posters on the fridge also to inform anyone who uses the fridge. There is usually an hour-long meeting.

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councillor Ramsay and seconded by Councillor Tweel that the public meeting be adjourned. Meeting adjourned at 8:53 p.m.



Public Meeting of Council
Wednesday, July 10th, 2024, 7:00 PM
Council Chambers, City Hall, 199 Queen St.
Also available via conference call; and
Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

<u>Council members present:</u>	Mayor Philip Brown Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Julie McCabe	Councillor Mitchell Tweel*** Councillor Robert Doiron* Councillor Trevor MacKinnon Councillor Norman Beck
<u>Staff:</u>	David Gundrum - Manager of Development & Planning Michael Ruus - Director of Integrated Growth	Sonia Kamal, PII* Michael Fraser, PII* Jason Doucette, IO/AA**
<u>Applicants/ Representatives:</u>	Samantha Murphy, RPP Patty Larkin HIG LP Management Inc. Chris Williston	101523 PEI Inc. (Scott Lewis) Dojam Inc. HIG LP Management Inc. Philip Jamieson
<u>Regrets:</u>	Councillor Terry Bernard Councillor John McAleer	Councillor Kevin Ramsay

*Participated via Teams Conference Call

**Minute Taker

***Entered meeting at 7:13 pm

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

The deadline for submission of written comments is Thursday, July 11th at Noon.

DRAFT UNTIL APPROVED BY COUNCIL

1. Call to Order

Mayor Brown called the meeting to order at 7:12 p.m.

2. Declarations of Conflict of Interest

There were no conflicts declared.

3. Approval of Agenda

Moved by Councillor MacKinnon and seconded by Councillor Beck that the agenda for the public meeting on July 10, 2024, be approved.

CARRIED (7-0)

4. Discussions:**a. Unaddressed parcel – St. Peters Road (PID# 140087)****Request:**

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

Property Information: Newly Annexed, Not Currently Zoned

Staff Presenter: Michael Fraser, PII

Applicant/Owner: Smanatha Murphy, RPP, Jamie Lewis, Scott Lewis

Reference: Public Meeting Package

Summary:

- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The applicant has applied to rezone PID# 140087 to ER-MUVC (East Royalty – Mixed-Use Village Centre). An Official Plan amendment will also be required to include the land designation as Village Centre Commercial and to extend the existing boundary of the East Royalty Master Plan.
- The subject property is approximately 69 acres in size and has two frontages including one on St. Peters Road and one on PEI Route 25.

- The property is bounded to the north and east by lands outside of the City of Charlottetown municipal boundary, to the south by St. Peters Road and to the west by several privately-owned properties accessed via Grant Street or East Royalty Road.
- This rezoning request is not in relation to any planned development proposal and is being sought to establish a base land-use designation under the OP and a base zone under the Zoning Bylaw for the property.
- The applicants have sought the East Royalty – Mixed Use zone. Though no development is proposed, the proposed zone permits a variety of residential and commercial uses.
- The subject property was successfully annexed into the City boundary in 2022. This process did not result in a rezoning or official plan amendment, leaving the parcel without development rights under a zone.
- This parcel is not covered by City plans due to its recent inclusion within the City's boundary.
- In accordance with Section 3.10.4 (Amendments to The Bylaw and Rezoning) of the Zoning and Development Bylaw On May 14, 2024, City Council approved the request to proceed to public consultation.
- On June 26, 2024, written notification was sent to property owners located within 100 m of the subject property.
- In total 16 letters were sent to residents advising them of this public meeting and requested their written comments. To date no written responses have been received.

Owners Jamie Lewis and Scott Lewis:**Summary:**

- Annexation process started with community meetings in 2018.
- City's boundaries restructured, effective June 1, 2022.
- Special Planning Area boundary amended to reflect City's new boundaries, effective September 24, 2022.
- Since the annexation, the subject property and other associated parcels have remained without zoning in place.
- Creating a local 'village centre' to support the needs of the rapidly expanding population in that part of the City.
- compact 5-minute walking distance envisioned in the Master Plan.
- ER-MUVC zoning: a mix of uses that might develop over time, associated with a local village core.
- Limited area currently zoned ER-MUVC to provide for that mix of uses to be developed over time.
- Site ideally situated to serve the fastest growing area of Charlottetown.
- Past 5 years, the population of East Royalty has risen exponentially.
- Montgomery Heights: 1,940 new residents, 1,275 more to be added within the next 5 years.
- Horseshoe Hill: a population of over 500 within the next 5 years.
- Bridle Path neighbourhood is progressing in development.

- Other developments presently underway.
- The 2015 Master Plan projected a population of the East Royalty area of approximately 17,550 residents and 2,500 employees when the area is fully grown out.
- Enhance the quality of life for the residents of East Royalty and surrounding communities by having a Village Centre that will provide services for all in the form of mixed uses.
- Base zoning (ERM-MUVC) will enable the development of detailed development concepts for the property.
- Assignment of uses would be developed through discussions with the City and placement of different uses based on existing adjacent uses.
- If granted the East Royalty Mixed Use Village Centre zoning, this 69-acre site could ideally allow a range of recreational, commercial, and institution uses, such as a clubhouse with recreation fields for such sports as cricket ball, softball, pickle ball, and tennis courts and other sports. As the community grows, so will the demand for services such as an indoor recreational facility.
- Before we can begin to think about how and where these various uses might fit together, however, we need the certainty of base zoning that would allow us to engage with the City and other parties regarding the servicing and other requirements that would be needed as we move forward with more detailed planning. As we have indicated since we first approached the City in 2018 regarding extending the municipal boundaries to include our property, we have a positive interest in seeing the property developed for a potential mix of uses ranging from commercial services, institutional services and sport and recreational services in a way that is beneficial to the City, to area residents, and to the surrounding communities.

Discussion:

Resident Barbara Dylla asked if there would be a community garden or playground involved with the property. It was answered that there would be parkland granted in the project and play areas would be important but that it is too premature to think about distribution of uses.

Resident Martin Fobes stated that he was encouraged by the terms walkability and sustainability and wouldn't be encouraged by words like drive-thru. He hoped there wouldn't be excessive light pollution and noise development in the area with a lack of pedestrian infrastructure.

Michael Fraser, Planner II responded that we are not at a detailed land use planning stage and are looking at solely zoning at this point.

Resident Katherine Parkman asked why there is one property in this extension and not 7 and what is the cost of extending water and sewer services out to the property. Michael Fraser, Planner II responded that we do not have confirmations that would determine the utility quote at this point for various reasons.

Councillor Beck asked for clarification on the Mixed Use Village permitted land uses list in the report by the applicant and Michael Fraser, Planner II responded there are use rules for certain uses but the list was indeed allowable uses but there are form rules.

Councillor MacKinnon asked for clarification around the other properties and are around this parcel and are they already zoned and if not, why are they not included. Michael Fraser, Planner II responded that we are just focused on the uses for this parcel as that is what has been privately initiated by the applicants.

Councillor Muttart asked if the other parcels surrounding this one are not with this group. Michael Fraser, Planner II responded that the other parcels do not show the same owner and it was confirmed by Samantha Murphy, RPP that Scott and Jamie Lewis are the owners.

Councillor Tweel stated that he thinks the concept is pretty exciting and long overdue. Mayor Brown called a point of order and said his opinion can be expressed when the resolution is on the floor.

Resident Daniel Mullen stated he is concerned that there are no specific plans and says it sounds like there is something already in the pipeline. He also stated that other developers have got a free ride for infrastructure and said that there are a lot of costs associated with lift stations in this area and also have that there have been preliminary discussions with the City about development. He also asked if there are any provisions in the plans for housing to take the pressure off people in the area. He also asked why this process wasn't asked for at time of the annexation process. Michael Fraser, Planner II stated that there have been no discussions of uses at this time. Regarding the lift station, the servicing concept has not been put in place yet. Samantha Murphy, RPP added that apartments and mixed residential uses are also permitted and a possibility but there are no details yet.

Councillor Bernard confirmed that it is the developer that pays for the services, not the City.

Mayor Brown reminded everyone that the issue was in other processes along the way and it was not just the City that had caused delays in the process.

b. 94 Watts Avenue (PID# 757484)

Request:

This is a request for a proposed site-specific exemption to the Zoning & Development Bylaw to permit a Commercial Daycare Centre to operate on the subject property within the Heavy Industrial (M-2) Zone. The application proposes to re-purpose an existing single-storey building (350 sq m) on the subject property as a Commercial Daycare Centre. The existing daycare currently operates on a different site along Watts Avenue that is within the Business Park Industrial (M-3) Zone where it is otherwise currently permitted as-of-right.

Property Information: Educational Institution

Staff Presenter: Sonia Kamal, PII

Applicant/Owner: Patti Larkin

Reference: Public Meeting Package

Summary:

- Request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) which proposes:
 - The existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property
- In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 19, 2024 City Council approved a request to proceed to public consultation concerning the application.
- Site
 - Heavy Industrial (M-2)
 - Previous use: Research Centre
 - Size: 0.50 hectares (1.23 Acres)
- Immediate Surroundings
 - M2: north, south, east and west
 - M3: South-west
- Summary of the positive attributes are:
 - The proposed use would help to address and alleviate current demand for new and expanded daycare centres in Charottetown.
 - The proposed use would provide a supporting service for working families within a well-established employment area close to where people work.
 - The Official Plan supports to create business parks which have services and facilities that are state of the art and responsive in a evolutionary sense.
- Summary of the neutral attributes are:
 - The use would occupy a building that is otherwise currently vacant
- Summary of the shortcomings are:
 - The proposed development could impact the existing privacy that abutting users have become accustomed to over time.
- The Planning & Heritage Department is hereby soliciting comments and feedback from the public and members of the public concerning the following site-specific exemption for the subject property located at 94 Watts Ave (PID# 757484) to allow the existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the property.
- Following collection of public and Council feedback and comments this evening, a recommendation and resolution are planned to be forwarded to Planning Board and Council, respectively on the following upcoming meeting dates:

- Planning Board – July 18th
- Council – July 23rd

Discussion:

There were no questions or concerns raised in response to the application.

c) 149-151 Great George Street (PID#s 342386 & 342402)**Request:**

This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an 8-storey, 85-unit apartment building with ground-floor commercial space on the subject property within the Downtown Core (DC) Zone that would be subject to the bonus height provisions of the Zoning & Development Bylaw.

Property Information: Downtown Core (DC)

Staff Presenter: David Gundrum, Manager of Development Planning

Applicant/Owner: HIG LP Management Inc. (Gordie Kirkpatrick, April Robertson)

Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an 8-storey, 85-unit apartment building on the subject property with ground floor commercial space that would be subject to bonus height requirements.
- Site-Specific exemption request intended to replace the existing 2-storey commercial building on the subject property with an 8-storey, 85-unit apartment building with ground floor commercial space.
- Property is located at the southwest corner of the intersection of Great George Street and Kent Street.
- Located within the Downtown Core (DC) Zone adjacent to established commercial and mixed-residential uses.
- Subject property contains a two-storey commercial building containing office and business uses that has been present on the site for many years.
- Proposed change of use for the site from entirely commercial use currently to contain primarily residential use in a higher-density format is in general agreement with the applicable policies and objectives of the Official Plan for the Downtown Core land-use designation.
- Proposed change of use while displacing established commercial space in the downtown core would offer the opportunity to house more residents in close proximity to existing amenities and would offer synergies to support existing established commercial

businesses in the immediate area. It is noted that a new commercial space component is proposed for the development.

- The Official Plan supports creation of higher-density residential uses in the downtown core and also the promotion of mixed residential/commercial uses.
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 30 letters were sent to residents advising them of the public meeting to solicit comments and feedback. To date no written responses have been received.
- Next steps in the process will be:
 - Recommendation to Design Review Board (July 15th).
 - Recommendation to Planning Board (July 18th).
 - Consideration by Council (July 23rd).

Applicant Representative - April Robertson, Coles Associates

- The client has recognized there is an under-utilized commercial building on site which provides a good opportunity to address some housing issues.
- All of the requirements for CMHC are being met in terms of affordability and accessibility.
- The first floor would be commercial space to keep within that down core zoning theme.
- This will be a forward-thinking design.
- Taking into account climate change and residential considerations.
- We are looking at solar, heat pumps, and a generator which ties into climate change adaptation issues.
- For resident considerations, there will be storage locker access.
- A gym will be in the building.
- Window blinds will be part of the fit-up to avoid passive heating impacts.
- Efficient heating and cooling in each unit will be available.
- All units will be one-bedroom apartments with full size kitchens and appliances.
- There will be 14 barrier-free units within the total 85-unit count.
- There will also be an option of a shower or a bathtub for each unit as related to accessibility.
- All units will be about 500 square feet.
- The reason for the site-specific exemption is that the lot is not otherwise large enough to accommodate the 8 storeys as per the current Zoning Bylaw requirements that apply to the site.
- A number of neighboring properties are 5 storeys or higher in height within a two block radius.

Discussion:

Resident Daniel Mullen responded that this is a fantastic proposal and that this is much-needed in the downtown. He asked what will be done with the ramp next door and on the south side of the building and what happens next to the building for future development next to it. It was answered the loading dock ramp will be addressed and improved significantly. As for the other question, there haven't been any concerns raised by the business next door. April responded that on the Dow side there will have to be a firewall created and also go in and investigate the structure of the Dows building from a snow load perspective.

Resident Andrea Battison presented that large buildings have to be done right by using good design principles. Appropriate setbacks and massing are important and was concerned that the lot was too small. The public benefit that is being offered is only affordable housing. There is no light for occupants next door and shouldn't be compared to other buildings that are tall. David Gundrum, Manager of Development Planning responded that a lot of Andreas questions will be addressed at the Design Review stage next week. The scope of the relief that is being asked for does tie into impacts for what the guidelines call for design review.

Resident Barbara Dylla asked about why the application is being presented without knowing what public benefit is being secured to obtain a bonus height and why is it being presented before the design review board. Also why were site plans and elevation drawings not included in the package as normally was done in the past. David responded that the public benefit would be confirmed through a future development agreement. Regarding the sequencing, there is no requirement that compels the Planning Department to follow a particular sequence of meetings as it regards Design Review and based on when it was received and in the interest of moving this forward, it is not really material to what is being considered here. Site plan and elevation drawings have been provided and were part of the package, concerning the site plan the building footprint would consume the whole property so this is not a case where there are other elements and more complexity to be illustrated or represented on a site plan. For the project to be inherently viable, a near 100% build-out of the site would be needed.

Councillor Beck asked for clarification on the accessibility percentage. David responded that he did not have the number right readily available to confirm. Councillor Beck asked if all units would be 500 square feet. It was answered that there a few that are just under but several that are just over 500 square feet. The accessible units tend to be a bit larger. Councillor Beck asked that the number of affordable would be determined within a development agreement at a later stage. That was confirmed as yes.

It was stated that all units meet visitability requirements which aren't as stringent as accessibility but make units visitor-friendly with wheelchairs etc.

Councillor Beck asked if there is an inset and how far in does it go if there is an inset. It was answered that the median line follows Great George street. It was also confirmed that the face is the same.

Mayor Brown asked if there were similar scale nearby and David confirmed that there is and as part of the relief from the frontages as well as step backs would be required through the bonus height provisions.

*Councillor MacKinnon Exited the Meeting at 8:40 PM

d) 20 Ralden Avenue (PID# 396937)

Request:

This is a request concerning a proposed site-specific exemption to the Zoning & Development Bylaw to permit an automotive repair shop to operate on the subject property within the Low Density Residential (R-2) zone. The subject property contains an existing legal non-conforming use (plumbing and heating repair service) located within an existing building on the site.

Property Information: Low Density Residential (R-2)

Staff Presenter: David Gundrum, Manager of Development Planning

Applicant/Owner: Philip Jamieson (Bob Coughlin Heating Service Inc)

Reference: Public Meeting Package

Summary:

- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building.
- Site-Specific exemption request intended to facilitate the conversion of the existing light industrial building (325 sq m) to contain an automotive repair facility.
- Property is located at the southeast corner of the intersection of Ralden Avenue and Darter Drive.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, double-bay shop building that has been the site of a plumbing and heating business for many years (legal non-conforming use).
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).
- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.

- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community.
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 34 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- To date two (2) written responses have been received, both in opposition to the application.
- Recommendation to Planning Board (July 18th).
- Consideration by Council (July 23rd).

Discussion:

Resident Chris Mullen stated he had concerns about noise pollution as well as children in the area who are walking around. Traffic is also a concern and also the oil disposal is an issue. The smells from an automotive shop would affect the neighbourhood and also there are babies in the neighborhood who would be sensitive to this type of land use. The area is all residential with duplexes and housing. The other concern is that by having the commercial property how the residents property taxes would be effected as well as property values.

Resident Louis Arsenault stated that some of the neighbors have concerns with noise pollution. The area also has a boat shop of some sort across the road and basically the whole area is an eye sore. The surrounding area isn't being taken care of and looks messy and thinks it is decreasing the property value. It is highly talked about that the building is a real eye sore with derelict cars and it has been contaminated with oil over the years and we have had the smell of oil lately.

Andrea Battison asked about non-conforming use and is the business currently operating and it was confirmed that is in operation and would like to know what the cities policy is on returning non conforming use property to their original zoning. David responded that we would revert to the zoning and development bylaw that covers legal non-conforming uses and if there is a demonstratable break in the use that exceeds a particular period of time, therefore that status would be lost.

Councillor Muttart asked for clarification if the applicant is looking for the exemption to construct a garage or are they looking to sell the property. David responded that the owner has designated the potential buyer as the applicant who is looking to acquire the property to operate as an auto mechanic shop.

Councillor McCabe stated she would like to know how the Creed property (boat shop across the road) did not return to its original use as it was always an oil service business and now

we are hearing its operating as a boat business which would be a change of use so there should be some follow-up on that also.


Mayor Brown asked to confirm the zoning is R-2 and across the street is also R-2 and David confirmed that is correct. Mayor Brown stated that has been closed for some time and it should be looked into.

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councillor Muttart and seconded by Councillor McCabe that the public meeting be adjourned. Meeting adjourned at 9:10 p.m.

<p align="center">PLANNING BOARD REPORT TITLE: MAJOR VARIANCE for Building Height FILE: PLAN-2024-06-AUGUST-6A-1 62 Sherwood Road (PID# 455642) OWNER: Arsenault Bros. Holdings Inc. APPLICANT: Greg Morrison, MCIP RPP</p>		
<p>MEETING DATE: August 06, 2024</p>		<p>Page 1 of 7</p>
<p>DEPARTMENT: Planning & Heritage</p>	<p>ATTACHMENTS:</p> <ul style="list-style-type: none"> A. Air Photo B. Zoning Map C. Site Plan (submitted by Applicant) 	
<p>SITE INFORMATION:</p> <p>Context: Vacant lot proposed to be developed with an apartment building (5 storeys, 75 units) Ward No: 8 - Highfield Existing Land Uses: Vacant – adjacent to lot containing newly developed apartment buildings. Official Plan: Commercial Zoning: Highway Commercial Zone (C-2)</p>		

RECOMMENDATION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) be approved:

- 1) To increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.

BACKGROUND:

Request

The City of Charlottetown Planning & Heritage Department has received a Major Variance application for the property located at 62 Sherwood Road (PID# 455642). The property in question is located in the Highway Commercial (C-2) Zone.

The applicants are requesting a Major Variance to increase the maximum permitted building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.

Development Context

The subject property is currently vacant, containing no buildings or structures and is located on the south side of Sherwood Road being a primary east-west two-lane connector road in the general area. Adjacent to the site to the east is a separate parcel of land containing two apartment buildings recently constructed by the same owners of the subject property. To the south are undeveloped lands containing trees and assorted bush while to the west of the site is an electrical power substation owned and operated by Maritime Electric.

ANALYSIS:

The subject property at 62 Sherwood Road is currently vacant and undeveloped, containing no buildings or structures.

The proposed location of the access driveway for this development is significant to this request. If approved, the lot at 62 Sherwood Road would contain a new proposed access from Sherwood Road to the north.

At the previous meeting of Planning Board on July 18, 2024 the Board endorsed a recommendation by Planning staff to defer decision regarding the application due to comments received from and technical issues identified by City Public Works and Maritime Electric as it related to access and road network concerns as well as drainage concerns impacted nearby electrical infrastructure.

Since the meeting of July 18, 2024 Planning staff have met with representatives of both Public Works and Maritime Electric and have since confirmed resolution of the noted issues that were identified.

During a site visit with Maritime Electric staff and the developer on July 25, 2024 it was confirmed that the drainage impacts to the nearby Maritime Electric substation are not emanating from the proposed development site. The developer has confirmed that their intention as per submitted designs is for stormwater drainage to be directed to the north towards Sherwood Road. Maritime Electric staff were accepting of this approach and expressed no further concerns with the proposed development.

During a subsequent meeting held on August 1, 2024 among Public Works staff and the developer, it was confirmed that Public Works is accepting of the proposed road access for the development from Sherwood Road and has no further concerns at this point.

With respect to the increased building height proposed through the Major Variance, staff are of the opinion that the increased height will have no negative impacts to abutting land uses. The subject property is not bounded by any sensitive land uses that would be affected negatively by the increased building height. The height of the proposed apartment building would be comparable to and compatible with the height of the two existing apartment buildings found to on the adjoining parcel to the east of the site. To the west of the site is found an electrical substation for power transmission while to the south is an access road for the substation while to the north is Sherwood Road.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.9 of the Zoning & Development Bylaw, notice of the Planning Board meeting regarding this application was sent on June 27, 2024 to property owners within 100 metres (328.1 feet) of the subject property to solicit their written comments for or against the proposed variance. The deadline to submit written comments on the application was the end of day on Friday, July 12, 2024.

Public Feedback

As part of the City’s notification process, the Planning and Heritage Department sent seven (7) letters to nearby residents. No written responses from members of the public were received in response to circulation.

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

Positives	Neutral	Shortcomings
<ul style="list-style-type: none"> ▪ Utilizes existing vacant undeveloped lot. ▪ Property is in proximity to compatible apartment development of a similar size and scale. 	<ul style="list-style-type: none"> ▪ Requires Building and Development Permit upon variance approval. ▪ Requires proper utility servicing to the lot. 	

CONCLUSION:

The Planning & Heritage Department encourages Planning Board to recommend to Council that the following Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) be approved:

- 1) To increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.

PRESENTER:



David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

Attachment "A" – Air Photo:



Attachment "B" – Zoning Map:



Attachment "C" – Site Plan (submitted by Applicant):





CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED _____

MOTION LOST _____

Planning & Heritage
#1


Date: August 13th, 2024

Moved by Deputy Mayor _____ Alanna Jankov

Seconded by Councillor _____ Julie McCabe

RESOLVED:

That Council approve the request for a Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) to increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be established on the subject property.

<p style="text-align: center;">PLANNING BOARD MEETING</p> <p style="text-align: center;">SITE-SPECIFIC EXEMPTION REQUEST (ZONING)</p> <p style="text-align: center;">FILE: PLAN-2024-06-AUGUST-6B-1</p> <p style="text-align: center;">PID# 358218 (Unaddressed Parcel)</p> <p style="text-align: center;">OWNER: Parkdale-Sherwood Lions Club Inc.</p> <p style="text-align: center;">APPLICANT: Sandra Sunil</p>		
<p>MEETING DATE: August 06, 2024</p>		<p>Page 1 of 103</p>
<p>DEPARTMENT: Planning & Heritage</p>	<p>ATTACHMENTS:</p> <ul style="list-style-type: none"> A. Subject Property – Aerial View B. Subject Property – Zoning Map C. Public Circulation Letter (July 5, 2024) D. Public Meeting Minutes (July 17, 2024) E. Public Comments Received (Support) F. Public Comments Received (Opposed) G. Public Comments Received (Neutral) 	
<p>SITE INFORMATION:</p> <p>Context: Surface parking lot (corner lot) adjacent to low-density residential neighbourhood.</p> <p>Ward No: 4 – Spring Park</p> <p>Existing Land Use: Surface Parking Lot</p> <p>Official Plan: No designation</p> <p>Zoning: Parking Zone (P)</p>		

RECOMMENDATION:

The Planning & Heritage Department encourages that the Planning Board recommend to Council to deny the request to allow for a site-specific exemption in the Parking Zone (P) as it pertains to the unaddressed property identified as PID# 358218 that would allow for a community fridge as a permanent accessory use on the subject property whereas a community fridge is not otherwise permitted.

The recommendation to deny the request is based on the following planning rationale:

- 1) The proposed accessory land use (community fridge) is not in keeping with the intent and purpose of the Parking Zone (P) as it regards intended or permitted land uses for the site;
- 2) The presence of the proposed accessory land use (community fridge) has had negative and deleterious effects on abutting and adjacent residential land uses in the surrounding neighbourhood due to its physical location and configuration; and

- 3) The proposed accessory land use (community fridge) is not desirable for the appropriate development or use of the land within the Parking Zone (P) given the reported nuisances and impacts reported by neighbouring land-owners on an ongoing basis.

REQUEST:

This is a request for a site-specific exemption within the Parking Zone (P) for property identified as PID# 358218 to allow for a community fridge as an accessory use on the subject property.

BACKGROUND:

The subject property is located at the southwest corner of the intersection of Connolly Street and Valley Street, has approximately 30 metres (98 feet) of frontage along Connolly Street to the north, approximately 33.50 metres (110 feet) of frontage along Valley Street to the east and has a lot area of approximately 0.11 hectares (0.27 acres). The property is within the Parking Zone (P) and contains a surface parking lot with parking for approximately thirty (30) vehicles as well as an existing community fridge.

The site abuts low-density residential land uses (single-detached) to the west and south that are within the Medium Density Residential Zone (R-3) and the Low Density Residential Zone (R-2). The property is bounded to the north by Connolly Street beyond which are located existing service commercial uses (eg. pharmacy, pet store, general retail) within the Highway Commercial Zone (C-2). The property is also bounded to the east by Valley Street beyond which is located a community building (Lions Club hall) in the Mixed-Use Corridor Zone (MUC).

The applicants are seeking relief from the existing land-use restrictions of the Parking Zone (P) to allow for a community fridge to be a legal use on the subject property. The request for relief from the Zoning Bylaw to permit the community fridge as a legal use under the Bylaw has been submitted in response to a Bylaw complaint filed with the City by a local resident on January 25, 2024 concerning the use. In response to the complaint filed, City staff determined that the community fridge which has been present on the subject property for a period of approximately three (3) years does not conform to the permitted uses in zoning that applies to the site (Parking Zone (P)) nor were any added zoning permissions granted through a formal process to allow for the use.

The existing parking lot is owned and operated by the Parkdale-Sherwood Lions Club which also owns and operates a community hall building located across the street from the subject property at 46 Valley Street. The parking lot therefore serves to support the community hall building by providing parking for that building and activities associated with the use.

LEGISLATIVE REQUIREMENTS:

Notification

In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on July 5, 2024 a total of fifty-six (56) notices were sent to surrounding residents located within 100 metres (328 feet) of the subject property advising them of the request for a site-specific exemption on the subject property and the date, time and location of the public meeting. The letter solicited their written comments for or against the proposed site-specific request and the deadline by which to submit (see Attachment C for copy of letter).

Public Feedback

In response to the City’s notification letter, a total of forty-six (46) written responses were received, with twenty-nine (29) responses in support, fourteen (14) responses in opposition and three (3) responses classified as neutral to the application (see Attachments E, F and G).

The Public meeting concerning the application was held on July 17, 2024 in City Hall Council chambers (199 Queen Street). Planning staff presented the request for Council and the public’s information. The applicants attended the meeting and provided a presentation for Council and the public’s information.

At the public meeting held July 17, 2024, Council asked questions and points of clarification concerning the application. The applicant was in attendance to speak to the application. A total of fourteen (14) members of the public were in attendance to speak to the application, with five (5) members of the public speaking in support of the application and nine (9) members of the public speaking in opposition to the application (see Attachment D for copy of meeting minutes).

The following table contains a general synopsis and summary of the public responses and public rationale expressed both in favour and in opposition to the requested site-specific exemption request to permit the community fridge to continue to operate on the subject property:

Comments in Support	Comments in Opposition
<ul style="list-style-type: none"> ▪ The existing use provides an accessible and stigma-free, low-barrier option to address food insecurity in the community. ▪ Existing property is an under-utilized site from a land-use perspective. ▪ The existing use is in a centralized location that is transit-supported which makes it conveniently accessible for users of the service. 	<ul style="list-style-type: none"> ▪ Presence of the use on the subject property has encouraged loitering and trespassing in the area which has impacted the quiet enjoyment of neighbouring residential properties. ▪ Proposed use should be re-located to a different site containing a principal land use where regular

<ul style="list-style-type: none"> ▪ The proposed use would be located within an established neighbourhood and close to downtown where many residents live who may need access to the service. 	<p>been present on the site for approximately three (3) years.</p>	<p>intended to only allow for the temporary parking of vehicles.</p> <ul style="list-style-type: none"> ▪ During its period of operation, abutting and nearby residential land uses have been negatively impacted on an ongoing basis.
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Consistency with the Official Plan

The subject property is not currently subject to a land-use designation within the City Official Plan (OP) and therefore consistency with the Official Plan cannot be evaluated based on an assigned land-use designation.

Under Section 1.3 (Strategic Directions) of the OP, it is stated that the City will foster the delivery of community-based services and programs and subsequently it is stated under Section 3.2 (Sustaining Charlottetown’s Neighbourhoods) that an objective of the OP is to promote the delivery of appropriate community-based services within each neighbourhood.

These objectives of the OP however cannot be applied due to the lack of a land-use designation and as well, these objectives would typically not be applied through a limited zone such as the Parking Zone (P).

Consistency with the Zoning By-law

The subject property is zoned as Parking Zone (P) in the Zoning & Development Bylaw which limits permitted land uses to a parking lot and parking structures only.

The property contains an existing privately-owned surface parking lot having approximately thirty (30) parking spaces with direct access onto both Connolly Street and Valley Street.

A community service use operated by a charitable or non-profit organization such as a community fridge is not a form of permanent use that is typical of a property within the Parking Zone (P) nor is it a type of land use that would generally or normally be considered under this zone given the general intent and purpose of the zone which is to permit the temporary parking of motor vehicles.

The general intent and purpose of zones within the Bylaw and of the Zoning Bylaw are to control for land-use impacts among and within abutting or adjacent parcels of land and to ensure that new uses will be wholly compatible with their surroundings in order to avoid and not cause undue negative impacts on account of their presence or associated activities to other nearby land uses.

Through the public consultation, ongoing land-use conflicts and nuisances have been reporting by neighbouring residential land owners with respect to the community fridge and incompatibilities with adjacent land uses.

CONCLUSION:

While the site identified as PID# 358218 represents a limited opportunity for consideration of a community service use within an established neighbourhood in proximity to the downtown core, the use is not consistent with the intent and purpose of the zoning that applies to the site which limits land uses to a parking lot and parking structures only. The zoning for the subject property therefore intends for the site to be used only as a location for the temporary parking of vehicles and nothing beyond that in terms of permitted land use.

Based on the feedback received at the Public Meeting on July 17, 2024 it has been made known by area residents some of whom live on properties that either directly abut or are in close proximity to the site, that the presence of the community fridge on the subject property has been causing negative impacts to the quiet and peaceful enjoyment of their properties for some time due to its presence and operation. The community fridge has been in operation on the subject property for approximately three (3) years where these noted impacts have been ongoing are therefore based on a substantial observed period of operation by neighbourhood members.

RECOMMENDATION:

The Planning & Heritage Department encourages that the Planning Board recommend to Council to deny the request to allow for a site-specific exemption in the Parking Zone (P) as it pertains to the unaddressed property identified as PID# 358218 that would allow for a community fridge as a permanent accessory use on the subject property whereas a community fridge is not otherwise permitted on the basis of the following planning rationale:

- 1) The proposed accessory land use (community fridge) is not in keeping with the intent and purpose of the Parking Zone (P) as it regards intended or permitted land uses for the site;
- 2) The proposed accessory land use (community fridge) has had negative and deleterious effects on abutting and adjacent residential land uses in the surrounding neighbourhood due to its physical location and configuration; and

- 3) The proposed accessory land use (community fridge) is not desirable for the appropriate development or use of the land within the Parking Zone (P) given the reported nuisances and impacts reported by neighbouring land owners on an ongoing basis.

PRESENTER:



David Douglas Gundrum, RPP, MCIP
Manager of Development Planning

ATTACHMENT A: Subject Property – Aerial View



ATTACHMENT B: Subject Property – Zoning Map



ATTACHMENT C: Public Circulation Letter (July 5, 2024)

July 05, 2024

Dear Property Owner:

Re: Unaddressed Parcel on Valley Street (PID# 358218)

The City of Charlottetown Planning & Heritage Department has received a request to for a site-specific exemption to the provisions of the Parking Zone (P) to allow for a community fridge to be allowed as a permitted accessory use on the subject property (PID# 358218) whereas a community fridge is not otherwise permitted.

Pursuant to the requirements of the Zoning & Development By-law, and as a property owner located within 100 metres of the subject property, you are being notified of this request. A public meeting for this application will be held on **July 17, 2023 (Wednesday) at 7:00pm** in **Council Chambers, City Hall (199 Queen Street)**.

For those who are interested in participating via Microsoft Teams, residents are requested to contact the Planning & Heritage Department by email at planning@charlottetown.ca or to call 902-629-4158 on or before 4:00 p.m. on Friday, July 12, 2024 to provide their contact details (name, phone number and/or email address). Business hours are between 8:00 AM – 4:00 PM, Monday – Friday. Staff will contact interested participants no later than 12:00 p.m. on Monday, July 15, 2024 with details on how to participate in the meeting. Anyone who wants to observe the live meeting without commenting can watch it at www.charlottetown.ca/video.

The City encourages written submissions to be received prior to the public meeting. Notwithstanding, all written submissions by letter may be delivered to the City's Planning & Heritage Department at P.O. Box 98, 199 Queen Street, Charlottetown, PE, C1A 7K2; or comments may be emailed to the reporting Planner at dgundrum@charlottetown.ca on or before 12:00pm noon on Thursday, July 18, 2024. All responses received will become part of the public record. Oral submissions or comments may be made at the public meeting, but residents are requested to please keep their oral submissions to a maximum of five (5) minutes.

Anyone wishing to view the proposed amendment can visit the City's website at www.charlottetown.ca and find the Meeting Packages under the Mayor and Council section for 2024 Public Meeting Packages. As comments and updates are received, the package will be revised with additional information leading up to the public meeting.

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

Sincerely,



David Douglas Gundrum, MCIP, RPP
Manager of Development Planning

Property Location & Zoning Map (Site marked in red)



Air Photo of Property (Site marked in red):



ATTACHMENT D: Public Meeting Minutes (July 17, 2024)

Public Meeting of Council

Wednesday, July 17th, 2024, 7:00 PM

Council Chambers, City Hall, 199 Queen St.

Also available via conference call; and

Live streaming at www.charlottetown.ca/video

Mayor Philip Brown presiding

<u>Council members present:</u>	Mayor Philip Brown Deputy Mayor Alanna Jankov Councillor Justin Muttart Councillor Mitchell Tweel Councillor Kevin Ramsay	Councillor Robert Doiron* Councillor Julie McCabe* Councillor Norman Beck Councillor John McAleer
<u>Staff:</u>	David Gundrum - Manager of Development & Planning	Jason Doucette, IO/AA**
<u>Applicants/Representatives:</u>	Sandra Sunil (community fridge organizer)	
<u>Also present:</u>	Robert Kenny, Resident Member, Planning Board	Eleanor Mohammed, CAO Minister of Housing Rob Lantz
<u>Regrets:</u>	Councillor Trevor MacKinnon	Councillor Terry Bernard

*Participated via Teams Conference Call

**Minute Taker

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

The deadline for submission of written comments is Thursday, July 18th at Noon.

1. **Call to Order**

Mayor Brown called the meeting to order at 7:07 p.m.

2. **Declarations of Conflict of Interest**

Councillor MacKinnon was in conflict and was absent.

3. Approval of Agenda

Moved by Councillor Ramsay and seconded by Councillor Muttart that the agenda for the public meeting on July 18th, 2024, be approved.

CARRIED (8-0)

4. Discussions:**a) Unaddressed parcel - PID# 358218 (across from 46 Valley Street)****Request:**

A request for a site-specific exemption to the Zoning & Development Bylaw to allow for a community fridge as an accessory use on the subject property (PID# 358218) in the Parking (P) Zone whereas a community fridge is not otherwise permitted.

Property Information: Parking Zone (P)

Staff Presenter: David Gundrum, Manager Planning & Development

Applicant/Owner: Sandra Sunil

Reference: Public Meeting Package

Summary:

- This is a request to:
 - Permit a community fridge as an accessory use within the Parking Zone (P) for the unaddressed property identified as PID #358218.
- As per Section 43.1 of the Zoning & Development Bylaw, only a Parking Lot and a Parking Structure are permitted uses within the Parking Zone (P).
- Property is located at the southwest corner of the intersection of Valley Street and Connolly Street.
- Located within the Parking (P) Zone and is adjacent to an established residential area with commercial uses found to the north.
- Property contains a surface parking lot with space for ~30 vehicles.
- Property is owned by the Parkdale-Sherwood Lions Club that operate a community hall on property across the street (46 Valley St.)
- In accordance with Section 3.10.4 of the Zoning & Development Bylaw, on May 7, 2024, City Council approved the request to proceed to public consultation.
- On July 5, 2024, written notification was sent to property owners located within 100 metres (328 feet) of the subject property.

- A total of 56 letters were sent to residents advising them of the public meeting to solicit their comments and feedback. To date a total of 10 written responses have been received (5 in support, 5 in opposition).
- The next steps are:
 - Recommendation to Planning Board (August 6th)
 - Consideration by Council (August 13th)

Discussion:

Councillor Tweel asked when the 100 metre letter notifications were sent out and what is the requirement for the amount of days in advance. David responded that the letters were postmarked and dated July the 5th and were sent with sufficient notice as the requirement is 14 days.

Applicant:

- The application was a surprise to the group of volunteers and thought it was operating legally because of the approvals and discussions that were had with various departments and city officials
- During the process the location was asked about and a plan was developed
- The project was started when it was brought up about single household families accessing dignified good quality food
- There was a survey published at the beginning of 2021 to gauge the public thoughts and it encouraged the public to share their thoughts
- The feedback was overwhelmingly positive
- During the initial process we asked if the fridge could be on city owned property but there was no response so it was considered as not an option
- The Parkdale-Sherwood Lions Club was identified as a potential host and it was presented to the club to ensure it would be an appropriate place for the community
- We relayed the location to the city before building the structure to ensure we abided by all permit requirements and bylaws
- We recognize this project is meant to be temporary and will exist if there is a need for it in the community

Discussion:

Manager of Planning, David Gundrum clarified and corrected from a previous statement made during the meeting that the notification letters were sent out with 12 calendar days notice even though the minimum requirements as per the Zoning Bylaw for notification of public meetings

concerning zoning amendments is only 7 calendar days. The Deputy Mayor also clarified that when the letters are sent, that they go to the property owners so if anyone happens to be a tenant of property or rent it would have been the landlord that received the letter.

Kent Simpson, Pauline Howard, Jillian McKeeman, Donna Kelly, Kelly Mullally, Merrill Montgomery (on behalf of other residents), Ava Bradley, Tigen Hermanson, Betty Bagg-Brooks, Yanita Greener, Polina Puchkova, Donna Yeo, Bernie Plourde, Ann Thurlow, Elizabeth Sheridan, Merrill Montgomery each spoke and a summary of comments and concerns are listed below.

Comments and concerns included there are cook days that are taken to the fridge. It gives access to healthy food, supports local farmers and has some newcomer volunteers and a reliable source of food. Its helpful but there are concerns with drug use near the fridge, loitering, and selling drugs with children nearby. Safety shouldn't be sacrificed for the fridge and it could possibly be moved or leave it and increase security. Property managers in the area are concerned with loitering, property damage and threatening residents and have lost tenants over this. Donated baked goods to the fridge are appreciated and are used by clients young and old. Concerns with the food being handled too much and greedy people taking too much at once. Residents nearby don't want the fridge there as it is unsafe and abusive and inappropriate comments have been made to children in the area who don't feel comfortable playing in their yard. Fighting has been a problem as well. The program is necessary and reduces barriers with no set hours and some are for it but also against it at the same time. It should be manned daily and its not working being open 24 hours a day. There has been a loss of donors also. It is being cleaned on a regular basis by volunteers in the area. There are concerns with noise, urinating and defecating near and around the fridge. It was also suggested that it be open a set time during the day to avoid middle of the night activity and also there were concerns raised about food being thrown into yards causing pets to eat it and putting them at risk of sickness.

Councillor Ramsay asked if the fridge was open 24 hours a day. Sandra Sunil confirmed it is open 24 hours.

Councillor Muttart asked if there are any existing safety measures in place to address the challenges like cameras or other security measures. Deputy Mayor Jankov responded that there are no police cameras from the City of Charlottetown and does not believe there is security aside from occasional police presence. Sandra confirmed that there are volunteers going 2 to 3 times a day to the space and they are keeping it tidy and clean and also the health inspectors do inspections of the site and have no concerns in terms of the cleanliness or quality of food.

Councillor Muttart asked if the location was geographically centred or close to a demographic that would use the service. Sandra responded that the community groups and advocates in Charlottetown decided that it would be the best location going through the Lions Club and at that time we were given direction that we didn't need to go to each door in the vicinity.

Councillor McAleer asked if the fridge was located on the Lions Club property and are the Lions Club in any way a part of the volunteer base that work on the fridge. Sandra responded that the Lions Club provides the space and covers the insurance for the fridge and they contribute indirectly with check ins and how things are going in general.

Councillor Tweel asked for confirmation on the as of right and noted that it was said to be a pilot project and to be reviewed at a later date from the past manager of Planning. Deputy Mayor Jankov responded that everyone reviewed that correspondence and the issue is there is no clear definition to a pilot and there is no end date which is where the problems arose and it does require a site-specific exemption which was missed when this was first started.

Councillor Tweel stated that there are residents in the community who are fearful of retribution and are fearful to get up and speak. That's a major concern to the people that live in the community. There are lifelong members of the community that have to live with the stress of this every day. Deputy Mayor Jankov responded that she is also looking for clarification that some are saying there is a camera but its more so for the parking lot where the methadone clinic is but would like clarification at the next Planning Board. David Gundrum responded he would confirm that before it comes back to Planning Board.

Councillor Beck asked about the cook days initiative preparing 100 meals per week. It was answered there are meals prepared 3 times a month.

Councillor Beck asked about the possible alternative locations and asked if there were other considerations or jurisdictions available. Deputy Mayor Jankov stated that after checking with the CAO that question does not align with the issue at hand.

Councillor Beck asked for elaboration on the public meetings that Sandra Sunil had. Sandra responded they happen once a month, it is publicized on social media and that the organizing group tries to put posters on the fridge also to inform anyone who uses the fridge. There is usually an hour-long meeting.

5. Introduction of New Business

There was no new business introduced.

6. Adjournment of Public Session

Moved by Councillor Ramsay and seconded by Councillor Tweel that the public meeting be adjourned.
Meeting adjourned at 8:53 p.m.

ATTACHMENT E: Public Comments Received (Support)



June 30, 2024

The City of Charlottetown

To Whom it May Concern:

The Rotary Club of Charlottetown Royalty wishes to offer its support for maintaining the Community Fridge in its present location or in a similar location that remains close to the vulnerable population of Charlottetown.

For the past two years our Rotary Club has collected monthly donations from its members to stock the Community Fridge. At the start, these donations were a combination of food items and cash donations. This quickly changed to almost all cash donations so that we could purchase items which we felt were needed most. These cash donations are of the order of \$400 per month.

Our club has been inspired by the compassion and dedication of the Community Fridge organizers and we wish to continue to support their hard work. Every week we stock the fridge with perishable and non-perishable items. This offers us the opportunity to meet some of those using the fridge and their stories have inspired us to continue with our donations.

We are aware that some abuse exists and some of our donations may not be reaching the intended population. We also understand that other issues such as loitering and accumulation of trash are a concern. Despite those issues, we believe that supporting those who really need our help far outweighs the challenges that exist. We welcome new ideas on how to address these challenges while continuing to support those who really need our help.

Based on our observations of need and the sincere desire to help those less fortunate, we encourage the City of Charlottetown to take whatever steps are necessary to ensure that the Community Fridge continues to play a critically important role in meeting the needs of its vulnerable citizens.

Sincerely, (via email)

Glenn Trueman, President

Rotary Club of Charlottetown Royalty

P.O. Box 3340

Charlottetown PE

C1A 8W5

Gundrum, David

From: tim mccullough <rtmccullough2424@gmail.com>
Sent: Tuesday, July 9, 2024 10:36 AM
To: Gundrum, David
Subject: Community fridge comment

You don't often get email from rtmccullough2424@gmail.com. [Learn why this is important](#)

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My name is Tim McCullough and I own and live at 24 valley st. For the record, I have no objection to the proposed variance re the community fridge on pid 358218

Gundrum, David

From: Bren Simmers <brensimmers@gmail.com>
Sent: Tuesday, July 16, 2024 6:14 PM
To: Gundrum, David
Subject: Re: Unaddressed parcel on Valley Street (PID#358218)

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

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Dear City of Charlottetown,

Thank you for your letter regarding the unaddressed parcel on Valley Street (PID#358218).

I am a resident of Reserve Street, around the corner from the food fridge. I wanted to express my full support for this well-used community initiative. There is a great demand for a stigma-free, low-barrier access to food in the city. The food fridge is a great resource for folks facing food insecurity.

There are lots of people who use this service on a regular basis. Has the city ever thought of putting in a counter to get data on the usage? In the past months, garbage and compost bins have been added on-site which is a great improvement.

I fully support the request for a site-specific exemption to the provisions of the Parking Zone to allow for a community fridge in this location.

Sincerely,
Bren Simmers

p.s. It would be great to see a second site added to the city!

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>

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>

> I am writing in support of the community fridge on valley st in Charlottetown. There have been so many people helped by having a NON-JUDGMENTAL way to get food in the city. Most people I have met there are friendly and respectful.

>

> There are always a few bad apples who make experiences less than ideal but I feel having the fridge outweighs those circumstances. There is no perfect solution and I think working with Sandra and her group will be a huge benefit to our community. There has to be a way to work together and help our hungry citizens.

>

> Thank you,

> Colleen

Gundrum, David

From: Planning Department
Sent: Wednesday, July 17, 2024 6:11 PM
To: Gundrum, David
Subject: FW: Feedback- Community Fridge

fyi

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Rebecca Ford <rebecca@nowandthenevents.com>
Sent: Wednesday, July 17, 2024 5:36 PM
To: Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>; Muttart, Justin <jmuttart@charlottetown.ca>; Ramsay, Kevin <kramsay@charlottetown.ca>; McCabe, Julie L. <jlmccabe@charlottetown.ca>; Beck, Norman <nbeck@charlottetown.ca>; McAleer, John <jmcaleer@charlottetown.ca>; Bernard, Terry <tbernard@charlottetown.ca>; Doiron, Bob <rdoiron@charlottetown.ca>; Planning Department <planning@charlottetown.ca>; MacKinnon, Trevor <tmackinnon@charlottetown.ca>; Tweel, Mitchell <mtweel@charlottetown.ca>
Subject: Feedback- Community Fridge

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Hello,

I am writing to express my strong support for the community fridge initiative, which has been a vital resource for our town.

Last year, the community fridge was celebrated in a public event attended by many politicians and community members. While it was heartening to see the support from our leaders, it also highlighted

a troubling contradiction. We found ourselves celebrating the need for a solution to a problem that should not exist—food insecurity in our community. Aren't we so lucky a group such as this has stepped in to help.

It is concerning that some residents, who presumably have the means to stock their fridges, are now seeking to ban this essential resource. The community fridge serves as a lifeline for those who struggle to afford basic necessities. To close this initiative would be a disservice to our town and a neglect of our collective responsibility to support one another.

I urge you to educate these individuals on the reasons behind the existence of the community fridge. Food insecurity is a complex issue that affects many in our province, and addressing it requires understanding and compassion. By fostering awareness, we can work towards more sustainable solutions and reduce the stigma associated with needing assistance.

In conclusion, the community fridge is not just a temporary fix but a symbol of our town's commitment to caring for its residents. I strongly advocate for its continuation and for increased efforts to address the root causes of food insecurity in our community.

When you make the decision this evening - please make it based on land use because that is the issue you should be addressing in regards to the permit. AS I see it, if the Lion's Club who owns the land supports it - seems like a go.

Hope you enjoy the food you eat this evening,
Rebecca - Ward 4

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:36 PM
To: Gundrum, David
Subject: FW: Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Al Kelly <alkelly47@proton.me>
Sent: Thursday, July 18, 2024 11:06 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Community Fridge

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Hello,

I am emailing to voice my support for the Community Fridge to stay at its Connolly St location.

Thank you,

Al Kelly (they/them)
Ward 1 Resident
Charlottetown

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:03 AM
To: Gundrum, David
Subject: FW: Support for Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Alex MacDonald <alex.shea.macd@gmail.com>
Sent: Wednesday, July 17, 2024 10:04 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Support for Community Fridge

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Good evening,

I am writing to indicate my support for the community fridge.

According to Statistics Canada, one in five people living in PEI are considered food insecure. As inflation has dramatically increased in recent years, more and more people are finding it hard to make ends meet. The greatest users of the Community Fridge are families and seniors. Food insecurity is a source of great shame in our society and the Community Fridge provides an anonymous avenue for people to access judgment-free food supports. The fridge also provides the dignity of choosing how much to take for your needs, and does not limit users to a specific quantity like other food supports currently available.

Considering these factors, it would be inappropriate to close the fridge at a time of great need. I fully support the allowing the Community Fridge to remain at its current location.

Sincerely,
Alex MacDonald

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:03 AM
To: Gundrum, David
Subject: FW: Feedback on Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca

Web:
<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlottetown.ca%2F&data=05%7C02%7Cdgrundrum%40charlottetown.ca%7C3330de358f9e4a2bb2e708dca73253ab%7Cb01cace7b7d4333a250d61003f2847a%7C0%7C0%7C638569081791946071%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=dgqLbQKu81pPzD5TTxi%2BamLgN9shfDg8AKqRxpOGnIU%3D&reserved=0>

Pronouns: He/Him

-----Original Message-----

From: Donna MacDonald <donna.macdonald12@icloud.com>
Sent: Thursday, July 18, 2024 8:41 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Feedback on Community Fridge

[You don't often get email from donna.macdonald12@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

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

I am writing in support of the Community Fridge on Connolly St.

This province is experiencing a significant food insecurity challenge - and is documented in many research studies and data. Charlottetown in particular is growing, wages are not keeping up with the cost of rent, and food, which leads people to having to choose between a roof over their head, or food.

The issues raised at the meeting yesterday points to both the province and the City not supporting these major challenges.

1) Security. Charlottetown Police must do more surveillance at this site to ensure the safety of residents. They have overcommitted to some sites such as Park st at the request of the province and this has led to less coverage across the City - we need more foot patrols etc.
The police were not heard from last night

2) Drug use - the province needs to step up and provide more treatment options and support.
This has been well documented and the province has fumbled.

There is also a methadone centre in the area - which has led to dealers and users loitering in the area

3) Food insecurity - The province is required by the Poverty Elimination Strategy Act to meet legislated targets:

Section 3

By Jan 1, 2025 - will

- reduce poverty by all persons by 25%
- reduce poverty by 50% for all persons under 18
- reduce food insecurity by 50% for all persons
- reduce food insecurity for children to zero
- reduce homelessness to zero for all persons

The province is failing to meet these targets in all areas.

As a City we need to contribute to these targets.

All 3 go hand in hand to improve the lives of the people of Charlottetown.

4) This community fridge was established early on - when we didn't even know the need to access food was so great, and obviously meeting needs.

To have the City consider to shut it down would be in my view, ignoring the plight of struggling Islanders.

The City must address the concerns raised,,,not the volunteers who are dedicated to helping Islanders.

My taxes are high, and I expect City services to invest in support of these targets - the fridge and the volunteers who have stepped up to attempt to close gaps for people..... including extra policing, and extra garbage pickup by city staff, if that is an issue at the Fridge location

Thank you

Donna MacDonald

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:46 PM
To: Gundrum, David
Subject: FW: 46 Valley Street - Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Evan Cahill <evanscahill@gmail.com>
Sent: Thursday, July 18, 2024 11:58 AM
To: Planning Department <planning@charlottetown.ca>
Subject: 46 Valley Street - Community Fridge

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

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Hello,

I am writing in to voice my support for the community fridge keeping its location at 46 Valley Street in Charlottetown. I am a Charlottetown resident and have been for nearly two decades. In that time I have witnessed the great help the community fridge has been to others in my community, and the peace of mind it brings in these increasingly difficult times.

Services like a community fridge benefit hugely from their accessibility. If we want the service to be impactful and if we care for the less privileged or struggling members of our community, we should strive to retain or increase that impact. The current location of the community fridge is central enough to make it not a difficult walk for those who have no transportation options. It is also a very short walk from the number 1 bus route, and a bus stop, for those who are able to use the bus.

The location also has the benefit of being a relatively private location, even with it being out in public. This affords those who need to use it a way to feed themselves in difficult times while retaining dignity, and free from judgement. Community aid should be offered without prejudice, those who struggle do not deserve to be shamed by the services and systems meant to serve them. Placing the community fridge somewhere else where it can or will be strictly monitored will undermine its very mission.

Concerns about enabling drug abuse or the "wrong people" having access to this service are misguided. Drug abuse and addiction, and in most things the struggle to provide for yourself is due to a lack of connection to community. As members of that community we owe it to ourselves to support and foster connection, rather than gatekeep access to basic humanity.

Thank you, and I hope the right decision is made.

Evan Cahill
Charlottetown, PE

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:47 PM
To: Gundrum, David
Subject: FW: Comment for Community Public Consultation

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Grant McSorley <gmsorley@gmail.com>
Sent: Thursday, July 18, 2024 12:02 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Comment for Community Public Consultation

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

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

Hello,
I am a volunteer with the Charlottetown Community Fridge located on Connolly Street. I am writing to say that I am strongly in favor of granting the exemption allowing the fridge to stay in its current location. The fridge has diverted thousands of pounds of food that otherwise would have gone to waste, ensuring nutritious good is available to the community, and forms a vital part of the food security network in Charlottetown. While there are valid concerns around drug use in the area, I urge you not to conflate the two issues. I can also say from experience that many of the comments regarding unsanitary conditions are false and that any issues are quickly addressed by the dedicated volunteers.

Regards,
Grant McSorley

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:02 AM
To: Gundrum, David
Subject: FW: PID# 358218 (across from 46 Valley Street): Community Fridge consultation

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Jane Ledwell <janeledwell@gmail.com>
Sent: Thursday, July 18, 2024 10:28 AM
To: Jane Ledwell <jane@peistatusofwomen.ca>; Planning Department <planning@charlottetown.ca>
Subject: PID# 358218 (across from 46 Valley Street): Community Fridge consultation

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

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

Good morning,

I am writing as a resident of Charlottetown (Ward 4) to provide input on the consultation regarding zoning request PID# 358218, "A request for a site-specific exemption to the Zoning & Development Bylaw to allow for a community fridge as an accessory use on the subject property (PID# 358218) in the Parking (P) Zone whereas a community fridge is not otherwise permitted."

On behalf of myself and my family, I strongly support a site-specific exemption for the parking zone on Valley Street to be used for a community fridge. I am grateful for the City's support for the community fridge initiative from its founding. I want to live in a city that is creative, innovative, and flexible in the ways it uses the spaces it regulates, especially when residents want to use spaces for neighbours to support

neighbours and to address basic needs such as food security. I want to live in a city that supports people to create community and to be welcoming and inclusive.

The need for a 24/7 site to access free food in Charlottetown is undeniable; the statistics are staggering on food prices and on children and adults living with food insecurity. That the fridge empties as soon as it fills is evidence of the need and of the success. I have seen hungry people have something to eat as a result of the fridge. I have also seen the community fridge leverage donations of food, time, goodwill, and community-building in ways that feed the soul as well as the body.

The parking zone in question is an under-used space for local and whose Lions Club owners have made available. It is needed more as a food-distribution space than as parking spaces and is better used, in every possible sense, as a space for the community fridge. Please allow it to be exempted from parking zone regulations so it can continue to be a home for the community fridge.

The organization I work for and that has offices in the City of Charlottetown, the PEI Advisory Council on the Status of Women, also supports zoning decisions that promote community mutual aid and allow for community-based supports for people in need and members add their voices in support of the zoning exemption.

Thank you and best wishes,
Jane Ledwell
107 Gerald Street

Jane Ledwell (she/her)
Charlottetown, Prince Edward Island, Canada
janeledwell@gmail.com

Grateful settler in Epekwitk in Mi'kmaki, the home and land of the L'Nu (Mi'kmaq) today and since time immemorial. Committed to reconciliation and to living in Peace and Friendship under treaties signed by the ancestors.

Sent via [Superhuman](#)

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 2:03 PM
To: Gundrum, David
Subject: FW: Support for community fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Jill MacIntyre <jtmacintyre96@gmail.com>
Sent: Thursday, July 18, 2024 1:46 PM
To: Planning Department <planning@charlottetown.ca>
Subject: Support for community fridge

You don't often get email from jtmacintyre96@gmail.com. [Learn why this is important](#)

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

Good afternoon,

I'm writing to indicate my full support for the Charlottetown Community Fridge staying in its current location. I lived in Charlottetown the year it opened, and volunteered there for a year before moving off-Island. While volunteering I was responsible for picking up or buying food items and bringing them to the fridge.

The fridge clientele were always respectful and commented about how necessary the service was. I will never forget a single mother walking over to me while I was dropping food off and asking if we had any fruit snacks for her kids since she got laid off due to COVID and hadn't been able to send any school lunches in a week.

I just moved back to Charlottetown, and hope to again become an active volunteer for such an important cause. I live in the same neighbourhood as the community fridge on Wendy Drive, and I have absolutely no misgivings about sharing a neighbourhood with such an important resource.

Mental health issues and addiction issues continue to increase in Charlottetown. The answer to this is not to reduce community resources or make them harder to access, but instead to continue providing resources like community fridges that treat all residents with dignity.

Thanks,
Jill MacIntyre

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:37 PM
To: Gundrum, David
Subject: FW: 46 Valley Street - Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca

Web:
<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlottetown.ca%2F&data=05%7C02%7Cdgundrum%40charlottetown.ca%7C1874e96889844f1c604408dca73f69d9%7Cbf01cace7b7d4333a250d61003f2847a%7C0%7C0%7C638569137991995897%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCQlIjoiV2luMzliLjBTi6k1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=RZYms%2F%2F3UyXk3HzPc97%2BE%2FHMZDWTUtv6npYJlok%3D&reserved=0>

Pronouns: He/Him

-----Original Message-----

From: Kali Ross <kalraeross@gmail.com>
Sent: Thursday, July 18, 2024 11:17 AM
To: Planning Department <planning@charlottetown.ca>
Subject: 46 Valley Street - Community Fridge

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

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To whom it may concern,

My name is Kal Ross and I am a Charlottetown resident who has benefited from and supported the Community Fridge since its inception. I am writing to express my support in keeping the fridge in its current location at 46 Valley Street.

When the fridge was first formed a few years ago, I was working for minimum wage and was living paycheck to paycheck. There were many instances where I utilized the Community Fridge to get me by until my next pay. Due to personal reasons, I did not access the Food Bank, so the Fridge was my only source of aid. It was a short distance from my home at the time, meaning I could easily access what I needed,

Fast forward a year or two and I was in a job working to support unhoused community in finding housing, and fortunately was financially secure enough to no longer rely on the Fridge myself. For many of my clients though, the Food Bank did not provide enough food to support them through the entire month. I drove many clients to the Fridge to grab some items. Sometimes there was lots, sometimes there was nothing; that's okay, that's the nature of community fridges. It is also walking distance to many of the apartments clients were living in and to other social supports they were accessing,

The fridge is in a great location; centralized yet private. It is a short walk from the number 1 bus, but tucked away enough to give fridge users privacy, and therefore dignity, when checking the fridge. I know I personally would not have used the fridge when I needed it if it was in a more visible location or if it were being monitored. There is still so much shame around systemic poverty. Much traction for the fridge comes from word of mouth; moving the fridge would result in many folks who have relied on the fridge having that support ripped away from them.

Many folks who are against the fridge and its location site "drug addicts who steal all the food". I would like to challenge this sentiment. Firstly, no one can "steal" from a community fridge, community fridges are created with the idea of having no policing or controlling of how or what people take. Secondly, if folks are re-selling food, they obviously needed the money more than the food and that is not at the fault of the fridge or its location, but of greater systemic issues. It is also not our place to assume or accuse someone of taking more than they need or of re-selling. People who use drugs also need to eat, and we don't know how many other people someone may be getting food for. Moving the fridge will not eliminate houselessness, drug addiction, or mental illness, it would simply further ostracize and systemically oppress an already marginalized community.

There is unfortunately a lot of NIMBYism when it comes to community-based supports like community fridges. I hope NIMBYs never have to experience the challenges those they are criticizing face; the decisions they would be forced to make would be no better than those made currently by the people they are criticizing.

In summary, I full-heartedly support keeping the Community Fridge in its current location at 46 Valley Street. I share this sentiment as someone who has used the fridge, donated to the fridge, promoted the fridge, and drive by the fridge on a regular basis.

Sincerely,

Kal Ross
Charlottetown, PE

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:01 AM
To: Gundrum, David
Subject: FW: Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Lucky Fusca <fusca.lucky@gmail.com>
Sent: Thursday, July 18, 2024 10:54 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Re: Community Fridge

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

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

Kwe' / Hello,

I am writing today to express my unequivocal support for the community fridge initiative. It is initiatives like these that help keep some of the most vulnerable members of our community fed, and contribute to a strengthened community for all those who participate in these acts of mutual aid and kindness.

I further want to express my support to the City of Charlottetown in seeking consultation from folks who directly use the community fridge, as their voices and needs should be uplifted throughout this process.

Further, I want to note that people may be upset by a decision to help other people- while this is extraordinarily difficult for me to understand emotionally, from a logical perspective- I have hypothesized

that people are afraid of seeing circumstances that they couldn't imagine being in themselves. Being unhoused, using substances, needing support such as food and shelter- nobody wants to end up in these situations, but to turn away and make invisible these realities is to lose our own humanities.

Wela'lin for your time,

Lucky Fusca (they - them - theirs)

Charlottetown, PE.

LAND BACK: from Turtle Island to Palestine.

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:03 AM
To: Gundrum, David
Subject: FW: 46 Valley Street

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Lyndsay Charlton <charlton.lyndsay@gmail.com>
Sent: Thursday, July 18, 2024 9:17 AM
To: Planning Department <planning@charlottetown.ca>
Subject: 46 Valley Street

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

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

Dear council members and city staff,

I am writing this email this morning to vocalize my support in keeping the community fridge on Valley Street. I have been involved with the Community Cook Days- an initiative bringing community members together to cook and package healthy, local meals to stock the community fridge once a month, and have seen first hand how in demand this service has been over the last few years.

Working in Social Services and in Student Financial Aid, has also allowed me to see first hand how quickly someone's circumstances can change. Unfortunately the stigma that individuals who rely on these supports must have made poor decisions or lack work ethic still seem to linger, when in reality many of us are one unfortunate event away from requiring social and community support.

I think it's shameful to remove a support that many community members have come to rely on, and that also allows individuals to preserve their dignity. It seems unjust that one complaint has led to the possible removal of a resource that has helped so many. I hope this decision is weighed carefully, and that the council and staff consider how many individuals would be impacted by removing the fridge, versus keeping it in its current location.

Sincerely,
Lyndsay

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:02 AM
To: Gundrum, David
Subject: FW: I Support the Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Malak Nassar <malak.s.nassar@gmail.com>
Sent: Thursday, July 18, 2024 9:35 AM
To: Planning Department <planning@charlottetown.ca>
Subject: I Support the Community Fridge

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

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To the City of Charlottetown,

I am a Charlottetown resident. I am also an active community member and I care a great deal about food insecurity.

Food insecurity is a huge issue on PEI. [Food banks are busier than ever](#) and [more Islanders](#) and [children are struggling to afford food](#). No one should struggle to have food.

The PEI Community Fridge offers a low-barrier, community-based model. It works. There are many times when I drop food at the fridge and I witness people needing it immediately. Families, older people, single

people, everyone. Anyone and everyone can be food insecure. The Community Fridge allows us, as a community, to help each other out and know that when we are struggling, the fridge is there.

Adding barriers to get food will not make people in the community safer. PEI has a drug abuse issue. But limiting access to the Community Fridge is not going to fix it. It might even make it worse. People abuse drugs for many reasons. Most of them are related to [unresolved trauma](#). Poverty is traumatic. Being hungry and unhoused is a traumatic experience. Limiting one of the only low-barrier services that helps people get food, will make it worse.

One place to start to help people who struggle with drug abuse is investing in social services. Not allowing people to slip through the cracks. Creating better access to services and supports. Creating a safe injection site, so that people who need to use drugs have a safe and clean place to go.

I am strongly in favour of keeping the Community Fridge where it is. And continuing to support this community initiative to help people have low-barrier access to food. A very basic thing. Food.

Best,
Malak Nassar

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:02 AM
To: Gundrum, David
Subject: FW: Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Marg Keizer <margjk134@gmail.com>
Sent: Thursday, July 18, 2024 9:55 AM
To: Planning Department <planning@charlottetown.ca>
Subject: Community Fridge

You don't often get email from margjk134@gmail.com. [Learn why this is important](#)

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Good day,
I think the community fridge should stay in the location it is. It's convenient to get to you can take the bus down to the RBC stop and then just walk down to the fridge. I have taken food to the fridge. Plus I have used the fridge myself. I always replace what I take and more.
My suggestions are as follows.
1. Set up a schedule as to when the fridge would be open. Lock fridge at Midnight to 6:00 am. This would stop the fighting in the Murphy Parking lot.
2. Have somebody take care of the fridge check on it occasionally during the day. Schedule volunteers
3. Put up a camera to take pictures of these cars license plates that are coming cleaning out the fridge. Contact them and ask them for a donation.

4. Rather than superstore in Sobeys, etc., throwing out food, which is a lot of waste. Have somebody picked us up and put it in the fridge as long as it's not expired. Make an agreement with These stores., To have somebody pick the food up at the end of day and put it in the fridge.

As far as the drug addicts and stuff that they're complaining about. That is a province issue. Until the PEI government does something about, it is going to continue. It's getting worse. Because these drug addicts are all over the city injecting themselves in front of shops downtown and even out here where I live by the superstore. The province needs to put in a safe injection site for them to go to.

I also found it that when you call the police to come and do something they just drive-by and they don't do anything.. Occasionally, they stop.

As far as Betty Braggs fridges, they're too far out of town so people can't get there unless they have a car. I have been there with a friend and the food that she gives out is mostly out of date or expired.

Charlottetown unfortunately has A lot of poor people. That's including seniors who can't afford to buy food. It's pathetic.

Something must be done to help these people who have no food. to go to bed, hungry, etc.

Marg Keizer

Hunt Ave

902-388-4282

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 11:04 AM
To: Gundrum, David
Subject: FW: 46 Valley St.

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: marlene marshall <marshallmarlene@gmail.com>
Sent: Wednesday, July 17, 2024 8:41 PM
To: Planning Department <planning@charlottetown.ca>
Subject: 46 Valley St.

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I wish to cast my vote to keep the Community Fridge open on Valley St or nearby. It is well used by the vulnerable people in our community. Often when I donate items people are there taking items and on some occasions waiting because the fridge is empty. These people are friendly and appreciative. Please do all you can to keep it so we can continue to support our community.

Thank you.

Marlene Marshall
Green St.

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:37 PM
To: Gundrum, David
Subject: FW: support for rezoning of the Charlottetown Community Fridge

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Michelle Jay <labelle.jay@gmail.com>
Sent: Thursday, July 18, 2024 11:39 AM
To: Planning Department <planning@charlottetown.ca>
Subject: support for rezoning of the Charlottetown Community Fridge

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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.

Hello,

I am writing as a resident of Charlottetown to express my support for zoning request PID# 358218, "A request for a site-specific exemption to the Zoning & Development Bylaw to allow for a community fridge as an accessory use on the subject property (PID# 358218) in the Parking (P) Zone whereas a community fridge is not otherwise permitted."

I strongly support a site-specific exemption for the parking zone on Valley Street to be used for a community fridge. I appreciate that the City has been supportive of the community fridge initiative from the beginning. I want to live in a place that uses the spaces it regulates for the benefit of its citizens first. The Community Fridge space enables residents who want to support neighbours and to address basic

needs such as poverty and food security. I support the values of community welcome and care that the Community fridge provides.

The Community Fridge is a model of inclusion and unconditional, non-judgemental care. There is a clear need for a 24/7 site to access free food in Charlottetown. Recent statistics are shocking on the number of City residents who do not have enough to eat. To live. Those who get involved in donating to the fridge have also benefited, by contributing their food, time, care, and civic participation to build community.

Please allow it to be exempted from parking zone regulations so it can continue to be a home for the community fridge.

Thank you for listening and hearing my thoughts,
Michelle Jay
150 Mount Edward Road

“All flourishing is mutual.”
Robin Wall Kimmerer

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 2:57 PM
To: Gundrum, David
Subject: FW: 46 Valley Street

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Noelle Gaïess <noclga1995@gmail.com>
Sent: Thursday, July 18, 2024 2:16 PM
To: Planning Department <planning@charlottetown.ca>
Subject: 46 Valley Street

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Hi there,
I'd like to voice my support for the Charlottetown Community Fridge to remain at it's current location. I have many times since it's inception relied on the fridge when money was tight or non-existent. With food insecurity as it is currently on the island supporting community aid initiatives is paramount to supporting those on PEI who do not have access basic necessities that the fridge provides. I hope that it can stay where it is and serve the vital part in plays in our community.
Noelle Gaïess

Samel Sunil
19 Prince Charles Drive,
Charlottetown, PE
C1A 3B7

July 18, 2024

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

RE: Feedback on Unaddressed parcel - PID# 358218 (across from 46 Valley Street)

To whom it may concern,

My name is Samel Sunil. I live in Charlottetown and recently graduated from Colonel Gray High School. After attending the public meeting yesterday, I am inclined to write to you today to speak about the generalizations some folks were making about youth and the fridge.

As a high school student, I spent most of my lunches going off-grounds with my friends. I was fortunate to be able to go to the fast food places like Donair Pizza and Dairy Queen. But, I knew friends who were not so fortunate to be in the same position. So, we would often go to the fridge to grab lunch and snacks to support one another and make the experience less stigmatizing. I have never felt threatened or unsafe during our time in the space near the fridge. I have also not seen folks misbehave or use substances in front of the fridges. So, I do not think it is fair to assume all students and youth feel unsafe.

I would also like to add that students and teachers from Colonel Gray's Key Club volunteer weekly to clean the space in the early afternoon. From my experience and what I hear from Key Club members, students have only had positive experiences with fridge patrons. Often, fridge patrons show their support and willingness to help. The school has also conducted numerous fundraisers for the Community Fridge on Connolly Street, where we have raised a ton of money and food donations. This, to me, shows how students and teachers support the fridge.

Sincerely,

Samel

Gundrum, David

From: Planning Department
Sent: Thursday, July 18, 2024 12:37 PM
To: Gundrum, David
Subject: FW: The Community Fridge, PID# 358218

Jason Doucette
Intake Officer/Admin Assistant

City of Charlottetown
PO Box 98, 70 Kent Street
Charlottetown, Prince Edward Island
Canada, C1A 7K2
Office: 1-782-377-4722
Email: jadoucette@charlottetown.ca
Web: www.charlottetown.ca

Pronouns: He/Him



From: Sarah Outram <sarahoutinnature@gmail.com>
Sent: Thursday, July 18, 2024 11:46 AM
To: Planning Department <planning@charlottetown.ca>
Cc: Mayor of Charlottetown (Philip Brown) <mayor@charlottetown.ca>; Jankov, Alanna <ajankov@charlottetown.ca>
Subject: Re: The Community Fridge, PID# 358218

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

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Good morning all,

As an avid volunteer and community member of Charlottetown working in the downtown core, I would like to express my support for the Charlottetown Community Fridge, and encourage a site-specific exemption to the Zoning and Development Bylaw to allow the fridge to remain.

Bottom line, a food insecure city needs a community fridge. With staggering rates of food insecurity in our communities across the Island, including **every 2 of out 5 Island children**, it is imperative that resources which address this insecurity are available and permitted to exist - especially in the capital city. The need for this kind of support in our province is incontrovertible. The parking area in question

was greatly underutilized; the fridge brings a necessary community support to the area and permission was granted by the local Lions Club when it first began, adding to the legitimacy.

As someone who was raised by a single parent, in often poverty level conditions with periods of homelessness, I cannot make clear enough the positive impact access to a community fridge may have had for our family, and I am certain, it currently has for many others. I read and heard the concerns of folks who live in the area, and I am glad they have expressed them. Their concerns speak to a larger issue of substance-abuse in our communities, which is related and must be addressed, but is not the topic up for discussion with this decision. What we don't need happening here is a repeat of the outreach centre - having a resource for vulnerable populations be moved again and again.

Thank you for your time dedicated to helping the citizens of Charlottetown, and your consideration of this input. I look forward to following the outcomes of this case in August.

Until we meet again,
Sarah

--

Sarah Outram

~~~~~

*My work and volunteering activities as a settler take place on the traditional and unceded Mi'kmaq territory. If you are not Indigenous, you can learn more about and identify the Indigenous land you exist on in just two minutes! Visit this great resource called [Whose Land](#).*

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:38 PM  
**To:** Gundrum, David  
**Subject:** FW: Feedback on community fridge

**Jason Doucette**  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



---

**From:** Shannon Snow <[shannonsnow@gmail.com](mailto:shannonsnow@gmail.com)>  
**Sent:** Thursday, July 18, 2024 11:47 AM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Subject:** Feedback on community fridge

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Good morning,

I am writing as a Charlottetown resident to express enthusiastic support of the community fridge located near my home.

While I am fortunate enough to not currently face food insecurity, I have found the fridge to be a useful addition to our neighborhood in a number of ways. I'd like to share with you some of the less direct benefits the fridge offers our community.

Firstly, I find it to be a nice place to meet neighbours. There have been a number of times when I have dropped things off at the fridge and met another person or two there at the same time. Living on Queen

St., there isn't always much natural interaction between close neighbours, so I appreciate this opportunity to say a friendly hello, maybe exchange a bit of small talk, and see the faces of my neighbours.

Secondly, I find it has reduced my food waste. At times I have had groceries delivered and recieved something in error that I know I won't use, and it's great to have somewhere to bring items like that and know that they'll be put to good use by someone. Similarly, as a person who lives alone, if I buy something in a quantity that I know I won't use, I can share with the community fridge and avoid food spoiling in my own fridge.

Thirdly, the fridge provides infrastructure that can be leveraged as needed. My own fridge broke last year and while I was waiting for it's replacement, it was nice to know that there was a working fridge down the street. Similarly, after hurricane Fiona, I remember thinking that it could be really helpful to have a working fridge that people could access when they might not have had electricity themselves. While the community fridge functions differently from and doesn't replace personal fridges, it gives more options for creative problem solving. Understanding that we are heading into what is expected to be a turbulent hurricane season this year, we can use all the options we've got.

All of this is of course alongside the true benefit of the fridge: that it provides a method for our community to share resources through a time of high and rising food costs. There is no question that I want people in my community to be able to feed themselves and their families. Through heatwaves, the fridge can also provide access to cold water that can reduce the risk of heatstroke and other heat-related illness. If anything, I would like to see the city dedicate more resources into supporting initiatives like this to ensure that all residents have their basic needs met.

Thank you for your time.  
Sincerely,  
Shannon Snow

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:47 PM  
**To:** Gundrum, David  
**Subject:** FW: Charlottetown Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



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**From:** SE Rogers <stewarterogers@gmail.com>  
**Sent:** Thursday, July 18, 2024 11:58 AM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** Charlottetown Community Fridge

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

To whom it may concern,

I'm writing in support of leaving the Charlottetown Community Fridge at its current location on Valley Street. The current location is relatively private, in a centralized location, and close to where many people who use it live. It provides a much needed service on the basis of community - something we need more of in these days of increasing poverty. Anyone who can give is welcome to do so and anyone who is in need is welcome to use the fridge.

I have serious concerns about what moving the fridge would do to those who utilize it. Other locations may be less private, discouraging those who need to access it from doing so. I have used the fridge in the past, in times of need, and given to it when I was able. I would not have used the fridge if it were in a less private location. No one wants to feel embarrassed or subject to surveillance and questioning for merely

needing to eat. Encouraging those who already monitor and spy on the fridge by moving it is precisely the opposite of what Council and the city need to be doing. We need to be more accommodating to the needs of the people who live in our city and less accommodating to those who have nothing better to do than to make assumptions about those living in poverty. Emboldening the NIMBY attitudes of Charlottetown residents, who make spurious claims about "druggies" would be a terrible decision that would have run on effects that harm the people who live here, as we've seen frequently happen already with the Outreach Centre on Euston Street. The city has an obligation to everyone, not just those who are the loudest.

I hope city staff will make the appropriate recommendation, based on the facts and well-being of all those who live here, and suggest Council leave the fridge where it is. I also know the city has made donations in the past to help keep the fridge operating at this location. Continuing that kind of support should be paramount and would indicate strong leadership and community-minded governance from those we have elected to represent us.

Thank you,

Stew Rogers

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 11:04 AM  
**To:** Gundrum, David  
**Subject:** FW: In Support of Charlottetown Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Tegan Hermanson <[tegan.hermanson@gmail.com](mailto:tegan.hermanson@gmail.com)>  
**Sent:** Wednesday, July 17, 2024 8:15 PM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Subject:** In Support of Charlottetown Community Fridge

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

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

Dear decision makers,

My name is Tegan Hermanson & I am a constituent of Charlottetown, PE. I am emailing in full support of the continued operation of the community fridge in its current location.

2 in 5 children in Epekwitk are food insecure. Until this figure is no longer fact, programs such as this are a necessary component to our community. The community fridge is an act of collective care, creating access to safe and nutritious food 24 hours a day, 7 days a week.



The fridge’s current central location is key: it is accessible, meaning many people can reach the fridge via public transport and is nearby other downtown services.

The community fridge is a project of solidarity & mutual aid, it is also autonomous: neighbours can take what they need and give what they can - with absolutely no questions asked. It also reduces barriers such as sign up forms & limited hours.

The community fridge helps create access to food, reduces food waste, and is a beautiful way to build and support community: neighbours supporting neighbours: collective care. To effectively take away such a vital component of our community or to relocate to a less accessible location would be an absolute fail on our leaders behalf. I am in full support of the continued operation of the community fridge in its current location.

Thank you for your time,

Tegan Hermanson (she/her)

Charlottetown, PE

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 11:00 AM  
**To:** Gundrum, David  
**Subject:** FW: 46 Valley Street

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



---

**From:** Terri Tremblett <terrily01@gmail.com>  
**Sent:** Thursday, July 18, 2024 10:59 AM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** 46 Valley Street

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Good morning,

I was unable to attend last night's meeting, but would like to pass on my remarks.

The Community Fridge is a valuable resource in the community. While I do understand concerns raised by those who live in the area, there are solutions to every problem and it appears the 4 Love 4 Care group are endeavouring to address them.

The problem of food insecurity is one that is not as easy to solve. The community fridge is one of many solutions available to those in need through the generosity of a broader community who understand the need and want to help.

I am a downtown resident and regular contributor to the community fridge. I am a member of the PEI food exchange and a recently certified Community Food Mentor. I regularly participate in community cook days where an average of 100 meals are prepared for the community fridge. In addition to this and my regular personal donations to the community fridge, I obtained the use of a garden plot at Trinity Church this year which I intend to use exclusively for donating to the community fridge. I have been working on a proposal to establish a food donation system to encourage donations from people in my church. If the community fridge is taken away, where will all of the donations from myself and all of the others who participate go?

Thank you for the opportunity to submit my thoughts,

Terri Tremblett

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Friday, July 19, 2024 2:48 PM  
**To:** Gundrum, David  
**Subject:** FW: 46 Valley Street - Support for the Community Fridge

**Jason Doucette**  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Flynn Everly <flynn.everly@hotmail.com>  
**Sent:** Thursday, July 18, 2024 6:54 PM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** 46 Valley Street - Support for the Community Fridge

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

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

Hello,

I am writing in full support of keeping the Community Fridge in its current location. I have not personally required it, but many friends and community members have. They (and myself) view it as an essential social support.

It is currently in a great location that's accessible and centralized. Awareness of the fridge also tends to be passed by word of mouth. Removing the fridge would result in an import resource being extracted from communities that need it and who may not be aware of the new location.

Regarding concerns expressed by community members about stealing, the fridge is a community resource, meant to be accessed without oversight/policing. And moving the fridge isn't going to end some of the other concerns noted (eg. Drug use, houselessness).

To reiterate, I fully support the fridge remaining in its current location.

Kind regards,

Flynn Everly

Charlottetown Resident

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Friday, July 19, 2024 2:49 PM  
**To:** Gundrum, David  
**Subject:** FW: Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Sarah Bulman <[srbulman@gmail.com](mailto:srbulman@gmail.com)>  
**Sent:** Thursday, July 18, 2024 3:23 PM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Subject:** Community Fridge

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

Good afternoon,

My name is Sarah Bulman and I'm writing to express my approval of the community fridge in Charlottetown, particularly as it relates to its current location at the Lion's Club parking lot on Connolly Street. The community fridge has become an essential need for many individuals and families in Charlottetown. The location is central, within walking distance of many neighbourhoods, and the large parking area around the fridge allows for easy drop off.

The City of Charlottetown should be proud of this initiative, particularly as it was the first on PEI and has since inspired over 15 other community fridges to pop up around the Island. I personally see the community fridge as a beacon of hope, illustrating the value of community and how beautiful it can be to

lend a hand to a fellow neighbour. I think removing the fridge would be destructive for the moral of the community and might send a negative message regarding how we treat those who may be more impoverished. Let's continue taking care of one another! Let's keep the community fridge at it's current location!

Thank you!

Sarah Bulman

## ATTACHMENT F: Public Comments Received (Opposed)

**Gundrum, David**

---

**From:** James MacNeil <jamesmacneil12@gmail.com>  
**Sent:** Thursday, June 20, 2024 9:30 PM  
**To:** Gundrum, David  
**Cc:** Planning Department; Tweel, Mitchell  
**Subject:** PID# 358218 Valley Street

Some people who received this message don't often get email from jamesmacneil12@gmail.com. [Learn why this is important](#)

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

I am writing to express my serious concerns about the operating model of the community fridge located at PID# 358218, across from 46 Valley Street.

In the absence of a "main use" on this property, the current community fridge "accessory use" poses significant challenges, particularly due to its unsupervised model with 24/7 accessibility to users. The community fridge is situated adjacent to a residential neighborhood, including our home to the south.

From our back window, we have frequently observed individuals either taking excessive amounts of food from the fridge or discarding portions, leaving them littered across the property. This has resulted in an accumulation of wasted food and other items, including dirty needles—an issue of heightened concern with the impending introduction of CHANCES childcare services directly across the street at 47 Valley Street.

Moreover, the nearby vacant property on Valley Street has become a frequent gathering spot and "camp" following individuals' visits to the community fridge. This area often requires intervention from city services, including Police Services and By-law Enforcement, due to discarded needles and squatters. Regrettably, this has occasionally extended to our own property, where discarded substances, needles, and medication bottles have been found.

I understand many residents of Charlottetown are experiencing severe food security issues and feel that with changes to the community fridge operating procedures, it could become more compatible with adjacent residential uses and child care services. Using the Gifts from the Heart community fridge model, which operates in West Royalty and Town of Stratford during specific hours (Mondays & Wednesdays between 10 am - 4 pm), would allow for volunteer staff monitoring to prevent misuse and ensure cleanliness. For more information on this community fridge model, see here: [Gifts from the Heart](#).

If staffing by volunteers is unfeasible, alternatives such as:

a) Relocating to a site where there is an existing occupied main use regularly that would allow for regular monitoring of fridge operations, or b) Partnering with organizations like the Upper Room, who have sufficient resources to support this service, should be explored.



If these adjustments are not feasible or pursued by the organization, I respectfully request that the Planning Board and City Council defer this application until an operating model that is compatible with adjacent residential and child care uses is achieved.

Thank you for considering my concerns.

P.S. Hi David,

I understood from the CBC News article that this application was intended to go to a public meeting next week but did not receive a notification letter regarding it and am unable to find agenda on Council's meeting calendar. Can you please clarify the status of this application?

Thank you,

James MacNeil  
37 Reserve Street

**Gundrum, David**

---

**From:** Brenda L.Mcguigan <blmcguigan@EastLink.ca>  
**Sent:** Tuesday, July 16, 2024 12:28 PM  
**To:** Gundrum, David  
**Subject:** Community fridge

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

I am completely against the community kitchen being in this location on Valley street. To many people are hanging out, destroying property around it, making a mess around it, to the point that I do not even feel safe to take my Grandchildren for a walk to the store and go pass it. People hanging around where ever they can and waiting for someone to drop off something. Then raiding the fridge and taking what ever is put into it , thus tossing what they dont want around the street.. I live on Desbrisay Crescent . I feel that there are many seniors and low income family that could benefit from this type of thing but that is not who is using it because they are to afraid to.. The only way I can see these community kitchens working to benefit anyone is to have someone at them at all times to monitor. Sorry I cannot make the meeting on Wednesday evening due to other commitments..

**Gundrum, David**

---

**From:** Ava Klaire <avabambamklaire@gmail.com>  
**Sent:** Wednesday, July 17, 2024 12:57 PM  
**To:** Gundrum, David

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Mr Gundrum

I am youth resident who lives just a few feet from the fridge.

Since the fridge came I am unable to feel safe in my own yard or walking home from school. I don't go to our mailbox or to store next door.

I have been asked what my private parts smell like, would I liked to be raped, told my home would be burnt down and that my mother's throat will be slit.

When we call the police it is too late and they say evrytime there is no point in charging them because nothing will happen to them. Then the same people come back and no one has done anything.

We use to have friends over for bbqs but I don't even practise my sports in my yard anymore or have friends over.

We need to check our yard for needles and remove unsafe things that have injured our dogs already. I can't help cut my grass until the grass is checked.

They are so loud at night I can't sleep sometimes, they fight and it is frightening.

We pick up good food all over the place all the time.

No one has stopped these things from happening to me or our home. A police offer told us to move as nothing will stop, my home is my great grandparents and I would like to live here with my family.

Please do not allow this fridge to stay, it is not safe here anymore and the people who are right beside it are scared.

AB

Resident of 358259

**Gundrum, David**

---

**From:** Erika Bradley <er442611@gmail.com>  
**Sent:** Wednesday, July 17, 2024 2:15 PM  
**To:** Gundrum, David  
**Subject:** Site Specific Exemption Response

**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.

As a resident living less than 100 meters from the fridge, it is directly beside me, I do not support this request and ask the planning department and the city to recognize the impact it has had on the direct residents in the area.

There has been more than enough info passed on to the city, the police and in the request to review the illegal placement of the fridge known by city members.

It is overwhelming for some residents to have to stand up in public increasing concern for their safety.

Residents used all avenues to seek help and never received any and we did not get any acknowledgment of what we were experiencing. Police, bylaws, city council members, were cc'd in numerous emails of threats to children, seniors, women, property and impact on our wellbeing since its opening. None of the individuals included in these emails ever replied, reached out or initiated any support to the cries for help. Allowing this to continue it would be known we are not protected.

Despite all the requests to the city and police for help and correction, it took hiring a lawyer years later to find out that the fridge had been illegally placed and to understand the steps needed to be taken to have the planning board investigate. Which you confirmed it was illegally/ against zone laws. It was placed and running without a permit and no formal steps were made to approve, evaluate or monitor its impact nor was there any consultation to the councilor or residents prior to the decision of its placement.

Several times there was contact to the Secretary of the Parkdale Sherwood Lions Club updating of the illegal activities, threats to children, abuse to animals, waste of food, drug use, discarded needles and other drug paraphernalia, sexual activities, fires, all hours of the night activity including fighting, screaming, trespassing on our properties, breaking into our barns, our cars, and trying to get in our homes and none of these experiences influenced any concern or action by the secretary or the board members of the lions club in which he stated he would bring the information to after each call. No one held this property owner accountable to address the concerns. How can we not be responsible for activity on our property.

Food security is not lost on the residents and initiatives like the community fridge are needed and we support them and the operators who personally problem solve, support their clients in need and mitigate safety concerns to the community and for their clients.

This fridge is managed poorly. Volunteers have stepped away due to the ongoing issues that were not being addressed. Other fridges operate with volunteers and have hours of operations, no business can operate all hours of the evening in our area. I can't on my own property do the things that occur around the fridge all hours of the night or ever.

Health and safety of the food is also a concern. It is known that at times the actual fridges have not worked, and food was still permitted to be put in the fridge. There are videos of people urinating on or near the fridge, there has been defecation in the pantry and around the property, incidents of sodomy, with these individuals touching the fridge, the pantry then manipulating food directly after.

There is daily drug use at the fridge, at the Murphy's Property and on our properties. Food is wasted and thrown regularly in our yards and in the parking lots. Often food gets partially eaten and placed back in the fridge with the next visitor unaware of the activities that happened prior to their visit and the unsafe and unsanitary conditions that remain.

This fridge has lost support from donors and many in need do not get the benefits of the donations due to fear of safety but also because the same individuals empty the fridges contents in one visit on the regular. One resident on our street is seen daily taking several bags of donations leaving nothing behind at all. I was told they were volunteers at one time and possibly have decided to distribute food from their home. If this is the case and this has been approved by Sandra Sunil why is the fridge still on Connolly Street? Does this meet safety codes and standards?

Other fridges run successfully and safely. Options to improve these issues were ignored by Sandra Sunil. Fridges should be managed and mandated to have operators that can ensure their endeavor can improve food security without causing harm, safety concerns and damage to communities.

I understand at an open to the public meeting of the fridge, Sandra was asked if she would consider moving the fridge by the community center and she openly stated no she couldn't do that as it was beside her parents' business. If she feels the operation is appropriate beside our homes why is it not appropriate beside her parents business.

We do not support this exemption and ask the planning and heritage department proceed with the necessary steps to remove this particular fridge, as well ask the city to develop processes to ensure endeavors such as these include the community it is placed in and that it is properly assessed for risk and safety, and a time frame to evaluate it's success or impact on it's community.

Thank you for your time and attention,

Erika

Owner and resident of 410 Queen St.

**Gundrum, David**

---

**From:** Margaret Claybourne <boandnana@gmail.com>  
**Sent:** Wednesday, July 17, 2024 3:51 PM  
**To:** Gundrum, David  
**Subject:** Community Fridge Response

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

I am the resident living in the house 403B Queen St.

In response to the request to rezone the site to allow the fridge to continue I ask you and the board to decline this request.

Some of the primary concerns are as follows;

Unknown food quality, somethings would be just fine but others are questionable as the fridge is left open at times, food is taken out and put back in. Items are touched by several people. Unsanitary things happen at the fridge and surrounding area.

Garbage and wasted food is seen on the regular. This is poorly managed and the donations should be treated more respectfully and given to programs that will distribute and store appropriately. This poses a risk to individuals in need.

Greed, some cars pulling up and taking everything. The same people. Many regular donors did stop supporting and this impacts well run fridges and food banks.

Driving, that street is sometimes difficult as some people use the "street" area for a social evenings. We don't feel safe with activity, often their is aggression and interest of our properties. I don't travel by foot at dark to the store or mailbox. I have lived on queen half my life and it just isn't a safe anymore.

The city allowing this to be placed without proper steps is disappointing and allowing it to stay open knowing what is happening has been very hard on the direct members of the community. Operators or the lions club were not made to manage the activities, the hours or any of the damages it was causing.

We ask that you please no longer allow this to continue.

Thank you,

Jean M Claybourne

Gundrum, David

---

**From:** Planning Department  
**Sent:** Wednesday, July 17, 2024 6:10 PM  
**To:** Gundrum, David  
**Subject:** FW: 46 Valley Street - Community Fridge

fyi

**Jason Doucette**  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Mary Thomson <mcthomson48@hotmail.com>  
**Sent:** Wednesday, July 17, 2024 4:39 PM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** 46 Valley Street - Community Fridge

You don't often get email from [mcthomson48@hotmail.com](mailto:mcthomson48@hotmail.com). [Learn why this is important](#)

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

Hello,

I am 100% in favour of having a community fridge.

However, I feel that Valley Street is NOT the appropriate place for it.

Chances daycare just relocated to the top floor of the Lions Hall building which is quite close to the community fridge.

There have been reports of drug addicts using and discarding used needles on the ground in this area.

This is not safe for the children attending Chances - including my 3 grandchildren.

I hope your decision is to continue with the community fridge but not on Valley Street.

Thank you.

Mary Thomson



**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:47 PM  
**To:** Gundrum, David  
**Subject:** FW: PEICommunityFridges

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



---

**From:** Bethany Morrison <[bemorrison7@gmail.com](mailto:bemorrison7@gmail.com)>  
**Sent:** Thursday, July 18, 2024 11:59 AM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Cc:** Bethany Morrison <[bemorrison7@gmail.com](mailto:bemorrison7@gmail.com)>  
**Subject:** PEICommunityFridges

You don't often get email from [bemorrison7@gmail.com](mailto:bemorrison7@gmail.com). [Learn why this is important](#)

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To whom it may concern;

I'm not in favour of the site @ current location, it's not working & hasn't for some time. My role on the original board, I wholeheartedly dove into this & through time burnt myself with the amount of time, patience, effort, listening to others speak about their experiences & mental health issues. I'm a huge advocate for those that actually need the resources of food. What I'm not an advocate for is the results of the overdoses ( who is )? loitering, foul language, physical, mental & emotional distress all taken place @ the site. All hours of the day & night. I say this because no one deserves to Live with this Anymore.

My personal experiences have mostly been very positive with clients ❤️  
I've been invited to some of the newcomers homes !  
I love the sweet children I've met.  
Sincerely Bethany  
I live in Charlottetown

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:38 PM  
**To:** Gundrum, David  
**Subject:** FW: Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Betty Begg <bettybegg@gmail.com>  
**Sent:** Thursday, July 18, 2024 11:55 AM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** Community Fridge

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To whom it may concern !

I would like to add a couple of things regarding last night's meeting

We heard from all sides of keeping or moving the fridge or shutting it down .

We know there has been a problem as long as we have had the fridge in that area .

We all can talk about these problems but the past is the past and it needs to be addressed now .

Falting this one or that one is not getting anywhere as all people need the food and food safety is a must .

It has been proven that the rules are not working for this fridge (24 / 7)

This started out as a pilot project as I recall going to the opening and a great turn out and people were really for it .

The family needed more guidance then they got and those in power let them down as there is no question about it .

This zoning problem should have not fallen on their back after two plus years .

My recommendations at this time is to move it to another spot with it being open certain hours .

The present neighbours have voiced their concerns .

It needs to be led by a team that works together and jobs are carried out in a manner where the best interests of those using it are first and foremost .

Those that can't should be removed as volunteers .

It would be best if it could be manned daily as a lot of the issues would be controlled by this .

It doesn't matter where people get feed from as long as it is safe .

We have a chance to make this right and as islanders making a difference in these lives is a must . No matter what their lot in life is .

Please take this concern seriously or someone's health or safety is going to be jeopardized .

If I can be of any help or you would like to tour our Community Fridges I would be happy to meet with you .

Regards

Betty Begg Brooks

--  
Betty Begg-Brooks, M.S.M.  
President & CEO

**Gundrum, David**

---

**From:** brian cullen <briancullen@hotmail.ca>  
**Sent:** Thursday, July 18, 2024 2:44 PM  
**To:** Gundrum, David  
**Subject:** Valley St. community Fridge

You don't often get email from briancullen@hotmail.ca. [Learn why this is important](#)

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To whom it may concern.

Sent from [Mail](#) for Windows

We live on 404 Queen St. Just around the corner from the fridge, since its been placed there its been nothing but a gathering place for the down trodden. We realize there is a dire need, with the price of food but I believe this no place for the fridge. They throw the garbage all over the place. Needles found, people relieving themselves on the neighbouring property. My wife is afraid to go to the mailbox as it is beside the fridge. Recently they opened a daycare above the Lions Bingo hall. Children should not have to be exposed to this type of stuff. In our opinion it should be move to a better location, the parking lot at the police station for example. Signed Brian Cullen and Dianne Doyle.

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:38 PM  
**To:** Gundrum, David  
**Subject:** FW: Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: jadoucette@charlottetown.ca

Web:  
<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlottetown.ca%2F&data=05%7C02%7Cdgundrum%40charlottetown.ca%7Cf7ffb0e3a462455afe7008dca73f96b5%7Cbf01cace7b7d4333a250d61003f2847a%7C0%7C0%7C638569138742983467%7CUnknown%7CTWFpbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=Lft22tDQwoTopexAW%2B8T9RKe6QWJlIXEo1U41fzxKUw%3D&reserved=0>

Pronouns: He/Him

-----Original Message-----

From: donna <donnakelly63@hotmail.com>  
Sent: Thursday, July 18, 2024 11:56 AM  
To: Planning Department <planning@charlottetown.ca>  
Subject: Community Fridge

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Attention Council Members

My name is Donna Kelly and I am the property manager for Red Dirt Properties Inc. Our property is located at 414 Queen Street in Charlottetown which is at the corner of Queen Street and Connolly Street. Our property is rented and tenants are residing in same. As the property manager and landlord for our tenants I am here to express concerns regarding the community fridge and request that it be removed from its current location.

The community fridge is located on Valley Street in Charlottetown and is immediately on the edge of our property.

The community fridge is attracting many people to our property and a significant amount of people have been loitering on our property, causing damages to our property and negativity affecting the use and enjoyment of our property. In particular, people are leaving garbage and using needles on our property, removing food from the community fridge and

dumping it on our property, defecating on our property, threatening our tenants. In fact we had a tenant move in May 2024 and only stay a handful of nights due to the above going on at the community fridge. Then moved out before the first of July. They are engaging in drug use on our property. The police have attended at our property several times to deal with the issues relating to people at the community fridge and a number of overdoses have happened on our property involving people from the community fridge. Therefore, the current location of the community fridge is negatively affecting our property and its value, and also posing safety concerns to our tenants and negatively affecting their ability to enjoy their home. Further, the loitering that is happening is preventing many individuals in need of food from accessing the community fridge, as they are fearful of those loitering and engaging in drug use.

In accordance with section 22 of the Residential Tenancy Act tenants are entitled to quiet enjoyment of the rental unit, including freedom from unreasonable disturbance and use of common areas free from significant interference. It is our position that the location of the community fridge and some of the people it attracts to our property is interfering with our tenants right to quiet enjoyment.

As a result of the foregoing, on our behalf and on the behalf of our tenants, we request that the community fridge immediately be removed from its current location.

In following we are not asking for the community fridge to be shut down we are simply asking for it to be moved to a better and safer location.

Sincerely

Donna Kelly

Red Dirt Properties Inc. Sent from my iPhone

**Gundrum, David**

**From:** charlotte town <charlottetown402@gmail.com>  
**Sent:** Thursday, July 18, 2024 1:53 AM  
**To:** Gundrum, David  
**Subject:** Part 1

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## Community Fridge - Issues

1. The Community of the City of Charlottetown as a whole was never consulted about where the community fridge would be located by the organisers or the organisers family..
2. **The neighbours were not consulted by the organiser about her intent on putting an open concept community fridge in a residential area and how it would be managed.**
3. Consulting the owners of the parking lot and some politicians should have been a red flag to ask questions rather than it be a photo op opportunity for some Politicians.
4. The community members do not like being called clients as they are not clients rather members of the City of Charlottetown. People feel belittled by some of the volunteers.
5. **The organizer does not have a good handle on managing the volunteers who are aggressive. Many good volunteers have left because they do not like the inner fighting or bullying within the organisation itself; for the past 3 years.**
6. People feel unsafe in the neighbourhood. Community members feel unsafe using the open community fridge as they feel it is a free for all. As this is the only community fridge that is not monitored on the island. It may have the first but it does not mean it is functioning for the general public as a whole and the community it was intended to service.
7. **Food that was donated is eaten by some members of the public by taking a full handle and then leaving the rest to be wasted in the fridges at the open community fridge.**
8. **Some who use the current community fridge take food not to eat but rather to sell to buy street drugs.** The current organisation motto is there should be no judgements. Many **volunteers** do judge all who use it. Making many feel extremely unwelcome and uncomfortable.
9. **People have witnessed drug overdoses.**
10. **Children have nearly stepped on used needles and crack pipes.**
11. People have witnessed live cockroaches in the fridge, including myself. The organiser was informed on April 18, 2024 of this happening.
12. Neighbours have witnessed the community fridge used as a laboratory. Neighbours have literally witnessed the unhoused open the doors to the pantry and fridge and take a piss.
13. **Until this past spring the volunteer door was constantly broken into by community members looking for food or what they deemed as a safe place to get out of the cold in winter months on PEI. Many community members, whether from the general public or other organisations have been taken aback when people come out of the volunteer section.**
14. **One community member sent me a picture of a dead baby rat which I forward to Philip Brown and said did tell your counsellor. This picture was taken on June 25, 2024 in the afternoon. screenshot and picture**
15. The garbage is overflowing on a regular basis because the garbage bins have been assumed by some community members that they can throw their garbage at the community fridge location.
16. June 7, 2024 - Joanne from 31 Reserve Street brought food she had frozen that should not have been frozen. When the veggie would thaw they would be all mush therefore uneatable. **Picture provided**



17. The organiser was informed on June 10, 2024 that she should either move the community fridge to the Jack Blanchard Hall or close it down. Her attitude was let's see what happens on July 17, 2024 at the City Hall meeting for the consideration of the licensing and said no to hosting the open concept community fridge at Jack Blanchard Hall.
18. The organiser was informed by Betty Begg on June 10, 2024 that she should close the community fridge because if it got into the public what was happening that it would be over. My neighbour informed everyone who attended the meeting that she had personally witnessed someone not just opening up the fridge door and taking a leak in the fridge but the **Charlottetown Police** had been across the street and the officers removed the unhoused from the mall across the street but what then happened was the officers put rubber gloves on and took the food/cans back to the community fridge knowing full well that the unhoused had pissed on the items.
19. One of the volunteers had been aggressive towards not only myself but also another attendee that evening on June 10, 2024. When I left this volunteer was stocking the attending and the organiser was informed and her comment was "Aw that is too bad" **screenshot - Yarina - (she the one who said things have never been so good and clean)**. No steps were taking to resolve this aggression by this volunteer and she continue be aggressive with the general public, Also that evening Betty Begg asked for the list of the volunteers and the organiser refused and Betty Begg informed the organiser that the type of behaviour that she witnessed would not be tolerated either at her organisation. see screen shot.
20. **The Open Concept Community Fridge is operational 24 hours 7 days a week for the public.**
21. The organiser was not even told by the organisation of the parking lot that there was a summer school programme and after school program going above the adjacent building to the parking lot. **The organiser was taken by surprise on June 10, 2024 at the monthly community fridge meeting when she was informed of the school program.**
22. **On July 16, 2024 the organiser mother stated that this was a community project neighbour supporting neighbours - yet there was no consultation with the general public nor the neighbours. Prior to installing the open concept community fridge. - Audio.**
23. No one wants to take responsibility for the open concept community fridge. It appears the organiser would rather have the neighbours blamed for it potentially being shut down so that the public is upset with neighbours rather than the organiser who never consulted with the neighbours in 2021 prior to installing the current set up for the community fridge.
24. All issues that community members bring are never properly addressed. Sandra misled the city counsel tonight. Resolutions are never resolved.

#### Solution

24. The organiser wrote to myself "Also, if the City decides to shut it down or have someone else do a community fridge, that person or group will have to start over. I legally cannot give our registrations, licenses, etc., which were all paid for and under my non-profit." - **screen shot**
25. I believe that there is a need for the community to have a safe and reliable place to come and get food as there are currently many people living paycheck to paycheck.
26. With that being said it must be in a controlled manner and not by this organiser as she works full time and barely attends this location currently and many of the good volunteers have left because of inner fighting and what some have said is bullying. The solutions should be that the City allows the variance but for new non profit to start from scratch.
27. I have been consulting the owner/club of the parking lot and have given them a brief description about how I like to run it for the community members who need a little extra help during these extraordinary times.
28. I have also spoken to many whom I help and others who also feel that the way it currently operates is not the safest and many people feel uncomfortable trying to access food for either their own families or neighbours. I have also told the families or individuals I have helped that I would not be able to personally make deliveries as that would be deemed as playing favouritism.
29. I have also spoken to a few of my neighbours about my ideas. Some have been supportive and others would like to see a proposal put together on how it would be managed and operated so that my neighbours can see how it may or not affect them personally.
30. I have proposed a set amount of hours per day to allow those who work during the day an ability to get food and those work evenings could come during the day.

31. There would also be times for the public to donate food as well, whether that be the schools who have left over lunches or catering companies who prepare food for the current open concept community fridge.

32. I believe with compromise that my neighbours and I could come on board with a plan that suits all peoples needs, when it is properly done.

Elizabeth Sheridan

402 Queen Street















**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 10:57 AM  
**To:** Gundrum, David  
**Subject:** FW: PEI Community Fridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: jadoucette@charlottetown.ca

Web:  
<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlottetown.ca%2F&data=05%7C02%7Cdgrundrum%40charlottetown.ca%7C604d83f1a4c1436bef2208dca7318c7e%7Cbf01cace7b7d4333a250d61003f2847a%7C0%7C0%7C638569078457947111%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLjB1Ii6k1haWw%7C%7C%7C%7C%7C&sdata=VB1INVKkIP5de8CEogeYnzC0%2BWtoJWtKkfief9jmx0%3D&reserved=0>

Pronouns: He/Him

-----Original Message-----

From: JoanneCorney <jcorney@eastlink.ca>  
Sent: Thursday, July 18, 2024 8:20 AM  
To: djundrum@charlottetown.sca  
Cc: Planning Department <planning@charlottetown.ca>  
Subject: PEI Community Fridge

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<<https://aka.ms/LearnAboutSenderIdentification>>

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

Good Day:

My name is Joanne Corney. I live at 31 Reserve St. I have lived here for 29 years.

I want to start off by saying that I am in favor of a Community Fridge just not where it is located or how it is run. I use to volunteer for the community fridge a couple of years ago but due to issues that Sandra was not willing to address I decided to leave. She lost her major sponsor because they repeatedly asked for her to address their concerns and

refused. Volunteers were throwing the donations in the garbage. They were complaining that the grocery stores were donating food that was past the best before date. Well that food is still good they just cant sell it in the store. There was a lot of bullying going on within the volunteers. Sandra would witness this and do nothing even though I would call her and ask her to shut down this kind of behavior. It was very unprofessional and I felt bad for the volunteers that were getting bullied. I have no doubt when Sandra started this community fridge she had all the best intentions but it takes work to keep anything running well and she wasn't willing to do that. My intent here is not to speak poorly of Sandra and her family.

Where the fridge is located is not the correct spot. I'm not sure where the correct spot would be. Possible suggestions would be next to the Jack Blanchard Hall where her parents run their business out of, in Bridgton where she lives with her parents, between City Hall and the Fire Dept., or maybe a city owned property. I'm really not sure but just not where it is located now.

It needs to be a building that you walk into and a volunteer is there to hand out the food. This free for all doesn't work. For example one of the complaints was that Elizabeth was taking 35 bags of food a week. Well the sponsor said if Sandra was going to allow that I may as well just drop the food off to Elizabeth and save her the trouble of walking to the fridge 8 times a day. Sandra was made aware of the issue and told me that she was not willing to deal with Elizabeth. I told her to call Todd the bylaw officer and let him deal with her. She asked me if I would be willing to do that so she could be left out of it but I said no. She is the person running the fridge. I also had to live next to Elizabeth at the time but she has since moved back to Sherwood.

Elizabeth when she goes to the fridge wont let anyone else in the pantry or the fridge till she gets all the food she wants to take. I have been told that Mayor Brown attends the PEI Community Fridge meetings now and has knowledge of the fact that Elizabeth was allowed to clean the fridges at first then started going to Superstore for the food pick up till she started taking the food for herself instead of putting it in the fridge. She also takes food and hands it out of her home. She was living on Reserve St till this month. I would witness at least 3 cars pulling up and she would be giving them bags of food. Sandra was aware of this also and said it was ok because some people cant get to the fridge. There are other people who can get to the fridge but there is no food left because Sandra allows others to take as much as they want. She has always said she doesn't want to judge people. This is not judging people this is trying to get food to as many as possible instead of just a handful. Yanira tells people when she is going to pick up food so they are there waiting. How is this fair to people who don't know when she drops off food. They don't get any food. The food is gone in minutes. I have witness this myself. I happen to stop by the fridge last week and had a guy tell me that Yanira told him what time to be at the fridge but he said he got one thing and that was it and someone had taken that out of his hand but he got it back. The people are pushing and shoving trying to get to the food and take as much as they can before its all gone. This is not how a community fridge should be run.

People are using the washroom in the fridge, burning it multiple times (will we wait till they set it completely on fire and have it spread to a near by house or maybe the daycare), they are having sex in the parking lot, fighting in the parking lot, doing drugs in the parking lot, and dropping their used needles everywhere. They drink and eat some of the food and then put it back in for someone else to take. I have seen them open premade meals up and put their hands on the food and lick it and also spit on the food and then put it back in the fridge. The food is not safe for people to eat.

I use to work at City Hall in the Mayor's office many years ago. I use to type up "Mayor's Welcome Messages" for conferences that were being held in our city. One of the messages was how beautiful our city was and how proud we were. We really cant say that now. If Mayor and council think the area where the community fridge is located is something to be proud of and beautiful maybe we should be giving tours when our visitors get off the cruise ships.

My neighborhood use to be safe. Now I have men in my back yard naked. I have people coming onto my property and damaging it and stealing stuff. I have had to call the city to come pick up needles on the street in front of my house. This stuff only started happening when the community fridge was set up. It didn't happen right away but within the first year it was present. I know people who don't feel safe walking there in the daylight let alone the evening when its dark. This

is not the place for a fridge not when a daycare is now there. Are we trying to teach these children that this is the life they should have as they grow up?

I have met some people at the fridge that have been great then I have met some that are not so much lets say. One person in particular I don't see around as much as he is trying to clean up his life which is wonderful. He was living on the street.

As for the cockroaches in the fridge Sandra shook her head no last night but its true. I did have a photo but recently deleted it as I didn't think I would need it again. As for the Cavendish Music Festival donating food they did that 3 years ago once and have not done it again.

I really didn't feel comfortable standing up and speaking last night as I didn't want it to come across as an attack on Sandra and her family but I am hoping you take everyone's concerns into consideration and move the community fridge to another location and have it only open when volunteers can be present. The building needs to be a structure that people can walk into and have some privacy while getting food with the help of a volunteer. This would ensure that as many people can be helped as possible.

Thank you very much for taking the time to read this.

Joanne Corney

**Gundrum, David**

---

**From:** Jankov, Alanna  
**Sent:** Thursday, July 18, 2024 12:16 PM  
**To:** Patti Devine; Planning Department; Gundrum, David  
**Cc:** Beck, Norman  
**Subject:** Re: Feedback re community Fridge

Thank you Patti

I will send this along to the planning department to ensure this is added to their deliberation of the application

Alanna Jankov - Deputy Mayor  
City Councillor - Ward one  
Epekwitk/Charlottetown PEI  
City Hall: 902-566-5548

**Mobile: 902-393-3999**

Pronouns: She/Her  
[www.alannajankov.ca](http://www.alannajankov.ca)

*I live, work, and play on Mi'kma'ki, the traditional territory of the Mi'kmaq people, original stewards of this land.*

On Jul 18, 2024, at 12:02 PM, Patti Devine <pattidevine@eastlink.ca> wrote:

You don't often get email from pattidevine@eastlink.ca. [Learn why this is important](#)

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

Hello Ms Deputy Mayor and Councillor for Ward 3,

I attended the public meeting last night relative to the application to approve the current location for the PEI Community Fridge. I went there with the intention of fully supporting that the fridge remain in its current location.

I was alarmed about the information I heard from the nearby residents and neighbours. I too have witnessed increased loitering lately and not by people who are necessarily food insecure,.

I think residents deserve to feel safe in their own homes and neighbourhoods and that this needs to be balanced with delivering much-needed support for those in the area who are food insecure.

I'm not sure if the presence of the Community Fridge is attracting drug users, drug traffickers, unhoused people who appear menacing, and increased loitering. I do however feel something needs to be done to protect the residents and restore their sense of safety and comfort.

I could not support approval of the application without some conditions, such as a change in the service delivery model (operating only certain hours of the day, staffing the operation, extra security). Overall, I think there needs to be a compromise. If these conditions cannot be met by the applicant, I do not support the application.

Sincerely,

Patti Devine  
77 McGill Avenue

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Friday, July 19, 2024 2:49 PM  
**To:** Gundrum, David  
**Subject:** FW: Community Gridge

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: jadoucette@charlottetown.ca  
Web:

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlottetown.ca%2F&data=05%7C02%7Cdgundrum%40charlottetown.ca%7Cd7d578c27032423f484408dca81b0fd7%7Cb7d4333a250d61003f2847a%7C0%7C638570081373383512%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCi6Mn0%3D%7C0%7C%7C&sdata=PeDePgjD2v3tfuvyujc71Q5NNwpx7ibQTyxWaHo5t8%3D&reserved=0>

Pronouns: He/Him

-----Original Message-----

**From:** Jennifer Vicars <jenn.vicars@gmail.com>  
**Sent:** Thursday, July 18, 2024 3:59 PM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** Community Gridge

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Hi,  
I am writing this email in support of moving the community fridge. I reside at 33 Reserve St. in Charlottetown and the community fridges around the corner from my house. I am supportive removing it because recently it has become more and more unsafe for me to walk my dog around my neighborhood, especially passing the community fridge. There are people camping out in the parking lot using the community fridge structure to put a tarp over to cover themselves. I do not believe that this is the most effective place to service not just homeless people but also people in need in the community here in Charlottetown. I have myself needed to access the community fridge , and have not been able to. There are homeless people camped out around it.  
I hope this helps.  
Kind regards,

## ATTACHMENT G: Public Comments Received (Neutral)

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 12:38 PM  
**To:** Gundrum, David  
**Subject:** FW: Comments - Community Fridge / Site-specific exemption

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Andrew Chisholm <[chisholma@gmail.com](mailto:chisholma@gmail.com)>  
**Sent:** Thursday, July 18, 2024 11:48 AM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Cc:** Tweel, Mitchell <[mtweel@charlottetown.ca](mailto:mtweel@charlottetown.ca)>  
**Subject:** Comments - Community Fridge / Site-specific exemption

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

I am writing in response to a request for a site-specific exemption to allow for a community fridge as an accessory use on the undressed parcel of land across from 46 Valley Street.

My position on this matter is somewhat complex. I dislike the fridge, not because I oppose its purpose or location, but because it represents a failure in our society. We live in one of the wealthiest economies on earth, in a province that produces an abundance of food, yet we need fridges in parking lots to help our neighbours from going hungry. This reality, frankly, is pathetic.

But here we are.

I know some of my neighbours have strong opinions about the fridge's location, both for and against it. For those who want the council to deny this application, I don't discount their observations because I see them, too. Before I continue, I think it's important to mention that my partner and I do not have children, so my position on this issue is not influenced by paternal instinct.

Our neighbourhood is not unlike other areas of the city that are being impacted by challenges facing communities across this country. Where our neighbourhood is a bit unique is that it's a point of convergence for anyone travelling by foot or bicycle between downtown and the businesses and services that are north of us. This is nothing new. When I was a kid, it was not uncommon to see people sitting behind dumpsters in this area drinking booze they just purchased from the nearby liquor store.

I have been finding needles and crack pipes on my property during spring cleanup since moving into my home in 2018 – three years before the fridge even existed. People consuming drugs in public is nothing new, but what is different today is that people are consuming drugs in broad daylight wherever they can find a spot to sit. I phoned the police last August when I looked out my window and saw a man injecting drugs into his foot with a handgun sitting next to him. The thought of blaming this on the fridge didn't once cross my mind because this guy was 50 meters from the fridge; he would have been there regardless.

Members of the Parkdale Sherwood Lions Club have attempted to address loitering on their property by removing fixtures where people would sit and loiter – jersey barriers, parking blocks, landscaping features. These efforts have helped a bit, but when someone has no place to go during the day, they're going to find a place to sit somewhere. I think it's our location in the city that attracts people, not the fridge.

Despite my disdain for the need for such a fridge, I support its presence as long as it is necessary or until such time that the Parkdale Sherwood Lions Club no longer supports its location on their property. At the end of the day, the fridge is located on private property, so by allowing the fridge to be there, I feel that the Lions Club has assumed the responsibility to mitigate loitering, littering, etc.

To summarize, the only impact the fridge has had on me is that it reminds me every time I look out my window that we are failing as a community. Don't deny this application based on my feelings.



**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 11:04 AM  
**To:** Gundrum, David  
**Subject:** FW: 46 Valley St.

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Gordie MacKeeman <[gordiemackeeman@gmail.com](mailto:gordiemackeeman@gmail.com)>  
**Sent:** Wednesday, July 17, 2024 9:56 PM  
**To:** Planning Department <[planning@charlottetown.ca](mailto:planning@charlottetown.ca)>  
**Subject:** 46 Valley St.

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

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

Dear Members of the City Council,

The Community Fridge initiative was established with the noble intention of supporting individuals facing food insecurity and providing a platform for community solidarity. However, recent developments have highlighted safety concerns among residents living in close proximity to the fridge.

Specifically, residents of Valley St. have expressed worries about potential impacts on neighborhood safety stemming from the presence of the Community Fridge. These concerns range from hygiene issues to potential disturbances in the community dynamics. I am also an ECE at Chances at St. Jean school. I perform daily site checks to ensure the safety of the play area for children. In the last 2-3 years I have found an increased amount of used needles as well as 1 needle with a substance still in it.

As a community advocate and someone deeply invested in the well-being of my neighbours, I urge the City Council to consider moving the community fridge to a safer location away from family residences.

I believe that by addressing these concerns proactively, we can uphold the positive intentions of the Community Fridge while ensuring the safety and well-being of all residents in our neighbourhood.

I look forward to the City Council's attention to this matter and would be grateful for the opportunity to discuss this further if needed.

Thank you for your time and consideration.

Best regards,

Gordie MacKeeman

**Gundrum, David**

---

**From:** Planning Department  
**Sent:** Thursday, July 18, 2024 11:04 AM  
**To:** Gundrum, David  
**Subject:** FW: 46 Valley St.

Jason Doucette  
Intake Officer/Admin Assistant

City of Charlottetown  
PO Box 98, 70 Kent Street  
Charlottetown, Prince Edward Island  
Canada, C1A 7K2  
Office: 1-782-377-4722  
Email: [jadoucette@charlottetown.ca](mailto:jadoucette@charlottetown.ca)  
Web: [www.charlottetown.ca](http://www.charlottetown.ca)

Pronouns: He/Him



**From:** Jillian MacKeeman <jilarsenault@gmail.com>  
**Sent:** Wednesday, July 17, 2024 9:47 PM  
**To:** Planning Department <planning@charlottetown.ca>  
**Subject:** 46 Valley St.

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

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

Respected members of the City Council and neighbours,

I am grateful for the opportunity to address you today regarding the community fridge located at the corner of Conelly and Valley St. While this initiative has been instrumental in providing essential support to those in need within our community, recent developments have highlighted some significant concerns that warrant our collective attention.

One of the foremost issues we face is the unintended consequence of increased drug-related activities in the vicinity of the community fridge. It has become evident that the presence of the fridge has inadvertently attracted individuals engaged in substance abuse, leading to instances of loitering, drug dealing, and consumption of illicit substances nearby and in public. These activities are understandably

concerning for the residents of this neighborhood, particularly in light of the proximity to residential homes and a childcare facility. The heightened presence of drug activity near homes and a childcare center is not only unsettling but also undermines the sense of security and peace of mind that residents rightfully expect in their own neighborhood.

Furthermore, the community fridge itself has become a focal point for these activities, turning what was intended to be a positive community initiative into a catalyst for negative behaviors. It is important to recognize that while the intention behind such initiatives is commendable, the reality on the ground necessitates a reconsideration of its location and/or operational aspects.

Considering these concerns, I urge the City Council to take immediate action to address this issue. This could involve relocating the community fridge to a more suitable and monitored location, implementing stricter guidelines for its use, or enhancing security measures to deter illicit activities in the area. The safety and well-being of our community, particularly our children, must take precedence in all decisions affecting our neighborhood.

I appreciate your attention to this matter and trust that you will take swift and decisive action to address the challenges posed by the community fridge. Our community deserves to thrive in an environment free from the negative impacts of drug-related activities.

I thank you for considering my concerns.

Jillian MacKeeman



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Planning & Heritage  
#2


Date: August 13<sup>th</sup>, 2024

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe

**RESOLVED:**

**That Council deny the request to allow for a site-specific exemption in the Parking Zone (P) as it pertains to the unaddressed property identified as PID# 358218 that would allow for a community fridge as a permanent accessory use on the subject property whereas a community fridge is not otherwise permitted.**

|                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <p align="center"><b>PLANNING BOARD MEETING</b><br/> <b>SITE SPECIFIC EXEMPTION TO ZONING</b><br/> <b>FILE: PLAN-2024-18-JULY-6B-4</b><br/> <b>20 Ralden Ave (PID# 396937)</b><br/> <b>OWNER:</b> Philip Jamieson (Bob Coughlin Heating Service Inc.)<br/> <b>APPLICANT:</b> Chris Williston</p>                                                                              |                                                                                     | <br><b>CHARLOTTETOWN</b> |
| <b>MEETING DATE:</b><br>July 18, 2024                                                                                                                                                                                                                                                                                                                                         |                                                                                     | <b>Page 1 of 8</b>                                                                                          |
| <b>DEPARTMENT:</b><br>Planning & Heritage                                                                                                                                                                                                                                                                                                                                     | <b>ATTACHMENTS:</b><br>A. Zoning Map<br>B. Air Photo<br>C. Public Comments Received |                                                                                                             |
| <b>SITE INFORMATION:</b><br><b>Context:</b> The subject property is a corner lot containing an existing double-bay garage structure.<br><b>Ward No:</b> 7 – Stonepark<br><b>Existing Land Use:</b> Legal non-conforming light industrial use (plumbing & heating contractor)<br><b>Official Plan:</b> Low Density Residential<br><b>Zoning:</b> Low Density Residential (R-2) |                                                                                     |                                                                                                             |

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development By-law as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m / 3,500 sq ft) on the subject property be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use for the zoning that applies to the property.

**BACKGROUND:**

***Request***

The applicant has made a request for a site-specific exemption to the provisions of the Low Density Residential (R-2) Zone to allow an existing double-bay garage structure (325 sq m / 3,500 sq ft) on the subject property at 20 Ralden Avenue (PID# 396937) to be used as an automotive repair shop. A light industrial use in the form of a plumbing and heating contractor shop has operated on the property within the existing structure for many years as a legal non-conforming use.

***Development Context***

The applicant is the authorized agent of the owner of the subject property which operates a plumbing and heating contracting business on the subject property. The existing contracting business has existed on the property for many years and has operated under a legal non-conforming status.

The subject property is currently occupied by a single-storey structure being a double-bay garage (325 sq m / 3,500 sq ft) currently used for the plumbing and heating business. Surrounding properties in the area are primarily residential in nature being predominantly single-detached dwellings found within the same (R-2) zoning that applies to the subject property. It is noted that directly across the street from the subject property is also located a legal non-conforming light industrial use also in the (R-2) zone which contains a 4-bay garage structure (565 sq m / 6,080 sq ft) operating as a contracting business.

**LEGISLATIVE REQUIREMENTS:*****Notification***

In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 26, 2024 thirty-four (34) notices were sent to surrounding residents located within 100 metres (328 feet) of the subject property advising them of the request to site-specific exemption of the subject property and the date, time and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning request and the deadline to submit.

***Public Feedback***

In response to the City's notification letter, two (2) written responses were received, both in opposition (see Attachment C).

The Public meeting concerning the application was held on July 10, 2024 in City Hall Council chambers (199 Queen Street). Planning staff presented the request for Council and the public's information. The applicants did not attend the meeting.

At the public meeting held July 10, 2024, Council asked points of clarification concerning the request and how a neighbouring property across the road is permitted to operate as a light industrial use. Three (3) members of the public were in attendance to speak to the application.

**ANALYSIS:**

As per Section 3.11.1.a) of the Zoning & Development By-law, Council may approve a Site-Specific Exemption to the permitted uses and regulations in any Zone, where the proposed Site-Specific Exemption is not contrary to the *Official Plan*. The applicable policies and objectives contained within the Official Plan that offer some guidance to the placement of light industrial land uses within more sensitive residential areas are as follows:

*Section 4.8.1 -Our objective is to create new industrial land-use categories which reflect the evolutionary changes in that sector of the economy.*

*Section 4.8.3 -Our policy shall be to ensure that all industrial uses have adequate measures in place to prevent or mitigate pollution that could threaten the quality and quantity of surface and ground water resources, and the quality of the air (including noise).*

The proposed change of use would have the effect of evolving the existing legal non-conforming light industrial use (plumbing and heating business) into one of a similar scope and scale albeit focused on a different skilled trade service being automotive repair. The proposed change would not challenge the prevailing residential characteristics of the surrounding area and would introduce a new service within a residential area that would be of benefit to and proximate to local residents.

From a physical and streetscape perspective, the preservation of the existing structure as it appears today through the change of use would do nothing to diminish the physical character of the existing structure and site as being historically light industrial in nature.

The proposed use of the site as an automotive repair shop would have limited potential to generate off-site impacts that would affect the quiet and peaceful enjoyment of nearby and abutting land uses especially during evening and overnight hours and during daytime hours if appropriate mitigation measures are applied such as limiting work undertaken to indoors and having bay doors closed when heavy machinery is operating that can generate noise and disturbance. There exists sufficient space on the site to satisfy the anticipated future parking requirements of the proposed use.

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



| Positives                                                                                                                                                                                                                                                                                                                                     | Neutral                                                                                                                                                                                      | Shortcomings                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ The proposed use would provide a supporting local neighbourhood service (automotive repair) in close proximity to residents in the immediate area.</li> <li>▪ The Official Plan supports the creation of new industrial land uses in response to economically-based evolutionary changes.</li> </ul> | <ul style="list-style-type: none"> <li>▪ The use would occupy a building that is otherwise and has been operated as a light industrial use for many years (legal non-conforming).</li> </ul> | <ul style="list-style-type: none"> <li>▪ The proposed use has potential to create noise and vibration impacts due to operations unless appropriate mitigation measures are invoked.</li> </ul> |

**CONCLUSION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council to approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development By-law as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m / 3,500 sq ft) on the subject property be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use for the zoning that applies to the property.

**PRESENTER:**




---

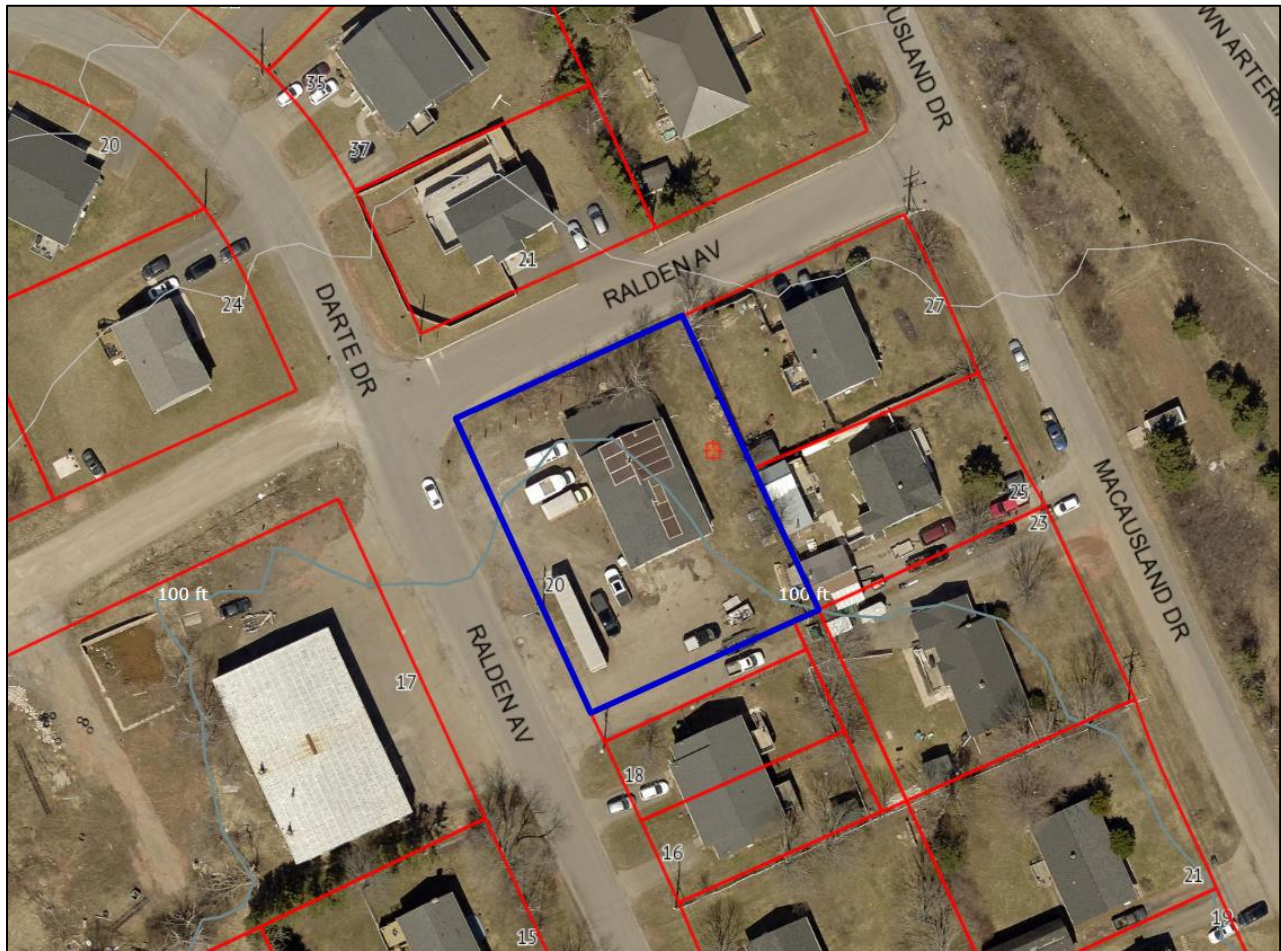
David Douglas Gundrum, RPP, MCIP  
 Manager of Development Planning

---

Attachment A - Zoning Map



Attachment B – Air Photo



## Attachment C – Public Comments Received

Chrismarlon Perera  
25 MacAusland Drive  
Charlottetown Pei C1A6P7  
[chrismarlon.perera@gmail.com](mailto:chrismarlon.perera@gmail.com)  
902-213-6106  
08 July 2024

David Gundrum  
Planning & Heritage Department  
P.O. box 98 199 Queen St  
Charlottetown Pei C1A 7K2

Dear David ,

I am writing to formally object to the proposed construction of an automotive repair shop at 20 Ralden Avenue Charlottetown in our residential neighborhood. As a resident of this community, I have several significant concerns regarding this development.

**Noise Pollution:** The operation of an automotive repair shop will undoubtedly generate excessive noise from machinery, tools, and vehicle engines. This level of noise is incompatible with the peaceful environment that our residential area currently enjoys, and it will greatly disturb the daily lives of the residents.

**Traffic and Safety:** The increased traffic from customers, delivery vehicles, and tow trucks will lead to congestion on our residential streets. This raises significant safety concerns, particularly for pedestrians, children, and the elderly who frequently walk in the area. Our streets are not designed to handle the heavy traffic associated with such a business.

**Air Pollution:** Automotive repair shops typically involve the use of various chemicals, solvents, and paints, which can emit harmful fumes and reduce air quality. The potential for increased vehicle emissions also poses a health risk to the residents, especially those with pre-existing respiratory conditions.

**Property Values:** The introduction of a commercial automotive repair shop is likely to negatively impact property values in our neighborhood. The noise, traffic, and pollution associated with such a business are undesirable factors for potential homebuyers, which could lead to a decline in property values.

**Aesthetics:** The industrial appearance of an automotive repair shop does not align with the residential character of our neighborhood. The visual impact of such a facility, including signage, lighting, and parked vehicles, will detract from the community's aesthetic appeal.

**Environmental Impact:** There are significant environmental concerns associated with automotive repair shops, including the potential for chemical spills, improper waste disposal, and soil contamination. These risks could have long-term detrimental effects on our local environment and ecosystem.

**Zoning Regulations:** It is my understanding that the current zoning laws for our area are designed to preserve the residential nature of the community. Allowing a commercial enterprise of this nature to operate in a residential zone contradicts these regulations and sets a concerning precedent for future developments.

**Community Disruption:** The daily operations of an automotive repair shop will inevitably disrupt the community's way of life. The increased noise, traffic, and visual disruptions are not in keeping with the residential character and tranquility of our neighborhood.

**Alternative Locations:** I urge the planning department to consider alternative locations for the proposed automotive repair shop in designated commercial or industrial areas. These areas are better suited to handle the operational impacts and align with city planning principles.

In conclusion, I strongly oppose the construction of an automotive repair shop at 20 Ralden Avenue Charlottetown. I respectfully request that the planning department reconsider this proposal and seek alternative locations more suitable for such a business.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

Chrismarlon Perera  
902-213-6106  
[Chrismarlon.perera@gmail.com](mailto:Chrismarlon.perera@gmail.com)

Ricardo Esteban Hincapie Sanchez  
18 Ralden AV  
Charlottetown Pei C1A 6P6  
[Ricardohs1488@gmail.com](mailto:Ricardohs1488@gmail.com)  
902 314 78 30  
July 10 / 2024

David Gundrum  
Planning & Heritage Department  
P.O. box 98 199 Queen St  
Charlottetown Pei C1A 7K2

Dear David ,

I am writing to formally object to the proposed construction of an automotive repair shop at 20 Ralden Avenue Charlottetown in our residential neighborhood. As a resident of this community, I have several significant concerns regarding this development. We are having a newborn today, and all this things could affect our health and the baby as well.

**Noise Pollution:** The operation of an automotive repair shop will undoubtedly generate excessive noise from machinery, tools, and vehicle engines. This level of noise is incompatible with the peaceful environment that our residential area currently enjoys, and it will greatly disturb the daily lives of the residents.

**Traffic and Safety:** The increased traffic from customers, delivery vehicles, and tow trucks will lead to congestion on our residential streets. This raises significant safety concerns, particularly for pedestrians, children, and the elderly who frequently walk in the area. Our streets are not designed to handle the heavy traffic associated with such a business.

**Air Pollution:** Automotive repair shops typically involve the use of various chemicals, solvents, and paints, which can emit harmful fumes and reduce air quality. The potential for increased vehicle emissions also poses a health risk to the residents, especially those with pre-existing respiratory conditions.

**Property Values:** The introduction of a commercial automotive repair shop is likely to negatively impact property values in our neighborhood. The noise, traffic, and pollution associated with such a business are undesirable factors for potential homebuyers, which could lead to a decline in property values.

**Aesthetics:** The industrial appearance of an automotive repair shop does not align with the residential character of our neighborhood. The visual impact of such a facility, including signage, lighting, and parked vehicles, will detract from the community's aesthetic appeal.

**Environmental Impact:** There are significant environmental concerns associated with automotive repair shops, including the potential for chemical spills, improper waste disposal, and soil contamination. These risks could have long-term detrimental effects on our local environment and ecosystem.

**Zoning Regulations:** It is my understanding that the current zoning laws for our area are designed to preserve the residential nature of the community. Allowing a commercial enterprise of this nature to operate in a residential zone contradicts these regulations and sets a concerning precedent for future developments.

**Community Disruption:** The daily operations of an automotive repair shop will inevitably disrupt the community's way of life. The increased noise, traffic, and visual disruptions are not in keeping with the residential character and tranquility of our neighborhood.

**Alternative Locations:** I urge the planning department to consider alternative locations for the proposed automotive repair shop in designated commercial or industrial areas. These areas are better suited to handle the operational impacts and align with city planning principles.

In conclusion, I strongly oppose the construction of an automotive repair shop at 20 Ralden Avenue Charlottetown .I respectfully request that the planning department reconsider this proposal and seek alternative locations more suitable for such a business.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

Ricardo Esteban Hincapie Sanchez  
902 314 78 30



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

**Planning & Heritage  
#3**


**Date: August 13<sup>th</sup>, 2024**

Moved by Deputy Mayor \_\_\_\_\_ **Alanna Jankov**

Seconded by Councillor \_\_\_\_\_ **Julie McCabe**

**RESOLVED:**

**That Council deny the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development Bylaw as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m) on the subject property to be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use to the zoning that applies to the subject property.**

|                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                  |                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p align="center"><b>PLANNING BOARD MEETING<br/>REZONING APPLICATION</b></p> <p align="center"><b>FILE: PLAN-2024-06-AUGUST-6B-2</b></p> <p align="center"><b>7 MacKinnon Road (PID# 374215)</b></p> <p align="center"><b>OWNER: Amirhossein Rahbari</b></p> <p align="center"><b>APPLICANT: Amirhossein Rahbari</b></p>                                                                    |                                                                                                                                                                                                                                  |  |
| <p><b>MEETING DATE:</b><br/>August 06, 2024</p>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                  | <p><b>Page 1 of 14</b></p>                                                          |
| <p><b>DEPARTMENT:</b><br/>Planning &amp; Heritage</p>                                                                                                                                                                                                                                                                                                                                       | <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>A. Zoning Map</li> <li>B. Subject property – Aerial view</li> <li>C. Site Plan</li> <li>D. Concept Floor Plans</li> <li>E. 3D Rendered Perspectives</li> </ul> |                                                                                     |
| <p><b>SITE INFORMATION:</b></p> <p><b>Context:</b> The subject property is an interior lot located on the north side of Mackinnon Road, west of the intersection with University Avenue.</p> <p><b>Ward No:</b> 5 - Ellen's Creek</p> <p><b>Existing Land Use:</b> Vacant</p> <p><b>Official Plan:</b> Low Density Residential</p> <p><b>Zoning:</b> Low Density Residential (R-2) Zone</p> |                                                                                                                                                                                                                                  |                                                                                     |

**RECOMMENDATION:**

The Planning and Heritage Department encourages Planning Board to recommend that City Council approve the request to proceed to public consultation regarding the following rezoning request:

Amend Appendix “G” – Zoning Map of the Zoning & Development By-law from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone for the property located at 7 MacKinnon Road (PID# 374215).

**BACKGROUND:**

**REQUEST:**

The City of Charlottetown Planning & Heritage Department has received an application for the property located at 7 MacKinnon Road (PID# 374215) found north-west of the intersection of MacKinnon Road and University Avenue. The subject property is located in the Low Density Residential (R-2) Zone of the City of Charlottetown Zoning & Development Bylaw. The purpose of the proposed rezoning is to construct a seven (7) unit apartment building on the subject property.

Pursuant to Regulation 3.10.3 of the Zoning and Development Bylaw:

*“Before amending the regulations of this by-law or rezoning any parcel of land, Council shall conduct a public meeting to receive the views and opinions of the public and the applicant. Council may, for reasons that are in the best interests of the City, reject a proposed amendment to this by-law without public notice and without referral to a public meeting...”*

### ***Development Context***

The subject property is currently vacant and does not contain any buildings or structures. The surrounding neighbourhood contains a mix of residential and institutional buildings located in the Low Density Residential (R-2) Zone, Medium Density Residential (R-3) Zone and Single Detached Residential (R-1L) Zone. The abutting properties include multiple residential apartment buildings, mostly occupied by UPEI students. The UPEI campus along with the Murphy student Centre and the Bell Aliant Centre are located in close proximity to the subject property fronting onto the west of University Avenue.

The subject property is situated in close proximity to Charlottetown Park Eighteen, Charlottetown Rural High School and the Royalty Crossing Mall. The property is currently very well-served by public transit and this development could be considered a Transit-Oriented Development (TOD) given the availability of routes. The nearest T3 Transit bus stop has service at least every 15 minutes from 7am to 10pm, Monday to Friday as well as frequent service on weekends. It is also on a provincial transit route connecting Charlottetown to Summerside. The walk to the nearest bus stop is 210 metres (3 minute walk), well within the 400 metre recommended maximum service distance.

### **LEGISLATIVE REQUIREMENTS:**

#### ***Notification***

In accordance with Regulation 3.10.4 (Amendments to the By-law and Rezoning) of the Zoning and Development By-law, should City Council approve the request to proceed to public consultation, the Planning and Heritage Department shall:

- Mail written notice regarding the rezoning request to owners of properties within 100 m (328.1 ft) of the subject property at least seven (7) days prior to the public meeting:
  - Identifying the boundaries of the subject property
  - Describing the rezoning request



- Indicating the public meeting date
- Indicating the deadline for the submitted of written objections or support
- Publish a notice in not less than two issues of a newspaper circulating in the City with the first notice at least seven (7) calendar days prior to the public hearing date
- Post a copy of the notice in at least one (1) conspicuous place on the subject property at least seven (7) calendar days prior to the date fixed for the public meeting.

**ANALYSIS:**

The subject property is currently zoned Low Density Residential (R-2). The zone limits housing typologies to single detached dwelling, semi-detached dwelling or duplex dwelling. A transition to the Medium Density Residential (R3) Zone would offer the option to permit apartment dwellings on the subject property.

The proposed 7-unit apartment building would be located on the western side of the property and would be 3 storeys in height with one basement level. The eastern side is proposed to be kept as designated parking space for residents. Based on the concept plans provided in support of the rezoning, half of the basement floor for the future development would almost entirely be dedicated to support services for residents such as gym and common spaces (see Attachment D). Floor area dedicated for the individual dwelling units is also illustrated as part of the concept plans received in support of the application (see Attachment D).

Infill development within established low density residential neighbourhoods is supported within the policies of the Official Plan. Section 3.1.2 of the Official Plan states, *Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.*

- *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,

3.2 *Sustaining Charlottetown's Neighbourhoods*

### *Defining Our Direction*

*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.*

- 1. 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.*

  - 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 3.2 under the heading of Environment for Change further states,*

### *The Environment for Change*

*Preserving the distinctive character and identity of Charlottetown's neighbourhoods requires strategies that promote internal stability as well as a sense of community identity. The CHARLOTTETOWN PLAN incorporates policies which will help preserve the harmony and integrity of each existing neighbourhood within the City.*

### *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 multi 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 Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. Housing choices within neighbourhoods are important as they provide housing variety for people at various stages of their lives. Notwithstanding, it clearly states that new development must be physically related to its surroundings and that there should be an appropriate relationship between height and density for new development in existing neighbourhoods. “Our Policy shall be to ensure that the footprint, height, massing, and setbacks of new residential, commercial, and institutional development in existing neighbourhoods is physically related to its surroundings.”

Housing and attainable rental units are in demand, especially in those areas of the City where residents do not have to rely on private automobiles for transport necessarily. Many services and amenities are available in the immediate area within walking distance. Public transit is also readily available within this area.

The Official Plan also has various policies which support the efficient use of services and making neighbourhoods stable and sustainable by supporting more infill development. The property is currently vacant and there is room for expansion to accommodate additional density.

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

| Positives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Neutral | Shortcomings                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ The rezoning would better enable the facilitation of compact urban form and infill development of medium density housing to meet future needs.</li> <li>▪ 7-unit apartments along with supporting service will serve the demand of UPEI’s growing student population.</li> <li>▪ The property is in proximity to many complementary and supporting businesses, services and amenities.</li> <li>▪ The proposal is close to parks, schools, churches and public transit.</li> <li>▪ Additional density without adversely affecting the existing character of the area.</li> <li>▪ The property is in an area that has municipal services.</li> </ul> |         | <ul style="list-style-type: none"> <li>▪ Lack of 2 access points might be a challenging issue for those coming and going from Mackinnon Rd, due to the volume of traffic on University Ave.</li> <li>▪ The proposed development could impact the existing privacy that residents of abutting land uses have become accustomed to over time owing to the presence of an empty lot immediately beside them.</li> </ul> |

**CONCLUSION:**

The proposal meets the technical requirements of the Bylaw and meets many stated objectives of the Official Plan. It is the opinion of the Planning and Heritage Department that in accordance with Regulation 3.10.2 (Amendments to the By-law and Rezoning) of the Zoning and Development By-law, the property owner has submitted sufficient information for an evaluation of the rezoning request to proceed.

The Planning and Heritage Department encourages Planning Board to recommend that City Council approve the request to proceed to public consultation regarding the following rezoning request:

Amend Appendix “G” – Zoning Map of the Zoning & Development By-law from Low Density Residential (R-2) Zone to Medium Density Residential (R-3) Zone for the property located at 7 MacKinnon Road (PID# 374215).

**PRESENTER:**



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Sonia Kamal, MPlan, BArch  
Planner II

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**MANAGER:**



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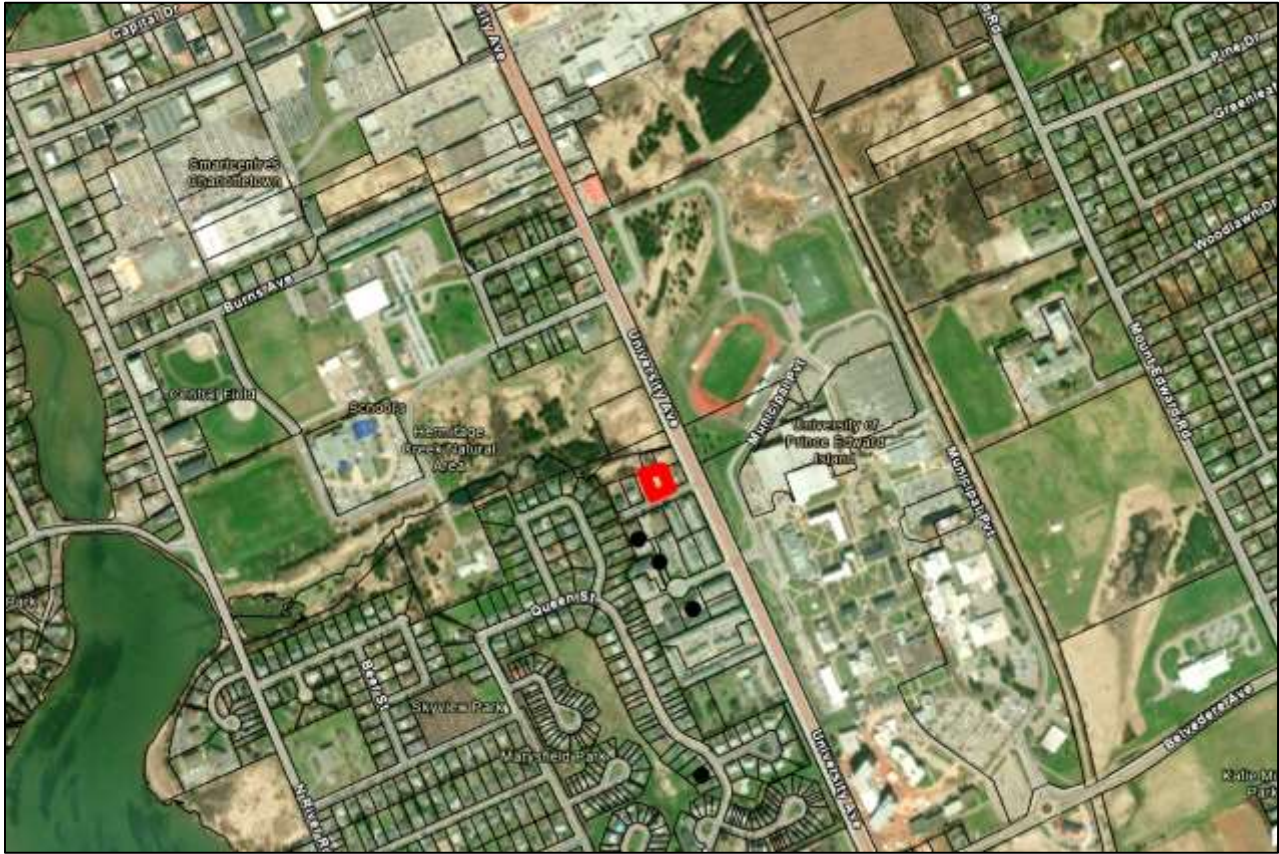
David Douglas Gundrum, RPP, MCIP  
Manager of Development Planning

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Attachment A - Zoning Map (subject property shown in red)



Attachment B -Subject property – Aerial view

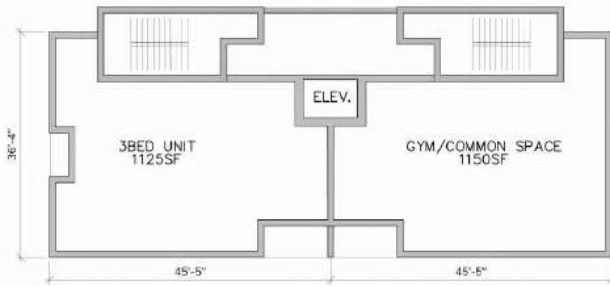


Attachment C -Site Plan

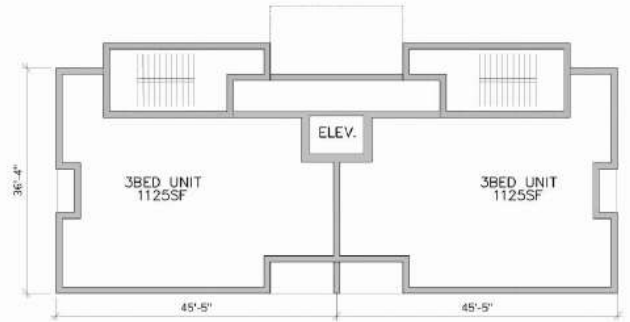




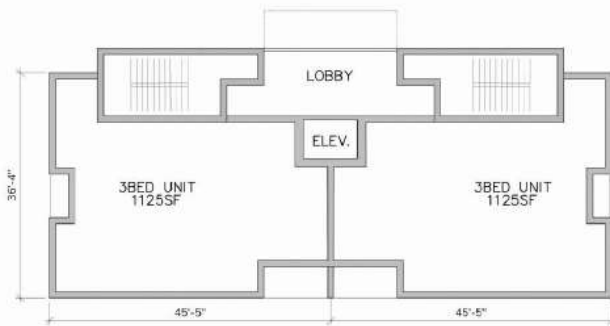
Attachment C -Concept Floor Plans



BASEMENT PLAN



2-3 FLOOR PLAN



MAIN FLOOR PLAN

Attachment E - 3D Rendered Perspectives









# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Planning & Heritage  
#4


Date: August 13<sup>th</sup>, 2024

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe

**RESOLVED:**

**That Council approve the request to proceed to public consultation concerning an application that proposes to rezone the subject property located at 7 MacKinnon Road (PID# 374215) from Low Density Residential (R-2) Zone to the Medium Density Residential (R-3) Zone in order to allow for the establishment of a 7-unit apartment building on the subject property with the caveat that staff call for the Public Meeting following confirmation of resolution of the comments and concerns as provided by Public Works.**

|                                                                                                                                                                                                                                                                                                              |                                                                                                                                            |                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>PLANNING BOARD MEETING</b><br><b>REZONING &amp; FUTURE LAND USE MAP APPLICATION</b><br><b>FILE: PLAN-2024-06-AUGUST-6B-3</b><br><b>33 Moreau Drive (PID# 366997)</b><br><b>OWNER: B Doyle Holdngs</b><br><b>APPLICANT: Ted Walsh</b>                                                                      |                                                                                                                                            | <br><b>CHARLOTTETOWN</b> |
| <b>MEETING DATE:</b><br>August 6, 2024                                                                                                                                                                                                                                                                       |                                                                                                                                            | <b>Page 1 of 9</b>                                                                                          |
| <b>DEPARTMENT:</b><br>Planning & Heritage                                                                                                                                                                                                                                                                    | <b>ATTACHMENTS:</b><br>A. Location & Zoning Map<br>B. Subject Property - Aerial View<br>C. Proposed Site Plan<br>D. Building Concept Plans |                                                                                                             |
| <b>SITE INFORMATION:</b><br><b>Context:</b> Currently developed with a single-detached dwelling (bungalow).<br><b>Ward No:</b> 5 – Ellen’s Creek<br><b>Existing Land Use:</b> Single Detached Dwelling<br><b>Official Plan:</b> Low Density Residential<br><b>Zoning:</b> Low Density Residential (R-2) Zone |                                                                                                                                            |                                                                                                             |

**RECOMMENDATION:**

The Planning & Heritage Department encourages Planning Board to recommend to Council to proceed to public consultation for the request to amend Appendix “A” the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential and a request to amend Appendix “G” – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential (R-2) to Medium Density Residential Townhouse Zone (R-3T) for the property located at 33 Moreau Drive (PID# 366997).

**REQUEST:**

This is a request to proceed to public consultation to rezone the property located at 33 Moreau Drive (PID# 366997) from Low Density Residential (R-2) to Medium Density Residential Townhouse Zone (R-3T) to allow for a proposed stacked townhouse development.

**BACKGROUND:**

The subject property is located on the northwest corner of North River Road and Moreau Drive. The parcel is largely flat in topography with little slope. The subject property is currently developed with a single-detached dwelling in the form of a bungalow fronting onto Moreau Drive.

Land uses surrounding the site including adjacent properties are predominantly used for low-density residential uses including single-detached dwellings. Apartment dwelling uses are located in the broader surrounding area, including several near the corner of Belvedere Avenue and North

River Road to the north of the site. North River Road and nearby Belvedere Avenue are both serviced by T-3 Transit bus service.

The applicants are seeking to amend the future land use plan of the Zoning & Development Bylaw and change the current zone from (R-2) to (R-3T) in order to allow for the construction of a stacked townhouse unit development that is proposed to have a total of five (5) dwelling units.

**ANALYSIS:**

This application proposes to rezone the subject property from Low Density Residential (R-2) to Medium Density Residential Townhouse (R-3T) to accommodate a multi-residential development in the form of stacked townhouses.

A site plan and development concept were submitted with the application showing the current development plans if the zoning change were to be granted. The proposal includes five units in the form of grade-oriented townhouse and stacked townhouse units. The units would be accessed via two driveways off Moreau Drive, with four of the five units using these driveways for parking. The fifth unit is proposed to use one of two available garages as a private garage dedicated to the unit.

***Consistency with the Official Plan***

This parcel is shown as low density residential within the Future Land Use Map. This planned land use is common in the area, with other local land uses including medium density residential.

Section 3 of the City of Charlottetown Official Plan directs growth within the City and includes goals, objectives and policies that direct where new development is to be located. Though the public feedback being requested in this report is required in order to thoroughly assess this proposal, there is significant alignment with these directions. The most pertinent policy statements include:

- Section 3.1 – Guiding Settlement
  - Section 3.1.2 – Our objective is to promote compact urban form and infill development, as well as the efficient use of infrastructure and public service facilities.
  - Section 3.1.2 – Our 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 16 around these centres provided it is development at a density that will not adversely affect existing low density housing.

- Section 3.2 – Sustaining Charlottetown’s Neighbourhoods
  - Section 3.2.2 – Our objective is to allow moderately higher densities and alternative forms of development in any new residential subdivisions which may be established, provided that this development is well planned overall, and harmonious with existing residential neighbourhoods.
  
- Section 3.3 – Housing Needs and Variety
  - Section 3.3.1 – 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.
  - Section 3.3.1 – Our policy shall be to provide medium density housing styles to meet future housing needs.

The Official Plan supports mixed forms of housing within existing neighbourhoods to allow for housing choices. A variety of housing choices within neighbourhoods are important as they provide options for the needs of different people at various stages of their lives.

***Consistency with the Zoning By-law***

The subject property is zoned Low Density Residential (R-2) in the Zoning & Development By-law. The current zoning limits the site to development in the form of single-detached, semi-detached, or duplex dwellings.

Current zoning of other properties present within 1 kilometre of the parcel are mostly low-density (R-1S, R-1L, R-2 and R-2S), medium-density residential (R-3) and institutional (I). The proposed zoning for the site is (R-3T), would permit residential uses ranging from single-detached dwellings to townhouse dwellings.

It is noted that the lot area shown on the submitted plans is insufficient to meet the minimum requirements of the (R-3T) zone and would require additional relief through the proposed rezoning on a site-specific basis.

**CONCLUSION:**

The subject property has opportunity for higher density than what is currently allowable under existing zoning. Due to the location of the subject property within an existing neighbourhood, it is important for the planning process in this case to thoughtfully consider the context of the surrounding uses and seek feedback from those with potential concerns.



Planning staff are of the opinion that the applicants have provided sufficient information and details such that the rezoning request should proceed to public consultation to gauge the thoughts, opinions, feedback and direction of both Council and the residents of Charlottetown.

**RECOMMENDATION:**

The Planning & Heritage Department encourages that the Planning Board recommend to Council to proceed to public consultation for the request to amend Appendix "A" the Future Land Use Map of the City of Charlottetown Official Plan from Low Density Residential to Medium Density Residential and a request to amend Appendix "G" – Zoning Map of the City of Charlottetown Zoning and Development By-law from Low Density Residential (R-2) to the Medium Density Residential (R-3T) Zone for the property located at 33 Moreau Drive (PID# 366997).

**PRESENTER:**



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Michael Fraser,  
Planner II

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**MANAGER:**

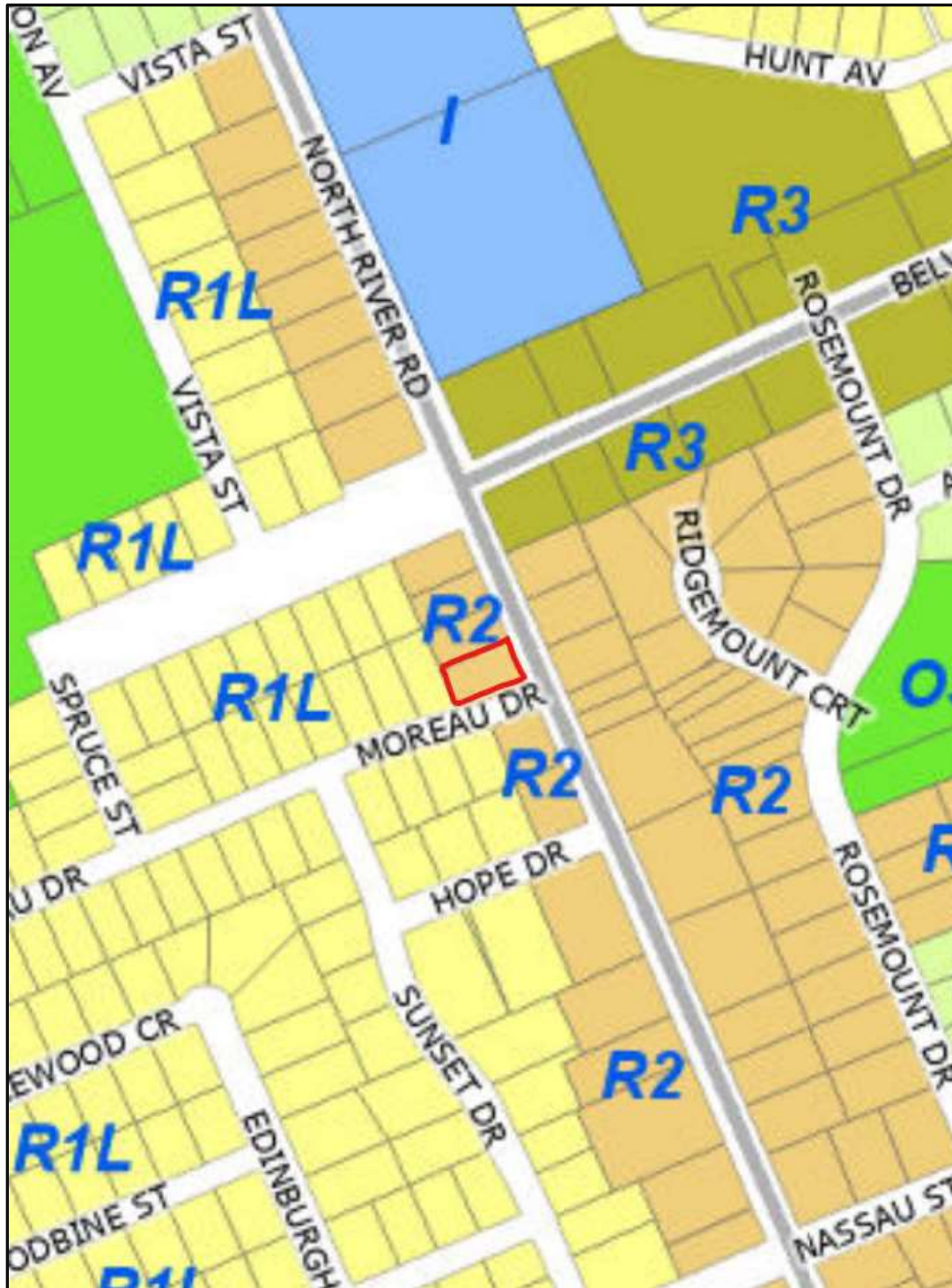


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David Douglas Gundrum, RPP, MCIP  
Manager of Development Planning

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### ATTACHMENT A: Location & Zoning Map



**ATTACHMENT B: Subject Property – Aerial View**



ATTACHMENT C: Proposed Site Plan

REZONING FROM R2 TO R3

| LOT AREA (MINIMUM)                                      | INTERIOR LOT                       | CORNER LOT                         | VARIOUS                |
|---------------------------------------------------------|------------------------------------|------------------------------------|------------------------|
| STACKED TOWNHOUSE<br>2,282.0 SQ. FT.<br>1,775.0 SQ. FT. | 2,282.0 SQ. FT.<br>1,775.0 SQ. FT. | 2,282.0 SQ. FT.<br>1,775.0 SQ. FT. | MAJOR & MINOR VARIANCE |
| LOT FRONTAGE (MINIMUM)                                  | 28.0 FT.                           | 28.0 FT.                           | -                      |
| STACKED TOWNHOUSE                                       | 15'-0" TO 15'-0"                   | 15'-0" TO 15'-0"                   | -                      |
| FRONT YARD (MINIMUM)                                    | 24'-0"                             | 24'-0"                             | -                      |
| REAR YARD (MINIMUM)                                     | 5'-0" TO 5'-0"                     | 5'-0" TO 5'-0"                     | -                      |
| PLANNED YARD (MINIMUM)                                  | N/A                                | 9'-0" TO 9'-0"                     | -                      |

STACKED TOWNHOUSE 1: 2 UNITS: X 1,007.00 SQ. FT. (REQUIRED BY LAW)  
2 UNITS: X 1,275.00 SQ. FT. (PROPOSED)

STACKED TOWNHOUSE 2: 2 UNITS: X 1,007.00 SQ. FT. (REQUIRED BY LAW)  
2 UNITS: X 1,275.00 SQ. FT. (PROPOSED)

TOWNHOUSE 1: 1 UNIT: X 2,282.00 SQ. FT. (REQUIRED BY LAW)  
1 UNIT: X 2,282.00 SQ. FT. (PROPOSED)

PARKING SPACES: AS PER BYLAW, FRONT YARD SETBACK ALLOWED AS PARKING PROVIDED SUCH FRONT YARD DOES NOT FRONT COLLECTOR OR ARTERIAL STREET.  
NOT TO BE SPACED WITHIN 10m (33FT) OF ANY DOOR OR WINDOW SERVING AS BEDROOM AND NEAR FOR VARIANCE



NORTH RIVER ROAD

MOREAU DRIVE

1/8" = 1'-0"  
1/8 UNITS - TOWNHOUSE

## ATTACHMENT D: Building Concept Plans







# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Planning & Heritage  
#5

Date: August 13<sup>th</sup>, 2024

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe

**RESOLVED:**

**That Council approve the request to proceed to public consultation concerning an application that proposes to rezone the subject property located at 33 Moreau Drive (PID# 366997) from the Low Density Residential (R-2) Zone to the Medium Density Residential Townhouse (R-3T) Zone in order to allow for the construction of a stacked townhouse unit development proposing to have a total of five (5) dwelling units.**

**PLANNING & HERITAGE: PLANNING BOARD MINUTES**  
**THURSDAY, JULY 18, 2024 @ 4:30 P.M.**  
**COUNCIL CHAMBERS, 2<sup>ND</sup> FLOOR, CITY HALL, 199 QUEEN STREET**  
Live streaming at [www.charlottetown.ca/video](http://www.charlottetown.ca/video)

**Present:** Deputy Mayor Alanna Jankov, Chair    Rosemary Herbert, RM  
Councillor Norman Beck    Kris Fournier, RM  
Councillor Julie McCabe    Jacqui Scaman, RM\*\*  
Lea MacDonald, RM  
Satyajit Sen, RM  
Bobby Kenny, RM

**Also:** Eleanor Mohammed, CAO    Jason Doucette, IO/AA\*  
David Gundrum, Mgr, P&D    *\*minute taker*  
Sonia Kamal, PII    *\*\*attended remotely*

**Regrets:** Mayor Phillip Brown  
Paul Connolly, RM

**1. Call to Order**

Deputy Mayor Jankov called the meeting to order at 4:35 PM

**2. Declaration of Conflicts**

Chair Jankov asked if there were any conflicts; there were none.

**3. Approval of Agenda**

Moved by Bobby Kenny and seconded by Kris Fournier that the agenda for Thursday, July 18, 2024 be approved.

CARRIED  
(8-0)

**4. Adoption of Minutes**

Moved by Councillor Beck and seconded by Councillor McCabe that the minutes of the Planning Board meeting held on Tuesday, July 2<sup>nd</sup>, 2024, as circulated, be approved.

CARRIED  
(8-0)

**5. Business arising from Minutes**

There was no business that arose from the minutes.



## 6. **Reports:**

### a) **Variances:**

#### 1. **62 Sherwood Road (PID# 455642)**

*David G., Manager of Development Planning*

This is a request for a Major Variance to increase the maximum allowable height of a proposed seventy-five (75) unit apartment building from 15 metres (49.20 feet) to 18.17 metres (59.62 feet) in the Highway Commercial (C-2) Zone. The property is currently an undeveloped vacant field that is adjacent to a property to the north (PID# 1145416) containing two (2) existing apartment buildings that were recently constructed.

### **Summary:**

- Request for a Major Variance to height to allow for 5-storey, 75-unit apartment building on the subject property to be built to a height of up to 18.17 m (59.62 ft) on a currently vacant parcel in the C-2 zone.
- Property is located at on the south side of Sherwood Road being a primary east-west connector road.
- Located within the Highway Commercial (C-2) Zone adjacent to established residential, commercial and industrial land uses (apartments, warehouse and electrical sub-station).
- Subject property is currently vacant and undeveloped, containing no buildings or structures.
- In accordance with Section 3.9 of the Zoning and Development Bylaw, on June 27, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 7 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- No written responses from members of the public were received in response to the circulation.
- In response to notification and circulation of the application to City Departments and outside public agencies, the following responses and technical comments have been received from City Public Works and from Maritime Electric:
  - City Public Works:
  - Public Works has concerns surrounding access. When this development was first approved, the first two buildings were constructed in such a way that left sufficient

space for a new city road to be constructed, connecting Minna Jane Dr and Sherwood Rd. This connecting road is necessary for safety of residents and traffic management. Having this connection will also fix some concerns we have with allowing any more development in the Royalty Power Centre area.

- Maritime Electric:
- At the current time, Maritime Electric is against the variance request. We are requesting an on-site meeting with a representative of the City of Charlottetown to discuss the proximity of the building to the existing and future 138 kV transmission lines. These powerlines and the substation are critical pieces of the infrastructure to the Island electrical grid. Maritime Electric is also requesting that the issue of surface water runoff management in the Royalty Power Center stormwater shed. Specifically, with respect to properties recently developed upstream of the West Royalty Substation (PID #430140 and #388314). Maritime Electric raised the runoff issue with the City in 2021 and have since been persistent to have it addressed, with no luck (which can be provided upon request). We have done extensive work to try and mitigate the runoff and sediment loading into Ellen's Creek. With the increase in construction in this area, and lack of a storm water management plan, the infrastructure (check dams, culverts) have since failed. An on-site meeting is essential to demonstrate the damage the runoff has caused to both Maritime Electric's property and to Ellen's Creek.
- Some of the positive attributes are:
  - Utilizes existing vacant undeveloped lot.
  - Property is in proximity to compatible apartment development of a similar size and scale.
- Some of the neutral attributes are:
  - Requires proper utility servicing to the lot.
  - Requires Building and Development Permit upon variance approval
- Some of the shortcomings are:
  - Existing drainage impacts to nearby Maritime Electric infrastructure have not been addressed
  - Concerns raised by Public Works concerning local road connectivity have not been addressed
- While Planning Staff are of the opinion that the variance request for increased building height is generally reasonable given the need for housing and promotion of infill development as supported by the Official Plan as well as limited impact the increased height will have on nearby properties, technical comments received from and technical issues identified by City Public Works and Maritime Electric have prompted staff to recommend a deferral of the application until such time that these matters can be resolved.

**Discussion:**

There was no discussion on the item.

**MOTION:**

**Moved by Councillor McCabe and seconded by Councillor Beck to recommend to Council that the following Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) be deferred for decision at the present time pending resolution of comments received from City Public Works and Maritime Electric:**

**To increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building to be constructed on the subject property.**

**CARRIED  
(8-0)**

**b) Rezoning and Site-Specific:**

**1. 94 Watts Avenue (PID# 757484)**

*Sonia K., Planner II*

This is a request for a site-specific exemption to the Zoning & Development Bylaw to permit a Commercial Daycare Centre to operate on the subject property within the Heavy Industrial (M-2) Zone. The application proposes to re-purpose an existing single-storey building (360 sq m) on the subject property as a Commercial Daycare Centre. The existing daycare currently operates on a different site along Watts Avenue that is within the Business Park Industrial (M-3) Zone where it is otherwise currently permitted as-of-right.

**Summary:**

- Request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) which proposes:
- The existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use within the (M-2) zoning that applies to the subject property.

- Some details on the site are:
  - Heavy Industrial (M-2)
  - Previous use: Research Centre
  - Size: 0.50 hectares (1.23 Acres)
  - Immediate Surroundings are:
    - M2: north, south, east and west
    - M3: South-west
- As per Section 3.11.1.a) of the Zoning & Development By-law, Council may approve a Site-Specific Exemption to the permitted uses and regulations in any Zone, where the proposed Site-Specific Exemption is not contrary to the Official Plan. The applicable policies and objectives contained within the Official Plan that pertain to uses in business parks and industrial zones are :
  - Section 4.8.1 -Our policy shall be to establish uniform, but distinct design standards for all new business parks and industrial zones.
  - Section 4.8.1 -Our objective is to create new industrial land-use categories which reflect the evolutionary changes in that sector of the economy.
  - Section 4.8.1 -Our policy shall be to partner with others to acquire and service land for the development of a new generation of industrial parks and business parks which have services and facilities that are state of the art.
- In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 25, 2024 twelve (12) notices were sent to surrounding area residents located within 100 metres (328 feet) of the subject property advising them of the request to site-specific exemption of the subject property and the date, time and location of the public meeting.
- The letter solicited their written comments for or against the proposed rezoning request and the deadline to submit.
- In response to the City's notification letter, no written responses were received.
- The Public meeting concerning the application was held on July 10, 2024 in City Hall Council chambers (199 Queen Street). Planning staff presented the request and following the staff presentation, the applicant, Patti Larkin was present to answer any questions.
- At the public meeting held July 10, 2024, no questions were raised from Council and no members of the public were in attendance to speak to the application save and except the applicant themselves.
- Some of the positive attributes are:
  - The proposed use would help to address and alleviate current demand for new and expanded daycare centres in Charottetown.
  - The proposed use would provide a supporting service for working families within a well-established employment area close to where people work.
  - The Official Plan supports to create business parks which have services and facilities that are state of the art and responsive in an evolutionary sense
- A Neutral attribute is:

- The use would occupy a building that is otherwise currently vacant
- A shortcoming is:
  - The proposed development could impact the existing privacy that abutting users have become accustomed to over time

**Discussion:**

Sen asked for clarification on the privacy noted in the report. Sonia responded that the outdoor area for the kids might effect on the privacy of the kids and also for the public and surrounding businesses.

**MOTION:**

**Moved by Councillor McCabe and seconded by Councillor Beck that Planning Board recommend to Council to approve the request to a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development By-law as it pertains to 94 Watts Ave (PID# 757484) which proposes that the existing building on the subject property be used as a commercial daycare centre and that a commercial daycare centre be added as an additional permitted use for the zoning that applies to the property.**

**CARRIED  
(8-0)**

**2. 145 Richmond Street (PID# 340422)**

*David G., Manager of Development Planning*

This is a request for a site-specific exemption to the Zoning & Development Bylaw to permit signs that project a business name, image or advertisement onto a building or any other surface from a source external to the sign and to allow for animated and video signs on the subject property within the Park/Cultural (PC) Zone.

**Summary:**

- Request for a site-specific exemption to Zoning to:
  - Allow signs that project a business name, image, or advertisement onto a building or any other surface from a source external to the sign; and
  - Allow animated and video signs.
- As per Section 47.3.1. (i) and (l) of the Zoning & Development Bylaw, these types of signage are prohibited
- Property is located between Richmond and Grafton Street, along Queen Street.

- Located within the Park/Cultural (PC) Zone, and surrounded by a variety of commercial, institutional, and residential uses.
- Confederation Centre of the Arts occupies the property.
- The property is a National Historic Site
- Constructed in 1964 utilizing a brutalist architectural style.
- Several permits have been issued for renovations and signage.
- In accordance with Section 3.10.4 (Amendments to the Bylaw and Rezoning) of the Zoning and Development Bylaw, on June 12, 2024 ninety-one (91) notices were sent to surrounding residents located within 100 metres (328 feet) of the subject property advising them of the request to site-specific exemption of the subject property and the date, time and location of the public meeting. The letter solicited their written comments for or against the proposed rezoning request and the deadline to submit.
- In response to the City's notification letter, one (1) written response was received expressing general concern for the distractions that digital signs could cause to the public right of way.
- At the public meeting held June 26, 2024, Council asked about the frequency of how often projections on the wall would take place. The applicant responded that it would generally be in response to major events going on at the centre. One (1) member of the public was in attendance to speak to the application to express general concern for the potential impacts that digital signs may cause to the public right-of-way and the safe passage of vehicle traffic and pedestrians.
- Charlottetown Official Plan (Section 5.3)
- 2. Our objective is to continue to support and work with the Confederation Centre on those initiatives which will further strengthen that institution and its important role in the City.
- Our policy shall be to support the Confederation Centre's mandate to collect, interpret, and promote Canada's culture and heritage.
- Our policy shall be to support any efforts by the Confederation Centre to broaden its mandate or to extend its summer season.
- Our policy shall be to work with the Confederation Centre on projects which will contribute to the vitality and efficiency of the downtown
- Some of the positive attributes are:
  - Supports the advertisement of a prominent arts and culture institution within the city's 500 Lot Area.
- Some of the neutral attributes are:
  - Requires signage permit upon site specific exemption approval
- Some of the shortcomings are:
  - The proposed types of signage are prohibited.
- Applying Section 3.11 of the Zoning & Development Bylaw, the site-specific exemption request satisfies all of the related criteria.

- The request has been found not to be contrary to the Official Plan nor are these types of signage compatible with any other zones. Additionally, the proposal does not undermine the integrity of the Parks/Cultural (PC) Zone, is in the public interest, and is consistent with good planning principles.
- Planning Staff are of the opinion that the site-specific exemption to permit the aforementioned types of signage is reasonable given the cultural and economic significance that the Confederation Centre of the Arts at 145 Richmond Street provides to the City and the limitations of any negative impacts towards nearby properties that would result.

**Discussion:**

Sen asked if it is for just the summer season. David confirmed that this is a permanent intention for the centre and they weren't intending to be very liberal with the use.

Sen asked if it is required to come back to the city when they want to change the images. David confirmed that no this is a blanket permission. Sen asked if this would require a change in the zoning bylaw? David confirmed that no this would just be specifically for the property only.

Chair Jankov stated there are two other centres that use the same mandate, The Mack and The Guild.

**MOTION:**

**Moved by Bobby Kenny and seconded by Jacqui Scaman that Planning Board recommend to Council that the following site-specific exemption for the subject property located at 145 Richmond Street (PID #340422) be approved:**

- 1) To allow signs that project a business name, image, or advertisement onto a building or any other surface from a source external to the sign; and**
- 2) To allow animated and video signs.**

**CARRIED  
(8-0)**

**3. 149-151 Great George Street (PID#s 342386 & 342402)**

*David G., Manager of Development Planning*

This is a request for a site-specific exemption to the Zoning & Development Bylaw to permit an 8-storey, 85 unit apartment building with ground-floor commercial space on the subject property within the Downtown Core (DC)

Zone that would be subject to the bonus height provisions of the Zoning & Development Bylaw. The development is seeking relief from Bylaw requirements that relate to lot frontage, lot depth, setback and step-back requirements in regard to bonus height.

**Summary:**

- Request for a Site-Specific Exemption from zoning to allow for an 8-storey, 85-unit apartment building on the subject property with ground floor commercial space
- Site-Specific exemption request intended to replace the existing 2-storey commercial building on the subject property with an 8-storey, 85-unit apartment building with ground floor commercial space.
- Property is located at the southwest corner of the intersection of Great George Street and Kent Street.
- Located within the Downtown Core (DC) Zone adjacent to established commercial and mixed-residential uses.
- Subject property contains a two-storey commercial building containing office and business uses that has been present on the site for many years.
- Proposed change of use for the site from commercial office space to contain primarily residential use in a higher-density format is in general agreement with the applicable policies and objectives of the Official Plan for the downtown core land-use designation.
- Proposed change of use while displacing commercial space in the downtown core would offer the opportunity to house more residents in close proximity to existing amenities and would offer synergies to support existing established commercial businesses in the immediate area.
- The Official Plan supports creation of higher-density residential uses in the downtown core.
- In accordance with Section 3.10.4 of the Zoning & Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024 written notification was sent to property owners located within 100 metres (328 feet) of the subject property.
- A total of thirty (30) letters were sent to residents advising them of the Public Meeting to solicit their comments and feedback. To date, a total of 2 written responses have been received expressing general concern for the application on the basis of the size and scale of the building with respect to the site and surroundings.
- Proposed building height of 31.50 metres (103.30 feet) or 8-storeys in the downtown triggers the bonus height provisions of the Zoning & Development Bylaw under Section 3.12 (Bonus Height Applications) and thereby the Design Review process.
- Location of proposed building within the 500 Lot Area also triggers the design standards for the 500 Lot Area under Section 7 of the Zoning & Development Bylaw through the Design Review process.



- Applicants submitted a design package containing façade drawings, elevation drawings and site plan of proposed apartments. building.
- As per Section 3.14.3 (Design Review Process), the design package was forwarded to a Design Reviewer to conduct a review of the proposed development for conformity with the intent of the Zoning & Development Bylaw, including the Design Standards for the 500 Lot Area and the criteria for evaluation for Design Review.
- The Design Reviewer provided recommendations concerning building façade material choices which the Design Review Board did not endorse at their meeting on July 15, 2024. Design Review Board endorsed the original design as put forth by the applicants. Due to this discrepancy between what the Design Reviewer recommended and what Design Review Board endorsed, the recommendation of Design Review Board will have to be confirmed through a motion of City Council.

#### **Discussion:**

- Councillor Beck asked about parking requirements being changed as part of the updated Official Plan and does it fall under existing or the new requirements. Chair Jankov stated that the application is based on the existing Bylaw and the current Official Plan. David confirmed that the date of the ministerial approval would be the current bylaw and Official Plan. In terms of parking, there is a provision in the bylaw for a fifty percent reduction. There are no onsite parking spots on hand. John Cudmore responded that Dyne Holdings will be the property manager and per the current agreement with the city there are parking spots being offered probably at the Fitzroy Parkade.
- Councillor Beck asked about the affordable housing units and does it come back to council for approval. David responded that he is not aware that it has to come back and will be a privately negotiated process between the municipality and the developer
- Councillor Beck asked what the ballpark number of units would be involved here. David responded it would be approximately 10 to 15 percent would be acceptable at minimum
- David commented there are a number of potential public benefits in the zoning bylaw
- Sen asked without the site specific exemption that it would be a 6 story building is that correct? David responded that yes that is correct.
- Sen asked how many units would be lost with a 6 story building. David responded that it would be approximate about 25 unit reduction in units
- Jacqui asked about clarity around interior yard setback. David responded that the interior lines are on the interior of the lot.

#### **MOTION:**

**Moved by Lea MacDonald and seconded by Kris Fournier that Planning Board recommend Council to approve the request for a site-specific exemption in the Downtown Core (DC) Zone of the Zoning & Development By-law as it pertains to 149-151 Great George Street (PID#s 342386 and 342402) which proposes to construct**

**an 8-storey, 85-unit apartment building with ground-floor commercial space that would be subject to the bonus height provisions of the Zoning & Development Bylaw and that would include affordable housing units with all parking for the overall development located off-site through private legal agreement.**

**CARRIED  
(8-0)**

**4. 20 Ralden Avenue (PID# 396937)**

*David G., Manager of Development Planning*

This is a request for a site-specific exemption to the Zoning & Development Bylaw to permit an automotive repair shop to operate on the subject property within the Low Density Residential (R-2) zone within an existing single-storey building (325 sq m). The subject property contains an existing legal non-conforming use (plumbing and heating repair service) located within the existing building on the site.

**Summary:**

- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building.
- Request for a Site-Specific Exemption from zoning to allow for an automotive repair shop on the subject property in an existing single-storey building.
- Site-Specific exemption request intended to facilitate the conversion of the existing light industrial building (325 sq m) to contain an automotive repair facility.
- Property is located at the southeast corner of the intersection of Ralden Avenue and Darter Drive.
- Located within the Low Density Residential (R-2) Zone adjacent to established residential uses.
- Subject property contains a single-storey, double-bay shop building that has been the site of a plumbing and heating business for many years (legal non-conforming use).
- In accordance with Section 3.10.4 of the Zoning and Development Bylaw, on June 27, 2024, City Council approved the request to proceed to public consultation.
- On June 28, 2024, written notification was sent to property owners located within 100 m of the subject property.
- A total of 34 letters were sent to residents advising them of the public meeting to solicit comments and feedback.
- To date two (2) written responses have been received, both in opposition to the application.
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).

- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.
- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community.
- Proposed change of use would evolve the existing legal non-conforming use (plumbing and heating business) into one of similar scope that is focused on a different skilled trade (automotive repair).
- Proposed change of use would not challenge or alter the historic light-industrial nature and character of the subject property and proposes to introduce a new service on the site that would be of benefit and proximate to local residents.
- The Official Plan supports creation of new industrial land uses in response to economically-based evolutionary changes in the community.
- The proposed change of use would have the effect of evolving the existing legal non-conforming light industrial use (plumbing and heating business) into one of a similar scope focused on a different skilled trade service (auto repair). The proposed change would not challenge the prevailing residential characteristics of the surrounding area and would introduce a new service to a residential area that would be of benefit and in proximity to local residents.
- From a physical and streetscape perspective, the preservation of the existing structure as it appears today through the change of use would do nothing to diminish the physical character of the existing structure and site as being historically light industrial in nature.
- The proposed use of the site as an automotive repair shop would have limited potential to generate off-site impacts affecting the quiet and peaceful enjoyment of nearby and abutting land uses especially during evening and overnight hours and during daytime hours if appropriate mitigation measures are applied such as limiting work undertaken to indoors and having bay doors closed when heavy machinery is operating that can generate noise and disturbance.
- There exists sufficient space on the site to satisfy the anticipated future parking requirements of the proposed use.
- Some of the positive attributes are:
  - The proposed use would provide a supporting local neighbourhood service (automotive repair) in close proximity to residents in the immediate area.
  - The Official Plan supports the creation of new industrial land uses in response to economically-based evolutionary changes.
- Some of the neutral attributes are:
  - The use would occupy a building that is otherwise and has been operated as a light industrial use for many years (legal non-conforming).
- Some of the shortcomings are:
  - The proposed use has potential to create noise and vibration impacts due to operations unless appropriate mitigation measures are invoked.

**Discussion:**

- Jacqui Scaman asked if there is any understanding of setting a precedent with an automotive shop operating in a residential zone. Chair Jankov responded there might be some and David responded that in his short time in the province, he is not aware, however, for many years the site has not operated in a residential capacity and each application is looked at individually and would never make a recommendation on how other ones have been decided.
- Jacqui responded that operating a heating and cooling business is very different than operating a garage.
- Councillor McCabe stated that she understands that the applicant has the intention of being a good neighbor and on the other hand, the residents are looking forward to that area being cleaned up so perhaps there can be some agreements made with some things like hours of operation, parking management and noise pollution so it has to be looked at as considerable factors in order to be good neighbors.
- David confirmed that even though should this get approved, the applicant would still have to apply for a building permit and at least have to apply for a change of use as they are going from a plumbing business to an automotive repair shop and there might be opportunities for alterations and agreements with respect to Councillor McCabe's concerns.
- Jacqui asked if through the building permit could it be regulated through that. David responded that he wasn't sure but there will be a check made during the process.
- Councillor McCabe stated there are concerns with the cars and would have to find some compromise and is not opposed to supporting but would have to work with the neighbors in the area to make sure it's reasonable.
- Kris Fournier asked if there would be air conditioning installed as it might help with the noise pollution as the doors would be closed. The applicant responded yes that is the intent.
- Rosemary asked Councillor McCabe how many residents she has heard from that are opposed to it. Councillor McCabe said there was a number of residents who showed up for the public meeting and have included their concerns.
- Councillor Beck raised a concern with adding usage into legal non-conforming and for that reason won't be supporting staff's recommendation.
- Bobby Kenny stated that he agrees with Councillor McCabe as the current business the work would be done on site.
- Satyajit Sen asked what zone the automotive shop was under. David responded the zone would be generally in the M zones, M-1 and M-2.
- Sen asked the applicant if they intended on expanding the business if it got approved. The applicant responded that no, he didn't.
- Councillor McCabe asked the applicant about putting a development agreement in place that the residents have expressed concerns about. Phillip Jamieson responded that they are very willing to work with the residents and the Planning Board.

- Jacqui Scaman asked if there is a formal mechanism in place for a Development agreement. David responded that he believes that it would be required but if the board sees fit and endorses it, there is nothing stopping an additional line be added to have some conditions added to the resolution.
- Sen asked if the site specific exemption is a permit. David responded that it is a relief from some restrictions
- Sen asked if Council can pass a resolution with conditions in place and it will have the legal effect. David responded that is correct.
- Rosemary commented that the board are not required to do a development agreement and that it wouldn't address the concerns and doesn't see how the business can run and have the conditions and questions the value of a development agreement.
- Sen stated that it won't solve the concerns but it might suffice the requirements. David confirmed that's correct but also depends on the nature of the conditions.
- Councillor McCabe stated that if there cant be conditions in place she couldn't support it
- CAO Mohammed stated that the development agreement would be at the development permit stage. At the site exemption stage there could be a condition added that a development agreement be entered into at the development permit stage at which point the development officer looks at what type of conditions.
- David Gundrum commented that the change of use permit is a different type of development permit and it could be a trigger to require a development agreement.
- Councillor McCabe added that there could be some conditions put in place tonight which would trigger planning staff that there is issues around to deal with.

**MOTION:**

**Moved by Councillor McCabe and seconded by Satyajit Sen that the Planning Board recommend to Council to approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning & Development By-law as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m) on the subject property to be used as an automotive repair shop and that an automotive repair shop be added as an additional permitted use to the zoning that applies to the subject property. As a condition of a future required change of use Permit, the development will be subject to a Development Agreement to be entered into with the City of Charlottetown to help mitigate and control for operational impacts from the use.**

**CARRIED  
(5-3)**

**Councillor Beck, Bobby Kenny, Rosemay Hebert opposed\***

7. **Introduction of New Business**

There was no new business that arose.

8. **Adjournment of Public Session**

Moved by Councillor McCabe and seconded by Lea MacDonald that the meeting be adjourned.  
The meeting was adjourned at 6:05 p.m.

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**Deputy Mayor Alanna Jankov, Chair**



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Planning & Heritage  
#6

Date: August 13<sup>th</sup>, 2024

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe

## RESOLVED:

That Council approve the request for a site-specific exemption in the Downtown Core (DC) Zone of the Zoning & Development By-law as it pertains to 149 and 151 Great George St (PID#s 342386 and 342402) to allow for an 8-storey, 85 unit apartment building on the subject property with ground-floor commercial space that is subject to the bonus height provisions of the Zoning & Development Bylaw. The development is to contain a proportion of affordable housing units, the number of which is to be confirmed through a future Development Agreement. All required parking for the development is to be located off-site and secured through private legal agreement(s) and/or the cash-in-lieu parking provisions of the Zoning & Development By-law; and



## **CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL**

**That Council approve the proposed building façade plans as put forth by the applicants and presented to the Design Review Board at their meeting on July 15, 2024 and that Council not adopt the recommendations of the third-party Design Reviewer.**

**The request for the Site-Specific Exemption to Section 32.3 (Bonus Height Development Standards) would therefore amend Appendix "C" – Approved Site Specific Exemptions of the Charlottetown Zoning & Development Bylaw as well as amend Appendix "I" – Bylaw Revision History.**

**The effect of the Site-Specific Exemptions to the Zoning & Development Bylaw would be as follows:**

- i) Exemption from Section 32.3.1.b).ii to allow for a minimum Lot Frontage of 26 m (85 ft) and to allow for a minimum Lot Depth of 30 m (98 ft) for a building taller than 21.3 m (69.9 ft) whereas a minimum Lot Frontage of 41m (135 ft) and a minimum Lot Depth of 36 m (118 ft) are otherwise required.**
- ii) Exemption from Section 32.3.3.a).i to not stepback the building a minimum of 6 m (19.7 ft) above that portion of the building that is taller than 21.3 m (69.9 ft) on the front façade; and**





# **CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL**

- iii) Exemption from Section 32.3.3.b).ii to not require a minimum 10 m (32.8 ft) interior yard setback for that portion of the building above 21.3 m (69.9 ft).**



**CITY OF CHARLOTTETOWN  
ENFORCEMENT AMENDMENT BYLAW  
BYLAW #2024-EA-01**

**To establish the City of Charlottetown Enforcement Amendment Bylaw (#2024-EA-01) which will allow amendment to certain City of Charlottetown bylaws to include reference to the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01.**

**RESOLVED:** That the bylaw to establish the "CITY OF CHARLOTTETOWN ENFORCEMENT AMENDMENT BYLAW #2024-EA-01" be read a **first** time.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date: August 13, 2024

**RESOLVED:** That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN ENFORCEMENT AMENDMENT BYLAW #2024-EA-01" and that it be read a **second** time at the next public meeting of Council.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date: August 13, 2024

**THEREFORE:** Be it resolved that the "CITY OF CHARLOTTETOWN ENFORCEMENT AMENDMENT BYLAW #2024-EA-01" be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date:

This City of Charlottetown Enforcement Amendment Bylaw, #2024-EA-01, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Philip Brown, Mayor

\_\_\_\_\_  
Eleanor Mohammed, CAO

**City of Charlottetown**  
**A Bylaw to Amend the Enforcement Provisions of Other Bylaws**  
**Bylaw # 2024-EA-01**

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

**1. Title**

1.1 This bylaw shall be known as, and may be cited as, the “Enforcement Amendment Bylaw.”

**2. Purpose**

2.1 The purpose of this bylaw is to amend certain City of Charlottetown (the “City”) bylaws to include reference to the City’s Enforcement and Summary Proceedings Bylaw #2024-ESP-01.

**3. Authority**

3.1 Pursuant to section 126 of the *Municipal Government Act*, RSPEI 1988, Cap M-12.1, Council has authority to amend bylaws.

**4. Amendments to the Alarm Bylaw**

4.1 Section 5 of the City’s Alarm Bylaw to be amended to add the following provision at section 5.3:

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

**5. Amendments to the Cosmetic Pesticides Bylaw**

5.1 Section 4.1 of the City’s Cosmetic Pesticides Bylaw to be amended by replacing the current provision with the following:

*This Bylaw shall be administered and enforced by the City and, where applicable, the City’s Enforcement and Summary Proceedings Bylaw #2024-ESP-01, (the “Enforcement and Summary Proceedings Bylaw”) which may include enforcement by Bylaw Enforcement Officers (as defined in the Enforcement and Summary Proceedings Bylaw) or their*

*designate who is authorized to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

- 5.2 Section 7.1 the City's Cosmetic Pesticides Bylaw to be amended by replacing the current provision with the following:

*Every person who violates a provision of this Bylaw, or who consents, allows, or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence punishable on summary conviction and liable to:*

- a) A fine, which may be issued by means of a ticket in accordance with the Enforcement and Summary Proceedings Bylaw and in accordance with the fine amounts stipulated therein; or*
- b) imprisonment for a term not exceeding ninety (90) days); or,*
- c) both*

*and in default of payment of any fine imposed, to imprisonment for a further term, not exceeding 90 days.*

## **6. Amendments to Dangerous, Hazardous and Unsightly Premises Bylaw**

- 6.1 Section 3 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be amended to add the following definitions at section 3.5.1 and section 3.8.1, respectively:

*"Enforcement and Summary Proceedings Bylaw" means the City of Charlottetown's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, and any amendments thereto.*

*"Notice" means the notice given pursuant to Part VII of this Bylaw.*

- 6.2 The definition of "Inspector" at section 3.7 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be replaced with the following:

*"Inspector" means a Bylaw Enforcement Officer designated pursuant to the Enforcement and Summary Proceedings Bylaw, and includes a Fire Inspector, Fire Chief, Building Inspector, Public Works Manager or their*

*designate who is to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

- 6.3 Section 4.1 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be amended by replacing the current provision with the following:

*This Bylaw shall be administered and enforced by Inspectors pursuant to this Bylaw and the applicable sections of the Enforcement and Summary Proceedings.*

- 6.4 Section 7.1 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be amended by replacing the current provision with the following:

*The Inspector may enter on any Property to ascertain whether the requirements of this Bylaw, or any Notice issued pursuant to it, are being observed in accordance with sections 10.1 and 10.2 of the Enforcement and Summary Proceedings Bylaw. When entering any Property, the Inspector must comply with all applicable sections of the Enforcement and Summary Proceedings Bylaw including, but not limited to, sections 10.3, 10.4 and 10.5.*

- 6.5 Section 11.1 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be amended by replacing the current provision with the following:

*Any Owner who fails to comply with the terms of any Notice issued under this Bylaw shall be guilty of an offence and liable on summary conviction to a fine in the amount stipulated in the Enforcement and Summary Proceedings Bylaw which may be issued by means of a ticket in accordance with the Enforcement and Summary Proceedings Bylaw.*

- 6.6 Section 11.2 of the City's Dangerous, Hazardous and Unsightly Premises Bylaw to be amended by replacing the current provision with the following:

*For each offence and where an offence under this Bylaw is committed or continued to be committed for more than one week, the person who committed the offence is liable to be convicted for a separate offence for each week the offence is committed or continued.*

## 7. Amendments to Dog Control Bylaw

- 7.1 Section 1 of the City's Dog Control Bylaw to be amended to add the following definition:

*"Enforcement and Summary Proceedings Bylaw" means the City of Charlottetown's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, and any amendments thereto.*

- 7.2 The definition of "Dog Control Officer" at section 1.7 of the City's Dog Control Bylaw to be replaced with the following:

*"Dog Control Officer" means a Charlottetown Police Officer or Bylaw Enforcement Officer designated pursuant to the Enforcement and Summary Proceedings Bylaw or their designate who is to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

- 7.3 Section 7.10 of the City's Dog Control Bylaw to be amended by replacing the current provision with the following:

*Where the circumstances in Sections 7.9(i) and (ii) exist and it would be impracticable to obtain a warrant due to emergency or extraordinary circumstances as stipulated at section 10.5 of the Enforcement and Summary Proceedings Bylaw, a Dog Control Officer may, without a warrant:*

- a) enter any building, receptacle or place, including a private dwelling, to search for and seize the dog and any muzzle, collar or other equipment for the dog; or,*
- b) be accompanied by one or more veterinarians or animal control personnel as are reasonably required to give effect to the safe and humane seizure of the dog whether the accompanying persons are named in the warrant or not.*

*In this section, emergency or extraordinary circumstances may include circumstances in which the Dog Control Officer has reasonable grounds to suspect that entry into any building, vehicle, receptacle or place, including a private dwelling, is necessary to prevent imminent bodily harm or death to any person.*

- 7.4 Section 8.1 of the City's Dog Control Bylaw to be amended by replacing the current provision with the following:

*Every person who commits an offence under this Bylaw is guilty of an offence punishable on summary conviction and liable to:*

- a) *A fine, which may be issued by means of a ticket in accordance with the Enforcement and Summary Proceedings Bylaw and in accordance with the fine amounts stipulated therein; or*
- b) *imprisonment for a term not exceeding ninety (90) days); or,*
- c) *both*

*and in default of payment of any fine imposed, to imprisonment for a further term, not exceeding 90 days.*

## **8. Amendments to Emergency Measures Bylaw**

- 8.1 Section 9 of the City's Emergency Measures Bylaw to be amended to add the following provision at section 9.2.1:

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

## **9. Amendments to Nuisance Bylaw**

- 9.1 The definition of "Inspector" at section 1.8 of the City's Nuisance Bylaw to be replaced with the following:

*"Inspector" means the Chief Building Inspector, Building Inspector, Fire Inspector, or Bylaw Enforcement Officer designated pursuant to the City of Charlottetown's Enforcement and Summary Proceedings Bylaw #2024-ESP-01 or their designate who is to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

- 9.2 Section 4.1 of the City's Nuisance Bylaw to be amended by replacing the current provision with the following:

*Every person who commits an offence under this Bylaw is guilty of an offence, punishable on summary conviction and liable to:*

- a) a fine, which may be issued by means of a ticket in accordance with the City of Charlottetown's Enforcement and Summary Proceedings Bylaw #2024-ESP-01 and in accordance with the fine amounts stipulated therein; or*
- b) imprisonment for a term not exceeding ninety (90) days; or*
- c) both;*

*and in default of payment of any fine imposed, to imprisonment for a further term, not exceeding 90 days.*

## **10. Amendments to the Fire Protection and Emergency Services Bylaw**

- 10.1 Section 7 of the City's Fire Protection and Emergency Services Bylaw to be amended to add the following provision at section 7.1.1:

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

## **11. Amendments to the Heritage Preservation Bylaw**

- 11.1 Section 8.1 of the City's Heritage Preservation Bylaw to be amended to add the following provision at section 8.1.3:

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

## **12. Amendments to the Horsedrawn and Rickshaw Vehicle Bylaw**

- 12.1 The City's Horsedrawn and Rickshaw Vehicle Bylaw to be amended to add the following provision at section A-22:

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



- 12.2 The City's Horsedrawn and Rickshaw Vehicle Bylaw to be amended to add the following provision at section B-12:

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

**13. Amendments to the Pedestrian Mall Bylaw**

- 13.1 Section 7 of the City's Pedestrian Mall Bylaw to be amended to add the following provision at section 7.3:

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

**14. Amendments to the Short-Term Rental Licensing Bylaw**

- 14.1 Section 11.3 of the City's Short-Term Rental Licensing Bylaw to be amended by replacing the current provision with the following:

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

**15. Amendments to the Secondary & Garden Suites Registration Bylaw**

- 15.1 Section 9.1.1 of the City's Secondary & Garden Suites Registration Bylaw to be amended by replacing the current provision with the following:

*Bylaw enforcement may be undertaken by the City in accordance with the Municipal Government Act and the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw.*

**16. Amendments to Smoke Free Places Bylaw**

- 16.1 Section 2 of the City's Smoke Free Places Bylaw to be amended to add the following definition:

*“Enforcement and Summary Proceedings Bylaw” means the City of Charlottetown’s Enforcement and Summary Proceedings Bylaw #2024-ESP-01, and any amendments thereto.*

- 16.2 Section 4.1 of the City’s Smoke Free Places Bylaw to be amended by replacing the current provision with the following:

*This Bylaw shall be administered and enforced by the City and, where applicable, the Enforcement and Summary Proceedings Bylaw, which may include enforcement by Bylaw Enforcement Officers (as defined in the Enforcement and Summary Proceedings Bylaw) or their designate who is authorized to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

- 16.3 Section 6.1 of the City’s Smoke Free Places Bylaw to be amended by replacing the current provision with the following:

*Any person who violates any provisions of this Bylaw is guilty of an offence and liable on summary conviction to a fine in the amount stipulated in the Enforcement and Summary Proceedings Bylaw, which may be issued by means of a ticket in accordance with the Enforcement and Summary Proceedings Bylaw; and in default of payment, to imprisonment for a term not exceeding thirty (30) days.*

## **17. Amendments to the Snow Removal Bylaw**

- 17.1 The definition of “Enforcement Officer” at section 1.6 of the City’s Snow Removal Bylaw to be replaced with the following:

*“Enforcement Officer” means a Police Officer, Constable, Peace Officer, or Bylaw Enforcement Officer designated pursuant to the City of Charlottetown’s Enforcement and Summary Proceedings Bylaw #2024-ESP-01 or their designate who is to carry out the duties assigned by Chief Administrative Officer pursuant to this Bylaw.*

## **18. Amendments to the Street Vendors Bylaw**

- 18.1 Section 12 of the City’s Street Vendors Bylaw to be amended to add the following provision at section 12.4:

*Without limiting any of the enforcement mechanisms available under this bylaw, the provisions of the City’s Enforcement and Summary*

*Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.*

**19. Amendments to the Taxi Bylaw**

- 19.1 Section 15 of the City's Taxi Bylaw to be amended to add the following provision at section 15.3:

*Unless a contrary intention appears herein, and without limiting any of the enforcement mechanisms available under this bylaw, the provisions of the City's Enforcement and Summary Proceedings Bylaw #2024-ESP-01, or any successor bylaw, apply to the enforcement of this Bylaw.*

**20. Amendments to the Tourism Accommodation Levy Bylaw**

- 20.1 Section 11 of the City's Tourism Accommodation Levy Bylaw to be amended to add the following provision at section 11.2:

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

**21. Amendments to the Transient Traders Bylaw**

- 21.1 The City's Transient Trader's Bylaw to be amended to add the following provision at section 9:

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

**22. Amendments to the Traffic Bylaw**

- 22.1 Section 4 of the City's Traffic Bylaw to be amended to include the following definitions:

*"Bylaw Enforcement Officer" has the meaning set out in the Enforcement and Summary Proceedings Bylaw.*

*“Enforcement and Summary Proceedings Bylaw” means the City of Charlottetown’s Enforcement and Summary Proceedings Bylaw #2024-ESP-01, and any amendments thereto.*

- 22.2 Section 9.15 of the City’s Traffic Bylaw to be amended by replacing the current provision with the following:

*Every person who violates or fails to comply with any of the provisions of sections 9.1 through 9.12 is guilty of an offence punishable on summary conviction and liable to:*

- a) a fine in accordance with the amount as set forth in Schedule “B” herein, which may be issued by means of a ticket in accordance with this Bylaw and the applicable sections of the Enforcement and Summary Proceedings Bylaw; or*
- b) imprisonment for a term not exceeding ninety (90) days; or*
- c) both;*

*and in default of payment of any fine imposed, to imprisonment for a further term not exceeding ninety (90) days.*

- 22.3 Section 15.1.1 be added to the City’s Traffic Bylaw:

*This Bylaw may be administered and enforced by Bylaw Enforcement Officers in accordance with this Bylaw and the applicable sections of the Enforcement and Summary Proceedings Bylaw.*

- 22.4 Section 15.2 of the City’s Traffic Bylaw to be amended by replacing the current provision with the following:

*It shall be the duty of all Police Officers and Bylaw Enforcement Officers:*

- a) To report the location of any vehicle in respect of which any violation of this Bylaw has occurred, the permit number or other sufficient identification of the vehicle involved in the violation, the time of occurrence, and any other details indicative or reasonably required;*
- b) To deliver to the owner or operator of the vehicle a serially numbered notice of violation portion of a traffic ticket or to attach to such vehicle*

*the said serially numbered notice of violation portion of a traffic ticket, directed generally to the owner or operator of the vehicle and requiring him/her to report to the officer on duty at the City Police Station and to present such notice;*

- c) *To deliver the police record portion of the traffic ticket to the officer on duty at the City Police Station.*

22.5 Section 15.7 of the City's Traffic Bylaw to be repealed.

### **23. Amendments to the Tree Protection Bylaw**

23.1 Section 22 of the City's Tree Protection Bylaw to be amended to add the following provision at section 22.3:

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

### **24. Amendments to the Victoria Park and Promenade Bylaw**

24.1 Section 9 of the City's War Victoria Park and Promenade Bylaw to be amended to add the following provision at section 9.4:

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

### **25. Amendments to the War Memorial Monuments Bylaw**

25.1 Section 6 of the City's War Memorial Monuments Bylaw to be amended to add the following provision at section 6.5:

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

### **26. Approval and Adoption**

26.1 This Enforcement Amendment Bylaw, #2024-EA-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Enforcement Amendment Bylaw, Bylaw #2024-EA-01, was read a first time at the Council meeting held on \_\_\_\_\_, 2024.

This Enforcement Amendment Bylaw was approved by a majority of Council members present at the Council meeting held on \_\_\_\_\_, 2024.

**Second Reading:**

This Enforcement Amendment Bylaw, Bylaw #2024-EA-01, was read a second time at the Council meeting held on \_\_\_\_\_, 2024.

This Enforcement Amendment Bylaw was approved by a majority of Council members present at the Council meeting held on \_\_\_\_\_, 2024.

**Approval and Adoption by Council:**

This Enforcement Amendment Bylaw was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_, 2024.

Witness the corporate seal of the City of Charlottetown

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

This Enforcement Amendment Bylaw, being Bylaw #2024-EA-01, adopted by the Council of the City of Charlottetown on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date



**CITY OF CHARLOTTETOWN  
ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW  
BYLAW #2024-ESP-01**

**To establish the Charlottetown Enforcement and Summary Proceedings Bylaw (#2024-ESP-01) to authorize the establishment of Enforcement Officers and issuance of Municipal Offence Tickets for contraventions.**

**RESOLVED:** That the "**CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01**" be read a **first** time.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date: August 13, 2024

**RESOLVED:** That the bylaw now be approved as a City Bylaw and that it be entitled the "**CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01**" and that it be read a **second** time at the next public meeting of Council.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date: August 13, 2024

**THEREFORE:** Be it resolved that the "**CITY OF CHARLOTTETOWN ENFORCEMENT AND SUMMARY PROCEEDINGS BYLAW #2024-ESP-01**" be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Deputy Mayor \_\_\_\_\_ Alanna Jankov

Seconded by Councillor \_\_\_\_\_ Julie McCabe  
Date: September 10, 2024

This City of Charlottetown Enforcement and Summary Proceedings Bylaw, #2024-ESP-01, was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Philip Brown, Mayor

\_\_\_\_\_  
Eleanor Mohammed, CAO

**City of Charlottetown  
Enforcement and Summary Proceedings Bylaw  
Bylaw # 2024-ESP-01**

**BEING A BYLAW** of the City of Charlottetown with respect to ticketing and enforcement of Bylaws pursuant to the provisions of the *Municipal Government Act*, RSPEI 1988, c M-12.1

**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 cited as the “Enforcement and Summary Proceedings Bylaw”.

**2. Authority**

2.1 Sections 223 to 240 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., authorizes the establishment of enforcement officers and the issuing of Municipal Offence Tickets for the contravention of municipal bylaws and other laws enforceable by the City.

**3. Application**

3.1 This bylaw pertains to the appointment of Bylaw Enforcement Officers and the prosecution of municipal offences under the Act or any other enactment under which the City is given powers of enforcement, unless a contrary intention appears herein.

3.2 Nothing in this bylaw shall restrict the authority of the City to take such actions or measures as it considers necessary to remedy a contravention of any enactment which the City has the authority to enforce.

3.3 Nothing in the bylaw shall restrict the authority of the City to enforce a bylaw or restrain a breach of a bylaw by application to the Supreme Court of Prince Edward Island.

3.4 If any provision of this bylaw is deemed for any reason to be invalid by a court having jurisdiction, then that provision shall be severed, and all remaining provisions shall remain valid and in force.



- 3.5 The Schedules to this bylaw form part of the bylaw and may be amended by a simple resolution of the Council.
- 3.6 Except where a contrary intention appears, this bylaw applies to all offences under a bylaw as may be enacted by the City.

#### 4. Definitions

- 4.1 “Act” means the *Municipal Government Act*, R.S.P.E.I. 1988, c M-12.1, as amended from time to time.
- 4.2 “Bylaw Enforcement Officer” means any of the following:
- (a) an individual authorized by the City to enforce a bylaw under section 223 of the Act;
  - (b) an individual authorized by the City to enforce a bylaw under section 7 of this Bylaw;
  - (c) an individual authorized by the City to enforce a specific bylaw under a provision of that specific bylaw;
  - (d) a Member of a Police Service; or
  - (e) a Peace Officer.
- 4.3 “Chief Administrative Officer” means the administrative head of the City appointed by Council pursuant to section 86(2)(c) of the Act.
- 4.4 “City” means the City of Charlottetown.
- 4.5 “Council” means the Mayor, Deputy Mayor and other members of Council of the City.
- 4.6 “Criminal Code” means the Criminal Code, R.S.C. 1985 Cap. C-46, as amended from time to time.
- 4.7 “Informant” means the individual who is in possession of the information required to lay an information or issue a Municipal Offence Ticket.
- 4.8 “Justice of the Peace” means a justice of the peace appointed in accordance with the *Provincial Court Act*, R.S.P.E.I. 1988, Cap. P-25.

- 4.9 “laying an information” is the process whereby a Bylaw Enforcement Officer believes on reasonable and probable grounds that a bylaw has been contravened, and appears before a Justice of the Peace or Provincial Court Judge under oath to present evidence of such grounds. If the Justice of the Peace or Provincial Court Judge considers that a case may be made, a summons (or where circumstances require, a warrant for arrest) will be issued for the accused to appear in court and answer to the charge.
- 4.10 “Member of a Police Service” has the meaning set out in the *Police Act*, R.S.P.E.I. 1988 c, P-11.1.
- 4.11 “Municipal Offence Ticket” means a ticket that may be issued pursuant to this bylaw.
- 4.12 “Peace Officer” means an individual sworn as a peace officer by The City of Charlottetown Police Services to enforce the City’s bylaws.
- 4.13 “Provincial Court Judge” means a Judge of the Provincial Court appointed in accordance with the *Provincial Court Act*, R.S.P.E.I. 1988, Cap. P-25.
- 4.14 “Summary Conviction” is an offence resolved without a jury or indictment.
- 4.15 “Third Party” means an individual or corporation hired by the City to provide bylaw enforcement services and whose principals, contractors and/or employees serve as the Bylaw Enforcement Officers for the City.

## **PART II: GENERAL**

### **5. Municipal Offence Tickets**

- 5.1 In addition to the procedures set out in section 6 of this Bylaw and in the Criminal Code for laying an information and for issuing a summons, a bylaw may be enforced by means of issuing a Municipal Offence Ticket in accordance with this section.
- (a) A Municipal Offence Ticket shall be issued in the form hereto annexed as Schedule “A”, except for those tickets issued pursuant to the City’s Traffic Bylaw, which shall be in the form prescribed in that bylaw.
- (b) Pursuant to section 227 of the Act, a Municipal Offence Ticket may be issued to a contravention of a bylaw only if the bylaw relates to:

- (i) animal control;
  - (ii) dangerous or unsightly premises;
  - (iii) noise or public nuisance control;
  - (iv) the parking of vehicles;
  - (v) planning and development control under the Planning Act;
  - (vi) smoking in or on municipal property;
  - (vii) signage;
  - (viii) pesticide control; and
  - (ix) any other matter specified in the regulations of the Act.
- (c) For greater certainty, a Municipal Offence Ticket may only be issued to a contravention of an offence prescribed in Schedule “B” hereto in accordance with the amount set out therein.
- (d) The words or expressions set out in “Offence” Column of Schedule “B” may be used on a Municipal Offence Ticket to designate an offence under the specific section of the relevant bylaw which has been violated.
- (e) Notwithstanding subsection (d) any words or expressions used on a Municipal Offence Ticket which describe with sufficient clarity the offence committed shall be for all purposes a sufficient description of an offence.
- (f) Notwithstanding subsections (d) and (e), the specific section of the relevant bylaw which has been violated shall be stated on a Municipal Offence Ticket.
- (g) The Bylaw Enforcement Officer issuing the Municipal Offence Ticket shall enter the amount of the penalty in the place provided on the Municipal Offence Ticket.
- (h) The amount of the penalty entered on a Municipal Offence Ticket shall be the amount specified in the “Amount” Column of Schedule “B” hereto for the specific section of the relevant bylaw which has been violated.
- (i) Delivery of a Municipal Offence Ticket may be made on a holiday.
- (j) The issuing Bylaw Enforcement Officer shall sign the Municipal Offence Ticket and certify that they personally delivered the Municipal Offence Ticket to the accused charged therein which shall constitute personal service, and the certification shall be in the following words:

*"I certify that I did personally deliver the Municipal Offence Ticket on the accused on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

- (k) A certificate of delivery purporting to be signed by the issuing Bylaw Enforcement Officer shall be received in evidence as sufficient proof of personal service in the absence of evidence to the contrary.
- 5.2 Upon failure of an accused to make the payment as designated on the Municipal Offence Ticket within seven (7) days, the accused shall become liable for prosecution under this Bylaw and shall be issued a summons to appear in court in accordance with section 6 of this Bylaw.
- 5.3 A Municipal Offence Ticket may be issued and/or recorded by electronic means if the data on the Municipal Offence Ticket meets the following criteria:
- (a) it is substantially the same as the data recorded on the Municipal Offence Ticket referred to in section 5.1(a);
  - (b) it is capable of being printed; and
  - (c) it is intelligible and cannot be electronically altered after the Municipal Offence Ticket has been printed, other than to elaborate on, compress or encrypt coded data as necessary for transmission to a database used for the purpose of storing electronic data.
- 5.4 A requirement in this bylaw for a person to enter or print information on a Municipal Offence Ticket is satisfied by the provision of the information as part of the automated function of an electronic data system used to complete the Municipal Offence Ticket electronically.
- 5.5 A printed copy of an electronic Municipal Offence Ticket completed in accordance with this section and signed by the person who issued the Municipal Offence Ticket may be filed as the original document.
- 5.6 A printed copy of an electronic Municipal Offence Ticket referred to in this bylaw:
- (a) is admissible in evidence as if it were the original; and
  - (b) is admissible as proof, in the absence of evidence to the contrary, of the date and time the Municipal Offence Ticket was issued.

- 5.7 In accordance with section 226(3)(c) of the Act, a Bylaw Enforcement Officer may authorize payment of a penalty outlined in a Municipal Offence Ticket outside of a court process.

## 6. Laying an Information

- 6.1 Except as otherwise provided by any bylaw, the process of laying an information shall apply to the enforcement of all offences under any of the City's bylaws not otherwise prescribed in Schedule "B" hereto.
- 6.2 The penalties and/or corrective actions associated with any bylaw may be imposed upon a guilty plea or finding of guilt by a Provincial Court Judge or Justice of the Peace.
- 6.3 The provisions of the Criminal Code, including provisions relating to appeals, applicable to offences punishable on Summary Conviction apply with the necessary changes to proceedings to which this section 6 applies.
- 6.4 In applying the provisions of the Criminal Code, the following expressions shall therein have the following meanings:
- (a) "Act of Parliament of Canada" means a bylaw;
  - (b) "Attorney General" means the Attorney General of Prince Edward Island;
  - (c) "Prison" means any place other than a penitentiary in which persons charged with or convicted of offences are kept or detained in custody;
  - (d) "Prosecutor" means a person who lays an information, including, but not limited to, a Bylaw Enforcement Officer or a legal representative acting on behalf of the City.
- 6.5 All offences under any of the City's bylaws for which an information is laid shall be punishable on Summary Conviction.
- 6.6 Where no punishment is provided for an offence under any of the City's bylaws or under Schedule "B" of this Enforcement and Summary Proceedings Bylaw, the punishment for that offence shall be a fine of not less than \$200.00 or a fine of not more than \$10,000 or on default, imprisonment for a period of 3

days plus an additional day for each \$100 (or part thereof) that is in default to a maximum of 60 days.

6.7 Every information shall be:

- (a) Signed by the Informant and is deemed to have been made under oath or affirmation before a Provincial Court Judge or Justice of the Peace;
- (b) In the event of a trial, and upon the entering of a not guilty plea, deposited, together with all other supporting documentation, with the proper Provincial Court Judge; and
- (c) The information need not be sworn to before it is delivered and the Informant need not be the same person as the person who issued the information or summons.

6.8 There may be endorsed upon a summons a notice that the person to whom the summons is directed may pay out of court a specified penalty.

- (a) Where a summons is so endorsed, it shall provide for a plea of guilty in the following form:

**PLEA OF GUILTY**

*I am aware that I have the legal right to a hearing in respect of the offence with which I am charged, that by signing this plea of guilty I am waiving my right to a hearing and that my signature may result in a conviction against me without a hearing and may result in the consequences prescribed under the bylaw violated. I hereby plead guilty to the offence as charged.*

---

*Signature of the Accused*

6.9 A signature affixed to the form of plea of guilty purporting to be that of the accused to whom the summons is directed is prima facie proof that it is the signature of that accused.

6.10 The Bylaw Enforcement Officer or other person delivering a summons endorsed under this bylaw shall not receive payment of the penalty payable out of court, or any part thereof.

- 6.11 Where an accused to whom a summons has been delivered fails to appear as directed by the summons and there has been no plea of guilty made on the summons, the Provincial Court Judge or Justice of the Peace shall:
- (a) Where the information is sworn by the Informant and is complete and regular on its face, issue a warrant for the arrest of the accused to whom the summons is directed for failure to attend.
  - (b) Where the information is not complete and regular on its face, quash the proceedings.
- 6.12 In addition to or in lieu of laying an information or issuing a Municipal Offence Ticket, the City may seek any other remedies available to it at law as a complementary or supplementary means of enforcing this bylaw or another bylaw, including but not limited to, remedies available to the City pursuant to section 162 of the Act.
- 6.13 In accordance with section 240(2) of the Act:
- (a) the costs of an action or measure taken by the City under this bylaw are an amount owing to the City by the person who contravened the provisions of this bylaw or another bylaw, and the costs relating to real property, including any expenses or costs incurred by the City in taking the action or measure, and any accrued interest, constitute a lien on the real property.
  - (b) The lien referred to in subsection (a) has priority over every claim, privilege or encumbrance of every person, except the Crown, against the real property until payment in full is made.

### **PART III: BYLAW ENFORCEMENT OFFICERS**

#### **7. Appointment and Supervision**

- 7.1 Council hereby establishes the position of Bylaw Enforcement Officer and an individual appointed to that position will have the title "Bylaw Enforcement Officer."
- 7.2 Subject to section 7.3, the Chief Administrative Officer shall appoint all Bylaw Enforcement Officers for the City and the Bylaw Enforcement Officers shall report to the Chief Administrative Officer.

- 7.3 Notwithstanding the section 7.2, any individual currently holding a position as a Bylaw Enforcement Officer and appointed in accordance with the procedures enacted under any of the City's previous bylaws, or otherwise authorized to enforce municipal bylaws under provincial or federal legislation, including any Member of a Police Service or Peace Officer, shall be deemed to be validly appointed as a Bylaw Enforcement Officer in accordance with the provisions of this bylaw.
- 7.4 A contract between the City and a Third Party, wherein the Third Party agrees to provide services of one or more individuals to act as Bylaw Enforcement Officers, shall require a resolution of Council.

## **8. Qualifications**

- 8.1 To be eligible for appointment as a Bylaw Enforcement Officer, individuals must provide the Chief Administrative Officer with the following:
- (a) A recent criminal, and vulnerable sector, record check acceptable to the Chief Administrative Officer;
  - (b) Proof of adequate education and training necessary for performing the powers, duties and functions of a Bylaw Enforcement Officer; and
  - (c) Any other information that the Chief Administrative Officer determines is relevant or necessary in order to carry out the duties of a Bylaw Enforcement Officer.
- 8.2 Bylaw Enforcement Officers shall comply with all relevant policies, directives and procedures of the City.
- 8.3 An individual may be appointed as a Bylaw Enforcement Officer for the City notwithstanding that they may also be appointed as an enforcement officer for another municipality.

## **9. Powers and Duties of a Bylaw Enforcement Officer**

- 9.1 A Bylaw Enforcement Officer shall be responsible for:
- (a) Enforcing the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the City;



- (b) Following the directions of the Chief Administrative Officer or his or her delegate, performing all enforcement duties delegated by the Chief Administrative Officer or delegate and reporting to the Chief Administrative Officer or delegate as required;
- (c) Responding to, investigating, and keeping a written record of complaints;
- (d) Conducting routine patrols as directed;
- (e) Issuing notices and Municipal Offence Tickets;
- (f) Where required by the bylaw, laying an information;
- (g) Assisting in the prosecution of bylaw contraventions, including appearances in court to provide evidence;
- (h) Investigating properties to ensure compliance with bylaws enacted by the City;
- (i) Carrying upon his or her person, at all such times as they are acting as a Bylaw Enforcement Officer, evidence in writing of their position as a Bylaw Enforcement Officer of the City;
- (j) Perform public relations and liaison functions pertaining to bylaw awareness and enforcement;
- (k) Liaise with community groups and organizations concerning safety issues; and
- (l) Performing other duties as may be required or assigned by the Chief Administrative Officer or his/her or delegate.

## **10. Notice for Inspection and Enforcement**

10.1 Where this bylaw or another bylaw of the City authorizes or requires a Bylaw Enforcement Officer to:

- (a) Inspect anything;
- (b) Remedy anything;
- (c) Enforce anything; or
- (d) Do anything required to be done by the City,

the Bylaw Enforcement Officer may, after giving not less than 24 hours' notice to the owner or occupier of land or a building or other structure, take an action specified in section 10.2, unless the bylaw being enforced requires the Bylaw Enforcement Officer to obtain a warrant in advance of entering upon the premises.

- 10.2 A Bylaw Enforcement Officer may, on notice in accordance with subsection 10.1:
- (a) Enter the land, building or structure at any reasonable time and carry out the inspection, enforcement or action authorized or required by this bylaw or another bylaw of the City;
  - (b) Require that anything be produced to assist in the inspection, remedy, enforcement or action; and
  - (c) Make copies of anything related to the inspection, remedy, enforcement or action.
- 10.3 A Bylaw Enforcement Officer acting under this section shall display or produce, on request, identification showing that the person is authorized to carry out the duties specified in subsection 10.2.
- 10.4 A Bylaw Enforcement Officer acting under this section shall not enter a dwelling without a warrant issued in accordance with section 236 of the Act, unless the occupant consents to the entry.
- 10.5 Despite subsection 10.1, where, in the opinion of a Bylaw Enforcement Officer acting under this section, an emergency or extraordinary circumstances exist, the Bylaw Enforcement Officer is not required to give 24 hours' notice or enter at a reasonable hour to do the things referred to in section 10.2 herein.

## **11. Complaint Process**

- 11.1 Complaints of inappropriate conduct of a Bylaw Enforcement Officer shall be directed to the Chief Administrative Officer.
- 11.2 All complaints must be accepted and addressed according to this bylaw in writing.
- 11.3 The Chief Administrative Officer shall acknowledge receipt of the complaint, in writing, to the complainant.
- 11.4 Notwithstanding the formal complaint process as set out herein, the Chief Administrative Officer shall first attempt to resolve the complaint directly with the complainant.
- 11.5 Where the Chief Administrative Officer is unable to resolve the complaint in accordance with section 11.4, they shall provide notice of the complaint to:

- (a) The Bylaw Enforcement Officer against whom the complaint is made;
  - (b) Council; and
  - (c) Where the City has contracted with a Third Party for the services of the Bylaw Enforcement Officer, to the Third Party.
- 11.6 A contract between the City and a Third Party, wherein the Third Party agrees to provide services of one or more individuals to act as Bylaw Enforcement Officers, shall, at a minimum, contain the following provisions with respect to the complaint process:
- (a) That upon receipt of a complaint, the Chief Administrative Officer may suspend that individual from acting as a Bylaw Enforcement Officer for the City pending the completion of the complaint process.
  - (b) That where the CAO is unable to resolve the complaint in accordance with section 11.4, the Third Party shall hire an independent party that is acceptable to the City to conduct an investigation, if so directed by the CAO, and the costs associated with the investigation shall be the responsibility of the Third Party; and
  - (c) That the results of the investigation referred to in section (b), together with any investigation report prepared, shall be forwarded to the Chief Administrative Officer, the complainant, the Third Party and the Bylaw Enforcement Officer of the City
- 11.7 In the event there is no Third Party, the CAO is unable to resolve the complaint in accordance with section 11.4, the City shall hire an independent party to investigate the complaint and the costs associated with the investigation shall be the responsibility of the City.
- 11.8 Upon receipt of the results of the investigation and the investigation report, if any, the Chief Administrative Officer shall determine whether a complaint has merit.
- 11.9 Where the CAO determines that the complaint is without merit, the CAO shall dismiss the complaint and provide the complainant with reasons.
- 11.10 Where the CAO determines that the complaint has merit, the CAO shall set a date and time for a hearing, to be conducted by a hearing committee of no less than three members whom shall be appointed by the CAO. The complainant,

the Bylaw Enforcement Officer and the Third Party, if any, shall have the opportunity to be heard at the hearing.

11.11 The complainant, the Bylaw Enforcement Officer and the Third Party, if any, shall have the opportunity to be heard at the hearing.

11.12 Notwithstanding the formal complaint process as set out herein, a complaint against a Member of a Police Service or Peace Officer shall be dealt with in accordance with the provisions of the *Police Act*, R.S.P.E.I. 1988. C P-11.1.

## **12. Disciplinary Action**

12.1 If the Chief Administrative Officer finds the Bylaw Enforcement Officer has committed a misconduct, the Chief Administrative Officer may take one of the following actions:

- (a) Issue a verbal warning to the Bylaw Enforcement Officer;
- (b) Issue a written reprimand to the Bylaw Enforcement Officer;
- (c) Suspend the Bylaw Enforcement Officer from carrying out his or her duties in the City for a period of time; or
- (d) Revoke the appointment of the Bylaw Enforcement Officer.

## **13. Notification and Appeal**

13.1 The Chief Administrative Officer shall notify the complainant, the Bylaw Enforcement Officer and the Third Party, if applicable, of the results of the investigation and what, if any, disciplinary action has been taken, all of whom have the right to appeal the Chief Administrative Officer's decision.

13.2 The Chief Administrative Officer shall include the following details with the notification provided under subsection 13.1:

- (a) Written reasons for his or her decision;
- (b) Notice that Council is authorized to hear an appeal; and
- (c) Notice that an appeal must be filed in writing, within 30 days of the decision.

- 13.3 The written appeal submission must contain the reasons why the decision of the Chief Administrative Officer should be overturned.
- 13.4 After reviewing the information contained in the written appeal submissions, Council may:
- (a) Dismiss the appeal; or
  - (b) Allow the appeal and vary the decision of the Chief Administrative Officer.
- 13.5 The Chief Administrative Officer shall notify the complainant, the Bylaw Enforcement Officer and the Third Party, where applicable, in writing, of the results of the appeal.
- 13.6 The decision of Council is final and binding.

#### **PART IV: MISCELLANEOUS**

##### **14. Schedules**

- 14.1 The schedules to this bylaw form part of the bylaw and may be changed by a resolution of Council.

##### **15. Repeal of Existing Bylaw**

- 15.1 On adoption, this bylaw replaces the Summary Proceedings Bylaw, effective August 12, 1996 and amended October 17, 2002 and March 9, 2009.

##### **16. Effective Date**

- 16.1 This bylaw is effective on the date of approval and adoption below.

**First Reading:**

This Enforcement & Summary Proceedings Bylaw, Bylaw 2024-ESP-01 was read a first time and approved by a majority of members present at the Council meeting held on \_\_\_\_\_, 2024.

**Second Reading**

This Enforcement & Summary Proceedings Bylaw, Bylaw 2024-ESP-01 was read a second time and approved by a majority of members present at the Council meeting held on \_\_\_\_\_, 2024.

**Approval and Adoption by Council:**

This Enforcement & Summary Proceedings Bylaw, Bylaw 2024-ESP-01 was adopted by a majority of Council members present at the Council meeting held on \_\_\_\_\_, 2024.

**Signatures:**

\_\_\_\_\_  
**Mayor** (signature sealed)

\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This Enforcement & Summary Proceedings Bylaw, Bylaw 2024-ESP-01 was adopted by the Council of the City of Charlottetown on \_\_\_\_\_, 2024, is a true and certified copy.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

**SCHEDULE "A"**

**MUNICIPAL OFFENCE TICKET**

|                                                                                                                                                                                                             |                                                                                                                                                                                                           |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| CANADA PROVINCE OF<br>PRINCE EDWARD ISLAND<br>CITY OF CHARLOTTETOWN                                                                                                                                         | <b>CASE NO.</b>                                                                                                                                                                                           | <b>TICKET NO.</b> |
| <b>MUNICIPAL OFFENCE TICKET</b>                                                                                                                                                                             |                                                                                                                                                                                                           |                   |
| <b>NAME:</b> _____<br><div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>(LAST)</span> <span>(FIRST)</span> <span>(OTHER)</span> </div>                         |                                                                                                                                                                                                           |                   |
| <b>ADDRESS:</b> _____<br><div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>(STREET)</span> <span>(MUNICIPALITY)</span> <span>(PROVINCE)</span> </div>          |                                                                                                                                                                                                           |                   |
| YOU ARE HEREBY NOTIFIED THAT ON THE _____ DAY OF _____, 20____,                                                                                                                                             |                                                                                                                                                                                                           |                   |
| AT THE LOCATION OF _____<br><div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>(STREET)</span> <span>(MUNICIPALITY)</span> <span>(PROVINCE)</span> </div>       |                                                                                                                                                                                                           |                   |
| YOU ARE ALLEGED TO HAVE COMMITTED A VIOLATION OF SECTION _____ OF THE BYLAW<br>INDICATED BELOW:                                                                                                             |                                                                                                                                                                                                           |                   |
| <input type="checkbox"/> Dog Control Bylaw<br><input type="checkbox"/> Dangerous, Hazardous and Unightly Premises Bylaw<br><input type="checkbox"/> Nuisance Bylaw                                          | <input type="checkbox"/> Smoking Bylaw<br><input type="checkbox"/> Short-Term Rental Licensing Bylaw<br><input type="checkbox"/> Zoning and Development Bylaw<br><input type="checkbox"/> Other:<br>_____ |                   |
| DESCRIPTION OF OFFENCE:                                                                                                                                                                                     |                                                                                                                                                                                                           |                   |
| SET FINE AMOUNT: \$_____.00                                                                                                                                                                                 |                                                                                                                                                                                                           |                   |
| I CERTIFY THAT I DID PERSONALLY DELIVER THIS MUNICIPAL OFFENCE TICKET TO THE ACCUSED ON THE _____ DAY OF _____, 20____.                                                                                     |                                                                                                                                                                                                           |                   |
| SIGNATURE OF ISSUING OFFICER: _____                                                                                                                                                                         |                                                                                                                                                                                                           |                   |
| IF THE PENALTY FOR THE VIOLATION IS NOT PAID WITHIN SEVEN (7) DAYS A SUMMONS MAY BE ISSUED AND THE PENALTY MAY BE INCREASED UP TO A MAXIMUM ALLOWABLE PENALTY AS PRESCRIBED BY THE MUNICIPAL GOVERNMENT ACT |                                                                                                                                                                                                           |                   |
| <b>PAYMENT INSTRUCTIONS<br/>SEE REVERSE SIDE</b>                                                                                                                                                            |                                                                                                                                                                                                           |                   |

**REVERSE SIDE OF  
MUNICIPAL OFFENCE TICKET**

**OPTION 1 PAYMENT AND PLEA OF GUILTY (MAY BE MADE BY MAIL, INTERNET OR IN PERSON)**

**BY MAIL:**

MAKE REMITTANCE PAYABLE TO THE CITY OF CHARLOTTETOWN AND MAIL WITH THIS NOTICE TO:  
CHARLOTTETOWN CITY POLICE  
10 KIRKWOOD DRIVE, P.O. BOX 98  
CHARLOTTETOWN, PE, C1A 7K2

**ONLINE:**

PAY YOUR TICKET DIRECT ONLINE THROUGH A SECURE SITE USING YOUR MASTERCARD OR VISA AT  
[www.city.charlottetown.pe.ca](http://www.city.charlottetown.pe.ca).

**IN PERSON:**

BRING THIS NOTICE OF VIOLATION TO CITY POLICE STATION AT 10 KIRKWOOD DRIVE, CHARLOTTETOWN, PE, DURING REGULAR BUSINESS HOURS MONDAY TO FRIDAY. EXACT PAYMENT MAY ALSO BE MADE AFTER HOURS BY USING THE DROP BOX LOCATED INSIDE THE MAIN LOBBY OF THE CITY POLICE STATION AT 10 KIRKWOOD DRIVE, CHARLOTTETOWN, PE, OR BY USING THE DROP BOX LOCATED AT THE FRONT DOOR OF CITY HALL AT 199 QUEEN STREET, CHARLOTTETOWN, PE.

**INCOMPLETE OR INCORRECT PAYMENT DOES NOT SETTLE A TICKET  
AND MAY NOT BE ACCEPTED**

**OPTION 2 DISPUTE RESOLUTION:**

WHERE A DISPUTE OR PROBLEM ARISES THE RESULT OF AN ISSUED MUNICIPAL OFFENCE TICKET, DISPUTE RESOLUTION FORMS ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE MAIN LOBBY AT CITY HALL. DISPUTE RESOLUTION FORMS MAY BE COMPLETED AND DEPOSITED AT 199 QUEEN STREET, CHARLOTTETOWN, PE. A REVIEW OF THE DISPUTE RESOLUTION FORM WILL BE COMPLETED AND NOTIFICATION MADE WITH RESPECT TO REVIEW OUTCOME.

**OPTION 3 NOT GUILTY PLEA – A TRIAL DATE WILL BE SCHEDULED AND SUMMONS ISSUED (IN PERSON WITH THIS TICKET AT THE PROVINCIAL COURTHOUSE)**

ADDRESS: CHARLOTTETOWN PROVINCIAL COURT (KELLY BUILDING)  
3 HARBOURSIDE ACCESS ROAD  
CHARLOTTETOWN PE C1A 8R4  
PHONE: 902-368-6030



**SUMMONS TO ACCUSED**

|                                                                                                                                                                                                                                                                                                                                                                                       | CASE NO. | TICKET NO.        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|
| <b>SUMMARY TO ACCUSED</b>                                                                                                                                                                                                                                                                                                                                                             |          |                   |
| THIS INFORMANT SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE _____ DAY OF _____, 20__ TIME:____( M)                                                                                                                                                                                                                                     |          |                   |
| NAME: _____<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>(LAST)</span> <span>(FIRST)</span> <span>(OTHER)</span> </div>                                                                                                                                                                                                                     |          |                   |
| ADDRESS: _____<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>(STREET)</span> <span>(MUNICIPALITY)</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>_____ (PO)</span> <span>_____ (PROVINCE)</span> <span>_____ (POSTAL CODE)</span> <span>_____ (TELEPHONE)</span> </div> |          |                   |
| AT OR NEAR <b>CITY OF CHARLOTTETOWN, PRINCE EDWARD ISLAND</b><br>DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION _____ OF<br>_____<br><i>(indicates bylaw under which offence charged)</i>                                                                                                                                                                                  |          |                   |
| DESCRIPTION OF OFFENCE:                                                                                                                                                                                                                                                                                                                                                               |          |                   |
| IN THE NAME OF HIS MAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THE PROVINCIAL COURT, 3 HARBOURSIDE ACCESS ROAD, CHARLOTTETOWN, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ___ DAY OF _____, 20__ TIME: ( M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.                                                                    |          |                   |
| THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS                                                                                                                                                                                                                                                                                                                               |          | <b>PENALTY \$</b> |
| <b>IMPORTANT</b><br>PLEASE READ OTHER SIDE FOR INSTRUCTIONS CONCERNING OUT OF COURT SETTLEMENT. OFFICERS ARE NOT ALLOWED TO ACCEPT PAYMENT.                                                                                                                                                                                                                                           |          |                   |
| NAME OF OFFICER ISSUING SUMMONS _____<br><input type="checkbox"/> BYLAW ENFORCEMENT OFFICER _____<br><input type="checkbox"/> POLICE OFFICER _____<br>(UNIT AND NO.) _____ (POLICE DEPT.) _____                                                                                                                                                                                       |          |                   |
| I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ___ DAY OF _____, 20__.                                                                                                                                                                                                                                                              |          |                   |
| SIGNATURE: _____                                                                                                                                                                                                                                                                                                                                                                      |          |                   |

**REVERSE SIDE OF  
SUMMONS TO ACCUSED**

NOTICE RESPECTING VOLUNTARY PAYMENT WITHOUT COURT APPEARANCE

- READ CAREFULLY -

IF AN AMOUNT IS SHOWN IN THE BOX MARKED RED ON THE FACE OF THIS SUMMONS THIS CASE MAY BE SETTLED OUT OF COURT BY

- A. SIGNING THE FORMS OF PLEA OF GUILTY BELOW AND
- B. MAKING PAYMENTS BEFORE THE DATE FOR APPEARANCE SHOWN ON THE FACE OF THIS SUMMONS.

BY MAIL OR IN PERSON  
3 HARBOURSIDE ACCESS ROAD  
CHARLOTTETOWN, PE  
C1A 8R4

(ADDRESS)

- DO NOT SEND CASH BY MAIL -

IF NO AMOUNT SHOWN ON THE FACE OF THIS SUMMONS, YOU MUST APPEAR BEFORE THE JUSTICE OF THE PEACE AT THE DATE, TIME AND PLACE SPECIFIED TO ANSWER THE CHARGE. PAYMENT BY MONEY ORDER OR CHEQUE PAYABLE TO THE "CITY OF CHARLOTTETOWN"

YOU MUST SIGN BELOW IF SETTLING OUT OF COURT.

|                                                                                                                                                                                                                                                     |                |                              |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|---------------|
| <b>- PLEA OF GUILTY -</b>                                                                                                                                                                                                                           |                |                              |               |
| I AM AWARE THAT I HAVE A RIGHT TO A HEARING IN RESPECT OF THE OFFENCE WITH WHICH I AM CHARGED THAT BY SIGNING THIS PLEA OF GUILTY I AM WAIVING MY RIGHT TO A HEARING AND THAT MY SIGNATURE MAY RESULT IN A CONVICTION AGAINST ME WITHOUT A HEARING. |                |                              |               |
| I HEREBY PLEAD GUILTY TO THE OFFENCE AS CHARGED                                                                                                                                                                                                     |                |                              |               |
| SIGNATURE OF DEFENDANT: _____.                                                                                                                                                                                                                      |                |                              |               |
| ADDRESS: _____                                                                                                                                                                                                                                      |                |                              |               |
| (STREET NO.)                                                                                                                                                                                                                                        | (MUNICIPALITY) | (PROV.)                      | (POSTAL CODE) |
| I ENCLOSE THE AMOUNT OF \$                                                                                                                                                                                                                          |                | FOR OUT OF COURT SETTLEMENT. |               |

WHERE THERE IS NO PLEA OF GUILTY MADE ON THE TICKET SUMMONS AND YOU FAIL TO APPEAR BEFORE THE JUSTICE OF THE PEACE AS DIRECTED BY THIS TICKET SUMMONS, THE JUSTICE OF THE PEACE SHALL, PURSUANT TO SECTION \_\_\_\_\_ OF BYLAW \_\_\_\_\_ OF CITY OF CHARLOTTETOWN ENTER A CONVICTION AND IMPOSE THE PENALTY PRESCRIBED BY LAW

IF YOU HAVE QUESTIONS CONCERNING YOUR RIGHTS YOU SHOULD CONSULT A LAWYER  
THIS FORM MUST ACCOMPANY THE VOLUNTARY PAYMENT

**RECORD OF  
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER**

|                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                    |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| CANADA PROVINCE OF<br>PRINCE EDWARD ISLAND<br>CITY OF CHARLOTTETOWN                                                                                                                                                                                                                                      | <b>CASE NO.</b>                                                                                                                                                                                                    | <b>TICKET NO.</b> |
| <b>- RECORD OF -<br/>BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                                                    |                   |
| THE INFORMANT SAYS THAT THEY HAVE REASONABLE OR PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE ___ DAY OF _____, 20___, TIME: _____ ( M)<br>NAME: _____ OF _____<br>(LAST) (FIRST) (OTHER) (NO AND STREET)                                                                                     |                                                                                                                                                                                                                    |                   |
| _____ MUNICIPALITY                                                                                                                                                                                                                                                                                       | _____ PROVINCE                                                                                                                                                                                                     | _____ POSTAL CODE |
| _____ TELEPHONE                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                    |                   |
| AT OR NEAR CITY OF CHARLOTTETOWN, PROVINCE OF PRINCE EDWARD ISLAND DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION _____ OF                                                                                                                                                                    |                                                                                                                                                                                                                    |                   |
| X INDICATES BYLAW UNDER WHICH OFFENCE CHARGED<br><br><input type="checkbox"/> Dog Control Bylaw<br><br><input type="checkbox"/> Dangerous, Hazardous and Unsightly Premises Bylaw<br><br><input type="checkbox"/> Nuisance Bylaw                                                                         | <input type="checkbox"/> Smoking Bylaw<br><br><input type="checkbox"/> Short-Term Rental Licensing Bylaw<br><br><input type="checkbox"/> Zoning and Development Bylaw<br><br><input type="checkbox"/> Other: _____ |                   |
| DESCRIPTION OF OFFENCE INCLUDING SECTION VIOLATED:                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                    |                   |
| IN THE NAME OF HISMAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THE PROVINCIAL COURT, 3 HARBOURSIDE ACCESS ROAD, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ___ DAY OF _____, 20__ TIME: _____ ( M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW. |                                                                                                                                                                                                                    |                   |
| <b>THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS</b>                                                                                                                                                                                                                                           |                                                                                                                                                                                                                    |                   |
| NAME OF OFFICER ISSUING SUMMONS _____<br><input type="checkbox"/> BYLAW ENFORCEMENT OFFICER _____<br><input type="checkbox"/> POLICE OFFICER _____<br>(UNIT AND NO.) _____ (POLICE DEPT.) _____                                                                                                          |                                                                                                                                                                                                                    | <b>PENALTY \$</b> |
| I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ___ DAY OF _____, 20___.                                                                                                                                                                                |                                                                                                                                                                                                                    |                   |
| SIGNATURE: _____                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                    |                   |

**REVERSE SIDE OF  
RECORD OF  
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER**

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COURT DISPOSITION:

JUDGE OR JUSTICE OF THE PEACE DATE: \_\_\_\_\_, 20\_\_

PLACE \_\_\_\_\_

FOR MUNICIPALITY \_\_\_\_\_ FOR DEFENDANT \_\_\_\_\_

PLEA       GUILTY                       NOT GUILTY                       DISMISSED                       WITHDRAWN

\_\_\_\_\_  
SIGNATURE OF BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

**SCHEDULE "B"**

| <b>Dangerous, Hazardous and Unightly Premises Bylaw</b> |                                                                                   |                               |                               |
|---------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| <b>Section</b>                                          | <b>Offence</b>                                                                    | <b>Amount</b>                 |                               |
|                                                         |                                                                                   | <b>Individual</b>             | <b>Corporation</b>            |
| 11.1                                                    | Failure to comply with order                                                      | 500<br>(First Offence)        | 750<br>(First Offence)        |
|                                                         |                                                                                   | 800<br>(Second Offence)       | 1,250<br>(Second Offence)     |
|                                                         |                                                                                   | 1,000<br>(Third Offence)      | 1,500<br>(Third Offence)      |
|                                                         |                                                                                   | 1,500<br>(Subsequent Offence) | 2,250<br>(Subsequent Offence) |
| <b>Cosmetic Pesticide Bylaw</b>                         |                                                                                   |                               |                               |
| <b>Section</b>                                          | <b>Offence</b>                                                                    | <b>Amount</b>                 |                               |
|                                                         |                                                                                   | <b>Individual</b>             | <b>Corporation</b>            |
| 5.1                                                     | Apply, cause, allow, or permit the application of non-domestic pesticides         | \$2,500<br>(First Offence)    | \$5,000<br>(First Offence)    |
|                                                         |                                                                                   | \$5,000<br>(Second Offence)   | \$10,000<br>(Second Offence)  |
| <b>Dog Control Bylaw</b>                                |                                                                                   |                               |                               |
| <b>Section</b>                                          | <b>Section</b>                                                                    | <b>Section</b>                |                               |
| 2.1                                                     | Failure to register dog or pay license fee                                        | 150 (First Offence)           | 250 (Subsequent Offence)      |
| 2.2                                                     | Failure to register dog or pay license fee within 10 days of becoming a dog owner | 150 (First Offence)           | 250 (Subsequent Offence)      |
| 3.1                                                     | No kennel license                                                                 | 150 (First Offence)           | 250 (Subsequent Offence)      |
| 3.3(b)                                                  | Failure to renew kennel license                                                   | 150 (First Offence)           | 250 (Subsequent Offence)      |
| 4.4                                                     | Failure to wear collar                                                            | 150 (First Offence)           | 250 (Subsequent Offence)      |
| 4.5                                                     | Wearing improper tags                                                             | 150 (First Offence)           | 250 (Subsequent Offence)      |

|                       |                                                                                              |                                                 |
|-----------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------|
| 5.6                   | Failure to register or license dog purchased from pound keeper                               | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.1(a)                | Dog biting or attacking                                                                      | 350 (First Offence)<br>500 (Subsequent Offence) |
| 6.1(b)                | Dog disturbing the peace                                                                     | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.1(c)                | Dog annoying pedestrian, bicyclist, drivers, etc.                                            | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.1(d)                | Dog damaging private or public property                                                      | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.2                   | Permitting dog to run at large                                                               | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.3                   | Failure to remove dog defecate                                                               | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.4                   | Failure to possess dog defecate removal items                                                | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.5                   | Removing dog collar or tags                                                                  | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.6                   | Failure to destroy rabid dog                                                                 | 150 (First Offence)<br>250 (Subsequent Offence) |
| 6.7                   | Permitting unspayed female dog in heat upon street                                           | 150 (First Offence)<br>250 (Subsequent Offence) |
| <b>Nuisance Bylaw</b> |                                                                                              |                                                 |
| <b>Section</b>        | <b>Offence</b>                                                                               | <b>Amount</b>                                   |
| 2.1                   | Causing a disturbance in a house                                                             | 400 (First Offence)<br>600 (Subsequent Offence) |
| 2.2                   | Engages in an activity that causes a disturbance                                             | 400 (First Offence)<br>600 (Subsequent Offence) |
| 2.3(a)-(i)            | Disorderly conduct                                                                           | 400 (First Offence)<br>600 (Subsequent Offence) |
| 3.1(a)                | Defacing, altering, or destroying public notices                                             | 400 (First Offence)<br>600 (Subsequent Offence) |
| 3.2                   | Offering or permitting private parties at non-residential property beyond the hour of 1:00am | 400 (First Offence)<br>600 (Subsequent Offence) |

|         |                                                                                     |                                                   |
|---------|-------------------------------------------------------------------------------------|---------------------------------------------------|
| 3.3     | Causing false fire alarms                                                           | 600 (First Offence)<br>800 (Subsequent Offence)   |
| 3.4(a)  | Discharging a firearm                                                               | 800 (First Offence)<br>1,000 (Subsequent Offence) |
| 3.5(a)  | Keeping livestock                                                                   | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.5(d)  | Permitting livestock to run at large                                                | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.6(a)  | Keeping animals or birds causing a disturbance                                      | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.6(b)  | Permitting animals or birds to run at large                                         | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.7(a)  | Using a gas-powered or electrical tool or machine causing excessive noise overnight | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.7(b)  | Allowing dog to bark causing disturbance overnight                                  | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.8     | Operating a sound system causing a disturbance                                      | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.10    | Unwieldy load                                                                       | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.11(a) | Moving a building with a permit                                                     | 600 (First Offence)<br>800 (Subsequent Offence)   |
| 3.11(b) | Insufficient lighting while moving a building                                       | 600 (First Offence)<br>800 (Subsequent Offence)   |
| 3.12(a) | Littering                                                                           | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.13    | Improper transport of rubbish                                                       | 400 (First Offence)<br>600 (Subsequent Offence)   |
| 3.14(a) | Insufficient lighting or fencing around an opening in a street or sidewalk          | 600 (First Offence)<br>800 (Subsequent Offence)   |
| 3.14(b) | Insufficient guarding of opening in a street or sidewalk                            | 600 (First Offence)<br>800 (Subsequent Offence)   |
| 3.14(c) | Defective or unsafe hatchway onto a street or sidewalk                              | 600 (First Offence)<br>800 (Subsequent Offence)   |

| 3.15                                     | Failing to abide by Halloween curfew                            | 400 (First Offence)<br>600 (Subsequent Offence) |                               |
|------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------|-------------------------------|
| 3.16                                     | Injuring trees                                                  | 400 (First Offence)<br>600 (Subsequent Offence) |                               |
| 3.17                                     | Committing or causing nuisance                                  | 400 (First Offence)<br>600 (Subsequent Offence) |                               |
| 3.18(a)                                  | Soliciting in an aggressive manner                              | 400 (First Offence)<br>600 (Subsequent Offence) |                               |
| 3.19                                     | Soliciting a captive audience                                   | 400 (First Offence)<br>600 (Subsequent Offence) |                               |
| <b>Short Term Rental Licensing Bylaw</b> |                                                                 |                                                 |                               |
| Section                                  | Offence                                                         | Amount                                          |                               |
|                                          |                                                                 | Individual                                      | Corporation                   |
| 5.6                                      | Fails to post short-term rental license in required location    | 350<br>(First Offence)                          | 1,000<br>(First Offence)      |
| 5.7                                      | Provides false or misleading information to the City            |                                                 |                               |
| 11.1(a)                                  | Carry on a short-term rental without a license                  | 500<br>(Subsequent Offence)                     | 1,500<br>(Subsequent Offence) |
| 11.2(c)                                  | Permit a person to carry on a short-term rental without license |                                                 |                               |
| <b>Smoking Bylaw</b>                     |                                                                 |                                                 |                               |
| Section                                  | Offence                                                         | Amount                                          |                               |
| 2.1                                      | Smoking in non-designated area                                  | 150 (First Offence)<br>300 (Subsequent Offence) |                               |
| <b>Zoning and Development Bylaw</b>      |                                                                 |                                                 |                               |
| Section                                  | Offence                                                         | Amount                                          |                               |
| 3.17.1<br>(a)                            | Failure to remove a sign                                        | 250<br>(First Offence)                          | 1,500<br>(First Offence)      |
|                                          |                                                                 | 400<br>(Second Offence)                         | 2,000<br>(Second Offence)     |
| 3.17.1<br>(b)                            | Erect, place, construct or alter a sign without permit          | 250<br>(First Offence)                          | 1,500<br>(First Offence)      |
|                                          |                                                                 | 400<br>(Second Offence)                         | 2,000<br>(Second Offence)     |



|               |                                                                                            |                                                       |                                                           |
|---------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------|
| 3.17.1<br>(b) | Failure to remove, alter or repair a sign that does not comply with the bylaw              | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Failure to maintain sign in good repair so that the sign is unsafe or unsightly            | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Erect, place or construct a sign that obstructs building ingress or egress                 | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Erect, place or construct a sign that obstructs vehicular and or pedestrian traffic        | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Erect, locate or display a sign in a sight triangle area                                   | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Erect, locate or display a sign that does not comply with the provisions of this bylaw     | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(b) | Failure to comply with an order                                                            | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(c) | Failure to obtain a permit                                                                 | 250<br>(First Offence)<br><br>400<br>(Second Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(d) | Failure to restore building and or property to its original condition prior to development | 250<br>(First Offence)                                | 1,500<br>(First Offence)                                  |

|               |                                                  |                                                          |                                                           |
|---------------|--------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|
|               |                                                  | 400<br>(Second<br>Offence)                               | 2,000<br>(Second Offence)                                 |
| 3.17.1<br>(d) | Failure to cease and desist                      | 250<br>(First Offence)<br><br>400<br>(Second<br>Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |
| 3.17.1<br>(e) | Failure to obtain proper subdivision<br>approval | 500<br>(First Offence)<br><br>800<br>(Second<br>Offence) | 1,500<br>(First Offence)<br><br>2,000<br>(Second Offence) |



**CITY OF CHARLOTTETOWN  
AMENDMENT**

**OFFICIAL PLAN (PH-OPA.1):**

*None*

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**ZONING & DEVELOPMENT BYLAW(PH-ZD.2):**

*To adopt Bylaw PH-ZD.2-084, A Bylaw to amend the Zoning & Development Bylaw, “To allow a site-specific exemption on the subject property located at 94 Watts Ave (PID# 757484) to allow for the existing building on the subject property to be used as a commercial daycare centre, and, that a commercial daycare centre be added as an additional permitted use for the zoning that applies to the subject property”*

---

**BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-084), as it pertains to 94 Watts Avenue (PID# 757484)”, as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.**

Date: \_\_\_\_\_ August 13<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

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**WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-084), as it pertains to 94 Watts Avenue (PID# 757484)”, as attached, was read and approved a first time on August 13<sup>th</sup>, 2024;**

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

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

**BE IT RESOLVED THAT** the said Bylaw be adopted.

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ 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.2-084**

**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.2-084”

**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 C – Approved Site Specific Exemptions and to amend Appendix I – Bylaw Revision History.

**PART II – AMENDMENTS**

**4.**

(1) **Appendix C. Approved Site Specific Exemptions is updated to add the below amendment:**

| <b>Zone</b>                 | <b>PID</b> | <b>Civic Address</b> | <b>Use</b>                | <b>Regulation</b>                                                                                                                                                           |
|-----------------------------|------------|----------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heavy Industrial (M-2) Zone | 757484     | 94 Watts Avenue      | Commercial Daycare Centre | A site specific amendment to the Heavy Industrial (M-2) Zone as it pertains to 94 Watts Avenue (PID# 757484) to permit a commercial daycare centre on the subject property. |

(Subject Property / Map reference only)



### 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 Housing, Land and Communities.

**First Reading & Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-084, was read a first time and approved by a majority of Council members present at the Council meeting held on the 13<sup>th</sup> day of August, 2024.

**Second Reading and Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-084, was read a second time and approved by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

**Adoption by Council:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-084, was adopted by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

#### 6. Signatures

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-084, adopted by the Council of the City of Charlottetown on the 27<sup>th</sup> day of August, 2024 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

\_\_\_\_\_  
Date:

-----  
**MINISTERIAL APPROVAL**

This Zoning and Development Bylaw amendment (PH-ZD.2-084) is hereby approved.

Dated on this \_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Hon. Rob Lantz  
Minister of Housing, Land and Communities



**CITY OF CHARLOTTETOWN  
AMENDMENT**

**OFFICIAL PLAN (PH-OPA.1):**

*None*

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**ZONING & DEVELOPMENT BYLAW(PH-ZD.2):**

*To adopt Bylaw PH-ZD.2-085, A Bylaw to amend the Zoning & Development Bylaw, “To allow a site-specific exemption on the subject property located at 145 Richmond Street (PID# 340422) to allow for 1) Signs that project a business name, image or advertisement onto a building or any other surface from a source external to the sign; and 2) To allow animated and video signs.”*

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**BE IT RESOLVED THAT THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-085), as it pertains to 145 Richmond Street (PID# 340422)”, as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.**

Date: \_\_\_\_\_ August 13<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

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**WHEREAS THE “BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-085, as it pertains to 145 Richmond Street (PID# 340422)”, as attached, was read and approved a first time on August 13<sup>th</sup>, 2024;**

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

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

**BE IT RESOLVED THAT** the said Bylaw be adopted.

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2023

Moved by Councillor: \_\_\_\_\_ 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.2-085**

**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.2-085”

**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 C – Approved Site Specific Exemptions and to amend Appendix I – Bylaw Revision History.

**PART II – AMENDMENTS**

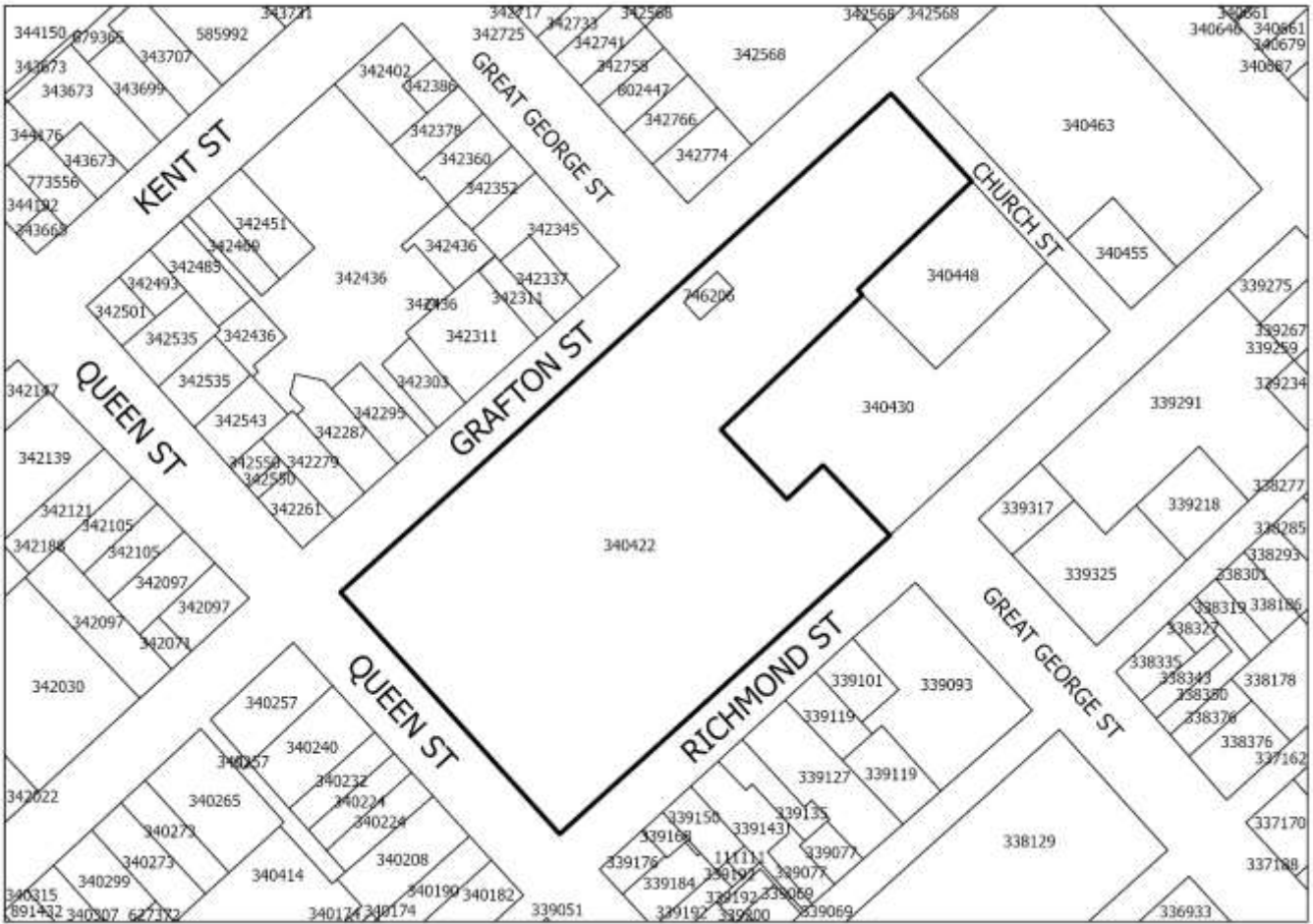
**4.**

(1) **Appendix C. Approved Site Specific Exemptions is updated to add the below amendment:**

| <b>Zone</b>             | <b>PID</b> | <b>Civic Address</b> | <b>Use</b>                                     | <b>Regulation</b>                                                                                                                                                                                                                                                                                         |
|-------------------------|------------|----------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Park/Cultural (PC) Zone | 340422     | 145 Richmond Street  | Signage for existing arts and cultural centre. | A site specific amendment to the Parks/Cultural (PC) Zone as it pertains to 145 Richmond Street (PID# 340422) to permit: 1) Signs that project a business name, image or advertisement onto a building or any other surface from a source external to the sign; and 2) To allow animated and video signs. |



(Subject Property / Map reference only)



**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 Housing, Land and Communities.

**First Reading & Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-085, was read a first time and approved by a majority of Council members present at the Council meeting held on the 13<sup>th</sup> day of August, 2024.

**Second Reading and Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-085, was read a second time and approved by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

**Adoption by Council:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-085, was adopted by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

**6. Signatures**

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-085, adopted by the Council of the City of Charlottetown on the 27<sup>th</sup> day of August, 2024 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

\_\_\_\_\_  
Date:

-----  
**MINISTERIAL APPROVAL**

This Zoning and Development Bylaw amendment (PH-ZD.2-085) is hereby approved.

Dated on this \_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Hon. Rob Lantz  
Minister of Housing, Land and Communities



**CITY OF CHARLOTTETOWN  
AMENDMENT**

**OFFICIAL PLAN (PH-OPA.1):**

None

**ZONING & DEVELOPMENT BYLAW(PH-ZD.2):**

*To adopt Bylaw PH-ZD.2-086, A Bylaw to amend the Zoning & Development Bylaw, "To allow a site-specific exemption on the subject properties located at 149-151 Great George Street (PID#s 342386 and 342402) to allow for an 8-storey, 85-unit apartment building with ground-floor commercial space that would be subject to the bonus height provisions of the Zoning & Development Bylaw and that would include affordable housing units with all parking for the overall development located off-site through private legal agreement."*

**BE IT RESOLVED THAT THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-086), as it pertains to 149-151 Great George Street (PID#s 342386 and 342402)", as attached, be read a first time and approved; and that it be read a second time at the next Public Meeting of Council.**

Date: \_\_\_\_\_ August 13<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

**WHEREAS THE "BYLAW TO AMEND THE CITY OF CHARLOTTETOWN ZONING AND DEVELOPMENT BYLAW, (PH-ZD.2-086), as it pertains to 149-151 Great George Street (PID#s 342386 and 342402)", as attached, was read and approved a first time on August 13<sup>th</sup>, 2024;**

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

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ Julie McCabe

Seconded by Deputy Mayor: \_\_\_\_\_ Alanna Jankov

**BE IT RESOLVED THAT** the said Bylaw be adopted.

Date: \_\_\_\_\_ August 27<sup>th</sup>, 2024

Moved by Councillor: \_\_\_\_\_ 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.2-086**

**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.2-086”

**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 C – Approved Site Specific Exemptions and to amend Appendix I – Bylaw Revision History.

**PART II – AMENDMENTS**

**4.**

(1) **Appendix C. Approved Site Specific Exemptions is updated to add the below amendment:**

| <b>Zone</b>             | <b>PID</b>       | <b>Civic Address</b>        | <b>Use</b>         | <b>Regulation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|------------------|-----------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Downtown Core (DC) Zone | 342386<br>342402 | 149-151 Great George Street | Apartment Building | <p>A site-specific exemption in the Downtown Core (DC) Zone of the Zoning &amp; Development By-law as it pertains to 149 and 151 Great George St (PID#s 342386 and 342402) to allow for an 8-storey, 85 unit apartment building on the subject property with ground-floor commercial space that is subject to the bonus height provisions of the Zoning &amp; Development Bylaw. The development is to contain a proportion of affordable housing units, the number of which is to be confirmed through a future Development Agreement. All required parking for the development is to be located off-site and secured through private legal agreement(s) and/or the cash-in-lieu parking provisions of the Zoning &amp; Development By-law.</p> <p>The effect of the Site-Specific Exemptions to the Zoning &amp; Development Bylaw would be as follows:</p> <p style="padding-left: 40px;">i) Exemption from Section 32.3.1.b).ii to allow for a minimum Lot Frontage of 26 m (85 ft) and to allow for a minimum Lot Depth of 30 m (98 ft) for a building taller than 21.3 m (69.9 ft) whereas a</p> |

|  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  | <p>minimum Lot Frontage of 41m (135 ft) and a minimum Lot Depth of 36 m (118 ft) are otherwise required.</p> <p>ii) Exemption from Section 32.3.3.a.i to not stepback the building a minimum of 6 m (19.7 ft) above that portion of the building that is taller than 21.3 m (69.9 ft) on the front façade; and</p> <p>iii) Exemption from Section 32.3.3.b.ii to not require a minimum 10 m (32.8 ft) interior yard setback for that portion of the building above 21.3 m (69.9 ft).</p> |
|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

(Subject Property / Map reference only)



**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 Housing, Land and Communities.

**First Reading & Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-086, was read a first time and approved by a majority of Council members present at the Council meeting held on the 13<sup>th</sup> day of August, 2024.

**Second Reading and Approval:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-086, was read a second time and approved by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

**Adoption by Council:**

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-086, was adopted by a majority of Council members present at the Council meeting held on the 27<sup>th</sup> day of August, 2024.

**6. Signatures**

\_\_\_\_\_  
Mayor/Chairperson  
(signature sealed)

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

This Zoning & Development Bylaw, Bylaw #PH-ZD.2-086, adopted by the Council of the City of Charlottetown on the 27<sup>th</sup> day of August, 2024 is certified to be a true copy.

\_\_\_\_\_  
Chief Administrative Officer  
(signature sealed)

\_\_\_\_\_  
Date:

-----  
**MINISTERIAL APPROVAL**

This Zoning and Development Bylaw amendment (PH-ZD.2-086) is hereby approved.

Dated on this \_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Hon. Rob Lantz  
Minister of Housing, Land and Communities

**CITY OF CHARLOTTETOWN  
BUILDING CONSTRUCTION STATISTICS FOR JULY 2023  
DOLLAR VALUES**

|                                              | <b>JUL</b>          | <b>Totals</b>        |
|----------------------------------------------|---------------------|----------------------|
| <b>Residential New</b>                       | \$7,755,000.00      | \$50,375,000.00      |
| <b>Residential Renovations and Additions</b> | \$70,000.00         | \$1,994,260.00       |
| <b>Industrial-Commercial New</b>             | \$0.00              | \$0.00               |
| <b>Industrial-Commercial Renovations</b>     | \$1,445,000.00      | \$19,173,380.00      |
| <b>Institutional New</b>                     | \$0.00              | \$17,510,000.00      |
| <b>Institutional Renovations</b>             | \$0.00              | \$1,697,000.00       |
| <b>Signage</b>                               | \$28,000.00         | \$308,386.74         |
| <b>Other</b>                                 | \$130,795.00        | \$941,237.00         |
| <b>Agriculture</b>                           | \$0.00              | \$0.00               |
| <b>TOTALS</b>                                | <b>9,428,795.00</b> | <b>91,999,263.74</b> |

**CITY OF CHARLOTTETOWN  
BUILDING CONSTRUCTION STATISTICS FOR JULY 2023  
BREAKDOWN OF PERMITS ISSUED \*(Not projects)\***

|                                              | <b>JUL</b> | <b>Totals</b> |
|----------------------------------------------|------------|---------------|
| <b>Single Family Dwellings - New</b>         | 8          | 34            |
| <b>Two-Family Dwellings - New</b>            | 9          | 27            |
| <b>Multi-Family Dwellings - New</b>          | 0          | 7             |
| <b>Residential Renovations and Additions</b> | 2          | 52            |
| <b>Industrial-Commercial New</b>             | 0          | 4             |
| <b>Industrial-Commercial Renovations</b>     | 8          | 69            |
| <b>Institutional New</b>                     | 0          | 7             |
| <b>Institutional Renovations</b>             | 1          | 7             |
| <b>Signage</b>                               | 2          | 27            |
| <b>Other</b>                                 | 17         | 79            |
| <b>Agriculture Renovations</b>               | 0          | 0             |
| <b>TOTALS</b>                                | <b>47</b>  | <b>313</b>    |

**CITY OF CHARLOTTETOWN  
BUILDING CONSTRUCTION STATISTICS FOR JULY 2024  
DOLLAR VALUES**

|                                              | <b>JUL</b>           | <b>Totals</b>         |
|----------------------------------------------|----------------------|-----------------------|
| <b>Residential New</b>                       | \$7,338,333.00       | \$49,338,579.25       |
| <b>Residential Renovations and Additions</b> | \$996,000.00         | \$3,391,365.00        |
| <b>Industrial-Commercial New</b>             | \$3,850,000.00       | \$8,540,000.00        |
| <b>Industrial-Commercial Renovations</b>     | \$850,000.00         | \$14,797,500.00       |
| <b>Institutional New</b>                     | \$0.00               | \$36,456,430.00       |
| <b>Institutional Renovations</b>             | \$0.00               | \$3,565,000.00        |
| <b>Signage</b>                               | \$7,700.00           | \$177,280.61          |
| <b>Other</b>                                 | \$10,500.00          | \$920,962.25          |
| <b>Agriculture</b>                           | \$0.00               | \$0.00                |
| <b>TOTALS</b>                                | <b>13,052,533.00</b> | <b>117,187,117.11</b> |

**CITY OF CHARLOTTETOWN  
BUILDING CONSTRUCTION STATISTICS FOR JULY 2024  
BREAKDOWN OF PERMITS ISSUED \*(Not projects)\***

|                                              | <b>JUL</b> | <b>Totals</b> |
|----------------------------------------------|------------|---------------|
| <b>Single Family Dwellings - New</b>         | 6          | 51            |
| <b>Two-Family Dwellings - New</b>            | 1          | 19            |
| <b>Multi-Family Dwellings - New</b>          | 1          | 4             |
| <b>Residential Renovations and Additions</b> | 7          | 44            |
| <b>Industrial-Commercial New</b>             | 2          | 12            |
| <b>Industrial-Commercial Renovations</b>     | 2          | 36            |
| <b>Institutional New</b>                     | 0          | 10            |
| <b>Institutional Renovations</b>             | 0          | 7             |
| <b>Signage</b>                               | 3          | 27            |
| <b>Other</b>                                 | 3          | 42            |
| <b>Agriculture Renovations</b>               | 0          | 0             |
| <b>TOTALS</b>                                | <b>25</b>  | <b>252</b>    |







## Planning & Heritage Summary (Week ending July 12<sup>th</sup>, 2024)

### ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

### Planning Development Permit Approvals

| FILE#  | PID     | PERMIT#    | APPLICATION DATE | DECISION DATE | DECISION | PROPERTY LOCATION            | WORK DESCRIPTION                                            | NAME                     | DEADLINE TO MAKE AN APPEAL |
|--------|---------|------------|------------------|---------------|----------|------------------------------|-------------------------------------------------------------|--------------------------|----------------------------|
| 21-198 | 274217  | 227-BLD-21 | 30-Mar-21        | 9-Jul-24      | APPROVED | 31 St. Peters Road           | Occupancy Permit: Renovate main level for convenience store | Amarjeet Singh Sandhu    | 30-Jul-2024                |
| 23-570 | 1149533 | 140-BLD-23 | 28-Apr-23        | 11-Jul-24     | APPROVED | 7-9 Beech Hill Avenue        | Occupancy Permit: New semi-detached dwelling                | Livingston Enterprises   | 19-Jul-2023                |
| 24-640 | 914002  | 158-BLD-24 | 25-Apr-24        | 8-Jul-24      | APPROVED | 65 McGill Avenue             | To Construct a Single Detached Dwelling                     | Caleb B Read             | 29-Jul-2024                |
| 24-686 | 1110014 | 180-BLD-24 | 30-Apr-24        | 8-Jul-24      | APPROVED | 43 East Royalty Rd (Lot 263) | Construction of a Single Detached Dwelling                  | MLBJ Holdings            | 29-Jul-2024                |
| 24-718 | 751362  | 197-BLD-24 | 9-May-24         | 8-Jul-24      | APPROVED | 6 Stockman Drive             | Deck Replacement                                            | Brian LeClair            | 29-Jul-2024                |
| 24-777 | 577163  | 014-DEM-24 | 25-Jun-24        | 8-Jul-24      | APPROVED | 3 A & B Linden Avenue        | Demolition of Semi-detached dwelling                        | Kmac Construction Ltd    | 29-Jul-2024                |
| 24-778 | 1018332 | 015-DEM-24 | 25-Jun-24        | 9-Jul-24      | APPROVED | 6 Elena Court                | Demolition of 20-Unit Residential Dwelling                  | Andrew Chisholm          | 30-Jul-2024                |
| 24-807 | 357392  | 209-STR-24 | 8-Jul-24         | 9-Jul-24      | APPROVED | 419 Queen St, Unit 2         | Tourist Home: Short Term rental                             | Van Hoa Pham             | 30-Jul-2024                |
| 24-809 | 408856  | 210-STR-24 | 8-Jul-24         | 11-Jul-24     | APPROVED | 7 Woodbine St                | Tourist Home: Short Term rental                             | Richard Joshua MacLennan | 1-Aug-2024                 |

### Lot Subdivisions

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

### Council Approvals

| FILE#  | PID    | PERMIT#    | APPLICATION DATE | APPROVAL DATE | DECISION | PROPERTY LOCATION                    | WORK DESCRIPTION                                                                                                                                                                        | NAME                                | DEADLINE TO MAKE AN APPEAL |
|--------|--------|------------|------------------|---------------|----------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------|
| 22-402 | 773051 | 010-RZN-22 | 27-Apr-22        | 11-Jul-22     | APPROVED | Sandalwood Subdivision<br>PID 773051 | That Council approve the rezoning as per the IRAC Order dated May 2, 2023, Order No: LA22-013, to amend Appendix G- Zoning Map of the Zoning and Development Bylaw from Single-Detached | Morris Geomatics & Engineering Ltd. | 5-Aug-2024                 |



CHARLOTTETOWN

|        |        |            |           |           |                                       |                  |                                                                                                                                                                                                                                                                                    |                       |            |
|--------|--------|------------|-----------|-----------|---------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|
|        |        |            |           |           |                                       |                  | Residential Small (R-1S) to Single Detached Residential Narrow (R-1N) to permit the subdivision of 46 lots for single detached dwellings on the remaining portion of land in the Sandlewood Subdivision, an extension of Mutch Crescent (PID# 773051)                              |                       |            |
| 24-569 | 425892 | 004-SSE-24 | 17-Apr-24 | 11-Jul-22 | APPROVED                              | Deacon Grove Ln  | That Council approve the request to amend the current Development Concept Plan and Development Agreement and to approve the site and concept elevations for the building as the working site and building elevations for the property located at 115 Murchison Lane (PID# 425892). | Darrin Dunsford       | 5-Aug-2024 |
| N/A    | N/A    | N/A        | N/A       | 11-Jul-22 | APPROVED TO PROCEED TO SECOND READING | 199 Queen Street | Amend the City of Charlottetown Building Code Bylaw (#PH-BC.3) to align terminologies with the recently enacted National Building Code.                                                                                                                                            | City of Charlottetown | N/A        |





## Planning & Heritage Summary (Week ending July 26<sup>th</sup>, 2024)

### ISLAND REGULATORY APPEALS COMMISSION (IRAC) APPEAL PERIOD INFORMATION

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

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

### Planning Development Permit Approvals

| FILE#   | PID     | PERMIT#    | APPLICATION DATE | DECISION DATE | DECISION | PROPERTY LOCATION                    | WORK DESCRIPTION                                                    | NAME                        | DEADLINE TO MAKE AN APPEAL |
|---------|---------|------------|------------------|---------------|----------|--------------------------------------|---------------------------------------------------------------------|-----------------------------|----------------------------|
| 22-084  | 390534  | 020-BLD-22 | 2-Feb-22         | 26-Jul-24     | APPROVED | 5-7-9-11-13-15 Freda Lane            | Occupancy Permit: Phase III: Final work - New 6-unit townhouse      | Pan American Properties     | 16-Aug-2024                |
| 22-1035 | 1143486 | 362-BLD-22 | 22-Aug-22        | 25-Jul-24     | APPROVED | 8-10 Beech Hill Avenue (Lot 20-31)   | Occupancy Permit: New semi-detached dwelling                        | Elwin Jay Holdings Inc.     | 15-Aug-2024                |
| 22-1464 | 1140714 | 398-BLD-22 | 11-Oct-22        | 26-Jul-24     | APPROVED | 16-18-20-22 Cordial Street (Lot 58A) | Occupancy Permit: New 4-unit townhouse                              | Mark Skinner                | 16-Aug-2024                |
| 23-085  | 1159912 | 029-BLD-23 | 1-Feb-23         | 26-Jul-24     | APPROVED | 198 Essex Crescent (Lot 101)         | Occupancy Permit: New single-detached dwelling                      | Owen & Jennifer Lee         | 16-Aug-2024                |
| 23-1067 | 1161934 | 237-BLD-23 | 26-Jun-23        | 26-Jul-24     | APPROVED | 22 Neill Drive (Lot 250)             | Occupancy Permit: New single-detached dwelling + Secondary Suite    | Kathleen McQuaid            | 16-Aug-2024                |
| 23-1082 | 192153  | 243-BLD-23 | 28-Jun-23        | 26-Jul-24     | APPROVED | 130 Fairdale Drive (Lot 149)         | Occupancy Permit: New single-detached Dwelling                      | Curran Developments Inc.    | 16-Aug-2024                |
| 23-1889 | 416305  | 322-BLD-23 | 24-Aug-23        | 26-Jul-24     | APPROVED | 43 Friar Drive (Lot 21-4)            | Occupancy Permit: New mini-home dwelling                            | PEI Home & RV Centre        | 16-Aug-2024                |
| 23-630  | 1143486 | 153-BLD-23 | 5-May-23         | 26-Jul-24     | APPROVED | 35-37 Beech Hill Avenue (Lot 20-9)   | Occupancy Permit: New semi-detached dwelling                        | Breakwater Development Inc. | 16-Aug-2024                |
| 23-666  | 1159888 | 174-BLD-23 | 16-May-23        | 26-Jul-24     | APPROVED | 44 Bridget Drive (Lot 145)           | Occupancy Permit: New single-detached dwelling                      | Golden HM Trading Inc.      | 16-Aug-2024                |
| 24-060  | 385898  | 010-BLD-24 | 17-Jan-24        | 26-Jul-24     | APPROVED | 157 Kensington Road                  | Occupancy Permit: Addition to Single-Detached for Secondary Suite   | Kenny Zakem                 | 16-Aug-2024                |
| 24-333  | 1158088 | 062-BLD-24 | 18-Mar-24        | 26-Jul-24     | APPROVED | 52 Bridget Dr                        | Occupancy Permit: New Single-Detached Dwelling with Secondary Suite | Nick Walker                 | 16-Aug-2024                |
| 24-586  | 505156  | 140-BLD-24 | 15-Apr-24        | 24-Jul-24     | APPROVED | 420 Mount Edward Road                | New Precast Production Plant                                        | FitzGerald and Snow         | 14-Aug-2024                |
| 24-669  | 1169739 | 174-BLD-24 | 7-May-24         | 26-Jul-24     | APPROVED | 36-38 Evelyn St (Lot 36)             | Construction of a Semi-Detached Dwelling                            | OPM Construction            | 16-Aug-2024                |
| 24-670  | 1100528 | 175-BLD-24 | 7-May-24         | 15-Jul-24     | APPROVED | 40-42-44-46 Lucy Cres                | Construction of a 4-Unit Rowhouse-Style Condominiums                | Craneway Properties Ltd     | 5-Aug-2024                 |
| 24-685  | 1075530 | 179-BLD-24 | 16-May-24        | 25-Jul-24     | APPROVED | 14 Oldmoore Crt (Lot 80)             | Construction of a Single-Detached Dwelling                          | Marwan Alkhouri             | 15-Aug-2024                |
| 24-795  | 373035  | 017-DEM-24 | 28-Jun-24        | 24-Jul-24     | APPROVED | 59 Belvedere Ave                     | Demolition of a Single-Detached Dwelling                            | Norray Properties           | 14-Aug-2024                |

| FILE#  | PID    | PERMIT#    | APPLICATION DATE | DECISION DATE | DECISION | PROPERTY LOCATION   | WORK DESCRIPTION                               | NAME                                             | DEADLINE TO MAKE AN APPEAL |
|--------|--------|------------|------------------|---------------|----------|---------------------|------------------------------------------------|--------------------------------------------------|----------------------------|
| 24-868 | 134114 | 248-BLD-24 | 25-Jul-24        | 25-Jul-24     | APPROVED | 250 Maple Hills Ave | Airport Expansion - Phase 1B - Foundation Only | Charlottetown Airport Authority / Stefan Strecko | 15-Aug-2024                |

### Lot Subdivisions

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

### Council Approvals

| FILE#  | PID    | PERMIT#    | APPLICATION DATE | APPROVAL DATE | DECISION                              | PROPERTY LOCATION              | WORK DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NAME          | DEADLINE TO MAKE AN APPEAL |
|--------|--------|------------|------------------|---------------|---------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------|
| 24-596 | 455642 | 008-MJV-24 | 25-Apr-24        | 23-Jul-24     | Deferred                              | 62 Sherwood Road (PID# 455642) | That Council defer any decision at the present time concerning the request for a Major Variance for the subject property located at 62 Sherwood Road (PID# 455642) to increase the maximum allowable building height from 15 metres (49.20 feet) to approximately 18.17 metres (59.62 feet) to allow for a 75-unit, 5-storey apartment building on the subject property pending the resolution of comments received from City Public Works and Maritime Electric with respect to the application. | Greg Morrison | N/A                        |
| 24-629 | 757484 | 003-RZN-24 | 20-May-24        | 23-Jul-24     | Approved to Proceed to Second Reading | 94 Watts Avenue                | That Council approve the request for a site-specific exemption in the Heavy Industrial (M-2) Zone of the Zoning & Development Bylaw as it pertains to 94 Watts Ave (PID# 757484) to allow for the existing building (350 sq m) on the subject property to be used as a commercial daycare centre, and<br><br>That a commercial daycare centre be added as an additional permitted use for the zoning that applies to the subject property.                                                        | Patti Larkin  | N/A                        |
| 24-454 | 340422 | 002-SSE-24 | 20-Dec-23        | 23-Jul-24     | Approved to Proceed to Second Reading | 145 Richmond Street            | That Council approve the request for a site-specific exemption in the Park/Cultural (PC) Zone of the Zoning & Development By-law as it pertains to 145 Richmond St (PID# 340422) to allow for:<br><br>1) Signs that project a business name, image or advertisement onto a building or any other surface from a source external to the sign on the subject property; and<br><br>2) To allow for animated and video signs on the subject property.                                                 | Steve Bellamy | N/A                        |



**CHARLOTTETOWN**

| FILE#  | PID    | PERMIT#    | APPLICATION DATE | APPROVAL DATE | DECISION                                                | PROPERTY LOCATION            | WORK DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NAME                  | DEADLINE TO MAKE AN APPEAL |
|--------|--------|------------|------------------|---------------|---------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|
| 24-717 | 396937 | 006-SSE-24 | 5-Jun-24         | 23-Jul-24     | Approved to Proceed to Second Reading                   | 20 Ralden Avenue             | <p>That Council approve the request for a site-specific exemption in the Low Density Residential (R-2) Zone of the Zoning &amp; Development Bylaw as it pertains to 20 Ralden Ave (PID# 396937) to allow for the existing building (325 sq m) on the subject property to be used as an automotive repair shop, and</p> <p>That an automotive repair shop be added as an additional permitted use to the zoning that applies to the subject property, and</p> <p>Further that, as a condition of a future required change of use Permit, the development will be subject to a Development Agreement to be entered into with the City of Charlottetown to help mitigate and control operational impacts from the use.</p> | Chris Williston       | N/A                        |
| N/A    | N/A    | N/A        | N/A              | 23-Jul-24     | Passed Second Reading and Awaiting Ministerial Approval | 199 Queen Street             | Amend the City of Charlottetown Building Code Bylaw (#PH-BC.3) to align terminologies with the recently enacted National Building Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | City of Charlottetown | 13-Aug-2024                |
| N/A    | N/A    | N/A        | N/A              | 23-Jul-24     | Passed Second Reading and Awaiting Ministerial Approval | Mutch Crescent (PID #773051) | To adopt Bylaw PH-ZD.2-083 to amend the Zoning and Development Bylaw, "To amend Appendix G - Zoning Map of the Zoning & Development Bylaw from Single-Detached Residential, Small (R-1S) to Single-Detached Residential, Narrow (R-1N) on the extension of Mutch Crescent (PID #773051)."                                                                                                                                                                                                                                                                                                                                                                                                                               | City of Charlottetown | 13-Aug-2024                |







**WATER AND SEWER UTILITY COMMITTEE  
REPORT TO COUNCIL  
AUGUST 13, 2024**

The Water and Sewer Utility Committee had a Regular meeting on August 1, 2024.

There is one (1) resolution for your consideration.

Respectfully submitted,

Councillor Bob Doiron, Chair

**Water & Sewer Utility Committee**  
**Thursday, August 1, 2024**  
**12:00PM**

**Present:** Councillor Bob Doiron, Chair  
Councillor Justin Muttart, Vice-Chair,  
Councillor Kevin Ramsay, Member at Large  
Mayor Philip Brown, Member at Large  
Eleanor Mohammed, Chief Administrative Officer  
Joshua McInnis, Utility Manager  
Richard MacEwen, Director of Community Services  
Pauline Gass, Operations Clerk

**Regrets:** None

**1) Call to Order**

Councillor Bob Doiron called the meeting to order at 12:00pm.

**2) Approval of Agenda**

The agenda was approved.

**3) Declarations of conflict of interest**

There were no conflicts of interest declared.

**4) Adoption of Minutes**

It was moved by Councillor Kevin Ramsay and seconded by Councillor Justin Muttart that the Minutes of June 20, 2024, be approved.

**CARRIED**

**4) Business arising from Minutes**

- a) Update on Fibre Op Project (Joshua McInnis, Utility Manager) – The splicing is underway and there are two (2) loops outstanding: Brackley to City Hall; & CPCP to Grafton station to Dorchester station. There are approximately six (6) locations that have been damaged by 3<sup>rd</sup> party contractors, these areas have not been repaired yet. The fibre contractor is working with the 3<sup>rd</sup> party contractors on the damages. There were some questions on when the system would be “ready to go” on the City’s side. Was there an update on the IRU? Still wondering when the contract is going to be signed and what the hold up is? Richard MacEwen said that we the IRU is being worked on, the contractor had recently presented contract terms for the City to review. Both the City and the contractor require a contract that each is comfortable with signing, this takes negotiating and time to review. Mayor Philip Brown would like photos of everything.
- b) Update on Malpeque Water Station Roof (Joshua McInnis, Utility Manager) – The roof has been temporarily repaired; a more substantial repair is still required. The City’s consultant is preparing a tender to replace the roof with new asphalt shingles, this will be

brought back to Council to compare against the cost of using slate. There were questions on what the future use of the building could be. As it could be costly to do interior renovations as well, this would be for the committee to make this decision. Councillor Bob Doiron asked if there could be pictures provided as it would help in decision making. Councillor Justin Muttart asked which department would look after this as it could fall under multiple departments. It was suggested to repair the roof first and then discuss what the future use of the building could be used for at a later date. then discuss what the future use of the building could be used for at a later date.

## **6) Reports / Discussions**

- a) New Storage Building (Joshua McInnis, Utility Manager) – The Utility Manager stated that WM&M (1993) Ltd had the lowest bid for a new storage building at 18 Riverside Drive. This building will be approximately 32ft x32ft with (2) two roll up doors. The foundation should be completed by October 31, 2024, and the building should be completed within the fiscal year.

It was moved by Councillor Justin Muttart and seconded by Councillor Kevin Ramasy to accept the bid from WM&M (1993) Ltd. of \$245,000.00 for a new storage building located at 18 Riverside Drive.

**CARRIED**

- b) Operational Budget Forecast (Joshua McInnis, Utility Manager) – The Water & Sewer Utility has an Operational Budget of \$15.6million and there is a forecasted 2023/24 surplus in the range of \$2million. The surplus is primarily due to lower borrowing costs than originally anticipated, delayed projects and staffing vacancies. The surplus will allow the Utility to take advantage of future funding opportunities. Councillor Justin Muttart asked about the recruitment needs and if the Utility were going to be filling these vacancies. The Utility Manager said that they are actively recruiting for any vacancies.

## **7) Introduction to New Business**

None.

## **8) Adjournment**

It was moved by Councillor Kevin Ramsay and seconded by Councillor Justin Muttart to adjourn the meeting at 12:45pm.



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

**Water and Sewer Utility #1**

MOTION LOST \_\_\_\_\_

**Date: August 13, 2024**

Moved by Councillor \_\_\_\_\_ **Bob Doiron**

Seconded by Councillor \_\_\_\_\_ **Justin Muttart**

**RESOLVED:**

**That the City of Charlottetown proceeds with the New Storage Building at the Charlottetown Pollution Control Plant.**

**And accepts the bid submitted by WM&M (1993) Ltd. in the amount of \$245,000.00 (plus applicable taxes).**

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



## City of Charlottetown Committee Report

**Report No:** WSC 20-24

**Date:** August 1, 2024

**Directed to Council through the following Committee:**  
Water and sewer Committee

**Attachments:**  
N/A

**Reporting Department:**  
Water and Sewer

**Other Associated Departments:**  
N/A

**Prepared by:** Joshua McInnis, Utility Manager

**Report Title:**  
Request for Quotations (RFQ) – New Storage Building

**Report Purpose:**  
To inform Council of the results of the RFQ – New Storage Building

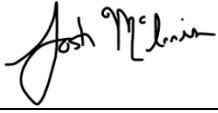

**Staff Recommendation:**  
That Council accepts the bid for a New Storage Building in the amount of \$245,000.00 plus applicable taxes, submitted by WM&M (1993) Ltd.

**Report Details:**  
The Water & Sewer Utility had issued an RFQ for a New Storage Building, to be located at 18 Riverside Drive, and had received five (5) bids, low bid being from WM&M (1993) Ltd. in the amount of \$245,000.00, plus applicable taxes.

The bid submitted by WM&M (1993) Ltd. meets the RFQ specifications.

| <b>Bidder</b>                                | <b>New Storage Building (taxes excluded)</b> |
|----------------------------------------------|----------------------------------------------|
| 1. Leading Edge Group                        | \$281,975.00                                 |
| 2. LD Construction                           | \$320,873.93                                 |
| 3. CP Construction Services                  | \$394,800.00                                 |
| 4. WM&M (1993) Ltd.                          | \$245,000.00                                 |
| 5. Collings Construction Project Specialists | \$632,670.00                                 |

**Council or Committee History:**  
Procurement was approved in the Annual Capital Budget.

|                                                                                                                                                                                                                                                                                                                            |                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Financial Implications:</b><br>The received bid exceeds the allocated amount in the Capital Budget (\$150,000.00), a reallocation of \$95,000.00 will be required. The CPCP Digester Maintenance project pricing is less than budgeted, funds can be reallocated from this project to the New Storage Building project. |                                                                                                          |
| <b>Public Engagement and Communication:</b><br>N/A                                                                                                                                                                                                                                                                         |                                                                                                          |
| <b>Legislative Authority:</b><br>MGA Part 7 Division 3 Water and Sewer Utilities.                                                                                                                                                                                                                                          |                                                                                                          |
| <b>Strategic Alignment:</b><br>To be fiscally sustainable by maximizing Charlottetown's existing footprint, infrastructure and assets to accommodate a growing and changing population.                                                                                                                                    |                                                                                                          |
| <b>Reviewed By:</b>                                                                                                                                                                                                                                                                                                        |                                                                                                          |
| <b>Manager</b><br>Acting<br>                                                                                                                                                                                                              | <b>CAO/Director</b><br> |
| <b>Committee Recommendation: (if differing from staff)</b>                                                                                                                                                                                                                                                                 |                                                                                                          |



**PUBLIC WORKS COMMITTEE  
REPORT TO COUNCIL  
August 13, 2024**

The Public Works Committee met on July 17, 2024 and the draft minutes are included in your package.

The Civic Board for Persons with Disabilities met on July 16, 2024 and the draft minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Julie McCabe, Chair

**Public Works Committee Meeting**  
**Wednesday, July 17<sup>th</sup>, 2024**  
**9:30 AM, Council Chamber, City Hall**

**DRAFT**

**Present:**      **Chair, Councillor Julie McCabe**      **Mayor Philip Brown**  
                         **Councillor John McAleer**                      **Councillor Mitchell Tweel (9:33 AM)**

**Also:**            **Eleanor Mohammed, CAO**                      **Amber Robb, PWAA**  
                         **Scott Adams, PWM**                              **Richard MacEwen, DCS**  
                         **Stephen MacFadyen, PWOS**                      **Joey MacKinnon, PWAM**  
                         **Brad McConnell, PC**                              **Dan Jenkins, CFO/DFCS (9:37 AM)**

**1. Call to Order**

Councillor McCabe, Chair, called the meeting to order at 9:30 AM.

**2. Declarations of conflict of interest**

There were no conflicts of interest declared.

**3. Approval of Agenda**

Chair McCabe requested to move agenda item "f" Habitat for Humanity Presentation to be presented second on the agenda.

Moved by Councillor McAleer and seconded by Councillor Tweel that the agenda be approved as adjusted. Carried.

**4. Approval of Minutes**

Moved by Mayor Brown and seconded by Councillor McAleer that the draft minutes from June 12, 2024 be approved as circulated. Carried.

**5. Business arising from minutes**

Mayor Brown requested a Capital Projects Update from the Public Works Manger (PWM) – PWM Stated that a update has been delayed due to departmental vacations and commitments. He will have an updated email to Council as soon as he can which will include an updated project timeline.

**6. Discussions/Reports**

**a) Eight (8) – 2024/2005 Police Interceptor SUV AWD**

The Chair asked the Public Works Manager (PWM) to speak to the report. The PWM indicated that this was deferred from the last Committee Meeting and he has invited both our Public Works Operations Superintendent Stephen MacFadyen (PWOS) and Chief of Police Brad McConnell (PC) to help explain reasons why we are recommending to purchase 4 vehicles from each Fair Isle Ford and Reliable Motors. He stated that originally we were going to purchase 8 vehicles from Fair Isle Ford, since the deferral at the last meeting Director Dan Jenkins reached out to Reliable Motors and we have come to a consensus that it would be best to purchase 4 vehicles from each dealership and that Reliable Motors is comfortable with this decision. He stated that Ford vehicles are slightly more expensive however we have already purchased the accessories to go with these vehicles from the original tender thus creating a cost saving to the city.



Mayor Brown asked for clarification on the history of report. PWM reiterated that we went to tender twice. The first tender was for a Hybrid vehicle, Ford is the only business with a Hybrid so they were awarded the tender. In 2024 Ford contacted the City to notify that there was a delay on the hybrid model due to parts and they could be delayed into 2025. Discussions with Police and Fleet determined that they cannot wait that long for these vehicles and due to parameters changing from the original tender document we would need to re-tender to include gas powered vehicles.

Mayor Brown asked for clarification on our tender policy.

Public Works Operations Superintendent (PWOS) indicated that the original tender was for hybrid vehicles and Fari Isle Ford was the only vendor who could provide a hybrid so they were awarded the PO. In April of 2024 they stated that there was a delay on parts and vehicles would not be ready until sometime in 2025. Police and Fleet determined that they cannot wait that long, they spoke with Director Jenkins as the purchase would be over \$500K and with the specs changing it would open the tender up to other vendors, this is when we received the two bids. He stated that if you change the specifications enough to open it up where other vendors are given a fair opportunity to bid then we have an obligation to do this. Mayor Brown would like further clarification on this. PWOS stated that this would be a question for finance and not fleet.

Mayor Brown asked who discussed with Reliable Motors and Fair Isle Ford to settle on 4 vehicles each. He is concerned that you don't discuss options with the two bidders, he stated that the low tender here was Reliable Motors. Director Jenkins stated that he had a discussion with Reliable Motors and they were content with settling on 4 vehicles from each vendor. Mayor Brown stated that he does not agree with this process, you go with the low bidder. This sets a precedent for future tenders that if we don't like the tender we approach the bidders to make a deal. Director Jenkins reiterated that Reliable was the low bidder but there would be additional cost implications to the City for additional parts and the supplier is comfortable with this decision. Chair McCabe stated that its important for us to fine tune our procurement process bylaw. Mayor Brown stated that the best interest of the City is to honor the tender system, he will not support this, we either go back to tender or give this to Reliable Motors.

Councillor Tweel asked if before the re-tender even went out all the fixtures and amenities for the vehicles were ordered, were we under the assumption that a particular dealership was going to win this tender? Director Jenkins recounted the decisions from the initial tender to the re-tender.

Councillor McAleer asked if the current policy accounts for changes to a tender such as this one? Director Jenkins stated that this is not contemplated, there are always situations that arise, you can't write a policy for every situation. He would argue that the two most important things here are that the City gets reasonable value for taxpayers dollars and more important that the relationship with our suppliers is maintained. Both Director Jenkins and Chief McConnell met with Reliable Motors and came up with a reasonable solution to an unusual situation.

Mayor Bown stated that Section 2.3 of the Procurement Policy states that the City reserves the right to award bids, quotations and tenders in the best interest of it's taxpayers. The key word is award.

Chair McCabe stated that we may have put the cart before the horse with purchasing the accessories before the vehicles, when these costs are added it is still a better deal for the taxpayers. Mayor Brown reiterated that the tendering process is set up to be a level playing field for all bidders, if you start changing the rules then why have a tender process. Chair

McCabe stated that it may have been a mistake ordering the accessories. PWOS McFadyen stated that it was not a mistake, this is common practice within municipalities all across the country to order the parts in conjunction with the vehicles once the tender is awarded otherwise you risk waiting for them.

Director Jenkins stated that this second RFP was not perfect and details may have been missed in the tender document. If Reliable Motors felt strongly that they won the tender we would have to award this to them. They understand that there are situations that require additional consideration and as business people and good corporate citizens they are happy to work with us to reach this decision. This is the proposal that we came back with but ultimately it is up to Council to proceed. The other factor is that there were operational concerns from the Chief that we would like to have some consistency within the fleet but acknowledged that we are hoping to work with Reliable Motors on future purchases, we know they can supply other vehicles and not just patrol vehicles.

Chair McCabe asked if the accessories purchased from Ford could be returned and leave us to award the low tender? Director Jenkins stated that with the materials have been here for over a year and are not returnable, we will have additional accessories beyond what we can use if this recommendation is approved through Council. The hope is to resell them or hold them in inventory for future purchases if we award to Ford.

Chief McConnell stated that he is thankful for all the work that Fleet Manger and Public Works has put into this order, these are vehicles from last years budget. There are a lot of anomalies in this situation that we would not normally run into, this is still fallout from Covid. He stated that he was included in the meeting with Reliable Motors, it was a very good meeting, non-confrontational, honest and sincere. We acknowledged where we could have been better and were well received by reliable. We came to a compromise that suited everyone recognizing that this isn't perfect but these are emergency vehicles that are much needed in our fleet now and extending this process any further can have an impact on public safety. We know its not ideal but there is urgency, we are patching vehicles together now.

Councillor Tweel asked if Director Jenkins discussed with Legal Counsel to see what would happen if a lawsuit was filed against the city? Director Jenkins stated that in the discussions with Reliable it was known that if they challenged us they would win because they were low tender. This is why we went to talk to them and discussed a reasonable go forward plan they were accommodating in supporting. Councillor Tweel stated that he understands why they went to meet with Reliable but he noted that before we make these moves they should come back to Committee, this is why we have a Committee and this was a missing piece. Director Jenkins stated that this is what we are doing here today. Councillor Tweel stated that before meeting with Reliable, Committee discussions should have occurred first so see what type of improvisation the Committee would like to entertain, then senior management could proceed. Director Jenkins stated that there was nothing to bring back to Committee, all we could do was go and explain the situation to Reliable and brainstorm a solution that we could take back to Committee and Council for consideration. This is what we are doing today. You now have something you can approve, we have vehicles in place so the Police can do their job. If we had come back to Council looking for direction it would prolong the situation. No deals have been made, Reliable is aware that this needs to be approved by Council. He apologized if Council feels that we overstepped our boundaries, we felt that we were fulfilling our responsibilities as administrators to come up with some viable solutions for you to consider.

Mayor Brown asked Director Jenkins if they met with Fair Isle Ford as well? Director Jenkins stated that no, we have not met with them as they were not the low bidder they would not be an offended party. Mayor Brown reiterated Section 2.3 of the Procurement Policy, he mentioned

that corporate citizens went through enterprise fleet management in the past, 13 car dealers came in and said we don't like this deal, Council decided that we drop enterprise fleet management and go with low bid going forward. He stated that he would have advised senior management or the director that we cannot make these deals with bidders, the only deal that is made is within the tendering process, low tender or high tender based on qualifications. This recommendation he cannot agree to.

Councillor Tweel asked Chief McConnell to outline the sense of urgency of these vehicles and timelines, when will current vehicles be decommissioned. Chief McConnell stated that we are two years behind in replacing our emergency vehicles. The vehicles these new ones will replace have become maintenance burdens and are beyond their normal life cycle and would have been replaced a year ago by normal standards. He reiterated that the need for these vehicles is now, our emergency vehicles need to be dependable and reliable, we are in a period that we are not confident with these current vehicles. Director Dan stated that if we ordered these vehicles tomorrow they would not arrive next week, these are months out. We would be getting in the queue of production, there is a time factor here.

Mayor Brown stated that if we are all agreeing that the low bid Reliable Motors have dependable and reliable vehicles and meets our demands and prerequisites he will not support this recommendation because there is a tendering process in place under this policy that will be more clear when the procurement bylaw is in place.

Chair McCabe asked if the accessories for the Dodge vehicle can be ordered in a reasonable timeframe. Director Jenkins commented that during his discussions with Reliable they mentioned that some accessories may be available during the production process. Chair McCabe stated that she agrees with Mayor Brown and if Council approves based on low tender these vehicles and accessories would be available with Reliable and we would be out the money spent on the accessories for Ford vehicles. Chief McConnell stated that the other difference was that the Police Force wanted to be part of the City's goal of reaching net zero and wanted to be a full fleet of hybrid vehicles, Ford is the only one available. Officers are familiar with the Ford vehicle and the accessories on these vehicles, muscle memory is a factor in high pressure situations, its important to have uniformity and set our officers up for success in such situations. It was not clear in discussions with Reliable if they would be manufacturing a hybrid vehicle. If Council awards all 8 vehicles to Reliable it may take some time before we get back to our vision of using hybrid vehicles working toward achieving net zero. This may be out of alignment with the way the tender was awarded but this is not a normal situation.

Mayor Brown again indicated Section 2.3 of the Procurement Policy, and indicated that we may not have had to re-tender but that option was not given to Committee. Staff were instructed by the Director of Finance and Administration to re-tender because the scope or requirements changed. No policy is perfect but if it is made broad enough it may give room for these uncommon situations.

Moved by Councillor McAleer and seconded by Councillor Tweel that "Eight (8) – 2024/2025 Police Interceptor SUV AWD" be forwarded to Council for approval. Carried 2-1 (Mayor Brown Objected).

#### **f) Habitat for Humanity - Presentation**

The Chair asked the employees from Habitat for Humanity to execute their presentation to Committee members.

Pam Schurman Montgomery, CEO of Habitat for Humanity PEI thanked the Committee for the opportunity to make this presentation. This came from an opportunity that they had to present

at the Atlantic Mayors Congress, after a conversation with Mayor Brown she is here to present a brief overview of what Habitat PEI does and what they hope to do going forward and try to dispel any preconceptions people have about Habitat PEI. She presented slideshow "Why Habitat Matters" to Committee members.

- It is a not for profit governed by a board of governors with a mission to bring communities together to help families build strength, stability and independence through affordable homeownership
- Board of 12 volunteers
- Purpose is to provide affordable homeownership
- 2 Mortgage Models
  - \$0 downpayment - 0% interest – 30% of gross household income to mortgage payment and taxes
  - Partnership with Provincial credit Union to create a commercial lender mortgage, it will be interest bearing, Habitat PEI will build the properties and guarantee the mortgage, homeowners will apply for a first position mortgage with Provincial Credit Union for 50% loan to value which provides longer stability and stronger ROI
- We build homes, utilize volunteers, have a strong local presence
- We repair and revitalize existing homes and neighbourhoods, homeowners pay a mortgage geared toward their income, homeowners invest time to build their home, proceeds from ReStores help fund the work, we need support from partners and donors
- Habitat provides families with the opportunity to invest in themselves, it bridges income inequality, allows families to build equity, and brings communities together
- For every \$1 invested approximately \$4 is returned to society
- Homeownership plays a role in communities, benefits include increased property taxes, increased local spending, civic participation, crime reduction, improved school performance and better health outcomes, increase and improve infrastructure
- Many partnerships throughout PEI:
  - Town of Three Rivers – 5 lots donated (Habitat will build 8-12 properties in Georgetown area)
  - Town of O'Leary – 1 lot donated
  - Rural Municipality of Tyne Valley - working on land donation (hoping to build 4-8 townhomes)
  - Develop West Prince & partnership with another affordable rental provider to focus on affordable housing in the 4 major communities in West Prince
  - Town of Alberton and Provincial Credit Union – looking at a piece of property the Provincial Credit Union owns to look at what affordable homeownership would look like in that neighbourhood
  - The City of Summerside – in discussions on a large multi-unit building

We are hopeful that the City of Charlottetown has the opportunity in the future to look at its landbank and existing properties to create a partnership to develop homeownership opportunities within the City boundaries.

Chair McCabe thanked them for their presentation and acknowledged that Mayor Brown was hoping that through this Committee we may be able to provide available land locations where we would be able to work with Habitat PEI in the future.

Councillor McAleer asked what percentage the ReStore revenue makes up their operating budget. CEO Schurman Montgomery stated that it was roughly 40%.

Councillor McAleer asked Habitat PEI what their wish list is of the City. CEO Schurman indicated that the goal is to build with higher density. They are aware of properties on Beach Street that could become townhouses or condos, creating 4-6 units in that area. She stated that Mayor Brown mentioned properties on Malpeque Rd that could be repurposed. They have had a Provincial donation of a home on Oakland that was moved to a property in Harrington, the Province acquired a property that needed to be disposed of so it was donated to Habitat where the Province also paid to move it and put it back on a foundation making it weathertight, she stated this was a perfect donation. She said they do have funding availability to rehab homes.

Mayor Brown wanted to clarify that he has made no deals with Habitat for properties around the City. But he did say that there were buildings up for tender and if we do not get what we want respecting the tendering process they may be available. The City in the past has given tax incentives with homes on Hunter Lane where they were given tax relief. He thanked the Chair and PWM and Director for allowing this presentation at this Committee meeting. It is a way to get it in the system and allow us to get this to finance and administration to see what opportunities may be available

Chair McCabe thanked them for their presentation and great work that they do.

#### **b) Construction Waste Disposal**

The Chair asked the Public Works Manager (PWM) to speak to the report. The PWM indicated that this was deferred when Council received a report from the high bidder McKay Construction. He stated that we set this tender by selecting our starting location at 12 MacAleer where our depot is, its central to potential landfills and dumpsites we could use. The report from the high bidder stated that the loads are all coming from 12 MacAleer which is not true we could have material from areas closer to Cornwall vs MacKay's site. Also it is difficult to determine what it would cost us for travel, we use different size trucks to transport materials to these sites not always dump trucks. There was a significant difference in price on the bids, 100K to 47K where he recognizes that yes there is a cost for fuel to travel to the site but it would be nowhere near the cost differential between the two sites. We are maintaining our recommendation to award to Landmark Construction.

Chair McCabe stated that one item that was discussed by Council was that there was an agreement in place to finish filling the current dumpsite before looking for an alternative location. She asked if the PWM is aware of such an agreement. The PWM indicated that he has not seen any agreement written, there may have been a handshake agreement at one time but he has not seen any written contract that would lock us into the one site, we were not able to locate any contract.

Chair McCabe asked if there was a contract with Bobby MacKay's company, was there anything in writing or was it just something that we did. PWM indicated that this was the site that was used year after year since he has been here. We started dumping there at a reasonable cost however these costs have increased substantially in the last couple of years enough for us to determine that they are exceeding our allowable amounts before we have to go to tender. We know there is other disposal sites around the City within a reasonable travel distance and we wanted to see what was out there, this is a fair, open and transparent process to see what our options are. There were 3 bidders with one disqualified. We believe that this is a fair price for the services we need.

Chair McCabe stated that this was for one (1) year with the option to renew. PWM agreed and stated that yes if everything is going well, then after year two we would retender. Chair McCabe suggested that we could have a cost analysis at that time to help determine what our savings were.

Moved by Councillor Tweel and seconded by Councillor McAleer that the "Construction Waste Disposal" be forwarded to Council for approval. Carried (2-0)

### **c) RFQ – Hourly Backhoe Hire Rates**

The Chair asked the Public Works Manager (PWM) to speak to the report. The PWM indicated that this is a yearly RFQ that goes out for hourly backhoe rates for some of the work that we need to do. This year we received 4 bidders with the low bidder being UCC Utilities at \$72.50/hr. We are recommending to award the low bidder.

Councillor McAleer discussed the difference between the two lowest bidders UCC at \$72.50 and Lea MacDonald at \$72.90. He indicated that Lea MacDonald has done work with the City in the past and this only a difference of \$0.40. He asked if UCC has provided this type of service to the City in the past? PWM indicated that no they have not worked with the City. He stated that as long as they provide all of the documentation and meet our requirements which they do we have to give them the benefit of the doubt that they can do the work. We will have closer eyes on them to ensure they are achieving our goals efficiently. In the spirit of an open tendering process like this as long as they meet our criteria and have no outstanding issues with the City we award to the low bidder.

Councillor Tweel asked if the PWM is confident that they are able to do the work. PWM stated that he has not seen them do the work but they meet the requirements and have the equipment, staff and insurance in place to do the work. If anything happens or they are not available when we need them, we go automatically to the second bidder. We have to follow our policies, they have checked off all the boxes and are the low bidder.

Councillor Tweel asked if UCC is a local company. PWM stated that as far as he knows they are but he can't recall the address.

Councillor McAleer stated that he will agree to move this to Council but is not confident that he will support it after it gets to Council due to the \$0.40 difference between a known vs unknown contractor.

Chair McCabe indicated that our current tender process gives no extra points to contractors who have done work for the City in the past. It's important for us to get the procurement bylaw in place.

PWM stated that we have to tread lightly, we have put it out very black and white as to how we are going to award these RFQ's and as long as they check all the boxes and they are the low bid this is how we award. Lea's company has been around and done great work over the last couple of years but we have to ensure that any newcomer to the business get's a fair opportunity to grow their business. We will work with them and insure they are doing the work. We have to give people the chance to prove themselves.

Councillor Tweel asked if there was a rating system in place. PWM indicated that no there is no rating system in place if he is referring to new contractors vs contractors who have done work with us in the past. He stated that you could have a \$5M construction project where you could have a bidder with no experience with the City but have 30 years of experience in another

Province and they come in with the low bid. So just because they have not worked with the City they have more than enough experience elsewhere. We can look at the experience of an operator possibly but again UCC has checked the boxes we required and they are the low bid.

Moved by Councillor Tweel and seconded by Councillor McAleer that the "RFQ – Hourly Backhoe Hire Rates" be forwarded to Council for approval. Carried (2-0)

#### **d) Royalty Junction Rd Change Order**

The Chair asked the Public Works Manager (PWM) to speak to the report. The PWM indicated we are well underway on our street resurfacing program, at times we do ditch repair and shoulder repairs along with the paving. We identified Royalty Junction Rd as part of Package B, but after the winter we are more concerned with the state of the road. We did further investigations into the stormwater control and existing road bed. We determined that we will need to do additional work with stormwater management and add more roadbed material ahead of paving which was unaccounted for. The additional work will cost \$256,665.51 tax in. This will include ditching the entire length of the road for the project and we are increasing the size of the existing culvert. We have a couple options, we could reduce the scope of the work this year and only do the stormwater work with paving next year however we do have some stormwater money available for other projects. We feel this is a priority and we can reallocate some of the funds available to this project to have it completed in one year. We are recommending a transfer of funds from our stormwater management capital account to our street resurfacing account plus the approval of this change order to this project be approved.

Councillor Tweel indicated that a resident of this road had reached out to him with concerns. He agrees that the work needs to be done. He stated that he would like this work to be done right for the longevity of it. He asked the PWM if we are missing anything, is anything being left out of the project? PWM indicated that we will be reshaping all ditches from the top of the hill to the gully where our limits end, we will replace the culvert under the road in the gully, we are twinning the pipe under the road for double the capacity, replacing driveway culverts along the road and strengthening the roadbed and additional 6 inches of reclaimed asphalt ahead of paving. He stated that we are confident the road will last a long time.

Councillor Tweel stated that part of the road is owned by the City and the other the Province. He asked if there have been discussions with the Province to parallel the efforts from Brackley Pt Rd to Malpeque Rd to ensure consistency on the entirety of the road? PWM indicated that he has discussed this project with the Director of Maintenance for Highways from the Province, they intend to repair their section as well but are waiting on funding.

Councillor McAleer asked if the quote is the result of a tendering process? PWM stated that this was a quote outside of a tendering process. Since they are already the contractor out there we will ask them for a quote to do this additional work. If the price is reasonable for the amount of work that needs to be done we only need a change order.

Mayor Brown indicated that he has spoken out that this road was in dire need of repair, he noted that when you go through the procurement policy it states for purchases where the total cost in excess of 25K, public tenders shall be called. He asked the PWM if it was tendered? PWM stated that not when a contractor has already been awarded work in the area. This work needs to work in tandem with work that has already been awarded so we would not typically tender it out, we ask for a quote and determine if it is reasonable or not. In this case we feel the quote is reasonable. He indicated that if we were to tender this out we may not meet deadlines to complete the work this year. Mayor Brown indicated in the BDO report in 2018 the paving tender was added onto and BDO said no this should have been tendered. He wants to

ensure that we have dotted our i's and crossed our t's before proceeding and are compliant with sub-section 2.4 c) of the procurement policy.

Chair McCabe asked if you could have a fast track tender indicating that the work needs to be completed this year? She stated how many people would be able to actually come in and complete the work anyway. She too wants to follow the process.

Mayor Brown indicated that there is a major water course running through, causing a lot of issues with the best part of the road being the railway bed, he supports this recommendation. And indicated that it will open up land development in the area.

PWM indicated that this is not out of the ordinary, Director McEwan can attest that construction change orders pop up all the time if it impacts the existing work. In this case it is a standard change order that was unforeseen at the time of tendering. PWM said his understanding from the BDO report was that the issue was not that we added additional paving it was that we should have come back to Council to increase the purchase order to get approval to spend the money.

Moved by Mayor Brown and seconded by Councillor Tweel that the "Royalty Junction Rd Change Order" be forwarded to Council for approval. Carried (3-0)

#### **e) Street Resurfacing – Additional Funding Request**

Chair McCabe indicated that we had two notice of motions come to Council. One to re-evaluate Councillor Dorion's streets and another to re-evaluate Councillor Tweels streets, an update is coming but if this increase of funding is approved it will trigger a review of the streets next on the list. She stated that we were low during the budget process when we had committed to staying ahead, adding more money will allow us to get more done. Chair McCabe stated that this is pretty simple, are we wanting to put a motion to Council to increase this budget? It needs to happen fast if we want to add additional roads this year.

The PWM indicated that if this is approved we will look at our list, but we have to keep in mind that streets in the older part of Charlottetown will require additional infrastructure repairs. Our staff will review the list with Water and Sewer to ensure we are working in tandem efficiently. A road may be delayed until next year even though it is triggered this year because of the additional infrastructure requirements. Chair McCabe stated that if this is communicated to the Councillors they would be able to communicate this information to their residents. PWM agreed and indicated that a list will be put together for Council to show any streets being delayed to next year due to additional work requirements. He added that we rate our streets in the fall so that we can take the winter months to plan and budget for work requirements so we are ready to go in the spring.

Mayor Brown requested clarification on from the minutes from May 14 and May 28 meetings regarding Street Resurfacing Packages A, B, C and the amounts. PWM indicated that he would get back to him with the numbers but stated that we are just shy of the 4M approved budget. Out of these funds we have to incur things like testing services, and line painting. We are asking for an additional 1M to resurface which would include testing and line painting. Mayor Brown asked if this would be Package D and be consistent with the number of streets in the other packages going out to tender, noting that this will be less streets.

Chair McCabe asked if they will be able to get the work done. Mayor Brown stated that yes they can do it, the private work is not as active as in previous years and this would address some of the notice of motions.



Mayor Brown asked who does the evaluations of the streets? PWM indicated that we have staff who do this, the same staff year after year for the past number of years for consistency and no he himself is not involved. We work back from our budget, if Council approves 4M then we take off the line painting and testing estimates then determine what streets can be done based on costs per km from past experience. We give each street on the rating system a price and we add them up until we get to the 4M mark.

Chair McCabe indicated that budget is tight and this may or may not be approved at Council.

Mayor Brown stated that he would like to see a similar package as A, B, C, and that this is capital budget. He does not expect to spend the whole 55M capital budget as we never have spent the entirety of it in the past that we couldn't add to a project. He prefers to add available capital to this package.

Moved by Mayor Brown and seconded by Councillor Tweel that the "Street Resurfacing – Additional Funding Request" be forwarded to Council for approval. Carried (3-0)

### **g) Civic Board for Persons with Disabilities – June 16th Meeting Minutes**

The Chair indicated that this board is through the Mayor's office and approved by Council but she would like to see more discussion on how these boards report. She would like to finalize or update the terms of reference and directions for these board's.

### **7. Introduction of New Business**

Mayor Brown indicated that there were concerns from residents outside of the downtown area looking for comfort or rest areas in communities such as Sherwood & Parkdale. He would like to know what facilities are available for residents use such as park benches and fountains. PWM indicated that Public Works and Parks and Rec are working with our GIS team to map where all current benches and rest areas are within the city. Once completed, we can talk about the challenges we have with existing benches and challenges we may have with adding additional benches and the costs associated with any additions.

Councillor Tweel stated that he mentioned months ago that a resident of Sherwood wanted a bench placed on Maple Ave, Chair McCabe stated that the bench is now in place where Councillor Dorion requested it be placed. Councillor Tweel asked why it took so long to put one there. Chair McCabe stated that it is because the focus has been on the downtown core in the past, but discussions will be had in the future to include opportunities for future bench locations throughout the City.

### **8. Adjournment**

Moved by Mayor Brown and seconded by Councillor McAleer that the meeting be adjourned. Carried. The meeting concluded at 11:20 AM.

**Civic Board for persons with Disabilities**  
**Tuesday July 16, 2024**  
**4.00 pm, Parkdale Room, City Hall**

**Present:** Chair Linda Clark  
Mayor Philip Brown  
Allison Galley  
Anthony Welsh  
Glen Ford  
Anna Keenan  
Judith Bayliss

**Also :** Stephanie MacDonald PWAA

**Guest:** None

**Regrets:** None

**1. Call to Order**

Linda Clark, Chair, called the meeting to order at 3.35pm

**2. Declarations of conflict of interest**

There were no conflicts of interests declared.

**3. Approval of Agenda**

Moved by Glen and seconded by Allison. Carried.

**4. Approval of minutes**

Moved by Glen and seconded by Allison that the draft minutes from June 18, 2024 be approved as circulated. Carried.

**5. Business arising from the minutes**

Discussion - Accessibility Awards. The original form needs to be revamped. It was suggested that the 'new' nomination form be posted on August 1st, (to be available online until Monday September 16th). Britini to do this. The ceremony would be held in November at City Hall, at 6.00pm. Light refreshments would be provided. Councillor McCabe will oversee this. Theresa MacDonald will book space. 902 629 4024. Glen to do this.

**6. Discussion items**

**a) Brain Injury meeting space.**

No discussion

**b) Accessible Parking Map**

Anna Keenan reported that this is not finished. It could be up to 12 weeks before completed.

Glen to send report to Committee.

**c) Simmons Sports Centre Tour**

It is premature to take the tour until further work has been completed. It has been suggested that a productive time would be when 90% of construction is in place. The Committee wants to determine the correct width of doors, no trip hazards, accessibility of bathrooms, placement of TV monitors etc.

The elevator in the foyer will only carry 750 lbs max. This was discussed. Is it sufficient to meet the needs of wheelchair users?

Staff will follow up on this, also to request Mike attend the next meeting to give an update on the building so far.

Anthony raised points re: Daniel J. MacDonald building. Interested in the upgrading in operation.

**d) Confederation Center New Construction**

Discussion - Proposed construction for Victoria Row and how accessibility will be restricted. Businesses are concerned at the potential loss of income but are also concerned of the restriction of movement in the area.

The committee needs clarification from Mike White.

**e) Language on Signage in Charlottetown**

Glen raised the issue of revisiting the signage in the City. Additional languages was given as an example.

**f) Introduction of New Business**

Sherry Gallant had been nominated to serve on the committee. After numerous attempts to contact her there was no response so her name has been removed for the nominations.

Jeannie Pool has agreed to join the committee.

Also, Linda requested that the committee select one topic referred to in the Terms of Reference and develop a project around that choice e.g. a workshop that could include members of the public. The purpose of the exercise is to become more visible and be involved in a community activity.

All members of the committee to get a copy of the Terms of Reference.

Stephanie to do this.

**11. Adjournment**

Moved by Judith and seconded by Anthony meeting adjourned at 4.45 pm.



**ECONOMIC, TOURISM &  
CULTURAL DEVELOPMENT COMMITTEE  
REPORT TO COUNCIL  
AUGUST 13, 2024**

The Economic, Tourism & Cultural Development Committee has not met since the last regular meeting of Council. The Arts Advisory Board met on July 18, 2024, and these minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Trevor MacKinnon, Chair

**Charlottetown Arts Advisory Board Meeting  
July 18, 2024  
1:00 pm Charlottetown City Hall, Parkdale Room**

DRAFT

**Present:** Monica Lacey, Chair (Virtual) Patricia Bourque  
Robert Tsonos (Virtual) Carol Horne  
Stephen MacInnis Omar Broderick, Vice Chair

**Also Present:** Doug Dumais, CEC

**Regrets:** Renée Laprise

**1. Call to Order**

The meeting was called to order at 1:06 pm by the Chair.

**2. Declarations of Conflict of Interest**

No declarations of conflict of interest were noted.

**3. Approval of the Minutes**

Moved by Stephen and seconded by Robert to approve the minutes of the June 13 meeting of AAB. Carried.

**4. Approval of the Agenda**

Moved by Monica and seconded by Patricia to approve the agenda. Carried.

**5. Artwork Location Approval - Erica Rutherford Print**

After careful consideration by staff and partners, it was determined not to proceed with the 15 Queen St. location for the Erica Rutherford print.

An alternative location is proposed on Sims Corner Steakhouse and Oyster Bar facing Gahan House.

Dalmac will confirm the suitability of the surface and the fit.

The CEC has contacted the property owner, who has given the City permission to install the artwork on their property.

The AAB noted concerns that the staircase leading to the print could invite vandalism. Hopefully, the artwork can be installed in this location by September, pending review and approval by the Planning Board, Heritage Board, and Council.

Moved by Carol and seconded by Stephen that the Arts Advisory Board approve the reproduction of the artwork *We Can't All Be Perfect* (1970) by Erica Rutherford for

installation on the building at 86 Queen St. and that this project be advanced to the City of Charlottetown's Planning Board and Heritage Board for further consideration, pending confirmation by Dalmac that the location is suitable. Carried.

Once the final details of the donation are finalized, a formal application will be submitted to the City's Planning Board.

## **6. Artwork Approval - Fitzroy Parkade Mural**

The AAB was presented with a final sketch and detailed description of the proposed mural for the Fitzroy Parkade (130 Fitzroy St.).

Hannah Bulman, a Charlottetown-based artist, designed the artwork. The mural is funded by Innovation PEI's Arts Grants for Gender-Based Violence Prevention Projects.

The mural is proposed at the Kent St. pedestrian entrance to the Fitzroy Parkade. It will measure approximately 26' 10" W by 12' 5" H on the left side and 10' 3" H on the right side (the wall is shorter on the right side due to the ramp at the parkade entrance).

Monica asked about the policy on vandalism and responsibility for damage. The CEC indicated that an agreement is typically prepared between the City and the artist, outlining responsibility for minor repairs. In previous agreements for murals in Charlottetown, the organization responsible for creating the mural agreed to minor repairs for up to three years.

Moved by Monica and seconded by Omar that the Arts Advisory Board approve the mural maquette provided by artist Hannah Bulman for painting at 130 Fitzroy Street and that the project be advanced to the City of Charlottetown's Planning Board for further consideration. Carried.

The CEC indicated that the City's approval process has several stages before any mural can proceed, especially in the 500 Lot Area. There was a discussion that it may be worthwhile to investigate a more streamlined process for community or artist-led projects to facilitate more public art in Charlottetown.

## **7. AAB Project Discussion - Traffic Control Panel Artist Wrap**

As noted previously, a small amount of funds is available to the AAB to undertake a special project.

As requested by the AAB, Doug shared a list of all signalized intersections in Charlottetown with traffic control panel boxes with the AAB. The CEC identified possible priority locations for vinyl wraps designed by local artists.

As this project originated from a potential partnership with Discover Charlottetown, one of the boxes wrapped this year will be a part of the Kent St. redevelopment project.

The AAB agreed it would be an ideal project to place some artwork outside the downtown city core, i.e. UPEI, Belvedere Ave, Exhibition Drive/Kensington Road, and potentially near the bypass.

Doug will seek quotes for the wrap, and the AAB will determine the approach for the call to artists at the next meeting. The AAB confirmed that this is the project they would like to pursue with their available funding this year.

### **8. Lightbox Project**

A remarkable 202 artworks were submitted to the recent call for artists for the lightbox project, and almost all applicants are based on PEI.

Omar will chair the three-member peer selection panel, which will meet on July 23.

The CEC was impressed with the diversity of submissions, so the provision for the AAB to curate up to five artworks for the exhibit described in the call to artists may not be necessary. Depending on the outcome of the peer selection panel's selection, the AAB can discuss this further as needed.

Twenty artworks will be selected by the peer selection panel. The CEC will then circulate an email for the AAB to approve the selection through an email vote by the end of the day on Wednesday, July 24.

Any concerns can prompt a special meeting if necessary.

### **9. City Update**

Kelly Caseley and Parks and Recreation staff have met regarding the Fiona Wood Public Art Project. The artwork is anticipated to be installed by the end of September.

Carl Phillis' "Unlocking History" (2011) will be taken down for restoration the week of July 22, 2024.

### **10. New Business**

The CEC will be away from the office for two weeks in August. Depending on whether a meeting is needed, the August meeting will either be postponed or cancelled.

### **11. Adjournment**

Moved by Stephen to adjourn at 2:05 pm.



**ENVIRONMENT & SUSTAINABILITY COMMITTEE  
REPORT TO COUNCIL  
August 13, 2024**

The Environment & Sustainability Committee met on August 2<sup>nd</sup>, 2024. The meeting minutes are included in your package.

There are three (3) resolutions for your consideration.

Respectfully submitted,

Councillor Terry Bernard, Chair



**ENVIRONMENT & SUSTAINABILITY COMMITTEE**  
**Friday August 2, 2024, 11:00 AM**  
**Council Chamber, 199 Queen Street**

**PRESENT:** Councillor Terry Bernard  
Councillor Trevor MacKinnon  
Councillor Bob Doiron (t/c)

**ALSO:** Eleanor Mohammed, CAO  
Richard MacEwan, DCS  
Jessika Corkum-Gorrill, MES  
Anna Keenan, STO  
Simon Wilmot, FEO  
Kristen Gore, SPC

**REGRETS:** Mayor Philip Brown

**Order of Business: Open Session**

**1) Call To Order**

Chair Bernard called the meeting to order at 11:05AM.

**2) Declarations of Conflict of Interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

It was requested that item (7) Closed Session be moved to the beginning of the meeting and that item 6(c) be moved to the beginning of the open agenda. It was moved by Councillor MacKinnon and seconded by Councillor Doiron that the agenda be approved as amended. Carried.

**4) Approval of Minutes**

It was moved by Councillor Doiron and seconded by Councillor MacKinnon that the minutes from June 24, 2024, be approved. Carried.

**5) Business Arising from the Minutes**

There was no business arising from the minutes.

**7) Motion to move into a Closed Session**

It was moved by Councillor MacKinnon and seconded by Councillor Doiron that the meeting move into a Closed Session as per Section 119(1)(a) & (b) of the Municipal Government Act of Prince Edward Island.

- (a) commercial information which, if disclosed, would likely be prejudicial to the municipality or parties involved;
- (b) information received in confidence which, if disclosed, would likely be prejudicial to the municipality or parties involved;

- Transit Operating Agreement

Meeting returned to Open Session at 11:40 AM.

## **6) Discussions/Reports**

### **c. Capital Area 10-year Public Transit Plan (ES 24-25) (Anna)**

Anna Keenan, Sustainable Transportation Officer, presented the report to Committee on the Capital Area 10-year Public Transit Plan.

In September 2023, consultants Left Turn Right Turn – specialists in transit and accessibility – were engaged to review the current strengths and weaknesses of the transit system, gather public input on priorities, and make recommendations for the evolution of Public Transit in the capital area over the next 10 years.

The Plan speaks to three operational service-investment scenarios; Growth-to-Benchmark, Accelerated Growth, and Status Quo. The Plan also has recommendations on Capital investments including new technology, additional/realignment of routes with a proposed route map, and also addresses the governance and fare strategy.

Staff recommendation was that Council endorse the 10-year vision and recommendations contained within the Capital Area Public Transit Plan published April 2024, and that Council requests staff provide an annual progress report on the implementation of this plan.

Following discussion the Committee recommended that Council receive the 10-year Public Transit Plan and accept the vision of the plan with implementation pending future funding streams and City budget approvals and that Council requests staff to provide an annual progress report on the implementation of this plan. It was moved by Councillor MacKinnon and seconded by Councillor Doiron that a resolution be forwarded to Council for their consideration. Carried.

### **a. Sole Source of Transit Electronic Fareboxes (ES 24-23) (Jessika)**

Jessika Corkum-Gorrill, Manager of Environment & Sustainability, presented the report to Committee on the purchase of seven (7) transit fare boxes and that the purchase be sole sourced to Garival.

In 2020, the City of Charlottetown issued a Request for Proposal to determine the type of farebox to be used inside public transit buses. The farebox is the equipment on the bus that accepts payment from riders, counts and tracks transactions and can be equipped with card readers in the future to accept credit card or monthly transit passes with a "tap" feature. The contract was awarded to Garival, the sole distributor of the Garival farebox that was purchased. In addition to the six fareboxes purchased, back-end equipment was purchased for the transit shop to support this technology.

The 2024-25 Budget included up to \$250,000 in transit capital for this expense. Cornwall and Stratford would contribute 25% of the farebox costs.

It was moved by Councillor Doiron and seconded by Councillor MacKinnon that a resolution to approve sole sourcing seven (7) transit fareboxes from Garival, the only

Canadian distributor of Genfare fareboxes, at a cost of \$179,344.82 plus tax be forwarded to Council for their consideration. Carried.

**b. Queen Street Concrete Tree Planter (ES 24-24) (Jessika)**

Jessika Corkum-Gorrill, Manager of Environment & Sustainability, presented the report to Committee on the purchase of one (1) concrete tree planter which would be placed on the City right-of-way near Founders' Hall where trees were lost during Fiona.

As large trees are lost in the downtown, it is challenging to replace them due to a lack of open space. One option to address this issue is a raised concrete planter. This planter would provide increased soil volume, add beauty, and provide a bench for people to sit.

The planter, including supply and install as well as supply of drainage gravel, soil, and mulch, is \$39,330.00, before tax. The budget allocation for this pilot is \$45,000. There may be additional costs associated with excavation and site preparation.

It was moved by Councillor MacKinnon and seconded by Councillor Doiron that a resolution to approve Earthform's bid of \$39,330 for the installation of a raised concrete tree planter in an urban downtown site be forwarded to Council for their consideration. Councillor Doiron indicated that he was willing to second the motion to get it to Council but did not support the purchase. Carried.

**d. Grants and Funding Update (ES 24-26) (Jessika)**

Jessika Corkum-Gorrill, Manager of Environment & Sustainability, provided the Committee with an update and breakdown on the various funding and grants that the staff have secured to date this year which totalled just over \$542,000.

**8) Adjournment**

It was moved by Councillor MacKinnon and seconded by Councillor Doiron that the meeting be adjourned.

The meeting was adjourned at 12:10 PM.



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

**Environment &  
Sustainability #1**

**Date: August 13, 2024**

Moved by Councillor \_\_\_\_\_ **Bob Doiron**

Seconded by Councillor \_\_\_\_\_ **Trevor MacKinnon**

**RESOLVED:**

**That Council approve sole sourcing seven (7) new fareboxes from Garival, the only Canadian distributor of Genfare fareboxes, at a cost of \$179,344.82 plus tax.**

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



# City of Charlottetown

**Report No: ES 24-23**

**Date: August 2, 2024**

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

**Attachments:**  
Garival Farebox estimate (2 documents)  
Garival Sole source document

**Department: Environment and Sustainability**

**Prepared by:**  
Jessika Corkum-Gorrill, Manager of Environment and Sustainability

**Report Title:**  
Public Transit Farebox Purchase

**Report Purpose:**  
To provide Council with costing for seven (7) new fareboxes for public transit buses and request sole sourcing.

**Recommendation:**  
That Council approve sole sourcing seven (7) transit fareboxes from Garival, the only Canadian distributor of Genfare fareboxes, at a cost of \$179,344.82 plus tax.

**Report Details:**

In 2020, The City of Charlottetown issued a Request for Proposal to determine the type of farebox to be used inside public transit buses. The farebox is the equipment on the bus that accepts payment from riders, counts and tracks transactions and can be equipped with card readers in the future to accept credit card or monthly transit passes with a "tap" feature. The contract was awarded to Garival, the sole distributor of the Garival farebox that was purchased. In addition to the six fareboxes purchased, back-end equipment was purchased for the transit shop to support this technology. This back-end equipment is not a part of this new purchase since we already have it.

As transit ridership grows, so does the need for fleet and the supporting bus equipment. Three new buses are arriving in September, which will need new fareboxes installed. The City also purchased used buses, which did not come with fareboxes. These new fareboxes would be installed in three new buses and four used buses.

**Council or Committee History:**  
Council previously approved the purchase of Genfare fareboxes through an RFP process in September 2020.

**Financial Implications:**  
Up to \$250,000 was earmarked in transit capital this fiscal for this expense. Cornwall and Stratford would contribute 25% of the farebox costs.

**Public Engagement and Communication:**  
N/A

**Legislative Authority:**  
Procurement Policy – 2.3: The City reserves the right to award bids, quotations, and tenders in the best interest of the taxpayers, after considering all factors.

**Strategic Alignment:**

Vision: Embracing the Future

Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city

Guiding Principles: People Focused and Accountable

Commitments: Sustainability and Technology

Pillars: Infrastructure and the Environment

**Reviewed By:**

**Manager**



**CAO/Director**





**GARIVAL S.E.C.**  
 2105, Le Chatelier  
 Laval, Québec H7L 5B3  
 Tél.: (450) 686-3913

| <b>Estimate</b> |           |            |      |
|-----------------|-----------|------------|------|
| Doc.#           | Customer  | Date       | Page |
| 44248           | CHARLOTTE | 2024-07-17 | 1    |

| <b>Sold to</b>                                                                             |
|--------------------------------------------------------------------------------------------|
| City of Charlettotown<br>Accounts Payables<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| <b>Ship to</b>                                                                                  |
|-------------------------------------------------------------------------------------------------|
| City of Charlottetown<br>Jessika Corkum-Gorrill<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| Purchase Order no.               | Terms  | Ship Via    | F.O.B.     | Ref. # |
|----------------------------------|--------|-------------|------------|--------|
|                                  | Net 30 | UPS         | Laval      | 44248  |
| Quantity<br>Ordered Shipped B.O. | Item   | Description | Unit Price | Total  |

Locks and keys quote

|   |                  |                                                  |          |            |
|---|------------------|--------------------------------------------------|----------|------------|
| 7 | C25758-0034      | LOCK SERVICE DOOR comb ME-034<br>(Charlottetown) | \$194.56 | \$1,361.92 |
| 7 | C05706-0001/7473 | S/A KEY CASHBOX comb. 7473 (Charlottetown)       | \$120.49 | \$843.43   |
| 7 | C05692-0001/7473 | S/A LOCK CASHBOX comb 7473 (Charlottetown)       | \$162.88 | \$1,140.16 |
| 7 | B27928-0001      | S/A TRANSPONDER, CBID-V2 ( from #7 to 13 )       | \$271.33 | \$1,899.31 |

TVH / HST 15% \$786.72

| <b>GARIVAL S.E.C.</b>                                                                                                                                             | TPS / GST # 71710 7874 RT0001 TVQ / PST # 1227727744 TQ0001 | Subtotal        | \$5,244.82        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------|-------------------|
| Notes : Les prix sont valides pour une période de 30 jours /<br>Prices are valid for a period of 30 days<br>Le transport n'est pas inclus / Delivery not included |                                                             | Freight         | \$0.00            |
|                                                                                                                                                                   |                                                             | Tax             | \$786.72          |
|                                                                                                                                                                   |                                                             | Total Amount    | \$6,031.54        |
|                                                                                                                                                                   |                                                             | Amount Received | \$0.00            |
|                                                                                                                                                                   |                                                             | <b>Balance</b>  | <b>\$6,031.54</b> |

**GARIVAL S.E.C.**  
 2105, Le Chatelier  
 Laval, Québec H7L 5B3  
 Tél.: (450) 686-3913

| Estimate |           |            |      |
|----------|-----------|------------|------|
| Doc.#    | Customer  | Date       | Page |
| 44247    | CHARLOTTE | 2024-07-19 | 1    |

| Sold to                                                                                    |
|--------------------------------------------------------------------------------------------|
| City of Charlettotown<br>Accounts Payables<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| Ship to                                                                                         |
|-------------------------------------------------------------------------------------------------|
| City of Charlottetown<br>Jessika Corkum-Gorrill<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| Purchase Order no.   | Terms  | Ship Via    | F.O.B.     | Ref. # |
|----------------------|--------|-------------|------------|--------|
|                      | Net 30 | UPS         | Laval      | 44247  |
| Quantity             | Item   | Description | Unit Price | Total  |
| Ordered Shipped B.O. |        |             |            |        |

Quote for 7 Fast Fare fareboxes

|   |                                                      |  |             |              |
|---|------------------------------------------------------|--|-------------|--------------|
| 7 | Fast Fare Farebox 41"                                |  | \$23,900.00 | \$167,300.00 |
|   | include:                                             |  |             |              |
|   | - Coin and Bills Only                                |  |             |              |
|   | - Cashbox id V2                                      |  |             |              |
|   | - Next Gen OCU                                       |  |             |              |
|   | Available options for future use                     |  |             |              |
|   | - Bar code printer                                   |  |             |              |
|   | - Bar code reader                                    |  |             |              |
|   | - Wifi probing                                       |  |             |              |
|   | - Smart Card reader (open and closed loop available) |  |             |              |
| 7 | Installation                                         |  | \$400.00    | \$2,800.00   |
| 1 | Traveling expenses                                   |  | \$3,500.00  | \$3,500.00   |
| 1 | Delivery                                             |  | \$500.00    | \$500.00     |

Notes:

- Fully compatible with Charlottetown Transit Fareboxes
- Warranty one year

|                                                                                                                                                                   |                                                             |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------|---------------------|
| <b>GARIVAL S.E.C.</b>                                                                                                                                             | TPS / GST # 71710 7874 RT0001 TVQ / PST # 1227727744 TQ0001 | Subtotal        | \$174,100.00        |
| Notes : Les prix sont valides pour une période de 30 jours /<br>Prices are valid for a period of 30 days<br>Le transport n'est pas inclus / Delivery not included |                                                             | Freight         | \$0.00              |
|                                                                                                                                                                   |                                                             | Tax             | \$26,115.00         |
|                                                                                                                                                                   |                                                             | Total Amount    | \$200,215.00        |
|                                                                                                                                                                   |                                                             | Amount Received | \$0.00              |
|                                                                                                                                                                   |                                                             | <b>Balance</b>  | <b>\$200,215.00</b> |



**GARIVAL S.E.C.**  
 2105, Le Chatelier  
 Laval, Québec H7L 5B3  
 Tél.: (450) 686-3913

| <b>Estimate</b> |           |            |      |
|-----------------|-----------|------------|------|
| Doc.#           | Customer  | Date       | Page |
| 44247           | CHARLOTTE | 2024-07-19 | 2    |

| <b>Sold to</b>                                                                             |
|--------------------------------------------------------------------------------------------|
| City of Charlettotown<br>Accounts Payables<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| <b>Ship to</b>                                                                                  |
|-------------------------------------------------------------------------------------------------|
| City of Charlottetown<br>Jessika Corkum-Gorrill<br>199 Queen Street<br>Charlottetown PE C1A 7K2 |

| Purchase Order no.   | Terms  | Ship Via    | F.O.B.     | Ref. # |
|----------------------|--------|-------------|------------|--------|
|                      | Net 30 | UPS         | Laval      | 44247  |
| Quantity             | Item   | Description | Unit Price | Total  |
| Ordered Shipped B.O. |        |             |            |        |

TVH / HST 15%                      \$26,115.00

|                                                                                                                                                                   |                                                                |                        |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------|--------------|
| <b>GARIVAL S.E.C.</b>                                                                                                                                             | TPS / GST # 71710 7874 RT0001    TVQ / PST # 1227727744 TQ0001 | <b>Subtotal</b>        | \$174,100.00 |
| Notes : Les prix sont valides pour une période de 30 jours /<br>Prices are valid for a period of 30 days<br>Le transport n'est pas inclus / Delivery not included |                                                                | <b>Freight</b>         | \$0.00       |
|                                                                                                                                                                   |                                                                | <b>Tax</b>             | \$26,115.00  |
|                                                                                                                                                                   |                                                                | <b>Total Amount</b>    | \$200,215.00 |
|                                                                                                                                                                   |                                                                | <b>Amount Received</b> | \$0.00       |
|                                                                                                                                                                   |                                                                | <b>Balance</b>         | \$200,215.00 |

July 17, 2024

Ms. Jessika Corkum-Gorrill  
Manager  
Environment and Sustainability  
City of Charlottetown  
P.O. Box 98  
199 Queen Street Charlottetown, PEI C1A 7K2

Subject: Garival – Canadian Distributor

Dear Ms. Corkum-Gorrill,

Garival has been the exclusive distributor for Genfare products in Canada for over 40 years. They have been serving transit authorities in all Canadian provinces for over 40 years and have always offered the highest standard of quality in distribution and service. Garival is the only Genfare authorized service provider in Canada.

We believe your company will greatly benefit from dealing with Garival for all Genfare products and services requests.

You will find all Garival contact information included at the end of this letter.

Best Regards,  


Eric Kaled  
President

cc  
Garival  
Mr. Jacques St-Pierre, President & CEO  
2105, rue Le Chatelier  
Laval (Québec) H7L 5B3  
[Jacques St-Pierre, Président & CEO](mailto:jst-pierre@garival.com)  
[jst-pierre@garival.com](mailto:jst-pierre@garival.com)  
Tel: 450-686-3913, ext.14  
Fax: 450-686-4118



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

**Environment &  
Sustainability #2**

**Date: August 13, 2024**

Moved by Councillor \_\_\_\_\_ **Bob Doiron**

Seconded by Councillor \_\_\_\_\_ **Trevor MacKinnon**

**RESOLVED:**

**That Council approve Earthform's bid of \$39,330 for the installation of a raised concrete tree planter in an urban downtown site.**

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



# City of Charlottetown

**Report No: ES 24-24**

**Date: August 2, 2024**

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

**Attachments:**  
Tree Planter Drawing  
Bid Sheet

**Department: Environment and Sustainability**

**Prepared by:**  
Sophie Hayes, Public Works Student  
Jessika Corkum-Gorrill, Manager of Environment and Sustainability

**Report Title:**  
Concrete Tree Planter in downtown core

**Report Purpose:**  
To recommend accepting Earthform Landscaping's bid for fabricating and installing one (1) tree planter (drawing attached) in the downtown, pending final locate confirmation.

**Recommendation:**  
That Council approve Earthform bid of \$39,330 for the installation of a raised concrete tree planter in an urban downtown site.

**Report Details:**  
This report serves to inform Council of the bid placed on the fabrication and installation of a concrete tree planter by Earthform Landscaping. As we lose large trees in the downtown, we recognize the challenges in replanting these trees due to lack of open space to plant in. The downtown needs a variety of solutions to address tree loss. One option being proposed in this report is a raised concrete tree planter. This planter would provide increased soil volume, add beauty, and provide a bench for people to sit.

The cost for the tree planter, including supply and installation, as well as drainage gravel, soil, and mulch, is \$39,330.00, before tax. Earthform Landscaping was the sole bidder on this project.

This initiative aims to enhance the aesthetic appeal, environmental quality, and pedestrian experience. The concrete tree planter is a durable/long term way to make use of paved or impermeable surfaces, providing shade and greenery. This concrete tree planter is recommended for a number of reasons:

- The large space that is open at the bottom allows tree roots to grow and spread, promoting tree health and stability.
- The larger soil volume allows trees to access more nutrients and water, allowing for greater growth.
- During winter months, snowplows can damage street trees if they are not adequately protected. The wall of this planter creates a physical barrier that shields the trees from plow blades or other physical damage.
- The contained environment of a large planter allows for better control of soil quality and drainage. This helps prevent issues like soil compaction and poor drainage, which can be detrimental to tree health.
- Raised planters with walls not only protect trees but also add a structured, organized look to the streetscape.
- The attached bench will also serve as an accessible seating area.

The concrete planter helps protect and foster a healthy environment for trees, which in turn offers several benefits to the City. A few key advantages of street trees are:

- Trees will improve the visual attractiveness of hard surface areas, creating a more inviting and pleasant environment.
- The downtown is lacking in tree canopy cover, increased by Fiona. Adding trees in the downtown can help reduce air pollution, improve air quality, and moderate air temperatures.
- Trees and canopy can create a more pleasant walking experience, encouraging foot traffic and potentially boosting local businesses.

Pending final utility locate results, one of the following sites will be used to test this tree planting concept:

- City right of way near Founders Hall where trees were lost
- Large paved area at corner of Prince Street and Richmond Street, not used for parking

**Council or Committee History:**

N/A

**Financial Implications:**

This tree planter, including supply and install as well as supply of drainage gravel, soil, and mulch, is \$39,330.00, before tax. The budget allocation for this pilot is \$45,000. Please note that additional costs may be incurred for hydrovac excavation and site preparation for construction.

**Public Engagement and Communication:**

N/A

**Legislative Authority:**

N/A

**Strategic Alignment:**

**Purpose:** Enhance urban spaces through sustainable and innovative infrastructure improvements, fostering a vibrant, green, and welcoming community for all residents and visitors.

**Commitments:** Sustainability, Urban beautification, Accessibility, Environmental Stewardship

The implementation of this tree planter aligns with the pillars of the strategic plan as follows:

- **Community-Building and Placemaking:** The tree planter promotes walkability and livability. Using the decommissioned parking space also aligns with the goal to “Leverage the potential of all lands within the City”.
- **Governance and Civic Engagement:** This project can serve as a tangible example of how local government investments in urban infrastructure can improve the community, fostering a sense of civic pride and engagement.
- **Inclusive Economic Growth:** Enhancing the visual appeal and pedestrian experience of Queen Street can increase foot traffic, benefiting local businesses and supporting inclusive economic growth. The project contributes to creating a pleasant environment that attracts residents and visitors.
- **Infrastructure and the Environment:** The tree planter project aligns with the goal of greening urban infrastructure. It demonstrates a commitment to sustainability by adding greenery that mitigates urban heat island effects.

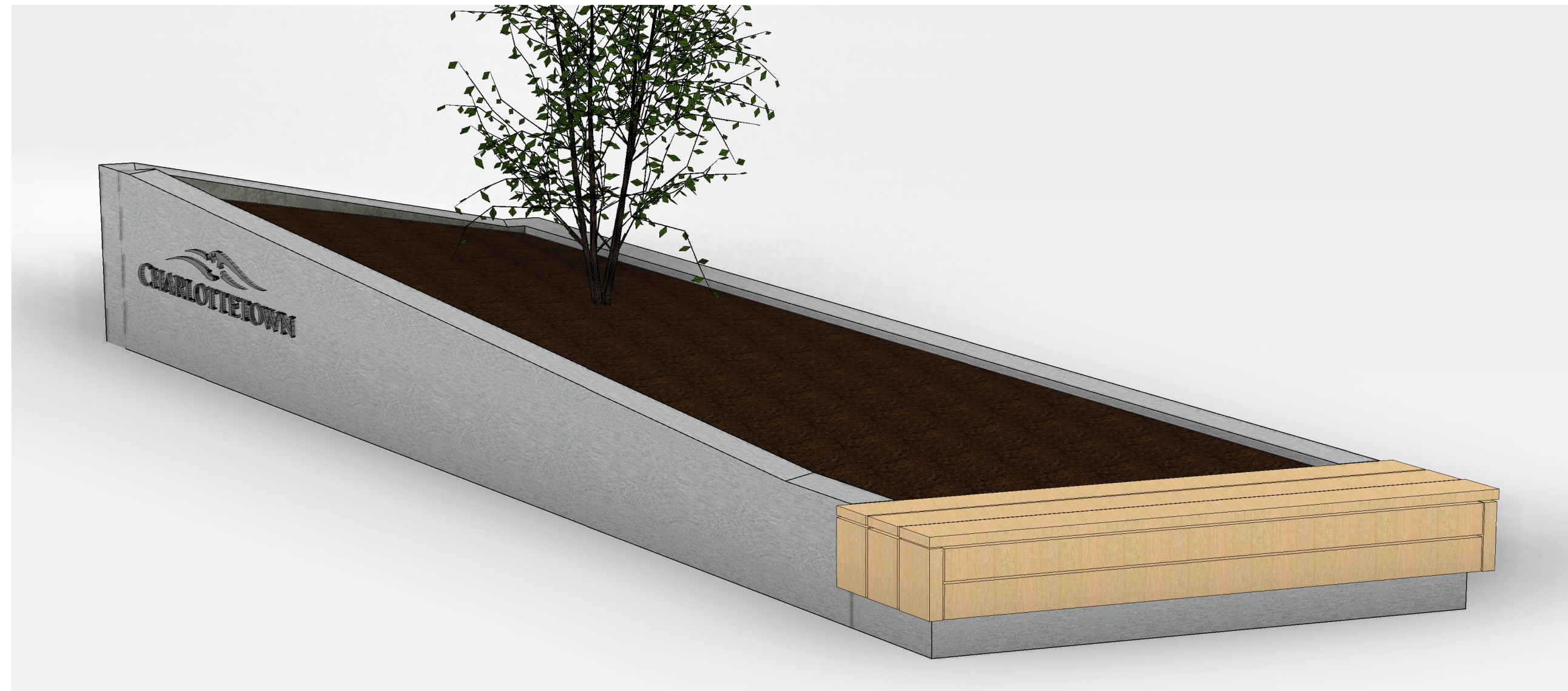
**Reviewed By:**

Manager

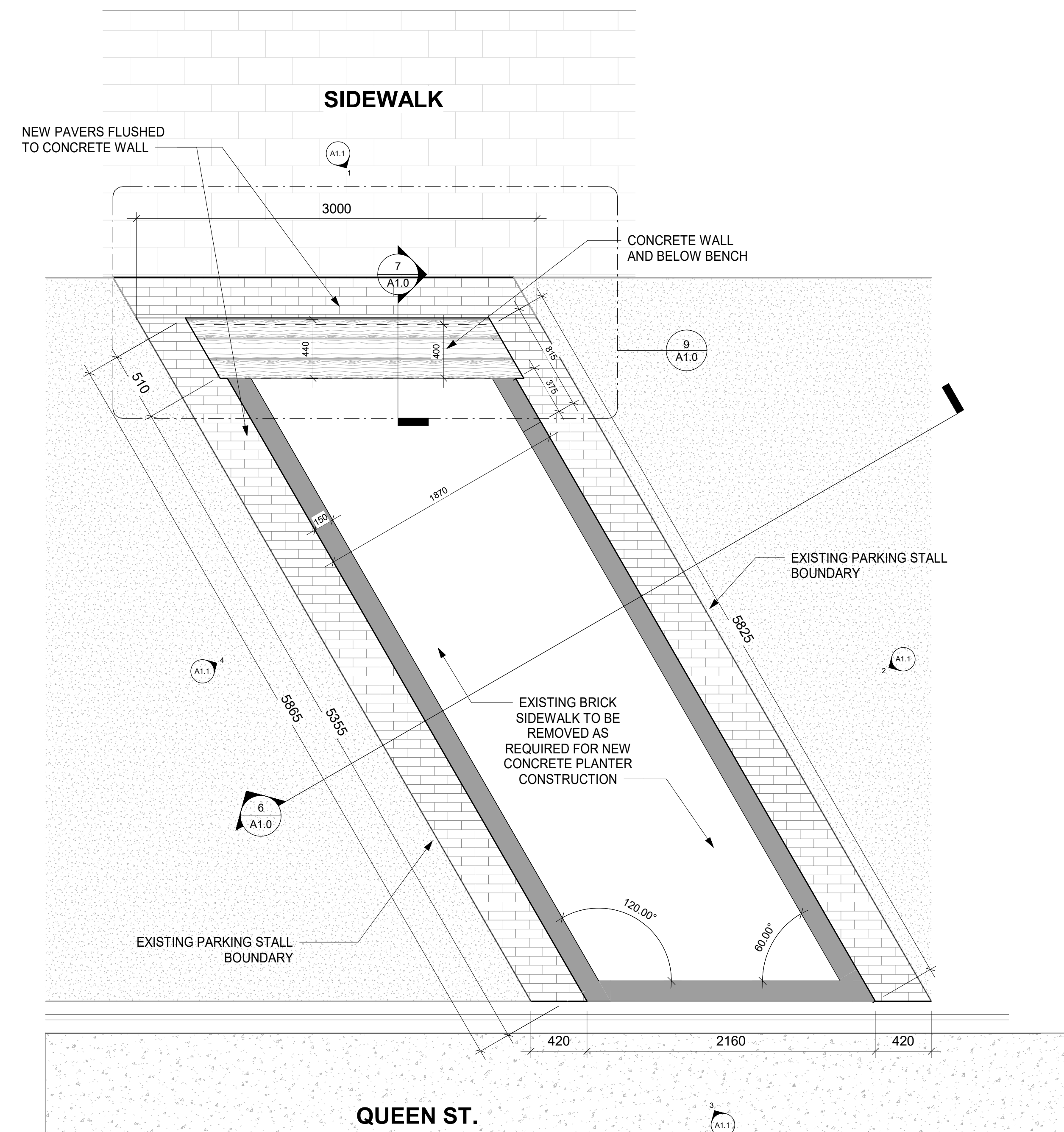


CAO/Director

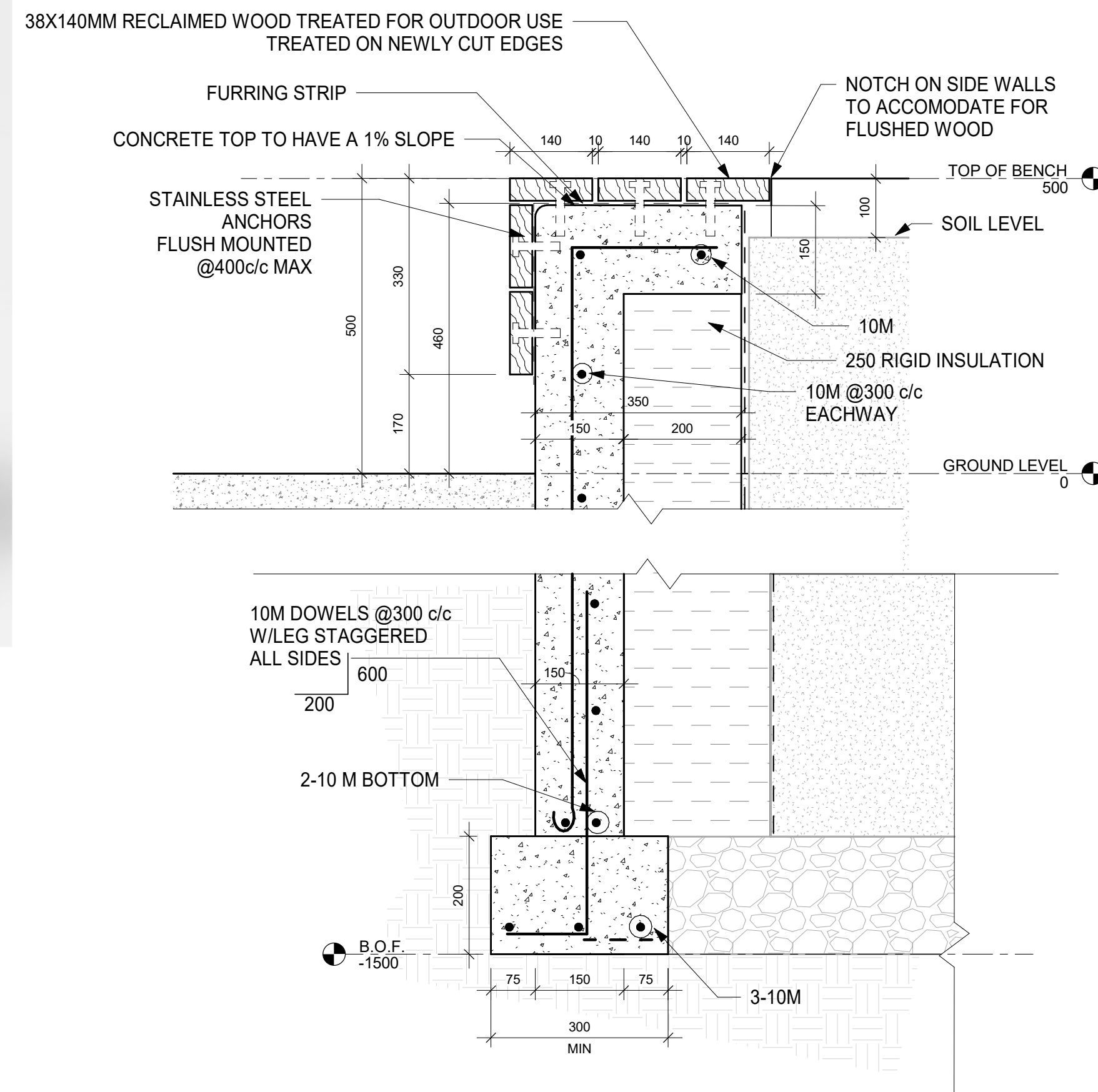




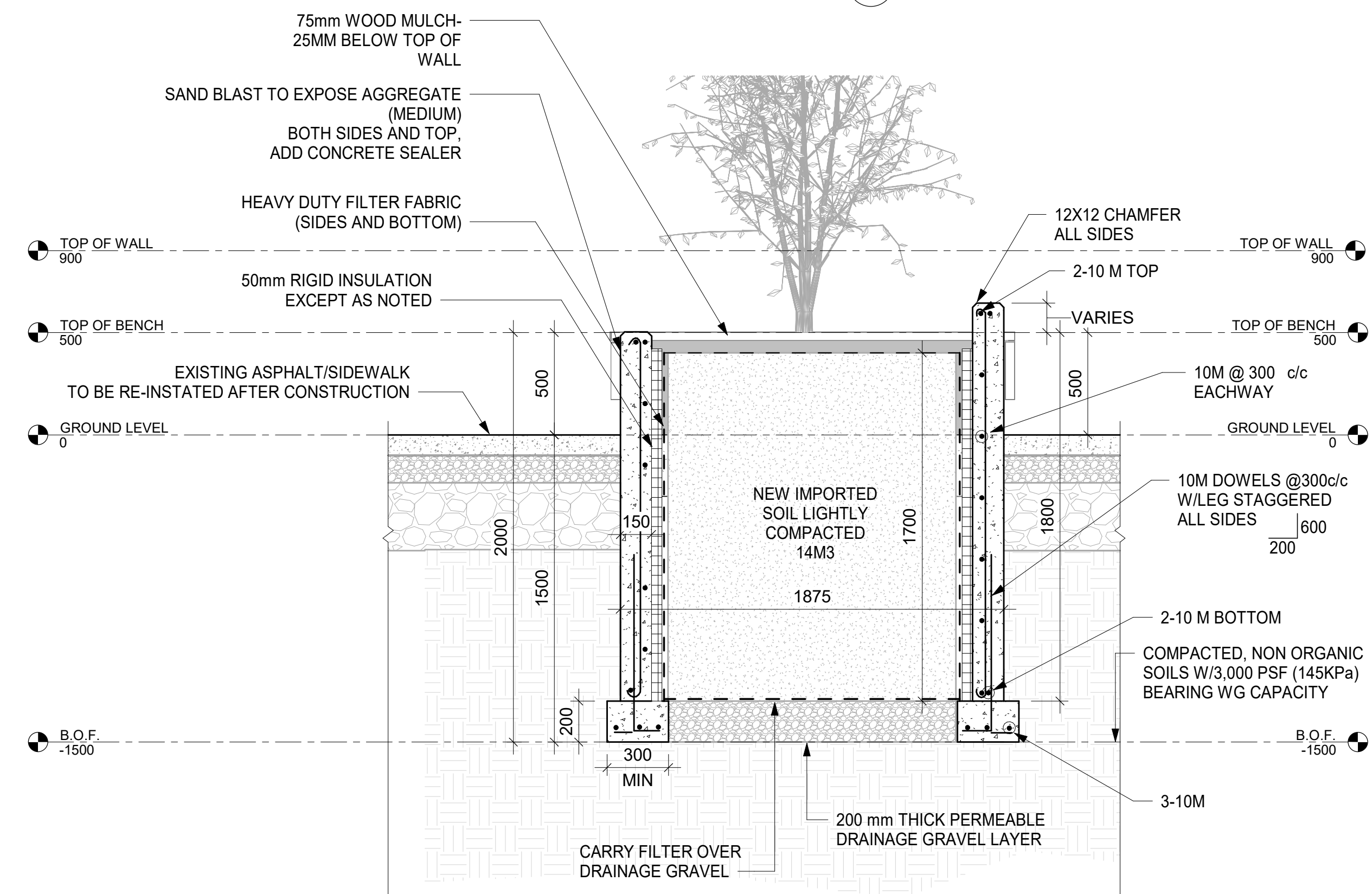
8 3D VIEW  
Scale:



1 PLAN VIEW  
Scale: 1:24 Ref: A1.0



7 SECTION  
Scale: 1:8 Ref: A1.0



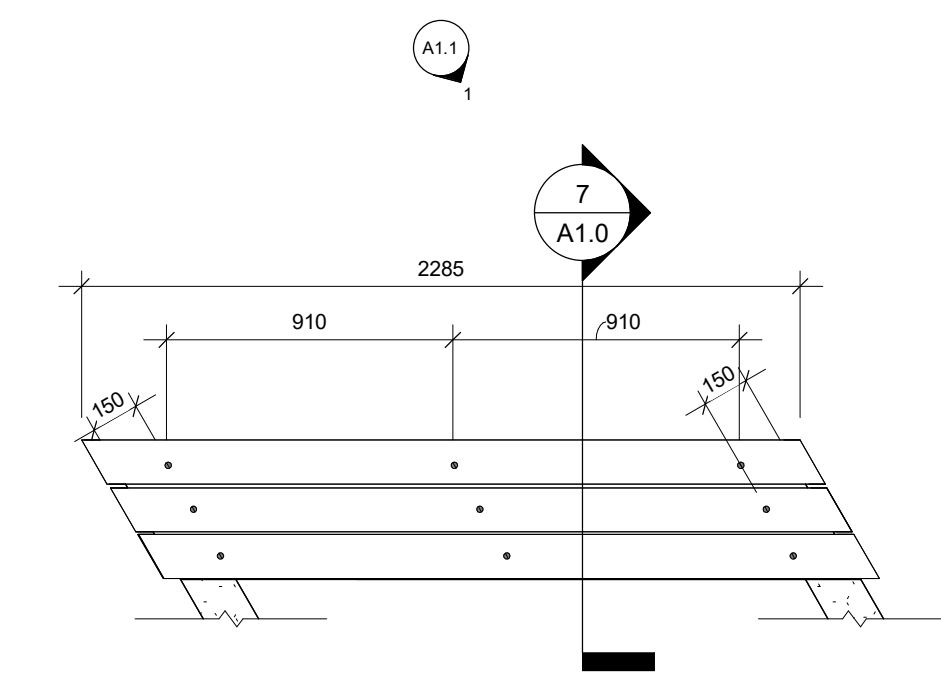
6 SECTION  
Scale: 1:20 Ref: A1.0

## GENERAL NOTES

- CONCRETE TO 32 MPa MEETING CLASS C2
- CONCRETE TO CONTAIN KRYSTOL KIM ADDITIVE OR EQUAL
- USE ROUNDED COLORED AGGREGATE TO MAX 12MM FOR WALLS
- EXPOSE AGGREGATE FOR EXPOSED SIDES AND TOP
- SEAL W/ SALT AND WATER RESISTANT SEALER
- FORMWORK TIES TO BE FULLY REMOVEABLE OR TIES NOT TO BE USED FOR WALLS FROM 200MM BELOW GRADE AND UP

## NOTE: PRE-CAST OPTION

1. FOR PRECAST OPTION BUILD IN ONE PIECE.
2. UTILIZE 45 MPa CONCRETE.
3. DELETE REQUIREMENT FOR FOOTING BUT EXTEND WALLS 200 TALLER.
4. LIFTING HOLES OR LIFTING SYSTEM TO BE BELOW FINISHED GRADE.
5. UTILIZE REMOVEABLE BRACE SYSTEM FOR STABILITY DURING TRANSPORT AND LIFTING.
6. CARRY 200mm OF GRAVEL UNDER PLANTER AND WALL.



9 PLAN VIEW - ENLARGED BENCH  
Scale: 1:24 Ref: A1.0

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| # | DESCRIPTION | DATE |
|---|-------------|------|
| 1 |             |      |

SEALS:

## RAISED TREE PLANTER

CHARLOTTETOWN, PE

CLIENT: JESSIKA CORKUM-GORRIL  
(CITY OF CHARLOTTETOWN)

PHASE:

ISSUE DATE: 2023.11.03

PROJECT #: 23037

SCALE: As indicated

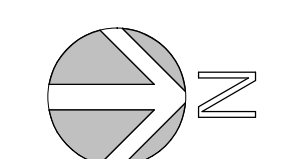
DRAWN BY: DR

CHECKED BY:

DRAWING TITLE:

## DRAWINGS AND DETAILS

NORTH ARROW:



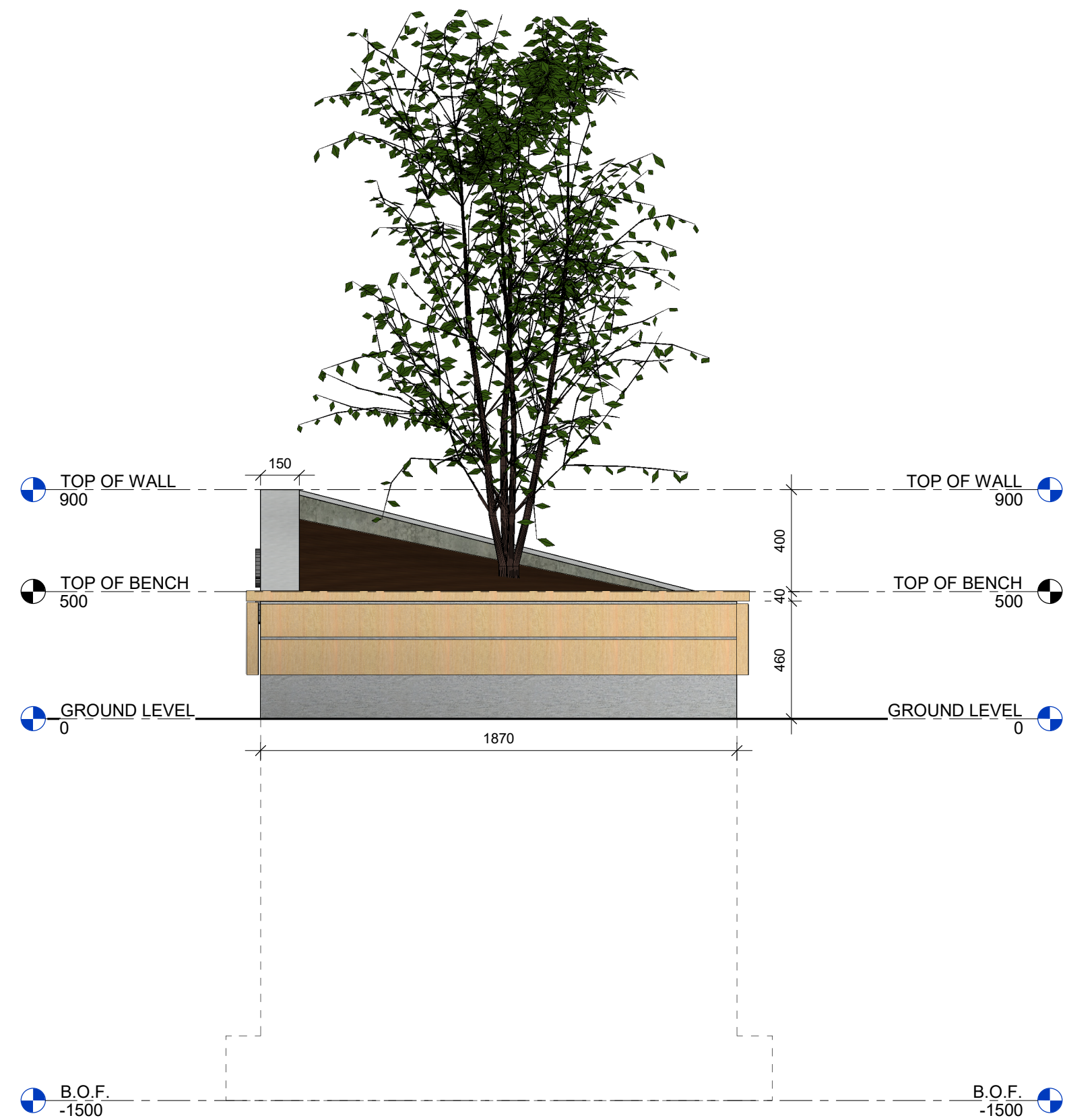
DRAWING NO:

A1.0

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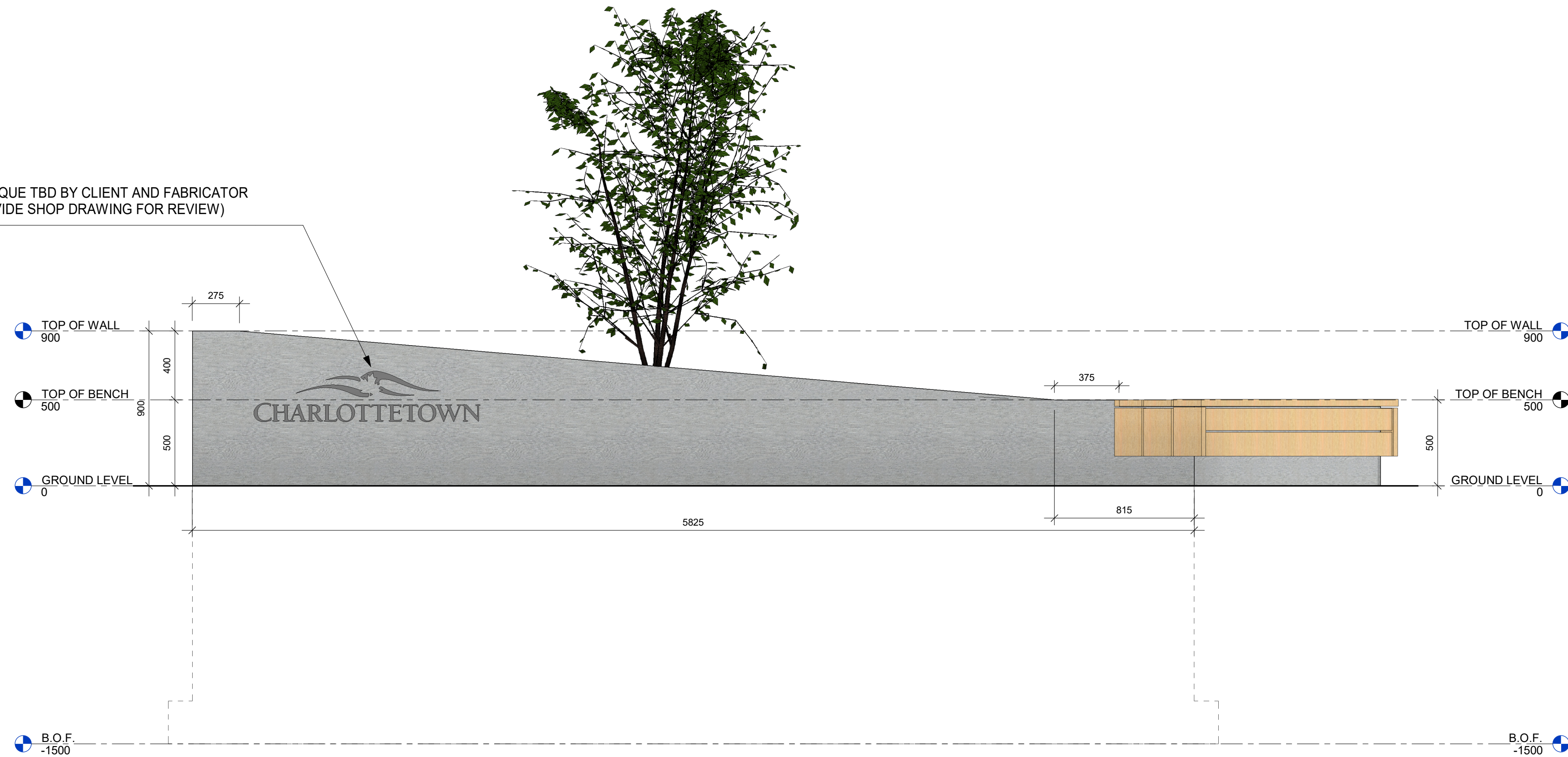
© 2017, SableARC Studios Inc.

| # | DESCRIPTION | DATE |
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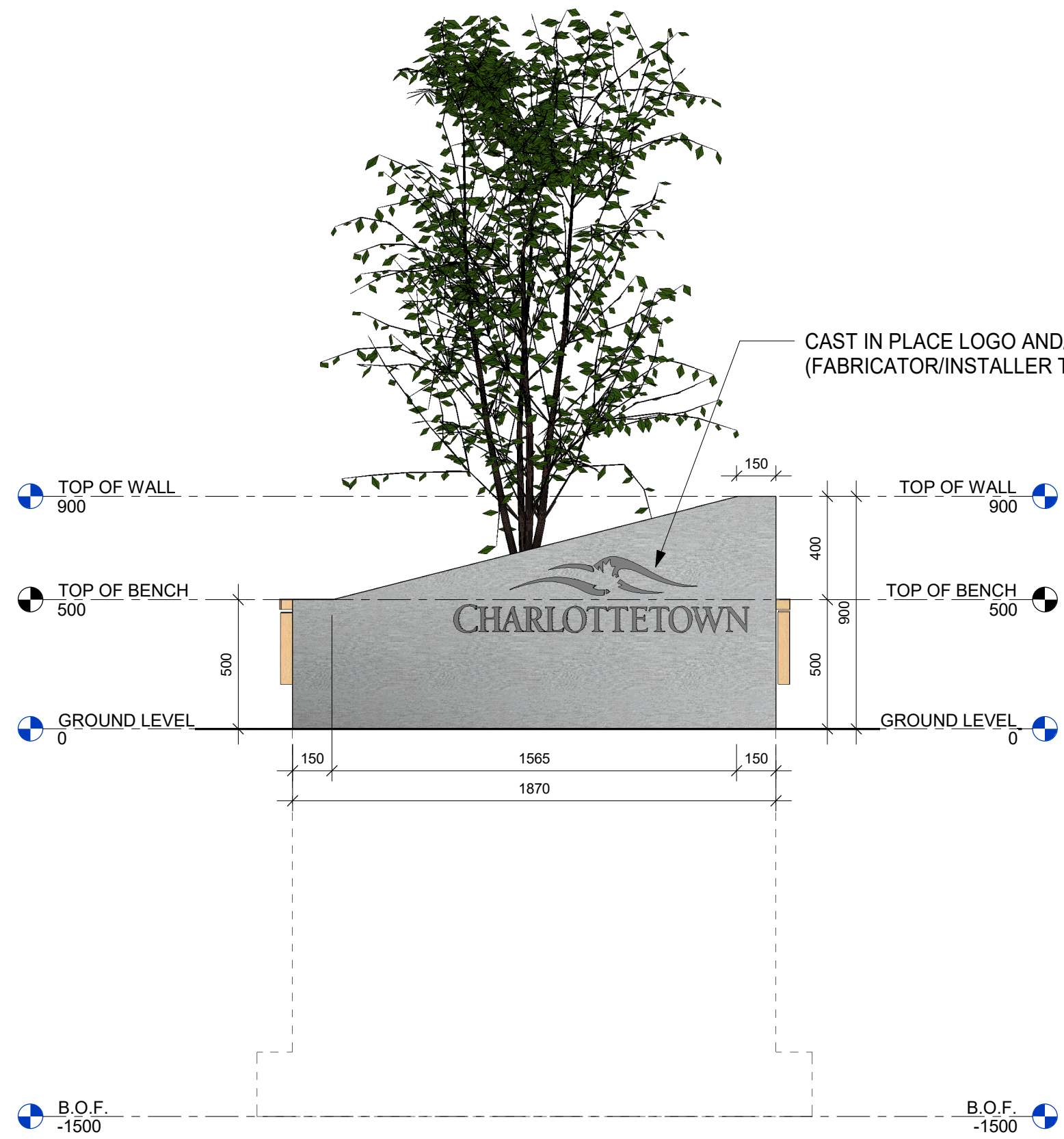


**1** ELEVATION  
Scale: 1 : 20 Ref: A1.0

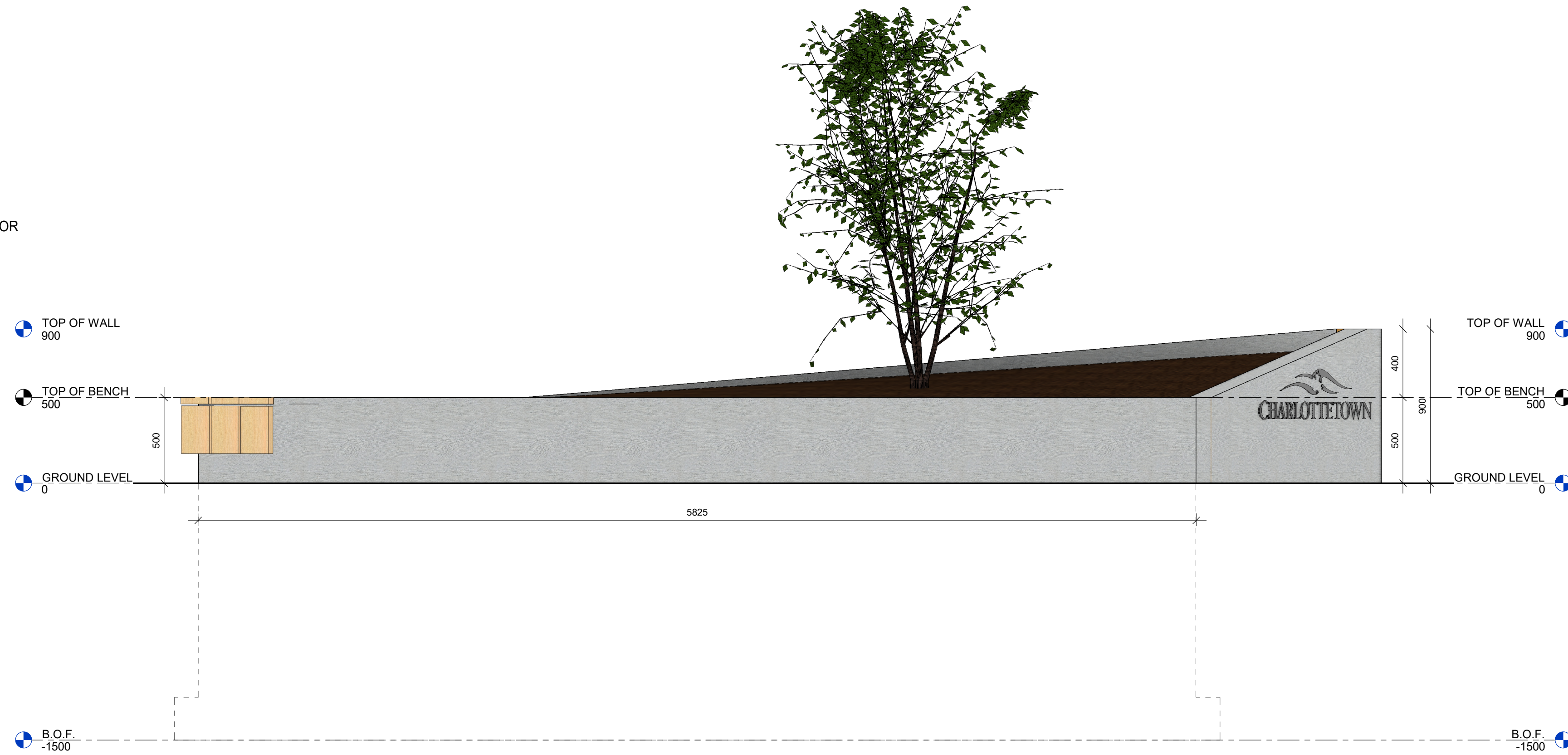
CAST IN PLACE LOGO AND/OR PLAQUE TBD BY CLIENT AND FABRICATOR  
(FABRICATOR/INSTALLER TO PROVIDE SHOP DRAWING FOR REVIEW)



**2** ELEVATION  
Scale: 1 : 20 Ref: A1.0



**3** ELEVATION  
Scale: 1 : 20 Ref: A1.0



**4** ELEVATION  
Scale: 1 : 20 Ref: A1.0

SEALS:

**RAISED TREE  
PLANTER**

CHARLOTTETOWN, PE

CLIENT: JESSIKA CORKUM-GORRIL  
(CITY OF CHARLOTTETOWN)

PHASE: -

ISSUE DATE: 2023.11.03

PROJECT #: 23037

SCALE: 1 : 20

DRAWN BY: DR

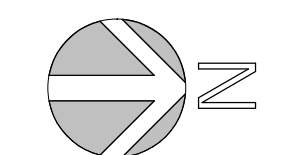
CHECKED BY: -

DRAWING TITLE:

**ELEVATIONS**

NORTH ARROW:

DRAWING NO:



**A1.1**



# CHARLOTTETOWN

## REQUEST FOR QUOTATIONS

**DEPARTMENT:** Public Works

**ITEM:** Concrete Tree Planter Supply and Install

**DATE:** Tuesday, July 9, 2024

**TIME:** 2:00:00 pm

**ATTENDEES:** No attendees

| <b>BIDDER</b> | <b>One (1)<br/>Planter<br/>(taxes excluded)</b> | <b>Two (2) Planters<br/>(taxes excluded)</b> | <b>Three (3)<br/>Planters<br/>(taxes excluded)</b> |
|---------------|-------------------------------------------------|----------------------------------------------|----------------------------------------------------|
| 1. Earthform  | \$45,229.50                                     | \$86,319.00                                  | <del>\$110,190.00</del>                            |
| 2. Earthform  | \$39,320.00                                     | \$75,060.00                                  | \$110,190.00                                       |
| 3.            |                                                 |                                              |                                                    |
| 4.            |                                                 |                                              |                                                    |
| 5.            |                                                 |                                              |                                                    |
| 6.            |                                                 |                                              |                                                    |
| 7.            |                                                 |                                              |                                                    |
| 8.            |                                                 |                                              |                                                    |
| 9.            |                                                 |                                              |                                                    |
| 10.           |                                                 |                                              |                                                    |





# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

**Environment &  
Sustainability #3**

**Date: August 13, 2024**

Moved by Councillor \_\_\_\_\_ **Bob Doiron**

Seconded by Councillor \_\_\_\_\_ **Trevor MacKinnon**

**RESOLVED:**

**That Council receive the 10-year Public Transit Plan and accept the vision of the plan with implementation pending future funding streams and City budget approvals. Further, that Council requests staff to provide an annual progress report on the implementation of this plan.**

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



# City of Charlottetown Committee Report

**Report No:** ES 24-25

**Date:** August 2, 2024

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

**Attachments:**

- [Capital Area Public Transit Plan, April 2024](#)

**Reporting Department:**  
Environment and Sustainability

**Other Associated Departments:**  
n/a

**Prepared by:**  
Anna Keenan, Sustainable Transportation Officer

**Report Title:**  
Capital Area 10-year Public Transit Plan

**Report Purpose:**  
To request Council’s endorsement of the visions and recommendations contained within the 10-year Public Transit Plan.

**Staff Recommendation:**  
That Council endorses the 10-year vision and recommendations contained within the *Capital Area Public Transit Plan* published April 2024, and that Council requests staff provide an annual progress report on the implementation of this plan.

**Report Details:**  
In September 2023, consultants Left Turn Right Turn – specialists in transit and accessibility – were engaged to review the current strengths and weaknesses of the transit system, gather public input on priorities, and make recommendations for the evolution of Public Transit in the capital area over the next 10 years. The last Strategic Plan for transit in the Capital region was written in 2011, and the system has evolved significantly since that time.

**Three operational service-investment scenarios are presented in the 10-year plan report:**

|                                                                                                                                                                                      | Service hours per capita | Ridership at 2034   | Modal share | Net operating costs per year |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|-------------|------------------------------|
| <b>Scenario 1 – Growth-to-Benchmark</b> Grow the service steadily, to reach the Canadian benchmark for transit service in similar-sized municipalities, by 2034.                     | 2029: 0.85<br>2034: 1.06 | 2.7 x current level | 2.9%        | 2029: \$4m<br>2034: \$6.2m   |
| <b>Scenario 2 – Accelerated Growth</b> Invest more in the first 5 years, to reach the benchmark earlier and maintain that level, resulting in higher ridership.                      | 2029: 0.93<br>2034: 1.04 | 2.9 x               | 3.1%        | 2029: \$3.6m<br>2034: \$5.4m |
| <b>Scenario 3 – Status Quo</b> Grow only to account for population growth and to modestly improve coverage/routing. Service frequency & span (evenings and weekends) remain limited. | 2029: 0.69<br>2034: 0.72 | 1.8 x               | 1.9%        | 2029: \$3.1m<br>2034: \$3.9m |

Each year, during annual budget development, staff can report to Council on progress towards the goals of the Strategic Plan, which of the three service-hour growth scenarios we are currently tracking against, and the recommended operational and capital investments for the following financial year.

**Capital investments recommended in the plan include:**

An average of \$6-7 million per year (varying from \$3.1 mil to \$14.7 mil in any individual year, see table 66 of the Plan) in the following:

- \$1.1m for Technology: Automatic Passenger Counters (APC, to inform planning), Computer-Aided Dispatch and Automatic Vehicle Locator (CAD-AVL), scheduling management software, on-Demand software
- \$1.7m for Bus Stop Amenities (signage, accessibility) and Bus Terminal upgrades
- \$65m for Buses (\$45m) and Transit Depot (\$20m)

Each Capital purchase can be considered for approval at budget time.

**Routes** – The report recommends realignments of routes with a proposed route map (including new on-demand zones), and proposed service spans and frequencies per route. The implementation of these routes will need to be considered annually, taking into account the availability of buses as fleet size increases, as well as new development and population/employment density patterns that were unknown at the time of this report. The proposed routes significantly increase service levels in the currently under-served areas (outside of the Route 1 corridor). A balance between frequency and coverage must be carefully struck as the system evolves, and this report provides a basis upon which multi-year planning for evolution of routes can take place.

**Governance** – The report recommends transitioning the relationship with Trius from a ‘Turn-Key’ contract in which the operator retains fare revenues, to a more typical ‘fee for service’ operations and maintenance contract, and developing standardized performance reports, with municipalities retaining service planning and management responsibility, playing a more active role in these aspects than in the past decade. (Report section 10.3.4)

**Fare Strategy** – The plan recommends a ‘minimum’ and ‘maximum’ scenario for fares, and guidance for how fare increases should be applied. Namely, that a precursor for changing fares is updated governance/contractual arrangements with Trius, and that increases above inflation should be tied to the introduction of new routes and services, so that riders recognize value for an increased price.

**Council or Committee History:**

- March 2023 – Budget approved for 10 year public transit strategic plan. A proportion of costs were contributed by Stratford and Cornwall.
- July 31, 2023 – Council accepts proposal from Left Turn Right Turn as consultant who will lead the Public Transit Strategic Plan update for the capital region.
- October 23, 2023 - Consultants Left Turn Right Turn presented to Council on their process for developing the Transit Plan.
- April 23, 2024 – Left Turn Right Turn presents the 10-year plan to a Special Meeting of Council, for their consideration.

**Financial Implications:**

Delivery of the 10-year plan would be reliant on the annual budget-approval processes. We anticipate funding for new capital spending will become available through federal and provincial grants. There are no new financial commitments being proposed in the current financial year.

**Public Engagement and Communication:**

Initial public outreach, October and November 2023:

- Circulation of a public transit survey (385 responses)
- Discussions with key stakeholders
- Three in-person public consultation ‘open house’ events – one in each municipality (50 people attended)
- Virtual engagement session

After drafting proposals for future routes, service levels and other priorities, a second round of public engagement was completed, to inform final drafts:

- Survey to gather feedback on draft proposals (~400 responses)
- Virtual engagement session (~20 participants)

Additionally, City staff and the operator of T3 Transit (Trius) were engaged consistently throughout the process.

**Legislative Authority:**

MGA – Part 7 Municipal Jurisdiction

**Strategic Alignment:**

**Vision:** Embracing the Future, Creating a community for everyone

**Purpose:** Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city;

**Guiding Principles:** People-focused, Welcoming, Accountable, Safety

**Commitments:** Sustainability, Inclusion, Technology, residents and visitors, Transparency, Engagement, Communication, Growth.

**Pillars:** Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

**Reviewed By:**

Manager



Director/CAO



**Committee Recommendation: (if differing from staff)**

That Council receive the 10-year Public Transit Plan and accept the vision of the plan with implementation pending future funding steams and City budget approvals and that Council requests staff to provide an annual progress report on the implementation of this Plan.



# City of Charlottetown Committee Report

**Report No:** ES 24-26

**Date:** August 2, 2024

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

**Attachments:**

- N/A

**Reporting Department:**  
Environment and Sustainability (E&S)

**Other Associated Departments:**  
Public Works, Finance

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

**Report Title:**  
Grants and Funding Updates

**Report Purpose:**  
To update Council on grants and funding secured by the Environment and Sustainability Department to date this fiscal year.

**Staff Recommendation:**  
That Council receive this report as information.



**Report Details:**

City staff put a great deal of time into securing external funding support and have seen great success in this area. This report is to update Council on external funding secured that enables the Environment and Sustainability department to increase its ability to achieve its goals and better serve the community and the environment.

- Province of PEI AT Fund – Active Transportation Plan for Charlottetown – Amount awarded: \$50,000 (50% of projected \$100,000 cost)
- Province of PEI AT Fund – Bikeshare Program – Amount awarded: \$364,500 (projected cost of program is \$1.1m, City staff working on securing additional external funds) \* *This program will be delivered in partnership with the Public Works department*
- PEI Department of Environment, Energy and Climate Action (2 Billion Trees) – Public lands tree planting in Charlottetown - Amount awarded: \$75,000
- Tree Canada – Trees for residential lands through Operation Releaf - Amount awarded: \$50,000 (50% of projected \$100,000 cost)
- Jane Goodall Foundation – Hermitage Creek natural areas partnership project with Charlottetown Rural – Amount awarded: \$1,000
- TransCanada Trails – Tree planting along Confederation Trail - \$1,500
- Rotary Club of Charlottetown – Hermitage Creek restoration with Charlottetown Rural - \$750

Total E&S funding secured to date in 2024-2025 fiscal year: \$542,750

**Council or Committee History:** N/A

|                                                                                                                                                                                                                                                                                                                                           |                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Financial Implications:</b><br>\$542,750 in supporting funds secured.                                                                                                                                                                                                                                                                  |                                                                                                           |
| <b>Public Engagement and Communication:</b><br>The City will work within funding agreements to announce funding received, where applicable.                                                                                                                                                                                               |                                                                                                           |
| <b>Legislative Authority:</b><br>MGA – Part 7 Municipal Jurisdiction                                                                                                                                                                                                                                                                      |                                                                                                           |
| <b>Strategic Alignment:</b><br>Vision: Embracing the Future<br>Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city<br>Guiding Principles: Accountable<br>Commitments: Sustainability, Technology and Transparency<br>Pillars: Infrastructure and the Environment |                                                                                                           |
| <b>Reviewed By:</b>                                                                                                                                                                                                                                                                                                                       |                                                                                                           |
| <b>Manager</b><br>                                                                                                                                                                                                                                       | <b>Director/CAO</b><br> |
| <b>Committee Recommendation: (if differing from staff)</b>                                                                                                                                                                                                                                                                                |                                                                                                           |

**CHARLOTTETOWN RIDERSHIP - JULY 2024**

| Sum of Charlottetown Route # |     | 1             | 2             | 3             | 4             | 5            | 6             | 7        | 9             | 11           | 13         | 14        | 15 23      | 1A            | 123CH         | 6A         | Grand Total  |                |
|------------------------------|-----|---------------|---------------|---------------|---------------|--------------|---------------|----------|---------------|--------------|------------|-----------|------------|---------------|---------------|------------|--------------|----------------|
| Date                         | Day |               |               |               |               |              |               |          |               |              |            |           |            |               |               |            |              |                |
| 07/01/2024                   | Mon | 518           | 261           | 230           | 263           | 45           | 320           | 0        | 269           | 162          | 1          | 0         | 3          | 209           | 162           | 7          | 120          | 2,570          |
| 07/02/2024                   | Tue | 883           | 503           | 440           | 416           | 178          | 562           | 0        | 457           | 180          | 12         | 0         | 6          | 371           | 351           | 31         | 263          | 4,653          |
| 07/03/2024                   | Wed | 866           | 498           | 438           | 437           | 199          | 609           | 0        | 542           | 281          | 16         | 1         | 4          | 406           | 469           | 27         | 233          | 5,026          |
| 07/04/2024                   | Thu | 854           | 515           | 470           | 448           | 173          | 503           | 0        | 444           | 228          | 9          | 3         | 6          | 492           | 357           | 24         | 251          | 4,777          |
| 07/05/2024                   | Fri | 942           | 564           | 481           | 586           | 179          | 595           | 0        | 525           | 231          | 16         | 0         | 3          | 475           | 412           | 40         | 201          | 5,250          |
| 07/06/2024                   | Sat | 590           | 419           | 493           | 0             | 0            | 280           | 0        | 29            | 0            | 0          | 0         | 0          | 298           | 618           | 0          | 0            | 2,727          |
| 07/07/2024                   | Sun | 523           | 0             | 0             | 0             | 0            | 0             | 0        | 0             | 0            | 0          | 0         | 0          | 0             | 508           | 0          | 0            | 1,031          |
| 07/08/2024                   | Mon | 776           | 492           | 446           | 461           | 213          | 615           | 0        | 506           | 207          | 10         | 1         | 4          | 483           | 328           | 28         | 219          | 4,789          |
| 07/09/2024                   | Tue | 943           | 529           | 441           | 452           | 172          | 525           | 0        | 488           | 230          | 10         | 1         | 7          | 460           | 252           | 28         | 197          | 4,735          |
| 07/10/2024                   | Wed | 929           | 543           | 458           | 463           | 195          | 539           | 0        | 669           | 281          | 8          | 1         | 5          | 469           | 390           | 26         | 248          | 5,224          |
| 07/11/2024                   | Thu | 666           | 419           | 390           | 379           | 140          | 448           | 0        | 478           | 226          | 9          | 0         | 3          | 488           | 289           | 14         | 167          | 4,116          |
| 07/12/2024                   | Fri | 925           | 537           | 451           | 574           | 198          | 593           | 0        | 615           | 187          | 14         | 2         | 5          | 434           | 413           | 28         | 179          | 5,155          |
| 07/13/2024                   | Sat | 688           | 471           | 460           | 0             | 0            | 354           | 0        | 27            | 0            | 0          | 0         | 0          | 333           | 617           | 0          | 0            | 2,950          |
| 07/14/2024                   | Sun | 545           | 0             | 0             | 0             | 0            | 0             | 0        | 0             | 0            | 0          | 0         | 0          | 0             | 466           | 0          | 0            | 1,011          |
| 07/15/2024                   | Mon | 849           | 558           | 529           | 484           | 176          | 574           | 0        | 494           | 242          | 11         | 1         | 13         | 472           | 328           | 38         | 275          | 5,044          |
| 07/16/2024                   | Tue | 764           | 550           | 462           | 552           | 207          | 533           | 0        | 540           | 228          | 17         | 1         | 5          | 520           | 432           | 29         | 249          | 5,089          |
| 07/17/2024                   | Wed | 808           | 470           | 418           | 621           | 177          | 601           | 0        | 509           | 222          | 23         | 0         | 5          | 416           | 398           | 35         | 267          | 4,970          |
| 07/18/2024                   | Thu | 772           | 535           | 400           | 393           | 155          | 623           | 0        | 374           | 162          | 12         | 2         | 5          | 453           | 294           | 21         | 207          | 4,408          |
| 07/19/2024                   | Fri | 872           | 509           | 518           | 658           | 152          | 630           | 0        | 551           | 219          | 16         | 1         | 5          | 469           | 441           | 26         | 220          | 5,287          |
| 07/20/2024                   | Sat | 670           | 513           | 466           | 0             | 0            | 359           | 0        | 35            | 0            | 0          | 0         | 0          | 289           | 649           | 0          | 0            | 2,981          |
| 07/21/2024                   | Sun | 498           | 0             | 0             | 0             | 0            | 0             | 0        | 0             | 0            | 0          | 0         | 0          | 0             | 459           | 0          | 0            | 957            |
| 07/22/2024                   | Mon | 833           | 502           | 459           | 403           | 178          | 587           | 0        | 460           | 198          | 15         | 1         | 6          | 420           | 370           | 30         | 224          | 4,686          |
| 07/23/2024                   | Tue | 1,042         | 611           | 473           | 418           | 201          | 582           | 0        | 544           | 218          | 18         | 0         | 9          | 429           | 370           | 39         | 226          | 5,180          |
| 07/24/2024                   | Wed | 933           | 610           | 475           | 457           | 185          | 582           | 0        | 474           | 245          | 20         | 2         | 5          | 396           | 494           | 36         | 203          | 5,117          |
| 07/25/2024                   | Thu | 1,044         | 544           | 505           | 456           | 165          | 511           | 0        | 514           | 204          | 16         | 1         | 6          | 380           | 368           | 34         | 219          | 4,967          |
| 07/26/2024                   | Fri | 917           | 535           | 551           | 583           | 171          | 687           | 0        | 514           | 261          | 9          | 2         | 6          | 432           | 319           | 31         | 190          | 5,208          |
| 07/27/2024                   | Sat | 648           | 468           | 483           | 0             | 0            | 378           | 0        | 34            | 0            | 0          | 0         | 0          | 312           | 753           | 0          | 0            | 3,076          |
| 07/28/2024                   | Sun | 545           | 0             | 0             | 0             | 0            | 0             | 0        | 0             | 0            | 0          | 0         | 0          | 0             | 477           | 0          | 0            | 1,022          |
| 07/29/2024                   | Mon | 935           | 585           | 463           | 451           | 199          | 537           | 0        | 489           | 241          | 17         | 1         | 5          | 435           | 298           | 21         | 248          | 4,925          |
| 07/30/2024                   | Tue | 1,045         | 612           | 484           | 538           | 166          | 594           | 0        | 488           | 257          | 22         | 1         | 5          | 411           | 292           | 23         | 203          | 5,141          |
| 07/31/2024                   | Wed | 1,133         | 609           | 500           | 427           | 171          | 683           | 0        | 576           | 223          | 28         | 1         | 4          | 430           | 416           | 31         | 259          | 5,491          |
| <b>Grand Total</b>           |     | <b>24,956</b> | <b>13,962</b> | <b>12,384</b> | <b>10,920</b> | <b>3,995</b> | <b>14,404</b> | <b>0</b> | <b>11,645</b> | <b>5,133</b> | <b>329</b> | <b>23</b> | <b>125</b> | <b>11,182</b> | <b>12,790</b> | <b>647</b> | <b>5,068</b> | <b>127,563</b> |

**CHARLOTTETOWN RIDERSHIP - JULY 2024**

| Day                | Values     |               | Monthly Ridership |
|--------------------|------------|---------------|-------------------|
|                    | Non Paying | Paying        |                   |
| Sun                |            | 4021          | 4,021             |
| Mon                |            | 22014         | 22,014            |
| Tue                |            | 24798         | 24,798            |
| Wed                |            | 25828         | 25,828            |
| Thu                |            | 18268         | 18,268            |
| Fri                |            | 20900         | 20,900            |
| Sat                |            | 11734         | 11,734            |
| <b>Grand Total</b> |            | <b>127563</b> | <b>127,563</b>    |

|                 |             | 2024    | 2023    | 2022   | 2021   |
|-----------------|-------------|---------|---------|--------|--------|
| Total Ridership |             | 127,563 | 103,414 | 77,523 | 44,981 |
| Monday - Friday | Paying      | 111,808 | 86,183  | 63,565 | 39,757 |
|                 | Non - Payin | -       | -       | -      | 872    |
|                 | Working Da  | 23      | 21      | 21     | 23     |
|                 | Average     | 4,861   | 4,104   | 3,027  | 1,766  |
| Saturday        | Paying      | 11,734  | 12,595  | 9,836  | 3,236  |
|                 | Non - Payin | -       | -       | -      | 44     |
|                 | Working Da  | 4       | 5       | 5      | 4      |
|                 | Average     | 2,934   | 2,519   | 1,967  | 820    |
| Sunday          | Paying      | 4,021   | 4,636   | 4,122  | 1,061  |
|                 | Non - Payin | -       | -       | -      | 11     |
|                 | Working Da  | 4       | 5       | 4      | 4      |
|                 | Average     | 1,005   | 927     | 1,031  | 268    |



**FINANCE, AUDIT, TENDERING & ADMINISTRATION COMMITTEE  
REPORT TO COUNCIL  
August 7, 2024**

The Finance, Audit, Tendering & Administration Committee last met on August 7, 2024. The minutes for those meeting is in your package. There are five (5) resolutions for Council's consideration.

Respectfully submitted,

John McAleer, Chair



**Present:**      **Councillor John McAleer (Chair)**      **Councillor Terry Bernard**  
                  **Councillor Bob Doiron**                      **Mayor Philip Brown**  
                  **Eleanor Mohammed, CAO**                    **Dan Jenkins, CFODCS**  
                  **Betty French, MF**                                **Tamara Whitlock, AA**

**Regrets:**      **None**

**Guests:**      **Scott Adams, Manager of Public Works**  
                  **Nick Walker, Energy Management Engineer**  
                  **Richard MacEwen, Director of Community Services**

**1. Call to Order**

The Chair called the meeting to order at 12:00 PM.

**2. Declarations of Conflict of Interest**

There were no conflicts of interest.

**3. Approval of Agenda**

A motion to approve the agenda was made by Councillor Doiron and seconded by Councillor Bernard.

**Motion Carried**

**4. Approval of Previous Draft Minutes – (July 3, 2024)**

A motion to approve the minutes was made by Councillor Bernard and seconded by Mayor Brown.

**Motion Carried**

**5. New Business arising from the Minutes:**

Dan Jenkins, CFODCS gave an update on the Procurement Bylaw stating the bylaw was still a priority but there are challenges such as being understaffed. Mr. Jenkins believes a team of 5-8 would be consistent with other organizations such as University of Prince Edward Island. Mr. Jenkins is confident he will be able to provide council with an update by September 2024.

**6. Discussions/Reports**

**6a. Electric Vehicle (EV) Charger Update:**

Nick Walker, Energy Management Engineer provided an update on the status of EV chargers in Charlottetown and requested approval from Council to adjust charge fees.

Charlottetown has 59 electric vehicle (EV) charging locations. Most charging locations have multiple charge ports which brings the total number of charging ports in Charlottetown to 154. 90% of the ports are level 2 chargers, meaning they take a few hours to fully charge a vehicle. 3% are level 3 (DC fast charging), which can charge in less than an hour, and 7% are Tesla superchargers.

The City of Charlottetown owns chargers at 10 locations with a total of 19 charge ports. The city-owned chargers are the most expensive to use in Charlottetown. The goal is to reduce rates and increase the use of chargers.

Proposed price adjustments include:

Metered Spots: Current price \$4/hr Mon-Fri 9am-6pm & \$3/hr evenings & weekends  
Proposed price \$3/hr Mon-Fri 9am-6pm & \$2/hr evenings & weekends

Unmetered Spots: Current price \$3/hr  
Proposed price \$1/hr for first hour & \$2/hr thereafter

Parking Facilities: Current price \$3/hr  
Proposed price \$2/hr for first 3 hours & \$4/hr thereafter

A motion to approve the recommendation was made by Mayor Brown and seconded by Councillor Doiron

**Motion Carried**

#### **6b. Street Resurfacing New Funding Request:**

Scott Adams, Manager of Public Works requested an additional \$1 million in capital funding for the 2024 Street Resurfacing program, and that a Package C tender be prepared and publicly advertised to hire a contractor to carry out the additional work.

Councillor Bernard noted that \$4.0 million is required per year to keep up with the paving work. As a result of discussions surrounding the addition of sites to the street resurfacing packages for this year, new capital funding in the amount of \$1 million is being requested.

At this time, Public Works does not foresee there being a surplus of \$1 million within the exiting capital budget without cutting/cancelling other projects.

A third package (Package 'C') is recommended, it would go through the typical procurement process to ensure the project is tendered fairly and in accordance with City practices. The list of work for which is not currently finalized and would be presented at a later date prior to the tender being publicly advertised.

#### **6c. Port Charlottetown Community Grant in Lieu of Taxes:**

This item was brought back to Finance after being deferred at last Council meeting.

A motion to approve the recommendation was made by Mayor Brown and Seconded by Councillor Bernard.

**Motion Carried**

#### **6d. City of Charlottetown Tax Incentive Strategy Funding Request:**

Wayne Long and the Economic, Tourism and Cultural Development Committee requested funding for The Arts Hotel and the Bio Alliance Incubator Tax Incentive Strategy Agreements in the amounts of \$16,349.93 and \$53,735.71 respectively.

Obligations under these agreements were expected but due to an oversight, provision for the expense was not included in the 2024-25 Operating Budget for ECDEV.

It is recommended that \$70,085.64 come from the Extraordinary Expenses Reserve budget to fund Tax Incentive Strategy Agreements not included in the 2024-25 Budget.

A motion to approve the recommendation was made by Mayor Brown and Seconded by Councillor Doiron.

**Motion Carried**

**6e. Insurance Renewal 2024-2025:**

Betty French, MF requested that Council approve the insurance renewal for July 1, 2024 – June 30, 2025, as presented by Cooke Insurance / Marsh Canada, in the amount of \$1,003,678.00 reflecting a \$99,629.00 increase (11.02%) from the previous year. This is a larger increase than was anticipated, causing a budget shortfall of \$54,240, which will be funded by an allocation from the Extraordinary Expenses Reserve.

Subsequent to the meeting, Marcel Arsenault from Cooke Insurance provided answers to questions asked by the Committee. This information is provided as an addendum to the Council Report.

**Agreement to move forward to Council.**

**6f. Canada Community Building Fund (CCBF) Update:**

Betty French, MF stated the CCBF funding has been overallocated in the 2024-25 Capital Budget. It is currently anticipated that not all of the \$9,767,000 CCBF funding in the 2024-25 Capital Budget will be spent by March 31, 2025. If we do go over the available \$7,348,474, any overage will come out of the 2025-26 CCBF Allocation.

**6g. Tenders/RFPs/RFOs:**

Betty French, MF provided a review of current Open/Closed/Upcoming tenders on the City's website.

**6h. Monthly Financial Report:**

Betty French, MF spoke to this report on the June 2024 Financial statements.

**7. Introduction of New Business**

None

**8. Adjournment**

Moved by Mayor Brown and seconded by Councillor Doiron that the meeting be adjourned.

**Motion Carried.**

The meeting ended at 1:20 PM

---

Chair: Councilor John McAleer



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

**MOTION CARRIED \_\_\_\_\_**

**MOTION LOST \_\_\_\_\_**

**Finance, Audit, Tendering  
& Administration #1**

**Date: August 13, 2024**

**Moved by Councillor \_\_\_\_\_ John McAleer**

**Seconded by Councillor \_\_\_\_\_ Terry Bernard**

**RESOLVED:**

**That Council approve a fee adjustment for City EV charges to increase charger usage in Charlottetown and that this be reflected in Schedule E of the Fees Bylaw.**



## City of Charlottetown Committee Report

**Report No:** ES 24-20

**Date:** June 24, 2024

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

**Attachments:**

- N/A

**Reporting Department:**  
Environment and Sustainability

**Other Associated Departments:**  
Finance

**Prepared by:**  
Nick Walker, Energy Management Engineer

**Report Title:**  
Electric Vehicle (EV) Charger Update

**Report Purpose:**  
To update Council on the status of EV chargers in Charlottetown and seek Council approval to adjust charge fees.

**Staff Recommendation:**  
That Council endorse a fee adjustment for City EV chargers to increase charger usage in Charlottetown and that the fees bylaw be amended.

**Report Details:**  
Based on information from the PlugShare and Chargehub websites, Charlottetown has 59 electric vehicle (EV) charging locations. Most charging locations have multiple charge ports and different options for plug types, which brings the total number of charge ports in Charlottetown to 154.

90% of the ports are level 2 chargers, meaning they may take a few hours to fully charge a vehicle. 3% are level 3 (DC fast charging), which can charge a vehicle in less than an hour, and 7% are Tesla superchargers, which are also DC fast chargers but only usable by Tesla vehicles or certain EVs with an extra adaptor. About 36% of the charge locations are at locations such as hotels and car dealerships, which might be open to the public but also may be reserved for staff or customers.

The City of Charlottetown owns chargers at 10 locations with a total of 19 charge ports. These chargers are located at community centres, arenas, parkades, and downtown locations. Of these City-owned chargers, the location that gets the most usage is the one located in front of the library.

| Station Name | Sessions | Duration (hr) |
|--------------|----------|---------------|
| CADC         | 752      | 1,227         |
| Library      | 2775     | 4,347         |
| City Hall    | 715      | 1,365         |
| Great George | 1162     | 2,385         |
| Cody Banks   | 297      | 590           |
| Fitzroy      | 245      | 564           |
| Hillsborough | 54       | 113           |
| Pownal       | 424      | 1,985         |
| Simmons      | 124      | 187           |
| WRCC         | 105      | 217           |

Figure 1: Charger Locations

Figure 1 shows the number of charging sessions and hours of charging that have occurred at the 10 City-owned locations, since they were installed in 2021. The community centres and arenas are the least used stations.

The cost to charge is currently set at \$3/hr for all the City-owned chargers, though the chargers at City Hall, Library, and Great George increase to \$4/hr between 9AM-6PM on weekdays. At the current pricing, the revenue from the 10 locations is about \$15,400 per year and the cost of electricity is about \$10,700 per year.

**Charger Costing:**

The City-owned chargers are the most expensive to use in Charlottetown. Most other level 2 chargers in the city cost about \$2/hr to charge and the electricity required to charge is about \$1.50/hr. Part of the reason for the higher cost applied to City chargers is that some of the chargers have taken the place of a previously metered parking space, so the cost is higher to cover the cost of parking and the electricity. For the parkades and parking lot, the users are already paying the cost to park on top of the \$3/hr to charge. Also for the arenas, there isn't a cost to park normally so the \$3/hr is almost double the cost of electricity.

If the cost to charge was to be lowered it would result in about 15% less net revenue for the City, but it would also increase uptake of the chargers and put the costs on par with others in the city. We anticipate that the net revenue of the chargers would still be positive. The free hour of parking at the community centres would be an incentive for EV drivers to use these facilities.

|                                                                                                 | Current Price                                        | Proposed Price                                         |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| <b>Metered Spots:</b><br>-Great George<br>-Library<br>-City Hall                                | \$4/hr Mon-Fri 9AM-6PM<br>\$3/hr Evenings & Weekends | \$3/hr Mon-Fri 9AM-6PM *<br>\$2/hr Evenings & Weekends |
| <b>Unmetered Spots:</b><br>-Hillsborough Park CC<br>-West Royalty CC<br>-Cody Banks<br>-Simmons | \$3/hr                                               | \$1/hr for first hour<br>\$2/hr thereafter             |
| <b>Parking Facilities:</b><br>-CADC Parking lot<br>-Pownal Parkade<br>-Fitzroy Parkade          | \$3/hr                                               | \$2/hr for first 3 hours<br>\$4/hr thereafter          |

*\*Note that the originally proposed price for the metered spots has been amended to remove a recommendation to increase the rate after 2 hours as this cannot be done in the ChargePoint system at this time.*

**Potential Charger Locations:**

PEI currently has the highest number of charge ports per capita in Canada, though Natural Resources Canada estimates that the country will need up to 469,000 public charge ports by 2035. Based on these numbers, the number of charge ports needed in Charlottetown by 2035 would be more than 550, more than 3.5 times the current amount.

With the higher charger usage downtown, it shows the need for more stations in the downtown area and locations where people spend time. The red dots in the following pictures show a few potential locations, a few options downtown and one at Victoria Park Ballfield that staff are considering.

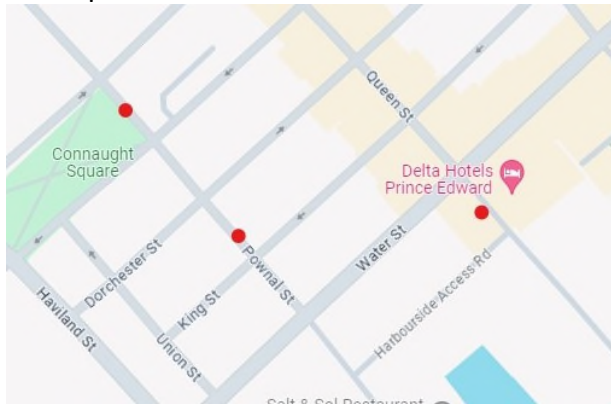


Figure 2: Downtown Locations

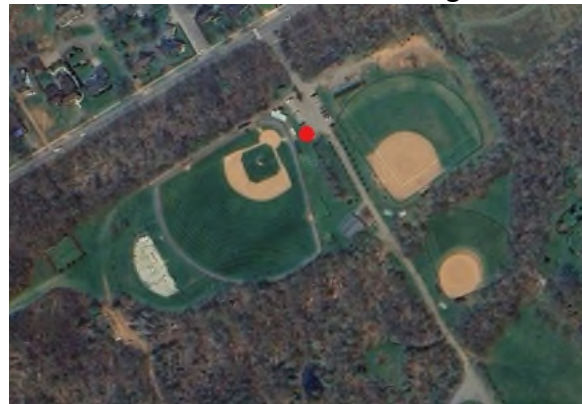


Figure 3: Victoria Park Ballfield

It is recommended that the request to adjust EV charger rates at City-owned locations be taken to the Finance Committee, with a recommendation to then take to Council. The fees bylaw (#2018-18) should then be updated.

**Council or Committee History:**

A report on EV charger rates was provided to the E&S Committee on Nov 17<sup>th</sup>, 2021. Rates were updated for the report to Finance to reflect the charge point limit of a single rate.

**Financial Implications:**

The goal of this change is to reduce rates and increase the use of chargers. Based on that, a significant loss in revenue is not expected and staff will monitor the impact of this adjustment.

**Public Engagement and Communication:**

If fees are changed, staff would work with Communications on a plan to update the public including notification on the chargers to make people aware of rates.

**Legislative Authority:**

MGA – Part 7 Municipal Jurisdiction

**Strategic Alignment:**

Vision: Embracing the Future

Purpose: Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city

Guiding Principles: People-focused, Accountable.

Commitments: Sustainability, Technology, Transparency, and

Pillars: 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** \_\_\_\_\_

**Finance, Audit, Tendering  
& Administration #2**

**Date: August 13, 2024**

**Moved by Councillor** \_\_\_\_\_ **John McAleer**

**Seconded by Councillor** \_\_\_\_\_ **Terry Bernard**

**RESOLVED:**

**That Council approve the request for an additional \$1 million in capital funding for the 2024 Street Resurfacing Program, and that a Package "C" tender be prepared and publicly advertised to hire a contractor to carry out the additional work.**

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





## City of Charlottetown Committee Report

**Report No:** 2024-07-17-005

**Date:** July 17, 2024

**Directed to Council through the following Committee:**  
Public Works

**Attachments:**

- None

**Reporting Department:**  
Public Works

**Other Associated Departments:**  
None

**Prepared by:**  
Riley Taweel, Traffic Engineer

**Report Title:**  
Street Resurfacing New Funding Request

**Report Purpose:**  
To request additional new funding for the City's Street Resurfacing program for the 2024 construction season.

**Staff Recommendation:**  
That Council approves the request for an additional \$1 million in capital funding for the 2024 Street Resurfacing Program, and that a Package 'C' tender be prepared and publicly advertised to hire a contractor to carry out the additional work.

**Report Details:**  
In the 2024-2025 Capital Budget, \$3,937,000 was allocated for street resurfacing. This budget allocation covers the costs associated with milling, pulverizing, paving and shouldering the streets on the street resurfacing package(s). It also covers a variety of works related to the street resurfacing program, such as: roadside ditching and culvert replacement, repainting of pavement markings, and quality assurance testing for the asphalt placed on City roadways.

This means that of the budget allocated for "paving", a smaller amount goes towards the paving work itself. While this reduces the number of kilometers that can be repaved each year, these additional work items are critical to ensure the longevity and quality of the work that is completed.

This year, based on the tender results of the two street resurfacing packages, of the \$3,937,000 allocated to street resurfacing, about \$3,600,000 will be spent on paving work – about 90%.

At budget time, it was presented that in order to realize a 25-year frequency for resurfacing a roadway, an average of \$4.0 million (in 2024 dollars) would be required per year to be spent on paving work. When factoring in the additional costs associated with paving as noted above, the actual budget required to do so is about \$4.5 million.

This year's allocation falls short of this target. As a result of discussions surrounding the addition of sites to the street resurfacing packages for this year, and to bring the program closer to the targeted yearly spend, new funding toward this budget item in the amount of \$1 million is being requested.

At this time, Public Works does not foresee there being a surplus of \$1 million within the exiting capital budget without cutting/cancelling other projects. Further, as this work is not an operational item, staff are aware the extraordinary expenses budget allocation is not a potential funding source. As a result, should there be additional funding allocated toward the street resurfacing program, it would have to be new funding.

If this funding is granted, staff would immediately prepare a third package (Package 'C') and it would go through the typical procurement process to ensure the project is tendered fairly and in accordance with City practices. The list of work for which is not currently finalized and would be presented at a later date prior to the tender being publicly advertised.

**Council or Committee History:**

None

**Financial Implications:**

\$1 million in new capital funding is being requested.

**Public Engagement and Communication:**

None

**Legislative Authority:**

Section 180 (b), Part 7, Division 2 of the Prince Edward Island *Municipal Government Act*

**Strategic Alignment:**

Infrastructure and the Environment

**Reviewed By:**

**Manager**



**CAO / Director**



**Committee Recommendation: (if differing from staff)**



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Finance, Audit, Tendering  
& Administration #3

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

Date: August 13, 2024

Moved by Councillor \_\_\_\_\_ John McAleer

Seconded by Councillor \_\_\_\_\_ Terry Bernard

**RESOLVED:**

**That Council approve the Port Charlottetown request for a Grant in lieu of Municipal Non-Commercial Property Taxes in the amount of \$29,000, allocating \$12,464 from the Extraordinary Expense Reserve to fund this request.**

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



# City of Charlottetown Committee Report

**Report No: FIN-33-2024**

**Date: August 7, 2024**

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

**Attachments:**

- None

**Reporting Department: Finance**

**Prepared by:** Betty French

**Report Title:**  
Port Charlottetown Community Grant in lieu of Taxes

**Report Purpose:**

To provide the Finance, Audit, Tendering & Administration Committee and Council with information on the Port Charlottetown community grant application.

**Staff Recommendation:**

That Council approve the Port Charlottetown request for a Grant in lieu of Municipal Non-Commercial Property Taxes in the amount of \$29,000.

**Report Details:**

Port Charlottetown has requested a Grant in lieu of Municipal Non-Commercial Property Taxes in the amount of approximately \$29,000. \$28,659.18 was paid for 2023-24.

**Council or Committee History:**

Community Grants in the amount \$383,464 were recommended at the April 10, 2024 Finance Committee meeting and approved at the April 23, 2024 Council Meeting. The Port Charlottetown Grant in lieu of Taxes request was brought to the June 12, 2024 Finance Committee meeting. The Committee requested a Community Grant Evaluation Matrix and a copy of the Port's Financial Statements. The request was brought to the July 3, 2024 Finance Committee meeting, with the additional requested information, and it was moved to go to Council. At the July 9, 2024 Council meeting, the Committee Chair requested the request be deferred and referred back to Committee. He has indicated he now supports the motion to move it forward

**Financial Implications:**

\$16,536 will be funded from the 2024-25 Community Grants budget. The additional \$12,464 will be funded by an allocation from the Extraordinary Expenses Reserve, leaving \$1,292,450 remaining.

**Public Engagement and Communication:**

Community Grant recipients are posted on the City's website.


**Legislative Authority:**

Grants Bylaw and Policy

**Strategic Alignment:**

See attached Community Grant Evaluation Matrix

**Reviewed By:**

|                                                                                                     |                     |
|-----------------------------------------------------------------------------------------------------|---------------------|
| <b>Manager</b><br> | <b>CAO/Director</b> |
| <b>Committee Recommendation: (if differing from staff)</b>                                          |                     |



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Finance, Audit, Tendering  
& Administration #4

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

Date: August 13, 2024

Moved by Councillor \_\_\_\_\_ John McAleer

Seconded by Councillor \_\_\_\_\_ Terry Bernard

**RESOLVED:**

**That Council approve allocating \$70,085.64 from the Extraordinary Expenses Reserve budget to fund The Arts Hotel and the Bio Alliance Incubator Tax Incentive Strategy Agreements approved in April of this year.**

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



## City of Charlottetown Committee Report

**Report No: FIN-34-2024**

**Date: August 7, 2024**

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

**Reporting Department:** Finance

**Other Associated Departments:**

**Prepared by:** Betty French, Manager of Finance  
Wayne Long, Manager of Economic Growth and Attraction

**Attachments:**

- March 21, 2024 Report No. ETCD 31-24 City of Charlottetown Tax Incentive Strategy Funding Requests

**Report Title:**

- City of Charlottetown Tax Incentive Strategy Funding Requests

**Report Purpose:**

- To seek Council's approval to funding for The Arts Hotel and the Bio Alliance Incubator Tax Incentive Strategy Agreements in the amounts of \$16,349.93 and \$53,735.71 respectively.

**Staff Recommendation:**

- That Council approve allocating \$70,085.64 from the Extraordinary Expenses Reserve budget to fund Tax Incentive Strategy Agreements not included in the 2024-25 Budget because they were approved in April 2024.

**Report Details:**

- At the April 9, 2024 Council meeting, a resolution was passed by Council to support entering into a 5-year agreement under the City's Tax Incentive Strategy with both HIG LP Management Inc. (The Arts Hotel) and the Charlottetown Area Development Corporation (Bio Alliance Incubator).
- Obligations under these agreements were expected but due to an oversight, provision for the expense was not included in the 2024-25 Operating Budget for ECDEV.

**Financial Implications:**

- If Council recommends approving the funding request, \$70,085.64 from the Extraordinary Expenses Reserve would be allocated to this project, leaving \$1,304,914.36 remaining.

**Council or Committee History:**

- April 9, 2024 Council Resolution from Economic, Tourism & Cultural Development Committee approved these 2 agreements.

**Public Engagement and Communication:**

- N/A

**Legislative Authority:**

- Finance, Audit, Tendering & Administration Committee Terms of Reference

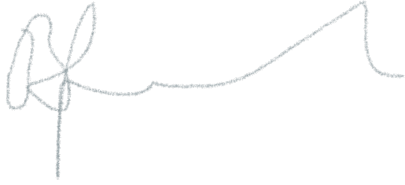
**Strategic Alignment:**

Our Purpose:

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

**Reviewed By:**

**Manager**

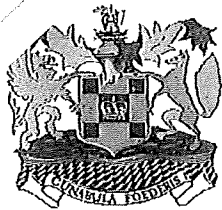


**CAO/Director**

**DRJ - 08/06/2024**

**Committee Recommendation: (if differing from staff)**





**CITY OF CHARLOTTETOWN  
RESOLUTION OF COUNCIL**

2024-COCR-0080

Economic, Tourism &  
Cultural Development #2

MOTION CARRIED

10-0 (Carried)

MOTION LOST

\_\_\_\_\_

(0)

Date: April 9, 2024

Moved by Councillor

Trevor MacKinnon

Seconded by Councillor

John McAleer

RESOLVED:

That Council support entering into a 5-year agreement under the City's Tax Incentive Strategy with both **HIG LP Management Inc. (The Arts Hotel)** and the **Charlottetown Area Development Corporation (Bio Alliance Incubator)**,

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: ETCD 31-24

Date: March 21, 2024

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

**Reporting Department:** Economic Growth and Attraction

**Other Associated Departments:** N/A

**Prepared by:** Wayne Long, Manager of Economic Growth and Attraction

**Attachments:**

- City of Charlottetown Tax Incentive Strategy
- Tax Incentive Strategy Calculation Sheets: The Arts Hotel and Bio Alliance Incubator
- Dyne Holdings Inc. (The Arts Hotel) Application
- Charlottetown Area Development Corporation (Bio Alliance Incubator) Application

**Report Title:**

City of Charlottetown Tax Incentive Strategy Funding Requests

**Report Purpose:**

To seek Council's support to endorse applications from Dyne Holdings Inc. and the Charlottetown Area Development Corporation with respect to the City of Charlottetown Tax Incentive Strategy.

**Staff Recommendation:**

That Council support entering into a 5-year agreement with both Dyne Holdings Inc. (The Arts Hotel) and the Charlottetown Area Development Corporation (Bio Alliance Incubator), and also amend the City's Tax Incentive Strategy to provide clarity on commercial development.

**REPORT:**

The City of Charlottetown has a Tax Incentive Strategy that encourages the expansion and/or rejuvenation of commercial properties within the City of Charlottetown. The Strategy is directly aimed at enhancing and maintaining the vitality of commercial properties in the city which will augment the tax base of the future.

Staff have used the attached Tax Incentive Strategy to determine application eligibility; both requests qualify under the policy.

Dyne Holdings Inc. (The Arts Hotel) and the Charlottetown Area Development Corporation (Bio Alliance Incubator) have been in ongoing communication with the municipality for the past few years with respect to qualifying for the Tax Incentive Strategy.

The Arts Hotel achieved substantial completion on February 18, 2021, and have requested a 5-year declining incentive for both the commercial and non-commercial assessed value for the property. Dyne Holdings Inc. have had prior communication with both the CAO of the day, as well as former Economic Development staff and strongly believe they have received a prior verbal commitment of approval from the City Corporation. While the Tax Incentive Strategy applies to the redevelopment of existing commercial properties for commercial purposes, there is no definition of "commercial" and if non-commercial assessed value would qualify under this program. While a hotel would typically be considered a commercial development, the existing strategy should be clarified to indicate if non-commercial assessed value is encompassed within this (excluding residential development).

The Charlottetown Area Development Corporation's Bio Alliance Incubator achieved substantial completion on January 15, 2022, and have requested a 10-year declining incentive (current policy only allows for 5). They too have had prior communication with both the CAO of the day and former Economic Development staff. In fact, on March 10, 2020, the City's former Economic Development, Tourism and Event Management Committee signaled their support of the Bio Alliance Incubator project receiving funding through the Tax Incentive Strategy; however, acknowledged that amendments to the Strategy would be required in order for the project to qualify. The current Manager of Economic Growth and Attraction brought forward said amendments which were adopted by Council on April 24, 2023.

Below are the Tax Incentive Strategy calculations for each of the applicants:

**Dyne Holdings Inc. (The Arts Hotel) – Inclusive of Non-Commercial Assessment**

Year 1 (90%) - \$16,349.93

Year 2 (75%) - \$13,624.94

Year 3 (60%) - \$10,899.95

Year 4 (45%) - \$8,174.97

Year 5 (30%) - \$5,449.98

**TOTAL - \$54,499.77**

and

**Charlottetown Area Development Corporation (Bio Alliance Incubator)**

Year 1 (90%) - \$53,735.71

Year 2 (75%) - \$44,779.76

Year 3 (60%) - \$35,823.80

Year 4 (45%) - \$26,867.85

Year 5 (30%) - \$17,911.90

**TOTAL - \$179,119.02**

These applications are being brought before the Committee given the duration of time over which communications have taken place, including with staff who no longer work for the Corporation. Given the lack of clarity for the eligibility of non-commercial assessed value within the Tax Incentive Strategy, it may be reasonable for Committee and Council to consider the full value of the Arts Hotel project and have staff amend the existing Tax Incentive Strategy. If the Committee is supportive, staff will work toward drafting Tax Incentive Agreements for both projects.

**Council or Committee History:**

March 10, 2020 – Bio Alliance Incubator project discussed at former Economic Development, Tourism and Event Management Committee Meeting. Committee expressed their support of the project and advised staff to undertake amendments to the Tax Incentive Strategy that would allow for project eligibility.



**Financial Implications:**

**The Arts Hotel**

Total incentive on declining scale over 5-years \$54,499.77, with year-1 cost of \$16,349.93 being expensed to the 2024/25 operational budget.

**Bio Alliance Incubator**

Total incentive on declining scale over 5 years \$179,119.02, with year-1 cost of \$53,735.71 being expensed to the 2024/25 operational budget.

|                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Public Engagement and Communication:</b><br>N/A                                                                                                                                                                                                                                                                                                              |                                                                                                            |
| <b>Legislative Authority:</b><br>MGA, Division 2 – Powers & Duties of Council Members 86(2)(b) A council may develop policies respecting services and programs, and shall evaluate, on a regular basis, the services and programs for relevancy, effectiveness and efficiency<br><br>City of Charlottetown Grants Bylaw #2023-GB-01, Schedule A: Grant Programs |                                                                                                            |
| <b>Strategic Alignment:</b><br>Inclusive Economic Growth                                                                                                                                                                                                                                                                                                        |                                                                                                            |
| <b>Reviewed By:</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                                            |
| <b>Manager</b><br>                                                                                                                                                                                                                                                             | <b>CAO/Director</b><br> |
| <b>Committee Recommendation: (if differing from staff)</b>                                                                                                                                                                                                                                                                                                      |                                                                                                            |



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Finance, Audit, Tendering  
& Administration #5

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

Date: August 13, 2024

Moved by Councillor \_\_\_\_\_ **John McAleer**

Seconded by Councillor \_\_\_\_\_ **Terry Bernard**

**RESOLVED:**

**That Council approve the insurance renewal for July 1, 2024 – June 30, 2025 as presented by Cooke Insurance / Marsh Canada, in the amount of \$1,003,678, with a funding allocation from the Extraordinary Expenses Reserve in the amount of \$54,240 to fund the budget shortfall.**

**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: FIN-35-2024**

**Date: August 7, 2024**

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

**Department: Finance**

**Prepared by:** Betty French, Manager of Finance

**Attachments:**

- 2024 – 2025 City of Charlottetown Insurance Renewal Proposal
- City of Charlottetown Binder
- 2024 Cyber Binder

**Report Title:**

- Insurance Renewal 2024-25

**Report Purpose:**

- To provide the Finance, Audit, Tendering & Administration Committee and Council with information regarding City and Utility Insurance Renewal.

**Staff Recommendation:**

- That Council approves the insurance renewal for July 1, 2024 – June 30, 2025 as presented by Cooke Insurance / Marsh Canada, in the amount of \$1,003,678.00

**Report Details:**

- In June 2021, the City awarded the contract for City and Utility Insurance needs for July 2021 – June 2022, with the option to renew for 5 years to Cooke Insurance / Marsh Canada.
- The total premium for 2024-2025 is \$1,003,678.00, reflecting a \$99,629.00 increase (11.02%) from the previous year. Here is the breakdown:

| Type of Coverage               | 2023 Premium     | 2024 Premium       | Difference (\$)  | Difference (%) |
|--------------------------------|------------------|--------------------|------------------|----------------|
| General Liability              | \$350,412        | \$401,861          | +\$51,449        | +14.68%        |
| Umbrella Liability (1st Layer) | \$39,903         | \$41,663           | +\$1,760         | +4.41%         |
| Umbrella Liability (2nd Layer) | \$16,698         | \$17,533           | +\$835           | +5.00%         |
| Property                       | \$209,283        | \$260,821          | +\$51,538        | +24.64%        |
| Property: Boiler               | \$27,207         | \$26,066           | -\$1,141         | -4.19%         |
| Crime Primary                  | \$2,750          | \$2,750            | \$0.00           | 0.00%          |
| Automobile Insurance           | \$204,637        | \$199,825          | -\$4,812         | -2.35%         |
| Council Accident               | \$2,409          | \$2,409            | \$0.00           | 0.00%          |
| Cyber Insurance                | \$50,750         | \$50,750           | \$0.00           | 0.00%          |
| <b>Total</b>                   | <b>\$904,049</b> | <b>\$1,003,678</b> | <b>+\$99,629</b> | <b>+11.02%</b> |

## KEY REASONS FOR INCREASE:

- **General Liability Including EIL:**

- 15% increase for Primary GL and EIL due to claims deterioration.
- 5% increase for Umbrella Layers 1 & 2 due to standard market conditions.
- Deductibles for GL and EIL set at \$25,000.
- Addition of PFAS Exclusion and Communicable Disease Endorsement with \$1m write-back.

- **Property Limits:**

- Increased from \$197,396,388 to \$220,855,089, which is a difference of \$23,458,701, reflecting an approximate 11.88% increase (8% standard inflation increase + Brackley Pt Rd facility for full year + 7 Mt Edward Rd facility)

- **Automobile Insurance:**

- 3% increase due to standard market conditions.

- **Cyber Insurance:**

- Premium remains the same at \$50,750.00, which includes the insurance company's \$750 policy administration fee.

## STANDARD SUBJECTIVITIES:

- **General Liability Including EIL:**

- Deductibles: \$25,000 on General Liability (GL) and Environmental Impairment Liability (EIL).
- Retro Date: As per the expiring policy, no earlier than November 15, 1993.
- Exclusions: PFAS Exclusion, Communicable Disease Endorsement with \$1m write-back and \$25,000 SIR (Retroactive date January 1, 2021).
- Coverage on tanks and landfills subject to the schedule held on file. Tanks and landfills not disclosed are not insured. Closed landfill coverage subject to active monitoring and no known leaching.

- **Property:**

- Rate Increase: 12% due to a new water damage claim and a 30% three-year loss ratio.
- Blanket POED Limit: \$220,855,089.
- Subject to the property schedule provided; any changes may affect renewal terms.
- All locations may be subject to an engineering inspection.
- Specific conditions: Cooking facilities must be ULC wet chemical compliant with a semi-annual maintenance contract and Class K portable extinguisher. Heritage properties covered for Replacement Cost only; professional appraisal required for Heritage Replacement Cost approval.

- **Automobile:**

- Increased premium: 3% due to standard market conditions.
- Exclusions: No physical damage insurance for parade vehicles and unlicensed equipment which would be insured under the contractor's equipment floater.

- **Council Accident:**

- Terms: Subject to no claims deterioration as of June 30, 2024.
- Coverage: Includes coverage for 11 councillors while on duty, with a principal sum of \$250,000 and an aggregate limit of \$2,500,000 per accident.

- **Additional Conditions:**

- Coverage subject to claims history: All coverage terms remain subject to no claims deterioration as of June 30, 2024.
- PFAS Exclusion: Applies to water treatment, water supply, and firefighting operations.
- Communicable Disease Exclusion: Applies with a \$1,000,000 write-back and a \$25,000 Self-Insured Retention (SIR).

## COMMENTS ON THE RENEWAL TERMS:

Given the increased property limits insured, forecast for an active hurricane season and the ongoing forest fires, an 11% increase in a municipal insurance premium can be considered competitive within the current market context. Here are the key points to consider:

1. **Active Hurricane Season:** Both NOAA and Environment and Climate Change Canada project a very active hurricane season for 2024, with 17 to 25 named storms and 8 to 13 hurricanes expected. This heightened risk increases the likelihood of claims, which typically drives up insurance premiums.
2. **Inflation and Risk Factors:** The insurance industry is dealing with increased costs of ever-increasing risks from climate change (forest fires/flood), inflation, and other global factors. These elements contribute to the rising cost of claims and the need for higher premiums to cover potential losses.

Considering these factors, an 11% increase in municipal insurance premiums appears to be competitive, especially given the increased risks from natural disasters and the broader economic environment.

**Claims Experience:  
General Liability**

| Loss Date            |          |    | Total Paid          | Loss Reserve        | Expense Reserve     | Total Incurred        | Deductible            | Net Incurred        |
|----------------------|----------|----|---------------------|---------------------|---------------------|-----------------------|-----------------------|---------------------|
| 2015                 | # Claims | 2  | \$59,945            | \$0                 | \$0                 | \$59,945              | \$50,000              | \$27,472            |
| 2017                 | # Claims | 8  | \$196,839           | \$15,000            | \$44,573            | \$256,412             | \$200,000             | \$156,490           |
| 2018                 | # Claims | 12 | \$221,435           | \$15,000            | \$53,537            | \$289,972             | \$275,000             | \$216,544           |
| 2019                 | # Claims | 8  | \$37,646            | \$0                 | \$0                 | \$37,646              | \$200,000             | \$0                 |
| 2020                 | # Claims | 10 | \$254,075           | \$80,000            | \$26,230            | \$361,093             | \$227,500             | \$228,751           |
| 2021                 | # Claims | 5  | \$23,406            | \$0                 | \$0                 | \$23,406              | \$125,000             | \$0                 |
| 2022                 | # Claims | 8  | \$61,513            | \$10,000            | \$119,759           | \$191,272             | \$200,000             | \$95,532            |
| 2023                 | # Claims | 4  | \$26,212            | \$0                 | \$8,575             | \$34,787              | \$100,000             | \$0                 |
| 2024                 | # Claims | 3  | 2021                | # Claims            | 5                   | \$23,406              | \$0                   | \$0                 |
| <b>Total Claims:</b> |          | 60 | <b>\$882,337.47</b> | <b>\$120,000.00</b> | <b>\$264,656.52</b> | <b>\$1,267,781.99</b> | <b>\$1,415,000.00</b> | <b>\$724,788.47</b> |

**Claims Experience:  
Property**

| Loss Date      |                 |          | Total Paid       | Loss Reserve     | Expense Reserve | Total Incurred   | Deductible      | Net Incurred     |
|----------------|-----------------|----------|------------------|------------------|-----------------|------------------|-----------------|------------------|
| <b>2015-23</b> | <b># Claims</b> | <b>9</b> | <b>\$127,597</b> | <b>\$116,624</b> | <b>\$0</b>      | <b>\$244,221</b> | <b>\$90,000</b> | <b>\$213,303</b> |

**Claims Experience:  
Auto**

| Loss Date            |          |        | Total Paid       | Loss Reserve | Expense Reserve | Total Incurred   | Deductible | Net Incurred |
|----------------------|----------|--------|------------------|--------------|-----------------|------------------|------------|--------------|
| 2015                 | # Claims | 3      | \$27,970         |              |                 | \$27,970         |            |              |
| 2016                 | # Claims | 5      | \$29,506         |              |                 | \$29,506         |            |              |
| 2017                 | # Claims | 4      | \$2,541          |              |                 | \$2,541          |            |              |
| 2018                 | # Claims | 1<br>4 | \$71,839         |              |                 | \$71,839         |            |              |
| 2019                 | # Claims | 1<br>3 | \$35,289         |              |                 | \$35,289         |            |              |
| 2020                 | # Claims | 1<br>2 | \$15,651         |              |                 | \$15,651         |            |              |
| 2021                 | # Claims | 2<br>1 | \$217,234        |              |                 | \$217,234        |            |              |
| 2022                 | # Claims | 2<br>3 | \$137,059        |              |                 | \$137,059        |            |              |
| 2023                 | # Claims | 1<br>8 | \$127,531        |              |                 | \$127,531        |            |              |
| 2024                 | # Claims | 2      | \$3,527          |              |                 | \$3,527          |            |              |
| <b>Total Claims:</b> |          | 60     | <b>\$668,147</b> |              |                 | <b>\$668,147</b> |            |              |



**Financial Implications:**

|                                | Budget    | Increase | Actual    | Increase |
|--------------------------------|-----------|----------|-----------|----------|
| 12 months ended March 31, 2022 | \$918,113 |          | \$707,072 |          |
| 12 months ended March 31, 2023 | \$905,113 | -1.4%    | \$774,078 | 13.4%    |
| 12 months ended March 31, 2024 | \$975,816 | 7.8%     | \$877,072 | 12.4%    |
| 12 months ended March 31, 2025 | \$924,531 | -5.3%    | \$978,771 | 11.6%    |

The budget overage of \$54,240 will be funded by an allocation from the Extraordinary Expenses Reserve, leaving \$1,238,210 remaining.

**Public Engagement and Communication:**

- As this is an internal operational item, no public engagement is required.

**Legislative Authority:**

- City of Charlottetown Procurement Policy (P-Fin-1)
- Section 156(1)(5) of the *Municipal Government Act*

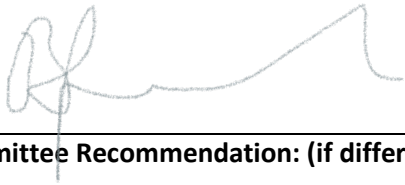
**Strategic Alignment:**

Our Purpose:

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

**Reviewed By:**

Manager



CAO/Director

DRJ-08/06/2024

Committee Recommendation: (if differing from staff)

## ADDENDUM

### QUESTIONS AND ANSWERS FROM THE MEETING:

#### 1. CONTRACT CLARIFICATION:

- **Question:** Is the city tied into a five-year period with Cook Insurance, or is it a year-by-year renewal option?
- **Answer:** The city is not legally bound to a five-year term with Cook Insurance; it operates on a year-by-year renewal basis. However, maintaining a five-year term has several benefits:
  - **Trust and Stability:** A long-term commitment fosters trust and stability between the city and the insurer, leading to smoother negotiations and better cooperation.
  - **Financial Predictability:** It allows for more predictable budgeting and potentially more favorable rates due to the long-term relationship.
  - **Enhanced Services:** The insurer is likely to provide more dedicated resources and tailored solutions, understanding the city's unique needs over time.
  - **Comprehensive Risk Management:** Long-term relationships enable more thorough risk assessments and proactive risk mitigation strategies.
  - **Disadvantages of Frequent Remarketing (Less than 5 years):** Frequently remarketing the insurance (more often than every five years) can lead to higher administrative costs, potential loss of favorable terms, and a lack of continuity in risk management and claims handling.

#### 2. DEDUCTIBLES CONFIRMATION:

- **Question:** What is the current deductible for auto insurance?
- **Answer:** The current deductible for loss or damage to insured automobiles (All Perils) is \$2,500. The third-party liability coverage has a NIL deductible. These details remain consistent from the 2023 policy to the 2024 policy.

#### 3. DEFINITIONS AND COVERAGE DETAILS:

- **Question:** Provide clear definitions for general liability, property, and council accident insurance. Confirm what specific events are covered under property insurance (e.g., fire, hurricane).
- **Answer:**
  - **GENERAL LIABILITY INSURANCE:** Covers legal liability for bodily injury or death of any person or damage to property arising from accidents involving the city's operations or vehicles. This includes:

§ **Bodily Injury:** Injuries to individuals, including medical expenses and compensation.

§ **Personal Injury:** Injuries such as defamation, libel, slander, false arrest, and invasion of privacy.

§ **Property Damage:** Damage to property or loss of use of property.

§ **Sudden & Accidental Pollution:** Coverage for accidental pollution incidents.

§ **Employer's Liability:** Liabilities arising from employment-related issues.

§ **Tenant's Legal Liability:** Damage to rented premises.

§ **Police Officer Assault Endorsement:** Coverage for liabilities arising from police actions.

§ **Environmental Liability:** Coverage for environmental damage and cleanup costs associated with pollution incidents.

§ **Professional Liability:** Protection for city council members and staff against claims arising from professional duties, such as errors and omissions.

**PROPERTY INSURANCE:** Covers physical loss or damage to various types of property the city owns or leases, including:

§ **Buildings and Structures:** All buildings and structures, including those under construction, alterations, and repairs.

§ **Contractor's Property:** Property under construction, alteration, or repair.

§ **Personal Property:** Personal property of council members and employees on the insured premises.

§ **Valuable Papers and Records:** Books of account, drawings, software, and storage media.

§ **Fire Extinguishing Materials and Fire Fighting Expenses:** Accidental escape, loss, or damage to fire extinguishing materials.

§ **Unnamed Locations:** Property not at the insured premises but within Canada or the continental United States.

§ **Exhibition Floater:** Property on temporary exhibition at locations not owned by the city.

§ **Commercial Property Floater:** Property temporarily at locations not owned by the city.

§ **Stock Spoilage:** Physical loss or damage to stock due to temperature or humidity changes.

§ **Land and Water Pollution Clean-Up Expense:** Expenses for cleaning up pollutants from land and water.

§ **Off-Premises Service Interruption:** Loss caused by physical damage to property supplying services to the premises.

§ **Master Key:** Costs of replacing or re-tooling locks following the loss of master keys.

§ **Environmental Upgrade:** Increase in costs to repair or replace building and equipment components to improve energy efficiency or environmental emissions rating.

§ **Money, Cash Cards, and Securities:** Coverage for money, cash cards, and securities against physical loss or damage.

§ **Historical Buildings:** Additional costs for skilled labor or authentic materials to restore historical buildings.

§ **Preservation of Property:** Costs incurred to temporarily protect or preserve property due to impending physical loss or damage.

§ **Technological Advancement:** Costs of purchasing and installing technologically current equipment.

**COUNCIL ACCIDENT INSURANCE:** Provides 24-hour coverage for accidents resulting in death, dismemberment, or inability to work for council members and other municipal employees (excluding full-time firefighters and police officers). Specific coverages include:

§ **Principal Sum:** Up to \$250,000 for accidental death or dismemberment.

§ **Weekly Accident Indemnity:** \$500 per week for up to 52 weeks if an insured person is unable to work due to an accident.

§ **Accidental Medical Expenses:** Up to \$15,000 for medical expenses resulting from an accident.

§ **Dental Expenses:** Up to \$5,000 for dental expenses due to accidental injury.

§ **Personal Property Coverage:** Protection for personal property of council members and employees while on the insured premises.

§ **Additional Coverage:** Includes expenses for fire extinguishing materials, valuable papers and records, and more.

**CYBER INSURANCE:** The policy provides extensive coverage for various cyber threats, including data breaches, cyber extortion, system damage, and business interruption. It covers costs related to incident response, legal fees, IT security, and crisis communication, with limits up to CAD 2,000,000 per claim.

#### 4. CLAIMS BREAKDOWN:

- **Question:** Additional details on claims, specifically for auto insurance, including deductibles and total incurred amounts.
- **Answer:** The document does not provide detailed claims breakdowns. This information must be obtained from the insurance broker to address the question comprehensively. I will follow up with Marsh regarding the amended automobile claims breakdown as discussed.

#### 5. EMPLOYEE ENTICEMENTS:

- **Question:** Are there any special rates or enticements offered by Cook Insurance to city employees?
- **Answer:** Currently, there are no special rates or enticements offered by Cook Insurance to city employees. My understanding is that personal lines managers are officially working on some type of program to make available to city employees.



City of Charlottetown

# Insurance Proposal

Policy Period

**30 June 2024 - 30 June 2025**

18 July 2024

# 1

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## Important – Please Note The Following

### **Duty of Disclosure**

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

### **Payment Terms**

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

### **Period of Validity of Quote**

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

### **Breach of Warranty or Subjectivity**

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

### **Underinsurance**

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

### **Underwriting / Binding Authority**

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh

Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

### **Material Changes From Expiring Policy**

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.

### **Risk And Claims Information**

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

### **Taxes Payable By Insureds**

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

## Canadian Councils Liability

|                                 |                      |                                                                                                                                           |
|---------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limits of Liability:</b>     | \$ 5,000,000         | General Liability, including Sudden and Accidental Pollution any one Occurrence                                                           |
|                                 | \$ 5,000,000         | and in the Annual Aggregate for Products and Completed Operations during the Policy Period                                                |
| <b>Extensions of Coverages:</b> | \$ 5,000,000         | Employers' Liability; any one Claim                                                                                                       |
|                                 | \$ 5,000,000         | Tenant Legal Liability; any one Occurrence                                                                                                |
|                                 | \$ 5,000,000         | Employee Benefit Liability; any one Claim                                                                                                 |
|                                 | \$ 5,000,000         | *Incidental Medical Malpractice; any one Claim<br>Retroactive Date: November 15, 1993                                                     |
|                                 | \$ 50,000            | Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period                                            |
|                                 | \$ 2,000,000         | Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period                                     |
|                                 | \$ 50,000            | Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period                            |
|                                 | \$ 250,000           | Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period                                     |
|                                 | \$ 100,000           | Municipal Marina Legal Liability; any one Pleasure Craft                                                                                  |
|                                 | \$ 1,000,000         | Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period                |
|                                 | \$ 500,000           | Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period                                    |
|                                 | \$ 100,000           | Conflict of Interest Reimbursement Expenses; any one Claim                                                                                |
|                                 | \$ 100,000           | Legal Expense, Reimbursement Expenses; any one Claim and                                                                                  |
|                                 | \$ 500,000           | Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period                                                   |
|                                 | \$ 5,000,000         | Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence                                          |
|                                 | \$ 250,000           | Legal Liability for Damage to Hired Automobiles; any one Occurrence                                                                       |
|                                 | \$ 5,000,000         | Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence                                                 |
|                                 | <b>Endorsements:</b> | \$ 5,000,000                                                                                                                              |
| \$ 2,500,000                    |                      | *Environmental Impairment Liability; any one Claim and                                                                                    |
| \$ 5,000,000                    |                      | Environmental Impairment Liability; in the Annual Aggregate during the Policy Period<br>Retroactive Date: November 15, 1993               |
| \$ 2,000,000                    |                      | *Abuse / Molestation Liability; any one Claim and                                                                                         |
| \$ 2,000,000                    |                      | Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period<br>Retroactive Date: June 30, 2015                        |
|                                 |                      | Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits                                                                   |
| \$ 5,000,000                    |                      | Police Officer Assault; any one Occurrence                                                                                                |
| <b>Deductible(s):</b>           | \$ 25,000            | Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up |
|                                 | \$ 25,000            | Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;                                              |



|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <p>NIL Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation</p> <p>\$ 1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$ 25,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$ 25,000 Municipal Errors and Omissions Liability; any one Claim</p> <p>\$ 25,000 Environmental Impairment Liability; any one Claim</p> <p>\$ 25,000 Abuse / Molestation Liability; any one Claim</p> <p>\$ 25,000 Police Officer Assault; any one Occurrence</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>* Claims Made Coverage Note:</b>                   | Certain sections of this policy are written on a <b>CLAIMS MADE</b> basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Endorsements:</b>                                  | <p>*Communicable Disease Exclusion Endorsement including \$1,000,000 write-back</p> <p>Retroactive Date: January 01, 2021</p> <p><b>PERFLUORINATED COMPOUNDS, PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES (PFAS) EXCLUSION</b><br/><b>(For use on liability (re)insurance policies)</b></p> <p><b>The following exclusion applies only to the Insured's water treatment, water supply and firefighting operations:</b></p> <p>1. This POLICY does not cover any claim for actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with any PFAS.</p> <p>2. For the purposes of this Exclusion, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor, contain, test for or in any way respond to or assess the effect of any PFAS.</p> <p>3. PFAS means any organic molecule, salt, free radical or ion, the composition of which includes at least one:</p> <p>a. perfluorinated methyl group (-CF<sub>3</sub>); or</p> <p>b. perfluorinated methylene group (-CF<sub>2</sub>-).</p> <p>LMA5595 amended 29 July 2022</p> |
| <b>Policy Form:</b>                                   | 6298Z/23a B0509BOWCI2351220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Insurer(s) and Proportion of Participation(s):</b> | Certain Lloyd's Underwriters (Syndicate 1886) – 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Subject To:</b>                                    | <p>Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b></p> <p>Coverage on tanks and landfills is subject to listing on file.</p> <p>Tanks and landfills not disclosed are not insured.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Canadian Councils Excess Umbrella Liability (1st Layer)

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                       |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Limit of Coverage:</b>                              | \$ 20,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
|                                                        | \$ 20,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations                              |
|                                                        | \$ 20,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | *any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability                    |
|                                                        | \$ 20,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability                                  |
| <b>Excess of Underlying Coverage(s) and Limit(s):</b>  | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period      |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | *Incidental Medical Malpractice; any one Claim                                                                        |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Municipal Errors and Omissions; in the Annual Aggregate                                                               |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Employer's Liability and Tenant's Legal Liability; any one Occurrence                                                 |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Employee Benefits Liability; any one Claim                                                                            |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence              |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence                                    |
| <b>* Claims Made Coverage Note:</b>                    | Certain sections of this policy are written on a <b>CLAIMS MADE</b> basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer. |                                                                                                                       |
| <b>Retained Limit:</b>                                 | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NIL                                                                                                                   |
| <b>Endorsements:</b>                                   | Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 (PFAS) Exclusion                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                       |
| <b>Policy Form:</b>                                    | 6263Z/23a B0509BOWCI2351184                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |
| <b>Insurer(s) and Proportion of Participations(s):</b> | Certain Lloyd's Underwriters (Syndicate 1886) – 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                       |
| <b>Subject To:</b>                                     | Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                       |
| <b>Changes from Expiry</b>                             | Exclusion 12 Abuse is amended to follow definitions in the primary wording.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |

## Canadian Councils Excess Umbrella Liability (2nd Layer)

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                       |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Limit of Coverage:</b>                              | \$ 25,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
|                                                        | \$ 25,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations                              |
|                                                        | \$ 25,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | *any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability                    |
|                                                        | \$ 25,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability                                  |
| <b>Excess of Underlying Coverage(s) and Limit(s):</b>  | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period      |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | *Incidental Medical Malpractice; any one Claim                                                                        |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Municipal Errors and Omissions; in the Annual Aggregate                                                               |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Employer's Liability and Tenant's Legal Liability; any one Occurrence                                                 |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Employee Benefits Liability; any one Claim                                                                            |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence              |
|                                                        | \$ 5,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence                                    |
| <b>* Claims Made Coverage Note:</b>                    | Certain sections of this policy are written on a <b>CLAIMS MADE</b> basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer. |                                                                                                                       |
| <b>Retained Limit:</b>                                 | \$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NIL                                                                                                                   |
| <b>Endorsements:</b>                                   | Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 (PFAS) EXCLUSION                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                       |
| <b>Policy Form:</b>                                    | 8418Z/23a B0509BOWCI2351185                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |
| <b>Insurer(s) and Proportion of Participations(s):</b> | Certain Lloyd's Underwriters (Syndicate 1886) – 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                       |
| <b>Subject To:</b>                                     | Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                       |
| <b>Changes from Expiry:</b>                            | Exclusion 12 Abuse is amended to follow definitions in the primary wording.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |

## Combined Physical Damage & Machinery Breakdown

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                      |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Coverage:</b>                               | Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                      |
| <b>Limits of Liability:</b>                    | \$ 220,855,089                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Blanket Limit of Loss on Property of Every Description including Machinery Breakdown |
| <b>Physical Damage Extensions of Coverage:</b> | <p>The limits for the following extensions of coverage are included in the Blanket Limit shown above:</p> <p>\$ 500,000 Valuable Papers;</p> <p>\$ 500,000 Extra Expense;</p> <p>\$ 500,000 Accounts Receivable;</p> <p>\$ 500,000 Gross Rentals;</p> <p>\$ 627,000 Computer Media;</p> <p>\$ 500,000 Fine Arts (Agreed Value);</p> <p>The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:</p> <p>\$ 1,000,000 Newly Acquired Property;</p> <p>\$ 1,000,000 Building in the Course of Construction; Contractors and Consultants</p> <p>\$ 500,000 Property in Transit;</p> <p>\$ 1,000,000 Unnamed Locations;</p> <p>\$ 500,000 Expediting Expense;</p> <p>\$ 300,000 Business Interruption – Profits; Subject to maximum of \$25,000 per</p> <p>\$ 1,000,000 Contingent Business Interruption;</p> <p>\$ 100,000 Fire Extinguishing Material and Fire Fighting Expense;</p> <p>\$ 500,000 Professional Fees;</p> <p>\$ 10,000 Master Key;</p> <p>\$ 100,000 Land and Water Pollution Clean Up Expense;</p> <p>\$ 100,000 Stock Spoilage;</p> <p>\$ 100,000 Commercial Property Floater;</p> <p>\$ 1,000,000 Off Premises Service Interruption;</p> <p>\$ 100,000 Exhibition Floater;</p> <p>\$ 100,000 or 10% Environmental Upgrade;</p> <p>\$ 15,000 Money, Cash Cards and Securities;</p> <p>\$ 15,000 Preservation of Property;</p> <p>\$ 25,000 Technological Advancement;</p> <p>\$ 1,000,000 Demolition and Increased Cost of Construction;</p> <p>\$ 50,000 / \$ 100,000 Prevention of Ingress / Egress; 4 weeks</p> <p>\$ 100,000 or 25% Debris Removal;</p> <p>\$ 15,000 Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)</p> |                                                                                      |
| <b>Machinery Breakdown:</b>                    | <p>\$ 1,000,000 Newly Acquired Property;</p> <p>\$ 500,000 Expediting Expense;</p> <p>\$ 500,000 Professional Fees;</p> <p>\$ 100,000 Consequential Damage;</p> <p>\$ 500,000 Hazardous Substance;</p> <p>\$ 10,000 Data and Media;</p> <p>\$ 500,000 Ammonia Contamination;</p> <p>\$ 500,000 Water Escape;</p> <p>\$ 10,000 Reproduction Costs;</p> <p>\$50,000 / \$100,000 Interruption by Civil Authority; 4 weeks</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                      |

Insurance Proposal

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Endorsements:</b>                                   | Automobile Replacement Cost Deficiency Endorsement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Deductible(s):</b>                                  | <p>\$ 10,000 each occurrence for all losses except</p> <p>\$ 10,000 each Computer/Electronic Data Processing loss</p> <p>\$ 10,000 each Fine Arts loss</p> <p>\$ 50,000 Windstorm</p> <p>\$ 100,000 Each Flood loss</p> <p>5 % of total insured value or 100,000 minimum, whichever is greater, each Earthquake occurrence</p>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Policy Form:</b>                                    | Municipal Insurance Program - Master Policy (January 1, 2022)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Insurer(s) and Proportion of Participations(s):</b> | <p><b>Physical Damage:</b></p> <p>Aviva Insurance Company of Canada - 70%</p> <p>Zurich Insurance Company - 30%</p> <p><b>Machinery Breakdown:</b></p> <p>Aviva Insurance Company of Canada - 100%</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Subject To:</b>                                     | <p>A Schedule of Property including Construction, Occupancy, Protection, Exposure, civic address including postal codes for all locations.</p> <p>Schedule of Miscellaneous Tools and Contractors Unlicensed Equipment.</p> <p>All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher.</p> <p>Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer.</p> <p>All locations may be subject to Engineering Inspection.</p> <p>Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b>.</p> |
| <b>Changes from Expiring Policy:</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Comprehensive Crime

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Limits:</b>                                         | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                                                                    | Employee Dishonesty – Form A                |
|                                                        | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                      | Broad Form Loss of Money (Inside Premises)  |
|                                                        | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                      | Broad Form Loss of Money (Outside Premises) |
|                                                        | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                      | Money Orders & Counterfeit Paper Currency   |
|                                                        | \$ 1,000,000                                                                                                                                                                                                                                                                                                                                                                                    | Depositors Forgery                          |
|                                                        | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                      | Professional Fees / Audit Expenses          |
|                                                        | \$ 200,000                                                                                                                                                                                                                                                                                                                                                                                      | Computer Fraud or Funds Transfer Fraud      |
| <b>Deductible(s):</b>                                  | \$ NIL                                                                                                                                                                                                                                                                                                                                                                                          | per Loss                                    |
| <b>Policy Form:</b>                                    | Master Crime Wording (April 2012)                                                                                                                                                                                                                                                                                                                                                               |                                             |
| <b>Insurer(s) and Proportion of Participations(s):</b> | Aviva Insurance Company of Canada – 100%                                                                                                                                                                                                                                                                                                                                                        |                                             |
| <b>Subject To:</b>                                     | <p>Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds.</p> <p>All cheque requisitions and issued cheques containing dual signatures.</p> <p>If the above is not part of your internal Financial controls, please provide explanation(s).</p> <p>Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b></p> |                                             |

## Automobile Insurance (Prince Edward Island)

|                                                        |                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limits:</b>                                         | \$ 5,000,000                                                                                                                                | Liability – Bodily Injury / Property Damage<br>Deductible: NIL<br>Accident Benefits – Basic Benefits; Limits as stated in Policy<br>Accident Benefits – Options; None Selected; Limits as stated in Policy<br>Deductible: NIL<br>Uninsured Automobile; Limits as stated in Policy<br>Deductible: NIL<br>Direct Compensation – Property Damage; Limits as stated in Policy<br>Loss or Damage – All Perils<br>Deductible: \$2,500<br>No Physical Damage Insurance for Parade Vehicles and Unlicensed Equipment                                                                                                                                                                                                                                   |
| <b>Endorsements:</b>                                   | PE-SEF 3<br>PE-SEF 4A<br>PE-SEF 4B<br>PE-SEF 5<br>PE-SEF 20<br>PE-SEF 21B<br>PE-SEF 24<br>PE-SEF 31<br>PE-SEF 32<br>PE-SEF 43R<br>PE-SEF 44 | Drive Government Automobiles Endorsement<br>Permission to Carry Explosives<br>Permission to Carry Radioactive Material<br>Permission to Rent or Lease<br>Loss of Use Endorsement - Applicable to Light Units per occurrence<br>(Applicable only to Private Passenger Vehicles and Light Commercial Vehicles)<br>Blanket Fleet Endorsement – No Annual Adjustment<br>Freezing of Fire-Fighting Apparatus<br>Non-Owned Equipment<br>Use of Recreational Vehicles by Unlicensed Drivers<br>Removing Depreciation Deduction – 24 Months New<br>Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles<br>Notice of Cancellation Ninety (90) Days |
| <b>Policy Form:</b>                                    | Provincial Statutory Owners Policy                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Insurer(s) and Proportion of Participations(s):</b> | Aviva Insurance Company of Canada – 100%                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Subject To:</b>                                     | Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b>                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Councillors' Accident Coverage

|                                                        |                                                                                                                                                       |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limits of Coverage:</b>                             | \$250,000 Principal Sum                                                                                                                               |
| <b>Included Coverage:</b>                              | Number of Councillors: 11<br>While on Duty Only Coverage                                                                                              |
| <b>Policy Form:</b>                                    | Insurers Standard Form                                                                                                                                |
| <b>Insurer(s) and Proportion of Participations(s):</b> | AIG Insurance Company of Canada – 100%                                                                                                                |
| <b>Subject To:</b>                                     | \$2,500,000 Aggregate Limit of Indemnity Per Accident<br>Terms will remain as indicated subject to no claims deterioration as of <b>June 30, 2024</b> |



# Commercial Insurance Binder

## Coverages (Client Copy)



**Binder No. Unassigned**

**Underwriting Details**

**Effective 2024-06-30**

| Type of Coverage                                                                       | Deductible | Co-Insurance | Limit/Amount |
|----------------------------------------------------------------------------------------|------------|--------------|--------------|
| <b>Property</b>                                                                        |            |              |              |
| <b>Building, Equipment and Stock (Broad Form)</b>                                      | 10,000     | 0%           |              |
| POED Limit Blanket Limit                                                               | 10,000     | 0%           |              |
| At 91-93 Kent Street, Charlottetown, Prince Edward Island                              | 10,000     | 0%           |              |
| Building                                                                               | 10,000     | 0%           |              |
| All Properties (POED)_ Fire Department                                                 | 10,000     | 90%          | 220,855,089  |
| Contractors Equipment Floater                                                          | 10,000     | 90%          | 532,684      |
| Celtic Monuments & Cannons                                                             | 10,000     | 90%          | 218,994      |
| Accounts Receivable                                                                    | 10,000     | 90%          | 500,000      |
| Extra Expense                                                                          | 10,000     | 90%          | 500,000      |
| Gross Rentals                                                                          | 10,000     | 90%          | 500,000      |
| Valuable Papers                                                                        | 10,000     | 90%          | 500,000      |
| Fine Arts (Agreed Value)                                                               | 10,000     | 90%          | 500,000      |
| Computer Media                                                                         | 10,000     | 90%          | 627,000      |
| Computer/Electronic Processing                                                         | 10,000     | 90%          | 443,945      |
| Solar Panels                                                                           | 10,000     | 90%          | 948,570      |
| Boardwalk & Docks                                                                      | 1,000      | 90%          | 2,203,200    |
| Watercraft                                                                             | 1,000      | 90%          | 388,800      |
| Unmanned air vehicle                                                                   | 1,000      | 90%          | 97,200       |
| Replacement Cost Endorsement                                                           |            |              |              |
| Sewer Backup Endorsement                                                               | 10,000     |              |              |
| Flood Endorsement                                                                      | 100,000    |              |              |
| Earthquake Shock Endorsement                                                           |            |              |              |
| Deductible percentage                                                                  | 5%         |              |              |
| Deductible minimum amount                                                              | 100,000    |              |              |
| <b>Newly Acquired Property</b>                                                         | 10,000     |              | 1,000,000    |
| <b>Buildings in the Course of Construction</b>                                         | 10,000     |              | 1,000,000    |
| <b>Property in Transit</b>                                                             | 10,000     |              | 500,000      |
| <b>Unnamed Location</b>                                                                | 10,000     |              | 1,000,000    |
| <b>Expediting Expense</b>                                                              | 10,000     |              | 500,000      |
| <b>Profit Business Interruption (Profits subject to maximum of \$25,000 per month)</b> | 10,000     |              | 300,000      |
| <b>Contingent Business Interruption</b>                                                | 10,000     |              | 1,000,000    |
| <b>Ammonia Contamination</b>                                                           | 10,000     |              | 500,000      |
| <b>Fire Extinguishing Material and Fire Fighting Expense</b>                           | 10,000     |              | 100,000      |
| <b>Professional Fees</b>                                                               | 10,000     |              | 500,000      |

July 26, 2024

Karen D

**Commercial Insurance Binder**  
**Coverages (Client Copy)**



**Binder No. Unassigned**

**Underwriting Details**

**Effective 2024-06-30**

| Type of Coverage                                                                                                  | Deductible | Co-Insurance | Limit/Amount |
|-------------------------------------------------------------------------------------------------------------------|------------|--------------|--------------|
| <b>Master Key</b>                                                                                                 | 10,000     |              | 10,000       |
| <b>Land and Water Pollution Clean Up Expense</b>                                                                  | 10,000     |              | 250,000      |
| <b>Consequential Damage</b>                                                                                       | 10,000     |              | 100,000      |
| <b>Stock Spoilage</b>                                                                                             | 10,000     |              | 100,000      |
| <b>Off Premises Service Interruption</b>                                                                          | 10,000     |              | 1,000,000    |
| <b>Exhibition Floater</b>                                                                                         | 10,000     |              | 100,000      |
| <b>Hazardous Substance</b>                                                                                        | 10,000     |              | 500,000      |
| <b>Commercial Property Floater</b>                                                                                |            |              | 100,000      |
| <b>Ammonia Contamination</b>                                                                                      | 10,000     |              | 500,000      |
| <b>Water Escape</b>                                                                                               | 10,000     |              | 500,000      |
| <b>Property of Councillors, Board Members and Employees- Any One Loss</b><br>\$25,000 Maximum annual Policy Limit | 10,000     |              | 5,000        |
| <b>Watercraft Floater</b>                                                                                         | 10,000     |              | 388,800      |
| <b>Environmental Upgrade</b>                                                                                      |            |              | 100,000      |
| <b>Business Interruption-Profits</b>                                                                              |            |              | 1,000,000    |
| <b>Excess Pollution Clean-up</b>                                                                                  |            |              | 150,000      |
| <b>Valuable Papers</b>                                                                                            |            |              | 500,000      |
| <b>Extra Expense</b>                                                                                              |            |              | 500,000      |
| <b>Accounts Receivable</b>                                                                                        |            |              | 500,000      |
| <b>Gross Rentals</b>                                                                                              |            |              | 500,000      |
| <b>Computer media</b>                                                                                             |            |              | 443,945      |
| <b>Fine Arts (afreed value)</b>                                                                                   |            |              | 44,280       |
| <b>Money, Cash Cards, Securities</b>                                                                              |            |              | 15,000       |
| <b>Preservation of Property</b>                                                                                   |            |              | 15,000       |

July 26, 2024

Karen D

**Commercial Insurance Binder**  
 Coverages (Client Copy)



**Binder No. Unassigned**

**Underwriting Details**

**Effective 2024-06-30**

| Type of Coverage                                                     | Deductible | Co-Insurance | Limit/Amount |
|----------------------------------------------------------------------|------------|--------------|--------------|
| <b>Technological Advancement</b>                                     |            |              | 25,000       |
| <b>Demolition and Increased Cost of Construction</b>                 |            |              | 1,000,000    |
| <b>Prevention of Ingress</b>                                         |            |              | 50,000       |
| <b>Debris Removal</b>                                                |            |              | 100,000      |
| <b>Property of Councillors, Board Members and Employees;</b>         |            |              | 15,000       |
| <b>Data and Media</b>                                                |            |              | 10,000       |
| <b>Reproduction Costs</b>                                            |            |              | 10,000       |
| <b>Automobile Replacement Cost Deficiency Endorsement (Attached)</b> | 10,000     |              | 0            |
| <b>Equipment Breakdown</b>                                           |            |              |              |
| <b>Machiney Breakdown POED Limit</b>                                 | 10,000     |              | 197,396,388  |
| <b>Crime</b>                                                         |            |              |              |
| <b>Employee Dishonesty-Form A</b>                                    |            |              | 1,000,000    |
| <b>Broad Form Loss of Money (Inside Premises)</b>                    |            |              | 200,000      |
| <b>Broad Form Loss of Money (Outside Premises)</b>                   |            |              | 200,000      |
| <b>Money Orders &amp; Counterfeit Paper Currency</b>                 |            |              | 200,000      |
| <b>Depositors Forgery</b>                                            |            |              | 1,000,000    |
| <b>Professional Fees/Audit Expenses</b>                              |            |              | 200,000      |
| <b>Computer Fraud or Funds Transfer Fraud</b>                        |            |              | 200,000      |
| <b>Liability</b>                                                     |            |              |              |
| <b>Commercial General Liability (Occurrence Form) (IBC 04/98)</b>    |            |              |              |
| Products-completed operations included                               |            |              |              |
| Aggregate limit                                                      |            |              |              |
| Applies to products-completed operations only                        |            |              | 5,000,000    |
| Each occurrence limit                                                |            |              | 5,000,000    |
| Extension - Employers' Liability Coverage                            |            |              | 5,000,000    |

# Commercial Insurance Binder

## Coverages (Client Copy)



**Binder No. Unassigned**

**Underwriting Details**

**Effective 2024-06-30**

| Type of Coverage                                                                                                                    | Deductible | Co-Insurance | Limit/Amount |
|-------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|--------------|
| Incidental Medical Malpractice<br>Retroactive Date: Nov. 15, 1993                                                                   | 25,000     |              | 5,000,000    |
| Employee Benefits Extension                                                                                                         | 25,000     |              |              |
| Additional Insured Extension                                                                                                        |            |              |              |
| Property Damage Deductible Endorsement<br>Per occurrence                                                                            | 25,000     |              |              |
| Voluntary Medical Payments                                                                                                          | 25,000     |              | 50,000       |
| Voluntary Payment for Property Damage                                                                                               | 25,000     |              | 50,000       |
| Incidental Garage Operations                                                                                                        | 25,000     |              | 250,000      |
| Forest Fire Fighting Expense                                                                                                        | 25,000     |              | 2,000,000    |
| Wrongful Dismissal (Legal Expense)                                                                                                  | 25,000     |              | 500,000      |
| Conflict of Interest and Legal Expense Reimbursement                                                                                |            |              | 100,000      |
| Municipal Marina Legal Liability-any one Pleasure Craft<br>Annual Aggregate for Property Damage during<br>Policy Period             | 25,000     |              | 1,000,000    |
| Environmental Impairment Liability - Any one Claim -<br>Retroactive Date Unlimited<br>Annual Aggregate                              | 25,000     |              | 2,500,000    |
| Abuse/Molestation Liability-Retroactive Date June<br>30,2016<br>Annual Aggregate during the Policy Period                           | 25,000     |              | 5,000,000    |
| Legal Expense Reimbursement Expenses-any one<br>claim<br>Annual Aggregate during the Policy Period                                  |            |              | 250,000      |
| Wrap up Liability-Difference in Conditions and<br>Difference in Limits                                                              |            |              | 500,000      |
| Municipal Errors and Omissions<br>Retroactive Date: Unlimited                                                                       | 25,000     |              | 5,000,000    |
| Police Officer Assault                                                                                                              | 25,000     |              | 5,000,000    |
| <b>Tenants' Legal Liability (Broad Form)</b><br>Limit - Any one premises                                                            | 25,000     |              | 5,000,000    |
| <b>Non-Owned Automobile Liability (SPF6)</b><br>Legal Liability for Damage to Hired Automobiles<br>Extension (SEF 94)<br>All perils | 0          |              | 5,000,000    |
| Standard Excess Automobile Liability SPF7                                                                                           | 2,500      |              | 250,000      |
|                                                                                                                                     | 0          |              |              |
| <b>Excess Liability Insurance</b>                                                                                                   |            |              | 25,000,000   |
| <b>Any one Occurrence</b>                                                                                                           |            |              | 25,000,000   |
| <b>Annual Aggregate in respect of Products and<br/>Completed Operations</b>                                                         |            |              | 25,000,000   |
| <b>Annual Aggregate in respect of Municipal Errors and<br/>Omissions Liability</b>                                                  |            |              | 25,000,000   |

# Commercial Insurance Binder

Coverages (Client Copy)



Binder No. Unassigned

Underwriting Details

Effective 2024-06-30

| Type of Coverage                                                                   | Deductible | Co-Insurance | Limit/Amount |
|------------------------------------------------------------------------------------|------------|--------------|--------------|
| <b>Annual Aggregate in respect of Employee Benefits Liability</b>                  |            |              | 25,000,000   |
| <b>Umbrella Liability</b>                                                          | 0          |              | 20,000,000   |
| <b>Any one Occurrence</b>                                                          | 0          |              | 20,000,000   |
| <b>Annual Aggregate in respect of Products and Completed Operation</b>             | 0          |              | 20,000,000   |
| <b>Annual Aggregate in respect of Municipal Errors and Omissions Liability</b>     | 0          |              | 20,000,000   |
| <b>Annual aggregate in respect of Employee Benefits Liability</b>                  | 0          |              | 20,000,000   |
| General Liability                                                                  | 0          |              | 5,000,000    |
| Incidental Medical Malpractice                                                     | 0          |              | 5,000,000    |
| Municipal Errors and Omissions Liability                                           | 0          |              | 5,000,000    |
| Employers Liability and Tenants Legal Liability                                    | 0          |              | 5,000,000    |
| Non Owned Auto Liability Inc. contractual Liability for Hired Automobiles          | 0          |              | 5,000,000    |
| Product and Completed Operations                                                   |            |              | 5,000,000    |
| Employee Benefits Liability : Any one claim                                        |            |              | 5,000,000    |
| <b>Council Accident Policy 24/7 Coverage</b>                                       |            |              |              |
| Aggregate Limit of Liability - Per Accident                                        |            |              | 2,500,000    |
| <b>Excluding Cyber</b>                                                             |            |              |              |
| <b>Communicable Disease Exclusion Endorsement Including \$1 Million write-back</b> |            |              |              |
| <b>Above Ground Storage Tanks Exclusion</b>                                        |            |              |              |
| <b>Umbrella Layer 2</b>                                                            |            |              | 25,000,000   |
| <b>Accident Coverage</b>                                                           |            |              |              |
| <b>Commercial Auto Fleet &amp; Cyber Risk Insurance</b>                            |            |              |              |
| Commercial Auto Fleet                                                              |            |              | 5,000,000    |

Annual Premium:

**\$952,928**



# City of Charlottetown Committee Report

**Report No: FIN-36-2024**

**Date: August 7, 2024**

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

**Attachments:**

- CCBF (FGT) Analysis 2019-20 – 2024-25

**Reporting Department:** Finance

**Other Associated Departments:**

**Prepared by:** Betty French, Manager of Finance

**Report Title:**

- Canada Community Building Fund (CCBF) Update

**Report Purpose:**

- To provide the Finance, Audit, Tendering & Administration Committee and Council with the Canada Community-Building Fund (CCBF) Annual Expenditure Report (AER).

**Staff Recommendation:**

- That Committee and Council receive this report for information.

**Report Details:**

- Attached is an analysis of the CCBF funding allocations, capital budget and expenditures from 2019-20 to 2024-25.
- Revised Summary of 2024-25 CCBF Allocation and 2024-25 Capital Budget:

|                                                         | <b>Total Spent<br/>2014 – Mar 24</b> | <b>CCBF<br/>Allocation per<br/>AER</b> | <b>CCBF<br/>Remaining at<br/>Mar 2024</b> | <b>Allocation of<br/>24-25 CCBF<br/>Funds</b> | <b>2024-25 Capital<br/>Budget</b> |
|---------------------------------------------------------|--------------------------------------|----------------------------------------|-------------------------------------------|-----------------------------------------------|-----------------------------------|
| <b>Spent on Eligible Projects:</b>                      |                                      |                                        |                                           |                                               |                                   |
| Street Resurfacing                                      | \$22,727,602                         | \$23,098,420                           | \$370,818                                 | \$3,566,182                                   | \$3,937,000                       |
| Charlottetown Water and Sewer Master Plans              | \$500,000                            | \$500,000                              | Complete                                  |                                               |                                   |
| Wastewater Liftstation Upgrades                         | \$458,191                            | \$1,458,895                            | \$1,000,704                               | \$199,296                                     | \$1,200,000                       |
| Street Rehabilitation includes road, water & sewer work | \$10,611,289                         | \$11,840,408                           | \$1,229,119                               | \$1,720,881                                   | \$2,950,000                       |
| Water Supply Booster Station Rehabilitation             | \$613,053                            | \$675,167                              | \$ 62,114                                 | \$537,886                                     | \$600,000                         |
| Victoria Park Shoreline Protection                      |                                      | \$1,080,000                            | \$1,080,000                               |                                               | \$1,080,000                       |
| <b>Total</b>                                            | <b>\$34,910,135</b>                  | <b>\$38,652,890</b>                    | <b>\$3,742,755</b>                        | <b>\$6,024,245</b>                            | <b>\$9,767,000</b>                |
| <b>2024-25 Allocation (Over) under allocation</b>       |                                      |                                        | \$3,605,719                               | (\$2,418,526)                                 | (\$2,418,526)                     |
|                                                         |                                      |                                        | <b>\$7,348,474</b>                        | <b>\$3,605,719</b>                            | <b>\$7,348,474</b>                |

- This Summary was presented at the June12th Finance Committee meeting, showing a surplus of \$126,082.

- Subsequent to the June 12th Finance Committee meeting, it was found that the incorrect 2024-25 Capital Budget amount (\$1.5M) was shown for Street Resurfacing.
- The correct amount of \$3,937,000 is now shown in the summary above, giving an overallocation of CCBF funding for 2024-25.
- The overallocation of CCBF funding happened because more CCBF funding was spent in 2023-24 than what was estimated when the Capital Budget was done in early March 2024.

**Council or Committee History:**

- CCBF information has been presented at the May 8<sup>th</sup> and June 12<sup>th</sup> Finance Committee meetings.

**Financial Implications:**

- CCBF funding has been overallocated in the 2024-25 Capital Budget by \$2,418,526.
- It is currently anticipated that not all of the \$9,767,000 CCBF funding in the 2024-25 Capital Budget will be spent by March 31, 2025. If we do go over the available \$7,348,474, any overage will come out of the 2025-26 CCBF Allocation.

**Public Engagement and Communication:**

- The Capital Budget will be updated to reflect this correction at the next forecast update expect Fall 2024.

**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

DRJ - 08/06/2024

**Committee Recommendation: (if differing from staff)**







# City of Charlottetown Committee Report

Report No: FIN-37-2024

Date: August 7, 2024

**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:**

- Tenders/RFPs/RFQs Update

**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 | Comments                              |
|--------------------------------------------------------------------------------|--------|---------------|--------------------|-----------|---------------------------------------|
| Municipal Parking Management Strategy                                          | Closed | May 8, 2024   | May 23, 2024       | 1         | Not going through with project        |
| Traffic Control Services                                                       | Closed | May 30, 2024  | June 13, 2024      | 2         | Not going through with this           |
| CPCP New Storage Building                                                      | Closed | June 5, 2024  | June 20, 2024      | 5         | Going to Council on August 13         |
| Concrete Tree Planter Supply and Install                                       | Closed | June 25, 2024 | July 8, 2024       | 1         | Will be going to Council on August 13 |
| Meeting and Agenda Management Software                                         | Closed | June 7, 2024  | June 19, 2024      | 3         | Not going through with project        |
| Charlottetown Electric Bus Maintenance & Storage Facility Design-Build Project | Open   | June 21, 2024 | September 18, 2024 |           |                                       |
| Storm Water Data Collection and Modelling                                      | Open   | June 12, 2024 | August 13, 2024    |           |                                       |
| Simmons Sports Centre – Signage Package                                        | Closed | July 3, 2024  | July 25, 2024      | 2         | Going to Committee on August 7, 2024  |

|                                                                     |          |                |                    |  |  |
|---------------------------------------------------------------------|----------|----------------|--------------------|--|--|
| Supply of Four (4) Battery Powered Electric Buses                   | Open     | July 3, 2024   | September 13, 2024 |  |  |
| Review and Update of the Zoning and Subdivision Bylaws              | Open     | July 9, 2024   | August 12, 2024    |  |  |
| Charlottetown Police Station Generator Upgrade                      | Open     | July 18, 2024  | August 7, 2024     |  |  |
| Transport Depot Owner’s Project Management Services                 | Open     | July 16, 2024  | August 15, 2024    |  |  |
| 2024 Fall Spring Order                                              | Open     | July 17, 2024  | August 12, 2024    |  |  |
| Victoria Park Tennis Courts Re-Construction                         | Upcoming | July 31, 2024  |                    |  |  |
| Pest Control Services – City Facilities and Skunk & Raccoon Removal | Open     | July 18, 2024  | August 13, 2024    |  |  |
| Malpeque Water Station Roofing Replacement                          | Upcoming | August 2, 2024 |                    |  |  |

**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:**

|                                                                                                           |                                                   |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <p><b>Manager</b></p>  | <p><b>CAO/Director</b></p> <p>DRJ - 6/11/2024</p> |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------|

**Committee Recommendation: (if differing from staff)**



# City of Charlottetown

**Report No: FIN-38-2024**

**Date: August 7, 2024**

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

**Attachments:**

- June 2024 Financial Statements

**Reporting Department:** Finance

**Other Associated Departments:**

**Prepared by:** Betty French, Manager of Finance

**Report Title:**

Monthly Financial Statement

**Report Purpose:**

- To provide the Finance, Audit, Tendering & Administration Committee and Council with financial statements for the 3 months ended June 30, 2024

**Recommendation:**

- That Committee and Council receive this report for information.

**Report Details:**

- June 30, 2024 financial statement is attached.

**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 Three Months Ending June 30, 2024

|                                                      | Original Budget    | Current YTD       | 2024              | Funds Available    | % of Budget   |
|------------------------------------------------------|--------------------|-------------------|-------------------|--------------------|---------------|
| <b>City Revenues</b>                                 |                    |                   |                   |                    |               |
| Property Taxes                                       | \$46,068,402       | \$11,589,421      | \$11,801,050      | \$34,478,981       | 25.16%        |
| Provincial Grant                                     | 20,397,777         | 5,014,334         | 4,550,346         | 15,383,443         | 24.58%        |
| Partial Grant In Lieu of Taxes (QEH)                 | 140,000            |                   |                   | 140,000            | 0.00%         |
| Licenses                                             | 2,177,300          | 329,311           | 399,094           | 1,847,989          | 15.12%        |
| Parking Garages                                      | 500,000            | 75,597            | 130,896           | 424,403            | 15.12%        |
| Parking Meters                                       | 895,514            | 191,644           | 208,895           | 703,870            | 21.40%        |
| Police                                               | 2,101,500          | 196,871           | 319,746           | 1,904,629          | 9.37%         |
| Outside Fire Protection                              | 30,000             |                   |                   | 30,000             | 0.00%         |
| Utility Administration Fee                           | 205,000            | 51,250            | 51,250            | 153,750            | 25.00%        |
| Interest                                             | 50,000             | 102,995           | 43,367            | (52,995)           | 205.99%       |
| Recreation                                           | 820,949            | 103,825           | 112,501           | 717,124            | 12.65%        |
| Tourism Accommodation Levy Administration Fee        | 2,000,000          | 472,654           | 342,188           | 1,527,346          | 23.63%        |
| Municipal Capital Expenditure Grant                  | 3,500,000          |                   |                   | 3,500,000          | 0.00%         |
| Other Revenue                                        | 1,176,300          | 450,298           | 665,079           | 726,002            | 38.28%        |
| <b>City Operating Revenue</b>                        | <b>80,062,742</b>  | <b>18,578,200</b> | <b>18,624,412</b> | <b>61,484,543</b>  | <b>23.20%</b> |
| <b>City Expenditures</b>                             |                    |                   |                   |                    |               |
| <b>General Government Services:</b>                  |                    |                   |                   |                    |               |
| City Government                                      | 3,056,984          | 641,554           | 577,337           | 2,415,430          | 20.99%        |
| Finance and Audit                                    | 1,267,241          | 222,519           | 200,381           | 1,044,722          | 17.56%        |
| Municipal Buildings                                  | 2,491,032          | 381,692           | 395,095           | 2,109,340          | 15.32%        |
| Insurance                                            | 769,731            | 188,817           | 167,187           | 580,914            | 24.53%        |
| Communications                                       | 53,000             | 22,481            | 20,917            | 30,519             | 42.42%        |
| Mayor and Council                                    | 804,316            | 254,077           | 183,175           | 550,239            | 31.59%        |
|                                                      | <b>8,442,304</b>   | <b>1,711,140</b>  | <b>1,544,092</b>  | <b>6,731,164</b>   | <b>20.27%</b> |
| <b>Protective Services:</b>                          |                    |                   |                   |                    |               |
| Fire Department                                      | 5,596,369          | 1,243,778         | 1,185,667         | 4,352,591          | 22.22%        |
| Emergency Preparedness - Fiona Funding               |                    |                   | (163,668)         |                    | 0.00%         |
| Emergency Preparedness - Fiona Expenses              | 31,979             | 120,781           | 344,301           | (88,802)           | 377.69%       |
| Police Department                                    | 15,852,017         | 3,139,761         | 2,692,069         | 12,712,256         | 19.81%        |
|                                                      | <b>21,480,365</b>  | <b>4,504,320</b>  | <b>4,058,369</b>  | <b>16,976,045</b>  | <b>20.97%</b> |
| Public Works                                         | 18,245,304         | 3,314,076         | 3,241,537         | 14,931,228         | 18.16%        |
| Fiscal Services                                      | 13,455,701         | 2,200,854         | 2,067,220         | 11,254,847         | 16.36%        |
| Parks and Recreation                                 | 5,306,443          | 1,051,965         | 896,913           | 4,254,478          | 19.82%        |
| Environmental Sustainability                         | 1,393,627          | 188,142           | 450,708           | 1,205,485          | 13.50%        |
| Planning                                             | 2,115,824          | 425,512           | 302,053           | 1,690,312          | 20.11%        |
| Heritage                                             | 160,500            | 7,209             | 4,579             | 153,291            | 4.49%         |
| Economic Development, Tourism and Culture            | 3,279,615          | 1,004,219         | 978,294           | 2,275,396          | 30.62%        |
| Human Resources                                      | 1,465,722          | 232,351           | 219,086           | 1,233,371          | 15.85%        |
| Strategic Priorities & Intergovernmental Cooperation | 59,688             | (19,274)          | 37,632            | 78,962             | (32.29%)      |
| Transit System                                       | 2,701,001          | 537,547           | 606,525           | 2,163,454          | 19.90%        |
| Information Technology                               | 1,196,950          | 279,076           | 188,601           | 917,874            | 23.32%        |
| Other                                                | 4,978,198          | 1,315,142         | 806,950           | 3,663,056          | 26.42%        |
| Tourism Accommodation Levy                           | 2,000,001          | 331,733           | 410,803           | 1,668,268          | 16.59%        |
| <b>Total City Expenditures</b>                       | <b>86,281,243</b>  | <b>17,084,012</b> | <b>15,813,362</b> | <b>69,197,232</b>  | <b>19.80%</b> |
| <b>City Revenue less Expenditures</b>                | <b>(6,218,501)</b> | <b>1,494,188</b>  | <b>2,811,050</b>  | <b>(7,712,689)</b> |               |

|                                                              | Original Budget   | Current YTD      | 2024             | Funds Available   | % of Budget   |
|--------------------------------------------------------------|-------------------|------------------|------------------|-------------------|---------------|
| Prior Year Operating Surplus (Deficit) - City                | 6,340,305         | (1,494,188)      | (2,811,050)      | 7,712,689         |               |
| <b>City Surplus (Deficit)</b>                                | <b>121,804</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>          |               |
| <b><u>Water and Sewer Annual Operations</u></b>              |                   |                  |                  |                   |               |
| Water and Sewer Operating Revenue                            | 15,621,509        | 3,606,246        | 3,689,463        | 12,015,263        | 23.09%        |
| <b><u>Water and Sewer Expenditures</u></b>                   |                   |                  |                  |                   |               |
| Administration                                               | 890,865           | 143,132          | 139,403          | 747,733           | 16.07%        |
| Works & Engineering                                          | 6,427,965         | 1,153,174        | 1,149,472        | 5,274,791         | 17.94%        |
| Debt Administration                                          | 4,657,700         | 1,082,489        | 1,032,594        | 3,575,211         | 23.24%        |
| Charlottetown Pollution Control Plant                        | 3,810,265         | 778,420          | 612,412          | 3,031,845         | 20.43%        |
| <b>Total Water and Sewer Expenditures</b>                    | <b>15,786,795</b> | <b>3,157,215</b> | <b>2,933,881</b> | <b>12,629,580</b> | <b>20.00%</b> |
| <b>Water and Sewer Revenue less Expenditures</b>             | <b>(165,286)</b>  | <b>449,031</b>   | <b>755,582</b>   | <b>(614,317)</b>  |               |
| Prior Year Operating Surplus (Deficit) - Utility             | 783,880           | (449,031)        | (755,582)        | 614,317           |               |
| <b>Water and Sewer Surplus (Deficit)</b>                     | <b>618,594</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>          |               |
| <b>Current Year Consolidated Operating Surplus (Deficit)</b> | <b>740,398</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>          |               |



## **HUMAN RESOURCES COMMITTEE REPORT TO COUNCIL**

**August 13, 2024**

The Human Resources Committee met on August 6, 2024. The minutes of this meeting is included in your package. There are no resolutions for the Council's consideration.

Remuneration bylaw is attached for information purposes only.

Respectfully submitted,

---

Councillor Justin Muttart, Chair

## HUMAN RESOURCES COMMITTEE

DRAFT

Tuesday, August 6, 2024

12:00PM – Council Chambers – City Hall 199 Queen Street

**Open Session**

**PRESENT:** Councillor, Justin Muttart, Chair  
Councillor, Julie McCabe  
Councillor, Kevin Ramsay  
Eleanor Mohammed, CAO

**ALSO:** Emilee MacLeod, Manager of Human Resources  
Jennifer Carter, Executive Assistant Human Resources

**Regrets:** Michael Ruus, Director of Integrated Growth  
Dan Jenkins, Chief Financial Officer, and Director of Corporate Services  
Mayor, Philip Brown

### **1) Call to order:**

Chair, Justin Muttart called the meeting to order at 12:00 pm.

### **2) Declarations of Conflict of Interest:**

There were no conflicts of interest declared.

### **3) Approval of Agenda:**

Moved by Councillor Julie McCabe and seconded by Councillor Kevin Ramsay that the agenda be approved. Carried.



**4) Adoption of the Minutes:**

Moved by Councillor Julie McCabe and seconded by Councillor Kevin Ramsay that the minutes be approved. Carried.

**5) Business Arising from Minutes:**

None

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

- Remuneration Bylaw – Schedule A “ Benefits and Severance”

Emilee shared that historically Councillors received an RRSP equal to 12.25% of a Councilors regular earnings however a few years ago the City had a Councillor who became no longer eligible to contribute as per the CRA as they had reached the maximum age. The CAO at the time wanted to ensure that the Councillor was still receiving the same overall compensation package so the City set up a group Tax Free Savings Account (TFSA) for the Councillor. The intent for the TFSA was to only be used by members of Council who were no longer eligible to contribute to the RRSP as determined by the CRA.

One year later the Remuneration Bylaw was updated to include TFSA's and when the wording was updated it was not clear resulting in some Councillors choosing to move from RRSP to TFSA however the intent of the change was solely to reflect the current practice and not open the door for all of Council to move to contribute to TFSA's.

Conversation Ensues.

Takeaway from this meeting is for Emilee to send an email to Council clarifying the intension of the change and requesting feedback. Emilee will get back to all of Council with any information they request.

**7) Introduction of New Business:**

None

**6) Adjournment:**

Moved by Councillor Julie McCabe and seconded by Councillor Kevin Ramsay.

**CITY OF CHARLOTTETOWN  
REMUNERATION BYLAW  
BYLAW # 2020-RMN-01**

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

**1. Title**

- 1.1. This bylaw shall be known as, and may be cited as, the “Remuneration Bylaw.”

**2. Authority**

- 2.1. Section 82 of the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a Member of the Council, a Member of a Council Committee or another person.

**3. Application**

- 3.1. This bylaw applies to all Members of Council. For greater certainty, this includes the Mayor and Deputy Mayor.

**4. Definitions**

- 4.1. “Act” means the Municipal Government Act.
- 4.2. “Advisory Committee” means an Advisory Committee, Advisory Board or Task Force established by Council consisting of resident members appointed by Council.
- 4.3. “Chief Administrative Officer” or “CAO” means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.
- 4.4. “City” means the City of Charlottetown
- 4.5. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.
- 4.6. “Compensation” means a form of monetary payment for the performance of some work or service.
- 4.7. “Council” means the Mayor, Deputy Mayor, and other members of the Council of the municipality.
- 4.8. “Councillor” means a member of council other than the Mayor.
- 4.9. “Remuneration” means, both monetary payment for the for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

**5. Establishing a Remuneration Bylaw**

- 5.1. Council shall, by bylaw, as per Section 82 (1) of the Act establish the level of remuneration and reimbursement available to elected officials to ensure that:
  - (a) residents who have been elected to the position of Mayor, Deputy Mayor, or Councillor are provided reasonable remuneration for their service to the City of Charlottetown;
  - (b) individuals who have been appointed by Council to municipal Advisory Committees are provided reasonable remuneration for their service to the City of Charlottetown;
  - (c) ensure the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and Advisory Committee Members.

**6. Remuneration of Council Members**

6.1.

|                     | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> |
|---------------------|-------------|-------------|-------------|-------------|
|                     | <b>2%</b>   | <b>2%</b>   | <b>2%</b>   | <b>2%</b>   |
| <b>Mayor</b>        | \$85,775.72 | \$87,491.25 | \$89,241.08 | \$91,025.90 |
| <b>Deputy Mayor</b> | \$48,095.52 | \$49,057.43 | \$50,038.58 | \$51,039.35 |
| <b>Councillor</b>   | \$44,033.08 | \$44,913.74 | \$45,812.02 | \$46,728.26 |

\*2024-2026 Salaries do not reflect any CPI adjustments. Should a CPI adjustment be required, the above table may be adjusted to reflect the increase.

- 6.2. Where a Councillor, Deputy Mayor or Mayor does not serve a full 12-month term, remuneration shall be prorated for time served.
- 6.3. Remuneration shall be paid bi-weekly, less any deductions required by law.
- 6.4. Remuneration for the Mayor, Deputy Mayor and Councillors shall be adjusted annually on January 1 by a rate equivalent to the lowest negotiated percentage given to any City employee by their respective bargaining unit, adjusted for CPI as shown in Schedule "A" herein.

**7. Allowance for Expenses**

- 7.1. The Mayor, Deputy Mayor and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule A that is attached to, and forms part of, this bylaw.

## **8. Remuneration of Appointees**

- 8.1. Persons other than Members of Council, appointed by Council as members of an Advisory Committee shall receive remuneration up to \$100 per month, pro-rated based on the number of meetings held per month. Remuneration is subject to attendance at all meetings held each month and members will not be compensated for cancelled meetings.
- 8.2. Remuneration will be pro-rated pending attendance and will not be paid for meetings that result in cancellation.

## **9. Remuneration and Allowances Commission**

- 9.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances, or benefits to be paid to Members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Remuneration and Allowances Commission.
- 9.2. The Commission must be appointed no less than four months prior to the end of the current Council's term. The newly appointed Commission shall put forth recommendations that will apply to the incoming Council.
- 9.3. The Commission shall be made up of three (3) members, who shall not be a Member of Council or City Staff.
- 9.4. The Members of the Commission shall be compensated for their time at an amount agreed upon by Council at the time of appointment.
- 9.5. The Commission shall review and make recommendations to Council respecting the compensation, reimbursement or payments that should be made to members of Council, giving consideration to:
  - (a) compensation, reimbursement and payment rates of comparably-sized municipalities;
  - (b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;
  - (c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and
  - (d) the time requirements associated with participation on Council and Council Committees.
- 9.6. The Commission shall report to Council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

## **Approval and Adoption**

### **10. Effective Date**

- 10.1. This Remuneration Bylaw, Bylaw# 2020-RMN-01, shall be effective on the date of approval and adoption below.

**First Reading:**

This Remuneration Bylaw, #2020-RMN-01, was read a first time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Second Reading:**

This Remuneration Bylaw, #2020-RMN-01, was read a second time and approved by a majority of members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Approval and Adoption by Council:**

This Remuneration Bylaw, #2020-RMN-01, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Witness the corporate seal of the City of Charlottetown**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

This Remuneration Bylaw, #2020-RMN-01, adopted by the Council of the City of Charlottetown on \_\_\_\_\_ day of \_\_\_\_\_, 2020 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

## **SCHEDULE 'A'**

### **Mileage Reimbursement**

Mileage will be paid to Members of Council for municipal business conducted outside the City and/or Province with rates set by the Public Service Commission of PEI.

No mileage will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

### **Per Diem Rates**

Members of Council may claim a per diem for out of province travel for municipal business in the amount of \$150.00 per day.

No meal allowances or per diems will be paid for attendance at Council meetings, Council Committee meetings or for meetings held within the City of Charlottetown.

Officials may be reimbursed for other expenses, incidental and necessary to their municipal duties, as approved by Council and supported by receipts.

### **Benefits & Severance**

Members of Council will be enrolled in the City of Charlottetown's group Registered Retirement Savings Plan (RRSP) and will receive a contribution valued at 12.25% of their regular earnings. Members of Council who are not eligible to contribute to an RRSP, as determined by CRA, will be enrolled in the City of Charlottetown's group Tax Free Savings Account (TFSA), and will receive a contribution valued at 12.25% of their regular earnings. Contributions will not be made to personal RRSP/TFSA's.

Members of Council may participate in the City of Charlottetown's health and dental benefit program as outlined in the terms of the contract with the chosen benefit provider and based on the cost share provided to City employees.

Members of Council who cease to hold their position by reason of:

- (a) being defeated in a municipal election;
- (b) completing a term of Council and choosing not to seek re-election;
- (c) resigning their seat on Council for any reason; or
- (d) death of a Councillor while in office (in which case the severance may be paid to the Council Member's estate);

shall receive severance remuneration equal to two (2) weeks of their salary for each year of service to a maximum of twenty-six (26) weeks.

**Cost of Living Differential**

In any year where the Consumer Price Index as determined by Statistics Canada for the Province of Prince Edward Island (CPI) is more than one percentage point greater than any salary increase for that year, the City shall calculate the dollar difference between the salary increase and CPI less one percent (CPI - 1 %) and shall:

- (a) pay the dollar difference to the elected member of Council in a lump sum within forty-five (45) days of the issuing of the CPI by Statistics Canada; and
- (b) add the dollar difference to the elected member’s basic salary to form their new basic salary for that year.

For purposes of greater clarity under no circumstances will the wages of elected members be reduced as a result of CPI being less than the negotiated wage increases. The following examples will govern the calculation of the percentage difference to be applied to their basic salary:

|                                                                                      | <u>Eg. 1</u> | <u>Eg. 2</u> |
|--------------------------------------------------------------------------------------|--------------|--------------|
| #1. Salary increase:                                                                 | 2%           | 2%           |
| #2. CPI:                                                                             | 3%           | 4%           |
| #3. CPI less 1%:                                                                     | 2%           | 3%           |
| #4. adjustment to basic salary for year<br>(i.e.: #3 - #1 = basic salary adjustment) | 0%           | 1%           |
| #5. Lump sum payment<br>(i.e.: #3 - #1 = basic salary adjustment)                    | 0%           | 1%           |

**Communication and Technology**

The City shall offer each elected member a communication device, or an allowance of \$50/month in lieu of, to ensure the efficient flow of information between elected members, city officials and their constituents.

***“This document is an office consolidation of this Bylaw (amending bylaw #2020-RMN-01C adopted 14-May-2024). It is intended for information and reference purposes only. This document is not the official version of the Bylaw. Where accuracy is critical, please consult official sources. If you find any errors or omissions in this consolidation, please contact the Records Management Clerk***





**PROTECTIVE AND EMERGENCY SERVICES COMMITTEE  
REPORT TO COUNCIL  
August 13, 2024**

The Protective & Emergency Services Committee met July 24, 2024 and the minutes are included in your package.

There are no resolutions for your consideration.

Respectfully submitted,

Councillor Kevin Ramsay, Chair

**Protective & Emergency Services Committee**  
**Wednesday, July 24, 2024**  
**12:00 PM – Council Chamber**

**Present:** Councillor Kevin Ramsay, Chair  
Mayor Philip Brown, Member at Large  
Deputy Mayor Alanna Jankov, Member at Large  
Councillor Norman Beck, Member at Large

**Also:** Eleanor Mohammed, CAO  
Brad MacConnell, PC  
Tim Mamyé, FC  
Jill Stewart, EA

**Regrets:** Kent Mitchell, DFC

**1) Call to Order**

Councillor Kevin Ramsay, Chair, called the meeting to order at 12:05 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 as circulated. Carried.

**4) Approval of Minutes:**

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the minutes from June 19, 2024 be approved. Carried.

**5) Business Arising from Minutes:**

There was no business arising from the minutes.

**6) Reports/Discussions:**

**a. Fire Operation Report**

Tim Mamyé, FC presented the report. The report highlighted the number of fire/general inspections, fire investigations, education sessions and emergency responses. Other areas noted are related to training and department activities.

Tim Mamyé, FC indicated that the timeline for the Fire Underwriters report completion at this point is still late August 2024.

Tim Mamy, FC indicated that the Senior Leadership Team met last week and have begun drafting a plan to ensure the city has adequate cooling stations or areas where persons whether young, old, marginalized, unwanted, unwelcomed are able to get access during these extreme heat days.

**b. Abandoned (uninhabited) Buildings within the City of Charlottetown**

Brad MacConnell, PC presented the report. The report was for information purposes as each property is at a different stage of the process, but no property meets the criteria to be forwarded to Council for a resolution under the Dangerous, Hazardous, and Unsightly Premises Bylaw.

It was noted that the Committee would like to see the Dangerous, Hazardous, and Unsightly Premises Bylaw at the top of the list of Bylaws to be reviewed.

**c. Dangerous, Hazardous, & Unsightly Properties – Resolution to Council**

Brad MacConnell, PC presented the report.

Following discussion, it was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown that the Committee forward one (1) resolution to Council recommending that Public Works be authorized to clean up several city properties. Carried 3-0

**d. Dangerous, Hazardous, & Unsightly Property #2 – Resolution to Council**

Brad MacConnell, PC presented the report.

Following discussion, it was moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown that the Committee forward one (1) resolution to Council recommending that Public Works be authorized to exterminate wildlife from the said building, secure building from further access of wildlife, and dispose of same. Carried 3-0

Councillor Norman Beck arrived at 12:20pm

**7) New Business**

- Mayor Philip Brown requested an update on Accessible Taxis.
- Mayor Philip Brown requested an update on the E-Scooter situation.

**8) Adjournment**

Moved by Deputy Mayor Alanna Jankov and seconded by Mayor Philip Brown that the meeting be adjourned. Carried.

The meeting adjourned at 12:21 PM.



# Monthly Council Meeting Statistics - Jul, 2024

| CRIMES AGAINST PERSONS              | 2024       |           |            | 2023      |            | % Chg over previous |           |
|-------------------------------------|------------|-----------|------------|-----------|------------|---------------------|-----------|
|                                     | Reported   | Actual    | YTD        | Actual    | YTD        | Actual              | YTD       |
| Robbery                             | 2          | 2         | 3          | 4         | 10         | -50%                | -70%      |
| Serious (Murder)                    | 0          | 0         | 0          | 0         | 0          | #DIV/0!             | #DIV/0!   |
| All type Assaults                   | 49         | 32        | 217        | 48        | 233        | -33%                | -7%       |
| Sexual (sex assault, voyeurism)     | 18         | 14        | 47         | 5         | 42         | 180%                | 12%       |
| Sexual Child related                | 2          | 2         | 8          | 1         | 15         | 100%                | -47%      |
| Threats                             | 57         | 36        | 250        | 39        | 216        | -8%                 | 16%       |
| <b>Total Crimes Against Persons</b> | <b>128</b> | <b>86</b> | <b>527</b> | <b>97</b> | <b>516</b> | <b>-11%</b>         | <b>2%</b> |

| PROPERTY CRIMES              | 2024       |            |             | 2023       |             | % Chg over previous |           |
|------------------------------|------------|------------|-------------|------------|-------------|---------------------|-----------|
|                              | Reported   | Actual     | YTD         | Actual     | YTD         | Actual              | YTD       |
| Break & Enter                | 19         | 15         | 73          | 13         | 76          | 15%                 | -4%       |
| Theft Under \$5000           | 61         | 36         | 222         | 60         | 231         | -40%                | -4%       |
| Theft from Motor Vehicles    | 6          | 6          | 100         | 30         | 91          | -80%                | 10%       |
| Theft of Motor Vehicles      | 4          | 2          | 10          | 1          | 12          | 100%                | -17%      |
| Shoplifting                  | 17         | 17         | 123         | 38         | 149         | -55%                | -17%      |
| Mischief Under \$5000        | 43         | 40         | 197         | 41         | 177         | -2%                 | 11%       |
| Frauds                       | 22         | 20         | 145         | 32         | 159         | -38%                | -9%       |
| All Other Property Crimes    |            | 30         | 150         | 36         | 108         | -17%                | 39%       |
| <b>Total Property Crimes</b> | <b>207</b> | <b>166</b> | <b>1020</b> | <b>251</b> | <b>1003</b> | <b>-34%</b>         | <b>2%</b> |

| Impaired/CDSA/Other/Total Occurrences | 2024     |             |              | 2023        |              | % Chg over previous |           |
|---------------------------------------|----------|-------------|--------------|-------------|--------------|---------------------|-----------|
|                                       | Reported | Actual      | YTD          | Actual      | YTD          | Actual              | YTD       |
| All cc Driving & Impaired             | 63       | 45          | 208          | 45          | 206          | 0%                  | 1%        |
| CDSA                                  | 31       | 30          | 154          | 21          | 112          | 43%                 | 38%       |
| All Other Criminal Code               | 97       | 83          | 496          | 68          | 368          | 22%                 | 35%       |
| <b>Total Monthly Occurrences</b>      |          | <b>1881</b> | <b>11637</b> | <b>2195</b> | <b>11165</b> | <b>-14%</b>         | <b>4%</b> |

| MUNICIPAL BYLAWS | 2024        |             |              | 2023        |              | % Chg over previous |            |
|------------------|-------------|-------------|--------------|-------------|--------------|---------------------|------------|
|                  | Reported    | Actual      | YTD          | Actual      | YTD          | Actual              | YTD        |
| Parking          | 2219        | 2219        | 15527        | 2419        | 16852        | -8%                 | -8%        |
| Nuisance         | 59          | 59          | 288          | 89          | 418          | -34%                | -31%       |
| Dog              | 4           | 4           | 28           | 8           | 36           | -50%                | -22%       |
| <b>Total</b>     | <b>2282</b> | <b>2282</b> | <b>15843</b> | <b>2516</b> | <b>17306</b> | <b>-9%</b>          | <b>-8%</b> |
| LCA              | 31          | 30          | 167          | 13          | 129          | 131%                | 29%        |

| HTA & MVC's              | 2024     |        |      | 2023   |      | % Chg over previous |      |
|--------------------------|----------|--------|------|--------|------|---------------------|------|
|                          | Reported | Actual | YTD  | Actual | YTD  | Actual              | YTD  |
| Highway Traffic Act      | 115      | 115    | 639  | 124    | 629  | -7%                 | 2%   |
| HTA Violations           |          | 189    | 1484 | 271    | 1969 | -30%                | -25% |
| Other Traffic            | 24       | 24     | 103  | 19     | 147  | 26%                 | -30% |
| Motor Vehicle Collisions | 72       | 72     | 588  | 114    | 633  | -37%                | -7%  |

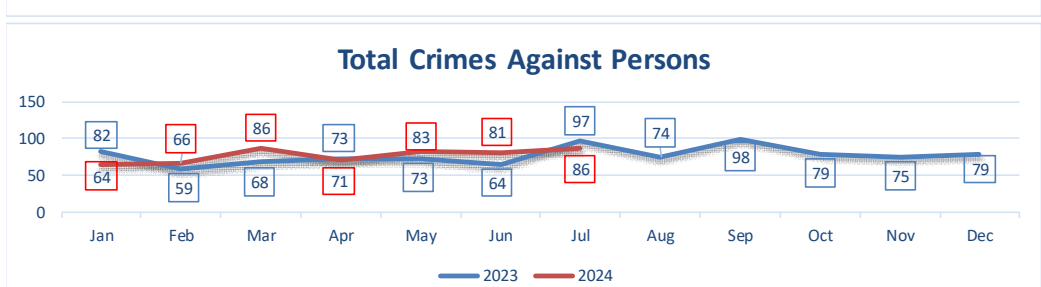
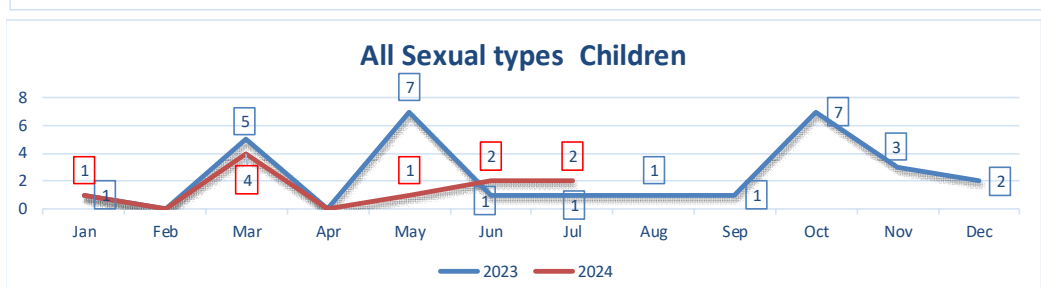
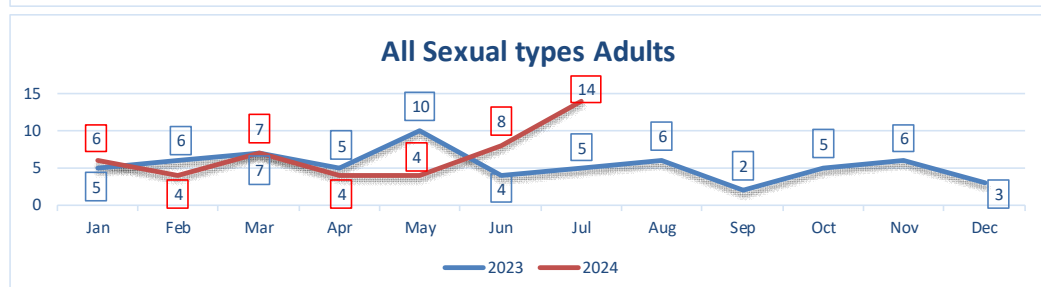
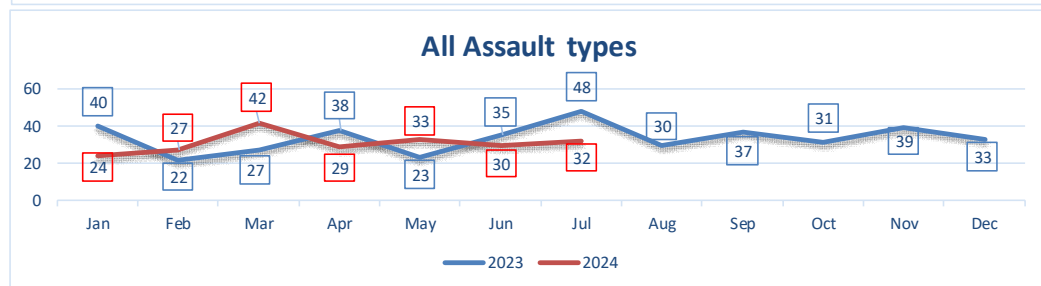
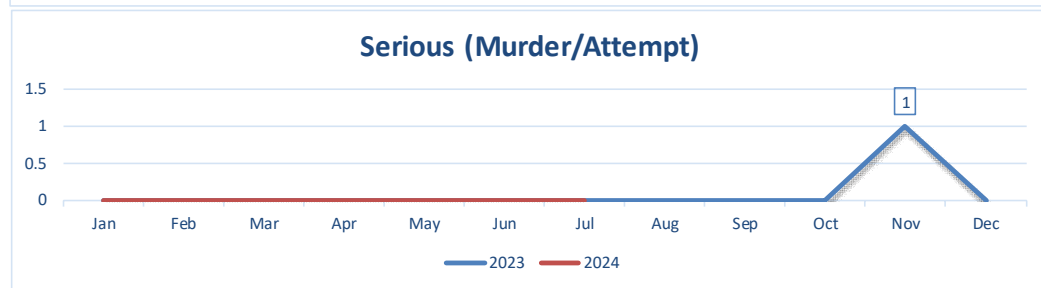
| Mental Health                       | 2024     |            |             | 2023       |             | % Chg over previous |            |
|-------------------------------------|----------|------------|-------------|------------|-------------|---------------------|------------|
|                                     | Reported | Actual     | YTD         | Actual     | YTD         | Actual              | YTD        |
| Attempt/threat of suicide *         |          | 19         | 190         | 56         | 367         | -66%                | -48%       |
| Mental Health Act                   |          | 86         | 666         | 156        | 1062        | -45%                | -37%       |
| Wellbeing check                     |          | 175        | 716         | 83         | 348         | 111%                | 106%       |
| <b>Total MHA + Wellbeing checks</b> |          | <b>261</b> | <b>1382</b> | <b>239</b> | <b>1410</b> | <b>9%</b>           | <b>-2%</b> |

\* Attempt/threat of suicide is inclusive with MHA, do not add both results.



# Monthly Council Meeting Statistics - Jul, 2024

| CRIMES AGAINST PERSONS              | 2024       |           |            | 2023      |            | % Chg over previous |           |
|-------------------------------------|------------|-----------|------------|-----------|------------|---------------------|-----------|
|                                     | Reported   | Actual    | YTD        | Actual    | YTD        | Actual              | YTD       |
| Robbery                             | 2          | 2         | 3          | 4         | 10         | -50%                | -70%      |
| Serious (Murder)                    | 0          | 0         | 0          | 0         | 0          | #DIV/0!             | #DIV/0!   |
| All type Assaults                   | 49         | 32        | 217        | 48        | 233        | -33%                | -7%       |
| Sexual (sex assault, voyeurism)     | 18         | 14        | 47         | 5         | 42         | 180%                | 12%       |
| Sexual Child related                | 2          | 2         | 8          | 1         | 15         | 100%                | -47%      |
| Threats                             | 57         | 36        | 250        | 39        | 216        | -8%                 | 16%       |
| <b>Total Crimes Against Persons</b> | <b>128</b> | <b>86</b> | <b>527</b> | <b>97</b> | <b>516</b> | <b>-11%</b>         | <b>2%</b> |

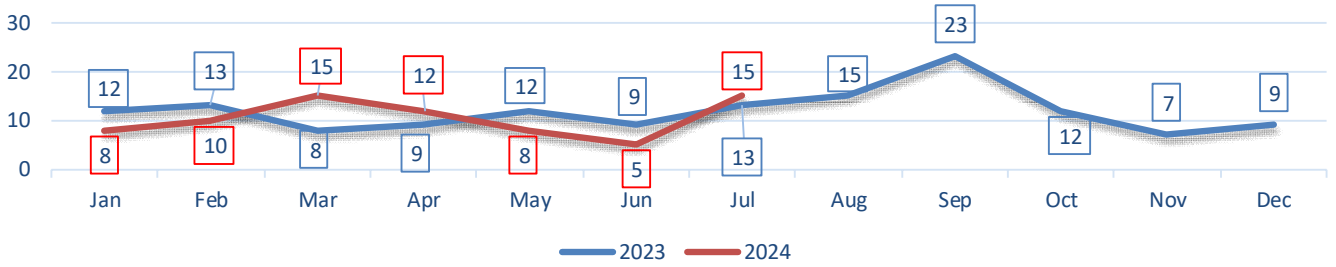




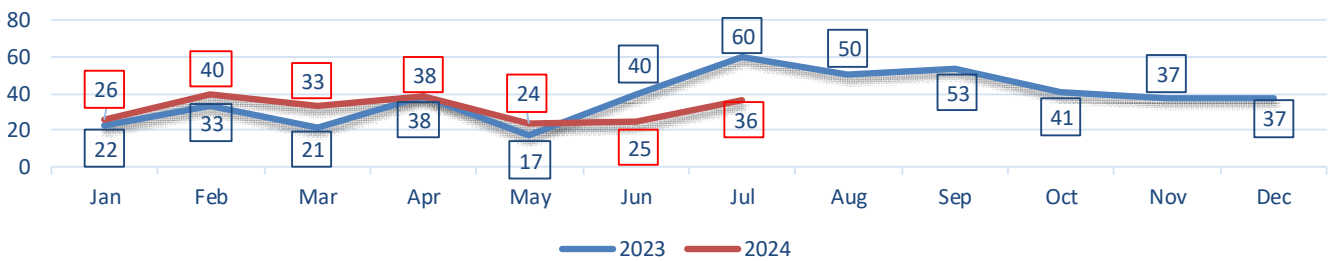
# Monthly Council Meeting Statistics - Jul, 2024

| PROPERTY CRIMES           | 2024     |        |     | 2023   |     | % Chg over previous |      |
|---------------------------|----------|--------|-----|--------|-----|---------------------|------|
|                           | Reported | Actual | YTD | Actual | YTD | Actual              | YTD  |
| Break & Enter             | 19       | 15     | 73  | 13     | 76  | 15%                 | -4%  |
| Theft Under \$5000        | 61       | 36     | 222 | 60     | 231 | -40%                | -4%  |
| Theft from Motor Vehicles | 6        | 6      | 100 | 30     | 91  | -80%                | 10%  |
| Theft of Motor Vehicles   | 4        | 2      | 10  | 1      | 12  | 100%                | -17% |
| Shoplifting               | 17       | 17     | 123 | 38     | 149 | -55%                | -17% |

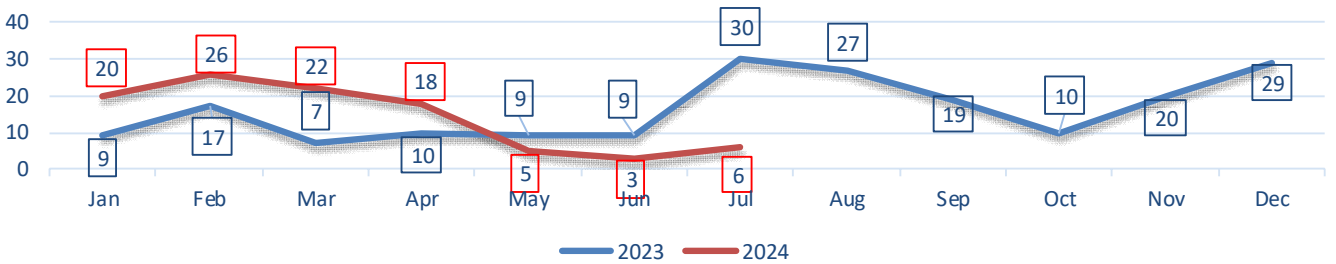
### Break and Enters



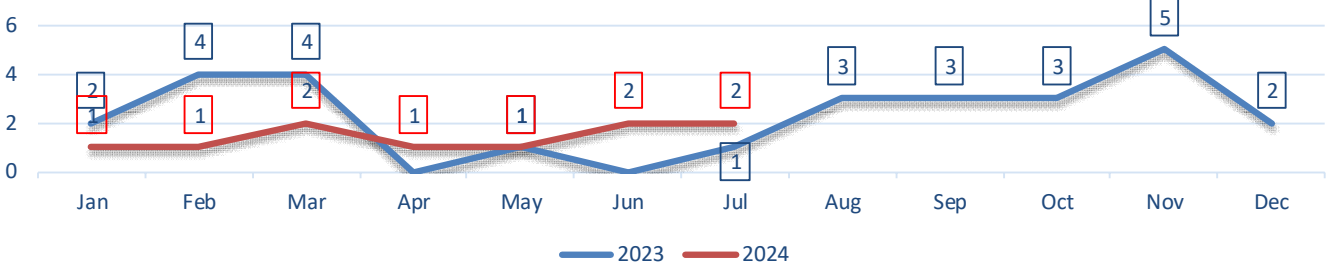
### Theft Under \$5000



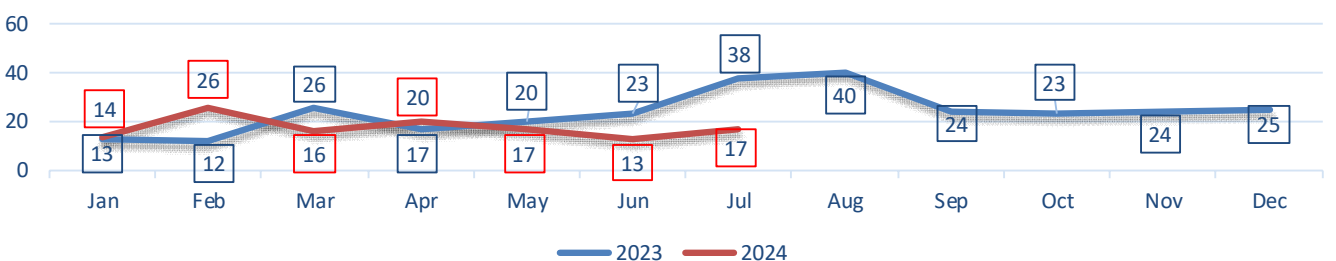
### Theft from Vehicles



### Theft of Motor Vehicles



### Shoplifting

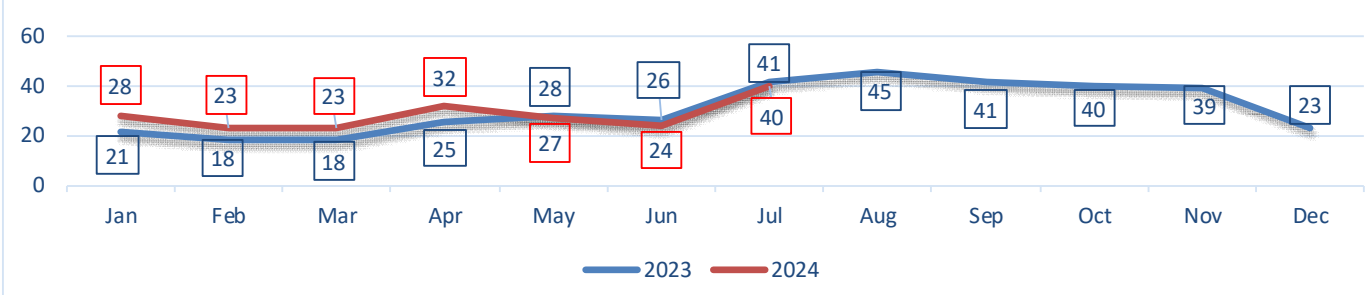




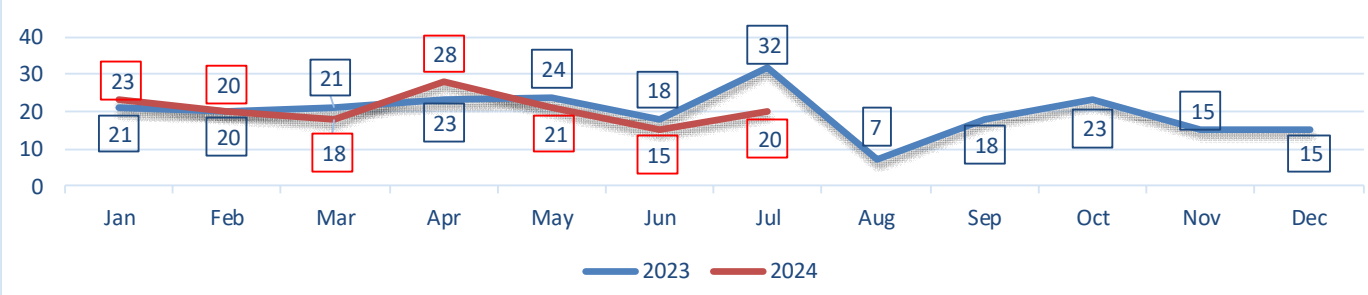
# Monthly Council Meeting Statistics - Jul, 2024

| PROPERTY CRIMES              | 2024       |            |             | 2023       |             | % Chg over previous |           |
|------------------------------|------------|------------|-------------|------------|-------------|---------------------|-----------|
|                              | Reported   | Actual     | YTD         | Actual     | YTD         | Actual              | YTD       |
| Mischief Under \$5000        | 43         | 40         | 197         | 41         | 177         | -2%                 | 11%       |
| Frauds                       | 22         | 20         | 145         | 32         | 159         | -38%                | -9%       |
| All Other Property Crimes    |            | 30         | 150         | 36         | 108         | -17%                | 39%       |
| <b>Total Property Crimes</b> | <b>207</b> | <b>166</b> | <b>1020</b> | <b>251</b> | <b>1003</b> | <b>-34%</b>         | <b>2%</b> |

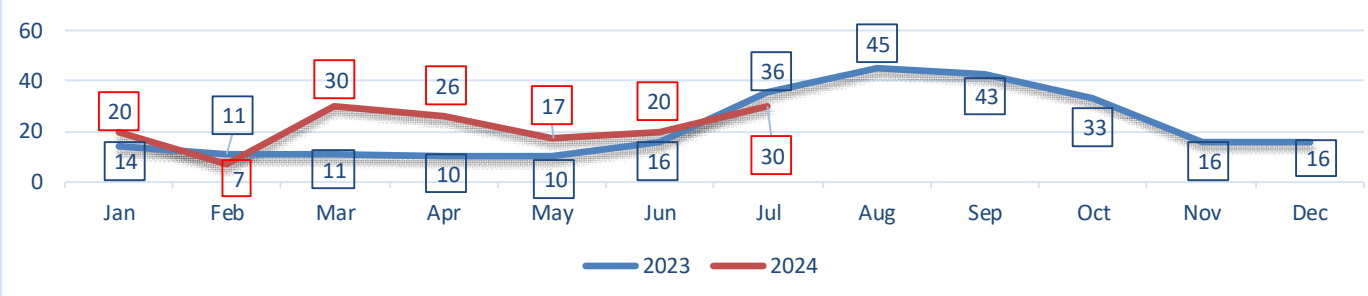
### Mischief



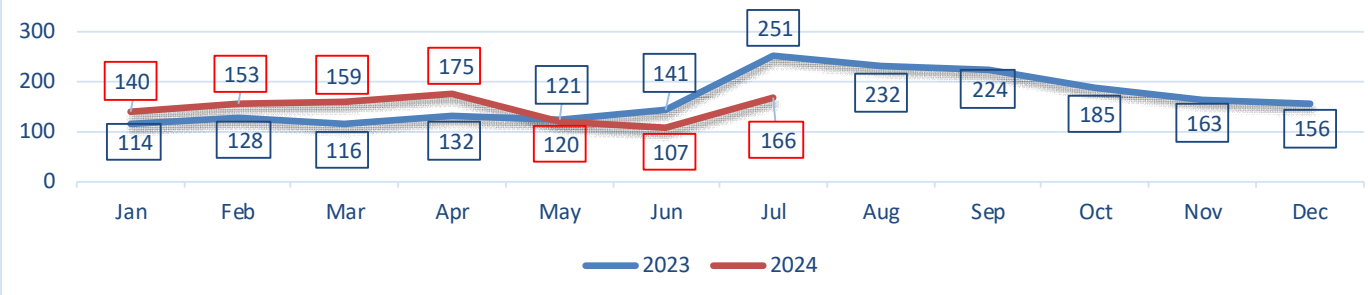
### Frauds



### All Other Property Crimes



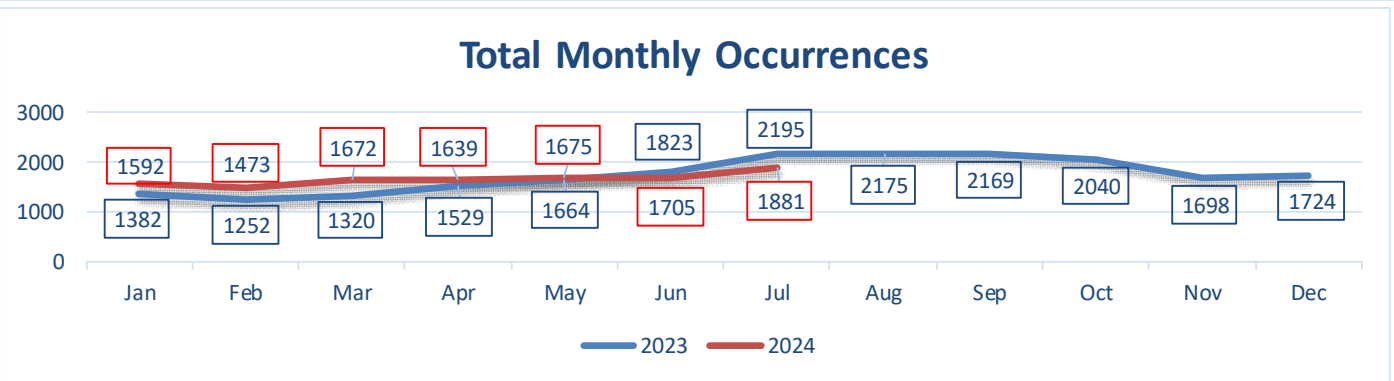
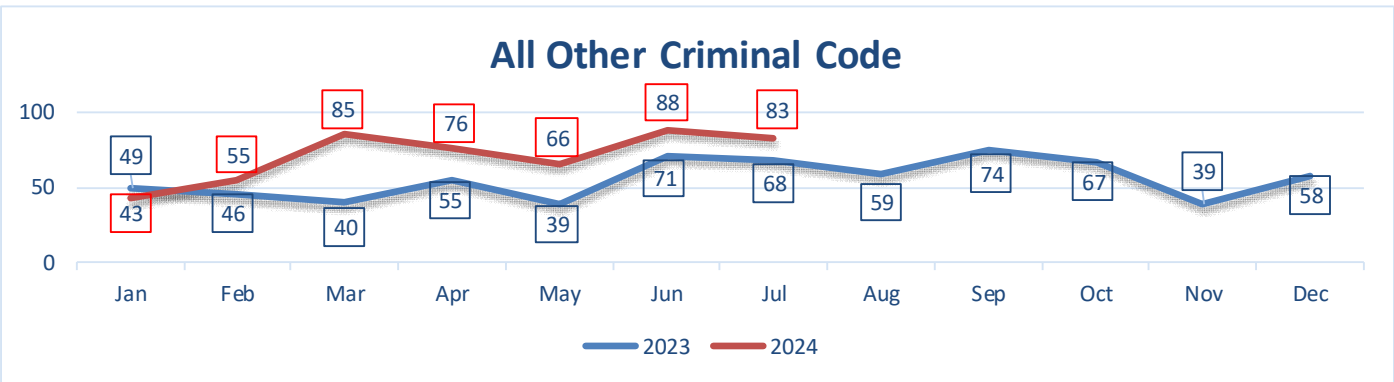
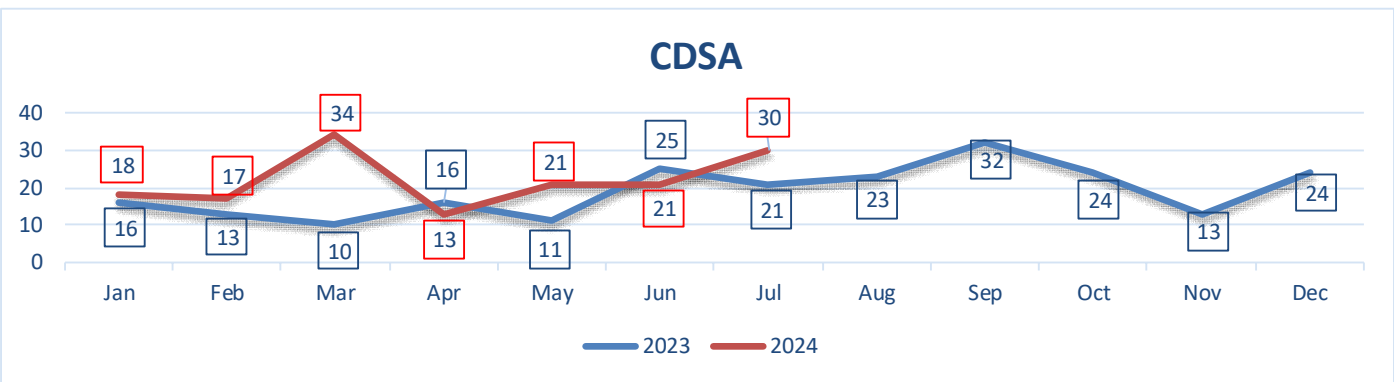
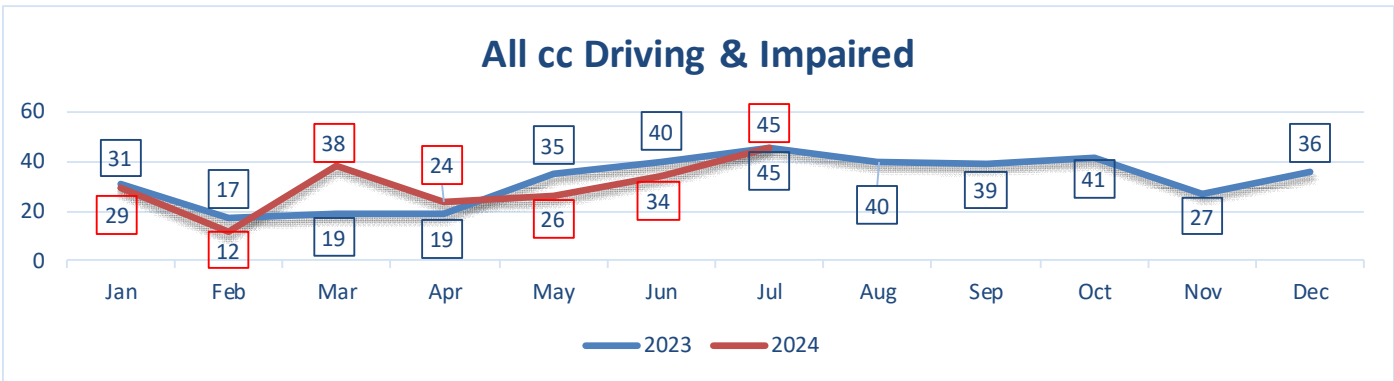
### Total Property Crimes





# Monthly Council Meeting Statistics - Jul, 2024

| Impaired/CDSA/Other/Total Occurrences | 2024     |        |       | 2023   |       | % Chg over previous |     |
|---------------------------------------|----------|--------|-------|--------|-------|---------------------|-----|
|                                       | Reported | Actual | YTD   | Actual | YTD   | Actual              | YTD |
| All cc Driving & Impaired             | 63       | 45     | 208   | 45     | 206   | 0%                  | 1%  |
| CDSA                                  | 31       | 30     | 154   | 21     | 112   | 43%                 | 38% |
| All Other Criminal Code               | 97       | 83     | 496   | 68     | 368   | 22%                 | 35% |
| Total Monthly Occurrences             |          | 1881   | 11637 | 2195   | 11165 | -14%                | 4%  |

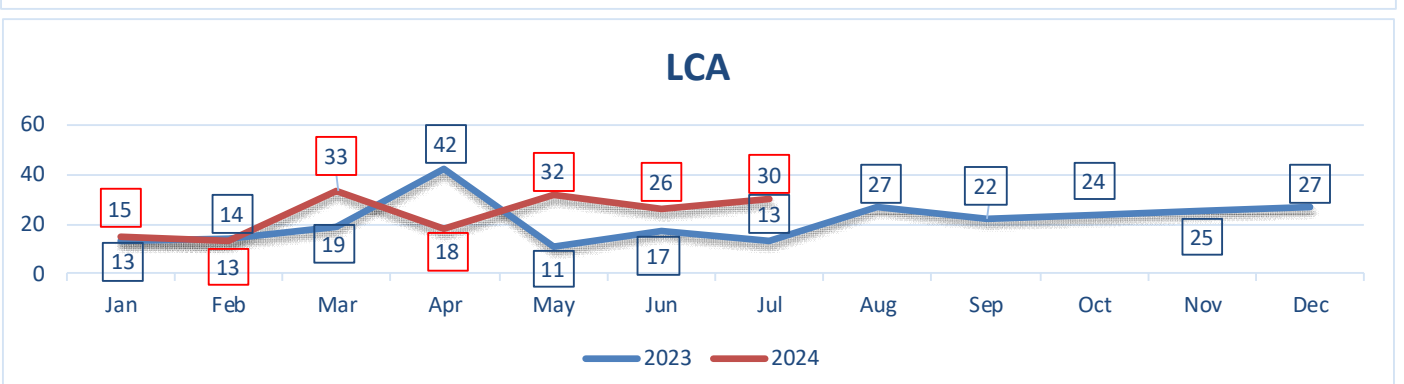
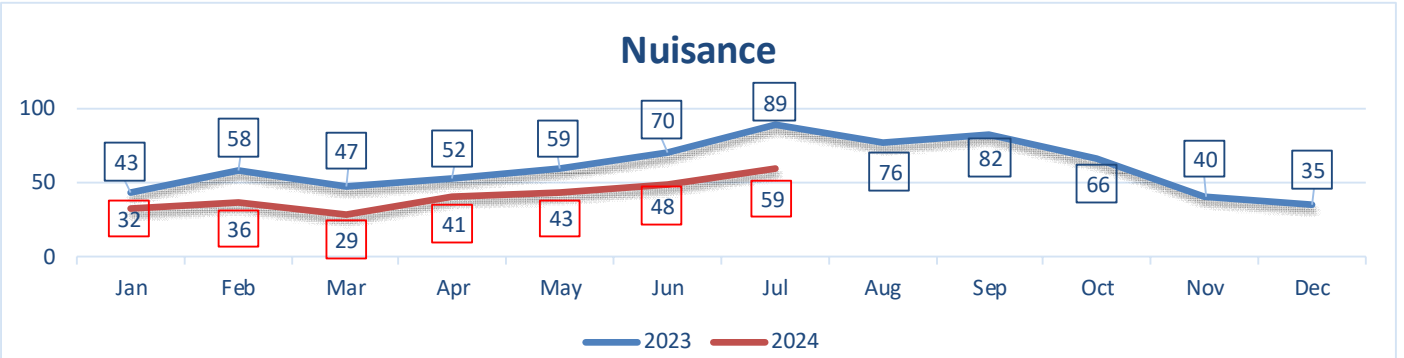






# Monthly Council Meeting Statistics - Jul, 2024

| MUNICIPAL BYLAWS | 2024        |             |              | 2023        |              | % Chg over previous |            |
|------------------|-------------|-------------|--------------|-------------|--------------|---------------------|------------|
|                  | Reported    | Actual      | YTD          | Actual      | YTD          | Actual              | YTD        |
| Parking          | 2219        | 2219        | 15527        | 2419        | 16852        | -8%                 | -8%        |
| Nuisance         | 59          | 59          | 288          | 89          | 418          | -34%                | -31%       |
| Dog              | 4           | 4           | 28           | 8           | 36           | -50%                | -22%       |
| <b>Total</b>     | <b>2282</b> | <b>2282</b> | <b>15843</b> | <b>2516</b> | <b>17306</b> | <b>-9%</b>          | <b>-8%</b> |
| LCA              | 31          | 30          | 167          | 13          | 129          | 131%                | 29%        |

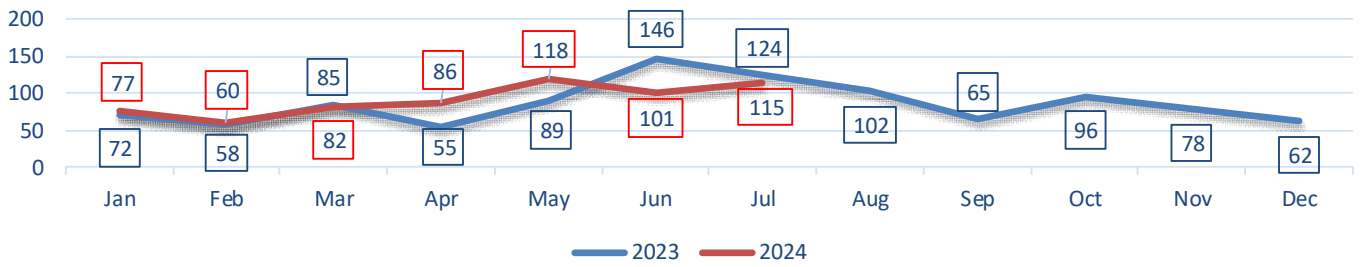




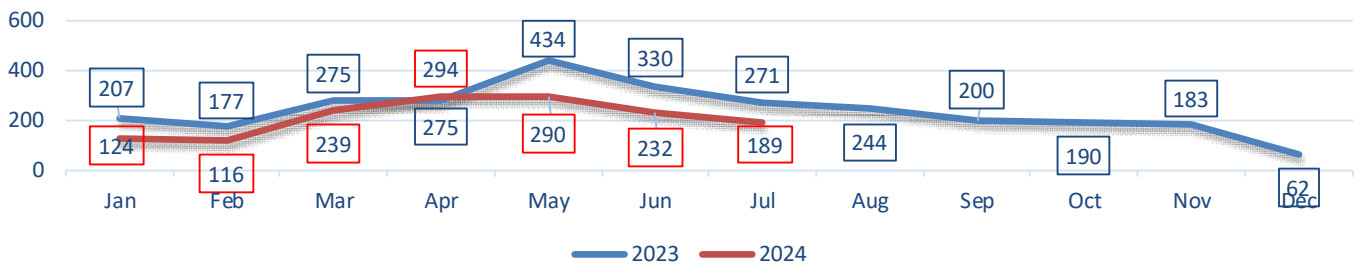
# Monthly Council Meeting Statistics - Jul, 2024

| HTA & MVC's              | 2024     |        |      | 2023   |      | % Chg over previous |      |
|--------------------------|----------|--------|------|--------|------|---------------------|------|
|                          | Reported | Actual | YTD  | Actual | YTD  | Actual              | YTD  |
| Highway Traffic Act      | 115      | 115    | 639  | 124    | 629  | -7%                 | 2%   |
| HTA Violations           |          | 189    | 1484 | 271    | 1969 | -30%                | -25% |
| Other Traffic            | 24       | 24     | 103  | 19     | 147  | 26%                 | -30% |
| Motor Vehicle Collisions | 72       | 72     | 588  | 114    | 633  | -37%                | -7%  |

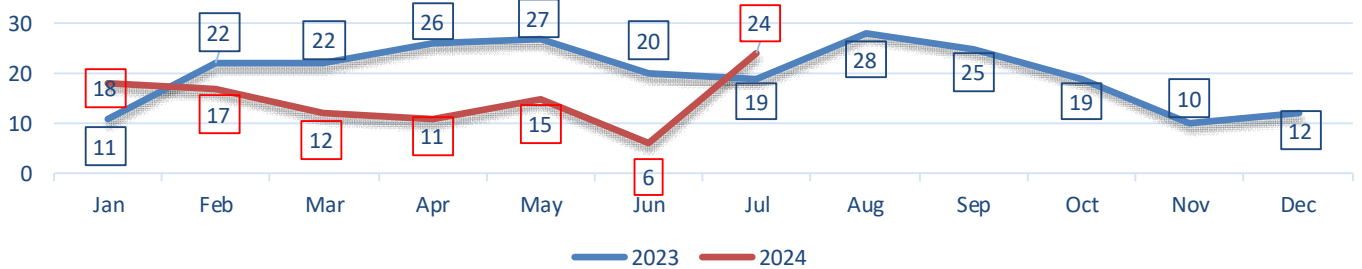
### Highway Traffic Act



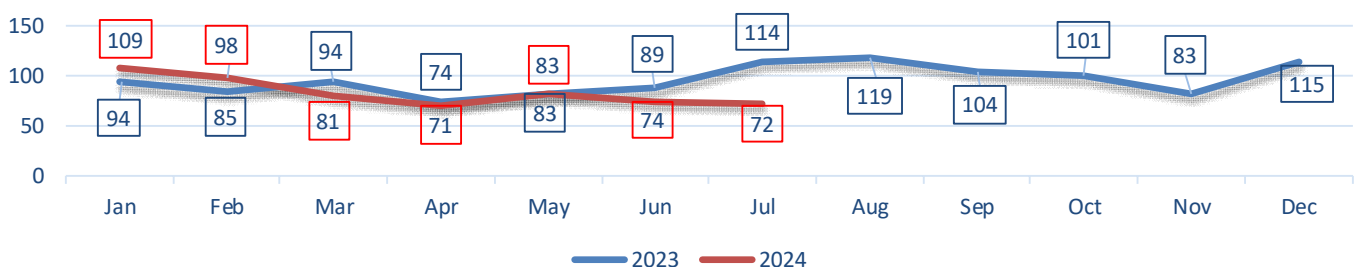
### HTA Violations



### Other Traffic



### Motor Vehicle Collisions



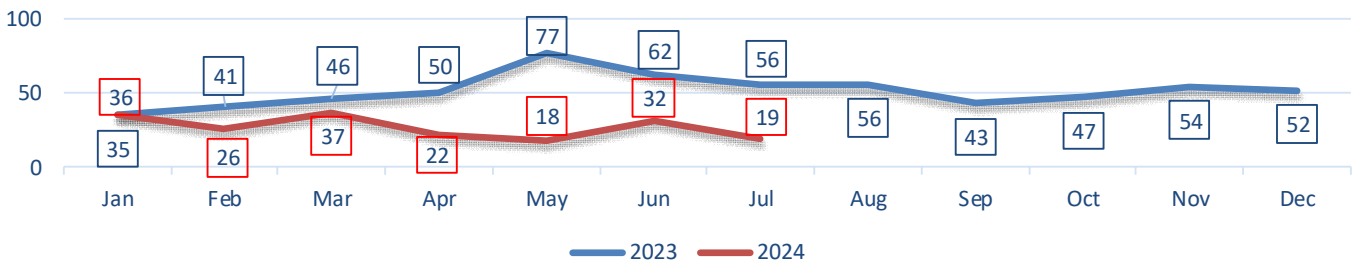


# Monthly Council Meeting Statistics - Jul, 2024

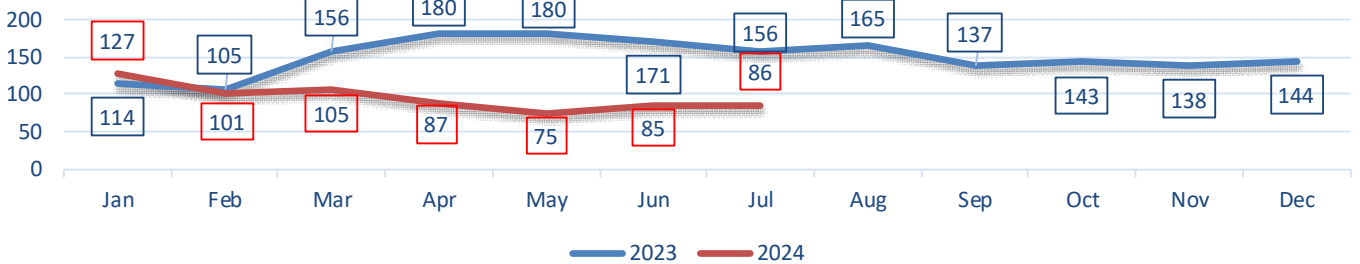
| Mental Health                       | 2024     |            |             | 2023       |             | % Chg over previous |            |
|-------------------------------------|----------|------------|-------------|------------|-------------|---------------------|------------|
|                                     | Reported | Actual     | YTD         | Actual     | YTD         | Actual              | YTD        |
| Attempt/threat of suicide *         |          | 19         | 190         | 56         | 367         | -66%                | -48%       |
| Mental Health Act                   |          | 86         | 666         | 156        | 1062        | -45%                | -37%       |
| Wellbeing check                     |          | 175        | 716         | 83         | 348         | 111%                | 106%       |
| <b>Total MHA + Wellbeing checks</b> |          | <b>261</b> | <b>1382</b> | <b>239</b> | <b>1410</b> | <b>9%</b>           | <b>-2%</b> |

\* Attempt/threat of suicide is inclusive with MHA, do not add both results.

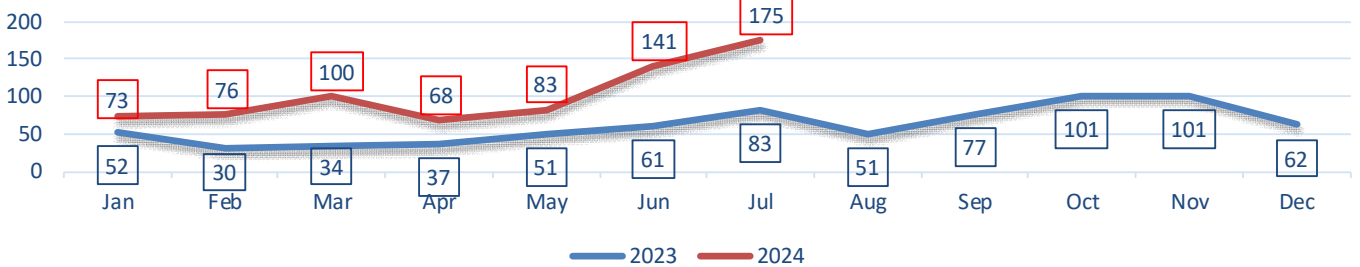
## Attempt/threat of suicide



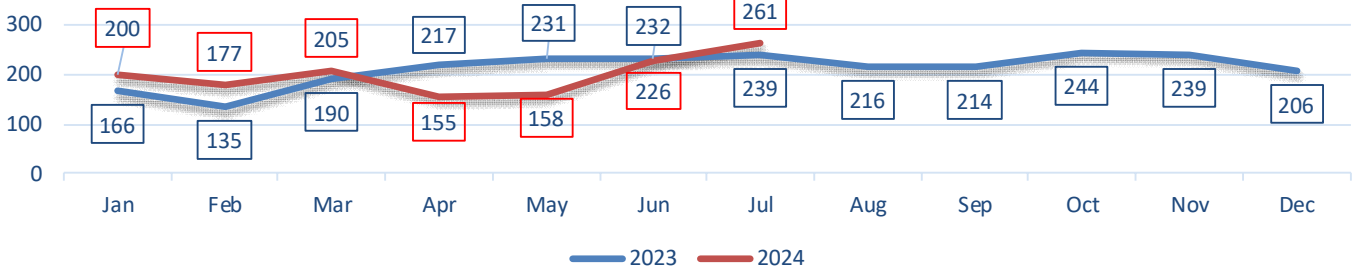
## Mental Health Act



## Wellbeing Check



## Total Mental Health & Wellbeing Checks





**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE  
REPORT TO COUNCIL  
August 13, 2024**

The Parks, Recreation and Leisure Activities Committee met on August 7, 2024, and a copy of the DRAFT minutes are included in your package.

There is one (1) resolution for Council's consideration.

The Youth Engagement Committee met on July 18, 2024. The DRAFT minutes have been included in your package.

Respectfully submitted,  
Councillor Mitchell Tweel, Chair

**PARKS, RECREATION AND LEISURE ACTIVITIES COMMITTEE**

**Wednesday, August 7, 2024**

**4:00pm, Council Chambers**

**Present:** Councillor Mitchell Tweel, Chair  
Councillor Justin Muttart  
Christopher Drummond, PRAM

**Mayor Philip Brown**  
**Richard MacEwan, DCS**  
**Mike White, AS**

**Regrets:** Councillor Terry Bernard  
Frank Quinn, PRM  
Deelle Hines, Notetaker

**Also:** Jeff Perry, APC

**1. CALL TO ORDER**

Councillor Tweel called the meeting to order at 3:58pm.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

No declarations of conflict of interest.

**3. APPROVAL OF AGENDA**

Moved by Councillor Muttart and Seconded by Mayor Brown that the agenda for August 7, 2024, be approved.

CARRIED

**4. ADOPTION OF MINUTES**

Moved by Mayor Brown and Seconded by Councillor Muttart that the minutes for July 18, 2024, be approved.

CARRIED

**5. BUSINESS ARISING FROM MINUTES**

Mayor Brown requested an update on the long-discussed pathway project. PRAM reported that the PRM has been in communication with the province and is awaiting their approval. The city is collaborating with Aaron Hansen from CADC, who will handle the design drawings and request for proposals (RFP). CADC has previous experience developing boardwalks in the area.

A follow-up email will be sent to Aaron Hansen to finalize the design drawings and the RFP. The RFP is expected to be posted for two weeks by the end of the month. After reviewing the submissions, the city will inform the province of 50% of the project's cost. If the province agrees to share these costs, the project could be awarded on September 23rd, with work commencing shortly thereafter.

Mayor Brown noted that MLA Rob Lantz (MLA for District 13) has been pursuing the pathway as it connects his district to District 12 across Brighton Road. Previous projects south of this property were

provincially funded. Mayor Brown hopes for a collaborative arrangement between the city and the province.

## **6. REPORT**

### **a. Resolution to award the RFP for Simmons Sports Centre signage package.**

The City of Charlottetown recently advertised a Request for Proposals (RFP), for all signage needs at the Simmons Sports Centre. The RFP closed on July 25, 2024. Two proposals were received. Department staff reviewed and evaluated the two proposals. The submission from Hansen Signs achieved the highest score, based on the evaluation criteria provided in the package. The bid amount of \$50,013.26 plus applicable taxes is deemed to be a fair price, and the proposal meets all the signage requirements for the Simmons Sports Centre.

Councillor Muttart inquired about the design options. PRAM clarified that the signage follows the city's visual identity policy, with varied designs for the interior and minimal exterior signs to avoid overpowering the building. Only one exterior sign, which will be lit up by a separate lighting package, is planned. The AS noted additional elements like condensers and emergency generators will mask some wall areas, and detail fins and landscaping will enhance the exterior.

Mayor Brown raised concerns about potential graffiti on the white exterior walls. The AS noted that security cameras will be installed to help address this issue. Mayor Brown also noted bilingual signage would have been a nice addition, even though it is not a requirement of the province. The importance of a memory wall honoring the history of the Simmons facility was emphasized. It was noted that the PRM will consult with the city's Heritage Officer. The AS spoke with Jack Simmonds today. Staff will also ensure the Simmons family have input into the memory wall.

A committee walk-through was requested by Mayor Brown and Councillor Tweel suggested scheduling it for early fall. The opening date for the Simmons Sports Centre is set for October 14. The chair praised the project as a community legacy and acknowledged the efforts of the Save the Simmons Group, highlighting the community-driven nature of the initiative.

Moved by Mayor Brown and Seconded by Councillor Muttart to forward a resolution to award the RFP for the Simmons Sports Centre signage package to Hansen Signs.

CARRIED

### **b. Youth Engagement Committee Meeting (July 18<sup>th</sup>, 2024)**

No questions arising.

## **7. INTRODUCTION OF NEW BUSINESS**

The opening of the six new pickleball courts is scheduled for Thursday, August 8 at 5:00 PM. This project resulted from collaborative efforts between city staff, committee members, and the enthusiastic pickleball community. Councillor Tweel acknowledged the staff's hard work in bringing this project to fruition. The potential for future projects, including a cricket pitch in Charlottetown, was mentioned by Mayor Brown.

**8. ADJOURNMENT OF PUBLIC SESSION**

Moved by Mayor Brown and Seconded Councillor Muttart that the meeting be adjourned at 4:20pm.

---

Chair: Councillor Mitchell Tweel

DRAFT



# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

**Parks & Recreation #1**

**MOTION CARRIED** \_\_\_\_\_

**MOTION LOST** \_\_\_\_\_

**Date: August 13, 2024**

**Moved by Councillor** \_\_\_\_\_ **Mitchell Tweel**

**Seconded by Councillor** \_\_\_\_\_ **Justin Muttart**

**RESOLVED:**

**That, as per the recently advertised request for proposals  
"Simmons Sports Centre Signage Package", the City of  
Charlottetown accepts the bid amount of \$50,013.26 (plus  
applicable taxes) from Hansen Signs,**

**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:** PR-2024-20

**Date:** August 7, 2024

**Directed to Council through the following Committee:**  
Parks, Recreation and Leisure Activities Committee

**Reporting Department:**  
Parks and Recreation

**Other Associated Departments:**  
None

**Prepared by:**  
Mike White, Arenas Superintendent

**Attachments:**

- Simmons Sports Centre Signage Package

**Report Title:**  
Simmons Sports Centre Signage Package Request for Proposals

**Report Purpose:**  
To inform Council of the results of a public Request for Proposals (RFP) for all interior and exterior signage at the Simmons Sports Centre.

**Staff Recommendation:**  
That Council accepts the proposal bid amount of **\$50,013.26 (plus applicable taxes)**, from Hansen Signs.

**Report Details:**  
The City of Charlottetown recently advertised a Request for Proposals (RFP), for all signage needs at the Simmons Sports Centre. The RFP closed on July 25, 2024. Two proposals were received.

Department staff reviewed and evaluated the two proposals. The submission from Hansen Signs achieved the highest score, based on the evaluation criteria listed below. The bid amount is deemed to be a fair price, and the proposal meets all the signage requirements for the Simmons Sports Centre.

Although Hansen Signs' proposal was slightly more, the staff evaluation scored them higher on the following criteria: proponents qualifications/experience and schedule. Hansen Signs provided more overall experience including within the Maritime provinces and provided a much more detailed schedule.

**Evaluation Criteria:**

Each proposal was evaluated by staff against the following criteria.

**Proponent Qualifications / Experience (50 points)**

- The proponent firms' overview/background including size of firm, location of office, and areas of expertise.
- The proponent's demonstrated experience, within the last ten years, with assignments of a similar nature. (arena/pool, building over 4000 sq meters)
- The name, credentials, level of effort and expertise of the proponent's key personnel including specific references to similar projects for which each has been responsible.
- References.

**Proposed Schedule (15 Points)**

- The selected proponent must be capable of adhering to the City's proposed contract term. In addition, timely installation of all signage resulting from this RFP is of the essence. Please provide a timeline of events that ensures full installation of all signage by October 4, 2024.

**Sustainability (5 Points)**

- Describe your sustainability practices and features of this service, specifically in the areas of: if applicable waste reduction, toxic/ hazardous chemicals reduction and energy use/ Greenhouse Gas Emissions (GHGs) reduction.

**Financial Proposal (30 Points)**

Total Points available to be awarded is 100 points.

**Procurement Details:**

The RFP was advertised on the City's website for a three-week period. Two (2) bids were received. They were as follows:

| <b>Bidder</b>                | <b>Technical Score<br/>(out of 70 points)</b> | <b>Evaluation of Price<br/>(out of 30 points)</b> | <b>Bid Amount<br/>(plus applicable taxes)</b> | <b>Total Score<br/>(out of 100 points)</b> |
|------------------------------|-----------------------------------------------|---------------------------------------------------|-----------------------------------------------|--------------------------------------------|
| Hansen Signs (Moncton, NB)   | 64.3                                          | 28                                                | \$50,013.26                                   | 92.3                                       |
| Fast Signs (Scarborough, ON) | 55                                            | 30                                                | \$49,500.00                                   | 85.0                                       |
|                              |                                               |                                                   |                                               |                                            |

**Council or Committee History:**

None

**Financial Implications:**

2024-25 Capital Budget approved, will cover the costs associated with awarding this RFP as part of the new Simmons Sports Centre.

**Public Engagement and Communication:**

None

**Legislative Authority:**

MGA Division 6 Services. Charlottetown Procurement Policy.

**Strategic Alignment:**

Community-Building & Placemaking and Infrastructure & Environment

|                                                            |                                            |
|------------------------------------------------------------|--------------------------------------------|
| <b>Reviewed By:</b>                                        |                                            |
| <b>Manager</b> <i>AG</i>                                   | <b>CAO/Director</b><br><i>Richard M...</i> |
| <b>Committee Recommendation: (if differing from staff)</b> |                                            |

DSRA

# Simmons Sports Centre Signage Schedule

MAY 2024 – REVISED

BURKE & BURKE



1.1

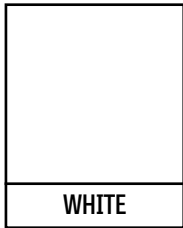


Dimensional sign letters to match specified Pantone values and installed directly on building. Dimensional thickness TBD.

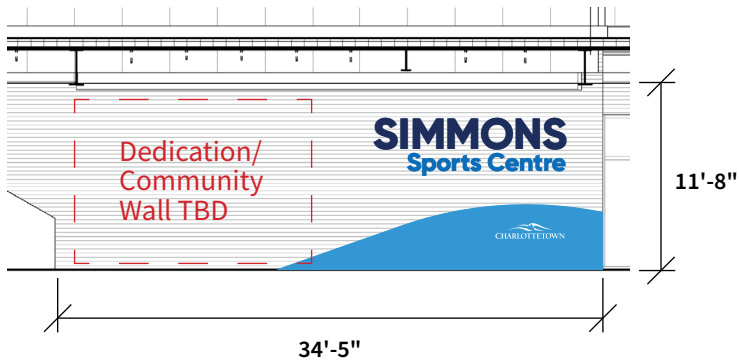
1.2



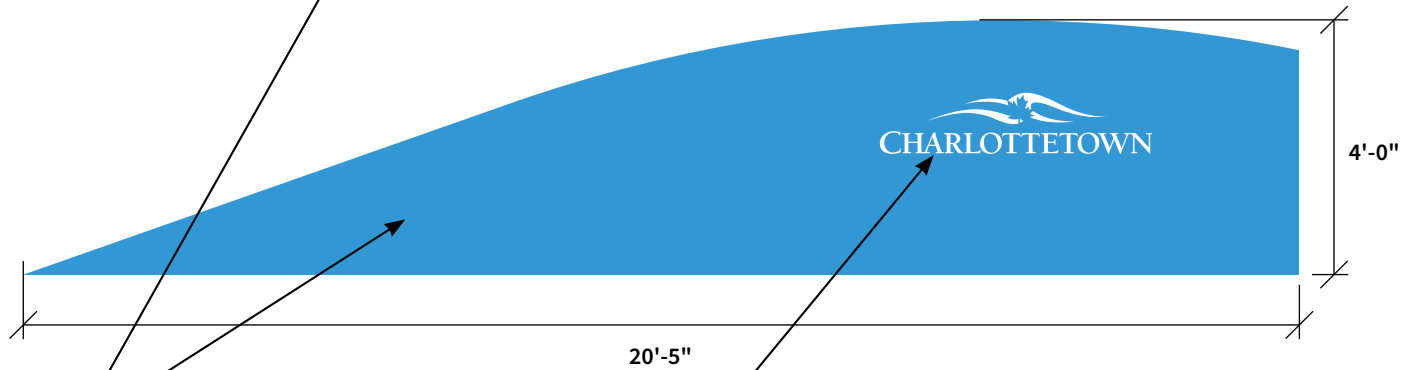
Dimensional sign letters in white applied directly to wall. Dimensional thickness TBD.



Measurements and placements are approximate. Site visit required.

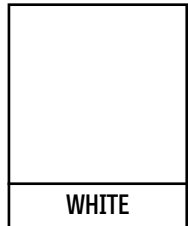


2.1

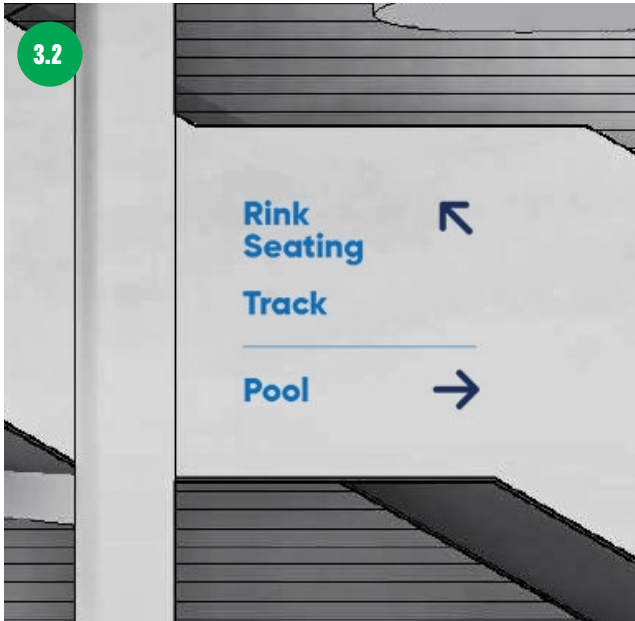
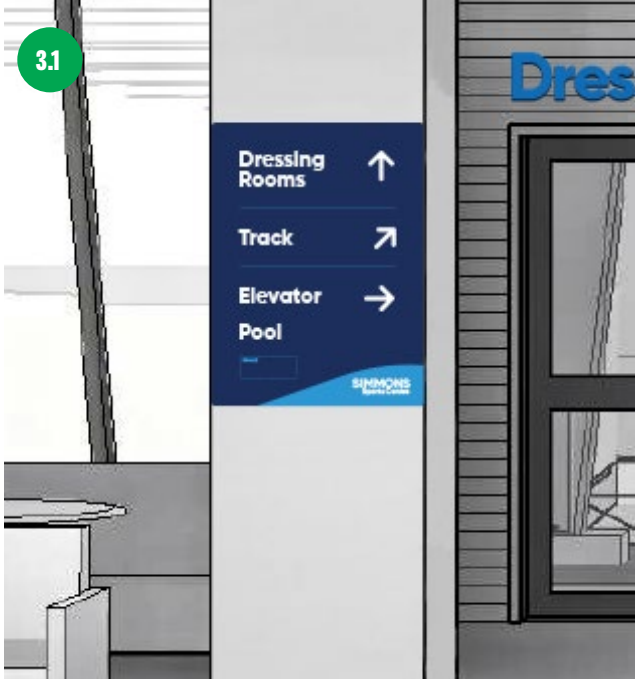


Dimensional sign letters and wave to match specified Pantone values. Installed directly to wall. Dimensional thickness TBD.

Digitally printed white vinyl decal applied to dimensional wave. Dimensional thickness TBD.



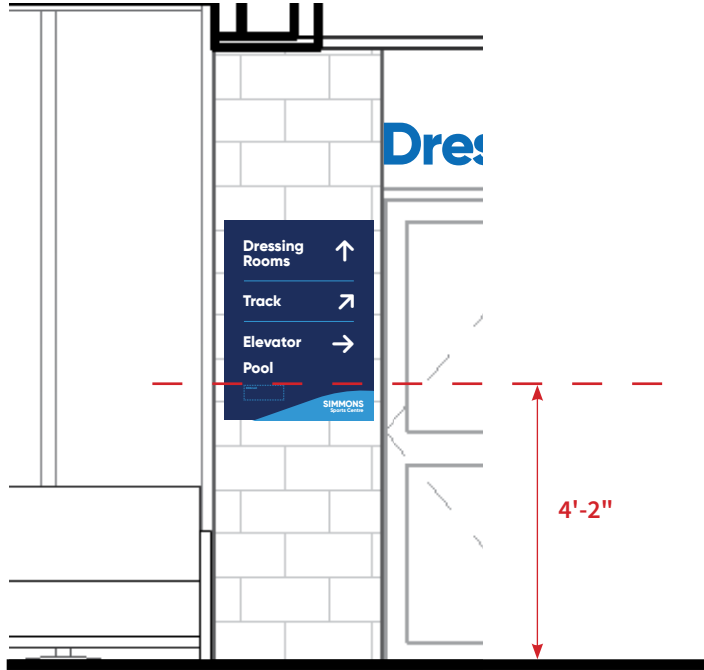
Measurements and placements are approximate. Site visit required.



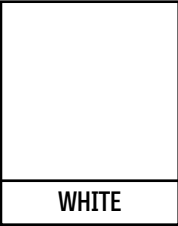
General Rules



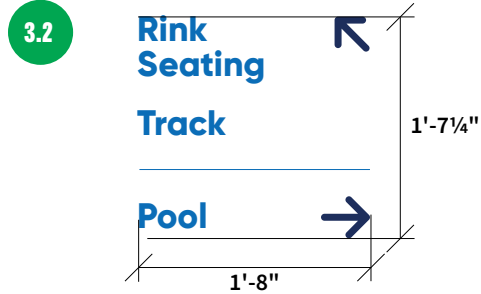
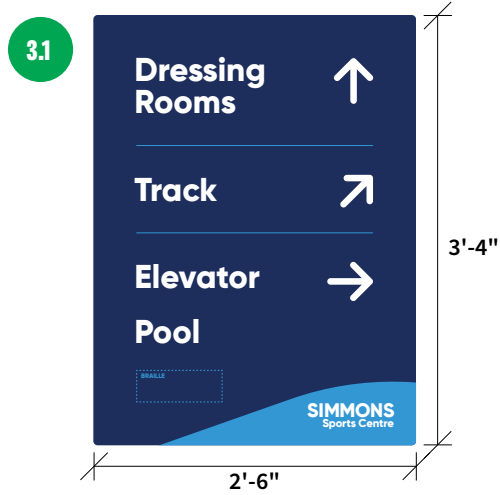
Digitally printed vinyl to match specified Pantone values. Applied to Alupanel material and installed directly to wall. Rounded corners to be applied to every sign. Height & width will vary. Please note space allowed for Braille application per [Braille Literacy Canada standards](#).



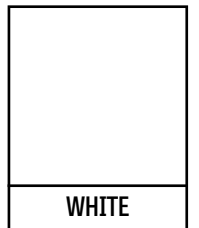
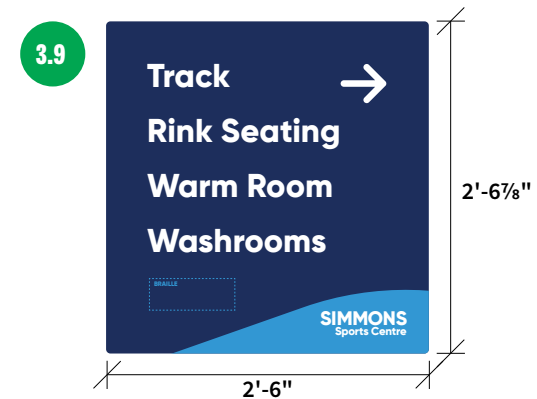
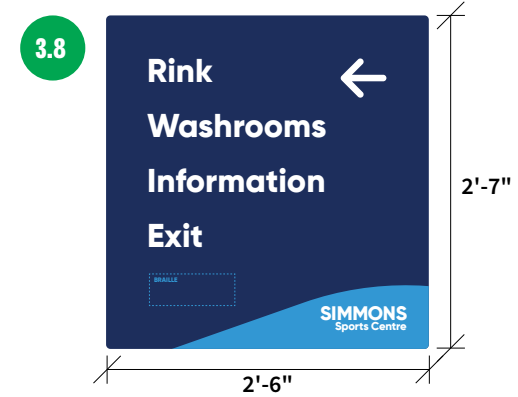
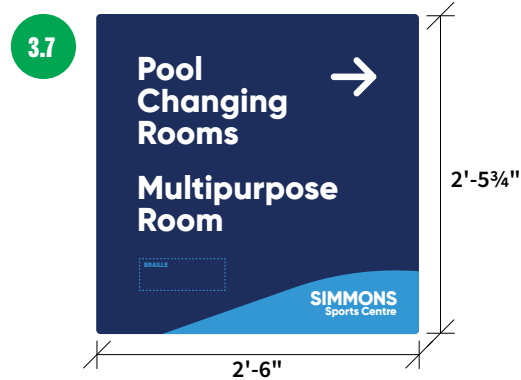
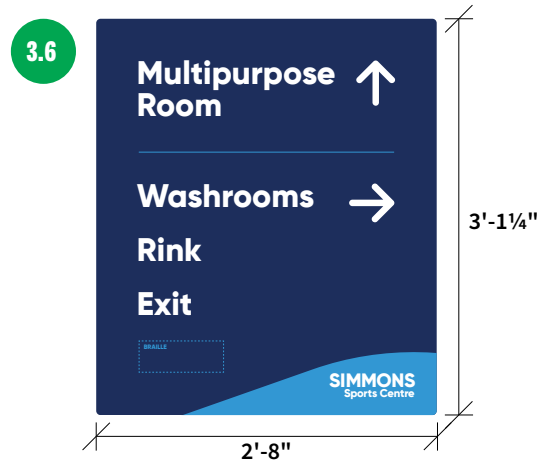
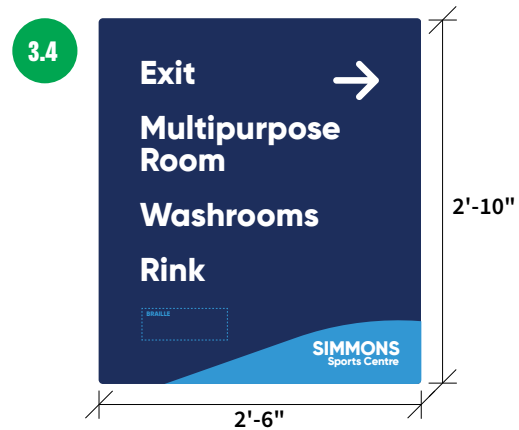
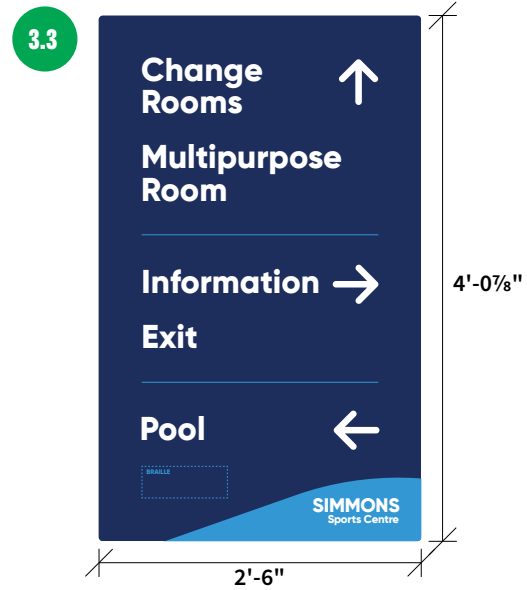
**Installation Note:**  
Top of braille space to be accessible at approximately 4'-2". Variance allowed in certain circumstances.



Measurements and placements are approximate. Site visit required.

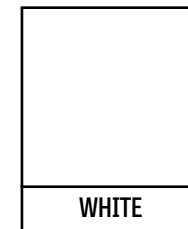
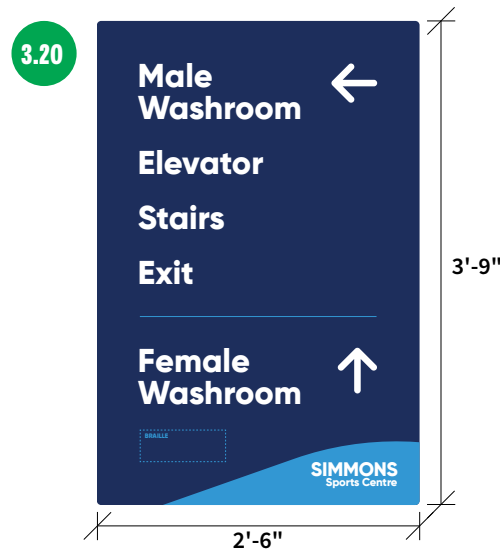
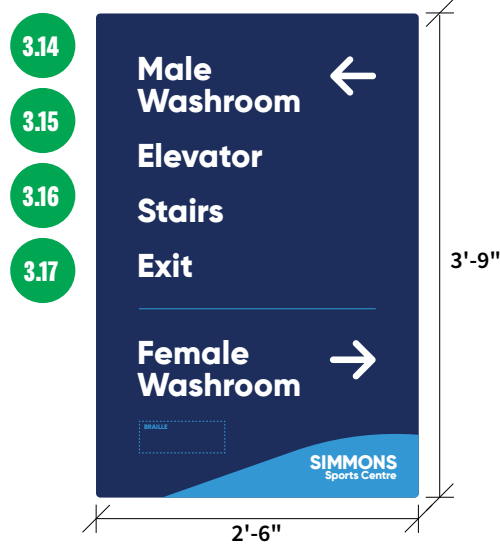
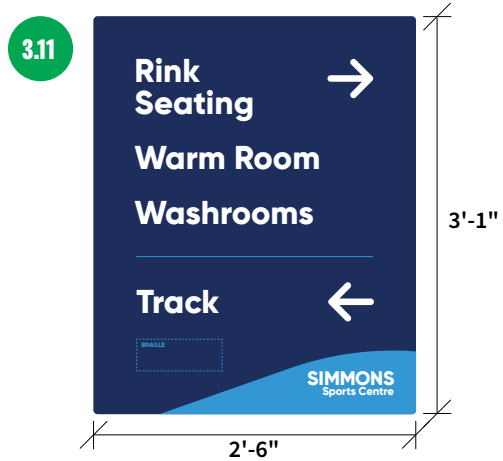
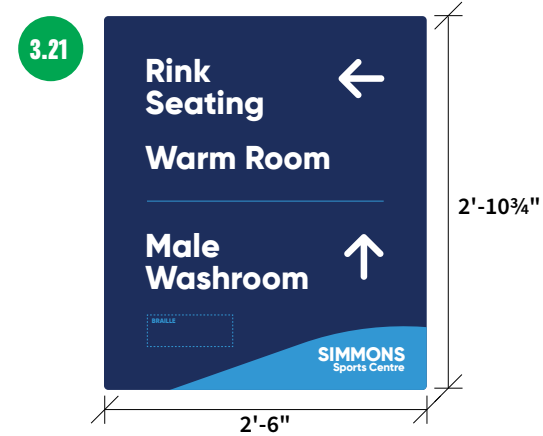
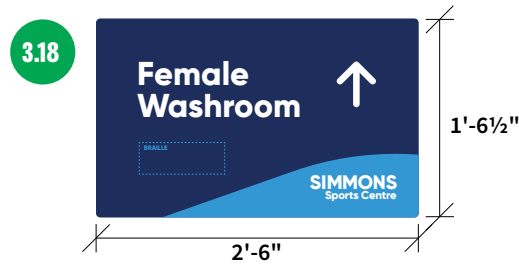
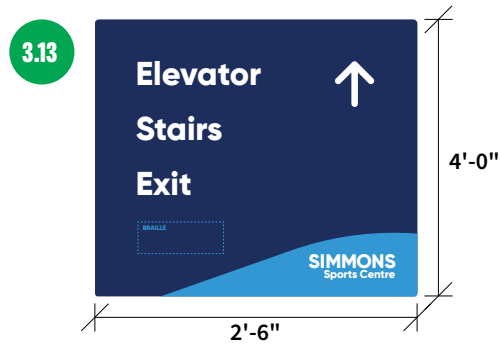
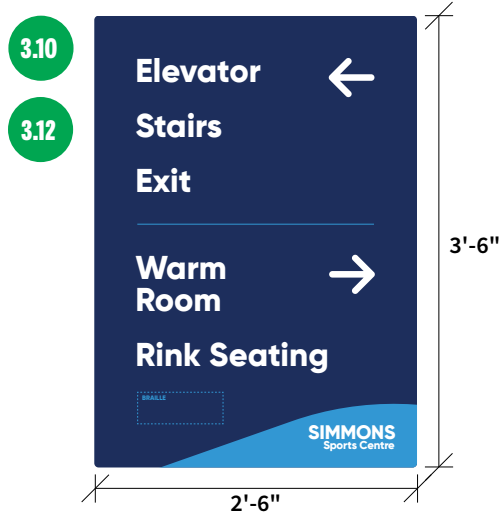


Digitally printed vinyl to match specified Pantone values, installed directly to wall.



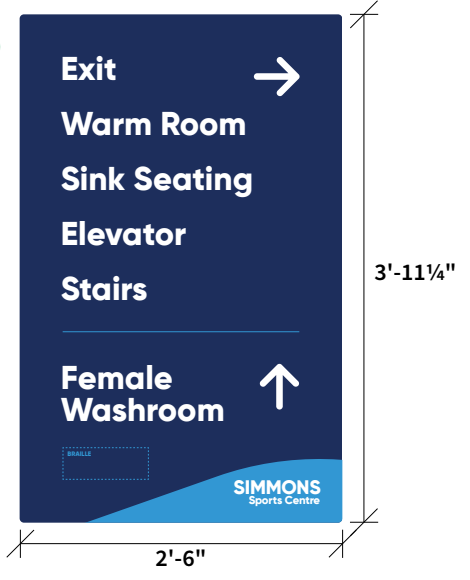
Measurements and placements are approximate. Site visit required.



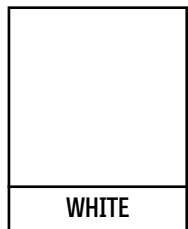
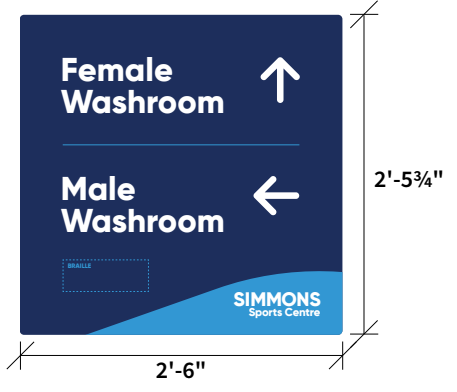


Measurements and placements are approximate.  
Site visit required.

3.22



3.23



WHITE

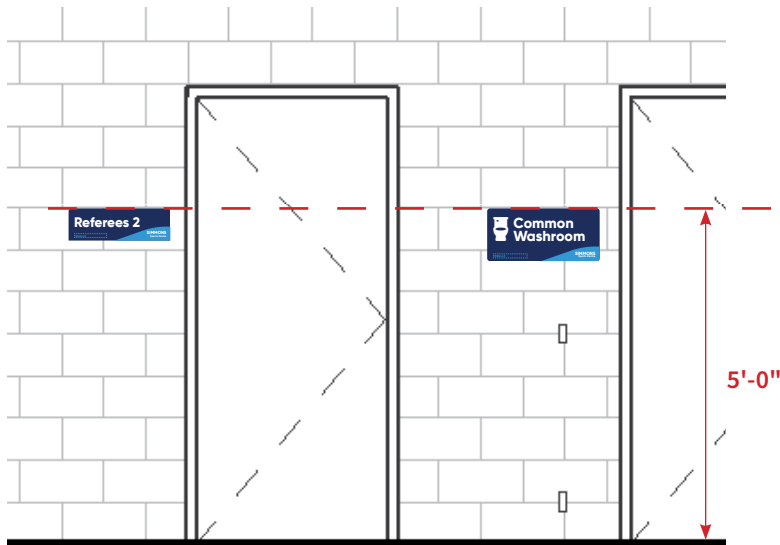
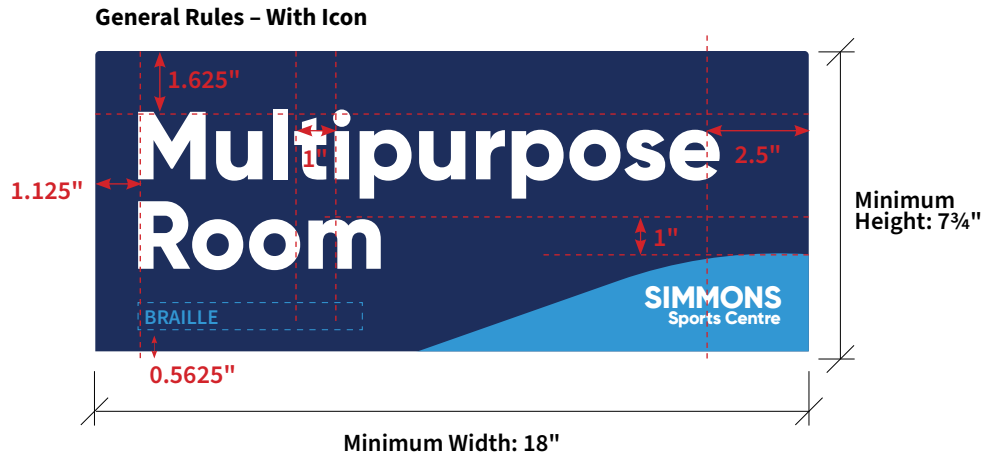


PANTONE 534 C

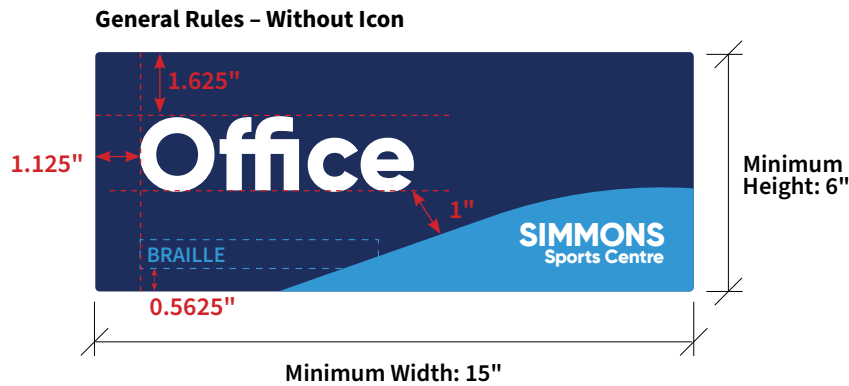


PANTONE 7689 C

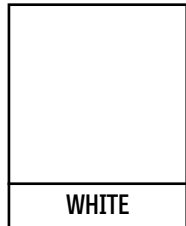
Measurements and placements are approximate. Site visit required.



**Installation Note:**  
Top of Room Signs to be installed at 5'.



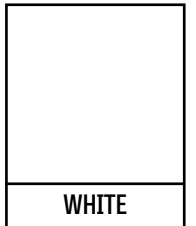
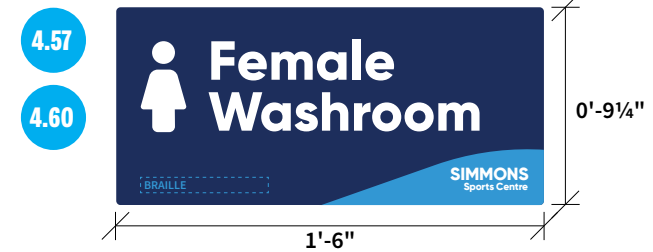
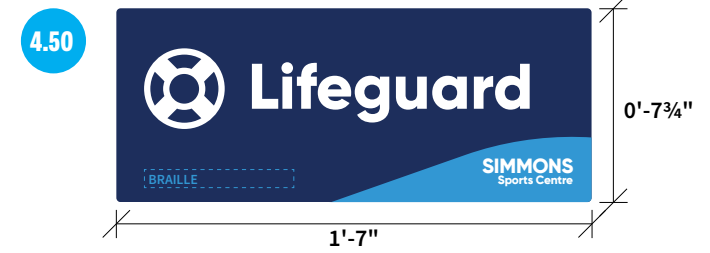
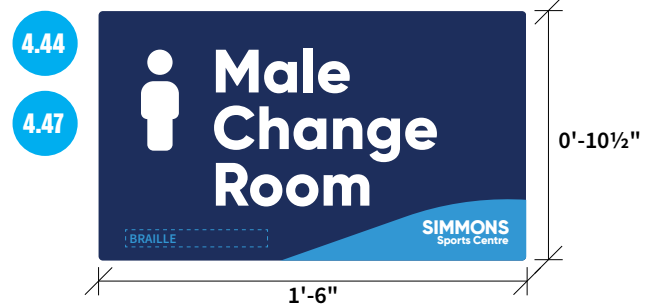
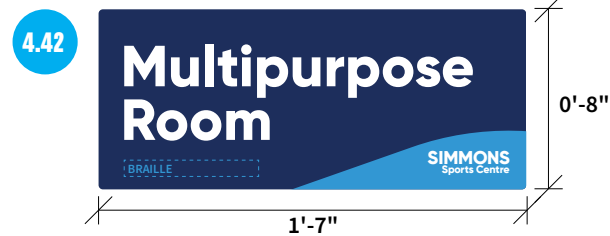
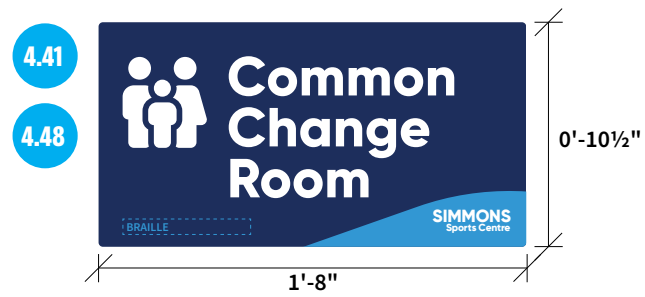
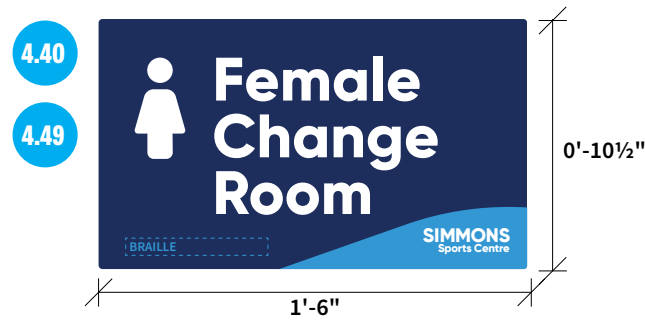
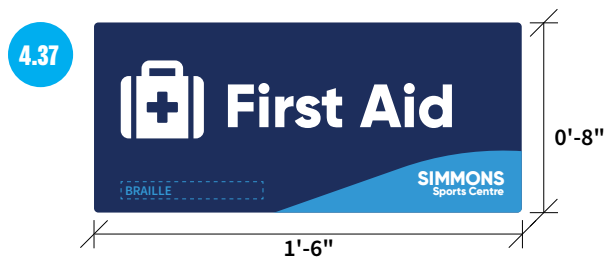
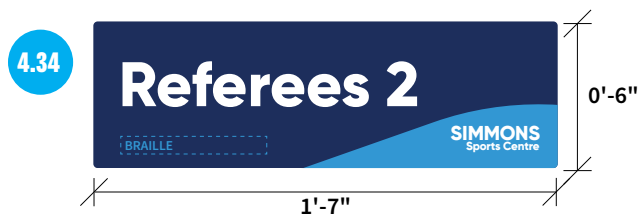
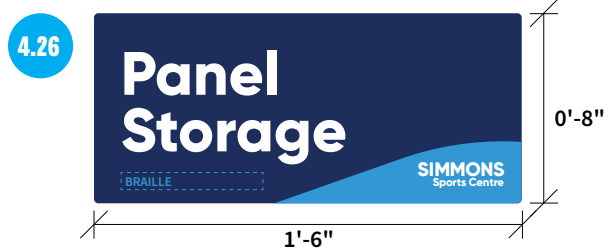
Digitally printed vinyl to match specified Pantone values. Applied to Alupanel material and installed directly to wall. Rounded corners to be applied. Sizes will vary.



Measurements and placements are approximate.  
Site visit required.



Measurements and placements are approximate.  
Site visit required.



Measurements and placements are approximate. Site visit required.

4.54

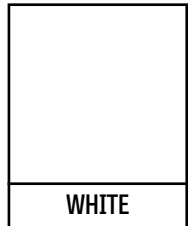
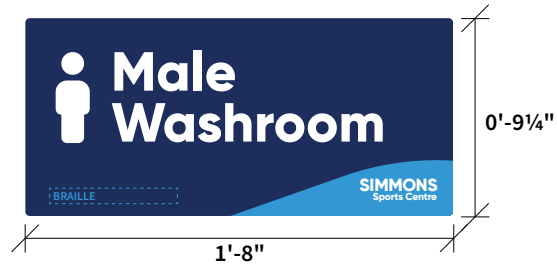


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4.59



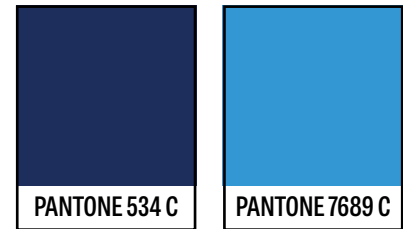
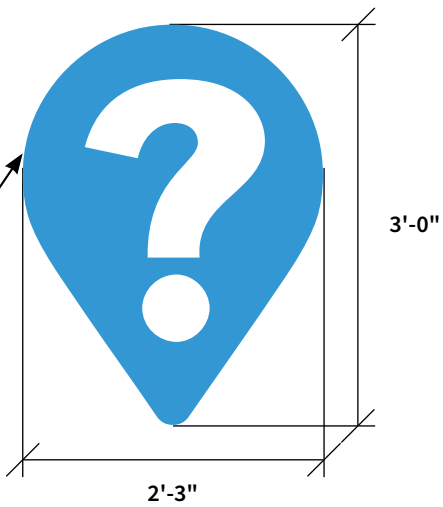
Measurements and placements are approximate. Site visit required.



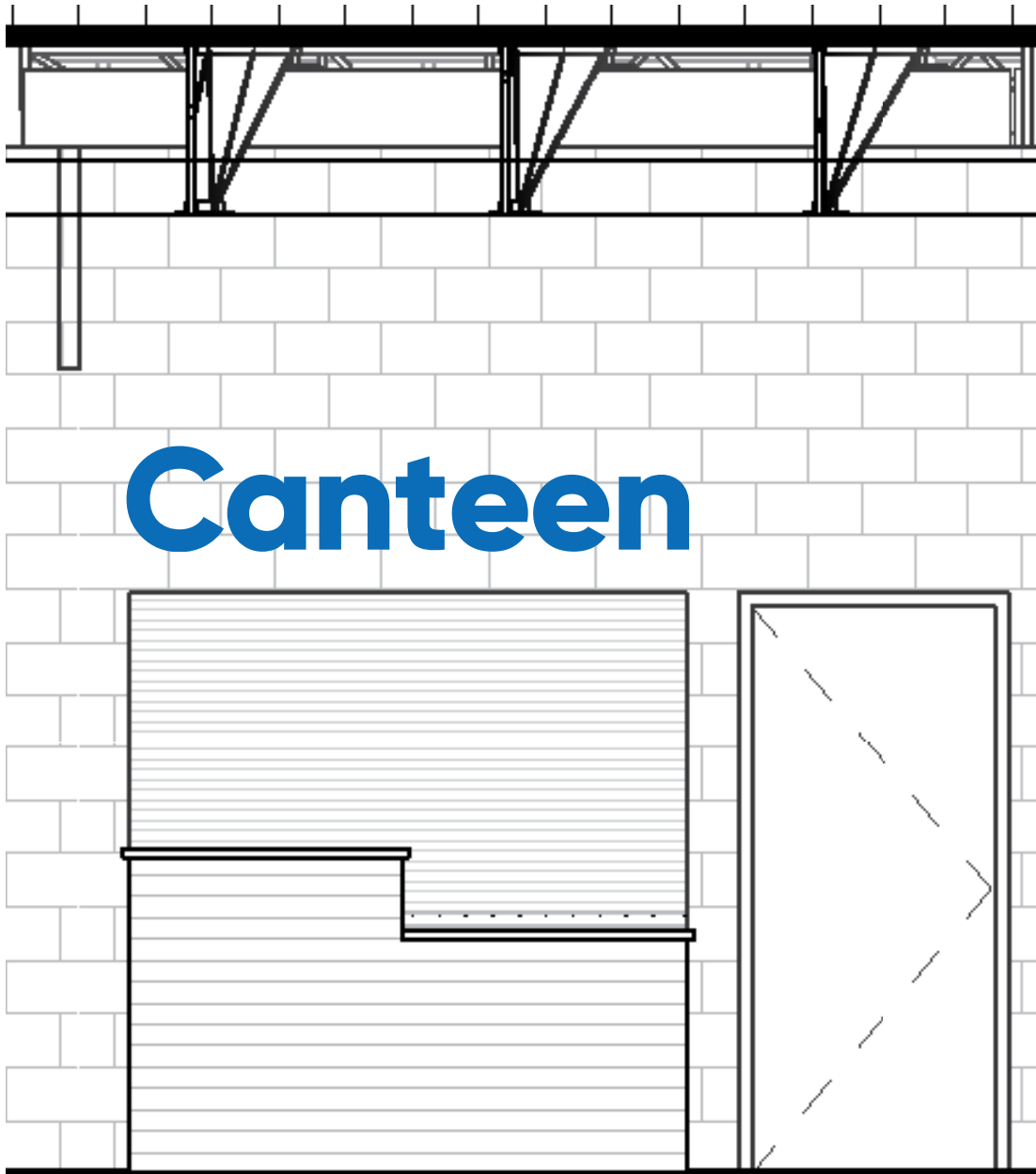
Dimensional sign letters to match specified Pantone values and installed directly to wall. Dimensional thickness TBD.



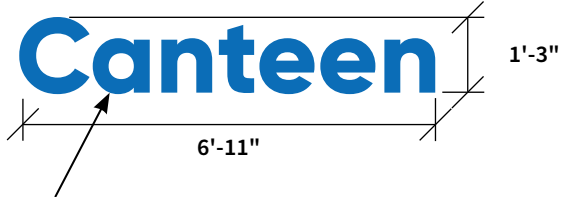
Dimensional sign to match specified Pantone value and installed directly to wall. Dimensional thickness TBD.



Measurements and placements are approximate. Site visit required.



6.1

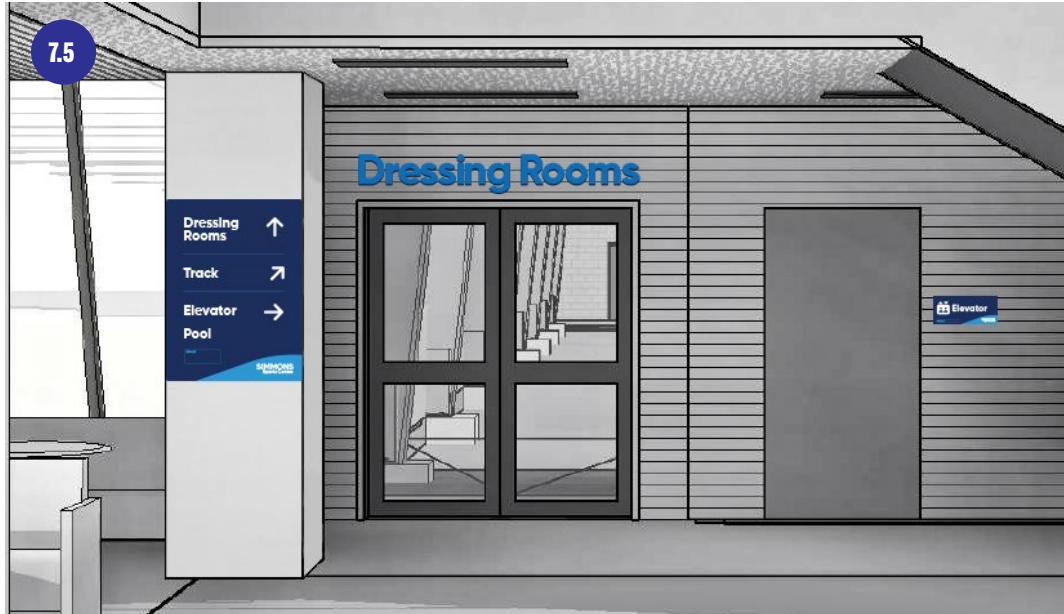


Dimensional sign letters to match specified Pantone values and installed above canteen opening. Dimensional thickness TBD.



Measurements and placements are approximate. Site visit required.



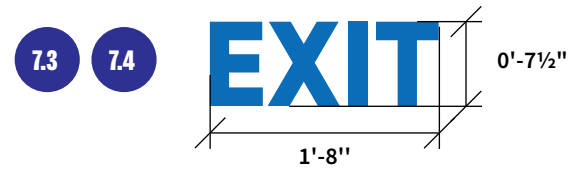


Sign letters to match specified Pantone values and installed above doorways. Sizes will vary.



Measurements and placements are approximate. Site visit required.

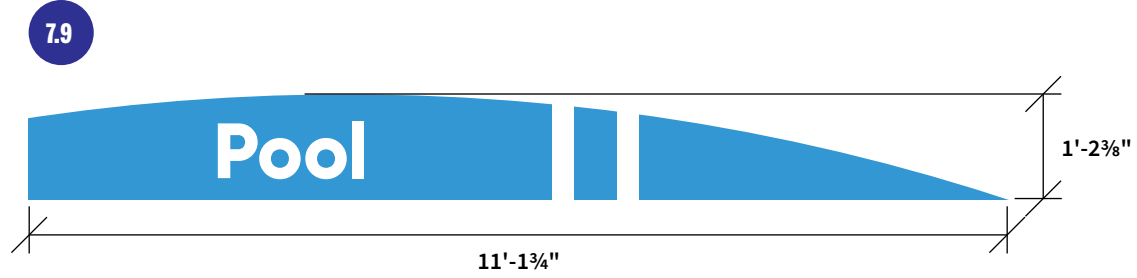
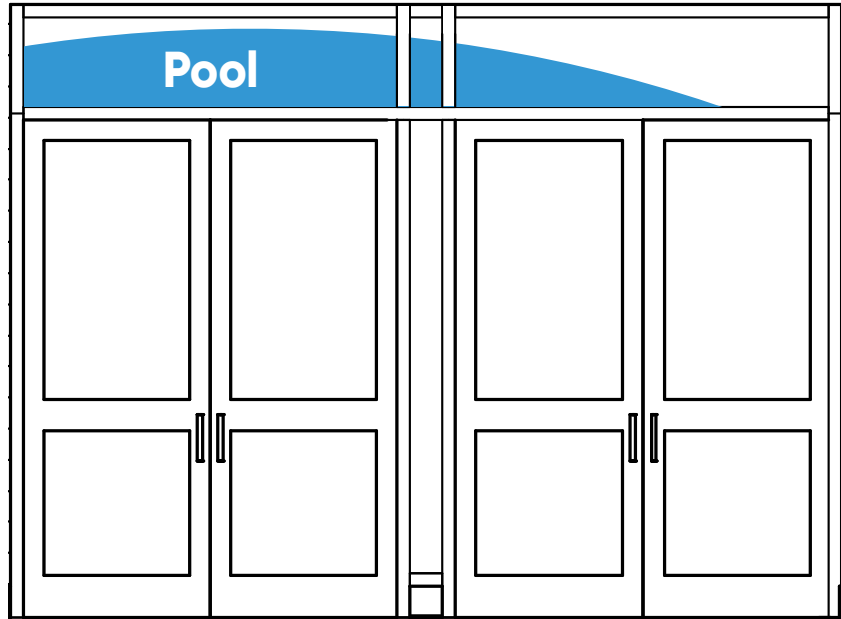
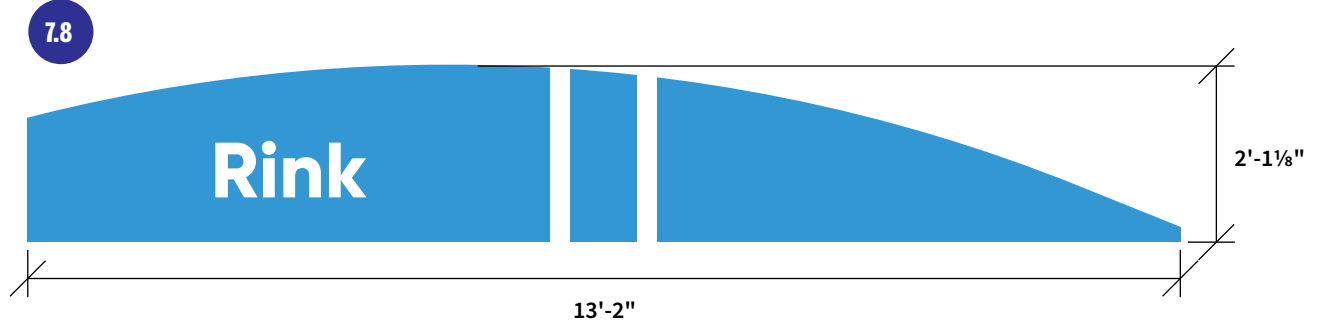
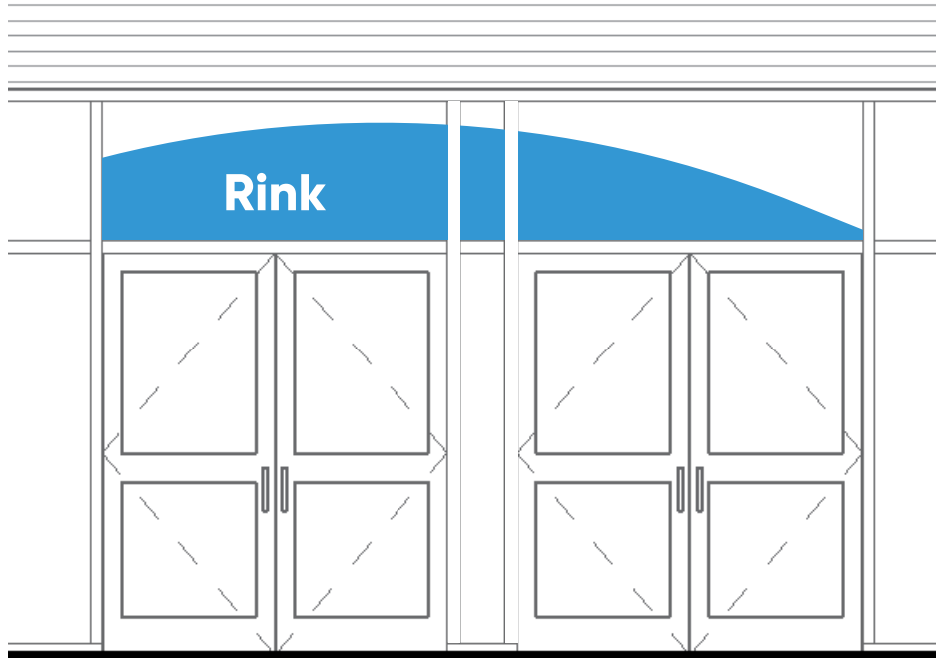
Digitally printed, applied vinyl sign letters to match specified Pantone values and installed above doorways. Sizes will vary.



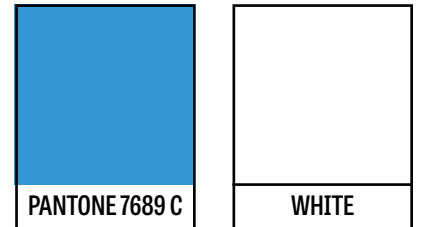
Dimensional sign letters to match specified Pantone values and installed above doorways. Sizes will vary. Dimensional thickness TBD.



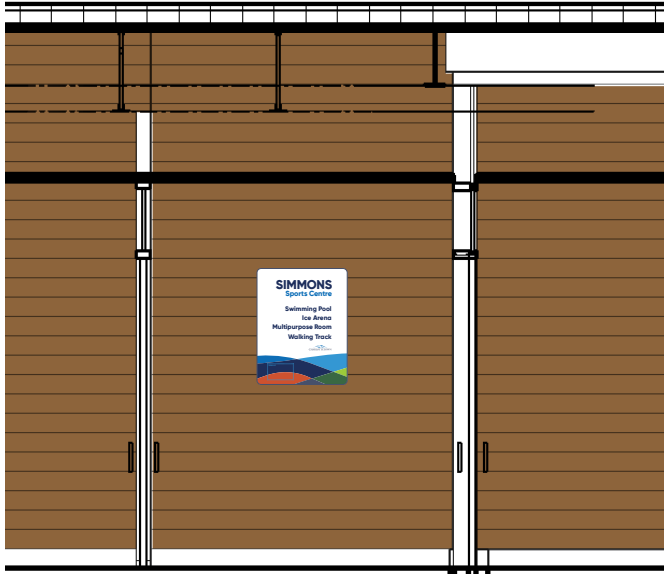
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Site visit required.



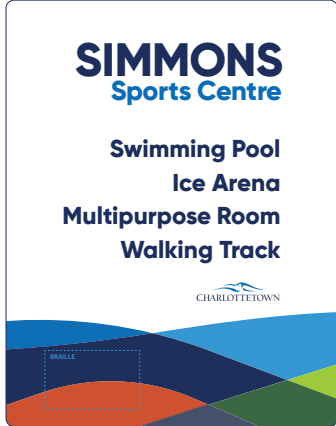
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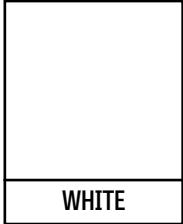
Measurements and placements are approximate.  
Site visit required.



Digitally printed to match specified Pantone values, applied to Alupanel material and installed as needed. Sizes will vary.



Doors painted to match specified Pantone value. Digitally printed UV coated vinyl decals to match specified Pantone value and applied directly to doors. Sizes will vary.



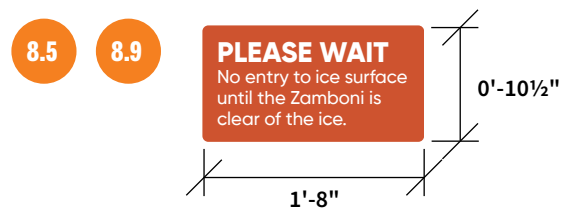
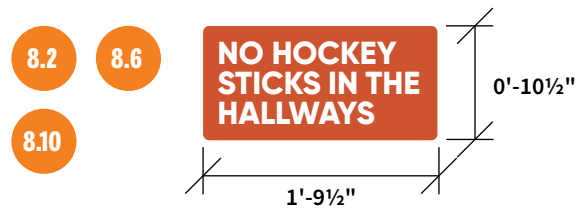
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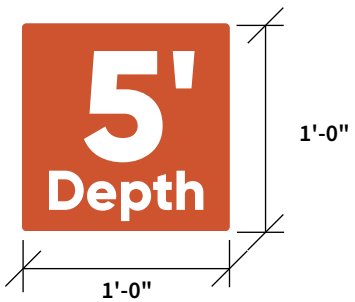
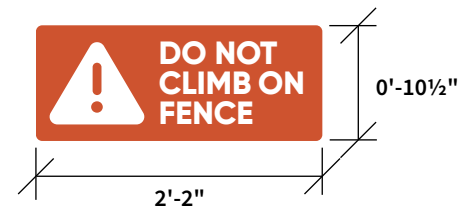
Digitally printed vinyl applied to Alupanel material.



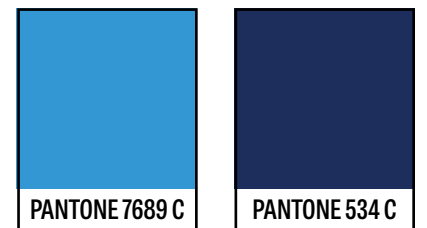
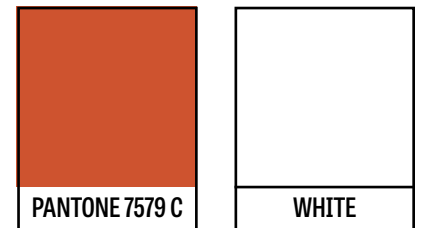
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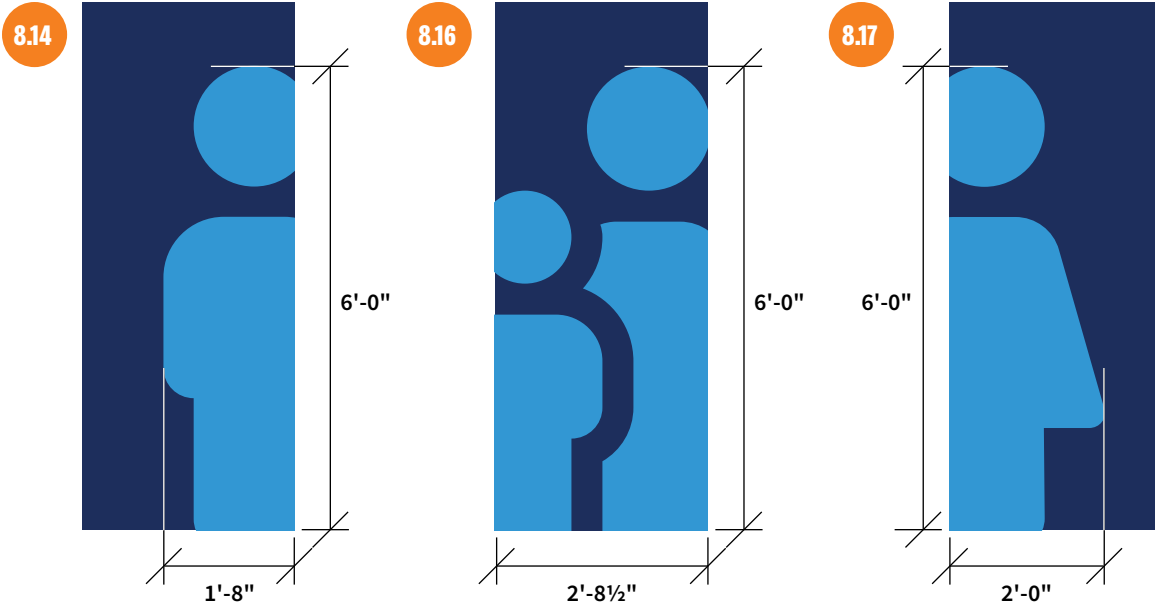
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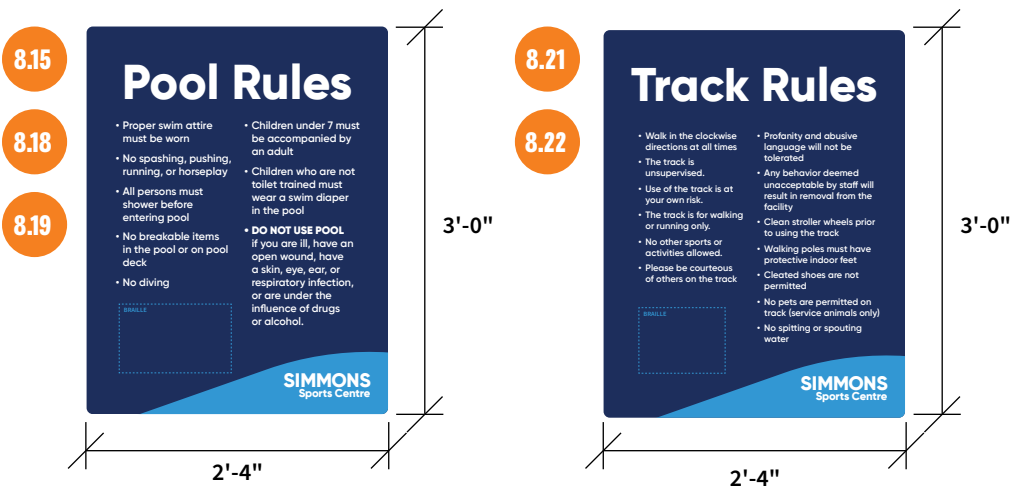
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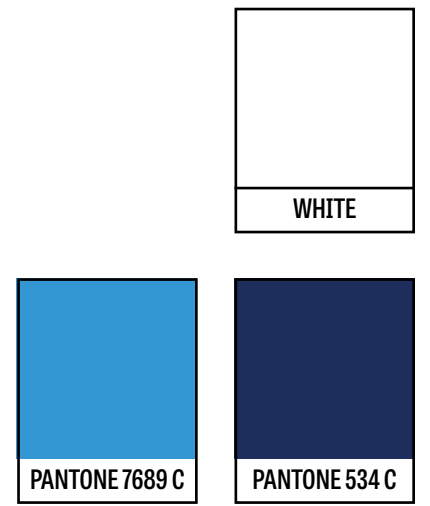
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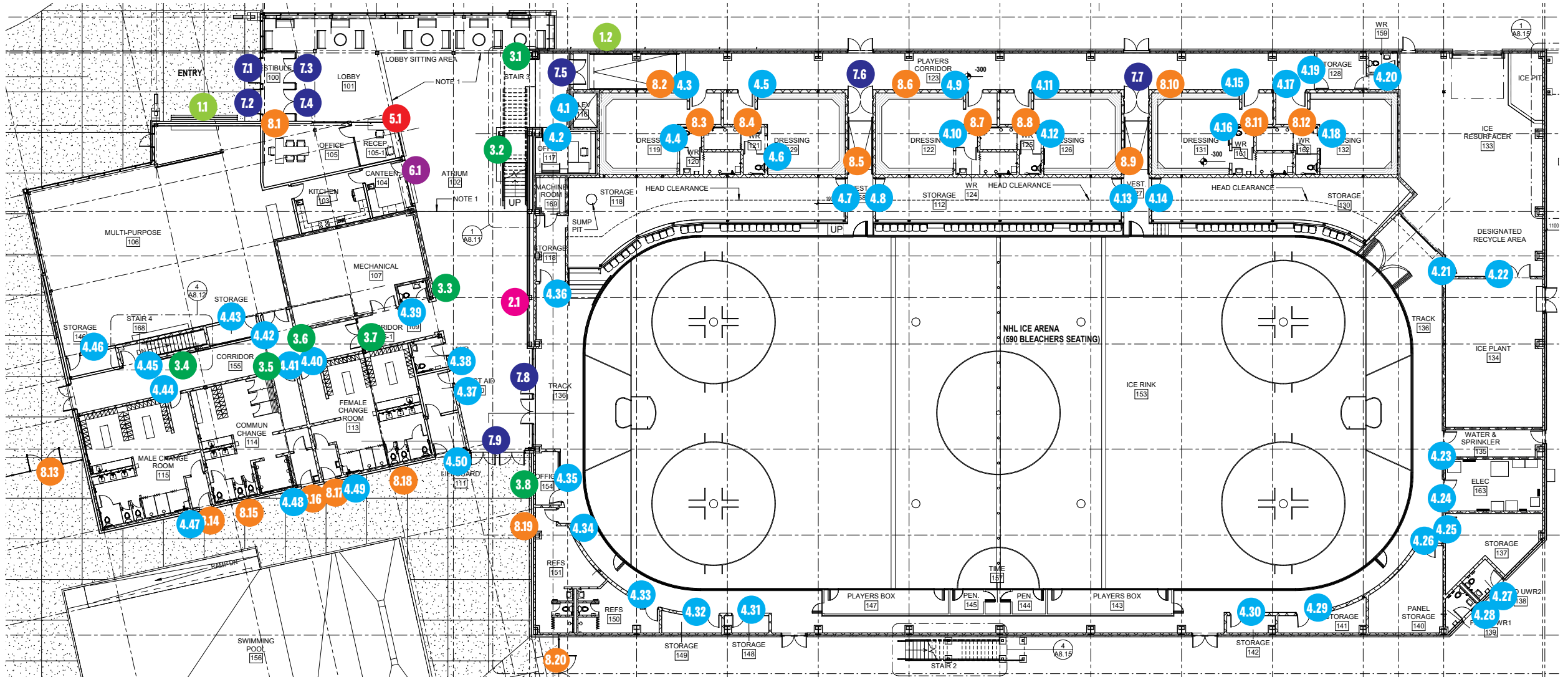
Doors painted to match specified Pantone value. Digitally printed UV coated vinyl decals to match specified Pantone value and applied directly to doors.



Digitally printed to match specified Pantone values, applied to Alupanel material.



Measurements and placements are approximate. Site visit required.



**1 Exterior Landmark Signs**  
 Simmons Sports Centre signs for entrance and main building

**2 Landmark Sign**  
 Space for a unique interior landmark sign. Could also be a good spot for a community art installation

**3 Directional Signs**  
 General wayfinding signs

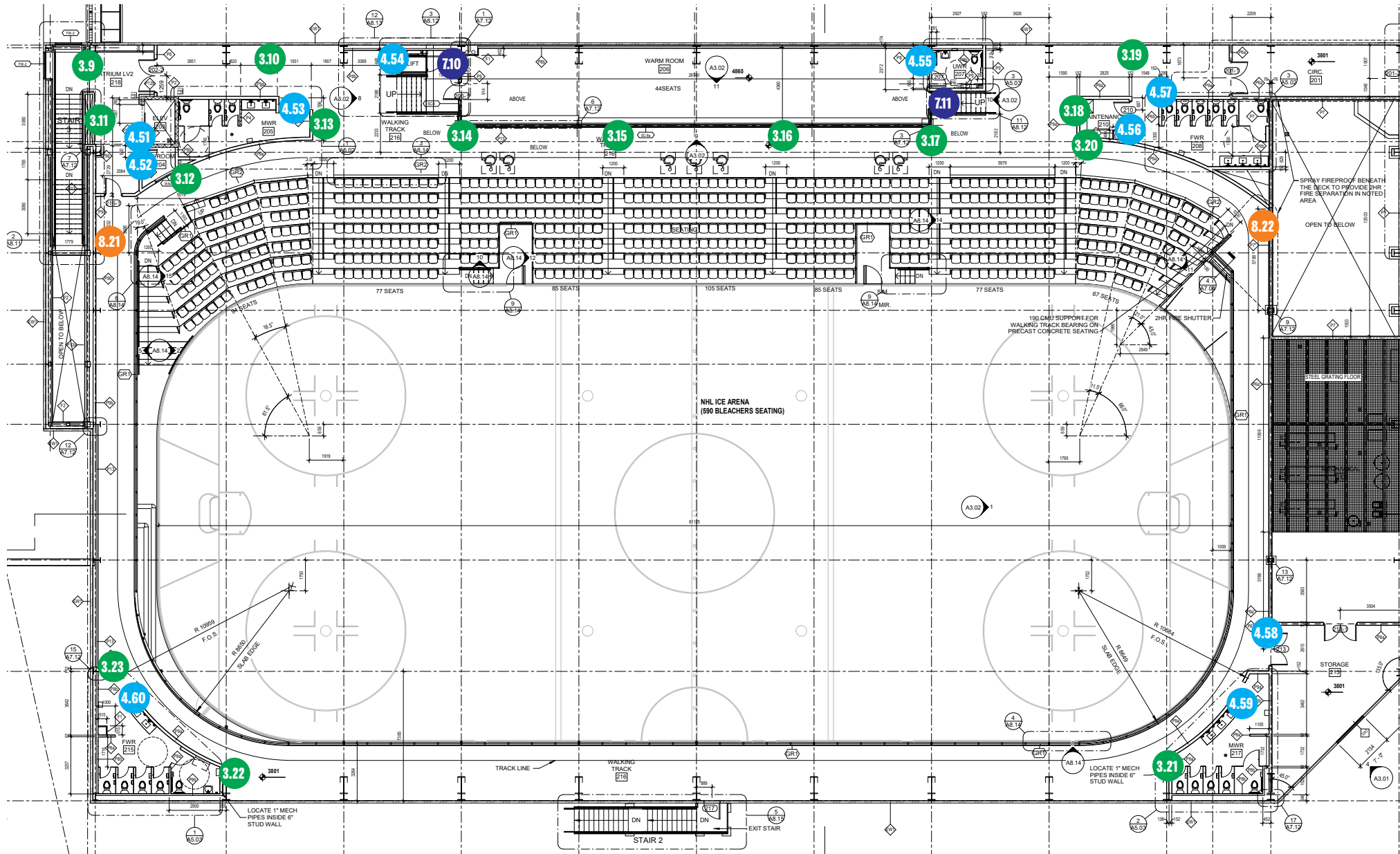
**4 Room Signs**  
 General Washroom Signs  
 Room Label signs

**5 Information Desk Signs**  
 Landmark sign  
 General info signage

**6 Canteen Signs**  
 Bulkhead or landmark sign  
 Hours or general info sign

**7 Bulkhead Landmark Signs**  
 Bulkhead sign for entrance/welcome, exit, dressing rooms, rink, and pool.

**8 Miscellaneous Signs**  
 Directory  
 Pool Rules  
 Change Room Doors  
 Pool Caution Signs  
 General Caution signs



- 3** Directional signs  
General directional signs
- 4** Room signs  
General Washroom Signs  
Room Label signs
- 7** Bulkhead Landmark signs  
Bulkhead/landmark signs
- 8** Miscellaneous signs  
Track Rules



## CONTACT

### **Larry Burke**

[larry@burkedesign.ca](mailto:larry@burkedesign.ca) | 902 499 1202

### **Racheal Gallant**

[racheal@burkedesign.ca](mailto:racheal@burkedesign.ca)

BURKE & BURKE





**Youth Engagement Committee**  
**Thursday, July 18, 2024 at 5:00 pm**  
**West Royalty Room, City Hall, 199 Queen Street**

**Present:** Max MacDonald Deelle Hines  
Marina Pogrebnaia (Notetaker) Ye Ding  
Rafael Mendez

**Regrets:** Mayor Brown Nathan Metzger

**1. CALL TO ORDER**

Max MacDonald called the meeting to order at 5:05pm.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None

**3. APPROVAL OF AGENDA**

Rafael Mendez motioned to approve agenda. Seconded by Max MacDonald.  
Motion Carried

**4. APPROVAL OF MINUTES FROM July 4, 2024.**

Minutes were not available for review. They will be presented to be approved at the August meeting.

**5. DISCUSSION ITEMS**

The committee was informed that the Chair of the committee, Colton Proffit, has resigned. Max MacDonald was appointed as the new chair of the committee.

**a. Youth Engagement Committee Event Survey**

The committee will proceed with an online survey to determine what events the youth of Charlottetown would be interested in attending. The goal of the survey is to determine events the Youth Engagement Committee can host with the end goal of gathering information from about what youth care about, what changes they would like to see in the City and what type of programming they would like to see. The hope is to gather information that will help the Youth Engagement Committee to make recommendations to various departments at the City of

Charlottetown. Deelle will set up a Google form with questions and deliver the information to the Communications Department of the City of Charlottetown to be shared on the City's social media channels.

Other channels to share the survey include: Fusion Charlottetown, UPEI Student Union, Holland College, IRSA, Radio 105 Hot, local influencers.

An introduction prompt for the survey will explain what the Youth Committee is and its goal (building connections with young people and serving as a liaison with officials).

Survey Questions:

- What is your age range: 15-18 / 18-22 / 22-25 / 25-35
- What district do you live in: List of Charlottetown districts plus an option "I don't know"
- What is your nationality: Open field for participants to fill in with an option "I don't want to share this info"
- What event would you be interested in? (Choose as many as you want)
  - Nighttime or daytime event
  - Outside or inside event
  - Regular (once a month) or one-time event
  - Meet & greet format with city officials
  - Food Social Events
  - Sports or Recreation Activities
  - Day trips
- What other initiatives for the youth would you like to see?

### **b. Youth Engagement Committee Fall Event**

The format of the event will be determined based on the survey results.

## **6. INTRODUCTION OF NEW BUSINESS**

The goal is to start promoting the podcast again in September when school resumes. A poster and media package will be created and sent to schools. There have been some issues with promoting the podcasts on social media due to Communications having issues billing the Parks and Recreation department for advertising, but Deelle is working to resolve this. Additionally, it was recommended to create a list of youth organizations to share the podcast with.

## **7. MOTION TO ADJOURN**

Committee members motioned to adjourn meeting at 6:01pm.

---

Chair: Max MacDonald

DRAFT



**STRATEGIC PRIORITIES, COMMUNICATIONS & INTERGOVERNMENTAL  
COOPERATION COMMITTEE  
REPORT TO COUNCIL  
AUGUST 13, 2024**

The Strategic Priorities, Communications & Intergovernmental Cooperation Committee met on July 10, 2024, and the minutes are included in your package.

There is one resolution for your consideration.

Respectfully submitted,

Councillor Norman Beck, Chair

**Strategic Priorities, Communications & Intergovernmental Cooperation  
Committee  
Wednesday, July 10, 2024  
12:15 PM – Council Chamber**

**Present:** Councillor Norman Beck, Chair  
Deputy Mayor Alanna Jankov, Member at Large  
Mayor Philip Brown, Member at Large

**Regrets:** Councillor Trevor MacKinnon, Member at Large  
Eleanor Mohammed, CAO  
Laurel Lea, EM&TO

**Also:**  
Dan Jenkins, CFO&DCS  
Michael Ruus, DIG  
Richard MacEwen, DCS  
Wayne Long, MEGA  
Chantal Matheson, ERPC I  
Heidi Zinn, Discover Charlottetown  
Mike Ross, Business Owner – Kent Street Area

**1) Call to Order**

Councillor Norman Beck, Chair called the meeting to order at 12:15 PM.

**2) Declarations of conflict of interest**

There were no conflicts of interest declared.

**3) Approval of Agenda**

It was moved by 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 of June 27, 2024, be approved. Carried.

**5) Business Arising from the minutes**

There was no business arising from the minutes.

**6) Discussion Items/Reports:**

***a) Kent Street Entertainment District***

Heidi Zinn and Mike Ross spoke on behalf of the Kent Street area merchants with regards to the Kent Street Entertainment District.

Discover Charlottetown has proposed rebranding the portion of Kent Street between Great George and Prince streets, as well as the westernmost portion of the block between Prince and Hillsborough Streets (which includes Hunters Ale House, The Factory Downtown, and Charlottetown Beer Garden & Seafood Patio) to the “Kent Street Entertainment District”. This name was informally used during beautification project discussions and merchants feel the name accurately reflects the nature and organic growth of the independently owned businesses in the area which cater to entertainment and fun – from live music to arcade games to late-night festivities.

As Phase 1 of Discover Charlottetown’s Kent Street beautification project nears completion, the desire to give the street a name for marketing and wayfinding purposes has emerged as a priority for both Discover Charlottetown and Kent Street merchants. At this stage, Discover Charlottetown and the merchants are requesting permission to hang wayfinding banners along Kent Street.

After some discussion, it was the consensus of the committee to research the history of Kent Street for an official rebranding with a historical significance in the future. The committee was not in favor of rebranding the street at this time.

The committee agreed to recommend that Council support the installation of year-round banners on a portion of Kent Street, between Great George and Prince Streets and Prince and Hillsborough Streets (westernmost portion of the block only), informally identifying Kent Street as an Entertainment District for marketing and wayfinding purposes.

### ***b) Mental Health Crisis Response in Canada***

Mayor Philip Brown recently attended the Federation of Canadian Municipalities (“FCM”) Conference, one of the initiatives was to create a mental health crisis response for Canada. The Federation of Canadian Municipalities is wanting support from municipalities across Canada to encourage the Federal Government to collaborate with provinces and territories to provide funding and support to act on the mental health crisis in Canada.

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that Council supports the initiative led by Federation of Canadian Municipalities (FCM) to create a Mental Health Crisis Response in Canada. CARRIED.

### **8) Adjournment**

It was moved by Mayor Philip Brown and seconded by Deputy Mayor Alanna Jankov that the meeting be adjourned. CARRIED.

The meeting adjourned at 1:05 PM.



## City of Charlottetown Committee Report

**Report No:**  
T&E-2024-02

**Date:**  
June 27, 2024

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

**Reporting Department:**  
Tourism and Events

**Other Associated Departments:**  
Planning & Heritage

**Prepared by:**  
Laurel Lea, Event Management & Tourism Officer

**Attachments:**

- Discover Charlottetown: Letter of Request
- Letters of Support (6)

**Report Title:**  
Naming Request: Kent Street Entertainment District

**Report Purpose:**  
To bring forward a request for consideration to rebrand a portion of Kent Street to the “Kent Street Entertainment District” for marketing and wayfinding purposes.

**Recommendation:**  
That Council support the rebranding of Kent Street between Great George and Prince Streets and Prince and Hillsborough Streets (westernmost portion of the block only) to the “Kent Street Entertainment District” for marketing and wayfinding purposes.


**Report Details:**  
As Phase 1 of Discover Charlottetown’s Kent Street beautification project nears completion, the desire to give the street a name for marketing and wayfinding purposes has emerged as a priority for both Discover Charlottetown and Kent Street merchants.

Discover Charlottetown has proposed rebranding the portion of Kent Street between Great George and Prince Streets, as well as the westernmost portion of the block between Prince and Hillsborough Streets (which includes Hunters Ale House, The Factory Downtown, and Charlottetown Beer Garden & Seafood Patio) to the “Kent Street Entertainment District”. This name was informally used during beautification project discussions and merchants feel the name accurately reflects the nature and organic growth of the independently-owned businesses in the area which cater to entertainment and fun – from live music to arcade games to late-night festivities.

Discover Charlottetown has obtained letters in support of the rebranding from local businesses on the street including Upstreet Craft Brewing’s Craft Beer Corner, Abbiocco, Hopyard, The Arts Hotel and Dyne Holdings Ltd., and Ponyboat Social Club. It is staff’s understanding that verbal support from Red Island Hospitality Group (Hunters Ale House, The Factory Downtown, and Charlottetown Beer Garden & Seafood Patio) has also been obtained.

It is the hope of both Discover Charlottetown and Kent Street merchants that a formal rebranding of the area, in conjunction with ongoing beautification efforts and planned wayfinding banners, will help Kent Street naturally evolve into an attraction in its own right in much the same way as “Victoria Row” has done for Richmond Street, significantly contributing to their goal of cultivating a unique vibe that is distinct from other areas of the city.



|                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Council or Committee History:</b><br>N/A                                                                                                                                                                                                                                                                                                                                        |                                  |
| <b>Financial Implications:</b><br>N/A                                                                                                                                                                                                                                                                                                                                              |                                  |
| <b>Public Engagement and Communication:</b><br>N/A                                                                                                                                                                                                                                                                                                                                 |                                  |
| <b>Legislative Authority:</b><br>Municipal Property Naming Policy (P-Admin-03)                                                                                                                                                                                                                                                                                                     |                                  |
| <b>Strategic Alignment:</b><br>Inclusive Economic Growth                                                                                                                                                                                                                                                                                                                           |                                  |
| <b>Reviewed By:</b>                                                                                                                                                                                                                                                                                                                                                                |                                  |
| <b>Manager</b><br>                                                                                                                                                                                                                                                                                | <b>CAO/Director</b><br>Mike Ruus |
| <b>Committee Recommendation: (if differing from staff)</b><br>That Council support the installation of year-round banners on a portion of Kent Street, between Great George and Prince Streets and Prince and Hillsborough Streets (westernmost portion of the block only), informally identifying Kent Street as an Entertainment District for marketing and wayfinding purposes. |                                  |

Mayor Brown, Council, and City of Charlottetown Staff,

Discover Charlottetown is pleased to announce the nearing completion of the overhead street art installation on the popular Kent Street. As this project comes to fruition, we are preparing to wrap up Phase 1 by finalizing the proposed street banners. In line with this phase, we would like to formally request permission from the City to rebrand and name the area of Kent Street, from Great George Street to just past Prince Street, in front of the Red Island Hospitality businesses. We propose the name: "Kent Street Entertainment District".

Discover Charlottetown has conducted frequent meetings with the Kent Street merchants and, through these discussions, the desire to give the street a name for branding and wayfinding purposes has emerged as a priority. While the initial design always included artful banners to help distinguish the street, "Kent Street Entertainment District" was informally used during our discussions about the project. The merchants felt this name was clear, memorable, and accurately reflected the nature of the independently owned businesses in the area that cater to entertainment and fun—from live music to arcade games to late-night festivities.

The name speaks to the organic growth and vibrant livelihood that the area has become known for. It is also an important element for visitor wayfinding and signifies positive growth through the emergence of new districts in the city born from organic development.

Discover Charlottetown proposes the use of the following DRAFT banners and the name "Kent Street Entertainment District" to refer to the block from Great George Street to the area in front of Hunter's Ale House and The Charlottetown Beer Garden.



Our hope is that this installation will help Kent Street naturally evolve into an attraction in its own right, ideally becoming as well known and beloved as "Vic Row" on Richmond Street. The goal is not to replicate the atmosphere of Victoria Row but to cultivate a unique vibe that is distinct from other areas of the city. Renaming the street will significantly contribute to achieving this goal.

We thank you for your consideration and support.

Sincerely,  
Heidi Zinn

Executive Director / Discover Charlottetown



Abbiocco  
150 Kent St,  
Charlottetown PE

To whom it may concern,

Letter of Support

Abbiocco fully supports the plan to brand Kent Street into the Entertainment District. As a new business that has been open for just over two years, we feel this move will drastically help the foot traffic to this block. All operators on this street are very good at what they do and we will be able to successfully represent the entertainment district in a positive light. Kent street is already a popular destination for locals but this new branding will help attract visitors to our city. This along with the street light addition will make for a very cool street that Charlottetown can be proud of.

Thank you,  
Brett Hogan  
Mike Ross  
Co-Owners



June 17, 2024

Charlottetown City Council  
P.O. Box 98  
199 Queen Street  
Charlottetown, PE C1A 7K2

Dear Members of Charlottetown City Council,

On behalf of Craft Beer Corner, I am writing to express our enthusiastic support for rebranding a block of Kent Street as the Entertainment District. This initiative aligns with our mission to create a vibrant and inclusive space for the community, and we believe it will significantly enhance the cultural and economic vitality of downtown Charlottetown. The increased foot traffic and collaboration among businesses within the Entertainment District will stimulate economic growth, attract more visitors, and strengthen our community bonds.

Craft Beer Corner is committed to contributing to the success of the Entertainment District and looks forward to the positive impact this designation will have on our area. Thank you for considering our support for this exciting proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jaz Krautwurst", is positioned below the "Sincerely," text. The signature is fluid and cursive.

Jaz Krautwurst  
General Manager  
Craft Beer Corner



Downtown Charlottetown  
Commercial & Retail Properties

June 18, 2024

Charlottetown City Council  
P.O. Box 98  
199 Queen Street  
Charlottetown, PE C1A 7K2

Dear Members of Charlottetown City Council,

On behalf of The Arts Hotel, Salvador Dali Café, and Trailside Music Hall, I am writing to express our enthusiastic support for rebranding a block of Kent Street as the Entertainment District. This initiative aligns with our mission to create a vibrant and inclusive space for the community, and we believe it will significantly enhance the cultural and economic vitality of downtown Charlottetown. The increased foot traffic and collaboration among businesses within the Entertainment District will stimulate economic growth, attract more visitors, and strengthen our community bonds.

Dyne Holdings and its businesses are committed to contributing to the success of the Entertainment District and looks forward to the positive impact this designation will have on our area. Thank you for considering our support for this exciting proposal.

Sincerely,

John Cudmore



President

Dyne Holdings Limited,  
Homburg Financial Tower  
98 Fitzroy Street, Suite 100  
Charlottetown, PE C1A 1R7  
Telephone: 902-566-1153  
Facsimile: 902-566-5568  
[www.dyneholdings.com](http://www.dyneholdings.com)

# HOPYARD

BEER • FOOD • VINYL

Hopyard  
151 Kent St,  
Charlottetown PE

To whom it may concern;

This letter is to serve as support for the branding of Kent Street into the Entertainment District for Charlottetown. Hopyard was the first restaurant to open on this street in 2016. We have since seen amazing development on this block. It is now a bustling street full of amazing restaurants, bars, music halls as well as a hotel. Kent street has become a major staple in this city for locals and tourists. It is a busy street in the summer and winter, offering year round entertainment. The street light addition will compliment the new branding and will help the street continue to grow and prosper.

Thank you,  
Brett Hogan  
Mike Ross  
Co-Owners

City of Charlottetown  
199 Queen Street  
Charlottetown, PE, C1A 4B7

June 16, 2024

Dear Mayor, Members of the City Council and Staff

I am writing this letter in support of the proposal put forth by Heidi Zinn and the Discover Charlottetown Team to formally “brand” our street location to the Kent Street Entertainment District. It is our belief that the benefit from this simple change will assist in the further positive exposure and development of the area, drawing more locals and tourists alike to the locally owned businesses.

Warm Regards,

**T.J. Kelly**  
Manager  
PonyBoat Social Club





June 17, 2024.

To Whom It May Concern,

I am writing to express my support for naming our zone the "Entertainment District."

I believe the name "Entertainment District" encapsulates the vibrant atmosphere and diverse array of activities available in our area. It will convey to visitors and residents alike that this is a hub for cultural, recreational, gastronomic, and leisure activities. It will also help with marketing and promotional efforts.

Naming our zone the "Entertainment District" is not just a strategic move for economic and promotional purposes, but it is also a celebration of the vibrant community we have built together.

I strongly support this initiative and believe it will greatly benefit our area.

Sincerely,

A handwritten signature in black ink, appearing to read "Johanna V. Brua".

**Johanna V. Brua**  
**Hotel Manager**



[manager@theartshotel.ca](mailto:manager@theartshotel.ca)

T: 902-370-2787

C: 902-388-2045

155 Kent Street, Charlottetown

PE C1A 5Y6





# CITY OF CHARLOTTETOWN RESOLUTION OF COUNCIL

Strategic Priorities,  
Communications &  
Intergovernmental Cooperation  
Committee #1

MOTION CARRIED \_\_\_\_\_

MOTION LOST \_\_\_\_\_

Date: August 13, 2024

Moved by Councillor \_\_\_\_\_ Noman Beck

Seconded by Deputy Mayor \_\_\_\_\_ Alanna Jankov

RESOLVED:

**That Council support the installation of year-round banners on a portion of Kent Street, between Great George and Prince Streets and Prince and Hillsborough Streets (westernmost portion of the block only), informally identifying Kent Street as an Entertainment District for marketing and wayfinding purposes.**