

# Monthly Council Meeting Agenda

## August 16, 2021

**1) Call to Order 12:00pm**

- a) Approval of the Agenda
- b) Any Conflict of Interest Declaration

**2) Minutes**

- a) Approval of the Monthly Council Meeting Minutes of July 19, 2021 and approval of the Special Council Meeting Minutes of July 29, 2021 and August 3, 2021

**3) Correspondence**

**4) Financial Services - Chair, Deputy Mayor Norma McColeman**

- a) Report

**5) Planning Board – Chair, Councillor McFeely**

- a) Resolutions
  - i) Resolution COS 21-146 Official Plan amendment 223 (476 Central Street)
  - ii) Resolution COS 21-147 Bylaw amendment 224 (476 Central Street) second reading
  - iii) Resolution COS 21-148 Bylaw amendment 224 (476 Central Street) formal adoption
  - iv) Resolution COS 21-149 105 Industrial Crescent – Restricted use
  - v) Resolution COS 21-150 3 Briggs Street – Discretionary use

**6) HR/Legal Affairs, Culture Summerside & Policy & Bylaw Review Committee Chair, Councillor Carrie Adams**

- a) HR & Legal Affairs Report
- b) Culture Summerside Report
- c) Policy and Bylaw Review Committee Report
- d) Resolutions
  - i) Resolution COS 21-151 CS-1-B Bylaw to amend Elections Bylaw second reading
  - ii) Resolution COS 21-152 CS-1-B Bylaw to amend Elections Bylaw second reading approval
  - iii) Resolution COS 21-153 CS-1-B Bylaw to amend Elections Bylaw formal adoption

**7) Municipal Services - Chair, Councillor Bruce MacDougall**

- a) Report

**8) Electric Services - Chair, Councillor Greg Campbell**

- a) Report

**9) Technical Services - Chair, Councillor Justin Doiron**

- a) Report

**10) Economic Development - Chair, Councillor Brian McFeely**

- a) Report

**11) Police Services/Fire Emergency Planning** - Chair, Councillor Barb Ramsay

- a) Police Services Report
- b) Fire Services Report

**12) Community Services** - Chair, Councillor Cory Snow

- a) Report

**13) Adjournment**

# **REPORTS & RESOLUTIONS**

Council Meeting Date:	August 16, 2021
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Department/Committee:	Finance
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Good afternoon to my colleagues on City Council and to the businesses and residents of the City of Summerside.

Our 2020-21 financial statements will be presented for approval at our annual meeting which will be held at our September monthly meeting scheduled for September 20, 2021. These financial statements will be available on our website after they are approved. Our first quarter projection for 2021-22 is reporting a surplus of approximately \$237,000. Please be aware that these are very preliminary results and departments are continuing to review their projections to March 31, 2022.

We are continuing to take applications from Maritime Electric customers (residential and businesses) who are within our municipal boundary to rebate for the additional cost for your January, February and March 2021 utility bills. This rebate is being offered as Maritime Electric applied the rate increase effective January 1, 2021 and Summerside Electric made the rate increase effective on April 1, 2021. The rebate application form is available on our website (link can be found in the upper right-hand corner of the website) and a copy of your utility bills must be submitted. The approved credit will be processed on your next water and sewer utility bill (if you do not have a water and sewer bill with the City of Summerside a cheque will be issued). If you receive your electricity from Summerside Electric you are not eligible for this rebate as the electric rate adjustment was not effective until April 1, 2021. Please contact us at 902-432-1230 if you have any questions or email [customerservice@summerside.ca](mailto:customerservice@summerside.ca).

And, for an update on the status of our utility accounts receivable. As of August 10, 2021, the following is being reported:

- Total overdue balance is \$183,800 compared to \$228,200 at Jul 7, 2021.
- Approximately 5% or \$9,250 of the overdue balance is greater than 60 days past due (this compares to 4.8% or \$11,100 at Jul 7, 2021).

Thank you for the opportunity to present this report, and either myself or the CFO are available to take your questions.



Projection by Fund  
As of June 30, 2021

	2021-22 Projection	2021-22 Budget
<b>Revenue</b>		
General Revenue	24,715,255	24,028,306
Summerside Raceway	338,682	340,000
Fire Services	4,729	2,400
Police Services	203,205	195,000
Economic Development	38,557	39,495
54/56 Central St	35,584	11,809
Culture Summerside	90,736	92,950
Community Services	1,878,173	1,819,682
Public Works	16,564	20,000
Total Revenue	27,321,484	26,549,641
<b>Expenses</b>		
General Government	642,487	691,081
Administration	162,347	159,804
Financial Services	4,595,670	4,551,808
Information Technology	147,199	153,627
Summerside Raceway	338,682	340,001
Human Resources	264,521	272,412
Fire Services	820,443	816,894
Police Services	4,826,496	4,827,261
Economic Development	636,975	650,966
54/56 Central St	35,584	11,809
Culture Summerside	605,720	572,339
Community Services	5,271,144	5,235,846
Technical Services	479,828	472,377
Public Works	2,787,982	2,746,016
Capital Projects	5,480,314	5,039,274
Total Expenses	27,095,390	26,541,516
Surplus/(Deficit) - General Fund	226,094	8,125
Utility Funds		
<b>Revenue</b>		
Electric Utility	23,548,908	23,708,022
ETS (Heat for Less Program)	164,264	162,500
Water Utility	2,323,054	2,335,216
Sewer Utility	4,004,390	4,031,653
Total Revenue - Utilities	30,040,615	30,237,391
<b>Expenses</b>		
Electric Utility	23,537,923	23,701,904
ETS (Heat for Less Program)	164,264	162,500
Water Utility	2,323,054	2,335,216
Sewer Utility	4,004,390	4,031,653
Total Expenses - Utilities	30,029,630	30,231,273
<b>Operating Surplus/(Deficit) by Utility</b>		
Electric Utility	10,986	6,118
ETS (Heat for Less Program)	-	-
Water Utility	-	-
Sewer Utility	-	-
Total Operating Surplus/(Deficit)	10,986	6,118
Total Surplus/(Deficit)	237,079	14,243



Capital Projections  
As of June 30, 2021

	2021-22 Projection	2021-22 Budget
<b>General Fund</b>		
Financial Services	65,000	65,000
Information Technology	16,687	20,000
Human Resources	50,000	50,000
Fire Services	87,070	87,070
Police Services	116,748	116,000
Economic Development	250,000	250,000
Culture Summerside	177,699	15,640
Community Services	1,534,036	1,302,210
Technical Services	2,944,029	2,894,688
Public Works	239,044	238,666
Total Funded by Current Year Operations	5,480,314	5,039,274
Less Government Funding	(1,684,611)	(1,539,293)
Net Funded by Current Year Operations	3,795,703	3,499,981
Fire Services	200,000	200,000
Economic Development	4,229,134	4,229,134
Community Services	1,382,710	1,382,710
Technical Services	10,433,580	11,671,528
Total Funded by Debt Financing	16,245,425	17,483,373
<b>Utility Funds</b>		
Electric	2,016,972	1,736,900
Water	3,028,554	3,016,111
Sewer	2,481,961	2,493,507
Total Funded by Debt Financing	7,527,487	7,246,518
Total Capital Expenditures	29,253,225	29,769,165

**August 16, 2021**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

Resolution:

Carried	
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For	
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Defeated	
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Against	
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**WHEREAS** an application was received from Core Ventures Inc. to amend the future land use plan, for PID # 1052323 from Commercial land use to Residential land use under the *City of Summerside Official Plan*;

**AND WHEREAS** in accordance with section 5.7 of the zoning bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;
- Conformity with the Official Plan;
- Suitability of the site for the proposed development;
- Compatibility of the proposed development with surrounding land uses, including both existing and projected uses;
- Any comments from residents or other interested persons;
- Adequacy of existing water, sewer, road, storm water and electrical services, city parking, and parklands for accommodating the development, and any projected infrastructure requirements;
- Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally;
- Compatibility of the development with environmental, scenic and heritage resources;
- Impacts on City finances and budgets;
- Other matters as specified in this Bylaw;
- Other matters as considered relevant.

**Be It Resolved That** official plan amendment 223, to amend the *City of Summerside Official Plan* be hereby formally adopted.

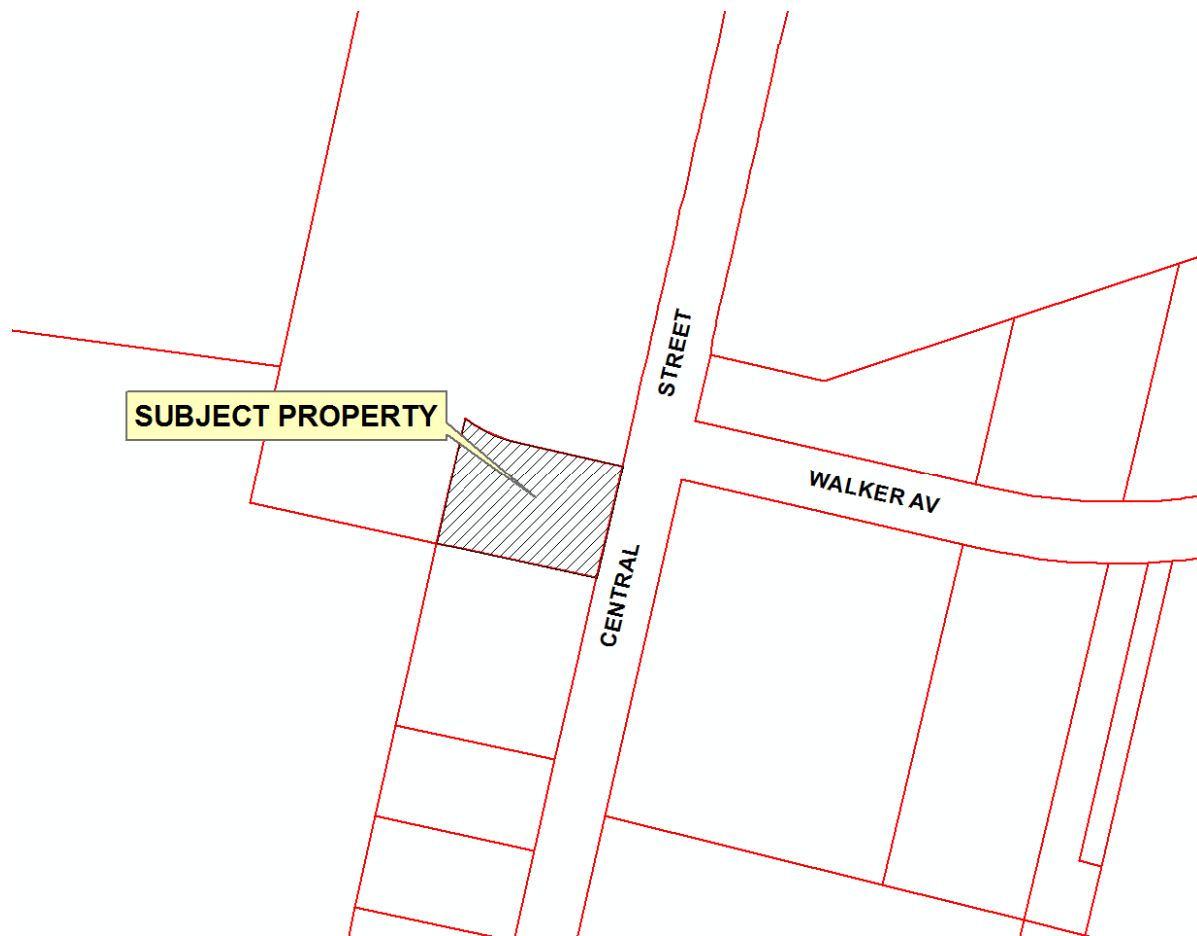
[schedule B is attached]

This bears the recommendation of the Planning Board meeting held on August 3, 2021.

**OFFICIAL PLAN AMENDMENT 223  
TO AMEND THE CITY OF SUMMERSIDE OFFICIAL PLAN**

The Council of the City of Summerside under authority vested in it by Section 18 of the *Planning Act R.S.P.E.I. 1988 Cap. P-8* hereby enacts as follows:

- I. The land use for PID # 1052323 as shown on Schedule B of the *Future Land Use Plan*, is designated as Residential land use, hereby excluding it from its former designation of Commercial land use under the *City of Summerside Official Plan*;





*Resolution  
COS 21-147*

**August 16, 2021**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

Resolution:

Carried	
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For	
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Defeated	
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Against	
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**WHEREAS** an application was received from Core Ventures Inc. for a zoning amendment for PID # 1052323 from Service Commercial (C2) zone to High Density Residential (R4) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** zoning bylaw amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw* was read and declared as read a first time at the Council meeting held on July 28, 2021;

**AND WHEREAS** in accordance with section 5.7 of the zoning bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;
- Conformity with the Official Plan;
- Suitability of the site for the proposed development;
- Compatibility of the proposed development with surrounding land uses, including both existing and projected uses;
- Any comments from residents or other interested persons;
- Adequacy of existing water, sewer, road, storm water and electrical services, city parking, and parklands for accommodating the development, and any projected infrastructure requirements;
- Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally;
- Compatibility of the development with environmental, scenic and heritage resources;
- Impacts on City finances and budgets;
- Other matters as specified in this Bylaw;
- Other matters as considered relevant.

**BE IT RESOLVED THAT** zoning amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby declared as read a second time.

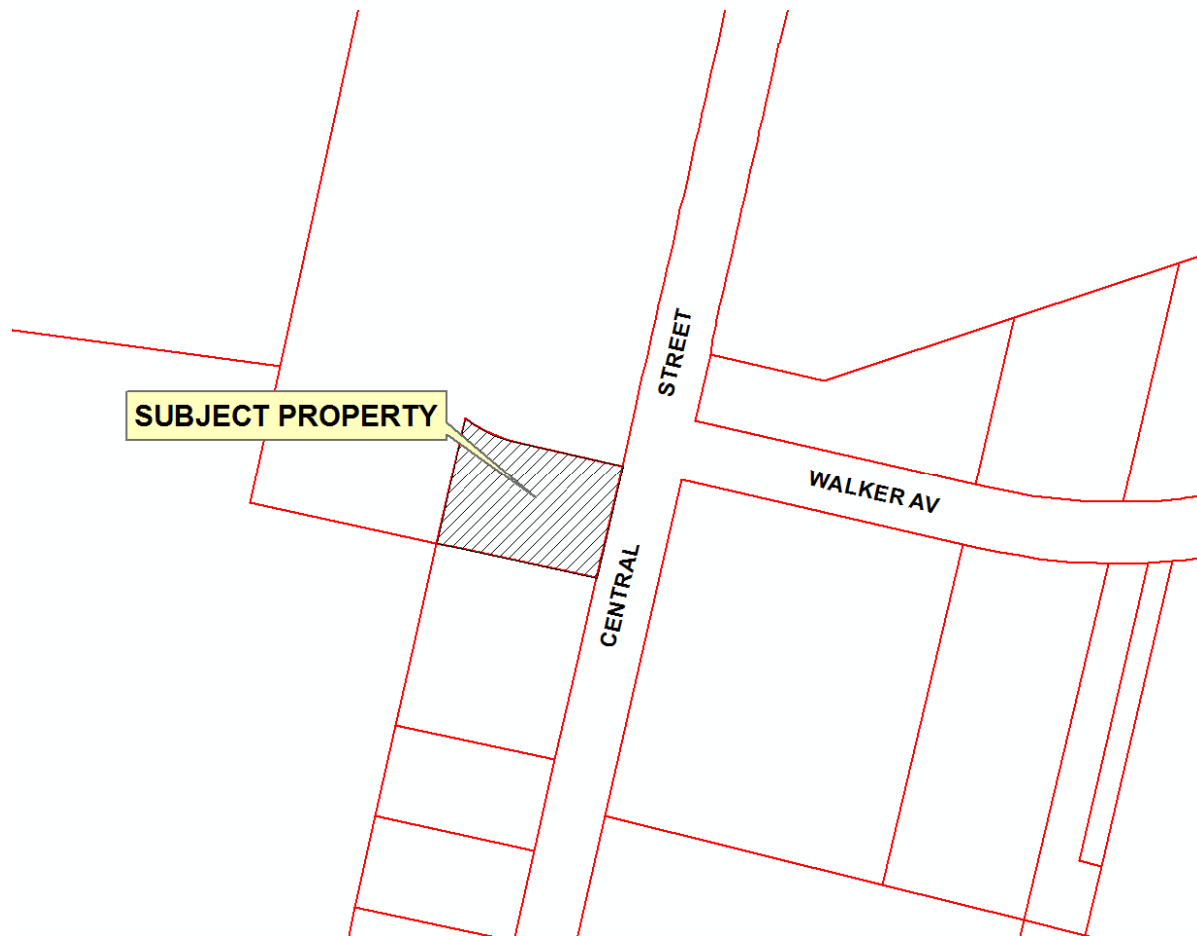
**This bears the recommendation of the Planning Board meeting held on August 3, 2021.**

[schedule B is attached]

**ZONING AMENDMENT 224**  
**A BYLAW TO AMEND THE CITY OF SUMMERSIDE ZONING BYLAW**

The Council of the City of Summerside under authority vested in it by Section 18 and Section 19 of the *Planning Act R.S.P.E.I. 1988 Cap. P-8* hereby enacts as follows:

- I. The zoning for PID # 1052323 shown on Schedule B of the *City of Summerside Zoning Bylaw*, is designated as High Density Residential (R4) zone, hereby excluding it from its former designation of Service Commercial (C2).



*Resolution*  
*COS 21-148*

**August 16, 2021**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

Resolution:

Carried	
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For	
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Defeated	
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Against	
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**WHEREAS** an application was received from Core Ventures Inc. for a zoning amendment for PID # 1052323 from Service Commercial (C2) zone to High Density Residential (R4) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** zoning bylaw amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw*, was read and declared as read at two separate meetings of Council held on different days;

**BE IT RESOLVED THAT** zoning bylaw amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby formally adopted.

**Resolution**  
**COS 21-149**

**August 16, 2021**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**Resolution:**

Carried	
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For	
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Defeated	
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Against	
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**WHEREAS** an application was received from Corey Arsenault for a Restricted Use to allow a “Fitness Centre” in the existing main building at 105 Industrial Crescent (PID # 538884) in the Light Industrial (M1) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** the existing main building at 105 Industrial Crescent contains other established businesses;

**BE IT RESOLVED THAT** Council approve a Restricted Use for a “fitness Centre” with a maximum floor area of 5,000 sq. ft. (465 sq. m) in the existing main building at 105 Industrial Crescent (PID #538884), in the Light Industrial (M1) zone under the *City of Summerside Zoning Bylaw*;

This bears the recommendation of the Planning Board Meeting of August 3, 2021.

*Resolution  
COS 21-150*

**August 16, 2021**

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**Resolution:**

Carried	
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For	
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Defeated	
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Against	
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**WHEREAS** an application was received from Ryan Collicutt for a Discretionary Use for PID # 1094812 to allow a “4 unit town house/row house” at 3 Briggs Street in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

**BE IT RESOLVED THAT** the Council approve a Discretionary Use for “4 unit town house/row house” at 3 Briggs Street, PID #1094812, in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

This bears the recommendation of the Planning Board Meeting of August 3, 2021.

Council Meeting Date:	August 16, 2021
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Department/Committee:	HR & Legal Affairs
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- The Joint Occupational Health and Safety Committee as well as department sub-committees continue to meet on a regular basis
- The department provided support at various meetings this month
- Cst. Mallory Metallic was the winner of the recent staff fitness challenge
- Part-time staff have been hired at the bowling lanes and pool
- Funding was received for 3 Jobs for Youth projects, the students are working in the Community Services Department
- A job competition is open for a Facilities Services Supervisor (replacement position) at Credit Union Place

Council Meeting Date: Aug. 16, 2021

Department/Committee: Culture Summerside

The following report captures some highlights of Culture Summerside's activity from the mid-July to the mid-August time period.

## • Summerside Arts Festival

Wyatt Heritage Properties Inc. and Culture Summerside staff with the help of volunteers delivered the 2021 Summerside Arts Festival on July 19-21. An impressive number of participants took part in at least one element of the festival. Opportunities for involvement this year included three days of artists workshops, a drive thru art exhibit, an in-gallery art exhibit, artist demonstrations, live music and street performances. Despite considerable rain, artists and festival goers had sunny dispositions. Hundreds of artists were involved and less than 2.5% opted out due to COVID.



Summerside Armoury



Drive-Thru Art Exhibit



Summerside Arts Festival



Summerside Arts Festival



DiverseCity Summerside



DiverseCity Summerside

## • DiverseCity Festival

Culture Summerside, Community Services and the DiverseCity organizers worked together and delivered a DiverseCity event in Summerside on July 25<sup>th</sup>. This celebration of multiculturalism, diversity and inclusion happened on the grounds of the Lefurgey Cultural Centre. Performers such as Ayessa Divina, Alliyah Anang, Tomoko Craig of the Japanese Cultural Society and professionals such as Mr. Gary Mann of Advancing Event Inc. are Summerside based, while others that joined in the event were from across PEI. The result was an excellent lineup of music and dance from several parts of the world. Although this event was a compressed version of the DiverseCity Festival due to COVID, we were very pleased to have been able to offer this live presentation to the citizens of Summerside.

- **Museums:** Our museums are open to the public 6 days a week and visitation is on an upward swing over last year at this time. Numbers of visitors to the Wyatt Historic House Museum in June and July are up by 126%. Our regular users of the Lefurgey Cultural Centre remain consistent and single use and or new users to our facilities by community groups are up substantially over last season.
- **Renovations:** Renovations at the armoury are progressing well, exhibit case development and installation are underway for the main and upper floors, much outside work has been completed and landscaping is underdevelopment. Culture Summerside staff are working with partners on the development of exhibit content.
- **Concerts:** Weekly Concerts in the Garden take place every Wed evening and Culture Summerside was recently a venue for the Route 11 Festival.

Council Meeting Date:	August 16 <sup>th</sup> , 2021
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Department/Committee:	Bylaw, Policy and Review Committee
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Good afternoon Mayor and all members of Council, and residents of Summerside.

I would like to bring everyone up to date on the latest efforts of the BPR Committee.

As part of our effort to ensure our bylaws are consistent with provincial legislation and other requirements, we are updating various bylaws as new information comes to our attention.

### **Procedural Bylaw**

Earlier this year, the Province enacted several changes to the Municipal Government Act which require corresponding amendments to the City's Procedural Bylaw. At our last meeting, Council had passed amendments to this bylaw which dealt with electronic meetings and committee terms of reference.

However, it recently came to our attention that this amendment was not formally noted in the revised bylaw.

Therefore, I am serving notice to my Council colleagues that to correct this issue, we will conduct first reading of the revised bylaw at the September monthly meeting of Council.

### **Elections Bylaw**

This is a very minor housekeeping amendment, being made simply to ensure that the City's Elections Bylaw is consistent with a recent revision to the MGA regulations.

The amendments clarifies when the "election expenses period" ends. The MGA regulations used to state that the "election expenses period" ends at the earliest of: election day or the day the candidate is elected. Now it states that the "election expenses period" ends on the earliest of: election day, or the day the candidate is elected or acclaimed.

In essence, the amendment clarifies that the "election expenses period" of a candidate who is acclaimed (i.e. they run unopposed) ends upon their acclamation.

The amendment is only relevant to Council members who are running unopposed and are thereby acclaimed to their seat on Council.

The second and final reading of this amendment is taking place at today's meeting.

### **Work-In-Progress and Upcoming Projects**

More recently, staff had presented Council with options on other tools that may help in addressing unsightly properties in the community. To that end, Council directed staff to look at methods around taxation and stimulus programs as additional tools for Council to use. In addition, staff are working with our legal advisors to examine how other jurisdictions address unsightly properties and whether there are other methods or tools we can consider.



The Committee will also start work on reviewing processes for latecomer charges, mobile food establishment license renewal, and crosswalk maintenance in the coming weeks. We will bring recommendations to Council in the near future on these items.

This concludes my report for the month of August. I or the CAO would be pleased to answer any questions you may have.

**August 16, 2021**

**Moved by Councillor** \_\_\_\_\_

**Seconded by Councillor** \_\_\_\_\_

**Resolution:**

Carried	
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For	
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Defeated	
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Against	
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Whereas CS-1-B Bylaw to amend the Elections Bylaw was read a first time at the July 19, 2021  
Monthly Council meeting

Be it resolved that CS-1-B Bylaw to amend the Elections Bylaw be read a second time at this  
meeting

Schedule A attached (CS-1-B Bylaw to amend the Elections Bylaw)



## CORPORATION OF THE CITY OF SUMMERSIDE

**BYLAW NAME:** A BYLAW TO AMEND THE ELECTIONS BYLAW

**BYLAW #:** # CS-1-B

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**BE IT ENACTED** by the Council of the City of Summerside as follows:

### PART I – INTERPRETATION AND APPLICATION

#### 1. Title

- 1.1. This bylaw shall be known and cited as the “Bylaw to Amend the Elections Bylaw.”

#### 2. Purpose

- 2.1. The purpose of this bylaw is to clarify when the election expenses period ends.

#### 3. Authority

- 3.1. This bylaw is adopted pursuant to Part 3 of the *Municipal Government Act*, RSPEI 1988, c M-12.1, and applicable regulations.

#### 4. Definitions

- 4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act* or the City of Summerside Elections Bylaw CS-1 has the same meaning as in that Act, regulation, or bylaw.

### PART II – AMENDMENT

#### 5. Part V – Campaign Contributions and Election Expense Disclosure is amended by the following:

- 5.1. Within section 12.1, the words “or acclaimed” shall be added after the words “or the declaration that candidate is elected,” such that the provision shall now read:

12.1. *In the case of an election, the election expenses period is the period in an election year beginning when a person publically declares their intention to run as a candidate (in person or by electronic means) and ending on the election day or the declaration that the candidate is elected **or acclaimed**, whichever is earlier.*

- 5.2. Within section 12.2, the words “or acclaimed” shall be added after the last word of the existing provision, such that the provision shall now read:

12.2. *In the case of a by-election, the election expenses period is the period beginning when Council sets the date of the election day and ending on*

*the earlier of election day and the declaration that the candidate is elected **or acclaimed**.*

### **PART III – Effective Date**

#### **6. Effective Date**

- 6.1.** This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, shall be effective on the date of approval and adoption by Council.

#### **FIRST READING:**

This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, was read a first time by a majority of the Councillors present at the Council Meeting held on the day of 19<sup>th</sup> July, 2021.

This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, was approved by a majority of the Councillors present at the Council Meeting held on the 19<sup>th</sup> day of July, 2021.

#### **SECOND READING:**

This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, was read a second time by a majority of the Councillors present at the Council Meeting held on the 16<sup>th</sup> day of August, 2021.

This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, was approved by a majority of the Councillors present at the Council Meeting held on the 16<sup>th</sup> day of August, 2021.

#### **APPROVAL and ADOPTION by COUNCIL:**

This Bylaw to Amend the Elections Bylaw, Bylaw #CS-1-B, was adopted by a majority of the Councillors present at the Council Meeting held on the 16<sup>th</sup> day of August, 2021

This Bylaw to Amend the Elections Bylaw is declared to be passed on the 16<sup>th</sup> day of August, 2021.

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**Basil Stewart, Mayor**

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**Rob Philpott, Chief Administrative Officer**

This Bylaw to Amend the Elections Bylaw adopted by the Council of the City of Summerside on the 16 day of August, 2021 is certified to be a true copy.

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**Rob Philpott, Chief Administrative Officer**

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**Date**

**August 16, 2021**

**Moved by Councillor** \_\_\_\_\_

**Seconded by Councillor** \_\_\_\_\_

**Resolution:**

Carried	
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For	
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Defeated	
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Against	
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Whereas CS-1-B Bylaw to amend the Elections Bylaw was read a second time at this meeting

Be it resolved that CS-1-B Bylaw to amend the Elections Bylaw be declared read a second time

**August 16, 2021**

**Moved by Councillor** \_\_\_\_\_

**Seconded by Councillor** \_\_\_\_\_

**Resolution:**

Carried	
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For	
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Defeated	
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Against	
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Whereas CS-1-B Bylaw to amend the Elections Bylaw was read a first time at the July 19 Council meeting and a second time at this meeting

Be it resolved that CS-1-B Bylaw to amend the Elections Bylaw be formally adopted

Council Meeting Date: August 16, 2021

Department/Committee: Municipal Services – Public Works / Water and Sewer Utilities

- The sewage treatment plant performed the following maintenance this month:
  - Replaced a full panel surge protector on Blend Building
  - Repaired leak on polymer dilution unit
  - Replaced AED batteries for safety
  - Replaced main auger brush on septage receiving
  - Replaced fuel oil burner nozzle on biosolids dryer
  - Repaired lift station pumps at Eustane Street and reads Corner.
- The Sewage Treatment Plant tender for the refurbishment and replacement of the main centrifuge for biosolids processing was completed and awarded this month.
- Painting of Crosswalks is completed with exception to those areas under construction for pavement, water main replacements or Sewer main Replacements. This will be completed later in the season. The lane arrows and some final centerline and shoulder lanes are left to be completed by end of August.
- Public works supported the traffic control needs of the Atlanticade on the August long weekend and the race of the Tri-lobster event the following weekend.
- Public works started catch basin repairs this month now that the asphalt roadway repairs are completed.
- Public works repaired shoulders in the old St Eleanor's area.
- This month the City's water supply system underwent additional testing by the Province to investigate the draw down of the well impacts on nearby streams as part of the Province's study on water use. The results will be sent along later in the year.
- The water utility coordinated capital replacements with Contractors this month for shutdowns and taps required to the active system and re-instating water services. Mainly on Central Street, Starlite Sub-Division and Pope road Round about.
- The water and sewer department received its new loader this month to replace an aging unit.
- The water utility has sold out of its first batch of rain barrels and now have a new stock of units in for sale for its rain barrel program.

### **GENERAL OPERATIONAL STATISTICS:**

#### **Water and Sewer Utilities:**

- 32 water samples were taken with clear of bacteria.
- 15 chlorination samples taken all within parameters.
- 1 water service was repaired this month.
- 5 water taps have been completed for contractors work and new developments.
- 11 water turn on and offs for the month.
- 4 sewer laterals were replaced on South Drive this month.
- 1 sewer lateral video was completed this month.
- 1 sewer calls this month.
- Sewer effluent to harbor (280,439 cubic meters treated).
- 176,602 gallons of septage received to the plant from outlying areas. (servicing the county).
- 407 Tons of Bio fertilizer were created this month at the Sewage Treatment Plant.

Council Meeting Date:	August 16, 2021
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Department/Committee:	Electric
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### **Work Tasks Highlights:**

- The City wide power outage that occurred August 3 has been determined to have been caused by a bird strike just outside the MECL Sherbrooke substation on the transmission line that feeds Summerside Electric Customers.
- Tender awarded for the replacement and upgrade of the power lines on Granville Street from Ranchview to Victoria Road. Work is to be started this Month.
- Tenders have been issued for the new Sunbank power transformer and associated equipment for the substation and close in early September.
- Tender issued this month for pole replacements for very aged poles throughout the City.
- Tender has been awarded for the replacement work of reclosers R7 and R9 in the substation.
- Central Street round about work in relocating telecommunication lines and power lines has been completed.
- The line section completed the Woodridge Trailer Park primary Extension.
- Tree trimming and cover up for services for construction activities keep crews busy this month
- There was a total of 13 poles removed as these have been in place for some time and are now able to be removed as telecommunication assets are removed from them.
- A new development package is being developed for launch in the fall to allow a more detailed process for developers/contractors/customers to obtain and understand electrical servicing for Summerside Electric.
- The 99 Harvard Street Substation repairs and upgrades were completed this month
  - T3 transformer upgraded
  - T5 inspection and maintenance
  - All voltage regulators maintained
- Power Plant and Technicians Maintenance consisted of:
  - Lighting repairs to first street area and behind Holland College area.
  - Install new radar sign on South Drive
  - Summer engine maintenance continued for Engine #7
  - Colling pond chlorine pump repair.
  - Review of all meter installations for industrial and commercial accounts, of the 228 identified, 130 are completed.
  - Reinstall controls to sectionalizers on circuits.

### **GENERAL OPERATIONAL STATISTICS:**

#### **Electric Utility:**

- 36.3% of our Electricity came from wind in July.
- Generator run hours were 8.1 hours.
- 13 new electric customers energized this month.
- 4 Electrical Service Upgrades
- 9 new poles were installed and 13 removed.
- 4 transformers were installed, and none removed.
- 1340 Meters of Primary wiring installed.
- 165 Meters of Secondary installed.
- 42 service calls were responded to this month.
- 4 Street lights installed this month.
- Heat for less now appliances participation has reached 459.



Council Meeting Date:	August 16, 2021
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Department/Committee:	Technical Services
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The 2021 construction season continues. The Pope / Central project is ongoing, as well as the Sidewalk project is nearing completion. Water main replacement on the lower portion of Central Street is almost complete, with the next section on Central Street above Notre Dame starting next week. Walker/Granville intersection has staff finalizing the signals. The boardwalk replacement project is continuing, and it is anticipated that a few other tenders, namely infill on Waverly and Duke St. Storm will be starting in August. We continue to update our website on the progress and various locations where our City projects are happening in the City.

Staff continues to review and assist the public with pending developments and building permits to be issued for this year. Staff had another very busy month with numerous planning related activities. We had meetings to process, the subdivision of property on Central Street for a car dealership, the amendment of zoning bylaw to allow for semi-detached on South Drive, and a fence height variance was approved for Chestnut Avenue. In addition, planning board and special council meetings were held to process applications for official plan, zoning amendments and restricted/discretionary uses.

20 building permits with a value of \$1.7 M were issued for the month of July with a total year to date value of \$35.7 M. We issued, 8 semi-detached, 3 commercial renovations/ change of uses, and 1 new Mini-Home placement. We also had 1 demo permit this month as well as 3 permits for accessory buildings.

Developers are stopping in and speaking to staff for assistance with their proposed projects for 2021. Citizens are also still encouraged to ask for assistance with their projects that they may have planned for 2021.

Aaron MacDonald

Director of Technical Services

Council Meeting Date:	August 2021
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Department/Committee:	Department of Economic Development
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I am pleased to present a brief report for August and the activities being worked on in department.

Again it has been a very robust month for the department as we continue to pursue business expansion opportunities, PNP growth and general development activities.

The month has seen a steady uptick in investment related client servicing including

- Continued support for MILA Cannabis Extraction company labour recruitment efforts as they continue to ramp up their hiring efforts
- Supporting CGI in their ambitions to hire local Summerside talent to support their expansions in Summerside
- Working with Bluewave AI as they seek qualified engineering talent
- Assisting 3 industrial clients looking for new and modern facilities in Summerside. This demand alone represents over 30,000 square feet
- The office welcomed two new outside PEI investment clients doing a FAM tour looking for investment location
- The office is currently entertaining three clients interested in the Core Block Redevelopment opportunity downtown
- Our first building in the Business Commons, the first passive certified industrial facility in Atlantic Canada and only a handful in other parts of Canada is nearing design completion and should be going to tender in early fall
- The office is working with a local firm to develop a first in PEI "All Green" Hydrogen Generating and filling station to take advantage of research and development in Hydrogen fuel systems
- With the loosening of border restrictions we are now starting to see the arrival of our endorsed PNP candidates. Summerside is excited for the opportunity this cohort of business investors will bring to Summerside and assisting us in diversifying our economy
- We are in final stages of wrapping up the development agreement for Hippenstall and look forward to further that much anticipated redevelopment

Council Meeting Date:	August 16 <sup>th</sup> , 2021
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Department/Committee:	Summerside Police Services
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### Committee and Volunteer Work

Members continued to do virtual meetings for the Bridge Program, etc. A member attended a meeting with Crimestoppers as a member of their board.

### Training and Service Enhancements

During July our new part-time officers were still in training mode and they should soon be cleared to go on their own shortly. This will help with the workload during the summer months. Work has started on installing our new license plate recognition system (LPR). We hope to have it up and running by the end of August. This system will cover all entrances to the city. A number of members completed their KnowBe4 cyber security training during the month.

### Community Policing Activities

During the month of July SPS members did presentations to some local daycares on bike safety. Dep/Chief Walker assisted the Lt. Governor as an Aide-de-Camp as she attended three different events including the Governor's plate. A member continued to volunteer at the College of Piping. Cst. Mallory Metallic made orange ribbons which were smudged by Traditional Elders and worn by our staff in support of Indigenous Peoples.

### Occurrence Statistics

The following is a list of some of occurrence totals for July 2021.

Calls for Service – **648**

Traffic Accidents – **22**

Reported Crimes of Assaults & Threats – 28

Theft Reports – **39**

Impaired Driving Offences – **9**

Highway Traffic Act Charges- **Total of 215 and 86 were speeding**

Break & Enter Reports (Business & Residential) – 3

Drug Enforcement Charges – **8**

Any questions can be directed to Deputy Chief Walker.

Deputy Chief Walker for Chief J. David Poirier

Council Meeting Date:	August 2021
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Department/Committee:	Fire Services
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### July 2021 Report

There were 25 fire calls during July:

- 2 - Medical First Responder Calls
- 14 - Alarm Panel Calls
- 1 - Motor Vehicle Accident
- 1 - Accidental False Alarm
- 2 - Mulch Fires
- 1 - Outdoor Fire Violation
- 3 - Miscellaneous Calls
- 1 - Cancelled Call

Firefighters enjoyed a quiet month, only training a total of 91 hours, doing the following:

July 05/21 - CEVO Setup and Delivery
July 12/21 - Hydrant / Pump Work
July 12/21 - Hose Testing
July 12/21 - Truck Maintenance
July 14/21 - FireFit Training in Charlottetown
July 14/21 - Increase and Test Hose Load
July 26/21 - Hall Maintenance
July 30/21 - Fitness
July 30/21 - Study SFD Operating Guidelines

### Notes:

- Summerside Fire Dept recently opened their doors to bikers attending Atlanticade. Wash bays and cleaning supplies were offered up to anyone wanting to make their bikes shine while in the city.

Respectfully,

Ken Culleton  
Admin Assistant  
Summerside Fire Services

Council Meeting Date:	August 16, 2021
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Department/Committee:	Community Services
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The month of July kicked off with a modified version of Canada Day to celebrate the national holiday. The Civic Ceremony took place in the Veteran's Convention Centre at Credit Union Place, which consisted of the Citizen of the Year Award that went to Ms. Lori Burnell and the C. Ross McKenzie Award going to Chief Darlene Bernard for her contributions to Canada Day over the past several years. Due to max gathering restrictions, the public were offered the opportunity to watch the ceremony from home on YouTube.

The Community Services Recreation Department also organized a few activities for residents to do in a socially distanced manner the Great Canadian Scavenger Hunt and a Canada Day themed driveway chalking competition. Great prizes were on the line with a family dinner from 511 West and ONE Fall/Winter activity registration (such as Minor Hockey, Dolphin's Swim Club, Ringette, Figure Skating, etc.).

The ice returned to the ice-pad in July with Tenacity Hockey back for its 5th year. The three-week hockey camp offers minor hockey players an opportunity to learn from a variety of professional and amateur hockey players.

Sport and Entertainment Summerside (SETS) partnered with Explore Summerside to host the first edition of WAVES – Your Passport to a World of Future. The cultural festival offered the public an opportunity to travel around Summerside and visit different 'pavilions' that were themed to specific cultures. Seven cultures took part and gave participants a unique look into their food, culture and lifestyle.

The parking lot at Credit Union Place was transformed into six beach volleyball courts for the Annual Lobster-Fest Beach Volleyball Tournament that saw 77 teams participate over the weekend. This event continues to attract athletes from across Atlantic Canada.

PEI Cricket Provincials took place on the new pitch at Three Oaks that had over 150 athletes and featured 10 years. This growing sport was very well attended and even had some spectators take it in. An awards banquet was held at Credit Union Place afterwards.

The excitement around the Microtel Hotel and Multipurpose Dome Facility is growing as construction progresses on both developments.

The Bowling Lanes and Aquatics Centre saw 11 total themed birthday parties for the month of August, while the Veterans' Convention Centre (VCC) saw a total of 27 bookings.

The month of July closed out with the return of the Atlanticade Motorcycle Festival! Between 700-800 motorbikes were in the City taking in the festivities that spanned over three days. Paired with Ribfest, Green's Shore on the Summerside Waterfront was a busy spot. From guided tours, a pig roast, live entertainment and the bridge ride, the event went over very well, and attendees seems to be quite pleased with its return home to Summerside. It was last held in Summerside in 2014.

# **COUNCIL MINUTES**

## Monthly Council Meeting Minutes

**July 19, 2021**

### ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Brian McFeely  
Councillor Carrie Adams  
Rob Philpott, Chief Administrative Officer  
Kristen Dunsford, Director of Financial Services  
Brian Hawrylak, HR Officer  
Member of the Public  
Iain McCarville, Key Murray Law

### ***Call to Order / Approval of Agenda / Any Conflict of Interest Declaration***

The meeting was called to order by Mayor Stewart at 12 noon

***Motion*** It was moved and seconded;  
***That*** The Agenda be approved as circulated.  
***Motion Carried***

**Conflict of Interest Declaration** – There were no conflicts declared by any Council member with any item on the agenda

### ***Approval of the Minutes***

***Motion*** It was moved by and seconded;  
***That*** The minutes of the Monthly Meeting dated June 21, 2021 and the minutes of the Special Council Meeting dated June 22, 2021 and July 6, 2021 be approved as circulated.  
***Motion Carried***

**Resolution** COS 21-133 It was moved by and seconded;

WHEREAS an application for a major subdivision was received from Enterprise Venture Group Inc., for a portion of PID 663211 to subdivide this property into 3 parcels, Lot 21-1, Parcel R1 and the remainder of PID #663211. Parcel R1 is intended for a future street to connect from Central street to Granville Street. The remaining portion of PID #663211 will remain undeveloped at this time. Lot 21-1 is intended for Service Commercial (C2), as shown on plan by Locus Survey Ltd. titled "Plan of Survey Showing Lot 21-1 and Parcel R1, being a subdivision of lands of Enterprise Venture Group Inc. ", dated June 2, 2021, Plan #21123-S01;

AND WHEREAS in accordance with section 3.6 of the Subdivision and Site Development Bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;
- Conformity with the Official Plan;
- Conformity with the Zoning Bylaw;
- The 'orderly and following' nature of the development;
- Physical suitability of the site for the proposed development, including avoidance of natural hazards, undue water run-off, or environmental damage;
- Compatibility of the proposed development with the present and future surrounding patterns of streets, lots and services, including conformity with any City concept plans;
- Adequacy of the applicant's proposal for traffic circulation, parking pedestrian access, water supply, sewage disposal and storm drainage, including the adequacy of City streets and services to handle increased loads;
- Suitability of Parkland provisions;
- Impacts on City finances and budgets;
- Proof of conformity with any applicable Provincial legislation and regulations;
- Other matters as considered relevant.

Be It Resolved That Council grant preliminary subdivision approval in accordance with Section 8.5 of the Subdivision and Site Development Bylaw, to Enterprise Venture Group Inc., for a portion of PID 663211 to subdivide this property into 3 parcels, Lot 21-1, Parcel R1 and the remainder of PID #663211. Parcel R1 is intended for a future street to connect from Central street to Granville Street. The remaining portion of PID #663211 will remain undeveloped at this time. Lot 21-1 is intended for Service Commercial (C2), as shown on plan by Locus Survey Ltd. titled "Plan of Survey Showing Lot 21-1 and Parcel R1, being a subdivision of lands of Enterprise Venture Group Inc. ", dated June 2, 2021, Plan #21123-S01; subject to the following conditions:

- The developer satisfies all municipal servicing requirements
- The developer enters into a subdivision construction agreement with the City.

This bears the recommendation of the Planning Board meeting held on July 6, 2021.

**Resolution Carried 7-0**



**Resolution** COS 21-134 It was moved by and seconded;

WHEREAS an application was received from Claire and Andrew Carr for a zoning amendment for PID # 68015 from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone under the City of Summerside Zoning Bylaw;

AND WHEREAS zoning bylaw amendment 194, a bylaw to amend the City of Summerside Zoning Bylaw was read and declared as read a first time at the Council meeting held on June 22, 2021;

AND WHEREAS in accordance with section 5.7 of the zoning bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;
- Conformity with the Official Plan;
- Suitability of the site for the proposed development;
- Compatibility of the proposed development with surrounding land uses, including both existing and projected uses;
- Any comments from residents or other interested persons;
- Adequacy of existing water, sewer, road, storm water and electrical services, city parking, and parklands for accommodating the development, and any projected infrastructure requirements;
- Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally;
- Compatibility of the development with environmental, scenic and heritage resources;
- Impacts on City finances and budgets;
- Other matters as specified in this Bylaw;
- Other matters as considered relevant.

BE IT RESOLVED THAT zoning amendment 194, a bylaw to amend the City of Summerside Zoning Bylaw be hereby declared as read a second time.

This bears the recommendation of the Planning Board meeting held on June 30, 2021.

[schedule B is attached]

**ZONING AMENDMENT 194  
A BYLAW TO AMEND THE CITY OF SUMMERSIDE ZONING BYLAW**

The Council of the City of Summerside under authority vested in it by Section 18 and Section 19 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

I. The zoning for PID # 68015 shown on Schedule B of the City of Summerside Zoning Bylaw, is designated as Low Density Mixed Residential (R2) zone, hereby excluding it from its former designation of Single Family Residential (R1).

**Discussion**

Councillor MacDougall stated that he has conversations with staff and has a concern of traffic in the area and hopes Council will consider those concerns and will not be supporting the resolution.

Councillor Doiron stated that he has heard from those in favor and those opposed to the re-zoning and does not see it as a good fit on that lot and with the traffic.

Councillor Ramsay stated that she disagrees with Councillors Doiron and MacDougall and she is concerned with the school zone but does not see why a duplex cannot be on that lot and does not see it impacting the traffic.

**Resolution Carried 5-2** (Councillors MacDougall and Doiron voted against)

**Resolution** COS 21-135 It was moved by and seconded;

**WHEREAS** an application was received from Claire and Andrew Carr for a zoning amendment for PID # 68015 from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** zoning bylaw amendment 194, a bylaw to amend the *City of Summerside Zoning Bylaw*, was read and declared as read at two separate meetings of Council held on different days;

**BE IT RESOLVED THAT** zoning bylaw amendment 194, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby formally adopted.

**Resolution Carried 5-2** (Councillors MacDougall and Doiron voted against)

#### ***HR & Legal Affairs, Culture Summerside and Policy & Bylaw Review Committee***

##### **Human Resources and Legal Affairs Report:**

- The Joint Occupational Health and Safety Committee as well as department sub-committees continue to meet on a regular monthly basis
- The department provided support at various meetings this month
- Contract negotiations continue with outside workers and electrical union
- Congratulations to Lawrence LaPierre on his retirement, Lawrence was with the City for over 34 years and congratulations to Kenny Blanchard who has taken over from him

##### **Culture Summerside Report:**

The following report captures some highlights of Culture Summerside's activity from the mid-June to the mid-July time period.

##### **Summerside Lobster Carnival**

Culture Summerside staff with the help of Culture Summerside Committee, Mayor Stewart, CAO Rob Philpott and Volunteers delivered the Summerside Lobster Carnival Drive-Thru Lobster Supper on July 8<sup>th</sup>, 2021. 330 take out lobster suppers were served over a period of 3 hours, feedback from the community has been very positive with participants indicating the lobster was the best they have ever had. The drive-thru line moved along with ease, and no one was left waiting for a meal. Live music on the street created a festive air reminiscent of the traditional full-scale Lobster Carnival. The PEI Youth Talent Competition portion of Lobster Carnival was also held the same evening. 10 of the Islands best youth competitors participated.

- **Summerside Arts Festival**

Wyatt Heritage Properties Inc. and Culture Summerside are currently preparing for a revised Summerside Arts Festival scheduled for July 19, 20 and 21. The revised event includes a drive thru art exhibit (Prince Street), a sculpture garden, artist demonstrations, live music and artist workshops (Eptek).

- **Museums**

Our museums are open for the summer, tours are offered each hour at the Wyatt House Museum, Fox Museum Exhibit, and three days a week at Bishop Machine Shop Museum (Two days by Appointment). Tour numbers are already noticeably higher than last year.

- **Renovations** at the armoury are progressing, outside work currently underway includes new fascia, eavestroughing, landscaping, and repainting of brick.
- **Lest We Forget Committee** Culture Summerside staff continue to meet with the Lest We Forget Committee to discuss details around exhibits and storage.
- **Weekly Concerts in the Garden** are underway and take place every Wed evening.

**Policy & Bylaw Review Committee Report:**

As part of our effort to ensure our bylaws are consistent with provincial legislation and other requirements, we are updating various bylaws as new information comes to our attention.

We have proposed amendments of existing bylaws to consider today.

**Procedural Bylaw**

Earlier this year, the Province enacted several changes to the Municipal Government Act which require corresponding amendments to the City's Procedural Bylaw. The proposed amendments to the bylaw are twofold:

- **Electronic Meetings** – the proposed amendments follow recent amendments to the Procedural Bylaw Regulations under the MGA, which provide clearer rules for conducting electronic meetings (see section 10)
- **Committee Terms of Reference** – the Procedural Bylaw Regulations require that the Committee Terms of Reference be spelled out in the Procedural Bylaw. The Terms of Reference proposed are the same terms of reference from the City's former Committee Bylaw (enacted in 1999), except that the Bylaw, Policy and Review Committee is a new committee whose terms of reference were drafted based on a policy document from the former "Governance, Policy and Strategy" (GPS) Committee. (see section 28)

The second and final reading of this proposed amendment will take place today.

**Elections Bylaw**

This is a very minor housekeeping amendment, being made simply to ensure that the City's Elections Bylaw is consistent with a recent revision to the MGA regulations.

The amendments clarifies when the “election expenses period” ends. The MGA regulations used to state that the “election expenses period” ends at the earliest of: election day or the day the candidate is elected. Now it states that the “election expenses period” ends on the earliest of: election day, or the day the candidate is elected or acclaimed.

In essence, the amendment clarifies that the “election expenses period” of a candidate who is acclaimed (i.e. they run unopposed) ends upon their acclamation.

The amendment is only relevant to Council members who are running unopposed and are thereby acclaimed to their seat on Council.

### **Unightly Premises Bylaw**

One other project that the Committee is working on, concerns the unsightly premises bylaw. The Committee had previously reviewed this bylaw to ensure its criteria was sufficient to address any and all properties that fit the definition of unsightly.

More recently, staff had presented Council with options on other tools that may help in addressing unsightly properties in the community. To that end, Council directed staff to look at methods around taxation and stimulus programs as additional tools for Council to use.

Staff will bring recommendations to Council in the near future.

A discussion took place on the Unightly Premises Bylaw and the need to move forward to have stricter measures be put in place.

**Resolution** COS 21-136 It was moved by and seconded;

Whereas CS-2 Procedural Bylaw was read a first time at the June 21, 2021 Monthly Council meeting

Be it resolved that CS-2 Procedural Bylaw be read a second time at this meeting

Schedule A attached (CS-2 Procedural Bylaw)

**Resolution Carried** 6-1 (Councillor McFeely voted against)

**Resolution** COS 21-137 It was moved by and seconded;

Whereas CS-2 Procedural Bylaw was read a second time at this meeting

Be it resolved that CS-2 Procedural Bylaw be declared read and approved

**Resolution Carried** 6-1 Councillor McFeely voted against)

**Resolution** COS 21-138 It was moved by and seconded;

Whereas CS-2 Procedural Bylaw was read a first time at the June 21, 2021 monthly meeting and read a second time at this meeting

Be it resolved that CS-2 Procedural Bylaw be formally adopted

**Resolution Carried 6-1** ( Councillor McFeely voted against)

**Resolution** COS 21-139 It was moved by and seconded;

Whereas amendments are required to the CS-1 Elections Bylaw  
Be it resolved that CS-1-B Bylaw to Amend the Elections Bylaw be read a first time

(CS-1-B attached)

**Resolution Carried** 7-0

**Resolution** COS 21-140 It was moved by and seconded;

Be it resolved that CS-1-B Bylaw to Amend the Elections Bylaw be declared read a first time

**Resolution Carried** 7-0

***Municipal Services – Chair, Councillor Bruce MacDougall***

**Report:**

Councillor MacDougall stated the new Water Act Regulations have been reviewed and implemented by staff. A rain barrel program has been introduced. Staff are dealing with the dealership in regards to the street sweeper and issues it has been having.

***Electric Services – Chair, Councillor Greg Campbell***

**Report:**

Deputy Mayor McColeman stated that the monthly report is online and there are many projects taking place and thanked staff for their efforts.

***Financial Services – Chair, Deputy Mayor McColeman***

**Report:**

Deputy Mayor McColeman stated that there has been an extension of 2020-2021 financial statements with the province. She stated in August they will be reporting on the first quarter of the year.

**Technical Services – Chair, Councillor Justin Doiron**

**Report:**

Councillor Doiron stated that in June there has been \$5.2 million of building permits issued with \$34 million issued year to date.

**Resolution** COS 21-141 It was moved by and seconded;

Be it resolved that The City of Summerside (CAO) allow an Inspector to enter upon the property situated at 107 Water Street (PID # 313734) in the City of Summerside and have the property brought into compliance with the requirements of the 'City of Summerside Dangerous, Hazardous and Unsightly Premises Bylaw CS-11'. This cost is to be initially borne by the city and invoiced to the owner.

As well, Council directs staff to utilize all legal means at its disposal to effect a permanent solution to the ongoing unsightliness of the property

**Resolution Carried 7-0**

**Economic Development – Chair, Councillor Brian McFeely**

**Report:**

Councillor McFeely stated things are busy and sees a need for more commercial land and hopes the east/west connector will open up more opportunities.

**Police/Fire& Emergency – Chair, Councillor Barb Ramsay**

**Police Report:**

The following is a list of some of occurrence totals for June 2021.

Calls for Service – **623**

Traffic Accidents – **22**

Reported Crimes of Assaults & Threats – **20**

Theft Reports – **37**

Impaired Driving Offences – **7**

Highway Traffic Act Charges- **81 plus 60 speeding**

Break & Enter Reports (Business & Residential) – **6**

Drug Enforcement Charges – **3**

### **Fire Report:**

There were 26 fire calls during June.

Firefighters trained a total of 208 hours for the month.

During the month, fire department personnel began drafting pre-incident plans for some of our local senior housing complexes and Prince County Hospital.

A pre-incident plan is developed by gathering general and detailed data used by firefighters to determine the resources and actions needed to mitigate anticipated emergencies at specific facilities. It's much better to anticipate and plan now and save valuable minutes when needed most.

The ultimate goal, after seniors, hospital, and schools are all taken care of, is to have updated plans created for all Summerside businesses.

### ***Community Services – Chair, Councillor Cory Snow***

### **Report:**

Councillor Snow stated things have been busy at Credit Union Place with the start of the hotel and dome field.

Atlanticade will be hosted at the end of the month.

### ***Adjournment***

**Motion**                      It was moved and seconded;  
**That**                          The meeting be adjourned.  
**Motion Carried**

Basil L. Stewart  
Mayor

Brian Hawrylak  
HR Officer

## Special Council Meeting Minutes

July 28, 2021

### **Present**

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Brian McFeely  
Councillor Carrie Adams  
Rob Philpott, Chief Administrative Officer  
Kristen Dunsford, Director of Financial Services  
JP DesRosiers, Acting CAO  
Brian Hawrylak, HR Officer  
Member of the Media  
Members of the Public

### **Call to Order / Approval of Agenda / Any Conflict of Interest Declaration**

The meeting was called to order by Mayor Stewart 5:05pm

**Motion** It was moved and seconded;  
**That** The Agenda be approved as circulated.  
**Motion Carried**

### **Meeting # 1 - 476 Central Street – Official Plan & Zoning Bylaw Amendments**

#### **Background**

An application was received from Core Ventures Inc. for PID #1052323. The purpose of the official plan and zoning amendment is to allow an apartment building development in the proposed R4 zone as follows:

#### **Proposed Official Plan Amendment:**

- Change the future land use map from Commercial to Residential.

#### **Proposed Zoning Bylaw Amendment:**

- Change the zoning from Service (C2) zone to High Density Residential (R4) zone.

**Apartment Building** means a *building* containing more than two dwelling units except a *Row House* and *Town House* as defined in this *Bylaw*.

The application was advertised in the July 14<sup>th</sup> edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.



## Service Commercial (C2) Zone (Current Zoning)

23.1 The purpose of this zone is to provide for large and medium-sized commercial uses which need road frontage for ready vehicular access and advertising exposure.

### Permitted Uses

23.2 Subject to Bylaw requirements:

<b>C2 Zone - Permitted Uses</b>		
<b>COMMERCIAL</b>		
animal care facility: hospital and kennel	food store: convenience and grocery	private club
automobile establishment: body shop, repair shop, sales establishment, service station and washing establishment	funeral home	restaurant: dining room, take-out and drive-through
bakery	industry: office-style	retail store: small and large
bank/financial institution	liquor store	service centre
building supply outlet	tourism establishment: motel/hotel	shopping centre
bus terminal	accessory building	storage facility: automobile storage facility, outdoor storage area, self-storage and warehouse
office: business/professional and medical	parking lot	alcohol manufacturer: brew pub, ferment on premises and micro-brewery
commercial school	personal service shop	taxi station
child care facility: small, medium and large	plant nursery	fitness centre
dry cleaner: outlet	printing/publishing establishment	video arcade
farmers/fishers market	cannabis retail store	
<b>RESIDENTIAL</b>		
rowhouse	townhouse	residential dwellings lawfully existing prior to 1999
social services agency	commercial/residential building	ancillary residence
<b>INSTITUTIONAL</b>		
community centre	entertainment facility	public library, museum and gallery
emergency services facility	place of worship	office: government
college/university		

### Discretionary Uses

23.3 Subject to Council approval:

#### **C2 Zone - Discretionary Uses**

##### **COMMERCIAL**

tavern/bar/lounge	flea market	tourism establishment: tourist home and inn,
crematorium - accessory use to a funeral home	pool hall	

##### **INSTITUTIONAL**

utility facility		
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### Conditional Uses

23.4 Subject to a Development Officer approval:

## **High-Density Residential (R4) Zone (Proposed Zoning)**

19.1 The purpose of this zone is to provide for high-density housing in the form of apartments, as well as housing in the form of single-family, semi-detached, duplex dwellings, row house, townhouse and other compatible uses.

### Permitted Uses

19.2 Subject to Bylaw requirements:

#### **R4 Zone - Permitted Uses**

single family dwelling	assisted living	row house
semi-detached dwelling	duplex dwelling	townhouse
apartment building	group home	nursing care facility: community care and nursing home
boarding house	child care facility: medium	social services agency
accessory building	rooming house	

### Discretionary Uses

19.3 Subject to Council approval:

#### **R4 Zone - Discretionary Uses**

tourism establishment*: tourist home and inn		
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\* Also requires Conditional Use approval

### Conditional Uses

19.4 Subject to a Development Officer approval:

## R4 Zone - Conditional Uses

home based business	tourism establishment: B&B and vacation rental property	secondary suite
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### Comments and Questions

The applicant, Corey Arsenault, MacDougall Drive, addressed City Council”

*“My family has been involved in business in Summerside for almost 40 years. I grew up in a household where my mother and father valued hardwork, customer service and being a good member of the community. That is still a way of life today.*

*I've been fortunate enough to have this mentorship and been in business for over 20 years in Summerside.*

*After 27 years in a fitness business I'm looking to take a step back in my career and personal life and that's why I am submitting this application to you today.*

*Stretch Fitness at 476 Central St started over 10 years ago and is a large public gym with over 500 members.*

*This has been a very successful business, but at the same time has been a very difficult business to maintain at the high standard it requires. So I am looking to go in a different direction and convert the current Stretch location into rental apartment units to take advantage of the current housing opportunity in Summerside.*

*My vision is to create a space where my mother and father could live if they become unable to stay in their home as they age.*

*At the same time that I would like to change the gyms direction, I would like to move all of the equipment to the Summerside industrial park to a 5000 square-foot warehouse location in the former "Tubefab" business.*

*My goal is not to expand Stretch or grow the business back up again at this new location, but to have a private, small and intimate location where I can still exercise with some of my closest friends in a more private setting.*

*The 5000sqft in the Industrial Park will not to be a business open to the public but will be maintained with a low base of members, just enough to cover expenses and reinvest back into maintenance and equipment.*

*So as you can see both ideas require City approval to move forward. Converting Stretch requires a rezoning and taking over the warehouse requires special use designation, both of which I am hoping to have approval.”*

Mr. Arsenault stated that the gym would not be open to the public and would not be a drop in facility with less members. The apartments would be designed for independent living with 4 two bedroom apartments and 2 one bedroom apartments, at 850-900 square feet per each unit.

There were no submissions or comments from the public.

#### ***Explanation of the process***

In order to process an official plan and zoning bylaw amendment, the following steps are required:

- (1) The zoning bylaw amendment is read a first time and declared as read at a first Council meeting.
- (2) The zoning bylaw amendment is referred to Planning Board for review and recommendation.  
***(Steps 1 and 2 take place at the same meeting of Council and will take place this evening)***
- (3) Planning Board reviews the application and prepares a recommendation to Council.  
***(Step 3 takes place at Planning Board meeting scheduled for August 3<sup>rd</sup> @ 4:00pm)***
- (4) The zoning bylaw amendment is read a second time and declared as read at a second Council meeting.
- (5) The official plan amendment is read to be adopted by Council, the resolution will be either carried or defeated by vote of Council. If the official plan amendment, is adopted by Council, it is sent to the Minister of Communities, Land and Environment for signature and the amendment becomes official. If the official plan amendment is defeated, the zoning bylaw amendment will be defeated as well, as the zoning amendment cannot contradict the official plan amendment.
- (6) The zoning bylaw amendment is read to be adopted by Council, the resolution will be either carried or defeated by vote of Council. If the zoning bylaw amendment, is adopted by Council, it is sent to the Minister of Communities, Land and Environment for signature and the amendment becomes official.  
***(Steps 4 - 6 take place at Council's second meeting scheduled for August 16<sup>th</sup> @ 12:00pm)***

Please note, that in accordance with section 5.20 of the *City Zoning Bylaw*, any person who is dissatisfied by a decision of Council in respect of the administration of this Bylaw, may appeal Council's decision within 21 days to the Island Regulatory & Appeals Commission [IRAC].

#### ***Resolutions***

COS 21-142

It was moved and seconded

WHEREAS an application was received from Core Ventures Inc. for a zoning amendment for PID # 1052323 from Service Commercial (C2) zone to High Density Residential (R4) zone under the City of Summerside Zoning Bylaw;

BE IT RESOLVED THAT zoning amendment 224, be hereby declared as read a first time.

[schedule B is attached]

**ZONING AMENDMENT 224**  
**A BYLAW TO AMEND THE CITY OF SUMMERSIDE ZONING BYLAW**

The Council of the City of Summerside under authority vested in it by Section 18 and Section 19 of the Planning Act R.S.P.E.I. 1988 Cap. P-8 hereby enacts as follows:

I. The zoning for PID # 1052323 shown on Schedule B of the City of Summerside Zoning Bylaw, is designated as High Density Residential (R4) zone, hereby excluding it from its former designation of Service Commercial (C2) zone.

Resolution carried 6-0

COS 21-143

It was moved and seconded

**WHEREAS** an application was received from Core Ventures Inc. for a zoning amendment for PID # 1052323 from Service Commercial (C2) zone to High Density Residential (R4) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** zoning bylaw amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw*, was read and declared as read a first time at this Council meeting;

**BE IT RESOLVED THAT** zoning bylaw amendment 224, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby referred to the Planning Board for review and recommendation.

Resolution carried 6-0

<b>Meeting # 2 – 105 Industrial Crescent – Restricted use</b>
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**Background**

An application was received from Corey Arsenault for PID #538884 (Owned by Finance PEI). This application requires Council approval to allow a “fitness centre” as a restricted use in the Light Industrial (M1) zone.

**FITNESS CENTRE** means a building intended for physical fitness, which may include, game courts, exercise equipment, locker rooms, fitness classes, or hot tub or sauna.

The application was advertised in the July 14<sup>th</sup> edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.

### **Comments & Questions**

Corey Arsenault, the applicant, stated that the location is the only space largest enough for his needs that is located within Summerside, it is a 10,000sq foot space and he will be using 5,000 square feet of it.

There were no comments from the public

### **Explanation of the process**

In order to process a restricted use, the following steps are required:

- (1) The restricted use is read at a public meeting.  
***(Step 1 will take place this evening)***
- (2) Planning Board reviews the application and prepares a recommendation to Council.  
***(Step 2 takes place at Planning Board meeting scheduled for August 3<sup>rd</sup> @4:00pm)***
- (3) The restricted use is read to be adopted by Council, the resolution will be either carried or defeated by vote of Council.  
***(Step 3 take place at Council's second meeting Scheduled for August 16<sup>th</sup> @12:00pm)***

Please note, that in accordance with section 5.20 of the *City Zoning Bylaw*, any person who is dissatisfied by a decision of Council in respect of the administration of this Bylaw, may appeal Council's decision within 21 days to the Island Regulatory & Appeals Commission [IRAC].

### **Meeting # 3 – 3 Briggs Street – Discretionary use**

#### **Background**

An application was received from Ryan Collicutt for PID #1094812. This application requires Council approval to allow a 4-unit rowhouse as a Discretionary Use in the Medium Density (R3) zone. The proposed 4-unit row house is proposed to be fronting on Briggs Street. A discretionary use for a 4-unit row house, was approved on August 19, 2019, for this property. Unfortunately, due to the increasing costs for building materials, the row house was not completed and the approval since lapsed (August 19, 2020). The proposed row house in 2019, was to be sited with 2 units fronting Briggs Street and 2 units fronting West Drive.

**Row House** means a *building* that is divided into three or more vertically adjacent, joined dwelling units, separated by a vertical wall with each unit being constructed directly on grade. Row houses do not require individual public utilities for each unit, street frontage and cannot be subdivided.

The application was advertised in the July 14<sup>th</sup> edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.

### ***Comments & Questions***

Rob Herbert, the owner of Maple Isle Homes, stated that they recently have a project ongoing on MacEwan Rd. and are seeking approval to have 4 dwellings facing Briggs Street. The units would be 2 bedrooms and 2 baths.

Councillor MacDougall stated when this was re-zoned the last time, the biggest hurdle was to get away from 4 driveways on Briggs Street. The calls he has received prefer 2 driveways on Briggs and 2 driveways on West Drive.

Councillor Ramsay stated that she does not have an issue with adding 2 more driveways with the current housing situation in Summerside.

Councillor Doiron stated that it is 2 shared driveways rather than 4 separate driveways.

Rebecca Woolridge, West Drive, inquired how close the development would be to the corner of Briggs/West. Staff stated there is a standard from a driveway edge to an intersection and it should be able to meet that requirement.

Ms. Woolridge inquired on the possibility of future development on West Drive. Mr. Herbert stated there wouldn't be.

Staff stated that there could be the possibility of the lot being subdivided (going from a row house to a town house) and will bring that information forward at the Planning Board meeting.

### ***Explanation of the process***

In order to process a discretionary use, the following steps are required:

(1) The discretionary use is read at a public meeting.

***(Step 1 will take place this evening)***

(2) Planning Board reviews the application and prepares a recommendation to Council.

***(Step 2 takes place at Planning Board meeting scheduled for August 3<sup>rd</sup> @4:00pm)***

(3) The discretionary use is read to be adopted by Council, the resolution will be either carried or defeated by vote of Council.

***(Step 3 take place at Council's second meeting Scheduled for August 16<sup>th</sup> @12:00pm)***

Please note, that in accordance with section 5.20 of the *City Zoning Bylaw*, any person who is dissatisfied by a decision of Council in respect of the administration of this Bylaw, may appeal Council's decision within 21 days to the Island Regulatory & Appeals Commission [IRAC].

**Resolution**

COS 21-144

It was moved and seconded

Whereas The City of Summerside borrows from financial institutions to finance the cost of a portion of its capital expenditures from the previous fiscal year, and/or re-finance existing loans that have come due,

Be it resolved That Council authorizes long-term borrowing in the amount of **\$12,410,900** as follows (\$9,582,900 in new borrowing plus \$2,828,000 refinance matured loans):

2020-21 capital expenditures to be funded by long term debt:

Fund	Capital Expenditure Details	2020-21	
		Capital Expenditures	Amortization
General Fund	Eco Park Infrastructure	1,874,200	20 Years
General Fund	Granville St Storm Sewer Replacement	613,100	20 Years
General Fund	Summerside Core Project	1,260,600	20 Years
Electric Utility	Transformers, Building Renovation, Substation Upgrade, etc.	2,213,000	20 Years
Water Utility	Water Main Reconstruction, Building Renovations, Backhoe, etc	2,041,600	20 Years
Sewer Utility	Sewer Main Reconstruction, Building Renovations, etc.	1,580,400	20 Years
Total		<u>9,582,900</u>	

Loans Maturing During 2021:

Fund	Purpose of Original Loan	Refinance	
		Loans	Amortization
General Fund	Credit Union Place (Phase 2 Overage)	1,682,400	7 Years
Water Utility	2010 Capital Expenditures	546,000	10 Years
Sewer Utility	2010 Capital Expenditures	599,600	10 Years
		<u>2,828,000</u>	

The City of Summerside can incur the indebtedness and liability as set out above. The loan total, \$12,410,900, will not cause the City of Summerside to exceed its debt limit as set out in the Municipal Government Act Part 3, Division 3, Section 164 (3). The security required for this borrowing transaction is the appropriate borrowing resolution and related documentation.

Resolution carried 6-0

**Adjournment**

**Motion** It was moved and seconded;

**That** The meeting be adjourned.

**Motion Carried**



Basil L. Stewart  
Mayor  
Brian Hawrylak  
HR Officer

## *Special Council Meeting Minutes*

**August 3, 2021**

### ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely  
Councillor Carrie Adams  
Kristen Dunsford, Director of Financial Services  
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs  
Brian Hawrylak, HR Officer  
Member of the Media

### ***Call to Order / Approval of Agenda / Any Conflict of Interest Declaration***

The meeting was called to order by Mayor Stewart

***Motion***                      It was moved and seconded;  
***That***                         The Agenda be approved as circulated.  
***Motion Carried***

### ***Resolution***

Resolution COS 21-145

It was moved and seconded

***Whereas*** an application was received from Lorne Perry at 332 Chestnut Avenue, PID #308015.

***And Whereas*** Section 11.2 of the City of Summerside Zoning Bylaw states that no partition fence shall exceed a maximum height of 2.5m (8 feet).

***And Whereas*** Section 7.2 of the zoning bylaw allows for a variance to be granted after Council has considered the following tests:

- a. That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions,

which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.

- b. That the proposed variance meets the general intent of the official plan.
- c. That the proposed variance meets the general intent of the zone.
- d. That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.

***Be It Resolved*** that Council grant a variance of 19%, to allow a fence height of 2.5 meters (8.2 feet).

**This application bears the recommendation of the Planning Board Meeting of July 28, 2021.**

Resolution carried 8-0

<b><i>Adjournment</i></b>
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<b><i>Motion</i></b>	It was moved and seconded;
<b><i>That</i></b>	The meeting be adjourned.
<b><i>Motion Carried</i></b>	

Basil L. Stewart  
Mayor

Brian Hawrylak  
HR Officer

# **COMMITTEE MINUTES**

# Planning Board Committee Meeting Minutes

**July 28, 2021**

## ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay, Co-Chair  
Councillor Brian McFeely, Chair  
Councillor Carrie Adams, Co-Chair  
JP DesRosiers, Acting CAO  
Kristen Dunsford, Director of Financial Services  
Aaron MacDonald, Director of Technical Services  
Linda Stevenson, Development Officer  
Brian Hawrylak, HR Officer  
Member of the Media  
Members of the Public

## ***Call to Order***

The meeting was called to order

Agenda was approved

## ***332 Chestnut – Major variance***

### **SUPPORTING EXPLANATION:**

*Purpose:* The purpose of the variance(s) is to allow an increase to fence height, allowing a fence height of 2.5m (8'), where a fence height of 2m (6.5') is permitted.

*Background:* The applicant has a permit to install a fence (2m height) and an above ground pool. The applicant is proposing a variance to the fence height (2.5m) to achieve privacy for the applicant's property and the adjacent neighbours. In order to process a major variance (more than 10%, subject to Council approval), the Development Officer shall provide written notice to all assessed property owners within a radius of 30 m (98.4 ft) from the subject lot, describing the variance sought and inviting written comments within 7 clear days. The application is reviewed by the Planning Board. The Planning Board makes a recommendation to Council, and Council may approve, deny, or approve a variance(s) less than requested. Sixteen (16) letters were mailed to twelve (12)

property owners with a written comment submission deadline of July 15, 2021. No comments were received as of the submission of this report.

Above ground pool structures (height of deck plus the height of the guard on deck), being 1.2m from property line, may have a maximum height of 2.5m (8'). Being as there will be no deck built along the back side of the pool and the fence is to be located just outside of the rear pool wall, the fence is not part of the pool structure, therefore, the proposed fence height exceeds the allowable height as per the City of Summerside Zoning Bylaw.

*Report:* Under section 7.2 of the zoning bylaw, variance applications shall be considered by Council, Planning Board or the Development Officer, as applicable, against the following tests for justifying a variance. All applicable criteria must be met:

- a. That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions, which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.

**Staff Comment: Yes**, this variance request would meet this test. The existing lot slope and building locations are established, the applicant is requesting approval of a variance of 19%, as the property owner intends to place a swimming pool in their rear yard and is requesting a 2.5m fence height to achieve privacy for the applicant and the adjacent neighbours.

- b. That the proposed variance meets the general intent of the official plan.

**Staff Comment: Yes**, this variance request would meet this test. The variance meets the intent of the official plan.

- c. That the proposed variance meets the general intent of the zone.

**Staff Comment: Yes**, this variance request would meet this test. The variance meets the intent of the zone (R1).

- d. That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.

**Staff Comment: Yes**, this variance request would meet this test. Sixteen (16) letters were mailed to twelve (12) properties within 30m of the boundaries of the subject property. Comments from adjacent property owners were due on or before July 15th, 2021. No verbal or written comments were received from the notified property owners.

**TECHNICAL SERVICES STAFF REVIEW:** Technical Services staff support the fence height variance application from Lorne Perry.

As per Section 7.3 of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward for Council for a final decision.

**PLANNING BOARD RECOMMENDATION:** The application received from Lorne Perry to allow a partition fence height of 2.5m (19% variance) be recommended to be approved by Council:

Moved by: Councillor Adams Seconded by: Councillor Ramsay

Discussion: Staff stated that it would be a wood fence and is in the back of the property and would not impede traffic sightlines.

**Motion:**

Carried	X
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Defeated	
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For	4
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Against	0
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**Adjournment**

Motion            It was moved and seconded;  
That              The meeting be adjourned.  
Motion Carried

# Planning Board Committee Meeting Minutes

**August 3, 2021**

## ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay, Co-Chair  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely, Chair  
Councillor Carrie Adams, Co-Chair  
Kristen Dunsford, Director of Financial Services  
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs  
Aaron MacDonald, Director of Technical Services  
Linda Stevenson, Development Officer  
Brian Hawrylak, HR Officer  
Member of the Media

## ***Call to Order***

The meeting was called to order

Agenda was approved

## ***476 Central Street – Official Plan and Zoning amendment***

### **SUPPORTING EXPLANATION:**

*Purpose:* The purpose of the official plan and zoning amendment is to allow an apartment building development. The applicant is proposing to change the use of the building from commercial use (fitness centre) to residential use (6-unit apartment building).

**Apartment Building** means a *building* containing more than two dwelling units except a *Row House* and *Town House* as defined in this *Bylaw*.



*Background:* An application was received from Core Ventures Inc. for PID #1052323 to amend the *City Official Plan* from Commercial land use to Residential land use and the *City Zoning Bylaw* from Service Commercial (C2) zone to High Density Residential (R4) zone. A public meeting was held on July 28, 2021 and Council gave first reading on the same date.

*Report:* Under section 5.7 of the zoning bylaw when Planning Board reviews a zoning bylaw amendment, it has to consider the following general criteria, as applicable. Under Section 8.4 of the Parks and Green Space Plan, the criteria of b,c,e,g and h must be considered:

a. *Conformity with all requirements of this Bylaw.*

Staff Comment: If Council approves the zoning map amendment, from C2 to R4, the applicant is proposing to convert the existing building into a 6-unit apartment building. On site parking (6 spaces) is required.

b. *Conformity with the Official Plan.*

Staff Comment: The rezoning conforms to the Official Plan Section 5.2.2 (Location of High Density Housing). The proposed amendments have no impact on the Parks and Green Space Plan.

### 5.2.2 *Location of High Density Housing*

Council intentions about locating high density housing are important to residents concerned about potential location of row houses and apartment buildings into their predominantly low density neighbourhoods. To help allay these concerns, Council lays out specific policies below on where they may allow future high density housing, some of which elaborate on their foregoing policies for special planning and development areas.

#### LOCATION CRITERIA:

Council's criteria for locating high density housing in the City of Summerside include:

- the desirability of infilling properties which are already partly developed for higher density housing;
- the desirability of locating high density housing close to jobs, community facilities and services, and of promoting pedestrian access;
- opportunities for maximizing the number of opportunities for scenic views through higher density and taller residential buildings (but with protection of adequate view planes);
- benefits of locating higher density housing in difficult-to-service areas so that they can help distribute expensive development costs among more users;
- opportunities for innovative mixes of higher density housing with other residential development in CDA's;
- opportunities for recycling older (non-heritage) residential properties with higher density development;
- opportunities for apartments in residential/commercial use buildings;
- avoidance of negative economic and physical impacts on surrounding land uses, whether existing or proposed;

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<b><i>Objective</i></b>	<b><i>To encourage high density housing in specific areas</i></b>
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## Policies

### The following are Council's statements of policy

1. *Promote high density housing on properties already partly developed for high density housing.*
2. *Consider applications for high density housing in the following situations:*
  3. *a mix of housing types in CDA 's;*
  4. *areas presently occupied by conforming mobile home parks (see Council Policy 5.3.2.5);*
  5. *re-zonings in areas presently designated for medium density R3 zone residential use:*
  6. *areas immediately north of the Downtown, (defined as: Notre Dame Street to the North, Granville Street to the East, Heather Moyse Drive to the South and Duke Street to the West) subject to no harmful impacts on local heritage housing;*
- d.) *within residential/ commercial buildings*
7. *Downtown (D) zone (Urban Core Area – all districts).*
8. *City arterial or collector roads as referenced in Section 7.1 and Figure 7-1.*
9. *Consider applications for high density housing in other areas with careful consideration of Council's 'location criteria' listed above.*

#### 7.1.2. Urban Collectors

- Water Street (Downtown)
- Bayview Avenue
- Pope Road
- Ryan Street
- Notre Dame Street/ Harvard Street
- Central Street
- Granville Street
- MacEwen Road
- Walker Avenue

#### c. *Suitability of the site for the proposed development.*

Staff Comment: This 0.49 acre site is suitable for high density residential land use. Existing public street network and municipal services are available on Granville Street for this development.

#### d. *Compatibility of the proposed development with surrounding land uses, including both existing and projected uses.*

Staff Comment: The subject property abuts two uses, the land use to the immediate east, south is zoned C2. The lands to the north and west is zoned R2. The rezoning from C2 to the proposed R4 would be compatible with the surrounding properties and would be considered a down zoning.

e. *Any comments from residents or other interested persons.*

Staff Comment: A public meeting was held on July 28<sup>th</sup>, 2021. The public meeting notice was advertised in the July 14<sup>th</sup>, edition of the Guardian. Seven letters (7) letters were mailed to seven (7) property owners. Corey Arsenault (Core Ventures Inc.) provided an overview of the development and noted that the housing is needed in the Community. There were no concerns raised by the public at the public meeting and no members of the public spoke at the public meeting.

f. *Adequacy of existing water, sewer, road, storm water and electrical services, city parking and parklands for accommodating the development, and any projected infrastructure requirements.*

Staff Comment: The City's water supply and sewer treatment systems can handle the loading created by the change in zoning from its current C2 designation to R4. The sewer main is on the west side of Central Street and the water main is on the east side of Central Street

The existing building is currently serviced with water and sewer. The developer will have to determine if the existing services are adequate for the proposed 6-unit apartment building. If the designer/developer needs/wants to increase the size of the services, it may will be at the developers cost. The existing storm drainage will be adequate for the change of use from the fitness centre to the proposed 6-unit apartment building. Central Street is a collector street, there should be a reduction in traffic from the current commercial use to the proposed residential use. The existing fitness centre has 3-phase (120/208 V) overhead electrical service to the building. All service upgrades are at the cost of the developer.

There is ample existing parkland (Rotary Park – 53 acres) located within 1 km of the subject development and the park is accessible by street/walkway network. Parkland dedication is not required being as there is no subdivision of lands.

g. *Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally.*

Staff Comment: The existing access to this property will accommodate the proposed apartment use. There is a sidewalk on the east side of Central Street.

h. *Compatibility of the development with environmental, scenic and heritage resources.*

Staff Comment: There are no compatibility issues regarding environmental, scenic or heritage resources.

i. *Impacts on City finances and budgets.*

Staff Comment: Not applicable

j. *Other matters as specified in this Bylaw.*

Staff Comment:

k. *Other matters as considered relevant.*

Staff Comment: The change of building use will require professional design.

**STAFF REVIEW:** City Staff supports the application, from Core Ventures Inc. to rezone from C2 to R4.

As per Section 5.10 (b, iii) of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward to Council for a final decision.

**PLANNING BOARD RECOMMENDATION:** The application received from Core Ventures Inc. for PID #1052323 to amend the *City Official Plan* from Commercial land use to Residential land use and the *City Zoning Bylaw* from Service Commercial (C2) zone to High Density Residential (R4) zone be recommended to be approved by Council:

Moved by: Councillor Adams      Seconded by: Councillor Ramsay

**Discussion:**

Councillor MacDougall inquired if there would be parkland dedication. Staff stated that there is parkland dedication when land is subdivided and would not apply in this case.

Staff explained that the provincial act requires a professional design.

Councillor Ramsay stated that it nice to see these accessible units.

**Motion:**

Carried	X
Defeated	

For	4
Against	0

**105 Industrial Crescent – Restricted use**

**SUPPORTING EXPLANATION:**

*Purpose:* The purpose of the Restricted Use is to allow a fitness centre in a portion of the main building on the subject property. The subject property is currently zoned as Light Industrial (M1).

*Background:* An application was received from Corey Arsenault for 105 Industrial Crescent (PID #538884) to allow a “Fitness Centre” as a Restricted Use in the Light Industrial (M1) zone.

**FITNESS CENTRE** means a building intended for physical fitness, which may include, game courts, exercise equipment, locker rooms, fitness classes, or hot tub or sauna.

*Report:* Under section 5.7 of the zoning bylaw when Planning Board reviews a restricted use, it has to consider the following general criteria, as applicable:

*c. Conformity with all requirements of this Bylaw (Zoning Bylaw).*

Staff Comment: This application requires a restricted use approval in the M1 zone in order to conform to this Bylaw. The current zoning, Light Industrial (M1) does not change. One of the purposes of the Restricted Use designation is to accommodate uses where rezoning would result in undesirable land uses due to the “as of” rights in that zone. A fitness centre is permitted in other zones, if the property were to be rezoned to one of these zones just to accommodate the fitness centre, it would result in other undesirable land uses in an Industrial Park. The specific use of a fitness centre can be achieved by designating a portion of the property as a restricted use allowing only the fitness centre use.

*d. Conformity with the Official Plan.*

Staff Comment: The restricted use conforms to the Official Plan, as the land use will remain as Industrial. Should the fitness centre cease to operate for 12 months, the restricted use lapses and the zoning remains as Light Industrial (M1) and can be utilized as such.

*c. Suitability of the site for the proposed development.*

Staff Comment: The site is serviced and is suitable for this development. The proposed fitness centre will occupy a 5000 sq. ft. space within the main building. There are other businesses located within the building.

*d. Compatibility of the proposed development with surrounding land uses, including both existing and projected uses.*

Staff Comment: The existing land uses surrounding this property is Light Industrial (M1) as it is located in the Industrial Park. There are two other restricted uses in the area that have been approved by Council.

*e. Any comments from residents or other interested persons.*

A public meeting was held on July 28<sup>th</sup>, 2021. The public meeting notice was advertised in the July 14<sup>th</sup>, edition of the Guardian. Seventeen (17) letters were mailed to eighteen (18) property owners. Corey Arsenault spoke, providing an overview of the proposed intent for the restricted use.

Staff Comment: The applicant provided an explanation of his request for a restricted use (fitness centre). There were no concerns raised by the public at the public meeting and no members of the public spoke at the public meeting.

*f. Adequacy of existing water, sewer, road, storm water and electrical services, city parking and parklands for accommodating the development, and any projected infrastructure requirements.*

Staff Comment: The existing building has adequate water and sewer servicing to accommodate the fitness centre. Industrial Crescent is a collector street which handles 8000-9000

VPD and will accept the loading as a result of the proposed restricted use. Industrial Crescent has an existing storm system and an on-site system, which handle the developments in the Industrial Park. 105 Industrial Crescent is serviced with 3-phase 347/600V power to the existing building. On site parking is available for the fitness centre. Parkland dedication is not required for a restricted use application.

*g. Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally.*

Staff Comment: The development will utilize the existing access to Industrial Crescent, to serve and accommodate the restricted use.

*h. Compatibility of the development with environmental, scenic and heritage resources.*

Staff Comment: There are no compatibility issues regarding environmental, scenic or heritage resources.

*i. Impacts on City finances and budgets.*

Staff Comment: This development does not impact City finances or budgets.

*j. Other matters as specified in this Bylaw.*

*k. Other matters as considered relevant.*

Staff Comment:

**RECOMMENDATION:** City Staff supports the application, from Corey Arsenault to allow a fitness centre as a restricted use.

As per Section 5.10 (b, iii) of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward to Council for a final decision.

**PLANNING BOARD RECOMMENDATION:** The applications received from Corey Arsenault to allow a "Fitness Centre" as a Restricted Use in the Light Industrial (M1) zone be recommended to be approved by Council:

Moved by: Councillor Ramsay    Seconded by Councillor Adams

Councillor Snow expressed concern on whether this restricted use is a good use of this zone. Councillor McFeely stated that Mr. Arsenault said that this was the only space in the city that would be adequate for his use.

Councillor Snow inquired if there was a discussion with the Economic Development Department on their thoughts on this applications. Councillor McFeely stated when you look at the map, you see the creeping of discretionary use into the industrial park.

Councillor McFeely stated that he believes the economic development department would be opposed to this application based on recent feedback on another application in the area.

Motion:

Carried	X
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For	4
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Defeated	
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Against	
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**3 Briggs Street**

**SUPPORTING EXPLANATION:**

*Purpose:* The purpose of the discretionary use application is to seek approval for a 4-unit row house/town house at 3 Briggs Street.

**Row House** means a building that is divided into three or more vertically adjacent, joined dwelling units, separated by a vertical wall with each unit being constructed directly on grade. Row houses do not require individual public utilities for each unit, street frontage and cannot be subdivided.

**Town House** means a building that is divided into three or more vertically adjacent dwelling units, separated by a vertical concrete or masonry fire-wall, with each unit being constructed directly on grade. Town houses require individual public utilities and street frontage for each dwelling unit and can be further subdivided as per Section 8.15.

*Background:* An application was received from Ryan Collicutt for PID #1094812. This application requires Council approval to allow a 4-unit rowhouse/townhouse as a Discretionary Use in the Medium Density (R3) zone. The proposed 4-unit rowhouse/townhouse is proposed to be fronting on Briggs Street. A discretionary use for a 4-unit rowhouse, was approved on August 19, 2019, for this property. Unfortunately, due to the increasing costs for building materials, the row house was not completed and the approval since lapsed (August 19, 2020). The proposed row house in 2019, was to be sited with 2 units fronting Briggs Street and 2 units fronting West Drive.

*Report:* Under section 5.7 of the zoning bylaw when Planning Board reviews a discretionary use, it has to consider the following general criteria, as applicable. Under Section 8.4 of the Parks and Green Space Plan, the criteria of b,c,e,g and h must be considered:

**A. Conformity with all requirements of this Bylaw.**

Staff Comment: If Council approves the discretionary use, the applicant would be permitted to construct a 4-unit row house/ town house on the subject property, subject to the development standards of the R3 zone.

R3 zone		Lot area	Lot depth	Frontage	Front yard	Side yards	Rear yard	Max. height	
Corner Lot									Flankage Yard
Townhouse/Row house	m	285	30	9.5	6	3	5	10.5	4
	ft	3,068	98.4	31.1	19.7	9.8	16.4	34.4	13.1

*b) Conformity with the Official Plan.*

Staff Comment: The rezoning conforms to the Official Plan Section 5.1.1 Residential zones. The proposed discretionary use has no impact on the Parks and Green Space Plan.

**Objective** *To promote all housing types in the City*

Policies	The following are Council's statements of policy
1.	<i>Promote a sufficient diversity of housing types, residential densities and tenure options to meet varied segments of market demand.</i>
2.	<i>Require that all housing be connected to community water and sewer services, except that where it is impractical to make connections in an agricultural zone, on- site servicing may be utilized in compliance with minimum lot size requirements under the P.E.I. Planning Act Regulations.</i>

*c. Suitability of the site for the proposed development.*

Staff Comment: This site is suitable for a medium density residential land use. A public street and municipal services are available.

*d. Compatibility of the proposed development with surrounding land uses, including both existing and projected uses.*

Staff Comment: The abutting property to the west is zoned R2 as well as the property to the north, on the north side of West Drive. The property to the south is zoned R2. The property to the east is zoned R1. Briggs Street acts as a buffer between the existing R1 and R2 zones. Projected uses in the area will likely be medium to high residential land uses as it borders Industrial lands and is in close proximity of a Provincial arterial highway.

*e. Any comments from residents or other interested persons.*

Staff Comment: A public meeting was held on July 28, 2021. The public meeting notice was advertised in the July 14<sup>th</sup>, edition of the Guardian. Fifteen (15) letters were mailed to eleven (11) property owners. Rob Herbert spoke and explained to Council his reasoning for the discretionary use application. Mr. Herbert is



currently developing elsewhere in the City and recognizes the need for housing units in Summerside. A site plan of the proposed 4-unit rowhouse/townhouse was presented. Councillor MacDougall stated he had received a call from a resident and the residents in the area don't want 4 driveways on Briggs Street. Rebecca Wooldridge (124 West Drive) asked how far the development would be located from the corner and would there be any other units behind the proposed units. The nearest wall of the proposed building is located 13.7m (45') from the south edge of asphalt on West Drive and the nearest north edge of the driveway is 15.4m (50.5') to the south edge of asphalt on West Drive. There are 4 units being proposed for this property. The remaining lands west of this property are currently vacant and are zoned R2. There is no sewer main on West Drive beyond Briggs Street. Staff clarified that the developer is seeking approval for a 4 unit rowhouse/townhouse. The difference between a row house and a townhouse is town houses can be individually serviced and the units may be subdivided to allow individual ownership. The location of the existing sewer main on Briggs Street will determine whether or not the individual services can be achieved. Councillor MacDougall asked if the residents should be notified again because it may be a town house and not a row house. Staff determined there is no need to notify the residents again as there is no change in the building form or density, Furthermore, the Public Meeting media ad and the notification letters to residents did state that the approval being sought was for a rowhouse/townhouse. The Media Ad and one of the notification letters is attached to this report.

*f. Adequacy of existing water, sewer, road, storm water and electrical services, city parking and parklands for accommodating the development, and any projected infrastructure requirements.*

Staff Comment: The proposed 4 unit row house development increases the loading on the lift station by less than 0.5% of the calculated future loading for the entire drainage basin. The City does not see this as a significant load change therefore there is no expectation of the developer contributing to an upgrading of a new lift station. Briggs Street and West Drive have a 150mm distribution water main on the Street that can handle the water requirements for the proposed development. The City's sewer main infrastructure for this development is a gravity main that is on Briggs Street, no gravity sewer main is fronting the property on West Drive. The Briggs Street line can handle the sewage requirements for the proposed 4-unit rowhouse/townhouse. The lot is currently serviced for a semi-detached units (two water and two sewer services). The additional two water and sewer services from building to the mains will be at the Developers cost. The proposed access's meet TAC and City Standard. Briggs Street is a local street and has capacity for the traffic generated. The developer will be responsible for costs to install culverts along Briggs Street access'. The existing storm system is a ditch along the west side of Briggs street, which has the capacity to handle the development. The developer will be required to provide a lot drainage plan showing the site grading to run the drainage to either the West Drive or to the Briggs Street ditches. Electrical services are provided by Maritime Electric. On site parking will be provided. Fairview Park is located within 500m of the subject property.

- g. Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally.*

Staff Comment: Access are shown fronting Briggs Street, a local street with low traffic volume, as compared Accesses on West Drive local street with considerably higher traffic volume. West Drive has commercial traffic volume to the industrial businesses, as well, it serves as a connection to the All Weather Highway at the west end of West Drive. The proposed Briggs Street accesses result in a safer connection point to a local street. There are no sidewalks in this area although the east side of Briggs Street has been widened with asphalt shoulder and curbing which allows pedestrian traffic into the subdivision.

- h. Compatibility of the development with environmental, scenic and heritage resources.*

Staff Comment: No negative impact.

- i. Impacts on City finances and budgets.*

Staff Comment: Not applicable

- j. Other matters as specified in this Bylaw.*

- k. Other matters as considered relevant.*

Staff Comment:

**STAFF REVIEW:** City Staff supports the application, from Ryan Collicutt for the discretionary use to allow a 4-unit row house/ town house.

As per Section 5.10 (b, iii) of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward to Council for a final decision.

**PLANNING BOARD RECOMMENDATION:** The application received from Ryan Collicut for a discretionary use approval to allow a 4-unit row house/town house in the Medium Density Residential (R3) zone be recommended to be approved by Council:

Moved by: Councillor Ramsay    Seconded by: Councillor Adams

**Discussion:**

Councillor MacDougall stated that he did have some questions that he received clarification on. He stated that he would prefer 2 double driveways on Briggs. He stated for ditch infilling, with 2 double driveways there would not be as much of a cost and wondered if this would be offered to the developer. Staff stated that they would speak with the developer on this.

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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***Adjournment***

Motion            It was moved and seconded;  
That              The meeting be adjourned.  
Motion Carried

# Technical Services Committee Meeting Minutes

**August 3, 2021**

## ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron, Chair  
Councillor Barb Ramsay  
Councillor Cory Snow, Co-Chair  
Councillor Greg Campbell  
Councillor Brian McFeely  
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs  
Kristen Dunsford, Director of Finance  
Brian Hawrylak, HR Officer  
Aaron MacDonald, Director of Technical Services  
Member of the Media

## ***Call to Order***

The meeting was called to order

Agenda was approved

## ***Glenn Drive***

Staff stated that they did get pricing on upgrades to the area from South Drive to Glenn Drive in the vicinity of \$120,000, but do not have the budget approval to do it.

Councillor MacDougall stated that this item could be tabled to later in the month.

Councillor Dorion stated that he did get confirmation from the COA that there would be enhancements to the crossing area.

## ***Adjournment***

Motion            It was moved and seconded;  
That              The meeting be adjourned.  
Motion Carried

# Electric Committee Meeting Minutes

**August 3, 2021**

## ***Present***

Mayor Basil Stewart  
Deputy Mayor Norma McColeman, Co-Chair  
Councillor Bruce MacDougall  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell, Chair  
Councillor Brian McFeely  
Councillor Carrie Adams  
Kristen Dunsford, Director of Financial Services  
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs  
Brian Hawrylak, HR Officer  
Member of the Media

## ***Call to Order***

The meeting was called to order

Agenda was approved

## ***Energy Efficiency Switch***

Staff stated that have began to look at information from the Federation of Canadian Municipalities in regards to low interest loans.

Councillor Snow stated that he did read information on the project that would provide loans for energy efficient upgrades in their home. He stated that they are no interest repayable loans and noted that Charlottetown and Stratford are taking part in the program.

Councillor MacDougall stated that he has a meeting in the morning where he will try to get more information.

## ***Adjournment***

Motion            It was moved and seconded;  
That                The meeting be adjourned.  
Motion Carried