

## Committee of the Whole

1. Call to order 4:30pm
2. Municipal Government Act Section 119 1 (e)
3. Municipal Government Act Section 119 1 (a)
4. Municipal Government Act Section 119 1 (a)
5. Municipal Government Act Section 119 1 (a)
6. Municipal Government Act Section 119 1 (a)
7. Municipal Government Act Section 119 1 (e)
8. Adjournment

## Monthly Meeting

### 1) Call to Order 6:30pm by Mayor Stewart

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

### 2) Minutes

- a) Approval of the Monthly Council Meeting Minutes of August 15, 2022 and approval of the Special Council Meeting Minutes of September 1, 2022 and September 14, 2022

### 3) Correspondence

### 4) Presentation

- i) Robert Wall

### 5) Financial Services - Chair, Deputy Mayor Norma McColeman

- a) Report

### 6) Planning Board – Chair, Councillor McFeely

- a) Resolutions
  - i) Resolution COS 22-113 356 Maple Avenue discretionary use
  - ii) Resolution COS 22-114 614 Wilmot Lane discretionary use
  - iii) Resolution COS 22-115 Heritage Conservation Bylaw CS-37 first reading
  - iv) Resolution COS 22-116 Heritage Conservation Bylaw CS-37 first reading approval

### 7) Economic Development - Chair, Councillor Brian McFeely

- a) Report

### 8) Technical Services - Chair, Councillor Justin Doiron

- a) Report

- 9) **Municipal Services** - Chair, Councillor Bruce MacDougall  
a) Report
- 10) **Electric Services** - Chair, Councillor Greg Campbell  
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) **HR/Legal Affairs, Culture Summerside & Policy & Bylaw Review Committee** Chair, Councillor Carrie Adams  
a) HR & Legal Affairs Report  
b) Culture Summerside Report  
c) Bylaw & Policy Review Committee Report
- 14) **Adjournment**

# **REPORTS & RESOLUTIONS**

Council Meeting Date: September 20, 2022

Department/Committee: Finance

Good evening to my colleagues on City Council and to the residents and businesses of the City of Summerside.

My report tonight starts with our update on our utility accounts receivable. The following is being reported as of September 13, 2022:

- Total overdue balance is \$164,800 compared to \$146,500 at August 8, 2022.
- Approximately 2.2% or \$3,600 of the overdue balance is greater than 60 days past due (this compares to 2.8% or \$4,100 at August 8, 2022).

We would like to remind residential customers that we offer a budget billing program which will calculate a fixed monthly installment that is based on your prior twelve-month billing. The application form is available on our website, or you can call 902-432-1230 for more information. For residential customers currently on our budget billing plan, the previous budget cycle ended on August 31, 2022, and your September billing will provide your new monthly budget installment for the period September 2022 to August 2023. Your September utility bill balance owing will include the settlement amount from the September 2021 to August 2022 budget billing period.

A customer portal is available to our utility customers where you can review your account details, access your utility bills and make payments (by credit card or visa debit). Please see our website [www.summerside.ca](http://www.summerside.ca) and click on my utilities in the top right-hand corner to access this portal. Or, you can contact us at 902-432-1230 and we can send you an invitation to create your account.

Our preliminary projection of our financial results for the fiscal year ending March 31, 2023, continue to report a surplus for our projection to March 31, 2023. These preliminary results show a surplus of \$336,000 compared to a budgeted surplus of \$6,700. The more significant variance relates to electric sales (greater consumption and service charges for developments). Please be aware that these are very preliminary results and departments are continuing to review their projections to March 31, 2023.

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



Prince Edward Island

Projection by Fund  
As of July 31, 2022

2022-23 Fiscal Year

					Projection	YTD Actual
	Projection	Budget	YTD Actual	YTD Budget	over/(under) Budget	over/(under) YTD Budget
<b>Revenue</b>						
Community Services	2,163,901	2,348,361	588,225	688,969	(184,460)	(100,744)
Culture Summerside	114,455	112,942	17,997	16,484	1,513	1,513
Fire Services	19,419	11,045	11,000	2,626	8,374	8,374
General Revenue	24,034,604	23,197,014	7,782,939	7,384,946	837,590	397,993
Government Transfers - Capital Projects	1,558,775	1,558,775	-	-	-	-
Information Technology	18,350	-	7,967	-	18,350	7,967
Police Services	345,215	335,000	20,575	10,360	10,215	10,215
Public Works	10,439	20,000	1,346	11,061	(9,561)	(9,715)
Summerside Raceway	339,010	340,000	113,248	114,237	(990)	(989)
Transfer from Reserve	1,196,817	1,196,817	300,000	-	-	300,000
<b>Total Revenue</b>	<b>29,800,985</b>	<b>29,119,954</b>	<b>8,843,297</b>	<b>8,228,683</b>	<b>681,031</b>	<b>614,614</b>
<b>Expenses</b>						
Administration	289,866	265,100	88,231	86,328	24,766	1,903
Capital Projects	5,954,986	5,729,635	1,242,950	750,000	225,351	492,950
Community Services	5,941,178	5,950,630	2,064,858	1,788,128	(9,452)	276,730
Culture Summerside	887,596	685,567	437,519	276,767	202,029	160,752
Debt Service	5,107,867	5,107,867	1,248,314	1,633,520	-	(385,206)
Economic Development	636,873	637,976	178,457	201,858	(1,103)	(23,401)
Financial Services	2,201,560	2,121,496	703,268	712,244	80,064	(8,975)
Fire Services	851,936	879,919	243,293	273,315	(27,983)	(30,022)
General Government	1,168,687	1,139,160	566,486	498,044	29,527	68,441
Human Resources	516,044	481,306	203,706	157,998	34,738	45,708
Information Technology	350,184	390,261	136,904	166,594	(40,077)	(29,689)
Police Services	5,356,846	5,323,069	1,790,310	1,728,845	33,777	61,464
Public Works	2,765,531	2,674,412	947,177	851,541	91,119	95,636
Summerside Raceway	340,078	340,000	10,000	104,233	78	(94,233)
Technical Services	1,003,749	970,250	349,585	303,156	33,499	46,430
Transfer to Reserve - Timing of Capital Projects	395,158	395,158	-	-	-	-
Utility Allocation	(3,976,502)	(3,976,502)	(1,362,575)	(1,325,501)	-	(37,074.08)
<b>Total Expenses</b>	<b>29,791,636</b>	<b>29,115,304</b>	<b>8,848,485</b>	<b>8,207,071</b>	<b>676,332</b>	<b>641,414</b>
<b>Surplus/(Deficit) - General Fund</b>	<b>9,349</b>	<b>4,650</b>	<b>(5,188)</b>	<b>21,612</b>	<b>4,699</b>	<b>(26,800)</b>
<b>Utility Funds</b>						
<b>Revenue</b>						
Electric Utility	24,810,840	24,680,321	7,939,209	7,779,053	130,519	160,156
ETS (Heat for Less Program)	259,190	270,500	23,096	34,406	(11,310)	(11,310)
Water Utility	2,487,951	2,335,216	911,844	780,960	152,735	130,884
Sewer Utility	4,075,836	4,065,218	1,363,518	1,348,817	10,618	14,701
<b>Total Revenue - Utilities</b>	<b>31,633,817</b>	<b>31,351,255</b>	<b>10,237,667</b>	<b>9,943,236</b>	<b>282,562</b>	<b>294,431</b>
<b>Expenses</b>						
Electric Utility	24,410,397	24,678,225	8,049,484	7,619,891	(267,828)	429,593
ETS (Heat for Less Program)	259,190	270,500	18,954	95,942	(11,310)	(76,988)
Water Utility	2,380,660	2,335,216	655,123	724,964	45,444	(69,842)
Sewer Utility	4,257,061	4,065,218	1,469,761	1,373,359	191,843	96,402
<b>Total Expenses - Utilities</b>	<b>31,307,308</b>	<b>31,349,159</b>	<b>10,193,322</b>	<b>9,814,157</b>	<b>(41,851)</b>	<b>379,165</b>
<b>Operating Surplus/(Deficit) by Utility</b>						
Electric Utility	400,443	2,096	(110,275)	159,162	398,347	(269,437)
ETS (Heat for Less Program)	-	-	4,142	(61,536)	-	65,678
Water Utility	107,291	-	256,721	55,995	107,291	200,726
Sewer Utility	(181,225)	-	(106,243)	(24,542)	(181,225)	(81,702)
<b>Total Operating Surplus/(Deficit)</b>	<b>326,509</b>	<b>2,096</b>	<b>44,345</b>	<b>129,079</b>	<b>324,413</b>	<b>(84,734)</b>
<b>Total Surplus/(Deficit)</b>	<b>335,858</b>	<b>6,746</b>	<b>39,157</b>	<b>150,691</b>	<b>329,112</b>	<b>(111,534)</b>



Capital Projections  
As of July 31, 2022

**General Fund**

	<b>2022-23 Fiscal Year</b>			
	Projection	Budget	YTD Actual	YTD Budget
<b>Funded by Current Year Operations:</b>				
Community Services	1,508,846	1,346,700	100,826	75,000
Culture Summerside	120,084	64,640	65,444	10,000
Economic Development	10,000	10,000	-	
Financial Services	15,000	15,000	-	-
Fire Services	123,000	117,000	-	
General Government	30,000	30,000	-	-
Information Technology	38,000	38,000	5,662	3,000
Police Services	279,161	277,400	83,684	90,000
Public Works	741,150	741,150	381,150	-
Technical Services	3,089,745	3,089,745	606,185	200,000
Total Funded by Current Year Operations	5,954,986	5,729,635	1,242,950	378,000
Less Government Funding/Transfer from Reserves (included in General Revenue)	(1,472,457)	(1,472,457)	-	-
Net Funded by Current Year Operations	4,482,529	4,257,178	1,242,950	378,000
<b>Funded by Long Term Debt:</b>				
Community Services	150,000	-	-	-
Economic Development	1,340,612	930,800	1,343,007	700,000
Fire Services	1,000,000	1,000,000	95,748	-
Technical Services	3,437,573	3,437,573	138	-
Total Funded by Debt Financing	5,928,185	5,368,373	1,438,893	700,000
Less Government Funding/Transfer from Reserves (included in General Revenue)	(1,196,817)	(1,237,673)	-	-
Net Funded by Long Term Debt	4,731,368	4,130,700	1,438,893	700,000
<b>Utility Funds</b>				
Electric	25,986,942	26,276,197	11,029,101	10,000,000
Water	2,465,000	2,465,000	997,217	750,000
Sewer	4,695,567	4,742,050	264,407	250,000
Total Funded by Debt Financing	33,147,509	33,483,247	12,290,725	11,000,000
Less Government Funding/Transfer from Reserves	(21,602,845)	(21,602,845)	(454,938)	-
Net Funded by Long Term Debt	11,544,664	11,880,402	11,835,787	11,000,000
Total Capital Expenditures	45,030,680	44,581,255	14,972,568	12,078,000
Less Government Funding/Transfer from Reserves	(24,272,119)	(24,312,975)	(454,938)	-
Capital Expenditures Net of Government Funding/Transfer from Reserves	20,758,561	20,268,280	14,517,630	12,078,000

**September 20, 2022**

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 102801 PEI Inc. (James Profit) for a Discretionary Use for PID #308353 to allow an *“Apartment Building, up to 3 units”* at 356 Maple Avenue in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

**BE IT RESOLVED THAT** Council approve a Discretionary Use for an *apartment building* – 3 units at 356 Maple Avenue, PID # 308353, in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

This bears the recommendation of the Planning Board Meeting of September 14, 2022.

**September 20, 2022**

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 Doug Crossman for a Discretionary Use for PID #1139757 to allow a *“Town house, up to 4 units”* at 641 Wilmot Lane in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

**AND WHEREAS** the applicant has requested the City to cost share a portion of the extension of existing street (approx. 10m) to serve this development;

**BE IT RESOLVED THAT** Council approve a Discretionary Use for an *town house* – 4 units at 641 Wilmot Lane, PID # 1139757, in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw* and Council approve the City’s cost share for approximately 10m of street extension, based on the contractors costing, up to \$8400.

**This bears the recommendation of the Planning Board Meeting of September 14, 2022.**

**September 20, 2022**

**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 the Council of the of the City of Summerside is desirous of reading and approving the Heritage Conservation Bylaw CS-37, a bylaw to regulate Summerside’s heritage conservation resources under the authority of the Municipal Government Act and Heritage Places Protection Act.

And Whereas a five-person Council appointed Heritage Review Task Force has reviewed the current Summerside Heritage Conservation Plan (2003) and Heritage Conservation Bylaw SS-20;

And Whereas in accordance with subsection 125 of the Municipal Government Act, copies of the proposed Heritage Conservation Plan (2022), Heritage Bylaw CS-37 and Evaluation Criteria and Programs documents have been publicly advertised and made available to the public prior to and at this Council meeting.

Therefore be it resolved that the Heritage Conservation Bylaw CS-37 be read a first time.

City of  
*Summerside*

Prince Edward Island



## **Heritage Conservation Bylaw CS-37**

**Aug 24 2022**

**Draft**

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## SECTION 1 INTRODUCTION

### 1.1 TITLE

1.1.1 This bylaw may be cited as the *Summerside Heritage Conservation Bylaw CS-37*, but it may also be referred to as the 'Heritage Conservation Bylaw,' or simply as the 'Bylaw' when in context of this document.

### 1.2 AUTHORITY

1.2.1 This Bylaw is enacted under the authority of the *Heritage Places Protection Act, R.S.P.E.I. 1988, Cap.H-3.1.* and the *Municipal Government Act R.S.P.E.I 1988, Cap. M-12.1.*

### 1.3 ADOPTION

1.3.1 The *Summerside Heritage Conservation Bylaw CS-37* is adopted on its approval by Council and the Minister responsible for administering the *Heritage Places Protection Act.*

### 1.4 EFFECTIVE DATE

1.4.1 The effective date of this Bylaw is December 2022. The Heritage Conservation Bylaw SS-20 shall be repealed on the effective date of this Bylaw.

### 1.5 PURPOSE AND IMPLEMENTATION

1.5.1 The purpose of this Bylaw is to implement the *Summerside Heritage Conservation Plan* by regulating the architectural character and the aesthetic setting of the Heritage District and any designated buildings and sites inside and outside the District. This Bylaw adopts *The Standards and Guidelines for the Conservation of Historic Places in Canada (SG)* second edition, 2010.

### 1.6 SCOPE

1.6.1 This Bylaw applies to all lands, buildings, structures, and developments within the City of Summerside, and more specifically to:

- a. Designated Heritage Resources;
- b. All properties located within the Heritage District.

1.6.2 A list of all designated and registered heritage resources shall be maintained by the City and shall be made available in conjunction with this Bylaw.

1.6.3 This Bylaw prescribes the:

- a. Provisions for the Designation of a Heritage Resource;
- b. Provisions for Temporary Designation of a Heritage Resource;
- c. Provisions for Revocation of a Designated Heritage Resource;
- d. The criteria by which a Heritage Permit and a reviewable development will be reviewed and processed.

## **1.7 VALIDITY**

1.7.1 The intent of any Bylaw provision is not invalidated by any errors in its drafting.

1.7.2 Should any Bylaw provision be held by a court of competent jurisdiction to be invalid, the validity of the remainder of the Bylaw shall not be affected.

1.7.3 A change of property owner or development applicant does not affect the rights or obligations attached to any approval, agreement, or notice made in accordance with this Bylaw.

## **1.8 SCHEDULES**

1.8.1 The written body of this Bylaw constitutes its Schedule 'A' and may be referred to as the 'text.'

1.8.2 The following attached schedules form part of this Bylaw:

- a. Schedule 'B.' Map of Heritage District;
- b. Schedule 'C' Heritage Permits and Reviewable Developments;
- c. Schedule 'D' Fees; and
- d. Schedule 'E' Heritage Conservation Guidelines.

1.8.3 Changes to Schedule 'A,' require a Bylaw amendment under the Municipal Government Act (MGA). Schedules 'B,' 'C,' 'D' and 'E' may be amended by simple Council resolution.

## **1.9 OTHER BYLAWS, PERMITS AND LICENSES**

1.9.1 Nothing in this Bylaw shall relieve any person from the obligation to comply with the requirements of any other bylaw of the City in force from time to time, or the obligation to obtain any license, permit, authority, or approval required under any bylaw of the City, or statute or regulation of the Province of Prince Edward Island or the Government of Canada. Where requirements of this Bylaw conflict with any other requirements, the more stringent requirements shall prevail.

## SECTION 2 INTERPRETATION

### 2.1 HERITAGE DISTRICT (HD)

2.1.1 The boundary of the Heritage District (HD), as shown on Schedule 'B', shall be determined as follows:

- a. where the boundary is indicated as approximately following a property line, the boundary shall follow such property line;
- b. where the boundary is indicated as following a street or highway right-of-way, the boundary shall be the centre line of such street or highway;
- c. where none of the above provisions apply, and where appropriate, the location of the boundary shall be scaled from the Heritage District Map.

### 2.2 CERTAIN WORDS

2.1.2 In this Bylaw words used in the present tense include the future; words in the singular number include the plural and words in the plural number include the singular, all as the context allows; and the word 'shall' is mandatory and is not permissive.

### 2.3 USE OF HEADINGS

2.1.3 The headings of sections, subsections, tables, and schedules of this Bylaw have been inserted for convenient reference and in no way define, limit or enlarge the scope of any provisions of this Bylaw.

## SECTION 3. HERITAGE DEFINITIONS

### 3.1 DEFINITIONS

For purposes of this Bylaw all words carry their customary meaning, except those defined in the *Zoning Bylaw* and the *Building Bylaw*, and those additional words defined below. Important cross-references between definitions are shown by use of italics.

**ACCESSORY BUILDING** refer to *building* definition.

**ALTERATION** means any change to an existing building or architectural component which may affect its external appearance.

**APPLICANT** means any *person* responsible for completing an application for a *heritage permit* and for fulfilling any required preconditions or conditions of permit approval under this Bylaw.

**BUILDING** means a building or structure as defined by the *Building Code Act/National Building Code or Building Bylaw* as adopted by the City.

**BUILDING BYLAW** means the Summerside Building Bylaw CS-31 or any successor bylaw as amended.

**BUILDING OFFICER** means any person designated by the *Chief Administrative Officer* to administer this Bylaw or any part thereof.

**CHIEF ADMINISTRATIVE OFFICER (CAO)** means the Chief Administrative Officer of the City of Summerside appointed by *Council*.

**CITY** means the City of Summerside as established by the *PEI Municipal Government Act (MGA)*.

**CLEAR DAY** means any day other than weekends and statutory holidays.

**COMMISSION** means the Island Regulatory and Appeals Commission (IRAC) created pursuant to the *Island Regulatory and Appeals Commission Act R.S.P.E.I. 1988, Cap. I-11*

**COUNCIL** means the duly elected Council of the *City*.

**DESIGNATE, DESIGNATED, OR DESIGNATION** means a *heritage resource or heritage district* recognized for its heritage value and evaluated, researched, and scored pursuant to this bylaw, and includes those *heritage resources* that were *designated* prior to the adoption of this bylaw.

**DEVELOPMENT** means a City approved permit for any or all of the following:

1. changing the use or intensity of use of a parcel of land or the use, intensity of use or size of a structure or building.
2. carrying out of any building, engineering, construction, or other operation, including the erection or alteration of any building.

**DEVELOPMENT OFFICER** means any person designated by the *Chief Administrative Officer* to administer this Bylaw or any part thereof.

**HERITAGE ASSESSMENT REPORT** means a report prepared by City staff describing the heritage value of a *Heritage Resource* with respect to the criteria for designation, temporary designation and revocation of designation or evaluating an application for a Heritage Permit.

**HERITAGE BUILDING** means a building and the property it is located on, which is a designated *heritage resource*.

**HERITAGE CONSERVATION** means the recognition, protection, and promotion of *heritage resources* for the social, economic, and cultural betterment of the community.

**HERITAGE DISTRICT (HD)** means the area or areas in the City of Summerside recognized under the Bylaw as having a high concentration of *Heritage Resources*, as shown in Schedule 'B' of this bylaw.

**HERITAGE BOARD (HB)** means the standing committee of Council and citizen members appointed by Council resolution, with special responsibilities for recommending to Council on heritage issues as specified in this Bylaw.

**HERITAGE PERMIT** means a decision granted by Heritage Board under the authority of this Bylaw.

**HERITAGE RESOURCE(s)** means any designated building, site, or heritage district recognized for its heritage value and for which its protection may serve a social, economic and/or cultural benefit to the community. It includes all *supporting district properties* inside a *heritage district*.

**HERITAGE SITE** See *heritage resource*.

**LOT** means any parcel of land shown on a registered plan of subdivision or described in a deed or other document legally capable of conveying an interest in land approved under the *Summerside Subdivision Bylaw SS-19* or any successor bylaw.

**MAYOR** means the duly elected Mayor of the City of Summerside.

**ORDINARY MAINTENANCE** means those actions taken to prevent the exterior deterioration of a designated building, but does not include cleaning of masonry, minor repairs or painting.

**PERSON** means an owner, individual, association, corporation, contractor, commission, public utility, firm, partnership, or organization of any kind, including both principal and agent in an agency situation.

**REGISTER of DEEDS** shall be the same meaning as defined in the Registry Act R.S.P.E.I. 1988, Cap.R-10.

**REGISTER of HERITAGE PLACES** shall be the same meaning as defined in the Heritage Places Protection Act and Regulations, R.S.P.E.I. 1988, Cap. H-3.1 as amended.

**REVIEWABLE DEVELOPMENT** means an application for a proposed development on a designated *heritage resource* or *supporting district property* which is subject to zoning

bylaw approval as outlined in Schedule 'C'.

**STAFF** means employees of the *City of Summerside* designated by the CAO to administer this bylaw or any part thereof.

**STANDARDS AND GUIDELINES (SG)** means *The Standards and Guidelines for the Conservation of Historic Places in Canada (2010)* second edition as amended.

**STRUCTURE** means anything that is constructed or erected that is not a *building*, such as a fence, or sign.

**SUPPORTING DISTRICT PROPERTIES** means any building, or property within a *Heritage District* which is not a *designated heritage resource*.

**URBAN CORE PLAN** means the Summerside Urban Core Plan 2016 or any successor plan as adopted by Council.

**ZONE OR ZONING** means any zone designated in the *Zoning Bylaw* extending within the boundaries of a *Heritage District* under this Bylaw.

**ZONING BYLAW** means the Summerside Zoning Bylaw SS-15 or any successor bylaw as amended.

## **SECTION 4            ADMINISTRATION**

### **4.1    ADMINISTRATION**

4.1.1 This Bylaw shall be administered by the Development Officer, Building Officer and any other staff of the City of Summerside, as designated by the Chief Administrative Officer.

### **4.2    HERITAGE BOARD (HB)**

4.2.1 In its capacity as a Heritage Board under this bylaw and the *Heritage Places Protection Act*, the board shall recommend to Council on heritage conservation issues, including:

- a. designation, temporary designation and revocation of a designation of heritage resources;
- b. land-use applications with potential heritage impacts (reviewable developments) under the zoning bylaw, as specified in Schedule 'C' of this bylaw;
- c. heritage plan and bylaw text amendments;
- d. reviewing heritage permits for developments;

- e. reviewing and approving heritage incentives, grants, recognition and promotional programs, as applicable;
- f. citizen board representatives shall be available as a resource to advise the Development Officer, Building Officer and other City staff in executing their duties under this Bylaw, but in such capacity shall not constitute part of a Heritage Board;
- g. any other heritage issues as may be assigned from time to time by Council.

4.2.2 The Heritage Board shall have at least six (6) members appointed as follows:

- a. three (3) Councillors;
- b. three (3) citizen members appointed by Council resolution and selected for their knowledge of heritage conservation.

4.2.3 Membership rules for citizen representatives on the Board are:

- a. each citizen representative shall be appointed for a four (4) year term;
- b. a citizen representative may be eligible for re-appointment for no more than two (2) consecutive terms;
- c. a citizen representative who is absent from three (3) consecutive Heritage Board meetings without cause shall be deemed to have resigned; and
- d. in case of a vacancy occurring among citizen representatives other than by expiry of their term, Council may appoint another person to complete the term.

4.2.4 HERITAGE BOARD MEETINGS:

- a. A quorum for the Board shall be two (2) Councillors and two (2) citizen representatives.
- b. The Chair of Heritage Board shall be a member of Council or in their absence another Council member of the board.
- c. The Heritage Board shall meet at least quarterly unless there is no business to be addressed and shall meet at the call of the Chair or at the request of one-third of its members.

### **4.3 REQUIRED APPLICATIONS**

4.3.1 As specified in section 5, applications are required under this Bylaw for the designation of heritage resources and section 6, applications for heritage permits.

4.3.2 As specified in section 6 and section 7, certain development applications under other bylaws are subject to this Bylaw's more stringent requirements for heritage protection, including:

- a. certain building permits under the *Building Bylaw*; and.
- b. certain development permits under the *Zoning Bylaw*.

#### **4.4 CITY OR THIRD PARTY AS INITIATOR**

4.4.1 The City or a third party with written consent of the property owner may initiate any application under section 5, but in accordance with this Bylaw.

#### **4.5 FEES**

4.5.1 Fees levied under this bylaw shall be accordance with Schedule 'D'.

#### **4.6 STATUS OF APPLICATION**

4.6.1 Each application under section 5.1 and section 6.1 shall be completed when:

- a. submitted in format required by the City;
- b. signed and dated by the applicant, who must be either the current property owner (may be another person duly authorized by the owner as a designation of agent), third party or the City;
- c. accompanied with all applicable fees, and supporting information and documentation required under this Bylaw and/or other applicable bylaws.

4.6.2 No application shall be considered for approval until it is completed in accordance with section 4.6.1 above.

4.6.3 An application which is not completed according to section 4.6.1 above within 12 months of the original submission shall be considered null and void.

4.6.4 An application shall not be considered within one year of a similar application being denied, except as the ruling of an allowable IRAC appeal or review procedure.

#### **4.7 DEVELOPMENT AGREEMENT**

4.7.1 A development agreement may be required by Council to any approval under this Bylaw in accordance with section 5.15 of the *Zoning Bylaw*.

#### **4.8 COMPLIANCE**

4.8.1 No development shall be undertaken or continue to be undertaken, and no development shall be approved by the City except in conformity with this Bylaw.

#### **4.9 ENFORCEMENT**

4.9.1 If a development does not comply with the requirements of this Bylaw, the

City may issue a written notice to the property owner to:

- a. stop the development in whole or in part within a specified time; and/or, at the City's option:
- b. take measures so that the development complies with requirements of this Bylaw within a specified time.

4.9.2 Council may apply to the Supreme Court of PEI for an injunction to restrain any unlawful development under this Bylaw.

#### **4.10 OFFENCES**

4.10.1 An individual who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding \$20,000 and a corporation up to \$100,000.

## **SECTION 5 DESIGNATION OF A HERITAGE RESOURCE**

### **5.1 APPLICATION**

5.1.1 The process to Designate a Heritage Resource may be initiated by:

- a. An application by the property owner(s); or
- b. with written consent of the property owner(s):
  - i. Council;
  - ii. Heritage Board; or
  - iii. A third party.

5.1.2 The process to Designate a Heritage District may be initiated by:

- a. Council;
- b. Heritage Board; or
- c. An application and petition signed by a minimum of at least 65% of the property Owner(s) affected by the Designation.

5.1.3 Where an Owner(s) or third party initiates the process to Designate a Heritage Resource, the applicant shall submit a completed application form which includes a summary report on the history of the building and copies of historic documents which confirm the age, architect, original owner(s), and/or other historically relevant information on the building or site.

### **5.2 HERITAGE ASSESSMENT REPORT**

5.2.1 The Development Officer with assistance of Culture Summerside staff as necessary, shall carry out research and will prepare a Heritage Assessment

Report on a building proposed for Designation.

5.2.2 The Heritage Assessment Report shall take into consideration any information submitted by the applicant, the heritage statement of significance (SoS) and scoring evaluation criteria;

5.2.3 A Heritage Assessment Report for a Heritage District, or a group of Buildings, may also take into consideration the following:

- a. An exceptionally creative achievement in concept and design, technology and/or planning, or a significant stage in the development of Prince Edward Island or the City of Summerside. The creativity so noted must be in keeping with the Historical Districts current make up or flavor and is not to be wildly out of context with that which is already in place;
- b. A symbol in whole or in part of a cultural tradition, a way of life or ideas important in the development of Prince Edward Island or the City of Summerside;
- c. An explicit and/or meaningful association with one or more persons who are deemed of national or local historic significance; or
- d. An explicit and/or meaningful association with one or more events that are deemed of national or local historic significance.

### 5.3 REVIEW PROCESS

5.3.1 A Notice of the Intention to Designate, a minimum of seven (7) clear days prior to the Heritage Board meeting, shall be:

- a. Published in a newspaper having general circulation in the area;
- b. Posted on the City's website; and
- c. Served on the Owner(s) of the property(ies), when the Owner(s) is not the applicant.
- d. Written Letter to property owners within 30 meters (98.4 ft) from the boundaries of the property subject for designation describing the proposal and inviting comments in writing, within 7 clear days.

5.3.2 The Notice of Intention to Designate a Heritage Resource, Heritage District or portion thereof shall contain:

- a. The civic address and parcel identification number (PID) of the Heritage Resource, or a boundary description and a map for a proposed Heritage District;
- b. A summary of the obligations of Designation;
- c. The date and time by which written public comments or objections must be received; and

- d. Such other particulars as Council deems necessary or relevant.

5.3.3 The Heritage Board shall consider the Heritage Assessment Report and any additional information provided by the applicant, any comments from property owners notified in writing and the public, and shall make a recommendation to Council.

5.3.4 On the recommendation of Heritage Board, Council may approve or deny an application to Designate a Heritage Resource, Heritage District, or a portion thereof.

5.3.5 Where Council has approved or denied an application for a Heritage Resource, written Notice shall be:

- a. Issued to the property Owner(s) and it shall include information for reason(s) in the case of a denial and the right of appeal under the *Heritage Places Protection Act*, R.S.P.E.I. 1988, Cap.H-3.1 and this bylaw;

If approved, the City will:

- b. File the heritage designation with the Registry of Deeds; and
- c. File the heritage designation with the Register of Historic Places of Prince Edward Island and on [HistoricPlaces.ca](http://HistoricPlaces.ca)

5.3.6 If an application to Designate a Heritage Resource is denied or is cancelled, it may again be considered for Designation in accordance with the procedure set out in this bylaw after a one (1) year lapse has occurred since the last application.

#### **5.4 TEMPORARY DESIGNATION**

5.4.1 Where, in the Development Officer's opinion, a Heritage Resource with characteristics that may meet the criteria for Designation, is at risk of imminent irreparable or costly damage to its heritage nature, the Development Officer may, without prior notice, request a Temporary Designation to be reviewed Heritage Board. Council shall consider the Heritage Board recommendation in making its decision.

5.4.2 Where Council approves a Temporary Designation, a Notice of the Temporary Designation, shall be:

- a. Published in a newspaper having general circulation in the area;
- b. Posted on the City's website; and
- c. Served on the Owner(s) of the property(s).

5.4.3 The Notice of Temporary Designation of a Heritage Resource shall

contain:

- a. The civic address and tax parcel identification number (PID) of the Heritage Resource;
- b. A heritage statement of significance (SoS), if available;
- c. The date and time by which written public comments or objections must be received on the Temporary Designation; and
- d. Such other particulars as Council deems necessary or relevant.

5.4.4 Where a Temporary Designation has been approved by Council, no person shall move, alter, develop or demolish any Building, or site for a period of 60 calendar days from the date of service of the Notice under this section, unless the Notice is revoked or cancelled under this bylaw, by Council.

5.4.5 After 60 calendar days of the date of the Notice of Temporary Designation, the status shall expire unless Council orders the process to Designate the Heritage Resource by posting a Notice of Intent to Designate under section 5.3.

## **5.5 REVOCATION OF DESIGNATION**

5.5.1 The process to revoke the Designation of a Heritage Resource, Heritage District or portion thereof may be initiated by:

- a. Council;
- b. Heritage Board; or
- c. An application by the property Owner(s) in the case of a heritage resource.

5.5.2 Where an Owner initiates the process to revoke the Designation of a Heritage Resource, the Owner shall submit:

- a. A completed application form including a description of the reason(s) for requesting revocation; and
- b. A fee in the amount estimated to be sufficient to pay for required Public Notices and costs to remove the Designation at the Registry of Deeds.

5.5.3 The revocation of Designation of a Heritage Resource, may be considered if:

- a. The building has been destroyed or damaged by an Act of God, or fire;
- b. An order by Council has been made for the demolition of the building under another City bylaw; or
- c. The continued Designation of the building appears to be inappropriate as a result of the loss of its heritage value, and was caused by neglect, abandonment or other action or inaction of the owner.

5.5.4 To initiate the process to revoke a Designation, or upon receipt of an application to revoke a Designation, the Development Officer shall prepare a Heritage Assessment Report.

5.5.5 Before Council approves or denies a revocation of Designated Heritage Resource, Heritage District or portion thereof, Council shall hold a public meeting to receive comments from the applicant and the public.

5.5.6 A Notice of the intention to revoke the Designation of a Heritage Resource, Heritage District or a portion thereof, shall a minimum of seven (7) clear days prior to the Council public meeting be:

- a. Published in a newspaper having general circulation in the area;
- b. Posted on the City's website;
- c. Served on the Owner(s) of the property(ies) when the Owner(s) is not the applicant; and
- d. Written Letter to property owners within 30 meters (98.4 ft) from the boundaries of the property subject to revocation, describing the proposal and advising a minimum of seven (7) clear days of the date, time and location of the Council public meeting.

5.5.7 The Notice of intent to revoke the Designation of a Heritage Resource, Heritage District or portion thereof, shall contain:

- a. The municipal address and parcel identification number (PID) of the Heritage Resource, or a description of the proposed boundary change and a map for a Heritage District;
- b. A summary of the reasons for considering revoking the Designation, or Heritage District, or portion thereof;
- c. The date and time by which written comments or objections must be received, and the date, time and location of the public meeting; and
- d. Such other particulars as Council deems necessary or relevant.

5.5.8 After the public meeting, the Heritage Board shall consider the Heritage Assessment Report and the information provided by the applicant if applicable, and shall make a recommendation to Council to approve or deny the revocation of the Designation of the Heritage Resource, Heritage District or portion thereof.

5.5.9 On the recommendation of Heritage Board, Council may approve or deny a request to revoke a Designation of a Heritage Resource, Heritage District or portion thereof.

5.5.10 Where Council has approved a Revocation of a Designated Heritage Resource, Heritage District, or portion thereof, no Heritage Permit and/or

Building Permit shall be issued and no person shall move, alter, develop or demolish any Building, or site for a period of 30 calendar days, unless an order has been made under a City bylaw.

5.5.11 Where Council has approved or denied the revocation application of the Designation of a Heritage Resource, written Notice shall be:

- a. Issued to the property Owner and it shall include information for the reason(s) in the case of a denial and the right of appeal under the *Heritage Places Protection Act*, R.S.P.E.I. 1988, Cap.H-3.1 and this bylaw;

If revocation is approved, the City will:

- b. Remove the revocation from the Registrar of Deeds at cost to the applicant;
- c. Remove the revocation from the Register of Historic Places of Prince Edward Island and HistoricPlaces.ca

5.5.12 Nothing in this section affects an investigation or charges brought against any person for an offence under this bylaw.

5.5.13 A Heritage Resource or Heritage District or a portion thereof that has been revoked, may be eligible for Designation again in accordance with the procedure set out in this bylaw.

## **5.6 APPEALS TO THE COMMISSION**

5.6.1 The decision of Council to Designate a Heritage Resource or to Revoke the Designation of a Heritage Resource under this bylaw, may be appealed by the property owner by written Notice to the Island Regulatory and Appeals Commission (IRAC), within 30 calendar days of Council's decision under the *Heritage Places Protection Act*. For clarity, no third-party appeal is allowed under the *Act*.

5.6.2 Where a Notice of appeal has been filed, no person shall move, alter, develop or demolish any building, structure, site subject to the appeal for the duration of the appeal hearing and until such time as the Commission has made an Order.

## **SECTION 6 HERITAGE PERMITS**

### **6.1 HERITAGE PERMITS**

6.1.1 No Person shall carry out or cause to be carried out any exterior Alteration, Development, or Demolition of a Designated Heritage Resource, or

demolition of any Supporting District Property within a Heritage District (but excluding buildings that are less than 50 years old from the current calendar date), without first obtaining a Heritage Permit from Heritage Board.

6.1.2 Applications for a Heritage Permit shall be accompanied by drawings to an appropriate scale depicting the following:

- a. Building, design or architectural plans and building elevations drawings, if applicable;
- b. Site plan with dimensions, detailing the location(s) of all proposed and existing Buildings and Structures and the existing and proposed setbacks;
- c. The location and details of proposed open space, vehicular circulation and parking areas; and
- d. Any additional information required to assess the application, as requested by the Development Officer and/or Building Officer.

6.1.3 Applications for Heritage Permit demolitions are not subject to the provisions in Section 6.1.2 above.

## **6.2 TYPES OF HERITAGE PERMIT APPLICATIONS**

### **6.2.1 Demolition or Relocation Permits**

- a. Demolition or Relocation Permits pursuant to the *Summerside Building Bylaw* shall be prohibited for Designated Heritage Resources and all Supporting District Properties within a heritage district.
- b. Notwithstanding the prohibition above, the applicant must first revoke the Designation status from the building or site in accordance with Section 5.5 and then obtain a heritage permit for the demolition.
- c. A Supporting District Property must obtain a heritage permit, but the revocation process does not apply. For clarity, a supporting district property must be located within a heritage district, (but excluding buildings less than 50 years old from current calendar date).

### **6.2.2 HERITAGE BUILDING EXTERIOR RENOVATIONS, ALTERATIONS OR ADDITIONS**

- a. Designated heritage buildings require Heritage Board approval of a Heritage Permit. Exterior work may also require a building permit under the Building Bylaw.
- b. Supporting District Properties do not require a Heritage Permit for exterior work but may require a building permit under the Building Bylaw.

## **6.3 PERMIT EXEMPTIONS TO DESIGNATED HERITAGE RESOURCES**

6.3.1 A Heritage Permit is not required for:

- a. Ordinary Maintenance as defined, to the exterior of a Designated Heritage Building provided that any replacement of materials shall be compatible with the existing material(s). For clarity, heritage permit approval by Heritage Board is required for a heritage grant or incentive application.
- b. Interior Alteration(s) to a Building.
- c. For clarity, additional City permits may be required under the Building Bylaw and/or Zoning Bylaw for exterior and interior work or changes of building use.

## **6.4 PROCESS FOR A HERITAGE PERMIT**

6.4.1 The Building Officer and/or Development Officer, as applicable, shall complete a heritage assessment report of how a proposed development may impact on heritage resources and with consideration of the following information:

- a. any applicable heritage statement of significance SoS profile;
- b. consultation with Culture Summerside staff or Provincial heritage staff, as necessary;
- c. any additional supporting information required from the applicant under this Bylaw for purposes of undertaking the assessment;

### **EVALUATION GUIDELINES**

6.4.2 In evaluating an application for a Heritage Permit involving a Building, the Heritage Board shall review the heritage assessment report, compatibility of the proposed Development in relation to the original and/or existing Building, the criteria in Schedule 'E' of this bylaw and *The Standards and Guidelines for the Conservation of Historic Places in Canada*, (2010) second edition.

6.4.3 Heritage Board shall make a decision to either approve, deny and may place conditions on approval of a heritage permit.

## **6.5 CONDITIONS ON HERITAGE PERMITS**

6.5.1 Heritage Board may place conditions on a Heritage Permit in relation to:

- a. Specifying that the Renovation or Alteration shall be done in the form in which it is proposed or with such variations as considered necessary;
- b. Specifying the siting, dimensions, form, exterior design, finish and other particulars of the construction or renovation;
- c. Requiring restitution to a previous state, where Development has proceeded without approval; and
- d. Such other conditions as considered necessary.

## **6.6 APPEAL OF HERITAGE PERMIT TO COUNCIL**

6.6.1 Heritage Board may deny a heritage permit when an application does not meet the evaluation guidelines. A heritage permit may be canceled or suspended when the guidelines for evaluating the application have not been upheld by the applicant.

6.6.2 An applicant may appeal the denial of a heritage permit from Heritage Board to Council within 30 days.

6.6.3 Council after receiving the reason(s) for denial from Heritage Board, may approve the heritage permit, approve a permit with conditions or deny the permit.

## **6.7 MAINTENANCE OF HERITAGE PROPERTIES**

6.7.1 Owners of all designated heritage properties shall keep their buildings and land in a good state of repair, subject to review and enforcement provisions under this bylaw.

## **7.0 REVIEWABLE DEVELOPMENTS**

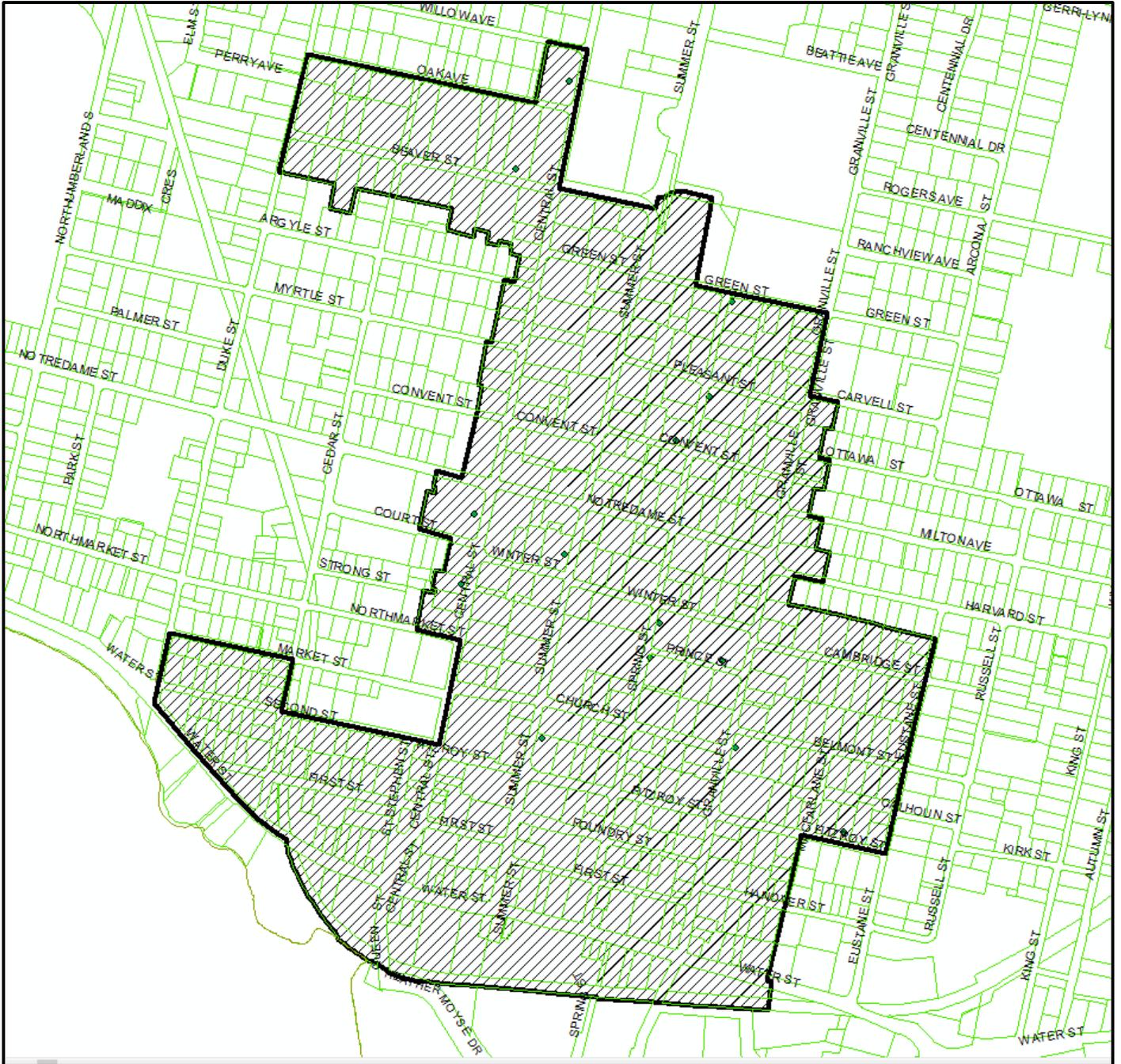
7.1.1 As specified in Schedule 'C', certain proposed developments in this *Bylaw* are deemed to constitute 'reviewable developments,' which shall be subject to heritage protections in accordance with Schedule 'E' of this Bylaw. Reviewable developments do not require a heritage permit but may have land-use impacts on specified heritage resources. Council shall consider the recommendation of Heritage Board in their decision.

### **7.1.2 EVALUATION GUIDELINES**

In evaluating a Reviewable Development, Heritage Board, Planning Board and Council shall review the staff heritage assessment report, compatibility of the proposed Development in relation to the original and/or existing site conditions, and including the following, as applicable:

- a. The original or historical significance of the building, site or Heritage District;
- b. *The Standards and Guidelines for the Conservation of Historic Places in Canada*, (2010) second edition.
- c. The compatibility of the proposed Development with existing Development in the vicinity.
- d. The impact of the proposed Development on the streetscape in the area, and;
- e. Schedule 'E' – Land Uses, Variances or Subdivisions.

### Schedule 'B' Heritage District Map



## Schedule 'C' Types of Heritage Permits and Reviewable Developments

Types of Heritage Permits	INSIDE a HERITAGE DISTRICT		OUTSIDE a HERITAGE DISTRICT
	1. development on <b>designated</b> heritage property	2. developments on <b>supporting district property</b> (not designated)	3. development on <b>designated</b> heritage property
	on-site impacts	<i>off-site</i> impacts <b>only</b> on heritage resources	<i>on-site</i> impacts <b>only</b> on property itself
1. Heritage building <b>exterior</b> alterations or additions.	<b>Review</b> , Heritage Board	no	<b>Review</b> , Heritage Board
2. Heritage building <b>demolitions or relocation</b> to another property.	<b>Review</b> , Heritage Board and Council in cases of revocation.	<b>Review</b> , Heritage Board (excluding buildings less than 50 years old from current calendar date)	<b>Review</b> , Heritage Board and Council in cases of revocation.
Types of Reviewable Developments under the Zoning Bylaw and Subdivision & Site Development Bylaw			
1. Official Plan and Rezoning amendments	<b>Review</b> , Heritage Board/Planning Board/Council	<b>Review</b> , Heritage Board/Council	<b>Review</b> , Heritage Board/Planning Board/Council
2. Discretionary use or Restricted use amendment	<b>Review</b> , Heritage Board/Planning Board/Council	No	<b>Review</b> , Heritage Board/Planning Board/Council
3. Major variances <b>only</b> , (building setbacks and height)	<b>Review</b> , Heritage Board/Planning Board/Council	Review, Heritage Board/Council ( <b>only</b> for impacts on adjacent heritage resources)	<b>Review</b> , Heritage Board/Planning Board/Council
4. Downtown 'D' zone – District #1 – Historic Water	Refer to Downtown 'D' zone (District #1 – Historic Water Street Downtown Core) guidelines as per Section 22 of Zoning Bylaw		n/a
5. Subdivisions (Minor)	<b>Review</b> , Heritage Board	No	<b>Review</b> , Heritage Board

## Schedule 'D' Fees

Schedule 'D' Fees		
1	Applications for Heritage Property Designation	No Fees
2	Applications for Heritage Permit and/ or Building Permit for Work on Designated Heritage Property	No fees
3	Revocation of Designation	Applicant pays all costs of removing designation

## Schedule 'E' Heritage Conservation Guidelines

### Guidelines General

1. Interpretation: the following general review guidelines shall be interpreted with consideration of both the nature of the development and of the heritage resources which it may impact. Consideration shall also be given to any other operative City plans or policies.
2. *The Standards and Guidelines for the Conservation of Historic Places in Canada*, (2010) second edition.
3. Essential historical character: generally, no development shall significantly detract from the essential historical character of a designated heritage property as recorded on its heritage property profile, or, where applicable, of the heritage district generally.

### Designated Heritage Buildings

1. Historical changes: changes that have occurred to a heritage building over time, other than recent modernizations, are part of its evolving character and shall be recognized as having their own historical significance.
2. Alterations to significant heritage features, generally:
  - a. features shall not be removed, but may be repaired or replaced;
  - b. as far as possible, features shall be repaired rather than replaced; and
  - c. where there is no practical alternative to replacements, they shall be of similar scale, proportions and materials to the original features.
3. Addition of features: features added to a heritage building shall be compatible with its essential historical character.
4. Siding: existing wood siding on any heritage building shall only be replaced with siding of appropriate historic styling; it is encouraged that any existing non-wood siding be replaced with wood siding or a similar type of planking and trim pieces with approval of Heritage Board.
5. Arrangement of windows and doors: traditional arrangement of windows and doors on a building shall not be significantly altered; replacement of modernized features with more traditional wooden styles is encouraged.
6. Roofing: traditional roof shapes shall be maintained; roofing materials shall be used which are similar to that generally used on other nearby historic buildings.
7. Surface cleaning: sandblasting or any other potentially damaging cleaning methods shall only be used with extreme care.
8. Additions: additions shall be of a similar historic style, scale and proportions to the original building and with similar features or, at least, shall be of a complementary style, and shall always be done in a way which avoids loss of heritage features on the original building as much as possible.
9. Renovations: renovations of modernized buildings are encouraged that recreate

their previous historical style as much as possible.

10. Relocations: heritage buildings shall only be relocated to another site if there is no serious risk of damage to the building and no other net loss of heritage values within the City.
11. Demolitions: dilapidated heritage resource buildings shall only be demolished if they cannot be repaired at reasonable cost, taking into consideration their present and potential uses; demolitions of heritage buildings due to redevelopment shall be avoided.
12. Accessory buildings: developments effecting accessory buildings with heritage designation shall be subject to the same guidelines as any other heritage building.

### **Land Uses**

1. Changes of use on designated heritage properties: any proposed official plan and/or rezoning amendment, discretionary or restricted use shall be compatible with the property's essential historical character, and any rezoning within the heritage district shall also be compatible with its streetscape.
2. Changes of use on supporting district properties: any rezoning shall be compatible with the essential historical character of nearby heritage properties and of the general character of the heritage district and streetscape.

### **Variances**

1. Variances: any variances shall not detract from the style of a heritage building or its desirable separation from another building, or from its desirable architectural massing in relation to other adjacent buildings.

### **Subdivisions (Minor)**

1. Subdivisions: any subdivision should not detract from the heritage character of heritage resource, heritage district and overall streetscape.

**First Reading**

The Heritage Conservation Bylaw, was read a first time at the Council meeting held on the 20th day of September, 2022.

The Heritage Conservation Bylaw, was approved by a majority of Council members present at the Council meeting held on the 20th day of September, 2022

**Second Reading**

The Heritage Conservation Bylaw, was read a second time at the Council meeting held on the 17th day of October, 2022

The Heritage Conservation Bylaw was approved by a majority of Council members present at the Council meeting held on the 17th day of October, 2022.

**Approval and Adoption by Council**

The Heritage Conservation Bylaw, was adopted by a majority of Council members present at the Council meeting held on the 17th day of October 2022

**Signatures**

\_\_\_\_\_  
**Basil Stewart, Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

The Heritage Conservation Bylaw, adopted by the Council of the City of Summerside on the 17th day of October, 2022 is certified to be a true copy as seen by me.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

**September 20, 2022**

**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 the Council of the of the City of Summerside is desirous of reading and approving the Heritage Conservation Bylaw CS-37, a bylaw to regulate Summerside's heritage conservation resources under the authority of the Municipal Government Act and Heritage Places Protection Act.

And Whereas the Heritage Conservation Bylaw CS-37 was read for a first time at this Council meeting

Therefore be it resolved that the Heritage Conservation Bylaw CS-37 first reading be approved

Council Meeting Date:	September 2022
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Department/Committee:	Department of Economic Development
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I wish to present the departments monthly report

A major accomplishment was achieved this past month with the Bryan Adams Concert being the first “Green Concert” run solely off renewable energy. The Department in collaboration with Bluwave-ai was able to push the envelope in regards to our innovation/clean tech agenda. Aside from the amazing performance by Byan, it is truly satisfying to find ways to drive innovation into Summerside and mark another global first for a facility our size. This achievement has not been lost on the global stage and the department has received many congratulatory messages and keen interest from around the globe as to how we achieved this and further interest in our green agenda.

The Office has been invited to present at the International Virtual Summit on driving innovation eco systems to grow and diversify economies. The Virtual Island Summit connects global islands to share ideas, best practices, and solutions for sustainable development. The summit in brief

- Attracts over 10,000 registrations from over 500 island communities worldwide
  - Features over 160 expert speakers - heads of state, policymakers, development partners, entrepreneurs, academics, and NGO leaders
  - Widely covers the UN Sustainable Development Goals and other topics pertinent to island communities
- Country leaders including the President of the Marshall Islands, Palau, Guyana, and Prime Ministers of Saint Lucia, Fiji, and Saint Vincent and the Grenadines, among others, have delivered keynote addresses to the Summit in the previous editions.

Summerside is speaking on showcasing Summerside’s Living Lab and Summerside Xchange Program. Our track dives into how communities can build an accelerator program for entrepreneurs and help with Islands resilience. Happy to be part of an exciting panel and share Summerside’s 2 decades of Innovation, success and innovation advancements.

Early next month the office will be releasing its series of driving innovation in a small community with the publishing of 7 stories of innovation achievements. We look forward to sharing and distributed within our vast global network as we work hard to put Summerside on the investment map

This concludes my monthly report

Councillor Brian McFeely  
Chair Economic Development

Council Meeting Date:	Sept 19, 2022
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Department/Committee:	Technical Services
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The 2022 construction season continues throughout the City. The construction and the inspection of these jobs will continue through the Fall. The Watermain replacement work continues on the Central Street project. Efforts are being made to complete the reinstatement of the lower sections, crews will then move above Maple Ave. The Sewer replacement project is completed on Saunders, continues Chandler and they will then move to Cedar. The Paving and Sidewalk projects are almost completed, the status of those projects, as well as other projects, are updated weekly on our website. The infill tender started and they have completed the work on Bay Ave, that project will continue into the Fall.

Staff continues to review and assist the public with pending developments and building permits to be issued for this year. Staff have been busy again this month with a few planning related items brought before council.

15 building permits with a value of a little over \$3.3 M were issued for the month of August with a total year to date of 173 permits, for a value of \$41 M. We issued 3 permits for change of use for tourism rentals, 1 permit for a Residential addition. We also issued 4 permits for multi unit Row houses, 1 - 5 unit, 2 - 6 unit and 1 - 8 unit buildings. We have also issued 4 commercial permits for Self Storage buildings as well as 3 for Commercial alterations or additions.

The permitting and development inquiries have also been quite busy so far this year. As of the end of August we have topped the \$40 M mark. For the span covering from 2005 to 2018, we had only surpassed the \$40M mark three times. For the last 3 years we have had yearend totals of \$39, \$43 and \$73M respectively and as I said, the current year to date is \$41 M and we still have four months to go.

Developers are stopping in and speaking to staff for assistance with their proposed projects for 2022. Citizens are also encouraged to continue to ask for assistance with their projects that they may still have planned for 2022.

Aaron MacDonald

Director of Technical Services

Council Meeting Date: September 20, 2022

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

- The sewage treatment plant performed the following major maintenance this month:
  - The blend pump tank was cleaned out of racks and gravel and debris which had caused blockages to process sludge.
  - The biosolids dryer was cleaned for water drain usage.
  - Cement Tech auger shaft was replaced due to failure of the auger shaft (under warranty)
  - Polymer dilution unit was recalibrated (faulty sensor)
  - Primary Clarifier tanks cleaned
  - Fertilizer is being hauled from the plant for use on farmers field this month and into the fall.
- Manhole location is being painted for easier location during winter for cleaning in spring/thaw events.
- Traffic painting is largely completed in all areas of the city with exception to some left over construction areas and the crews have moved into parking lot spaces and lines.
- Driveway Culverts repairs are largely complete with 4 driveways left to be repaired on the list.
- Street sweeping continues.
- New shoulder millings were placed on Starling Street to assist with the turning of large vehicles in that section.
- New four-way stop was installed on Highland and Norman Drive and a three way stop with flashers on west drive at Curran and West Drive.
- Speed signs on West Drive were replaced with 40 KPH from 50 KPH.
- New crosswalk was installed at McGee and South drive.
- Curb was marked at JMK fish mart area to assist travelling public to identify curbing,
- A new Fire Hall Site Location sign has been installed on Ryan Street.
- The new water main on central street is under process of being tested for use.
- Fire Hydrant painting refreshment has begun this month.
- Sewer/Water Operations are working with Curran and Briggs for the new water and sewer laterals along walker avenue.

## **GENERAL OPERATIONAL STATISTICS:**

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

- 32 water samples were taken with clear of bacteria, water chemistry samples were collected with results to come in.
- 15 chlorination samples taken all within parameters.
- 9 new water services turned on this month.
- 1 catch basin was repaired this month.
- 8 sewer calls this month.
- 3 sewer video inspection was performed this month and 2 sewer laterals being replaced.
- 1 water main was repaired for the month on Grant Drive.
- 2 water services were repaired in Vivanlee Trailer park this month.
- Sewer effluent to harbor (295,517 cubic meters treated).
- 196,866 gallons of septage received to the plant from outlying areas. (Servicing the county).
- 452 Tons of Bio fertilizer was created this month at the Sewage Treatment Plant.

Council Meeting Date: September 20, 2022

Department/Committee: Electric

## **Work Tasks Highlights:**

- Power Plant and Technicians Maintenance consisted of:
  - Program traffic controller at Sobey's.
  - Replace gate card reader at 94 Ottawa Street
  - Replace cracked traffic pole at Water, Queen & Central
  - Repair traffic lights at Granville & Heater Moyse – replace intermittent load switch
  - Repaired 99 Harvard yard gate underground wiring damage.
  - Boardwalk Lighting repairs from vandalism (4 times)
  - Service installation at Community Connections on South Dr.
  - Meter changes continues
  - Engine #8 annual maintenance completed.
  - Engine #2 and #3 annual maintenance completed
  - Engine #6 maintenance annual completed
  - Replace batteries in Plant Fire Alarm system
- Outages to circuits on August 13 to relocate circuits for the new substation expansion project. The steel and aluminum structures are installed at the substation on Harvard Street.
- Customer demand work is steadily showing no signs of waning for electrical upgrades, solar systems, and new services.
- Line Crews completed Valley Street Primary reconductor and Secondary upgrade.
- Line Crews completed Secondary wiring upgrade on Gardiner Street.
- **Notice to Customers that planning for a city-wide outage is occurring for October 16, 2022 so Maritime Electric can upgrade the transmission line that feeds the city for increased loading.**
- Sunbank overhead line to connect the project site to the substation has been started this month and will be progressing into 2023.
- Sunbank project has 20% of the solar panels installed to date and the electrical contractor to wire them has commenced work this month. The berm work behind residence properties has begun this month and will continue into end of October. The trees on the berm are to be planted in Spring of 2023.
- The access driveway to the wellfield on Bayview drive is being realigned in the right of way and property delineation is occurring with a tree line.

## **GENERAL OPERATIONAL STATISTICS:**

### **Electric Utility:**

- 24.0% of our Electricity came from wind this month.
- Generator run hours were 8.9 hours.
- 9 Heat for less now service calls and installs.
- 25 service calls for electricity customers
- 14 new electric customers energized this month.
- 15 Electrical Service Upgrades
- 7 new poles were installed and 0 removed.
- 11 transformers were installed and 7 removed.
- 650 meters of secondary wiring installed and 824 meters of primary wiring.
- 10 appliances have been sold for Heat for less now program this month. Total now at 516 units.

Council Meeting Date: September 20, 2022

Department/Committee: Summerside Police Services

## Committee and Volunteer Work

Members continue to attend several regular meetings for the month including Crime Stoppers, Bridge meetings for people at risk, meeting concerning Community Drop Boxes to be installed in the city re sharp's containers disposal.

## Training and Service Enhancements

Attended at a conference on Naloxone Distribution and Tutorials at the Rotary Library. Four members completed CEW (Conducted Energy Weapons/Taser) re-certification training.

## Community Policing Activities

Members assisted with the annual triathlon re traffic control, plaque presented to retiring crossing guard Pam Arsenault for her 30 years of service in keeping our children safe, attended induction ceremony at the CUP for Coke Grady, members assisting Kensington PS with their annual parade returning the favour as KPS assisted us with traffic for Summerside's parade, Chief & Dep/Chief (Deputy as Aide de Campe) attended the Police Academy cadet graduation ceremonies at the Jubilee along with Coun Ramsay, attended at the pancake breakfast to assist Gen XX in their annual fundraiser. one member just finished coaching soccer with the S'Side United Soccer Club.

## Occurrence Statistics

The following is a list of some of the occurrence totals for three months for comparison.

PROS Files	August	July	June
Calls for Service	655	676	611
Traffic Accidents	27	33	25
Reported Crimes of Assaults & Threats	23	18	23
Theft Reports	43	28	23
Impaired Driving Offences (Blow Over 80, Refusal, Etc)	11	14	5
Highway Traffic Charges (Includes Speeding)	67	70	84
Break & Enter Reports (Business & Residential)	9	6	6
Drug Enforcement Charges (Does not include JFO charges)	4	3	2

Any questions can be directed to Chief Poirier or Dep/Chief Walker

Council Meeting Date:	September 2022
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Department/Committee:	Fire Services
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## August 2022 Report

There were 36 calls paged out during the month:

- 11 - Medical First Responder Calls
- 11 - Alarm Panel Calls
- 3 - Structure Fires
- 2 - Appliance Fires
- 1 - False Alarm
- 1 - Carbon Monoxide Call
- 1 - Mutual Aid Call
- 6 - Miscellaneous Calls

Firefighters trained for a total of 118.5 hours in the following activities during the month.

Aug 01/22 - Company Practices
Aug 08/22 - Inspect Truck and Equipment
Aug 08/22 - Driver Review
Aug 09/22 - Driver Prep / Air Brakes
Aug 10/22 - Class 3 Driver Prep
Aug 15/22 - Ladder/SCBA Training
Aug 22/22 - MFR Training
Aug 23/22 - OHS Meeting
Aug /22 - Study 2022 SOG Revisions
Aug 29/22 - Pump / BA / Hose Training

### Notes:

- The last few months have been very busy with above average call numbers, so we decided to take a look at the past ten years to see if there are any upward trends. In 2013-2017, department members were being paged out, on average, 206 times a year. In the past five years from 2018-2022 that call volume has increased by 37% with 282 average calls per year being the norm.

An increase in medical first responder calls is the primary reason for this increase.

- Firefighters hosted the first *Summer Nights with the Ellis Family* evening. The weather cooperated, the music was fantastic, about 600 fans were in attendance, and a good time was had by all.
- A number of firefighters had the privilege of helping barbeque and serve over 1000 hotdogs and drinks to the organizers and attendees of the Friday Night Classic Car Shows. This was a way for Mayor and Council to say a thank you to all for making this such a successful summer event.
- Summerside fire engines were proudly displayed at the recent Touch-a-Truck event at Slemon Park and at the Evangeline parade with our mutual aid partners Wellington Fire Department.

Thank you,

Ken

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Ken Culleton  
Admin Assistant  
Summerside Fire Services

Council Meeting Date:	September 20, 2022
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Department/Committee:	Community Services
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The month of August was filled with events starting with CanAqua's two-day endurance races. Taking place on the Summerside Waterfront Day 1 was the Open-Water race, followed by a Swim-Run race on Day 2. This was the second year for CanAqua in Summerside and it has shown growth from year one as registrations were up from both on-island and off-island participants.

That same weekend Credit Union Place hosted The Fold in the Island Petroleum Energy Centre. The Fold is a car show that showcases a variety of vehicles including exotic and vintage cars. The event saw over 400 cars on display with all proceeds going to the PCH Foundation.

The newly named Gerard 'Turk' Gallant arena was unveiled at Credit Union Place in August leading up to the 2022-2023 minor hockey season. The Gerard 'Turk' Gallant Arena is where kids in our community get their start in hockey, it's where they learn to skate, it's where friendships and lifelong memories are formed. Now and many years to come, kids will look up at a one-of-a-kind role model and truly dream big. The Gerard 'Turk' Gallant Arena was then quickly put to use with three weeks of Tenacity Hockey Camps and Hockey PEI's High-Performance Program.

The Canadian Lung Association hosted an electric vehicle showcase at Credit Union Place of which allowed the public to check-out the electric car industry and test drive a variety of types and models.

The Powerlifting Association of Prince Edward Island hosted their Iron 3.0 event which was a qualifier for the 2022 Eastern Canadian Powerlifting Championships taking place later this year in Moncton, NB. Next year, the Eastern Canadian Powerlifting Championships will be taking place right here in Summerside at Credit Union Place followed the National Powerlifting Championships in 2024! That same weekend, Tennis PEI hosted their PEI Open at Credit Union Place that saw over 25 Island players compete in various skill levels.

The Active Living team continued offering their summer camps throughout August and also featured two stops on their SummerFun Tour which visits different parks and neighbourhoods throughout the City. These offerings continue to see great success and are yet another offering for the community and residents of Summerside.

Two other areas of Summerside remained busy and served as the perfect spots to beat the August heat with the Splash Pad at Leger Park and Green's Shore Beach. Each area was staffed this summer and saw extensive traffic and usage.

The City of Summerside welcome participants from across Canada for the 16U Girls Baseball Nationals at Queen Elizabeth Park. This was Baseball Canada's largest national tournament of the year with 11 teams participating. The championship kicked off with a banquet at Credit Union Place and finished with Team Quebec being crowned National Champs.

Triathlon PEI also hosted their TriLobster Triathlon in partnership with Sport Entertainment Tourism Summerside the same weekend and baseball nationals. The event returned as a world qualifier this year and attracted many Islanders and mainlanders to the Summerside Waterfront for the 6<sup>th</sup> annual triathlon.

Bryan Adams returned to Credit Union Place to close out the month on August 31 and what a finish to August that was. Summerside was the first stop on Bryan Adams, So Happy It Hurts, Canada wide tour and it kicked-off with a bang in front of a nearly sold-out crowd.

Birthday parties continue to be in high demand with 14 throughout the month of June, while the meeting rooms and convention centre continue to see steady traffic with 32 bookings and are looking towards a busy fall ahead.

Council Meeting Date: September 20, 2022

Department/Committee: HR & Legal Affairs

- 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
- Marc Robichaud was recently hired as the GIS Foreman
- Staff training for WHMIS and First Aid is currently taking place
- 111 staff and family members took part in a Family Fun Day is taking place on August 14 at Shining Waters Family Fun Park

Council Meeting Date:

Sept. 20, 2022

Department/Committee:

Culture Summerside

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

- The August - September 2022 time period has been a very busy with tourists visiting our cultural sites and taking museum tours. We currently have one remaining student from the Summer period who is helping cover the demand for tour experiences on Saturdays. Our other Summer guides have completed their work term and returned to school.
- Grant writing is underway for next year's programs and festivals.
- The Summerside Interpretive Centre has been busy since its opening in late June and project completion reporting to funding partners is almost complete.
- The 22nd Historic Ghostwalk, is scheduled for Thursday, October 20th from 6:30 pm to 8 pm. The program takes visitors on a guided tour of historic Summerside to hear the true stories of Halloween and the darker side of Island history. Tickets must be pre-purchased to confirm tour time. Tickets are \$10.00 (Children under 6 free) and must be paid for when booked.
- The rug-hooking exhibit "Life, Trees, and Me" was presented at the Lefurgey Cultural Centre by the Lady Slipper Rug-Hooking Guild. The show highlighted how each rug-hooker explored the theme "the tree of life" in their work. The exhibit ran until the end of August.
- A small grant was received from the Community Museums Association to help facilitate additional work on our museum collections. Culture Summerside is embarking on a collection "re-org" project that addresses storage and the intellectual order of objects.

This ensures we provide efficient access and best utilize our storage potential. This "re-org" method is a step by step approach that focuses on the creative and safe use of existing resources. This method was initially developed by the International Centre for the Study of the Preservation and Restoration of Cultural Properties and UNESCO and has been revised in partnership with the Canadian Conservation Institute. This method has been successfully used in 27 countries.



Hooked Rug by Betty Cameron  
one of 21 artists in the "Life, Trees  
and Me" exhibition



Artifacts from the Wyatt Collection

# **COUNCIL MINUTES**

## Monthly Council Meeting Minutes

**August 15, 2022**

**Present**

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Justin Doiron (via Zoom)  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely  
Councillor Carrie Adams  
Kristen Dunsford, Director of Financial Services  
Gordon MacFarlane, Acting CAO  
Brian Hawrylak, HR Officer

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

The meeting was called to order by Mayor Stewart

Motion was made to add Resolution COS 22-109 to the agenda along with West/Curran Drive to the Police agenda

**Motion** It was moved and seconded;  
**That** The Agenda be approved as amended.  
**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 July 18, be approved as circulated.  
**Motion Carried**

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

**Report:**

My report today includes our preliminary financial results for the first quarter of 2022-23 and our projection to March 31, 2023. These preliminary results show a surplus of \$358,000 compared to a budgeted surplus of \$6,700. The more significant variance relates to electric sales (greater consumption and service charges for developments). Please be aware that these are very preliminary results and departments are beginning to review their projections to March 31, 2023.

A resolution is being presented this afternoon to award long term financing of \$12,969,200 for our 2021-22 capital expenditures and to refinance loans that will be maturing.

New borrowing of \$11,454,400 is required to finance 2021-22 capital expenditures and is made up of the following:

- General Fund = \$6,111,700 for the following projects: Pope Road and Central St Intersection, City's share of the infrastructure projects: multi-purpose dome and Granville Street storm sewer and the portion of the demolition/remediation costs for the Holland College Building (for work performed to March 31, 2022).
- Electric Utility = \$1,675,600 for the following expenditures: transformer for the substation, recloser replacement, extension to primary/secondary distribution lines, transformers and pole replacement.
- Water Utility = \$2,243,900 for water main replacements and water infrastructure relating to the Pope Road and Central Street Intersection
- Sewer Utility = \$1,423,200 for sewer main reconstruction, City's share of Reads Corner lift station replacement and sewer infrastructure relating to the Pope Road and Central Street Intersection

Two loans, totaling \$1,514,800 will be maturing and will be refinanced:

- Water Utility = \$1,020,000 for 2011 capital expenditures
- Sewer Utility = \$494,800 for 2011 capital expenditures

The City borrows for capital expenditures of its utilities and larger non-recurring projects in the general fund to spread the cost over a reasonable period. Debt servicing costs associated with the proposed borrowing are included in the City's 2022-23 Budget. A request for proposal was issued on July 25, 2022 and closed on August 10, 2022. Five submissions were received and reviewed.

Now, for an update on the status of our utility accounts receivable. As of August 8, 2022, the following is being reported:

- Total overdue balance is \$146,500 compared to \$134,600 at July 13, 2022.
- Approximately 2.8% or \$4,100 of the overdue balance is greater than 60 days past due (this compares to 4.4% or \$5,900 at July 13, 2022).

And, we would like to remind residential customers that we offer a budget billing program which will calculate a fixed monthly installment that is based on your prior twelve-month billing. The application form is available on our website, or you can call 902-432-1230 for more information.

**Resolution** COS 22-109 It was moved and seconded;

Whereas Gerard "Turk" Gallant was born and raised in Summerside, Prince Edward Island

And Whereas Gerard "Turk" Gallant has had a successful career as a professional hockey player and continues to have a successful coaching career in the National Hockey League

And Whereas Gerard “Turk” Gallant is a wonderful ambassador for the City of Summerside and Prince Edward Island

And Whereas the City of Summerside wishes to acknowledge and recognize the achievements of Gerard “Turk” Gallant

Be it resolved The City of Summerside declare Tuesday, August 16, 2022 as Gerard “Turk” Gallant Day in the City of Summerside

**Resolution Carried 8-0**

**Resolution** COS 22-104 It was moved and seconded;

Whereas The City of Summerside borrow 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 **\$12,969,200** for 2021-22 capital expenditures and refinancing of existing loans that matured to **TD Canada Trust** as follows:

<b>Loan Amount</b>	<b>Purpose of Expenditure</b>	<b>Term of Loan</b>	<b>Amortization of Loan</b>	<b>Estimated Rate of Interest</b>	<b>Method of Repayment</b>
\$6,111,700	2021-22 Capital Expenditures: <ul style="list-style-type: none"> <li>• 2,391,300 Canada Games training facility</li> <li>• 2,285,700 Pope Road &amp; Central</li> <li>• 329,700 Granville St Strom System</li> <li>• 810,400 Core block demolition</li> <li>• 280,100 Eco Park Phase 2</li> <li>• 14,500 Fire hall pre-design</li> </ul>	10 Years (BA with interest rate swap)	20 Years	Indicative Rate of 3.51%	Interest only until September 30, 2022. Beginning in October 2022, equal blended monthly payments included principal and interest.
\$1,675,600	2021-22 Electric utility capital expenditures	10 Years (BA with interest rate swap)	20 Years	Indicative Rate of 3.51%	Interest only until September 30, 2022. Beginning in October 2022, equal blended monthly payments included principal and interest.
\$2,243,900	2021-22 Water Utility Capital	10 Years (BA with	20 Years		Interest only until September 30,

		interest rate swap)		Indicative Rate of 3.51%	2022. Beginning in October 2022, equal blended monthly payments included principal and interest.
\$1,423,200	2021-22 Sewer utility capital	10 Years (BA with interest rate swap)	20 Years	Indicative Rate of 3.51%	Interest only until September 30, 2022. Beginning in October 2022, equal blended monthly payments included principal and interest.
\$1,020,000	Refinance water utility loan relating to 2011 capital expenditures	5 Years (fixed rate term loan)	10 Years	Indicative Rate of 4.20%	Interest only from December 15-31, 2022. Beginning in January 2023, equal blended monthly payments included principal and interest.
\$494,800	Refinance sewer utility loan relating to 2011 capital expenditures	5 Years (fixed rate term loan)	10 Years	Indicative Rate of 4.20%	Interest only from December 15-31, 2022. Beginning in January 2023, equal blended monthly payments included principal and interest.

The City of Summerside is able to incur the indebtedness and liability as set out above. The loan total, \$12,969,200, 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 8-0**

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

**Report:**

The 2022 construction season and Capital projects continue throughout the City. The construction and the inspection of these jobs will continue over the next number of months. The work continues on the Central Street

Watermain replacement project. The lower section is now being reinstated and the crews will then move above Maple Ave. The Sewer replacement project and the Paving and Sidewalk projects are continuing as well, the status of those streets, as well as other projects, are updated weekly on our website. The infill tender started and work on that project will continue for the majority of the summer.

Staff continues to review and assist the public with pending developments and building permits to be issued for this year. Staff have been busy again this month with a few planning related items brought before council.

26 building permits with a value of a little over \$3.3 M were issued for the month of July with a total year to date of 158 permits, for a value of \$38 M. We issued 1 permit for change of use for tourism rentals, 2 permits for single family houses. We also issued 6 permits for 3 semidetached, 1 mini home placement, 8 permits for decks, additions and accessory buildings.

We have also issued 5 commercial permits for Self Storage buildings as well as 1 for an institutional building. Overall, a typical mix of permitting for this time of year. The permitting and development inquiries have also been quite busy so far this year. Developers are stopping in and speaking to staff for assistance with their proposed projects for 2022. Citizens are also encouraged to continue to ask for assistance with their projects that they may have planned for 2022.

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

#### **Report:**

#### **Work Tasks Highlights:**

- Power Plant and Technicians Maintenance consisted of:
  - 2022 Meter changes
  - Replace 6x6 boardwalk post on MacKenzie Dr
  - Engine #6 generator annual maintenance completed
  - Inventory update for traffic spare parts and current transformers for services
  - Repair auxiliary traffic light at Granville & Ryan Intersection
  - MacKenzie Dr boardwalk light repairs
  - Engine #1 generator annual maintenance completed
  - Installed all missing Wind Turbine base bolt caps
  - Repair Raw Water system cooling for generators.
  - Replaced all traffic bulbs on one head at Water & MacEwen
  - Diagnose Granville & Ryan – detector loop card intermittent fault noticed – replaced card
  - Flo charger check on MacKenzie drive and repair
- Tender has been issued for the berm, the Bayview Drive Road realignment and tree work for the Sunbank project and closes on August 17.
- The steel and aluminum structures are being installed this month at 99 Harvard Street. To be completed by August 19, 2022.
- Summerside Electric website information on the city website is being reviewed and updated this month. Along with re-organization to assist in finding information.
- Chippers court built and energized for electrical service.
- Poles install at Substation to relocate 4 circuits for Sunbank Capital project, outage Aug 12-13 for transfer. Experience working with Hydrovac well received by all, more use in the future expected.





- The new motor and gearbox for the biosolids drum dryer and Primary clarifier collector chains arrived
- blend pump and isolation valve has been repaired
- Cementech mixing auger was replaced due to the auger snapping in half at a poor weld from manufacturing.
- Repaired water valves on Air Pol
- Repaired polymer pump
- responded to milk spill into sewer system causing huge spike in loading at the treatment plant but operations held well and weathered the event with no impacts into the harbor.
- replaced VFD drive at Eustane Street Lift station.
- Painting the crosswalks are complete except for construction areas (Granville and Central St). There are 6 arrows left and then on to parking spaces and parking lots (all the disabled parking spots are complete). Centerline and emergency line painting is still outstanding for a fresh up and will be some time later in the month.
- Asphalt Street patching is all complete except for MacEwen Rd. Then onto patching in city parking lots.
- Driveway Culverts repairs are slightly over halfway through our budget with 17 complete and the remaining third to be completed this month.
- Street sweeping continues regular routines with the new sweeper arrival at the start of the month.
- Sewer lift stations have been degreased and cleaned this month.
- Street signage repairs continue throughout the month with faded and missing signs as noted and notifications come in. The public is asked that if any street signage seems in need of attention to call 902-432-1268 for repair.
- There is a new crosswalk being installed at the Intersection of McGee drive and South Drive on the north side of McGee Drive.
- A new speed hump is being installed along Glenn Drive.

**GENERAL OPERATIONAL STATISTICS:**

**Water and Sewer Utilities:**

- 24 water samples were taken with clear of bacteria, water chemistry samples were collected with results to come in.
- 12 chlorination samples taken all within parameters.
- 9 new water services turned on this month.
- 5 sewer calls this month, with the armories lateral having to be excavated and cleared of debris.
- 1 water main was repaired for the month on Newson Court.
- Sewer effluent to harbor (295,915 cubic meters treated).
- 193,961 gallons of septage received to the plant from outlying areas. (Servicing the county).
- 384 Tons of Bio fertilizer was created this month at the Sewage Treatment Plant.

**Report:**

I am pleased to present a very summary for the monthly report of Economic Development. Deep into the summer, the office continues to provide its core services, client servicing and background research on some clean tech infrastructure projects.

The office continues to run at an optimal pace with servicing of approximately 30 unique client interactions for the month, with the dominate theme of “where can we find space in Summerside”, “Can you assist with labor recruitment” and we need assistance on business networking”.

We have finalized another Xchange Living Lab Project with a European Based Wind Technology Company to pilot their technology in Summerside as they look to grow their NA footprint. The company has established a registered business in Summerside and is looking at later this fall to begin trials on their wind blade optimization technology.

Finally, we continue to collaborate with Aspin Kemp on their Value-Add commitments as part of Sunbank, meaning that we work with AKA to ensure they maximize their spend and resources on Island and specifically Summerside. I wanted to highlight a few achievements as part of our value-add requirements with a full accounting coming in our August newsletter. In the next month we will have over 90 Full Time positions on site working on project install and have hired several students from UPEI and Holland College as part of our commitment to engage with Post-Secondary Education and help students get practical experience.

Electrical installation contractor has been selected and contract awarded. This will create between 30 to 40 jobs.

38 PEI Local people are working on site as well as 9 more from the Maritimes and Central Canada region. This number will go up to 75 when we are installing panels

4 Students from the summer interns have been selected to receive extended contracts throughout the semester

4 students are presently performing QA and QC

2 students are trained in logistics and project management

3 students are involved in engineering

2 students are installing small commercial solar panel jobs until the panels are mounted for Sunbank.

Also AKA will be featuring our collaboration in the upcoming Gold CUP Parade

All in all, August which is normally a slow investment month has been one of the busiest on record again for 2022.

**Fire Report:**

There were 35 calls paged out during the month:

- 6 - Medical First Responder Calls
- 7 - Alarm Panel Calls
- 1 – Motor Vehicle Fire
- 3 – Structure Fires
- 1 - False Alarm
- 6 – Mulch Fires
- 1 – Carbon Monoxide Call
- 4 – Smoke Complaints
- 1 – Indoor smell of smoke
- 2 – Miscellaneous Calls
- 3 - Cancelled Calls

Firefighters trained for a total of 93.5 hours in the following activities during the month.

July 03/22 - FireFit Training
July 04/22 - Company Practice
July 04/22 - Running
July 06/22 - Driver Training
July 08/22 - Diversity & Inclusion Fundamentals (online course)
July 08/22 - Unconscious Bias (online course)
July 08-10/22 - MFCA Conference
July 11/22 - Naloxone Refresher
July 13/22 - Driver Training
July 14/22 - FireFit Training
July 17/22 - Driver Training
July 18/22 - Basic Pump Operator
July 19/22 - OHS Meeting
July 20/22 - Driver Training
July 25/22 - MFR Training

**Notes:**

Congratulations go out to firefighters Chris Richard, Shawn Allen, Marc Richard, and Jonathan Myers for very successfully representing Summerside Fire at the recent FireFit Challenge in Amherst NS

## Police Report:

### Committee and Volunteer Work

Members continue to meet with the organizers of the annual triathlon being held on August 28<sup>th</sup> starting on the waterfront and also members attended several regular meetings for the month.

### Training and Service Enhancements

SPS dispatchers attended two one-day sessions to update them on the public alerting system, eight members attended LPR (License Plate Recognition) training here at SPS.

### Community Policing Activities

Attended at the Lobster Carnival biscuit judging competition, attended at the Canada Day celebrations at the CUP, attended the community BBQ at the carnival grounds, members assisting with the annual lobster carnival parade, members attended the Pride flag raising ceremony at city hall, members assisting with an escort of bikes for Atlanticade when leaving the city, members providing an escort for the Firebird Club of Canada car run, writer attended at the Pride social held at Evermoore brewery.

### Occurrence Statistics

The following is a list of some of the occurrence totals for three months for comparison.

PROS Files	July	June	May
Calls for Service	676	611	567
Traffic Accidents	33	25	21
Reported Crimes of Assaults & Threats	18	23	18
Theft Reports	28	23	22
Impaired Driving Offences (Blow Over 80, Refusal, Etc)	14	5	7
Highway Traffic Charges (Includes Speeding)	70	84	86
Break & Enter Reports (Business & Residential)	6	6	4
Drug Enforcement Charges (Does not include JFO charges)	3	2	7

Councillor MacDougall stated that he has been dealing with speeding for a while on West Drive. Police have been doing enforcement but it continues to be a problem. He would like to reduce the speed to 40 km/hr and also make it a 3 way stop at Curran and West Drive.

Resolution COS 22-110

It was moved and seconded

That the speed on West Drive be reduced to 40 km/hour and to install stop signs to make it a 3 way stop at Curran Drive and West Drive

Resolution carried 8-0

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

**Report:**

The month of July began with more wrestling as Canada Games hosted a wrestling camp, followed by Wrestling Canada hosting a 5-day international wrestling camp in the Island Petroleum Energy Centre. For what began at the end of June and spanned over 10-days into July, the Canada Cup of Wrestling was a new event for the province and saw an economic impact of over \$1 million dollars.

Come mid-July it was time to turn the plant on and begin putting ice in the Ice Pad in preparation for Tenacity Hockey's three weeks of hockey camp, followed by Hockey PEI's High-Performance Program and the Summerside Western Capitals Training Camp.

The Aquatics Centre announced they will be now lifeguarding Green's Shore Beach throughout the summer months which offer residents and visitors a safe alternative to swimming outdoors during the summer months! The splash pad at Leger Park continued to see lots of traffic especially when the heat wave set in late-July.

Summerside was named Prince Edward Island's most active community for the month of June by Participaction's Community Better Challenge thanks to the Active Living division! Summerside beat out the likes of Three Rivers, Charlottetown and Souris to name a few and were awarded \$15,000 for their efforts to put towards sport and recreation in Summerside.

The 18<sup>th</sup> annual Lobster-Fest Beach Volleyball Tournament took place on the grounds at Credit Union Place with over 70 teams taking part in the 3-day beach volleyball tournament. That same weekend was the Summerside Fastpitch Showdown Tournament took place at in Summerside with over 40 teams taking part in the U13, U15 and U17 divisions.

Atlanticade Motorcycle Festival and RibFest closed out the month of July on the grounds at Green's Shore that saw thousands flock the grounds over the weekend. Kicking off on Thursday afternoon the events ran right through until Sunday evening with portions taking place at the Sunset Room at the Shipyard Market, Evermoore Brewing, Credit Union Place and motorcycle involvement in Downtown Summerside's Classic Car Night's on the Friday of Atlanticade. The event drew over 250 pre-registered participants while hundreds came to simply take in a few of the motorcycle events and enjoy the live entertainment, RibFest and vendors on the event grounds.

***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 basis
- The department provided support at various meetings this month
- Matt Vaughan was recently hired as the Manager of Financial Services

- Competitions are underway for an Executive Assistant, Police Constables, Part-time crossing guards and day-time lifeguards
- A staff Family Fun Day is taking place on Sunday, August 14 at Shining Waters Family Fun Park

**Culture Summerside Report:**

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

- **Summerside Interpretive Centre**  
The Summerside Interpretive Centre has been open to the public through July and August. To date the feedback is positive. We are currently tending to the small finishing touches. Coach tours have started visiting, community members have started submitting suggestions for future exhibits, and the meeting space in the lower level will soon be open for regular bookings. Inquiries are already flowing in.
- **DiverseCity Festival**  
Culture Summerside and the DiverseCity organizers worked together and delivered the DiverseCity event in Summerside on July 24<sup>th</sup>. This celebration of multiculturalism, diversity and inclusion happened on the grounds of the Lefurgey Cultural Centre. Please visit the link provided for more on the 2022 DiverseCity Festival. Interviews in the 11-minute YouTube video exhibit the importance of such festivities and opportunities to people looking for and celebrating their place in community. <https://youtu.be/6JXCmIW4wOw>
- **Museums:** Our museums are open to the public 6 days a week and visitation has been very busy. Numbers of visitors to the Wyatt Historic House Museum in July and Aug are up over last number of years. Our regular users of the Lefurgey Cultural Centre remain consistent.
- **Concerts:** Weekly Concerts in the Garden take place every Wed evening on the grounds of the Lefurgey Cultural Centre. We have been having a banner year for attendance numbers, donations and ice cream sales.
- **Monument Restoration Project:** Soldier in Memorial Square before and after restoration. Stay tuned for more on the larger project that celebrates the 100<sup>th</sup> anniversary of the unveiling of this sculpture.

**Committee of the Whole**

**Motion**                    It was and seconded;  
**That**                        To move into Committee of the Whole after a brief Recess.  
**Motion Carried**

**Open Session Resumed**

**Report:**

No report

**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

September 1, 2022

**Present**

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Justin Doiron  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely  
Councillor Carrie Adams  
Brian Hawrylak, HR Officer  
Aaron MacDonald, Director of Technical Services  
Members of the Public

**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**

**Public meeting #1**

**641 Wilmot Lane – Discretionary use**

An application was received from Doug Crossman for 641 Wilmot Lane (PID #1139757). This application requires Council approval to allow a “Townhouse, up to 4 units” as a Discretionary Use in the Medium Density Residential (R3) zone. The applicant is proposing to build a town house – 4 units, on the property that is currently a vacant building lot.

The application was advertised in the August, 20th edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.

Aaron MacDonald provided a brief description of the property.

## Medium-Density Residential (R3) Zone

17.1 The purpose of this zone is to provide for medium-density housing in the form of single-family, semi-detached, duplex dwellings, and other compatible uses.

### Permitted Uses

17.2 Subject to Bylaw requirements:

R3 Zone - Permitted Uses		
single family dwelling	duplex dwellings	assisted living
semi-detached dwellings	accessory building	manufactured home: mobile home lawfully existing prior to 1999

### Discretionary Uses

17.3 Subject to Council approval:

R3 Zone - Discretionary Uses		
child care facility: medium	boarding house	social services agency
group home	nursing care facility	tourism establishment: inn*
townhouse - 8 units per building maximum	row house – 8 units per building maximum	apartments: 4 units maximum
rooming house		

\* Also requires Conditional Use permit

### Conditional Uses

17.4 Subject to a permit:

R3 Zone - Conditional Uses		
home based business	secondary suite	tourism establishment: B&B and vacation rental property

**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.

### **Comments & Questions**

Doug Crossman, Lawrence Road, Nova Scotia, the applicant, stated that he is looking to find an affordable housing option for his niece. He stated that this project would have a small footprint and be affordable, 800-900 square feet with two bedrooms. He stated that with the discretionary use, there could be up to 8 units, he is looking at 4 units that would meet all and exceed all setbacks. He stated that currently the road is a hazard because if you meet a car, you have to either back out to the main road or back into someone's driveway. With this proposal, there is a

small sized turn around. He will be looking to install a pole and would probably have to obtain an easement on at least one property.

Councillor Ramsay inquired if the units would be accessible. Mr. Crossman said they would be single floor and accessible.

Mayor Stewart inquired if the turnaround would meet standards. Staff stated that they have been working with Mr. Crossman to see what can be done, it is smaller than the standard, but is better than what is there now. The property to the left is vacant and if it develops, they will try to expand the circle more to the left to make it closer to the standard.

Councillor Doiron inquired if approved, could it then go to 8 units. Staff said that they will report back on this question at the Planning Board meeting.

Gerald Inman, Wilmot Lane, stated that he has lived there for 44.5 years. He inquired why is this coming about when a development 12 years ago wasn't allowed to come through there at that point. Staff stated that the entire subdivision above was being proposed to come down to that street, the street was turned into a cul-de-sac and only that one lot was developable (the water and sewer come down Wilmot Lane from that development). It was approved as a lot at that time. Mr. Inman stated that the lane will have to be widened. Staff stated that property may have to be acquired to widen the lane.

Ken Allan, Water Street East, stated that the main concern is that there a lot of kids that play there and are wondering what the traffic will be like and where the entrance to the development would be. Staff stated that each of the four units would have individual driveways. He then asked about the water and sewer lines, staff stated that the main lines do already come down and already exist. Individual water and sewer services will come from these mains. Mr. Allan had inquired if the new services could be handled by the current mains, Councillor McFeely stated that that would be addressed in the Planning Board report. Mr. Allan's daughter in law inquired if residents would be compensated for property they may lose due to potentially widening of the road. Staff stated that the only area being proposed for widening or new pavement is what is currently on the diagram. The existing width or right of way is narrow and would not allow the street to be expanded, if the desire is to widen the street, right of way would have to be purchased from property owners and money would have to be allocated by the city to do the work.

Councillor Snow asked is Wilmot Lane is considered a city street currently, Staff stated that it is city property that they maintain and plow.

Winnie Morris, Wilmot Lane, stated that she and her husband have lived there for 28 years. She stated that her concern is with the traffic and street itself if it requires the street to be widened and how it is going to change and look.

Jannica Resurrection 637 Wilmot Lane, stated that she bought her house in October 2021 and enjoy the area because of the safety. Her concern is the traffic and property line as she has a line of trees on one side of her property, she inquired if another street light will be installed.

Councillor Snow inquired if they should look at the cost of widening the road, Councillor McFeely stated that they can ask staff to determine what that would be.

### 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, Wednesday, September 14 at 12 noon)**
- (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, September 19 monthly meeting)**

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].

### Public Meeting #2

#### 356 Maple Avenue – discretionary use

An application was received from 102801 PEI Inc. (c/o James Profit) for 356 Maple Avenue (PID #308353). This application will require City Council approval to allow an "Apartment Building – 3 unit" as a Discretionary Use in the Medium Density Residential (R3) zone. The applicant is proposing to convert the existing single family dwelling with an accessory suite to an apartment building (3 units).

The application was advertised in the August 20<sup>th</sup> edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.

## Medium-Density Residential (R3) Zone

- 17.1 The purpose of this zone is to provide for medium-density housing in the form of single-family, semi-detached, duplex dwellings, and other compatible uses.

### Permitted Uses

- 17.2 Subject to Bylaw requirements:

R3 Zone - Permitted Uses		
single family dwelling	duplex dwellings	assisted living
semi-detached dwellings	accessory building	manufactured home: mobile home lawfully existing prior to 1999

**Discretionary Uses**

17.3 Subject to Council approval:

<b>R3 Zone - Discretionary Uses</b>		
child care facility: medium	boarding house	social services agency
group home	nursing care facility	tourism establishment: inn*
townhouse - 8 units per building maximum	row house – 8 units per building maximum	apartments: 4 units maximum
rooming house		

\* Also requires Conditional Use permit

**Conditional Uses**

17.4 Subject to a permit:

<b>R3 Zone - Conditional Uses</b>		
home based business	secondary suite	tourism establishment: B&B and vacation rental property

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

**Comments & Questions**

James Profit, the applicant stated that the property was his grandparent’s home and was developed in two different parts in the 50’s and 60’s. The house is being brought up to electrical code. The intention is for the property to be 3 units.

Councillor Snow received a message from a resident who had a number of questions, inquiring about parking, fire hydrant, the foot print of the house, the occupancy number of the units. Some questions have been answered during the meeting, others, staff will address them in the Planning Board report.

**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, September 14, 12 noon)**
- (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, September 19)**

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 22-111**

It was moved and seconded

**Whereas** Tenders were called for in Summerside Sunbank Berm and Driveway Tender and

**Whereas** the City of Summerside received two tender bids in good order as follows:

<b>Firm</b>	<b>Cost (taxes included)</b>
<b>JBM Earthworks</b>	<b>\$320,515.35</b>
AJL Construction	\$416,472.50

**Be it Resolved that** the City of Summerside awards the Summerside Sunbank Berm and Driveway Tender to JBM Earthworks for the value of **\$320,515.35**.

**This bears the recommendation of the Committee of Electrical Services.**

Resolution carried 7-0

**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

September 14, 2022

**Present**

Mayor Basil Stewart  
Deputy Mayor Norma McColeman  
Councillor Bruce MacDougall  
Councillor Barb Ramsay  
Councillor Cory Snow  
Councillor Greg Campbell  
Councillor Brian McFeely  
Councillor Carrie Adams  
Linda Stevenson, Development Officer  
JP DesRosiers, Acting Deputy CAO  
Brian Hawrylak, HR Officer

**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 COS 22-112 Major subdivision Maple Grove Road**

It was moved and seconded

**WHEREAS** an application for a major subdivision was received from Arsenault Bros. Holdings Inc. to subdivide PID #72983 (consolidation of PID #72983 and PID #662676), creating 4 lots (Lot 22-1A to 22-1D), a public street and easements (B & C) for a temporary cul-de-sac and the remainder of PID #72983 (consolidation of PID #72983 and PID #662676), as shown on the preliminary survey plan prepared by Locus Surveys Ltd., drawing number 22088-S02, dated August 22, 2022.

**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;



# **COMMITTEE MINUTES**

# Planning Board Committee Meeting Minutes

**September 6, 2022**

## ***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 Carrie Adams, Co-Chair  
Gordon MacFarlane, Acting CAO  
Aaron MacDonald, Director of Technical Services  
Linda Stevenson, Development Officer  
Brian Hawrylak, HR Officer  
Members of the Public

## ***Call to Order***

The meeting was called to order

Agenda was approved

## ***Maple Grove Road extension***

### **SUPPORTING EXPLANATION:**

*Purpose:* Subdivide PID #72983 (consolidation of PID #72983 and PID #662676), creating 4 lots (Lot 22-1A to 22-1D), a public street and easements (B & C) for a temporary cul-de-sac and the remainder of PID #72983 (consolidation of PID #72983 and PID #662676). The Planning Board is required to make a recommendation to Council on this application and preliminary approval is required by Council, before the development can proceed.

*Background:* An application was received from Arsenault Bros. Holdings Inc. to subdivide this parcel into 4 lots. The proposed lots are intended for residential development (Low Density housing). The proposed subdivision layout is indicated on preliminary survey plan prepared by Locus Surveys Ltd., drawing number 22088-S02, dated August 22, 2022.

*Report:* As required under Section 3.6 of the *Subdivision and Site Development Bylaw*, Council Planning Board and the Development Officer shall consider the following general criteria when reviewing development applications under this Bylaw, as applicable:

a. *Conformity with this Bylaw.*

Staff Comment: This subdivision promotes “smart growth” making effective use of the land and applies to the principle of “orderly and following”.

b. *Conformity with the Official Plan.*

Staff Comment: The subdivision conforms to the Official Plan as the future land use for the property is residential.

c. *Conformity with the Zoning Bylaw.*

Staff Comment: The proposed lots conform with the zoning bylaw as the land is zoned Single Family Residential (R1) and Low Density Mixed Residential (R2).

d. *The orderly and following nature of the development.*

Staff Comment: This development promotes residential growth and is an example of infilling vacant land.

e. *Physical suitability of the site for the proposed development, including avoidance of natural hazards, undue water run-off, or environmental damage.*

Staff Comment: The site is suitable for development. The development will have no impact regarding natural hazards or environmental damage as these matters are not applicable with this development. The Developer’s plan for street drainage meets City requirements.

f. *Compatibility of the proposed development with the present and future surrounding patterns of streets, lots and services, including conformity with any City concept plans.*

Staff Comment: This development is compatible with the current and future surrounding patterns of streets and services. The development of the Low Density Residential lots is intended to be developed in phases, the first four lots will be developed in 2023 and the remainder of land will be developed at a later date. The existing public street network can be extended to this development. Municipal services are existing. A street connection to the east of the property will be provided to accommodate future growth. The street to the north of this development is the proposed location of the east/west connector road.

g. *Adequacy of the applicant’s proposals 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.*

Staff Comment: There will be minimal change to traffic flow on Maple Grove Road because of this development. The proposed residential street will be designed to meet a 50 km/hr local street with the speed limit posted at 40 km/hr. The proposed street would have an 8.8 m width, with concrete curbs and a temporary emergency turn around. The paved shoulder on the proposed street will allow for safe pedestrian traffic.

The City's water supply in the area is adequate for the new subdivision and the sewage treatment plant can handle the additional sewage loading. New water and sewer services will have to be installed to service the newly created lots at the developer's expense. All infrastructure is to be designed and installed to meet City standards at the developers cost.

*h. Suitability of parkland provisions*

Staff Comment: Parkland dedication is required for a major residential subdivision, based on 'buildable area'. Council may defer parkland all or a portion of parkland dedication. The developer would like to defer a portion of the parkland dedication for the remaining lands (lands excepting lot 22-1A to 22-1D). Parkland fees for lot 2022-1D will be exempted as this parcel is intended to be one large lot and will not be further subdivided. Parkland fees would apply to lots 22-1A, 22-1B and 22-1C). The buildable area is 4,329 sq. m (1.07 acres) of low density residential land. At Council's discretion the parkland dedication shall be 5% land or \$1750 per acre monetary park contribution. Land dedication at 5% would be 216 sq m (0.05 acres), monetary dedication at \$1750 per acre would be \$1872.50. The City has sufficient green space (Bluebell Park and Rotary Park) within 2 km of the subject property, the City is proposing to satisfy the parkland dedication with monetary dedication. The parkland contributions shall be put in a fund reserved solely for acquiring or expanding public parks within the City.

*i. Impacts on City finances and budgets.*

Staff Comment: The preliminary subdivision approval application will have an impact on City finances and budgets. The original water and sewer latecomer charges for Maple Grove Road was based on the road being connected to Walker Avenue with the frontages for the water and sewer systems assigned to each of the individual properties.

Based on the changes to the road layout and new frontages being proposed for the this development and for the East West Connector the applicable frontages have changed for PID #72983 from 198 m to 110 m. If this layout changes again the frontages may change, but for now the following reflects this layout.

The original frontages for PID #662676 have not changed.

The charges based on the new proposed layout for the latecomer will be as follows.

- PID 72983 = \$44,109.86
- PID 662676 = \$18,044.08
- Total = \$62,153.94

The original layout had a charge of \$79,397.74, based on this new layout the charge is \$44,109.86 for PID # 72983

The total latecomer for the project will be reduced to \$62,153.94 down from \$97,401.82.

j. *Proof of conformity with any applicable Provincial legislation and regulations.*

Staff Comment: The developer shall conform with all Provincial requirements, as applicable.

k. *Other matters as considered relevant.*

Staff Comment:

**STAFF REVIEW:** Technical Services staff recommend the application from Arsenault Bros. Holdings Inc. for preliminary subdivision to subdivide PID #72983, creating 4 lots (Lot 22-1A to 22-1D), intended for Low Density Residential development be recommended to be approved by Council, subject to the following:

1. The developer shall satisfy all municipal servicing requirements.
2. The developer enters into a subdivision construction agreement.
3. The developer shall satisfy the parkland dedication requirements.

As per Section 8.5 of the Subdivision and Site Development 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:** Preliminary subdivision approval be granted to Arsenault Bros. Holdings Inc. to subdivide PID # PID #72983, creating 4 lots (Lot 22-1A to 22-1D), intended for Low Density Residential development, be recommended to be approved by Council.

Moved by: Councillor Ramsay    Seconded by: Mayor Stewart

**Discussion:**

Mayor Stewart asked for clarification on the parkland dedication amount, it was stated to be \$1750 per acre. With the developer giving \$1872.50 to the parkland fund.

Mr. David Arsenault, the developer, stated that he had met with staff and the previous owner and does not believe that the late comer charges were updated in this report. Mr. Arsenault stated that he received an email from the Director of Finance that adjusted the late comer fees for both the PID numbers, 72983 and 662676 that adjusted the late comer charges to \$20,000 plus HST to reflect the original understanding from discussions held prior to the infrastructure work being performed. Acting CAO MacFarlane confirmed that this was correct and the correct amount wasn't pass to staff for correction in the report.

Mr. Arsenault stated that his intent is to sell the lots and will be building a new home for himself. There will be an extension of pavement on Maple Grove Road and the water and sewer service already exists.

This item will be placed on the agenda for a Special Council meeting on September 14 at 12 noon.

Motion:

Carried	X
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For	2
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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