



Prince Edward Island

December 2020

Monthly Council Meeting Agenda

December 21, 2020

- 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 November 16, 2020 and approval of the Special Council Meeting Minutes of November 23, 2020

- 3) **Correspondence**

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

- 5) **Technical Services** - Chair, Councillor Justin Doiron
 - a) Report

- 6) **Planning Board** – Chair, Councillor McFeely
 - a) Resolutions
 - i) Resolution COS 20-113 Discretionary use 156 Summer Street
 - ii) Resolution COS 20-114 Major Variance 121 Kelly Drive
 - iii) Resolution COS 20-115 Street Name – Eco Park
 - iv) Resolution COS 20-116 Major variance 419 Central Street
 - v) Resolution COS 20-120 Heritage Plan (Secondary Plan) & Bylaw SS-20 review

- 7) **Economic Development** - Chair, Councillor Brian McFeely
 - a) Report

- 8) **Police Services/Fire Emergency Planning** - Chair, Councillor Barb Ramsay
 - a) Police Services Report
 - b) Fire Services Report
 - c) Resolutions
 - i) Resolution COS 20-118 CS-25 Taxi Bylaw second reading and formal adoption
 - ii) Resolution COS 20-119 Glenn Drive speed limit

- 9) **Community Services** - Chair, Councillor Cory Snow
 - a) Report
 - b) Resolutions
 - i) Resolution COS 20-117 No Parking on Active Transportation Route

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

- a) HR & Legal Affairs Report
- b) Culture Summerside Report
- c) Policy and Bylaw Review Committee Report

11) Municipal Services - Chair, Councillor Bruce MacDougall

- a) Report

12) Electric Services - Chair, Councillor Greg Campbell

- a) Report

13) Committee of the Whole

- a) Municipal Government Act reference Section 119 1(a)
- b) Municipal Government Act reference Section 119 1(b)

14) Adjournment

REPORTS & RESOLUTIONS

Council Meeting Date: December 21, 2020

Department/Committee: Finance

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

My report tonight will begin with a reminder that grant applications to our community support program for the 2021-22 budget are due on Thursday, December 31, 2020 at 12:00pm (AST). To be eligible to submit an application for consideration, the group or organization or event must meet the following:

- Be registered as a non-profit organization and located in the City of Summerside
- Must have a broad mandate servicing a wide cross-section of citizens within the City of Summerside
- Must provide a service not currently provided by another body
- Purpose is to enhance social, cultural, environmental, recreational or heritage initiatives

This application form is available on our website (www.summerside.ca) and late submissions will not be considered. For those who received a community support grant for 2020-21 please be advised that your final report is due on December 31, 2020.

Preparations are underway for our 2021-22 capital and operating budgets. We expect to present this budget to our residents in early March 2021.

Now, for an update on the status of our utility accounts receivable. As of December 11, 2020, the following is being reported:

- Total overdue balance is \$146,500 compared to \$153,200 at November 10, 2020.
- This overdue balance comes from 677 utility customer accounts (of which 64 are commercial accounts and 613 from residential accounts)
- Approximately 11.9% or \$17,400 of the overdue balance is greater than 180 days old (this compares to 20% or \$65,400 at the end of July 2020)

Customers who have outstanding balances and have not requested a payment arrangement are strongly encouraged to contact Financial Services at 902-432-1230.

Our latest projection for our current fiscal year is reporting a surplus \$114,600 which is mainly due to operating results of our water and sewer utility. We continue to meet with the individual departments to determine the impact the pandemic is having and may continue to have on our operations.

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

Merry Christmas and all the best for the holiday season.



Summary of Revenue and Expenses
As of October 31, 2020

	2020-21 Projection	2020-21 YTD Actual	2020-21 Budget
Revenue			
General Revenue	21,827,821	13,134,186	20,780,929
General Government	17,460	17,460	-
Information Technology	18,640	20,900	12,000
Summerside Raceway	335,000	195,417	340,000
Fire Services	6,116	4,975	2,400
Police Services	171,139	144,037	58,250
Economic Development	36,983	20,850	38,720
54/56 Central St	139,818	80,465	141,712
Culture Summerside	105,152	76,755	58,934
Community Services	857,750	144,181	1,899,502
Public Works	32,641	17,763	30,000
Government Transfers - Capital Projects	150,938	150,938	-
Transfer from Reserve	480,000	-	480,000
Total Revenue	24,179,459	14,007,926	23,842,447
Expenses			
General Government	665,345	460,092	669,618
Administration	184,537	116,219	171,369
Financial Services	4,155,620	2,566,899	3,786,817
Information Technology	148,540	49,927	146,389
Summerside Raceway	335,000	37,965	340,000
Human Resources	248,531	127,540	260,768
Fire Services	801,253	464,049	808,256
Police Services	4,448,481	2,501,443	4,481,984
Economic Development	633,317	267,144	668,344
54/56 Central St	139,818	44,126	141,712
Culture Summerside	602,743	358,530	554,277
Community Services	4,079,682	2,163,004	4,926,422
Technical Services	467,279	286,659	450,813
Public Works	2,511,702	1,272,935	2,469,891
Capital Projects	4,337,833	2,516,534	3,962,068
Transfer to Reserve - Timing of Capital Projects	401,590	401,590	-
Transfer to Reserve	-	-	-
Total Expenses	24,161,271	13,634,657	23,838,728
Surplus/(Deficit) - General Fund	18,187	373,269	3,719
Utility Funds			
Revenue			
Electric Utility	22,615,109	12,027,079	23,172,354
ETS (Heat for Less Program)	144,600	56,232	170,500
Water Utility	2,185,812	1,265,190	2,207,607
Sewer Utility	3,750,647	2,186,313	3,808,368
Total Revenue - Utilities	28,696,167	15,534,814	29,358,828
Expenses			
Electric Utility	22,616,563	11,778,703	23,166,733
ETS (Heat for Less Program)	154,944	45,834	170,500
Water Utility	2,151,528	1,273,337	2,207,607
Sewer Utility	3,676,717	2,069,768	3,808,368
Total Expenses - Utilities	28,599,752	15,167,642	29,353,208
Operating Surplus/(Deficit) by Utility			
Electric Utility	(1,453)	248,376	5,621
ETS (Heat for Less Program)	(10,345) ▲	10,398	-
Water Utility	34,284	(8,147)	-
Sewer Utility	73,930	116,545	-
Total Operating Surplus/(Deficit)	96,415	367,172	5,621
Total Surplus/(Deficit)	114,603 ▲	740,441	9,340

**Summary of Capital Expenditures
As of October 31, 2020**

	2020-21 Projection	2020-21 YTD Actual	2020-21 Budget
<u>Funded by Current Year Revenue</u>			
General Government	-	-	-
Administration	-	-	-
Financial Services	-	-	10,000
Summerside Raceway	-	-	-
Information Technology	8,752	8,752	15,000
Human Resources	-	-	-
Fire Services	125,100	115,408	195,000
Police Services	82,351	73,623	63,800
Economic Development	116,570	16,570	100,000
Central Suites	-	-	-
Culture Summerside	160,462	160,462	-
Community Services	1,289,667	532,945	1,046,000
Technical Services	2,284,207	1,436,515	2,268,801
Public Works	270,725	172,258	263,467
Subtotal - Funded by Current Year Revenue	4,337,833	2,516,534	3,962,068
<u>Funded by Long Term Debt</u>			
Energy & Facility Renewal Project (Honeywell)	-	-	-
Eco Park Phase 1 + 2 +3	1,716,732	1,716,732	10,228,300
Fire Engine	681,090	-	650,936
Granville St Storm Sewer Replacement	1,300,000	843,948	1,782,378
Summerside Core Project	1,255,108	1,255,108	
Athlete Training & Hosting Upgrades	9,125	9,125	
Subtotal - Funded by Long Term Debt	4,962,054	3,824,912	12,661,614
<u>Utility Funds - Funded by Long Term Debt</u>			
Electric Utility	2,711,703	1,730,107	1,920,000
ETS (Heat for Less Program)	-	-	-
Water Utility	2,138,818	1,301,360	2,122,467
Sewer Utility	1,925,153	868,625	1,918,467
Subtotal - Utilities	6,775,674	3,900,092	5,960,934
Total Capital Expenditures	16,075,562	10,241,538	22,584,616

Council Meeting Date:	December 21, 2020
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Department/Committee:	Technical Services
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The 2020 civil road works construction is pretty much done for the season, but we still have a number of construction projects that will continue throughout the winter. Staff are working on the 2021 capital budget items while wrapping up the invoicing and deficiency lists from this year's projects.

Staff continues to review and assist the public with pending developments and building permits. A number of new developments are progressing, the three multi-unit buildings are coming out of the ground off of McEwen Rd, 6 semidetached units have started on Balcolm. The 11 lot subdivision off of Bernard and Acadian and the 9 lot off McEwen Rd have been paved. A number of Semi's are in progress on Fairview subdivision as well the 70 unit building downtown is close to occupancy.

Our office is still encouraging people to continue to send in your information electronically as they have been doing and if you need to see someone, please call ahead for an appointment to ensure you are able to meet with someone. We will continue reviewing all information submitted and respond back to these submissions if any additional information may be required for their permits.

19 building permits with a value of \$857,000 were issued for the month of November, year to date – 365 permits for a total value of \$42.5M. We issued, 4 semi-detached, 1 residential renovation and then 9 for signs, fences, & accessory buildings. Also, another 5 for Institutional and commercial renovations. The total number of permits to date represents nearly a 50% increase from a typical year and the total permit value would be one of our higher years which has led to a very busy year, even with the current Covid situation from earlier in the year. Staff have continued to work with developers and citizens in order to complete inspections on their existing projects.

Several Developers are still reaching out to staff for assistance with their proposed projects for 2021. Staff will continue to work with these developers to bring these developments to the permit stage. Citizens are also encouraged to ask for assistance with their projects.

December 21, 2020

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 Lesley and Garry Lloyd for a Discretionary Use for PID #309344 to allow a *“Tourism Establishment: Inn”* at 156 Summer Street in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*;

BE IT RESOLVED THAT the Council approve a Discretionary Use for a *“Tourism Establishment: Inn”* at 156 Summer Street, PID #309344, in the Medium Density Residential (R3) zone under the *City of Summerside Zoning Bylaw*, *subject to a conditional use approval by the Development Officer*;

This bears the recommendation of the Planning Board Meeting of December 1, 2020.

December 21, 2020

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 Robert Lawless for 121 Kelly Drive (PID # 562611) to allow an attached two car garage to be placed 1.25m from the rear yard property line.

And Whereas Section 15.5 of the City of Summerside Zoning Bylaw requires a minimum setback of 2.5m from the dwelling to the side yard lot line.

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

Variance applications shall be considered by Council, Planning Board, or the Development Officer, as applicable, against the following tests for justifying a variance. All applicable criteria must be met:

- a. That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions, which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.
- b. That the proposed variance meets the general intent of the official plan.
- c. That the proposed variance meets the general intent of the zone.
- d. That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.

BE IT RESOLVED THAT the Council approve a side yard (east side) variance of 50% to allow the proposed attached garage at 121 Kelly Drive (PID # 562611), under the *City of Summerside Zoning Bylaw*;

This bears the recommendation of the Planning Board Meeting of December 1, 2020.

December 21, 2020

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 City of Summerside is a Designated Municipality under the Emergency 911 Act:

And Whereas as a Designated Municipality is responsible to name a street, public or private, where the street serves three or more properties:

And Whereas the City, wishes to submit the street name Innovation, as it is fitting with the intended uses for ECO Park (Summerside Business Commons), attracting businesses with new ideas; original and creative in thinking;

And Whereas as required by Schedule 'B' – Street Naming Policy of the *City Subdivision & Site Development Bylaw SS-19* Council, shall approve or deny the recommendation or request, by simple resolution, based on:

1. The recommendation of the street naming committee
2. The conformance of the proposed name with this policy
3. Any other considerations that Council considers relevant

Be It Resolved That Council approve the following street name submitted:

- As per the street name policy, the suffix will be Avenue, the official street name is ***Innovation Avenue***.

This street is located off Greenwood Drive (PID # 305151)

This bears the recommendation of the Planning Board Meeting of December 1, 2020.

December 21, 2020

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 Nick Curtis at 419 Central Street, PID #71050.

And Whereas Section 8.4 of the City of Summerside Zoning Bylaw states that no residential accessory building shall exceed a maximum height of 4.5m (14.5 feet).

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

- a. That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions, which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.
- b. That the proposed variance meets the general intent of the official plan.
- c. That the proposed variance meets the general intent of the zone.
- d. That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.

Be It Resolved that Council grant a variance of approximately 20%, to allow the accessory building height of 5.6m (18.5 feet), in order to accommodate the same roof slope on the existing residence.

This application bears the recommendation of the Planning Board Meeting of December 1, 2020.

December 21, 2020

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 it is desirous to review the *City of Summerside (CoS) Heritage Plan (Secondary Plan) & Bylaw SS-20* as part of the update cycle for land-use plans and bylaws.

And Whereas these documents will be brought up to date with current best heritage planning practices and be consistent with our Official Plan policies and applicable Provincial legislation, including the *Heritage Places Protection Act*.

And Whereas Planning Board at its meeting on December 21, 2020 is recommending Council approve a Task Force referred to as the *Summerside Heritage Plan and Bylaw Review Task Force*. The mandate of the *Task Force* is to provide recommendations to Planning Board concerning heritage matters such as, but not limited to:

- Review of heritage best practices of selected municipalities across Canada;
- Heritage Plan and bylaw administration under the *PEI Heritage Places Protection Act*;
- Provide a fair and consistent heritage scoring/ranking system for designation of historic properties and buildings;
- Determine the scope of conservation/protection measures for City of Summerside designated and non-designated heritage resources;

And Whereas the Task Force will report to the Planning Board. The Task Force shall dissolve when Council either adopts the documents by Resolution or at any other time at Councils sole discretion.

And Whereas the Task Force will be comprised of one member of the current Planning Board who shall be Chair; the three citizen members of Heritage Planning Board and one member of the Summerside & Area Historical Society.

<i>Summerside Heritage Plan and Bylaw Review Task Force</i>
⇒ Planning Board (Chair or designate) (1) Councillor Brian McFeely or designate
⇒ Summerside & Area Historic Society (1) President Peter Holman or designate
⇒ Heritage Planning Board (citizen members) (3) Natalie Hashie; Carl Delaney; Kate Cormier

Term: January–December 2021 (anticipated timeline)

This bears the recommendation of the Planning Board meeting of December 21, 2020

Council Meeting Date:	December
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Department/Committee:	Department of Economic Development
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A primary challenge in Economic Development is forming a vision from many competing priorities and activities. This vision stems from the community's values, its economic strengths and weaknesses, and consensus on a desired future. Goals are the tangible expressions of the vision and our EDO endeavours to make them reality.

In 2019, almost a year to the date, our Department and Council resolved to enact a 4-year strategy to grow and diversify our local economy, a foundational initiative to focus our ambitions over our term as Council. At its root, the goal of this plan was to stimulate a more balanced and sustainable economic base for the benefit of both businesses and residents. Fundamentally, it was to attract and grow new businesses to Summerside to create new tax revenue, job growth, and community building.

The Resolution was:

Grow the percentage of our Industrial/Commercial tax base from its current 18.6% (\$3.063M in tax revenue) to a minimum of 21% (\$3.732M in tax revenue) over the next four years. We believe this to be an achievable goal that will result in an increase of approximately \$700K in tax revenue.

While broad in its stated purpose, its outcomes could not be clearer – attract and grow more quality jobs, investment, and economic activity. We have publicly and clearly stated our intended outcomes:

- ✓ Ensure Summerside is developing, attracting, and retaining a skilled and diverse workforce that enables business attraction and retention
- ✓ A new model for incubators, accelerators, and small business start-up space and support
- ✓ Developing fiscal tools to stimulate development in business opportunities for Summerside
- ✓ Through the Living Lab, we wish to support, grow, and engage clients both local and abroad to further validate their products or services
- ✓ Enhance and cultivate more research and development opportunities
- ✓ Bring to market new employment lands for industrial purposes to attract and grow non-residential enterprise
- ✓ Work with the private sector on bringing more “market ready” commercial space
- ✓ Through Immigration, continue to foster business attraction

Many of these outcomes are being realized by the EDO's 2020 activities, such as the progress with the Eco-Park, our ongoing Living Lab partnerships, our discussions with external partners about incubator programming, and new entrepreneurs from the PNP program. Speaking of immigration, I would like to share some of the achievements from that file.

The PNP Community Endorsement process was first introduced three years ago and Summerside began interviewing candidates in February 2018. Summerside embraced this as a way to vet already pre-screen business investors. At the time, it was discouraging to know that these folks were years away from executing their plans, but now here we are with many having taken root in the past year.

In the past 16 months, there have been 31 PNP businesses that have opened in Summerside, including one that opened just a few days ago on Friday, December 11. These businesses have diverse offerings and include financial services, bakeries, cafés, restaurants, education, media, hobby shops, craft stores, automotive, grocery, language training, construction, and IT servicing.

All these proprietors have moved here with their families, mostly households of either 3 or 4. Taken together, this amounts to **101 people with an average household size of 3.25**, many of which live in Summerside. Not only are we increasing our population, but we are doing it in the younger age categories.

This influx of newcomers represents many countries, including China, Vietnam, Iran, India, Brazil, and UAE. This will help Summerside establish new communities and introduce new cultures to the City. This can especially be seen in the new restaurants, like Hong Kong-style, Indian, and Vietnamese.

The impact of these business investors is significant, these folks are occupying commercial and industrial space totalling just over 31,000 sq ft. Second, they collectively employ 78 people.

Finally, Downtown whom our office promotes regularly has been the main benefactor of this new investment. **Out of the 31 businesses, 20 are located Downtown**

Besides PNP folks setting up Downtown, several other local businesses are doing so as well. This has caused many buildings that were traditionally underused to become full or nearly full. These include the Sites & Bytes Building, the HMS Building, the Concorde Building, Maxx Sutton Properties, the McNeill Mall, the Newlife Building, Harbourview Plaza, and the HQ Building.

About a year ago, the EDO identified the need for about 100,000 additional sq ft of commercial space based on our Investor inquiries and client pipeline. Since then, we have seen local absorption of over 31,000 sq ft in just 16 months. Despite the challenges with Covid, which we have never overlook, there is still positive signs heading into

In closing I want to wish all our residents and business the safest and happiest of holidays!

Council Meeting Date:	December 21, 2020
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Department/Committee:	Summerside Police Services
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Committee and Volunteer Work

Face to face meetings continues to increase during November while still self-distancing and remaining vigilant with the rules surrounding pandemic protocols although this may change again in December depending on the rules from CPHO. Several meetings took place during November including: Mobile crisis team, Staff Association meetings, Bridge meetings every Tues & Thurs to deal with people at risk, and conference calls with all law enforcement personnel on PEI.

During November SPS staff continued to respond to concerns from Public Health for persons not self-isolating when ordered to do so by CPHO.

Training and Service Enhancements

During November members took part in Use of Force & Taser training instructed by two SPS members.

Community Policing Activities

Members attended Remembrance Day services in Summerside and St. Eleanor's. One member volunteered with a local church along with one member volunteering with the College of Piping. Another member took an on-line training course through the University of Alberta entitled 'Indigenous Canada' which is a course on the history of Indigenous peoples in Canada.

Occurrence Statistics

The following is a list of some of occurrence totals for November 2020

Calls for Service – **515**

Traffic Accidents – **23**

Reported Crimes of Assaults & Threats – **32**

Theft Reports - **15**

Impaired Driving Offences – **6**

Highway Traffic Act Charges **104 (Including 46 Speeding)**

Break & Enter Reports (Business & Residential) - **8**

Drug Enforcement Charges – **4**

Any questions can be directed to Chief Poirier or Deputy Chief Walker.

Chief J. David Poirier

Council Meeting Date: December 2020

Department/Committee: Fire Services

November 2020 Report

There were 17 calls for assistance during the month of November; they are as follows:

- 2 - Medical First Responder Calls
- 4 - Alarm Panel Calls
- 2 - Motor Vehicle Accidents
- 3 - Structure Fires
- 3 - Miscellaneous Calls
- 1 - Carbon Monoxide Call
- 2 - Cancelled Calls

During the month of November firefighters trained a total of 325 hours. Some of the sessions included:

- Pump Operators Course at PEI Fire School
- Apparatus Placement Training
- A number of online training courses
- Level 1 review and exam
- Level 1 field work

Notes:

- A huge thank you to residents of Summerside for supporting firefighters and the many volunteers that worked with us in presenting the 2020 version of our annual Santa Claus parade. There were many new challenges, but by the amount of smiling faces we seen, we deem this to be a great success under the circumstances.
- Engine 3 has completed its 25 years of service and has been sold to a fire department in Cape Breton. We are looking for the new engine 3 in the next couple of weeks.
- Firefighters have been very diligent in the fight against Covid19, but moving forward into the winter months the following changes will be made to decrease our risks even further:
 - Annual Awards Night and Christmas Banquet has been cancelled.
 - Training will be limited to company practices only (8 members per company)
 - Monthly meetings will be done with an email sent out by Chief Enman, no gathering
 - Association meetings will be cancelled until an undetermined date.

Thank You,
Ken Culleton
Admin Assistant
Summerside Fire Services

December 21, 2020

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 City of Summerside Bylaw CS-25 Taxi Bylaw was presented at the Monthly Meeting on October 19, 2020 for a first reading and referred to the Police Committee Meeting of December 1, 2020 for a recommendation

And Whereas CS-25 Taxi Bylaw is presented at this December 21, 2020 Monthly meeting

Be it resolved That the City of Summerside Bylaw CS-25 Taxi Bylaw be hereby declared read a second time and be formally adopted.

This bears the recommendation of the Police Committee meeting held on December 1, 2020



CORPORATION OF THE CITY OF SUMMERSIDE

BYLAW NAME: TAXI BYLAW

BYLAW #: # CS-25

BE IT ENACTED by the Council of the City of Summerville as follows:

1. Title

1.1. This Bylaw shall be known and cited as the “Summerside Taxi Bylaw”.

2. Definitions

2.1. In this Bylaw:

- (a) “Chief of Police” means the Chief of Police of the City of Summerville and includes anyone designated by him to act on his behalf;
- (b) “City” means the City of Summerville;
- (c) “Council” means the Mayor and other members of the Council of the municipality;
- (d) “Cab or Taxi or Taxi Cab” means a motor vehicle which bears identification designating it as a taxi cab, having a designed seating capacity of not more than six (6) persons exclusive of the driver, and used/intended to be used for hire for the transportation of passengers for gain;
- (e) “Owner” means any person, corporation, firm or syndicate that owns or operates a taxi or taxi stand in the City of Summerville;
- (f) “Taxi Operator” means any person who drives or is in actual physical control of a taxi cab;
- (g) “Taxi Stand Operator” means any person who is the owner or operator of a taxi stand; and
- (h) “Taxi Stand” means a station or dispatching station for taxi cabs utilized by taxi owners and taxi operators in the ordinary course of their business.

3. Licenses

3.1. There shall be 3 classifications of licenses regarding taxi cabs:

- (a) Taxi Stand License;
- (b) Taxi Cab License; and
- (c) Taxi Driver's License.

4. Validity of License

4.1. Each license shall be valid from the date of issuance until the 30th day of April next following, subject to cancellation, suspension or revocation as hereinafter provided.

5. Fees

5.1. The fees payable to the City by the applicant for each classification of license shall be as set by Council from time to time, and shall be payable to the City of Summerside, upon issuance of the license. In the event that any license is canceled, suspended, revoked or otherwise voided pursuant to this bylaw, no refund or part or all of the license fee shall be given.

6. Form of License

6.1. Each classification of license shall be in such form as shall be determined from time to time by the Chief of Police.

7. Application Form

7.1. Every person desirous of obtaining a taxi stand license, taxi cab license, or taxi driver's license, or renewal thereof, shall file with the Chief of Police an application in the form annexed hereto as Schedule "A", Schedule "B" or Schedule "C", as the case may be, which application must be complete in all respects.

8. Insurance

8.1. An applicant for a taxi cab license shall file with the Chief of Police, proof of a policy of insurance issued by an insurance company authorized to carry on business in the Province of Prince Edward Island. The policy shall cover a period that extends to or beyond the expiry of the current license period. In the said policy, the applicant shall be insured for at least \$2,000,000.00 (two million dollars) against liability in respect of any accident arising out of the operation of the vehicle for which application for a license is being made, for loss or damage resulting from bodily injury to, or the death of one or more persons, and the loss or damage to property, and passenger hazard insurance, and without limits

on any particular claim on those above referenced, regardless of the number of persons involved or the nature of the damages.

- 8.2.** If a license is issued, the said insurance policy shall be kept in force by the licensee during the period for which it or any renewal is in effect. Should the licensee fail to renew the same from time to time and pay the premiums due, the Chief of Police shall cancel the license. The licensee shall immediately advise the Chief of Police if the said insurance policy is cancelled, suspended or revoked. Upon said notification, whether by the licensee or otherwise, the Chief of Police shall cancel the license and said cancellation, suspension or revocation shall be retroactive to the date of the said cancellation, suspension or revocation.

9. Issuance of License

- 9.1.** Upon receipt of a completed license application, the Chief of Police shall review the application and may:
- (a) approve same and issue the license; or
 - (b) deny same for any reason in the public interest appearing to him to be sufficient; or
 - (c) forward same to Council for approval or denial in circumstances he deems appropriate.

10. Offences

- 10.1.** Any owner who operates, or causes to be operated, a taxi stand within the City of Summerside without a valid taxi stand license shall be guilty of an offence and liable, on summary conviction, to the fines as set out in Schedule "F" attached hereto.
- 10.2.** Any owner of a taxi cab who operates or causes to be operated by any person a taxi cab within the City of Summerside without a valid license shall be guilty of an offence and liable, on summary conviction, to the fines as set out in Schedule "F" attached hereto.
- 10.3.** Any person who operates a taxi cab within the City of Summerside without a valid taxi driver's license shall be guilty of an offence and liable, on summary conviction, to the fines as set out in Schedule "F" attached hereto.
- 10.4.** Any owner of a taxi cab who permits a person who is not the holder of a taxi driver's license to operate the taxi cab within the City of Summerside shall be guilty of an offence and liable, on summary conviction, to the fines as set out in Schedule "F" attached hereto.
- 10.5.** Any person who violates any other provision of this bylaw shall be guilty of an offence and liable, on summary conviction, to the fines as set out in Schedule "F" attached hereto.

11. Assignment of License

- 11.1.** The holder of a taxi driver's license shall not assign, transfer or convey the said license. In the event that a person holding a taxi driver's license ceases to be employed or to act as a driver, the taxi stand owner shall take possession of the license and shall surrender it to the Chief of Police for cancellation.

12. Out of Service

- 12.1.** Each and every taxi cab licensed by the City of Summerside is expected to be in service throughout the term of its license. The owner of any taxi cab which is taken out of service for a period exceeding one week shall notify the Chief of Police. The Chief of Police, upon receiving such notice, or learning of it in any other way, shall cancel the taxi cab license unless sufficient proof is given to the Chief of Police that the taxi cab shall be kept in continuous service for the remainder of the term of its license.

13. Alcoholic Beverages

- 13.1.** The picking up and/or delivery of alcoholic beverages by any taxi driver is strictly prohibited and constitutes an offence under this bylaw.
- 13.2.** No taxi cab driver shall consume or have in his possession, any alcoholic beverages while he is in charge of a taxi cab.

14. Taxi Cab Requirements

- 14.1.** Every taxi cab operating within the City of Summerside shall be equipped with at least four doors, safety restraints for at least four persons, and suitable for taxi purposes as established by the Chief of Police.
- 14.2.** Every licensed taxi cab must be affiliated and employed with a licensed taxi stand.
- 14.3.** Every taxi cab shall be clearly marked in such a way as to designate it as a taxi cab and shall have a taxi cab identification sign on the roof of the vehicle which shall identify the taxi stand with which the taxi cab is affiliated and which shall be illuminated during hours of darkness.

15. Taxi Cab Operator

- 15.1.** Every taxi cab operator shall, while operating a taxi cab, display his taxi driver's license where it can be clearly read by any passenger.

16. Fares and Rates

- 16.1. Every taxi owner shall post in every cab the current rates of fares being charged by the owner where they can be clearly read by any passenger.
- 16.2. The maximum taxi cab fares shall be as set from time to time by simple resolution of Council and listed in Schedule "E". No taxi driver shall request a fare higher than that set by City Council.

17. Records

- 17.1. Daily records of all calls and dispatches shall be kept by any taxi stand doing business in the City of Summerside and such records shall be open for inspection by any Police Officer without a warrant.

18. Court Conviction

- 18.1. In the event that the holder of a taxi owner's or taxi driver's license issued under this Bylaw shall be convicted by a Court of any offense committed while operating a taxi cab, whether under the *Criminal Code*, the *Controlled Drugs and Substances Act*, the *Food and Drug Act*, the P.E.I. *Liquor Control Act*, the P.E.I. *Highway Traffic Act*, or any offense under this Bylaw, the taxi license of that holder may be revoked or suspended by the Chief of Police.

19. Loss of License

- 19.1. Any taxi driver whose driver's license has been suspended, revoked or cancelled shall, during such suspension or after such revocation or cancellation, be construed to be without a taxi license.
- 19.2. The Chief of Police, or his designate, may, at any time, for any good and sufficient cause, suspend a taxi stand license, a taxi cab license or a taxi driver's license, as the case may be, by serving the taxi stand owner, the taxi cab owner or taxi driver, as the case may be, a written notice of suspension indicating the reason or reasons therefore, and shall in such event report such suspension to the City Council.
- 19.3. Any notice of suspension or revocations of any license required to be given, or any other notice required under this Bylaw, shall be effectively given if served personally or if sent by registered mail addressed to the party entitled to such notice, at his last known address.

20. Enforcement

- 20.1. Any act or duty of this Bylaw may be performed by any City of Summerside Police Officer, and/or any designate of the Chief of Police.

21. Violation of Bylaw

- 21.1.** Any person who violates, causes to violate or fails to comply with any of the provisions of this Bylaw, except for a violation under Section 14, shall for each violation or failure be guilty of an offense and shall for each offense be liable to a penalty as set out in Schedule "F" of this Bylaw.
- 21.2.** All prosecutions for any violations of this Bylaw, excepting a violation under Section 14, shall be heard before a Judge of the Provincial Court.

22. Resolutions

- 22.1.** Council may, by simple resolution, establish the following for the better administration of the Bylaw:
- (a) Forms of Licenses and Applications;
 - (b) Taxi fares;
 - (c) License fees; and
 - (d) Penalties.
- 22.2.** When matters are established pursuant to subsection 24.1, they shall form schedules to the Bylaw.

23. "Special Purpose" Licenses

- 23.1.** City Council may establish "special purpose" taxi stand, taxi cab and taxi driver licenses for the conveyance only of elderly or disabled persons and those persons accompanying them. Unless otherwise stated, all provisions of this Bylaw shall apply to the "Special Purpose" classifications.

24. Appeals

- 24.1.** Any person who is aggrieved by a decision issued by Police Services pursuant to this bylaw, including the suspension, revocation, cancellation of, or refusal to issue any taxi driver's license, taxi cab license or taxi stand license may, within 20 days of the decision, appeal the decision to City Council who shall hear the reasons of all parties involved and who shall issue a decision not contrary to the provisions of this bylaw. Council's decision shall be final and binding.

25. Repeal of Existing Bylaw

- 25.1.** Bylaw Number CS-25, the Summerside Taxi Bylaw which was adopted on November 18, 2019 is hereby repealed.

26. Effective Date

26.1. The effective date of this Bylaw is December 21, 2020.

First Reading:

This Bylaw, Bylaw# CS-25, was read a first time at the Council meeting held on the 19th day of October, 2020.

This Bylaw, Bylaw# CS-25, was approved by a majority of Council members present at the Council meeting held on the 19th day of October, 2020.

Second Reading:

This Bylaw, Bylaw# CS-25, was read a second time at the Council meeting held on the 21st day of December, 2020.

This Bylaw, Bylaw# CS-25, was approved by a majority of Council members present at the Council meeting held on the 21st day of December, 2020.

Approval and Adoption by Council:

This Bylaw, Bylaw# CS-25, was adopted by a majority of Council members present at the Council meeting held on the 21st day of December, 2020.

This Bylaw is declared to be passed on the 21st day of December, 2020.

Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Bylaw adopted by the Council of the City of Summerside on the 21st day of December, 2020 is certified to be a true copy.

Chief Administrative Officer Signature

Date



CORPORATION OF THE CITY OF SUMMERSIDE

SCHEDULE: SCHEDULE "A", "B", "C", "D", "E", & "F"

BYLAW NAME: TAXI

BYLAW #: # CS-25

Schedule "A"	Taxi Stand License
Schedule "B"	Taxi Cab License Application
Schedule "C"	Taxi Driver's License Application
Schedule "D"	License Fees for Taxi Stands
Schedule "E"	Taxi Fares
Schedule "F"	Offences & Fines

SCHEDULE "A"

TAXI STAND LICENSE

LICENSE NO. _____
(issued Under City of Summerside Taxi By-law)

NAME OF STAND: _____

ADDRESS: _____

ISSUED THIS _____ DAY OF _____ 20 _____

EXPIRES MIDNIGHT, THE _____ DAY OF _____ 20 _____

Received by the Taxi Stand Owner

CHIEF OF POLICE
SUMMERSIDE, PEI

THE LICENSE TO BE DISPLAYED IN TAXI STAND IN PLAIN VIEW OF CUSTOMERS

INSPECTIONS

SUBSEQUENT INSPECTIONS
[IF NECESSARY]

- | | |
|--|-------|
| 1. _____
(a) Date (b) condition (c) inspector | _____ |
| 2. _____
(b) Date (b) condition (c) inspector | _____ |
| 3. _____
(c) Date (b) condition (c) inspector | _____ |
| 4. _____
(d) Date (b) condition (c) inspector | _____ |

TAXI CAB LICENSE APPLICATION

DATE _____

NAME OF COMPANY _____

ADDRESS: _____

TELEPHONE _____

• OWNER[S] OF VEHICLE

1. NAME _____
DATE OF BIRTH _____
ADDRESS _____
TELEPHONE _____

2. NAME _____
DATE OF BIRTH _____
ADDRESS _____
TELEPHONE _____

• DESCRIPTION OF VEHICLE

MAKE _____ MODEL _____

SERIAL # _____ P.E.I. PLATE # _____

• INSURANCE PARTICULARS

POLICY # _____ PL. & PD. AMOUNT _____

INSURANCE AGENT _____

ADDRESS _____

NOTE: CERTIFICATE OF INSURANCE MUST ACCOMPANY APPLICATION

Witness

Signature of Applicant

APPROVAL OF THE CHIEF OF POLICE _____

DATE _____

SCHEDULE "D"

LICENSE FEES

Taxi Stand	\$100.00
Taxi Cab	\$ 10.00
Taxi Driver	\$ 15.00
Renewal of Taxi Driver License	\$ 15.00

Plus a deposit of \$10.00 which shall be returned without interest upon surrender of current license within the current year

SCHEDULE "E"

MAXIMUM FARES

The Schedule of maximum fares within the City Limits. HST included are listed below.

# of Persons	Maximum Fare	Seniors
1 Person	\$11.00	\$10.50
2 Persons	\$12.00	\$11.50
3 Persons	\$13.00	\$12.50
4 Persons	\$14.00	\$13.50
5 Persons	\$15.00	\$14.50

SCHEDULE "F"

OFFENCES & FINES

The offences and fines under this Bylaw shall be as follows:

SECTION #	DESCRIPTION	MIN. FINE	MAX. FINE
Section 10	Operate a Taxi Stand without a license	\$500.00	\$1,000.00
Section 10	Operating a Taxi Cab without a license	\$ 50.00	\$ 200.00
Section 10	Operating without a Taxi Driver license	\$ 50.00	\$ 200.00
Section 10	Permitting someone else to operate taxi cab without a Taxi Driver license	\$ 50.00	\$ 200.00
Section 11	Transfer of Taxi Cab license	\$ 50.00	\$ 200.00
Section 11	Transfer of Taxi Driver license	\$ 50.00	\$ 200.00
Section 12	Operating Taxi Cab when out of service	\$ 50.00	\$ 200.00
Section 13	Operating Taxi Cab for pickup/delivery of alcoholic beverages	\$ 50.00	\$ 200.00
Section 14	Operating a Taxi Cab not affiliated with a Taxi Stand	\$ 50.00	\$ 200.00
Section 15	Taxi Driver not affiliated with a Taxi Stand	\$ 50.00	\$ 200.00
Section 16	Substandard appearance of Taxi Stand/Taxi/Driver	\$ 50.00	\$ 200.00
Section 17	Failure to meet Taxi Cab requirements	\$ 50.00	\$ 200.00
Section 19	Failure to display Taxi Driver license	\$ 25.00	\$ 100.00
Section 20	Failure to display current rate of fares	\$ 25.00	\$ 100.00
Section 21	Failure to display Taxi Cab I.D.	\$ 25.00	\$ 100.00
Section 22	Charging a rate higher than the maximum fare set in Schedule 'E'	\$100.00	\$ 250.00
Section 23	Failure to keep proper records	\$100.00	\$ 250.00
Section 24	Operating Tax Cab under the influence of drugs/alcohol	\$100.00	\$ 250.00

December 21, 2020

Moved by Councillor _____

Seconded by Councillor _____

Resolution:

Carried	
---------	--

For	
-----	--

Defeated	
----------	--

Against	
---------	--

Be it resolved that the speed limit on Glenn Drive upon entering City limits and up to South Drive be reduced from 50 kilometers per hour to 40 kilometers per hour

This bears the recommendation of the Police Committee meeting on December 1, 2020

Council Meeting Date: December 21, 2020

Department/Committee: Community Services

November was an exciting month for the Community Services Department as the largely anticipated return of the Summerside Western Capitals took place with their season opener on Saturday, November 7. Staff worked diligently with the province to prepare for the 2020/2021 MHL season, implementing various Covid-19 regulations and guidelines for home games at Credit Union Place. In the end, the Caps opened the season to a sold-out crowd (Covid-19 edition) and came out on top vs the Valley Lumberjacks 5-4 in overtime. Public Health applauded the operational plan put in place and overall, it was a milestone and major success.

It was a busy month in recreation and programming division with two themed PD Day that were both very well received by the public. Peppa Pig Day and Disney Day both featured large character cut-outs in the various areas of the facility, along with activities and special pricing to entice residents to get out and enjoy the facility. The November 26th Disney Day also featured a 'Stay the Day' which invites kids to come stay at Credit Union Place for the day and enjoy a full day of programming. The popular preschool healthy living program, Snacks & Skates was also offered on Tuesday's throughout the month.

Private and Semi-Private Swimming Lessons began in the month of November, both of which were sold-out and came with a large waitlist. The Aquatics Department is now preparing for Winter Swimming Lessons and other aquatics programming in January.

Summerside's first Active Transportation route was paved and painted and will now help connect residents with Credit Union Place and Downtown Summerside from Pope Road. It also offers residents a safe and healthy alternative to commuting throughout the City.

Construction in the skyboxes continue and are starting to take form. The Community Services Department looks forward having these available in 2021.

The month closed out with a major announcement from the Sport and Entertainment Tourism Summerside (SETS) division in that The City of Summerside and Summerside Western Capitals will play host to the 2022 Fred Page Cup. The ongoing pandemic has certainly changed the business of event hosting, so this comes as both exciting news and goes to show the department continues to seek and bid on future events.

As the situation surrounding Covid-19 continues to evolve, staff continue to work with the CPHO to adapt to the new guidelines and regulations. Masks became mandatory on November 19, which meant all users and staff are required to wear non-medical masks in all public places, such as Credit Union Place.

December 21, 2020

Moved by Councillor _____

Seconded by Councillor _____

Resolution:

Carried	
---------	--

For	
-----	--

Defeated	
----------	--

Against	
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Whereas The City of Summerside continues to invest in the health and wellness of residents by enhancing and creating active transportation routes and on street parking poses safety concerns for the user of these routes.

Be it resolved that “No Parking” be pre-approved on the designated side of the street where a selected Active Transportation Route exists and that Bylaw CS-27 Traffic and Parking Bylaw, Appendix A – No Parking Zones be updated accordingly.

Council Meeting Date: December 21, 2020

Department/Committee: HR & Legal Affairs

- The Joint Occupational Health and Safety Committee as well as department sub-committees continue to meet on a regular monthly basis
- Emergency first aid training was provided for staff
- The department provided support at various meetings this month
- Contract negotiations are currently underway with the police, outside workers and electrical unions
- Staff are busy with payroll year end processes
- We congratulate Rick Morrison who is retiring at the end of the month after over 35 years with the City of Summerside

Council Meeting Date: Dec. 21, 2020

Department/Committee: Culture Summerside

The following report captures some highlights of Culture Summerside's activity from the mid Nov. to the mid Dec time period.

Culture Summerside Annual Christmas Program.

Planning, researching and implementing the Christmas program, The Magic of Christmas at Wyatt Heritage Properties occupied the programming staff through the latter part of November and early December. The public and school program focuses on the extensive history, traditions, and fashion of Christmas trees through the ages. The Lefurgey Cultural Centre is decorated with 23 trees. However, the COVID 19 circuit breaker took effect just as the program was to be delivered. Over 600 school children and community members were scheduled to attend. This program has been postponed until January. Some virtual exposure is being offered.

Collection Work

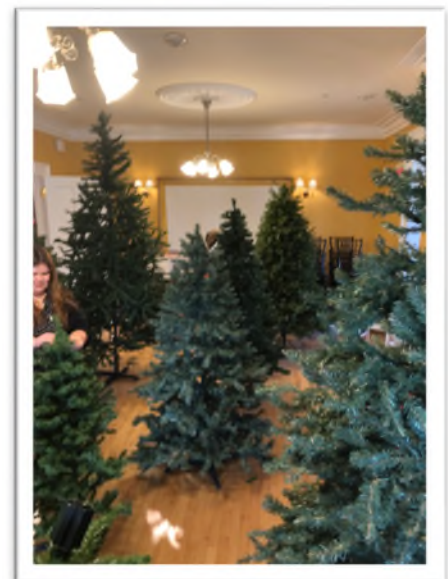
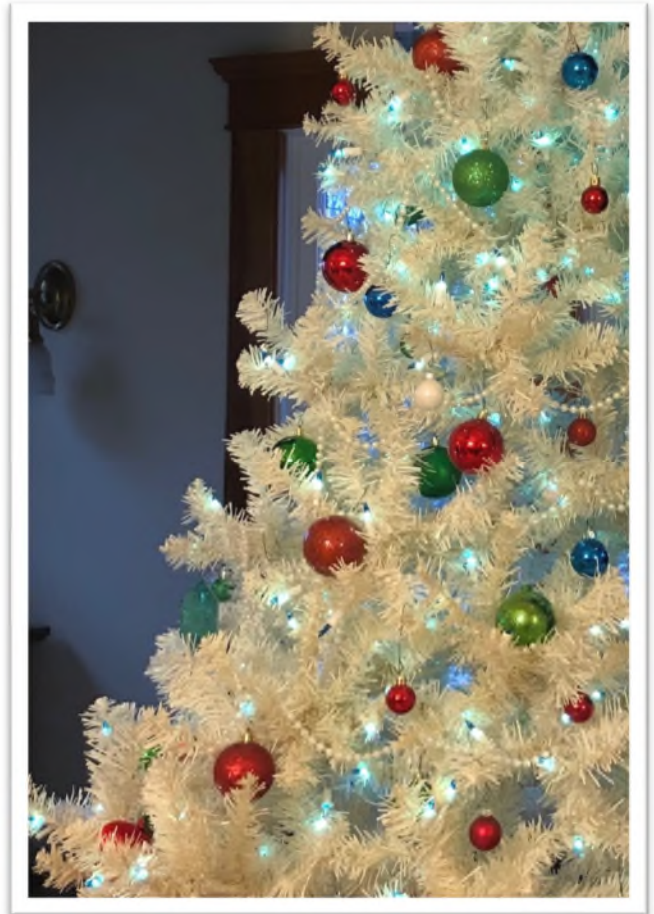
Work continued on organizing the cataloguing of the International Fox Museum collection. It is an opportune time to carry out the work in preparation for the reopening of the Armoury. The student hired through Young Canada Works will finish up her segment of the project on December 22nd.

Work continues to progress well on the Armoury project renovation, we are aiming at a spring completion date.

Staff and volunteers continue to work on updating and building PEI Ancestry.com website.

Grant Writing and Budgets

Grant writing to source summer student employment and project funding for 2021 has begun. The 2021 budget for Culture Summerside is being developed



Council Meeting Date:	December 21 st , 2020
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Department/Committee:	Bylaw, Policy and Review Committee
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Good evening Mayor and all members of Council, and residents of Summerside.

Recently, the BPR Committee presented proposed changes to the taxi bylaw. Members of the public and representatives of the taxi industry provided feedback on the changes and to ask any questions of Council and staff. We appreciated the engagement of all of those who weighed in with their feedback. Tonight will see the second and final reading of the proposed changes, and these changes will be voted on by Council.

The Committee's work also continues on other fronts. We have reviewed the permitting process for home-based businesses and whether changes needed to be made regarding the disclosure of applications. We are also reviewing the unsightly premises bylaw to determine whether changes are required to the enforcement provisions contained within the bylaw.

Of note as well is that the City recently sought expressions of interest from residents who would like to serve on the City's new seniors committee. This follows up on a commitment made by Council earlier this year. This new framework will build upon the work that has helped make our City an age-friendly community, with a focus on ensuring that our services and programs are tailored to meet the needs of the senior demographic. We are reviewing applications and aim to announce the members of this committee early in the new year.

Finally, back in September, residents may recall that Council issued a public statement of action, in response to concerns regarding the payment of outstanding utility accounts and the public disclosure of this information. Council had directed that changes be made to the City's Code of Conduct, the Utility Collection Policy, and to develop a communications protocol around the disclosure of outstanding electric accounts. This is nearing completion and we expect to present the results of this work at the January Committee of Council meeting.

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

Council Meeting Date:	December 21, 2020
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Department/Committee:	Municipal Services – Public Works / Water and Sewer Utilities
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- The sewage treatment plant performed the following maintenance this month:
 - Eustane Street lift station check valve replacement
 - UV bulb replacement of one full bank.
 - Biosolids dryer panel replacement
 - Sludge dewatering pumps overhauls (2).
- The sewage treatment plant had an out of performance discharge in early December. The event is being coordinated with the Provincial Department of the Environment. Staff has adjusted operations to suit conditions and to bring the plant back to normal.
- Water utility staff assisted with the capital water main replacement work on Phillips Avenue.
- Public works added crosswalk painting enhancements beside the Elm Street School drop off areas.
- Staff had installed two speed humps on Elm Street to assist with calming traffic speeds in the area of student drop offs for the Elm Street School.
- Final line painting was performed for those areas that were under construction.
- All crosswalk flags have been reinstated for safety.
- Public works Added a yellow centerline on Berkshire Avenue Corner.
- Public works finished a bit of pothole patching on walker avenue and Heather Moyse Drive for the year as the asphalt season is over.
- The following Snow Removal Efforts were completed (November 1 to December 13):
 - 1 Road plowing events
 - 1 Sidewalk Plowing events
 - 3 road salting events
 - 2 sidewalk salting events

GENERAL OPERATIONAL STATISTICS:

Water and Sewer Utilities:

- 32 water samples were taken with clear of bacteria. One sample at well #3 had 3 bacteria count which was not required to resample after checking with PEIDOE.
- 15 chlorination samples taken all within parameters.
- 1 fire hydrant was relocated this month (in middle of new driveway).
- 1 water main taps were conducted for water main upgrades.
- 1 water service connections were completed for new developments.
- 12 water turn on and offs for the month.
- 1 water main was repaired this month.
- 1 sewer main was repaired on Green Street and Granville Street.
- 7 sewer calls this month.
- Sewer effluent to harbor (222,254 cubic meters treated).
- 198,255 gallons of septage received to the plant from outlying areas. (servicing the county).
- 418 Tons of Bio fertilizer were created this month at the Sewage Treatment Plant.

Council Meeting Date: December 21, 2020

Department/Committee: Electric

Work Tasks Highlights:

- The new heat pump storage appliances have been installed for residential trial program. The new heat pumps by Stash Energy are now being trialed for use in the City's Heat For Less Now consumer program. The heat pump technology has 4 hours of energy storage design into them that allows them to operate and avoid Summerside Electric's peak energy use times. The program will be trailed this heating season with plans to adopt the appliances into the program next year.
- The newly expanded Ecole-Sur- Mer was permanently connected this month.
- The new biomass boiler on Lefurgey for heating the Provincial facilities was connected this month.
- New Street light was installed along the area of putter's lane and downtown core demolition area.
- The City of Summerside Christmas Lighting events were installed in late November and consisted of:
 - Installation of approximately 150 decorations on street light poles.
 - The lighted Christmas Tree on the Power Plant Smokestack.
 - Assisted with the installation of a 22-foot Christmas tree in the downtown core block demolition area.
 - Ground decorations at key locations around the city, some of those being, City Hall, Armories, Read's Corner, Intersection of Heather Moyse Drive and Water Street.
 - Assisted the powering of the lights for life down along the boardwalk on Water Street.
- The Summerside Sunbank Land clearing request for proposals has been awarded for the clearing of 30 acres of land beside the Linkletter Wellfield in Summerside. The City has committed to replace 30 acres of forested land for this effort. This land clearing will commence in January 2021 and last until May 2021.
- Memorial Park Lighting has been repaired.
- Boardwalk and Street lighting have been repaired and materials ordered for Mackenzie Drive Street lighting to be repaired by January 15 when material arrives. (Inventory was used up during last repair).
- Summerside Electric ran engines to support load conditions in New Brunswick due to grid conditions of reliability.
- Northumberland crosswalk push button repairs completed.

GENERAL OPERATIONAL STATISTICS:

Electric Utility:

- 53.3% of our Electricity came from wind in November.
- Generator run hours were 9.2 hours.
- 14 new electric customers energized this month.
- 5 Electrical Service Upgrades
- 10 customer outage events for the month.
- 6 HFLN appliances was sold – total is at 454 (4 stash heat pumps have been installed for trial)

COUNCIL MINUTES

Monthly Council Meeting Minutes

November 16, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Director of Financial Services
Dave Poirier, Police Chief
Brian Hawrylak, HR Officer
Members of the Media

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

The meeting was called to order by Mayor Stewart at 630pm

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

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

Approval of the Minutes

Motion It was moved by and seconded;
That The minutes of the Monthly Meeting dated October 19, 2020 and the minutes of the Special Council Meeting dated November 3, 2020 be approved as circulated.
Motion Carried

Report:

*“My report tonight includes our preliminary financial results as of September 30, 2020. These preliminary results show a deficit of \$54,000 which is not unexpected due to expectations of the impact of the COVID-19 pandemic on operations. Finance staff have been meeting with the individual departments to develop a projection of what we expect the operating results to be for the 2020-21 fiscal year. We will see a **significant** shortfall in our revenue for Credit Union Place (due to the closure in the Spring and health measures required due to the COVID-19 pandemic) and special events which were cancelled or postponed. The impact of the pandemic on our utilities has been mainly with our electric utility where we are experiencing a loss of energy sales due to lower consumption (mainly from commercial customers). Options available to mitigate against the loss of revenue and increase in costs are also being developed.*

Preparations are starting for our 2021-22 capital and operating budgets. We expect to present this budget to our residents in early March 2021; this date will be determined in the next few weeks. Our community support program grant application will be available on our website tomorrow and the due date is Thursday, December 31, 2020 at 12:00pm (AST). To be eligible to submit an application for consideration, the group or organization or event must meet the following:

- *Registered as a non-profit organization and located in the City of Summerside*
- *Must have a broad mandate servicing a wide cross-section of citizens within the City of Summerside*
- *Must provide a service not currently provided by another body*
- *Purpose is to enhance social, cultural, environmental, recreational or heritage initiatives*

Now, for an update on the status of our utility accounts receivable. As of November 10, 2020, the following is being reported:

- *Total overdue balance is \$153,200 compared to \$214,900 at October 14, 2020.*
- *This overdue balance comes from 613 utility customer accounts (of which 54 are commercial accounts and 559 from residential accounts)*
- *Approximately 9.7% or \$14,900 of the overdue balance is greater than 180 days old (this compares to 20% or \$65,400 at the end of July 2020)*

Our collection process continues with overdue notices being generated and mailed to customers and when necessary disconnection of service for non-payment has occurred. Customers who have outstanding balances and have not requested a payment arrangement are strongly encouraged to contact Financial Services at 902-432-1230.”

Technical Services – Chair, Councillor Justin Doiron

Report:

“The 2020 construction season is winding down but we still have a number of capital projects in progress and we are pushing for completion before the asphalt plant closes and weather sets in. Since our last update the Water main replacement on Phillips Ave. is near completion. Eco park and the Infill projects are completed. Work is continuing on the storm line replacement project on the lower end of Granville and the Sewer replacement on Duke St. We are in the final stages of what can be done this year. Greenwood Drive lane widening as well as the left turn lanes for Pope and Greenwood are nearing completion, final lift of asphalt and line painting remain. Staff continues to review and assist the public with pending developments and building permits. A number of new developments are progressing, a 5 unit and 6 unit building have started in the 10 lot subdivision off of McEwen Rd, 4 semidetached units have started in the 9 lot subdivision off of Spruce Dr. The 11 lot subdivision off of Bernard and Acadian is ready to pave. A number of semi’s are in progress on Fairview subdivision as well the 70 unit building downtown is nearing completion.

Our office is still encouraging people to continue to send in your information electronically as they have been doing and if you need to see someone, please call ahead for an appointment. We will continue reviewing all information submitted and respond back to these submissions if any additional information may be required for their permits.

34 building permits with a value of \$12.6 M were issued for the month of October, year to date – 346 permits for a total value of \$41M. We issued, 14 semi-detached, 2 single family, 1 - 6 unit Apartment, 2 residential renovations or additions and then 7 for fences, decks, demolitions & accessory buildings. Also, another 7 for Institutional, commercial and institutional renovations. 2 of the larger permits issued this month were for a \$6M next phase of the Oceanview resort building and \$2M extension to the French school on South Dr. Staff have continued to work with developers and citizens in order to complete inspections on their existing projects.

Several Developers are still reaching out to staff for assistance with their proposed projects for 2020 and 2021. Staff will continue to work with these developers to bring these developments to the permit stage. Citizens are also encouraged to ask for assistance with their projects.”

Economic Development – Chair, Councillor Brian McFeely

Report:

“We have completed our business directory update and want to thank all those that participated in this initiative, it is greatly appreciated. As we have mentioned, the directory is more than just a simple business listing service. It is an intelligent multi-functional business, marketing, and economic development planning tool that is used by a diverse user base including: governments, local and international business, tourists, private sector investors, site selectors, job seekers, and the like. Our plan now is to mount the data on our online platforms and undertake some analytics to assist us in future planning.

As mentioned last month, we are now turning our attention to our facilities side of the Business Commons and undertaking not only the design of the first 20,000 square foot Bio Science Hub but also working on the design for our second building, our Centre for Innovation as part of our continued sector focus in the park. We will be releasing

more details in the coming months on these buildings but with our focus on the Bio Science, Innovation and Energy and Food Processing and manufacturing enterprise, these are the clusters within the eight lot business park that we are working towards building out in the park. We are excited that our investment is now turning to tangible job creation assets for the community.

The office in collaboration with Summerside Electric and Samsung SRE is continuing to move forward with our \$68 million dollar Sunbank Solar/Battery Project and after months of planning it is envisioned that the physical transformation, public tendering and a general ramp up of activities will begin rolling out over the course of the next several weeks. We are very excited to see this project start to take shape.

Finally Mr Mayor, we are please to announce that our new analytics center is live on the web. This analytics center was developed with our client base in mind and ensuring we provide strategic information 24 hours a day for our investors. It allows you to peruse various data, including demographics, households, development, industries, labour, community facilities, and more. Whether you are considering an investment in Summerside, looking to make an informed choice about your business, or simply curious about some facts and figures, these tools are valuable resource for the client base we serve. We are truly excited about this new data set of research tools. They can be found at the Economic Development Website at www.bigpossibilities.ca “

Councillor McFeely talked about the announcement earlier in the day regarding the multi-partner property development on Granville Street north.

Resolution COS 20-112 It was moved and seconded;
WHEREAS the City of Summerside wishes to continue to collaborate with partners to stimulate new housing and commercial lands to the City of Summerside

AND WHEREAS the city is working with partners to facilitate future renewal and growth

BE IT RESOLVED THAT the City of Summerside enter into a formal Memorandum of Understanding (MOU) with a multi stakeholder group that includes APM, Kings Square Housing and Bayside Builders (IPAX) to begin to redevelop the old vocational school property at the corner of Granville and Ryan Streets

Resolution Carried 8-0

Police/Fire& Emergency – Chair, Councillor Barb Ramsay

Fire Report:

“There were 22 calls for assistance during the month of October; they are as follows:

- 2 - Medical First Responder Calls
- 14 - Alarm Panel Calls
- 3 - Structure Fires
- 3 - Cancelled Calls

During the month of October firefighters trained a total of 354 hours. Some of the sessions included:

- Rope Recue at PEI Fire School

- *Fire Drills for Summerside Seniors Units*
- *Water Shuttle Training*
- *Air Brake Training*
- *Winter Equipment Check*

Notes:

- *A huge thank you to residents of Summerside and surrounding areas. Firefighters had a very successful Muscular Dystrophy Boot Drive and raised \$6300 for the worthy cause.*
- *Chief Enman and firefighters would like to welcome Adam Rogers back to the department. Adam spent 15 years from 2000 to 2015 in the department and will now serve solely as Training Officer.”*

Police Report:

“Committee and Volunteer Work

We have seen an increase in face to face meeting during October while still self-distancing and remain vigilant with the rules surrounding pandemic protocols. Several meetings took place during October including: Notre Dame Place and with other law enforcement personnel on PEI discussing ongoing issues.

Our staff continue to respond to concerns from Public Health for persons not self-isolating when ordered to do so.

Training and Service Enhancements

During October members took part in carbine training. Also, one member took the Carbine Instructor’s training course at the APA. Members still taking training on-line through CPKN. (Canadian Police Knowledge Network)

Community Policing Activities

One member still working with the ‘**Indigenous Justice Program Advisory Committee.**’ This same member volunteered with a local minor hockey association.

Occurrence Statistics

The following is a list of some of occurrence totals for October 2020

Calls for Service – **592**

Traffic Accidents – **23**

Reported Crimes of Assaults & Threats – **30**

Theft Reports - **30**

Impaired Driving Offences – **9**

Highway Traffic Act Charges **162 (Including 40 Speeding)**

Break & Enter Reports (Business & Residential) - **9**

Drug Enforcement Charges – **7”**

Resolution COS 20-110 It was moved and seconded;
Whereas There is interest to increase the street parking limitations to 3 hours in Downtown Summerside for the holiday shopping season

Be It Resolved That the Traffic and Parking Bylaw SS-07, Appendix C – Time Limited Parking Zones be amended for the period of November 17 to December 31, 2020 so that there will be a 3 hours parking limitation for street parking in the following areas:

- 1) on Water Street from Central Street to Granville Street
- 2) Summer Street and Spring Street to First Street
- 3) Municipal Parking Lot D (behind Police Station)

Resolution Carried 8-0

Resolution COS 20-111 It was moved and seconded;
Whereas The City of Summerside has received numerous complaints under the Dangerous, Hazardous and Unightly Premises Bylaw CS-11 for a property located at 176 Cedar Street (PID #306118)

And Whereas upon inspection, an unsightly property notice was issued on October 29, 2020

And Whereas City Council has been advised of the failure of the owner to comply with the unsightly property notice

Be it Resolved That Pursuant to Section 8 of Bylaw CS-11 an inspector be authorized to enter the property and carry out any and all work required to bring the property into compliance with Bylaw CS-11, with the cost being borne by the property owner

Resolution Carried 8-0

Community Services – Chair, Councillor Cory Snow

Report:

“The month of October started with a modified version of Grass Roots and Cowboy Boots, the Prince Country Hospital Annual Fundraiser. A drive-thru pick-up was set up in the Credit Union Place parking lots where patrons could pick-up their meals and not even have to get out of their cars!

October was a busy month of preparing and planning for the Community Services Department. Staff worked hard getting the Summerside Western Capitals Return to Play plan in place and worked closely with the Chief Public Health Office to ensure all the proper guidelines and restrictions were in place for a safe, yet exciting return to play.

Caps season tickets also went on sale in October and saw immediate interest from fans as many are excited to finally get back to the rink and watch hockey again.

The highly anticipated re-opening of the Competitive Lap Pool took place which also meant the return of aquatics fitness classes and registration for Fall Swimming Lessons.

The recreation and programming team introduced Active Living that offers residents a variety of programming, such as Try Fating Biking at Rotary Park, Try Lacrosse, Try Rugby, Saturday Steps Walking Program and a preschool healthy living program called Snacks and Skates. Many of these programs saw a high-volume of attendees and plan to be offered again later in the year.

The Lanes at Credit Union Place (bowling lanes) saw some renovations over the past month or so, along with the addition of a new food service. The Lane also featured their first of many live music events that was sold out. It offers patrons an opportunity to have a night out at The Lanes and enjoy some live music, food and of course lots bowling!

The ice returned in the arena and preparation continued for the Summerside Western Capitals season opener on Saturday, November 7. Skybox construction also got underway in the arena.

Staff continue to work with the Chief Public Health Office to modify plans and continue making the City's facilities and amenities widely available to residents."

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

Human Resources and Legal Affairs Report:

- *The Joint Occupational Health and Safety Committee as well as department sub-committees continue to meet on a regular monthly basis,*
- *We are pleased to congratulate Clayton Smith as the successful applicant for the Finance Manager position and we welcome Dallas Desjardin to the City as our Sport Event Tourism Coordinator*
- *Competitions are currently underway for a Customer Service representative, Traffic Control/Flagger, and part time staff at Credit Union Place at the pool, bowling lanes and front desk*
- *The department provided support at various meetings this month*
- *Contract negotiations are currently underway with the police, outside workers and electrical unions*

Culture Summerside Report:

"The following report captures some highlights of Culture Summerside's activity from the mid Oct to the mid Nov time period.

- *2020 marked the 20th anniversary of the City of Summerside's Historic Ghostwalk. This anniversary event was a "best of" performance that was presented to a seated audience on the lawn of the historic Wyatt Heritage Properties. Despite the challenging limitations and guidelines of COVID-19, Culture Summerside staff set out to have a successful milestone year. The event was a sold-out affair with 300 people purchasing tickets. Each of the three shows of 100 people, followed all COVID 19 guidelines. The feedback was very positive.*

Sample Facebook posts:

1. *Despite this year's challenges, Culture Summerside has done it again with their Ghost Walk (Sit for 2020). Amaaaaazing sound and lighting effects! And attention to all the little details, as usual. Wonderful*

presentations from all the performers; and volunteers and staff who were on top of it all. Happy 20th Anniversary! We are SO lucky to have this asset in Summerside.

2. Kudos and congrats on an amazing Ghost "sit" last night! Wow! Well organized, GREAT sound effects, awesome decorations, wonderful actors, overall fantastic job, you should be proud of all your hard work!

- *Culture Summerside is currently finishing a collections project supported by the Community Museums Association and has submitted an application for further funding. These collection projects support the ongoing work of cataloguing and the organization of museum artifacts.*
- *Culture Summerside is currently exploring options for Christmas programming. Considerations are being made to what (COVID 19 format) of delivery will work for the general public, and any individual classroom or group cohorts that have the resources or proximity to participate. Details to come."*

Policy & Bylaw Review Committee Report:

"Recently, the BPR Committee presented proposed changes to the taxi bylaw. Members of the public and representatives of the taxi industry had the opportunity to provide feedback on the changes and to ask any questions of Council and staff. We appreciate the engagement of all of those who have weighed in with their feedback. The Committee will take this feedback into account, and we will circle back with our recommendations at the December Committee of Council.

The Committee's work also continues on other fronts. Over the next few weeks, we will be taking a closer look at the permitting process and whether changes need to be made insofar as public notification of permit applications (or other business) is concerned. The Committee's research on the issue of short-term housing is also continuing.

Of note as well is that the City will soon be seeking expressions of interest from residents who would like to serve on the City's new seniors committee. This follows up on a commitment made by Council earlier this year. This new framework will build upon the work that has helped make our City an age-friendly community, with a focus on ensuring that our services and programs are tailored to meet the needs of the seniors demographic. We look forward to getting this committee up and running."

Municipal Services – Chair, Councillor Bruce MacDougall

Report:

"The biosolids warehouse has been emptied of fertilizer and is ready for the winter operations.

- *The sewer treatment plant completed the following maintenance items:*
 - *annual inspections on plant hoisting gear (all passed)*
 - *Blend tank gate valve was replaced.*
 - *Installed a new rag shredding kit on Northumberland Lift Station*
 - *Aeration grit chamber blower was replaced.*
- *All plow and salting gear have been reviewed for the upcoming snow and salting season and is ready.*
- *Staff have completed the privately owned fire hydrants maintenance this month.*

- New 4 way stop was installed on Willow and Elm Streets.
- New flashing stop signs on Greenwood Drive and Pope Road.
- Road signage repairs and replacements continue to be completed.
- The new public works ½ ton truck has been received this month.
- Catch basin cleaning has been completed for the year.
- Two new speed humps are being installed along Elm street between Hawthorne and Poplar street and between Hawthorne and Chestnut Street.
- the following upgraded water lines have passed water quality testing and have been commissioned:
 - MacEwen development by Walker Avenue
 - Gavin Estates extension
 - Highland Avenue replacement
 - Phillips Avenue replacement

Water and Sewer Utilities:

- 32 water samples were taken with clear of bacteria.
- 15 chlorination samples taken all within parameters.
- 1 water service was repaired this month.
- 1 water main taps were conducted for water main upgrades.
- 7 water service connections were completed for new developments.
- 2 water turn on and offs for the month.
- 1 sewer lateral was replaced this month.
- 13 sewer calls this month.
- Sewer effluent to harbor all within regulated parameters. (235,215 cubic meters treated)
- 264,999 gallons of septage received to the plant from outlying areas. (servicing the county).
- 423 tons of bio fertilizer were created this month at the Sewage Treatment Plant.”

Electric Services – Chair, Councillor Greg Campbell

Report:

Work Tasks Highlights:

- *Granville and Victoria flashing yellow beacon was repaired.*
- *Crosswalk light on Bay Avenue was repaired.*
- *2 overhead pedestrian crossing lights were removed on Water and Autumn Streets and Water and Small Avenue. The attachment failed in high winds. To be replaced later this month.*
- *Police services building lighting and parking lot lighting were repaired this month.*
- *Boardwalk lighting was repaired this month.*
- *New traffic loops for vehicle detection were installed at Granville and Water Street intersection.*
- *The new 70 unit apartment building on Water Street was energized this month.*
- *New lighting installed at the dog park.*
- *New street lighting was installed at the intersection of Notre Dame / Granville / and Harvard Streets.*
- *The following projects were completed:*
 - *Lefurgey Avenue primary extension for servicing the new biomass boiler.*
 - *85 Pope road row housing was completed.*
 - *Walker Avenue secondary wiring upgrade.*
- *Two infrastructure signs were put up on the property of the wellfield for the Summerside Solar Project.*

- *The red heart on the power plant smoke stack will be taken down this month and the Christmas Tree will be going up on November 27 to coincide with the Christmas Parade.*

GENERAL OPERATIONAL STATISTICS:

Electric Utility:

- *46.6% of our Electricity came from wind in September.*
- *Generator run hours were 8.4 hours.*
- *15 new electric customers energized this month.*
- *8 Electrical Service Upgrades*
- *13 customer outage events for the month. (Most during high wind storm in October).*
- *15 underground locates were performed this month.*
- *4 HFLN appliances was sold – total is at 448*

Committee of the Whole

Motion It was moved and seconded;
That That we 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

November 23, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Barb Ramsay
Councillor Justin Dorion.
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Director of Financial Services
Aaron MacDonald, Director of Technical Services
Linda Stevenson, Development Officer
Greg Gaudet, Director of Municipal Services
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

156 Summer Street – Discretionary Use

Background

An application was received from Lesley and Garry Lloyd for 156 Summer Street (PID #309344). This application requires Council approval to allow “Tourism Establishment: Inn” as a Discretionary Use in the Medium Density Residential (R3) zone. The applicant is proposing to own/operate a 5-6 room Inn and intends to live on the property.

TOURISM ESTABLISHMENT includes a Bed & Breakfast, Inn, Motel/Hotel, Tourist Home and Vacation Rental Property means an establishment that is used as an accommodation of paying guests for a continuous period of less than one month and in which breakfast and meals may also be served to those guests, as licensed for such use by the Province under the *Tourism Industry Act, R.S.P.E.I. 1998, and Cap.T-33*. A *tourism establishment* includes:

Inn means a *building* offering individual overnight sleeping units or suites (in excess of 3), where meals may be provided by the proprietor.

The application was advertised in the November 6th edition of the Guardian and letters were mailed to property owners within 60m or 200 ft of the subject properties.

Comments & Questions

Written submission from applicant:

“Our names are Lesley and Garry Lloyd and we are currently in Harrogate, North Yorkshire in the UK. We wish we were there in person at the meeting with you all but, unfortunately, Covid-19 is preventing us, like the rest of the world, from travelling.

We are making the exciting move from England to your beautiful Island.

We have spent over a year looking to purchase an established Inn, unfortunately, we could not find an established business that was the perfect fit for our requirements.

We have, however, recently purchased, what we feel, is the perfect solution for our future business, 156, Summer Street, Summerside.

We would like to offer temporary lodging for travellers to get away from the hustle and bustle of everyday life. Our goal is to establish an excellent Lodging.

The Inn will offer 5 - 7 individually furnished en-suite rooms, each with its own style and luxury. There will be a ground floor bedroom offering accessible accommodation. The gardens will offer a beautiful, tranquil and relaxing outdoor space.

Although we will need to make some minor alterations to the property, mainly by adding en-suite bathrooms, it is our aim and priority to retain the character and beauty of the house. We also want to ensure that the property is cared for and remains in excellent condition both inside and out.

As this beautiful house will also be our home we will be onsite at all times to ensure the safety, upkeep and general day to day running of the Inn.

We will also follow all building regulations and ensure that the Inn is up to code with all of the required safety features. We will also be looking to employ staff to help with general duties.

Being positioned next door to an established business, standing in large grounds with a large parking area which will adequately provide ample off street parking for ourselves and guests, we are confident that our Inn will not cause any disturbance, disruption or inconvenience for any other residents.

By helping and embracing the community I believe we can all look out for each other and work together to attract even more visitors to Summerside, Prince Edward Island.

Our proposal is one of total long term commitment. It will be a life changing opportunity for us and one which we are entering into with complete enthusiasm and also realistic competence.

Our backgrounds are filled with practical and educational experiences. We have spent the last thirty years building successful businesses in England and the time is now right for us to spread our wings and share our passion and compassion for working with people.

Garry is a qualified Heating Engineer and Plumber and Lesley has been a teacher for 32 years.

Our Fixed Roof Accommodation will be unique, our atmosphere will be one of openness, friendliness and our goal would be to personalize the experience so our guests remember us and become our brand ambassadors.”

Staff stated that they have not received any written submissions but have received 1 phone call and 1 in office visit from neighbors seeking clarification and explanation on the application on whether it is a rezoning or discretionary use.

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 (scheduled for December 1 @ 5:00pm).
- (3) The discretionary use is read to be adopted by Council, the resolution will be either carried or defeated by vote of Council.
(Steps 2 - 3 take place at Council's second meeting, scheduled for December 21 @ 6:30pm)

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].

Councillor Campbell sought clarification on parking, and Councillor McFeely stated that it would be part of the staff report to the Planning Board. Staff stated that in addition to the discretionary use, a conditional use will also be required where staff will look at parking requirements and onsite parking. The applicant will also have to get a building permit as there will be safety criteria that will be required.

Adjournment

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

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer

COMMITTEE MINUTES

Planning Board Committee Meeting Minutes

December 1, 2020

Present

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

Call to Order

The meeting was called to order

Agenda was approved

Recommendation – Discretionary use 156 Summer Street

SUPPORTING EXPLANATION:

Purpose: The purpose of this application is a request of Council approval to allow a “Tourism Establishment: Inn” as a Discretionary Use in the Medium Density Residential (R3) zone. The applicant is proposing to own/operate a 5-6 room Inn and intends to live on the property at 156 Summer Street

TOURISM ESTABLISHMENT includes a Bed & Breakfast, Inn, Motel/Hotel, Tourist Home and Vacation Rental Property means an establishment that is used as an accommodation of paying guests for a continuous period of less than one month and in which breakfast and meals may also be served to those guests, as licensed for such use by the Province under the *Tourism Industry Act, R.S.P.E.I. 1998, and Cap.T-33*. A *tourism establishment* includes:

Inn means a *building* offering individual overnight sleeping units or suites (in excess of 3), where meals may be provided by the proprietor.

Background: An application was received from Lesley and Garry Lloyd for 156 Summer Street (PID #309344) to allow a "Tourism Establishment: Inn" as a Discretionary Use in the Medium Density Residential (R3) zone. The existing single-family home will be converted to provide 5 to 7 guest rooms, with ensuite bathrooms, for paying guests.

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

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

Staff Comment: This application requires a discretionary use approval in the R3 (Medium Density Residential) zone in order to conform to this Bylaw. If Council approves the discretionary use for Tourist Establishment: Inn, the applicant will be permitted to convert the existing single family home, subject to a building permit(s) and conditional use approval.

b. *Conformity with the Official Plan.*

Staff Comment: The discretionary use conforms to the Official Plan.

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

Staff Comment: This site is suitable for this development, as the applicant is converting an existing single family home. The onsite parking for the proposed use must be satisfied and will be a condition of the conditional use approval.

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

Staff Comment: The property is zoned Medium Density Residential (R3), the existing R3 zone allows residential and other compatible uses such as a Tourism Establishment: B & B or Inn as a discretionary use. The surrounding land uses are mainly R3, with high density residential to the north of the subject property. There is a restricted use (Moase's Funeral Home) and a commercial use (parking lot - Moase's Funeral Home parking lot) to the south of the subject property and some Institutional uses nearby.

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

A public meeting was held on November 23, 2020. The public meeting notice was advertised in the November 6th, edition of the Guardian. Forty-three (43) letters were mailed to twenty-nine (29) property owners. The applicant is not able to attend, due circumstances regarding travel. Councillor McFeely (Planning Board Chair) read a letter from the applicants which providing an overview of the proposed intent for the discretionary use.

Staff Comment: No written comments were received, prior to the public meeting, regarding this application. The Development Officer received two inquiries from notified

neighbours (Sandra Zarvie of 161 Summer St and Hal Schurman of 166 Summer St. Both parties requested clarity on whether or not the discretionary use changed the zoning. Mr. Schurman raised concerns regarding on-site parking. Under normal circumstances, the on-street parking in the vicinity of the funeral home can be excessive and block neighbour's driveways. Ms. Zarvie and Mr. Schurman did not express any opposition to the discretionary use being proposed. No one from the public spoke at the meeting, regarding this application.

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

Staff Comment: The Discretionary Use has a minimal impact on the City's water, sewer, storm and electrical systems. The existing lot has an existing water and sewer service. There is no city parking or parklands required. The proposed use will have to meet the parking requirement for this development.

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

Staff Comment: The proposed development does not or has minimal impact on pedestrian/vehicular access and safety, and on public safety generally. The net increase to the existing traffic flow, as a result of the discretionary use, will be a negligible amount of volume on Summer St. There is a sidewalk on the east side of Summer Street, which fronts the property. The existing driveway is quite large, the applicant will have to provide a parking layout to ensure the parking space requirement is met.

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

Staff Comment: The proposed use is compatible with environmental, scenic and heritage resources. The subject property is not a designated heritage property.

i. Impacts on City finances and budgets.

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

j. Other matters as specified in this Bylaw.

k. Other matters as considered relevant.

Staff Comment: In addition to the Discretionary Use approval, the property owner will be required to obtain a building permit and a conditional use approval.

STAFF REVIEW: Staff have reviewed the criteria under section 5.7 of the zoning bylaw, staff support the application, from Lesley and Garry Lloyd for a discretionary use (Tourism Establishment: Inn).

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

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

PLANNING BOARD RECOMMENDATION: The planning board have reviewed the criteria under section 5.7 of the zoning bylaw, the planning board recommend the application from Lesley and Garry Lloyd for 156 Summer Street (PID #309344) to allow a “Tourism Establishment: Inn” as a Discretionary Use in the Medium Density Residential (R3) zone be recommended to be approved by Council.

Moved by: Councillor Adams Seconded by: Councillor Ramsay

Councillor McFeely inquired if the footprint of the house would change, staff stated that as far as they know, the footprint would not be changing.

Councillor Ramsay inquired on the questions residents had, staff stated that the residents seemed satisfied with the answers provided.

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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A resolution on this matter will be brought forward at the December 21 Monthly Council meeting.

Recommendation – Major Variance 121 Kelly Drive
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SUPPORTING EXPLANATION:

Purpose: The purpose of the major variance is to allow, an addition (mudroom/hallway and two car garage) to the existing single-family dwelling at 121 Kelly Drive (PID #562611). The applicant requires the hallway to allow access to the relocated master bedroom, without entering the garage.

Background: The applicant inquired about the developments standards (setbacks) in the R1 zone. The applicant has 10.98m (36’) from the side of the existing dwelling to the property line. The proposed addition is 9.75m (32’). The applicant is requesting a side yard variance, where 2.5m (8’) is required in the R1 zone, the applicant is proposing 1.25m (4’).

Report:

Variance to side yard

The required side yard for the proposed addition is 2.5m (8’), the applicant is proposing a side yard of 1.25m (4’), a variance of 50%.

Justification for Variance: As required by Section 7.2 of the *City Zoning Bylaw*, Council, Planning Board and the Development Officer shall consider the variance, against the following tests for justifying a variance:

- a. *That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions, which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.*
Staff Comment: **Yes**, this variance request would meet this test. The existing building location impacts the proposed addition.
- b. *That the proposed variance meets the general intent of the official plan.*
Staff Comment: **Yes**, this variance request would meet this test. The existing lot land use is residential land use.
- c. *That the proposed variance meets the general intent of the zone.*
Staff Comment: **Yes**, this variance request would meet this test. The single family dwelling meets the required, front, rear and west side yard setbacks. The variance will not impact the required setbacks on the existing neighbours.
- d. *That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.*
Staff Comment: **Yes**, this variance request would meet this test. Thirteen (13) letters were mailed to 11 properties within 30m of the boundaries of the subject property. The property is bordered by neighbours on west, east and north boundaries, and neighbours on the south side of Kelly Dr. Comments from adjacent property owners were due on or before November 19th. No written comments were received regarding this application.

The City's zoning by-law provides regulations for the uses of land and location of buildings on a property. It is difficult for zoning by-law provisions to take into account all circumstances such as pertaining to lot sizes, lot shapes, pie shaped lots, property line yard setbacks or topographic conditions, which may impact the development of a particular property. The hardship for a variance cannot be an economic one, but must be technical in nature.

The size and shape of the property or the design of a building/ project may prevent the owner from fully meeting all of the provisions of the zoning by-law. In such cases, a variance is a mechanism which is used to provide some degree of flexibility and discretion in applying the strict provisions of the by-law. As a general principle, a variance must maintain the general intent and purpose of the zoning by-law. It should never be used as a mechanism to circumvent or frustrate the intent of the by-law. For example, a variance cannot be used to create a land use or to fully eliminate a required yard setback.

Any person who is dissatisfied by a decision of Council or the Development Officer made under the Zoning Bylaw, may appeal to the Island Regulatory and Appeals Commission within twenty-one (21) days of the decision in accordance with the Planning Act.

RECOMMENDATION: Staff have reviewed the criteria under section 7.2 of the zoning bylaw, staff support the application from Robert Lawless for PID #562611 for a 50% variance to the east side yard.

As per Section 7.2 of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

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

PLANNING BOARD RECOMMENDATION: The planning board have reviewed the criteria under section 7.2 of the zoning bylaw, the planning board recommends the application received from Robert Lawless for PID #562611 for a 50% variance to the east side yard be recommended to be approved by Council.

Moved by: Councillor Ramsay Seconded by: Councillor Adams

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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A resolution on this matter will be brought forward at the December 21 Monthly Council meeting.

Recommendation – Street name – ECO park

SUPPORTING EXPLANATION:

Purpose: To name a street for new ECO Park off Greenwood Drive.

Background: The City’s Economic Development Department, wishes to propose a name that is not on the approved street name list. The proposed name for the public street is Innovation, the street suffix will be Avenue. The name Innovation is put forth as it is fitting with the intended uses for the new ECO Park, attracting businesses with new ideas; original and creative in thinking.

Report: As required under the Emergency 911 Act, the City is a “designated municipality” and is responsible for assigning civic addresses. A public road must be named if it provides access to three or more improved properties. As per Schedule B (Street Naming Policy) of the Site Development and Subdivision any person who wishes to use a name that is not on the approved street name list shall make application to Council and Council shall approve or deny by simple resolution. The proposed street name was forwarded to PEI 911 Administration Office and there are no conflicts with any existing street names within the City’s police and/or fire service areas. The proposed street name (Innovation) was forwarded to the street naming committee (Chief of Police Services, Director of Fire Services and the Development Officer), the committee reviewed the name and recommend the name be approved.

The proposed street name “Innovation” is being forwarded to the planning board for their review and recommendation. The planning board recommendation whether carried or defeated will be brought forward for Council for a final decision.

PLANNING BOARD RECOMMENDATION: The planning board have reviewed the proposed street name Innovation, the planning board recommends the street name “Innovation” be recommended to be approved by Council.

Moved by: Councillor Adams Seconded by: Councillor Ramsay

Several Councillor noted that while liking the name Innovation Avenue, there a listed of approved names on the Street Name List and it seems to be overlooked.

Councillor McFeely stated the name Innovation Avenue fits with the purpose of the park.

Staff will circulate Street Names list to Council.

Motion:

Carried	X
Defeated	

For	4
Against	0

A resolution on this matter will be brought forward at the December 21 Monthly Council meeting.

**Recommendation – Major variance –
419 Central Street**

SUPPORTING EXPLANATION:

Purpose: The purpose of the variance(s) is to allow for an increase to the building height of an accessory building, allowing an accessory building height of 5.6m (18.5’), where an accessory building height of 4.5m (14.7’) is permitted. The applicant is requesting a variance of 20% to accommodate a vehicle lift for personal use.

Background: The applicant applied for a building permit for the proposed accessory building. The building permit was issued based on the information provided by the applicant. The Building Inspector, while conducting a daily inspection elsewhere, drove by this property and noticed the building height appeared to be higher than normal. The building walls are completed, with the truss placement in process. Staff followed up with the applicant and determined, the applicant mistakenly forwarded the wall height dimension, instead of the building height dimension. The Accessory Building exceeds the allowable height as per the City of Summerside Zoning Bylaw.

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

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

Staff Comment: Yes, this variance request would meet this test. While this hardship was not due to a physical condition, staff determined it was an honest oversight on behalf of the applicant, who apologized for the communication error. Staff considered the building location on the property, the relevance of the building to the adjacent properties, etc. and determined it would be unfair to request the applicant to disassemble the building or modify it at this stage of construction to adjust the height by 1.1m (3.5’).

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

Staff Comment: Yes, this variance request would meet this test. The variance meets the intent of the official plan, accessory buildings uses are accessory to residential land use.

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

Staff Comment: Yes, this variance request would meet this test. The variance meets the intent of the zone (R4). Accessory buildings are permitted in the R1 zone and variances may be granted up to 50%.

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

Staff Comment: Yes, this variance request would meet this test. Thirteen (13) letters were delivered to 6 properties within 30m of the boundaries of the subject property. Comments from adjacent property owners were due on or before November 25th, 2020. Claudette Yeo (owner of 416 & 420 Central) called and inquired about the purpose of the building. She had no issue with the building height. Steve Malayny (co-owner of 378 & 382 Pope Rd) emailed requesting the proposed building location, he did not express any issues with the building height. No other verbal or written comments were received from the notified property owners.

TECHNICAL SERVICES STAFF REVIEW: Staff have reviewed the criteria under section 7.2 of the zoning bylaw, staff support the application from Nick Curtis, to grant the 20% variance for building height.

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

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

PLANNING BOARD RECOMMENDATION: The planning board have reviewed the criteria under section 7.2 of the zoning bylaw, the planning board recommend the application received from Nick Curtis to allow an accessory building height of 5.6m (20% variance) be recommended to be approved by Council.

Moved by: Councillor Ramsay Seconded by: Councillor Adams

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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A resolution on this matter will be brought forward at the December 21 Monthly Council meeting.

Adjournment

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

Technical Services Committee Meeting Minutes

December 1, 2020

Present

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

Call to Order

The meeting was called to order

Agenda was approved

Intersection on Water Street (near Tim Horton's)

Councillor Doiron stated that he wanted to get some information on the intersection/entrance at the entrance to Tim Horton's on Water Street.

He stated that he has heard from numerous residents concerned about the safety in that area. With the number of cars that can lineup for the drive thru and residents walking in the area, it poses some safety concerns.

Aaron MacDonald stated that work was done in the area a few years ago. Including improving the sidewalks, replacing the overhead pedestrian signage and lighting. He stated that it is a small lot with one access of their own.

Councillor Snow suggested having a conversation with Tim Hortons to try and come to a solution with alleviating the current situation.

Councillor Doirion asked if having a no left turn coming from the bottom of Autumn street onto Water.

Staff will speak with representatives of Tim Hortons to make improvements in the area.

Adjournment

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

Community Services Committee Meeting Minutes

December 1, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow, Chair
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams, Co-Chair
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
JP DesRosier, Director of Community Services
Brian Hawrylak, HR Officer
Dave Poirier, Chief of Police
Members of the Media

Call to Order

The meeting was called to order

Agenda was approved

Recommendation – no parking on active transportation lane

Recommendation - That '**No Parking**' be pre-approved on the designated side of the street where a selected Active Transportation Route exists.

SUPPORTING EXPLANATION:

As Community Services continue to invest in the health and wellness of our residents Active Transportation Routes will increase. The Department plans to enhance this AT inventory both with existing infrastructure and new potential developments and of course with provincial funding. As a City if we plan to make a commitment to truly moving towards an Active Transportation friendly community safety in these designated areas needs to be top priority.

Police, Fire & Emergency Planning Committee Meeting

Minutes

December 1, 2020

Present

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

Call to Order

The meeting was called to order

Agenda was approved

CS-25 Taxi Bylaw review

In the recent review of the Taxi Bylaw, there was a question on the inclusion of vehicles used for ride sharing, the amount of liability insurance required and the prohibition against having taxis deliver alcohol.

On the ride sharing, the committee agreed to remove the use of the word ride share so the definition of what a taxi is, does not change. The committee decided to keep the liability insurance amount at \$2 million. It is a violation of the Liquor Control Act to deliver alcohol by taxi, so that is not included in the bylaw.

In regards to the \$2 million for liability insurance, Gordon MacFarlane stated that there will be a grace period for taxi drives up to their license renewal in April/May.

The Committee recommends that the resolution on this matter be brought forward for Council second reading.

Recommendation – Glenn Drive speed limit

RECOMMENDATION:

That the speed limit on Glenn Drive when entering the city limits and up to South Drive be reduced from 50 KPH to 40 KPH.

SUPPORTING EXPLANATION:

Councillor for this ward has had requests from residents of Glenn Drive indicating that there are more children now living in this area and since there are no sidewalks in this area of Glenn Drive, the ask is for a reduced speed zone.

ALTERNATIVES:

Leave as is at 50 KPH.

ADVANTAGES:

Would make this area safer for residents of this area.

DISADVANTAGES:

None foreseen.

COST/FINANCIAL IMPACT:

Cost of 2 speed signs (Approx. \$80 total) and work to be performed by Municipal Services staff during regular work hours.

Account Name	Account #	Approved in Budget	Actual Cost
			\$80 Total for signs.

The Committee recommends that the resolution on this matter be brought forward for Council consideration.

**CS-27 Traffic and Parking Bylaw –
Appendix C – Time Limited Parking
Zones**

Deputy Mayor McColeman has spoken with Downtown Summerside in regards to parking.

There has been some feedback from business owners in the area who would like to have 2 hours parking back.

Councillor Ramsay stated that there will have to be further discussion on downtown parking and include feedback from businesses in the area.

Deputy Mayor McColeman stated that Council already has a meeting with Downtown Summerside in January.

Adjournment

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

Policy & Bylaw Review Committee Meeting Minutes

December 1, 2020

Present

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

Call to Order

The meeting was called to order

Agenda was approved

Dangerous, hazardous and Unsightly Property Bylaw review

Councillor MacDougall stated that he would like this bylaw reviewed by the Bylaw and Policy Review Committee. He has worked with staff on a particular property with everything allowable with the bylaw, but is unable to do anything further with the property under the bylaw.

This will be discussed at the next Bylaw and Policy Review Committee.

Adjournment

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