September 4, 2024

VIA EMAIL

Island Regulatory & Appeals Commission
5th Floor, Suite 501
134 Kent Street
Charlottetown, PE C1A 7L1

Attention: Philip J. Rafuse

Dear Mr. Rafuse:

RE: Derek French v City of Charlottetown – Appeal #LA24007
Experts, Witness List and Will-Say Statements

Please find enclosed the CV of Laurel Palmer-Thompson and an executed Acknowledgement of Expert's Duty.

The City intends to call two witnesses at the hearing in the above-noted matter:

- Laurel Palmer Thompson is a Planner III with the City. She was the Development Officer assigned to process the Appellant's Rezoning & Amendments Application. Ms. Palmer Thompson will give an overview of the application, speak to several documents included in the record, speak to her reports and the process undertaken by the Planning & Heritage Department (the "Department").

- David Gundrum is the Manager of Planning & Development at the Department. He will provide a general overview of the Department's process and how that coincides with the Planning & Heritage Board and Council.

We trust the foregoing to be satisfactory and look forward to moving this matter forward.

Yours very truly,

Melanie McKenna
MM/
Encl.

Melanie McKenna | Associate
Direct (902) 629-3929 ***Main*** (902) 628-1033 ***Fax*** (902) 566-2639 ***Email*** mmckenna@coxandpalmer.com
Dominion Building, 97 Queen St, Suite 600, Charlottetown, PE C1A 4A9

Laurel Palmer Thompson, BA, RPP, MCIP

Education:

September 1997 - May 2000	Bachelor of Arts Major in Geography (Concentration in Urban and Rural Planning) Saint Mary's University Halifax, NS
September 1996	University of Prince Edward Island
September 1991 - June 1993	Architectural Drafting Technician Diploma Holland College Summerside Center Summerside, PEI

Additional Courses:

Ongoing	Attend and participate in various conferences and seminars related to professional planning practices and sustainable development. Ongoing participation in Canadian Institute of Planners Continuous Professional Learning requirements
June 2008	Skill Path Training – Seminar in Conflict Resolution
September 2007	Ceridian Canada Centre for Professional Development - seminars in Managing Effective Meetings and Time Management
June 1999	Wildlife Habitat Improvement Workshop Canadian Aquaculture Institute Summerside, PEI
April 1997	Information Technology Introduction to microcomputers and various software Holland College, St. Eleanor's Center St. Eleanor's, PEI
March 1994	Introduction to Auto Cad Holland College, Royalty Center Charlottetown, PEI

Skills:

Computer Skills	GIS - Arc View, LAMA, Auto Cad, Geo Link, City View, Micro Soft Word, Micro Soft Office, Apple software, Windows, Excel, Group Wise, various social media platforms, Internet, Photoshop, proficient in photography (various training courses through Holland College and Atlantic Photographers Education Group), Power Point
Personal	Strong communication and writing skills, effective time management

Management Skills	and organizational skills, strong team player with a proven ability to work independently, excellent interpersonal skills extensive experience in customer service.
Technical Skills	Strong analytical skills, ability to be able to communicate, write and listen effectively, strong creative ability, trained photographer. proficient in presentations and public speaking, experienced in working with data bases, demonstrated ability to interpret maps and subdivision plans, work with scales, skilled in manual and computer aided drafting, ability to read blueprints,

Work Experience:

Planner III
July2023 - Present
City of Charlottetown
Charlottetown, Prince Edward Island

- Supervise, coach, and mentor Planner II, Planner I, Development Officer, and Intake Officer positions. Liaise with the Manager of Development on staff related issues where required.
- Interpret and explain the Official Plan, Zoning & Development By-law, Planning Act, and other relevant planning instruments to assist clients and to process development applications.
- Respond to project inquiries and correspondence from the general public, developers, and members of the legal community.
- Lead interdepartmental meetings in reviewing permit applications to consult, negotiate, and problem solve development issues.
- Review of complex Development Permit applications as well as other Permit applications to ensure compliance with City policies and regulations. When necessary, carry out site investigations to determine compliance with regulations.
- Review, evaluate, and processes complex applications that are submitted to the City for subdivisions, lot consolidations, By-law amendments, rezoning applications, variances, and site plans.
- Serve as an administrative advisor to Council, Planning Board, Design Review Board and Heritage Board and, when necessary, attend and represent these bodies at meetings, hearings, and appellate proceedings at the Island Regulatory and Appeals Commission.
- Serve as a City liaison with the general public and other government and non-government agencies and committees on planning and development matters.
- Meet with developers, architects, engineers, and contractors to discuss their proposals, build working relationships, and communicate municipal policies, legislation, and required technical studies early in the process.
- Facilitate planning and development workshops and open houses.
- Review site plans, landscape plans, and design drawings to ensure that they meet urban design criteria.
- Preparation of planning reports and briefs for the Planning Board, Heritage Board, and Council as required.

- Responsible for making formal recommendations on land use matters and delivery of presentations to the Planning Board, Heritage Board, Design Review Board and City Council.
- Preparation of development, encroachment and roads and streets agreements as well as other legal documents.
- Oversee and determine enforcement strategies as authorized by the Municipal Government Act and the Zoning and Development Bylaw.
- Review deeds, easements, right of way agreements and preparation of such agreements for the registration process.
- Gather data and analyze census information, building statistics, land-use information, and servicing information; formulate conclusions and creation of reports.
- Participate in the development of policy on current and long-range planning and provide planning advice on special projects.
- Monitor legislation and conduct research on best practices and industry standards affecting community development, provide advice and recommendation on strategies. Oversees the monitoring program of the Zoning and Development Bylaw; prepares recommendations and amendments as necessary.

Planner II

November 2004 - July 2023

City of Charlottetown
Charlottetown, Prince Edward Island

- Manage the subdivision approval process for major subdivision developments, calculation of parkland dedication/cash-in-lieu and approve Subdivision and Development applications and plans in accordance with the City of Charlottetown Zoning and Development Bylaw and Official Plan.
- Review and approval of major and minor development applications. Processing of variances, site specific amendments and other planning applications.
- Prepare and process Official Plan and Zoning and Development By-law regulations and amendments, including the preparation of all material necessary for public hearings.
- Provide interpretation and explanation of the Official Plan, Zoning and Development Bylaw, the Planning Act and other relevant planning documents in the processing of minor and complex development applications to clients, administration and Council.
- Preparation and participation in the development and drafting of policy on current and long-range planning and provide planning advice on special projects.
- Serve as a liaison with the public and other government (provincial and federal) and non-government agencies, City administration, law firms, consultants and committees on planning and development matters.
- Prepare planning reports and provide formal recommendations to Planning Board, Design Review Board, Heritage Board, Planning & Heritage Committee and Council on both minor and major Development applications.
- Preparation and delivery of presentations to Planning Board, Council and at public meetings on development applications, land use policy and bylaw amendments.

- Serve as an administrative advisor to Council, Planning, Heritage Board and Design Review Boards, when necessary. Attend and represent these bodies at meetings, hearings and appellate proceedings presenting testimony.
- Administer the regulations in the Zoning and Development Bylaw as well as working with clients to address issues of non-compliance.
- Coach junior staff by providing guidance and supervision on planning applications. Assist them in interpretation of planning and zoning regulations and review reports prepared by them.
- Work with other City, Planning, Building Inspection and City managers in the interpretation and processing of development and planning applications.
- Preparation of Development Agreements, Roads and Services Agreements, encroachment agreements and other legal agreements for signature by clients. As well as prepare documents for the land registry system.
- Review legal instruments such as deeds and easements, advise the CAO and Mayor on appropriateness of acceptance and prepare for registration.

July 2004 - November 2004

Property Development Officer
Province of Prince Edward Island
Montague, Prince Edward Island

- Review and approve Subdivision and Development applications and plans in accordance with the Planning Act Subdivision and Development Regulations.
- Perform site investigations to ensure compliance with the pertinent acts and regulations that govern subdivision and development.
- Respond to inquires from developers, lawyers, real estate agents and the public regarding Subdivision, Development and Sewage Disposal System Regulations
- Maintain and update property records in the property record data base (micro soft access).
- Maintain contact with and provide assistance to other internal and external departments and agencies (ie. 911 Civic Addressing, Transportation and Public Works, Various Municipalities and Law Firms).
- Prepare Registered Entranceway Agreements, issue moving permits and perform site distance checks in accordance with the Highway Roads Act of Prince Edward Island.
- Review and approve Sewage Disposal System applications in accordance with the Environmental Protection Act Sewage Disposal System Regulations.
- Perform field work and assist with soil testing to determine if sites can support onsite Sewage Disposal Systems

February 2002 - November 2003

GIS Technician
Geo Net Technologies
Bedeque, Prince Edward Island

- Digitized navigational charts for Canadian Hydrographic Survey.
- Performed data quality checks on vector data.
- Performed queries on data.
- Digitized water and sewer infrastructure from hard copy mapping and converted it to vector data for digital mapping.
- Edge matched digital vector image files.
- Prepared control and registration for digital mapping.

- Preformed heads up digitizing on property and tax mapping files and converted raster tiff image files to vector data for use in digital mapping.

February 2001 - May 2001

Civic Addressing Field Technician
Halifax Regional Municipality
Halifax, Nova Scotia

- Verified and captured data pertaining to civic addressing through field work.
- Documented civic address problems identified through fieldwork.

May 2000 - February 2001

Civic Addressing Technician
Halifax Regional Municipality
Halifax, Nova Scotia

- Responsible for updating and maintaining the HRM Official Street Address Guide and notifying the NS E911 Master Street Address Guide and all other necessary departments and agencies of the changes.
- Prepared and provided maps, civic address lists and reports to clients.
- Assisted the Civic Addressing Coordinator with procedures pertaining to GSA renaming or boundary changes.
- Responsible for processing and assigning new civic numbers generated through development applications.
- Responsible for creating new property records, entering and updating data in the City View System (Prop Info Data Base).
- Researched and confirmed zoning for property records.
- Maintained contact with and provided assistance to other internal and external departments and agencies (i.e. Development, Land Information Services and Assessment) regarding property record, civic address and zoning information.
- Responded to civic address inquiries from developers, the public, real estate agents and other internal and external agencies and provided value added customer service.
- Kept track of business statistics to determine business activities and workload.
- Regularly Performed data quality checks for anomalies in data in the City View reports.
- Reviewed, approved and processed applications for proposed street names and private roads. Made recommendations regarding the suitability of street names to the Civic Addressing Coordinator.
- Provided information and technical advice to developers, builders and landowners regarding the Nova Scotia Civic Address File policies, procedures and guidelines.
- Coordinated, attended site visits and conducted field work to collect data for the City View System data base (Prop Info) and for the purpose of verifying and assigning civic numbers.

- Reviewed new subdivision plans and developed civic address plans and layouts for new subdivisions.

June 1999 – September 1999

911 Civic Addressing Technician
Town of Borden-Carleton, PEI

- Implemented and mapped an efficient civic numbering plan for the town.
- Researched property information pertaining to land owners.
- Received and processed property, water and sewer tax payments.
- Conducted field work to capture data for the purpose of verifying and assigning civic numbers.
- Compiled in Excel a database of property owners and civic addresses using data that was collected during field work.
- Ensured that civic numbers, road signs and road names within the community complied to the provincial policies, standards and guidelines.
- Worked with people at municipal and provincial levels of government.
- Responsible for dealing with the residents' concerns involving civic numbering and the anticipated 911 service.

Other Activities:

November 2018 – Present & April 2002 - November 2005

Town Councilor - Town of Borden-Carleton

- Chair of Planning and Public Properties Committee
- Member of Finance & Administration Committee, Utility Committee and Public Works Committee
- Served as Chair of the 100th Anniversary Planning Committee in 2019.
- Manage governance of operations relating to town properties.
- Chair of Planning Board, provide direction and work with board to review and make recommendations to council regarding development permits, rezoning applications, and applications for bylaw and plan amendments.
- Oversee and participate in the review process of the municipality's Official Plan and Development Bylaw
- Work with the Chief Administrative Officer, the Town Planner and Planning Board to develop and implement policy regarding planning and development issues.
- As a member of Council participate in the development and approval of policies respecting services and programs for the municipality.
- Work to ensure that the powers of the municipality are appropriately exercised and that the duties and functions of Council as well as the Chief Administrative Officer are appropriately carried out.
- Participate in preparation and approval of budgeted allocations for all municipal operations.

Nov 2018-Present & July 2017-Nov 2018

Chair of Destination Borden-Carleton
Board Member of Destination Borden-Carleton

- Work with Board members, the business community and funding partners to develop initiatives and strategies to promote tourism and grow destination potential within the area.
- Plan, execute and promote festivals and events within our town that promote tourism.
- Work with and manage volunteers that are assisting with events.

- Prepare funding applications and write proposals for tourism projects and festivals.
- Prepare and manage budget for festivals and events such as the 100th Anniversary Celebration of the Town of Borden-Carleton.
- Work with board members and stakeholders to develop and execute a communication and marketing strategy such as: social media promotion, newsletters, signage and branding.
- Collaborated with Board members, planning consultants, the public, the business community, funding partners and other stakeholders to develop and implement a tourism master plan, titled (Destination Borden-Carleton) for the Town. This Plan received a National Award from the Canadian Institute of Planners in the Rural/Small Town Planning Category.

September 2001 – 2005

Chairperson for Communities in Bloom & Beautification Committee Borden-Carleton

- Worked with committee members to develop and implement a beautification plan for the community.
- Coordinateed fundraising events to raise money.
- Developed a public awareness plan for Communities in Bloom program.
- Responsible for planning and scheduling of events.
- Coordinated a local beatification contest.
- Responsible for developing the committee's budget and managing the account.

April 2004 – 2005

Board Member – Federation of Prince Edward Island Municipalities

- Policies Committee
- Nominating Committee
- Municipal Government Week Committee

Memberships and Associations:

2013 –Present Full Member of the Canadian Institute of Planners and Atlantic Planners Institute

2006 –2013 Provisional Member of the Canadian Institute of Planners and Atlantic Planners Institute

File No. LA24007

BEFORE THE ISLAND REGULATORY AND APPEALS COMMISSION

IN THE MATTER OF an appeal by Derek French with respect to the decision of the City of Charlottetown to deny the request to amend Appendix "G" – Zoning Map of the Charlottetown Zoning and Development Bylaw from the Medium Density Mixed Use Residential Zone (MUR) to the Apartment Residential Zone (R-4B) for the subject property located at Lot 160, Fairdale Drive (PID #192153) located in Charlottetown, Prince Edward Island

ACKNOWLEDGEMENT OF EXPERT'S DUTY

1. My name is Laurel Palmer Thompson, and I live in Borden-Carleton, Prince Edward Island, Canada.

2. I am employed by The City of Charlottetown and will be providing evidence in relation to the above-noted appeal before the Island Regulatory and Appeals Commission.

3. I acknowledge that it is my duty to:

   (a) Advise the Commission impartially on matters within my area of expertise; and

   (b) The duty referred to in subsection (a) prevails over any obligation which I may owe to any party by whom or on whose behalf I am engaged.

DATED: ~~August~~ Sept 4, 2024

Laurel Palmer Thompson

Laurel Palmer Thompson, BA, RPP, MCIP

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