CHARLOTTETOWN

PLANNING & HERITAGE COMMITTEE AGENDA
NOTICE OF MEETING

Tuesday, April 7, 2026 @ 3:30 PM
Parkdale Room, 2nd Floor, City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

Order of Business: Open Session

1. **Call to Order**
2. **Declaration of Conflicts**
3. **Approval of Agenda –** Approval of Agenda for Tuesday, April 7, 2026
4. **Adoption of Minutes** - Minutes of Planning & Heritage Committee Meeting from Tuesday March 3rd, 2026
5. **Business arising from Minutes**
6. **Motion to move into closed session as per the Municipal Government Act of PEI Section 119 (1) (e)**

(e) a matter still under consideration, on which the council has not yet publicly announced a decision, and about which discussion in public would likely prejudice a municipality's ability to carry out its negotiations

   a) **HAF Contract Update**

7. **Business Arising from the Closed Session (If Applicable)**
8. **Introduction of new Business**
9. **Adjournment**

PLANNING & HERITAGE: COMMITTEE MINUTES
TUESDAY, MARCH 3, 2026, 3:30 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Mayor Philip Brown** **Councillor Norman Beck**
Also:	**Michael Ruus, Director, Int. Growth** **Brad Vince, PII, HO**	**Jason Doucette, IO/AA*** **Minute taker*
Regrets:	**Councillor Julie McCabe** **Donna Miller-Ayton, MP&H**	

1. **Call to Order**
   Chair Jankov called the meeting to order at 3:44 PM

2. **Declaration of Conflicts**
   Chair Jankov asked if there were any conflicts; there were none.

3. **Approval of Agenda**
   Moved by Councillor Beck and seconded by Mayor Brown that the agenda for Tuesday, March 3, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Councillor Beck and seconded by Mayor Brown that the minutes of the last meeting held on Wednesday, Feb 4, 2026, as circulated, be approved.

   CARRIED
   (2-0)

5. **Business arising from Minutes**

- **Housing Accelerator Fund (HAF)**
  - Mayor Brown reported that he and CAO Brad McConnell met with Infrastructure Canada and Housing officials the previous week.
  - Federal officials emphasized the importance of continuous communication, particularly regarding any delays, timeline changes, or operational "blips."
  - He also noted that municipalities across the country are experiencing similar pressures and challenges with HAF reporting and implementation.
  - He stressed the need for the City to maintain clear communication with federal partners to avoid misunderstandings.

- **Councillor Beck's Follow-Up on HAF Update**
    - Councillor Beck noted he expected an update on HAF spending, including staffing funded through the program.
    - He recalled requesting that the update be sent to the entire Council, and staff indicated it would be included in the next meeting package, but it was not received.
    - He asked staff for clarification on when the promised information would be available.

- **Staff Explanation – CMHC/HAF Update Reporting Delays**
    - The Director of Integrated Growth explained that staff have been heavily focused on preparing CMHC reporting required under HAF, which includes financial and progress documentation.
    - He highlighted significant turnover within the Finance Department, which has delayed the financial components required for accurate reporting.
    - He also confirmed staff are currently finalizing the financial details needed to respond to Councillor Beck's previous request.
    - The Director of Integrated Growth indicated he hopes to have the information ready for the next committee meeting but warned that ongoing budget finalization may delay the work.
    - He also committed to notifying committee members ahead of time if the update cannot be completed before the next meeting date.
    - Mike reiterated that CMHC requires regular reporting on both the initiative list and all spending commitments under the approved HAF funding plan.
    - He reminded members that Council previously reviewed and approved the spending plan and that reporting must align with those commitments.
    - Staff continue to refine financial tracking to ensure accurate numbers are submitted to CMHC and provided to Council in upcoming reports.

- **Official Plan Status and Ministerial Approval**
    - Councillor Beck asked for an update on the timeline for Official Plan approval, referencing earlier expectations that approval was only weeks away.
    - His Worship noted that a new minister—Minister Compton—had been appointed, and there has been no indication the Official Plan will not be approved.
    - The Director of Integrated growth confirmed no new correspondence has been received from the province regarding the approval timeline.
    - He also explained staff are proceeding "in good faith" while finalizing the draft Zoning & Development Bylaw, even though the Official Plan remains unsigned.
    - He warned that if the province requires substantial amendments, the City may face months of additional work revising the drafted bylaw.
    - Committee discussed whether provincial changes to the Official Plan would automatically require the City to reopen the public consultation process.
    - Members agreed the City must remain transparent with the public and clearly communicate that ministerial sign-off remains pending.

- Committee agreed staff should send a follow-up request to the provincial department asking for an updated timeline for Official Plan approval.
- It was said that the request should also include clarification on what process the City must follow if the province requires mandatory changes to the plan.
- Mayor and Council will also raise the matter politically with their provincial counterparts to expedite a response.

- **HAF Initiative Timeline Update**
  - Director of Integrated Growth confirmed staff can provide updated timeline information for the HAF initiatives and could be sent to Council.

- **Affordable Housing Committee Update**
  - It was confirmed that the Affordable Housing Advisory Committee is scheduled to resume meetings on March 10th.

6. Reports:

a) Appointment of Development Officers – Development Planning

Summary:

- The Director of Integrated Growth presented the recommendation to appoint Stephanie McDonald (Planner I), Sonia Kamal (Planner II), Michael Fraser (Planner II), and David Gundrum (Manager of Development Planning).
  - He stated these staff will be authorized to administer the Zoning & Development Bylaw and carry out duties permitted under Section 22 of the Planning Act.
  - Committee discussed parallels to heritage officer appointments and requirements under legislation.

Discussion:

- It was asked which appointees hold Registered Professional Planner (RPP) designations and the Director of Integrated Growth confirmed that David Gundrum is an RPP and other planners are working toward obtaining their designation.
- Committee discussed confidentiality concerns with HR-related discussions and how council-required appointments intersect with privacy expectations.
- Members acknowledged that council involvement is required under provincial legislation, even though hiring is operational.
- Director of Integrated Growth confirmed that Natalie Munn's former Research Officer position is currently vacant and staff are reviewing how best to fill the position and will update the committee when ready.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck that Council approve the appointments of Stephanie MacDonald (Planner 1), Sonia Kamal (Planner 2), Michael Fraser (Planner 2), and David Gundrum (Manager, Development Planning) as Development Officers for the City of Charlottetown, authorizing each to carry out the full duties of the role as defined in the Zoning & Development Bylaw and permitted under Section 20(2) of the PEI Planning Act.

Carried
(2-0)

7. Moved by Mayor Brown and seconded by Councillor Beck to move into closed session as per the Municipal Government Act Section 119 (1) (d)

(d) human resources matter; including labor relations or employee negotiations

8. Business Arising From Closed Session

Following discussion in Closed Session, it was moved by Mayor Brown and seconded by Councillor Beck that the proposed Centralizing Bylaw Enforcement Functions item be forwarded to Council for consideration.

9. Introduction of New Business

There was no new business

10. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned. The meeting was adjourned at 4:45 PM

CARRIED
(2-0)

_____

Deputy Mayor Alanna Jankov, Chair