CHARLOTTETOWN

PLANNING & HERITAGE COMMITTEE AGENDA
NOTICE OF MEETING

Wednesday, July 29, 2026 @ 3:30 PM
Parkdale Room, 2nd Floor, City Hall, 199 Queen Street
Live streaming: www.charlottetown.ca/video

1. **Call to Order**
2. **Declaration of Conflicts**
3. **Approval of Agenda –** Approval of Agenda for Wednesday, July 29, 2026
4. **Adoption of Minutes** - Minutes of Planning & Heritage Committee Meeting from Tuesday, June 11, 2026
5. **Business arising from Minutes**
6. **Reports or Discussions:**
    a) CMHC Charlottetown Housing Statistics Presentation
    b) Scope Change – Zoning and Development Bylaw
    c) Appointment of Matt Mowry as a Level I Building Official
    d) Appointment of Shane Jones as a Level II Building Official
7. **Introduction of New Business**
8. **Adjournment**

PLANNING & HERITAGE: COMMITTEE MINUTES
THURSDAY, JUNE 11, 2026, 4:00 PM
PARKDALE ROOM 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Deputy Mayor Alanna Jankov, Chair**	**Councillor Julie McCabe**
	Mayor Philip Brown	
Also:	**Michael Ruus, Director, Int. Growth**	**Jason Doucette, IO/AA***
	Donna Miller-Ayton, Mgr, Policy & Heritage	**Minute taker*
	David Gundrum, Mgr, Devt Planning	**Jacob Ritchie, Fathom**
	Natalie Munn, HO	**Studios***
	Bradley Vince, PII, HO	**Attended virtually*
Regrets:	**Councillor Norman Beck**	
	Brad MacConnell, CAO	

1. Call to Order
Chair Jankov called the meeting to order at 4:13 PM.

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

3. Approval of Agenda
Moved by Councillor McCabe and seconded by Mayor Brown, that the agenda for Tuesday, June 11, 2026, amended as follows: that the order of the Agenda be changed: Item A (What We Heard Report) moved to last position to accommodate Jacob Ritchie from Fathom Studios attending virtually; remaining items reordered accordingly, be approved.

CARRIED
(3-0)

4. Adoption of Minutes
Moved by Mayor Philip Brown and seconded by Councillor Julie McCabe, that the minutes of the last meeting held on Tuesday, June 2, 2026 as circulated, be approved.

CARRIED
(3-0)

5. Business arising from Minutes
No business arose from the minutes.

6. Reports:
a. Euston Street Irving Redevelopment - Heritage Update
Presenter: Brad Vince, Planner II, Heritage Officer

Summary:
- Purpose: To provide the Planning and Heritage Committee with an update on the remaining heritage value at 85 Euston Street (PIDs 355917 and 355925) and to explain why the project is classified as a heritage preservation project.
- Background: At the May 12, 2026 regular meeting of Council, Councillor Mitchell requested an update to clarify the heritage value of the property.
- Purpose: to explain why the 85 Euston Street rehabilitation is classified as a heritage preservation project, and to outline the property's character-defining elements.
- Every designated heritage property has a description of its history, heritage value, and character-defining elements, established through Canada's Historic Places Registry.

- Applications on designated properties are reviewed against the Heritage Preservation Bylaw (s. 5.1.1) and the Standards and Guidelines for the Conservation of Historic Places in Canada, which set out criteria including compatibility of materials, scale, window/door style, roof form, and other architectural elements.
- 85 Euston Street's heritage value lies in its status as the only remaining gas station of its type on Prince Edward Island, and its association with Acadian architect Samuel Lroy, who designed similar stations across Atlantic Canada.
- Character-defining elements being retained: overall single-storey massing; the distinctive corner tower; the flat roof above the former service bays; window and door size/placement matching the historical style; the decorative weathervane (letter 'N') atop the tower, being reinstalled; the decorative band across the tower and dormer; and the brick chimney.
- The only element not being retained is the three lights above the two bays — determined not to be original to the 1930s building. New lighting compatible with a 1952 version of the building will be installed instead.
- The proposed addition follows the Standards and Guidelines principle that new work be physically and visually compatible with, subordinate to, and distinguishable from the historic structure.
- This application was recommended by Heritage Board on September 29, 2025, and approved by Council on October 1, 2025 (vote: 8-1).
- Staff recommendation: that the Committee and Council accept this report for information purposes.

Discussion:

- **Impact of unforeseen damage on heritage approach:** Committee asked whether the discovery of additional unrepairable damage during construction affected the overall heritage approach. Staff confirmed the project continues to align with the Standards and Guidelines, as Standard 10 permits replacement of character-defining elements where they are too severely deteriorated to repair and where sufficient physical evidence exists. A structural engineer had determined that certain walls were not structurally sound, supporting their replacement under this standard.

- **Project budget:** Staff confirmed the additional damage has not affected the overall project budget. The project remains within the capital budget approved by Council, with no cost overruns anticipated, and has benefited from competitive tender pricing and continued progress.

- **Number of reports and staff hours:** In response to a question on how many reports the Committee has received on this file and how many staff hours have gone into it, staff noted this is approximately the third or fourth report specific to this rehabilitation process, in addition to earlier reports on other aspects of the property. A precise hour count was difficult to provide, as staff time has included site visits, background research, and preparation for multiple committees over time.

- **Site visits and documentation:** Committee asked whether staff were on-site when contractors began removing interior finishes in the two garage bays, and whether photographs exist documenting the condition discovered. Staff were not present for the initial bay work, but did attend for the change directive concerning the rear wall, side wall, and ceiling, and took photographs. Two historical fires had occurred in that section of the building, with damage severe enough that some wood had charred to charcoal, which paradoxically prevented further rot since moisture cannot penetrate charcoal. Photos are available on request from the contractor (CF Construction).

- **Comparison to other heritage restorations:** Committee members noted that, similar to Province House (built 1843) and historic buildings in Quebec City, accommodating contemporary needs (modern facilities, structural replacement) within a heritage structure is an accepted and recognized conservation practice, not a departure from heritage integrity.

Recommendation:

That the Committee and Council accept this report for information purposes. No further action required — the application has already been approved by Council (October 1, 2025).

RECEIVED FOR INFORMATION

b. Housing Accelerator Fund (HAF) Update

Michael Ruus, Director, Int. Growth, presented the report, with the Manager of Policy & Heritage available for additional questions.

Summary:

- Purpose: To provide an update on actual spending versus planned spending under the Housing Accelerator Fund program and agreement.
- Purpose: To provide an update on actual spending versus planned spending under the Housing Accelerator Fund program and agreement, in response to inquiries from Committee and Council.
- A table in the report (page 2) outlines the original approved spending plan alongside actual and estimated spending.
- Total HAF funding received to date: $5 million.
- Estimated spend as of April 2026: approximately $1,154,000.
- Total program estimated spend: approximately $10 million (original approved amount).
- With the federal spending rollback announced in April 2026 factored in, the City is anticipating approximately $8.5 million in total available funding.
- Significant savings have been identified across several projects, partially offsetting work still outstanding.
- Staff recommendation: that the Committee and Council receive this report for information purposes.

Discussion:

- **HAF milestone flexibility:** Several of the 28 HAF milestones were expected to be completed by Q2 2026 (end of June). Staff explained that they work directly with the CMHC team, whose expectation is that the City complete the agreed objectives in a timely fashion. There have been delays on some work; staff are balancing the ambitious timeline against the need to consult carefully and thoroughly with the community as the new Zoning and Development Bylaw is finalized.

- **Principal residence and short-term rental clarification:** Committee sought clarification on whether the 4-unit as-of-right provision requires the unit to be the owner's principal residence. Staff confirmed that principal residence requirements apply only if a resident wishes to operate a short-term rental (STR) on the property. If the property has more than one unit, it is no longer eligible for STR licensing regardless of occupancy, and long-term rental of multiple units does not require owner occupancy. Some other jurisdictions (e.g., Fredericton) require owner-occupancy for a fixed period, such as one year; Committee suggested the City consider a longer minimum term if such a requirement were introduced.

- **Existing vs. proposed as-of-right units:** Under the current bylaw, up to three units are permitted as-of-right, subject to minimum lot size. The proposed bylaw would reduce minimum lot size requirements, which would allow more properties to qualify for two, three, or four units. This is not a wholesale change in principle — it expands eligibility — and Fathom Studios (Jacob Ritchie) will prepare a map for the June 23 meeting illustrating where additional units would become possible.

- **Adding units by building upward:** Committee confirmed that adding a unit by building upward (adding a storey) is already permitted under the existing bylaw, subject to cost and lot constraints. An example exists on Prince Charles Drive, where a property owner added a second storey to create an additional unit.

- **Public confusion and communication:** Committee members noted ongoing public confusion (including a recent letter to the editor) about the scale of change in the new bylaw. Members agreed that public communication needs to be simplified ("grade six language") so residents understand that the new bylaw largely formalizes and clarifies rights that already exist, rather than introducing dramatic new permissions. Two rounds of public engagement (pop-ups, surveys, and direct meetings with consultants, developers, and residents) have already taken place.

Recommendation:

That the Committee and Council receive this report for information purposes.

RECEIVED FOR INFORMATION

c. Stormwater Management

Summary:

- This item was raised by Councillor McCabe as a verbal discussion item; no formal staff report was presented at this meeting.
- Council has already passed a motion requesting a report on stormwater management practices and options. Staff are preparing a summary of current practice, possible escalation options, and associated costs for a future meeting.

Discussion:

- **Accountability for drainage compliance:** Councillor McCabe raised concerns that the City currently accepts stamped engineering drainage plans from developers but does not verify ongoing compliance once development proceeds, and that established residents are reporting drainage and runoff impacts from new development. She asked what the City or Planning Department could do to take on more responsibility or accountability for drainage compliance, and what the associated risks and costs would be. Michael Ruus noted this is a complex issue shared by many communities, and that staff are preparing a report summarizing current practice, possible escalation options, and associated costs, in response to Council's earlier motion. Any additional regulatory oversight would require qualified staff to conduct reviews and inspections, which carries a resourcing cost. David (Senior Planner) added that stormwater regulation need not be addressed within the Zoning Bylaw — other jurisdictions often use a standalone "site alteration bylaw" to regulate grading, drainage, and site finishing work, a distinct technical discipline typically administered by civil engineers or technologists rather than planners. Staff will research this approach further.

- **Capital construction recovery and development fees:** His Worship asked whether the existing capital construction recovery bylaw or development fees might already cover the City's exposure on stormwater management issues, noting that stamped engineering drawings represent a professional's signature and liability. Staff indicated it is possible some jurisdictions apply levies for stormwater management through development fees, but this is not confirmed for the City's current practice and will be researched further as part of the upcoming report. It was also noted that opening accountability for stamped drainage plans could raise parallel questions about whether other professionally stamped drawings (e.g., structural) should also be independently re-verified by the City.

- **Timing of report:** Councillor McCabe asked when the Committee could expect to see this report. Staff anticipate bringing it forward at the August 2026 Planning and Heritage Committee meeting, following coordination with the Public Works and Engineering team given the multidisciplinary nature of the issue.

Recommendation:
That staff continue preparing the requested stormwater management report, including options, costs, and jurisdictional comparisons, for presentation at the August 2026 Planning and Heritage Committee meeting.

ACTION ITEM — Staff to report back in August 2026

d. What We Heard Report – Phase 2, Zoning & Development Bylaw (Jacob Ritchie, Fathom Studios – Attending Virtually)

Summary:
- Jacob Ritchie, Fathom Studios, presented the final portion of the What We Heard Phase 2 report, picking up from next steps discussed at the June 2, 2026 meeting.
- Jacob Ritchie, Fathom Studios, presented the final portion of the report, continuing from the status/next steps slide discussed at the June 2, 2026 meeting.
- Since June 2, the consultant team has been finalizing updates to the Zoning and Development Bylaw, incorporating ongoing comments from staff and community members.
- Updated Timeline:
    - June 23, 2026 — Committee of the Whole presentation of the updated draft bylaw, with a presentation covering both what was heard and how the draft has responded.
    - July or August 2026 — Planning Board review (either month is acceptable; the public meeting of Council cannot occur during summer months).
    - September 2026 — Public meeting of Council, following sufficient notice in the newspaper and other public channels.
    - October 2026 — Council resolution and First and Second Reading, if Council so wills.
    - Staff recommendation: that the Committee receive this report for information purposes.

Discussion:
- **Feasibility of the schedule:** Committee asked whether the proposed schedule is realistic given the volume of public feedback received. The schedule reflects two rounds of public engagement already completed — pop-up events, public open houses, surveys, and direct meetings with consultants, developers, and stakeholders. The June 23, July/August, and September dates allow sufficient time for legislated notice periods ahead of the public meeting of Council.

- **Visual communication of impact:** Committee asked whether the consultant could provide something visual to help residents understand how many properties are actually affected by the proposed 4-unit as-of-right provision, given public concern that the change is more radical than it is. Fathom Studios will prepare a colour-coded GIS map of all residentially zoned properties in Charlottetown for the June 23 meeting, showing which lots could accommodate two, three, or four units under the proposed bylaw based on lot size. The map will carry a caveat that it is for information purposes only — not a lot-by-lot confirmation of zoning rights or a schedule to the bylaw — since site-specific features (e.g., retaining walls, trees) affecting parking capacity are not visible in city-wide GIS data.

- **Comparison to other jurisdictions:** Committee raised whether Charlottetown's approach is comparable to other jurisdictions, such as Toronto, which has faced criticism for excluding certain wards from as-of-right density provisions. Jacob Ritchie noted he was aware of media coverage on

Toronto's ward exemptions but did not have exact figures on hand; this will be checked further, though the comparison is not directly applicable to Charlottetown's draft, which applies uniformly city-wide.

- **Short-term rentals and accessory units:** Committee asked whether a homeowner could use a unit as a short-term rental (STR) if they have an accessory dwelling unit, or if they leave their principal residence (e.g., to go to a cottage) during the rental period. Under the current STR licensing bylaw, an owner must be present in their principal residence while operating an STR. If a property has more than one unit (e.g., an accessory dwelling unit), it no longer qualifies as a single principal residence for STR purposes, and STR licensing is not available. This may be a useful point to highlight publicly, since some residents remain concerned about STR proliferation.

- **Old vs. new bylaw comparison**: Committee requested that the June 23 presentation include a side-by-side comparison of what has changed from the existing bylaw versus what remains the same, including items like the loss of the reconsideration process and stricter staff-level variance approvals. Fathom Studios confirmed it will prepare a narrative comparison between the existing and proposed bylaws for the June 23 presentation, highlighting both removed provisions (such as reconsideration rights) and stricter elements (such as quantitative variance limits now assessed at the staff level), alongside improvements and existing baseline rights that are being retained or clarified.

Recommendation:

That the Committee receive this report for information purposes, and that staff and the consultant proceed with preparations for the June 23, 2026 Committee of the Whole presentation of the updated Zoning and Development Bylaw draft, including the proposed comparison map and narrative.

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7. Introduction of New Business

Chair Jankov raised one item for follow-up:

- A request that staff prepare a report — including a comparative analysis of other jurisdictions — on why the Planning Department does not consider property value when evaluating and deliberating on applications. David [Senior Planner] had briefly addressed this at a recent monthly meeting; a formal report for a future Committee meeting and Council is requested so the information is on public record.

8. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor McCabe, that the meeting be adjourned. The meeting was adjourned at 5:19 PM.

CARRIED
(3-0)

_____

Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report no. PH-2026-07-09

Date: July 29, 2026

Directed to Council through the following Committee:
Planning and Heritage Committee

Reporting Department:
Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:

None

Report Title:
Charlottetown Housing Statistics Presentation – CMHC

Report Purpose:
To provide the Planning and Heritage Committee and Council with an update on Charlottetown's housing data in response to the request made by Councillor Tweel at the May 12, 2026, Regular Meeting of Council.

Staff Recommendation:
That the Planning and Heritage Committee recommend that Council receive this report and presentation for information, in response to the request made by Councillor Tweel on May 12, 2026, at the Regular Meeting of Council.

Report Details:

At the City of Charlottetown's Regular Council Meeting on May 12, 2026, Councillor Tweel requested an update on current housing data for the City to provide Council with a clearer understanding of recent housing trends and market conditions.

Following this request, Planning and Heritage staff gathered and reviewed housing information from a range of available sources, including the Canada Mortgage and Housing Corporation (CMHC), Statistics Canada, and municipal records where appropriate. The objective was to compile current, reliable information to support Council's understanding of the City's evolving housing landscape.

Staff engaged with CMHC representatives to discuss the request and the availability of the most up-to-date housing information for Charlottetown. Through these discussions, CMHC agreed to provide a presentation to the Planning and Heritage Committee highlighting key housing statistics, recent market trends, and emerging issues affecting the local housing market.

The presentation is intended to provide Committee members and Council with current information on housing supply, housing starts, rental market conditions, vacancy rates, market activity, and other relevant indicators that will assist in informing future discussions related to housing policy, growth management, and municipal planning initiatives.

Council or Committee History:
Council Meeting May 12, 2026.

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

City of Charlottetown Committee Report

Report no. PH-2026-07-10

Date: July 29, 2026

Directed to Council through the following Committee: Planning and Heritage Committee

Reporting Department: Planning and Heritage Department

Other Associated Departments:

Prepared by: Donna Miller-Ayton – Manager Policy and Heritage

Attachments:

- Rescoping Proposal – Zoning & Development Bylaw

Report Title:
Rescoping Proposal – Zoning & Development Bylaw Review

Report Purpose:

To seek the Planning and Heritage Committee's recommendation to Council, through the Finance Committee, to approve the proposed additional scope of work and associated budget allocation required to finalize the City's Zoning and Development Bylaw.

Staff Recommendation:
That the Planning and Heritage Committee recommend that Council, through the Finance Committee, approve the proposed additional scope of work in the amount of **$30,000.00, excluding HST**, to enable the City's consultants to complete the City's Zoning and Development Bylaw.

Report Details:

In 2024, the City of Charlottetown retained Fathom Studio to undertake a comprehensive review and modernization of the City's Zoning and Development Bylaw. The objective was to prepare a new Zoning and Development Bylaw that implements the policies and vision of the City's new Official Plan while providing a modern, transparent, and effective regulatory framework to guide future growth, development, and land use decision-making.

Since the commencement of the project, the consultant has completed several key project milestones, including background analysis, preparation of draft bylaw provisions, technical reviews, and stakeholder engagement activities. As the project enters its final phase, additional work has been identified to ensure the bylaw is thoroughly reviewed, informed by meaningful public input, and supported throughout the statutory adoption process.

The City's original consulting agreement anticipated a defined scope of work. However, as the project has evolved, additional engagement opportunities and implementation support have been identified to respond to stakeholder feedback, facilitate broader public participation, and assist Council through the adoption process. Staff are therefore seeking approval for an expanded scope of work to support the successful completion of the project.

The proposed rescoping will provide additional consultant resources to undertake the following activities:

- An additional phase of community engagement, including city-wide public open houses;
- Targeted stakeholder and development industry meetings to obtain further technical and industry feedback;
- Preparation of a supplemental **"What We Heard"** report summarizing comments received during the additional consultation phase;
- Ongoing technical support throughout the bylaw adoption process, including attendance at additional in-person meetings of the Planning and Heritage Committee, Committee of the Whole, and Council, as required.

Report Details Cont'd:

The proposed additional scope of work is valued at **$30,000.00, excluding HST**, and will ensure the consultant is able to complete the remaining legislated public engagement, technical support, and adoption-related activities necessary to complete the City's forthcoming Zoning and Development Bylaw.

A detailed breakdown of the proposed scope of work, associated tasks, deliverables, and budget is provided in the attached rescoping proposal prepared by Fathom Studio.

Council or Committee History:
In June 2024, Council approved a spending plan for the Housing Accelerator Fund (HAF) with Canada Mortgage and Housing Corporation (CMHC).

Planning & Heritage Committee Meeting October 24, 2024.

Financial Implications:
$30,000.00 excluding HST - Fully funded through the HAF program.

Public Engagement and Communication:
Public Meetings, Stakeholder consultations, done in collaboration with the City's Communications team.

Legislative Authority:
PEI Planning Act, Municipal Government Act

Strategic Alignment:
Vision: Embracing the Future, Creating a community for everyone
Purpose: Delivering community-focused programs and services that matter most to our residents. Provide accountable, accessible, and fiscally responsive local government to build a sustainable and resilient city
Guiding Principles: People-focused, Welcoming, Accountable, Safety
Commitments: Sustainability, Reconciliation, Collaboration and Partnership, Inclusion, Residents and Visitors, Transparency, Engagement, Communication, Growth
Pillars: Community Building and Placemaking; Governance & Civic Engagement; Inclusive Economic Growth; Infrastructure and the Environment

Reviewed By:

Manager	**Director**
Original document signed by Donna Miller-Ayton	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Fathom

40 King St.
Dartmouth, NS
B2Y 2R4

City of Charlottetown

70 Kent Street
Charlottetown, PE
C1A 1M9

Proposal for Additional Professional Services – Zoning and Development Bylaw

Dear Ms. Miller-Ayton,

Thank you for your continued collaboration throughout the City of Charlottetown Zoning and Development Bylaw Project.

As the project has progressed, several additional work items were requested and completed that were not included within the original project scope. We have reviewed the effort associated with these activities and prepared the following proposal to formalize the additional services provided and the remaining support required through bylaw adoption.

We appreciate the opportunity to continue supporting the City of Charlottetown through the final stages of this important project and look forward to assisting Council and staff through bylaw adoption.

Please contact us if you require any additional information or wish to discuss the proposal further.

Sincerely,



Jacob Ritchie, MUP BEng LPP MCIP
Managing Principal—Planning
jacob.ritchie@fathomstudio.ca
902 719 6205

1.1 — Additional Work

1. Community Engagement on the Draft Zoning and Development Bylaw Additional Consultation Phase – Open Houses

Working closely with the Planning & Heritage team, Fathom planned and delivered an additional round of public consultation during April and May 2026. This phase included preparation of engagement materials, coordination with staff, attendance at open houses, facilitation, follow-up analysis, and reporting.

While the original project included a comprehensive Phase 3 engagement program, the additional open houses undertaken in 2026 were outside the approved scope of work and required significant additional professional resources.

Deliverables

- Consultation planning and coordination
- Preparation of engagement materials
- Attendance and facilitation of public open houses
- Documentation and analysis of public feedback
- Consultation summaries and recommendations

2. Stakeholder and Developer Meetings

At the City's request, Fathom conducted a series of focused stakeholder and developer meetings to gather additional input on the draft bylaw.

This work included:

- One four-hour in-person stakeholder session at City Hall
- Five additional one-on-one meetings with stakeholders and developers
- Meeting preparation, attendance, documentation, and follow-up

Deliverables

- Meeting facilitation
- Stakeholder feedback summaries
- Recommendations for consideration in the draft bylaw

Staff time

- Junior Planner – 6 hours
- Senior Planner – 4 hours

3. What We Heard Report (WWHR) – Supplemental Engagement Summary

Following the additional consultation activities, the City requested preparation of an updated What We Heard Report to summarize feedback received through the expanded engagement process..

Deliverables

- Review and synthesis of consultation feedback
- Preparation of supplemental What We Heard Report
- Presentation-ready documentation for Council consideration

Staff time

- Junior Planner – 20 hours
- Senior Planner – 12 hours

4. Adoption Phase Support and Additional In-Person Meetings

The revised project schedule now includes several additional in-person meetings associated with the adoption process that were not contemplated within the original project timeline.

Fathom will provide professional planning support, presentations, meeting attendance, and travel for the following anticipated milestones:

- Committee of the Whole – Updated Draft Bylaw
- Planning Board Review
- Public Meeting of Council
- Special Planning Board Meeting
- Council First and Second Readings

Deliverables

- Meeting preparation and presentation materials
- Attendance and presentations by Senior Planner
- Travel and associated project administration
- Ongoing advisory support through bylaw adoption

Staff time

- June 23rd Committee of a Whole

    - Trip $500
    - Senior Planner – 10 hours
- July 7th or August 4th Planning Board
    - Trip $500
    - Senior Planner – 10 hours
- Beginning of September Public Meeting of Council
    - Trip $500
    - Senior Planner – 10 hours
- Mid-September Special Planning Board Meeting
    - Trip $500
    - Senior Planner – 10 hours
- October Council Resolution (1st & 2nd Reading of Council)
    - Trip $500
    - Senior Planner – 10 hours

Image Credit

1.2 — Fee

Planning Services	Cost (CAD)
Community Engagement – Additional Consultation Phase (Open Houses)	$20,000
Stakeholder & Developer Meetings	$1,300
Supplemental What We Heard Report	$4,080
Adoption Phase Support & Additional In-Person Meetings	$12,000
Subtotal Additional Services (before tax)	$37,380
Scope Adjustment Credit	(7,380)
Total Proposed Change Order/ New Scope (before tax)	**$30,000**

City of Charlottetown Committee Report

Report No: PH-2026-07-11

Date: July 29, 2026

Directed to Council through the following Committee:
Planning & Heritage Committee

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Shane Jones – Manager of Building Inspection

Attachments:

- Confirmation Letter from Minister Compton

Report Title:
Appointing Matt Mowry as a Level 1 Building Official

Report Purpose:
To request that Matt Mowry, Building Inspector I, be appointed as a Building Official with Level 1 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

Staff Recommendation:
That Committee recommends to Council that Matt Mowry be appointed as a Building Official with Level 1 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Matt Mowry was hired by the City of Charlottetown on November 14, 2024 in the role of Building Inspector I.

On May 22nd, 2026, Matt obtained an approval letter confirming his qualification as a Level 1 Building Official from the Nova Scotia Building Code Training & Certification Board. This qualification comes following the completion of various courses and exams through the Nova Scotia Building Official Association's Training Program.

On July 6th, 2026, Matt received a signed letter from the Minister of Land and Environment confirming that, pursuant to subsection 37(2) of the Building Codes Regulations, Matt possesses the necessary requirements to qualify for council appointment as a Level 1 Building Official in the City of Charlottetown.

This appointment as a Level 1 Building Official will allow Matt to

(i) Complete plan reviews and inspections in respect of buildings that are within the scope of Part 9 of the Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of buildings that are within the scope of Part 9 of the Building Code.

This appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to improve permit processing times for our customers and alleviate workload from the other three building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager	**Director**
Original document signed by Shane Jones	Original document signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Land and Environment

Terres et Environnement

Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Level I Building Official Qualification

Pursuant to subsection 37(2) of the *Building Codes Act* Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Level I Building Official in the City of Charlottetown:

Matt T. Mowry

Date: July 6, 2026

Hon. Darlene Compton
Minister of Land and Environment

City of Charlottetown Committee Report

Report No: PH-2026-07-12

Date: July 29, 2026

Directed to Council through the following Committee:
Planning & Heritage Committee

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Mike Ruus – Director, Integrated Growth

Attachments:

- Confirmation Letter from Minister Compton

Report Title:
Appointing Shane Jones as a Level 2 Building Official

Report Purpose:
To request that Shane Jones, Manager of Building Inspection, be appointed as a Building Official with Level 2 Qualification as per Subsection 8(3) of the PEI Building Codes Act.

Staff Recommendation:
That Committee recommends to Council that Shane Jones be appointed as a Building Official with Level 2 Qualification, allowing him to undertake all the duties and responsibilities that come with that qualification.

Report Details:
Shane Jones was hired by the City of Charlottetown on August 11, 2019. His role involved Building Permit application reviews and building inspections, amongst other duties.

On July 26th, 2023, Shane obtained an approval letter confirming his qualification as a Level 2 Building Official from the Nova Scotia Building Code Training & Certification Board. This qualification comes following the completion of various courses and exams through the Nova Scotia Building Official Association's Training Program.

On June 30th, 2026, Shane received a signed letter from the Minister of Land and Environment confirming that, pursuant to subsection 37(3) of the Building Codes Regulations, Shane possesses the necessary requirements to qualify for council appointment as a Level 2 Building Official in the City of Charlottetown.

This appointment as a Level 2 Building Official will allow Shane to

(i) Complete plan reviews and inspections in respect of any building that is within the scope of the Building Code, and

(ii) Take any action that a building official is authorized by the Act to take in respect of any building that is within the scope of the Building Code.

This appointment is another step in the City's efforts to increase our capacity within the Building Inspection Team to improve permit processing times for our customers and alleviate workload from the other three building officials within the department.

Council or Committee History:
N/A

Financial Implications:
N/A

Public Engagement and Communication:
N/A

Legislative Authority:
PEI Building Codes Act and Regulations
Charlottetown Building Code Bylaw

Strategic Alignment:
Community-Building and Placemaking
Inclusive Economic Growth

Reviewed By:

Manager	**Director** Original documents signed by Michael Ruus

Committee Recommendation: (if differing from staff)

Land and Environment

Terres et Environnement

Office of the Minister
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Bureau du ministre
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Level II Building Official Qualification

Pursuant to subsection 38(2) of the *Building Codes Act* Regulations, I hereby confirm that the following individual possesses the necessary requirements to qualify for appointment as a Level II Building Official in the City of Charlottetown:

Shane Jones

Hon. Darlene Compton
Minister of Land and Environment

April 23 2026
Date