CHARLOTTETOWN

PLANNING & HERITAGE COMMITTEE AGENDA
NOTICE OF MEETING

Wednesday, January 7, 2026 @ 5:00 PM
Council Chambers, 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, January 7, 2026
4. **Adoption of Minutes** - Minutes of Planning & Heritage Committee Meeting from Thursday, October 09, 2025
5. **Business arising from Minutes**
6. **Reports or Discussions:**
    a) Presentation by Fusion Charlottetown - Zoning and Development Bylaw Recommendations
7. **Introduction of New Business**
8. **Adjournment**

PLANNING & HERITAGE: COMMITTEE MINUTES
THURSDAY, OCTOBER 09, 3:30 PM
Parkdale Room 2ND FLOOR, CITY HALL, 199 QUEEN STREET
Live streaming at www.charlottetown.ca/video

Present:	**Councillor Julie McCabe** **Deputy Mayor Alanna Jankov, Chair**	**Mayor Philip Brown** **Councillor Norman Beck**
Also:	**Michael Ruus, Director, Int. Growth** **Donna Miller-Ayton, MP&H** **Sebastian Hall, PIII** **Melanie McKenna, Cox & Palmer**	**Melissa Kitson, IO/AA*** **Minute taker*
Regrets:	**Brad MacConnell, CAO** **Shane Jones, Mgr, Bld. Inspections**	

1. Call to Order
Councillor McCabe called the meeting to order at **3:41 p.m.** on behalf of Deputy Mayor Jankov. **Deputy Mayor Jankov joined at 3:47 p.m. and assumed the Chair for the remainder of the meeting.**

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

3. Approval of Agenda
Moved by Mayor Brown and seconded by Councillor Beck that the agenda for Thursday, October 09, 2025, be approved.

CARRIED
(3-0)

4. Adoption of Minutes
5. Moved by Councillor Beck and seconded by Mayor Brown that the minutes of the last meeting held on Tuesday, August 5, 2025, as circulated, be approved.

CARRIED
(3-0)

6. Business arising from Minutes
No business arising to declare.

7. Reports:

a) Fee Waiver Policy Update

Summary:

- The initiative originated from a Notice of Motion by Council requesting exploration of ways to waive development permit fees for community projects.
- A jurisdictional review of 17 Canadian municipalities was conducted to understand fee waiver practices.
- A first draft of the policy was created.
- The goal of the policy is to create fair, transparent, and consistent processes to evaluate requests for fee waivers for projects with community or social benefits.
- The draft has received initial legal feedback; further review and finalization are ongoing.

- The current report is for information only; no committee action was required at this stage.

Discussion:

- The question arose if the policy included rezoning fees. The response indicated it does not; however, exemptions are assessed on a case-by-case basis, depending on the type of organization and the project.
- It was suggested to broaden the policy to apply beyond development permits; staff will review this possibility while maintaining the policy's original intent.
- It was noted the eligible organizations would be non-profits, volunteer groups, and organizations that address community needs such as homelessness, emergency housing, transitional housing and food security.
- A question was raised regarding a partial fee waiver. It was explained that the applicant may not receive a full waiving of the fee, depending on the project assessment, that could be based on reaching certain milestones.
- An application form will be included with the policy which will clarify the details.
- Staff indicated they will incorporate the committee feedback, submit for further review then final internal feedback. Then bring the draft back to the committee for recommendation to Council for approval. Estimated turnaround time is approximately November-December.
- The committee expressed support for the initiative.

MOTION: No motion was made as this was for informational purposes only. No action was required.

Deputy Mayor Jankov joined the committee and resumed the duties of the Chair and was updated of ongoing discussions regarding this item.

b) Patio Bylaw Update

Summary:

- A jurisdictional review was conducted which compared twenty (20) Canadian municipal Patio Bylaws.
- An internal review was conducted and feedback from the Bylaw Enforcement Officers was received.
- The purpose of the review was to identify best practices to strengthen the Patio Bylaw.
- The Bylaw will be administered by the Planning and Heritage Department and will consolidate the regulations for all patio types under one framework.
- The name of the Bylaw was changed and is now referred to as the Patio Bylaw. The intent is to remove the COVID-19 reference.
- The application process and fee structure will be revised to reflect current practices and streamlined for clarity and efficiency.

Discussion:

- It was discussed to develop the bylaw reinforcement capacity as there is currently one active Bylaw Officer within the organization.
- The CAO's office will review the organizational structure to improve enforcement capacity.

- City Police will no longer handle licensing.
- It was discussed that pre-COVID-19 patios on private property were not permitted; however, COVID-19 measures allowed for temporary private patios.
- Legal review is underway to ensure compliance and inclusion of penalties.
- The existing patio encroachment orders expires October 2026. The new Patio Bylaw will take effect following the expiry.
- A suggestion was made to consider aligning the encroachment expiry at the end of the calendar year (December 31, 2026) though current practices they follow an October 31 deadline.

MOTION: No motion was made as this was for informational purposes only. No action was required.

c) Appointment of Heritage Officer

Summary:

- A report was presented recommending the appointment of Natalie Munn as the Heritage Officer.
- A background was provided about Natalie regarding her current and past roles with the organization and her extensive education and experience.
- The purpose of the appointment was made under the Heritage Preservation Bylaw.
- Her appointment will not alter the duties of the existing Heritage Officers and will strengthen succession planning and ensure continuity of service.

Discussion:

- Clarification was requested regarding Council approval for HR appointments, which seemed outdated. Staff clarified that it is not a hiring decision but a formal appointment that is required per the Heritage Preservation Bylaw.
- Discussion on whether the Heritage Preservation Bylaw should be updated to align with modern HR practices. It was agreed that a review will be conducted during upcoming bylaw updates.
- Strong support was expressed for Natalie's expertise and contributions.
- Recognition of her dedication, collaboration, and past projects was also mentioned.
- There will be three (3) months overlap with the current Heritage Officer for training before they are set to retire at the end of December. No significant new financial implications are anticipated as the costs were budgeted.

MOTION:

Moved by Mayor Brown and seconded by Councillor Beck to approve the appointment of Natalie Munn as the Heritage Officer within the Planning & Heritage Department.

CARRIED
(3-0)

d) Change Request – E-Permitting System

Summary:

- The purpose of the report was to inform the committee and seek approval to reallocate funds for completing the implementation of the e-permitting system. Additional case templates were identified as necessary to reflect certain permit workflows accurately.
- Reallocation will come from existing budget lines requested to fund additional implementation costs.
- Costs managed through the Housing Accelerator Fund (HAF) reallocation will have no impact on the department's operational budget.
- There will be no impact expected on overall project completion timeline which is expected to be implemented early 2026.
- The e-permitting system will enable data entry and interdepartmental review and approval of development permits.

Discussion:

- Discussion took place regarding the ongoing updates as the Zoning and Development Bylaw changes.
- Future budgets will include funds for maintenance and system adjustments as the needs of the department evolve.
- Testing by stakeholders will be conducted to ensure functionality before the program launches.
- Focus is on improving customer service delivery.
- Paper applications will still be available as an alternative option.
- It was expressed that the initiative will enhance process efficiency and transparency.

MOTION: Moved by Mayor Brown and seconded by Councillor McCabe to approve the change request for the e-permitting system.

CARRIED
(3-0)

8. Introduction of New Business

1) Update on the West St Designation

9. Adjournment of Public Session

Moved by Mayor Brown and seconded by Councillor Beck that the meeting be adjourned.
The meeting was adjourned at 4:30 PM

CARRIED
(3-0)

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Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-01-01

Date:
January 7, 2026

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

Attachments:
Presentation by Fusion Charlottetown

Reporting Department:

Planning and Heritage Department

Other Associated Departments: n/a

Prepared by: Sebastian Hall – Planner III (Policy)

Report Title:
Zoning and Development Bylaw Recommendations – Incorporating Fusion Charlottetown Feedback

Report Purpose:
To summarize and integrate recommendations from Fusion Charlottetown regarding the City's new Zoning and Development Bylaw, ensuring alignment with housing affordability, youth needs and objectives of the Official Plan.

Staff Recommendation:
That Council receive this report for information purposes only; no action is required at this time.

Report Details:
Fusion Charlottetown is a volunteer-run advocacy organization that has been working since 2015 to amplify the voices of youth to help make Charlottetown the best place to live, work, and play.

Fusion Charlottetown has put forward that the City of Charlottetown is projected to add 3,000–6,000 residents by 2030, requiring 300–460 new homes annually. With housing starts already surpassing 800 in 2025, demand is strong. Fusion Charlottetown has backed ambitious housing policies, submitting recommendations in August and October 2025 and now presenting further input in January 2026.

Their Key Recommendations are:

1. Legalize apartments and fourplexes city-wide.
2. Create pathways for affordable housing and family-sized units.
3. Introduce form-based code for the 500 Lot Area.
4. Reform parking rules.
5. Eliminate 'poison pills' and reduce input costs.

Council or Committee History:

Financial Implications:

Public Engagement and Communication:

Legislative Authority:

- **Charlottetown Zoning and Development Bylaw** (current and proposed revisions)
- **City of Charlottetown Official Plan** (as the bylaw must align with its objectives)
- **Municipal Government Act, R.S.P.E.I. 1988, Cap. M-12.1**
- **Planning Act, R.S.P.E.I. 1988, Cap. P-8** (provincial legislation governing municipal planning and zoning)

Strategic Alignment:
Pillar: Community-Building and Placemaking

Reviewed By:

Manager (Name & Date Reviewed)	**Director/CAO** (Name & Date Reviewed)
	Michael Ruus – December 23, 2025

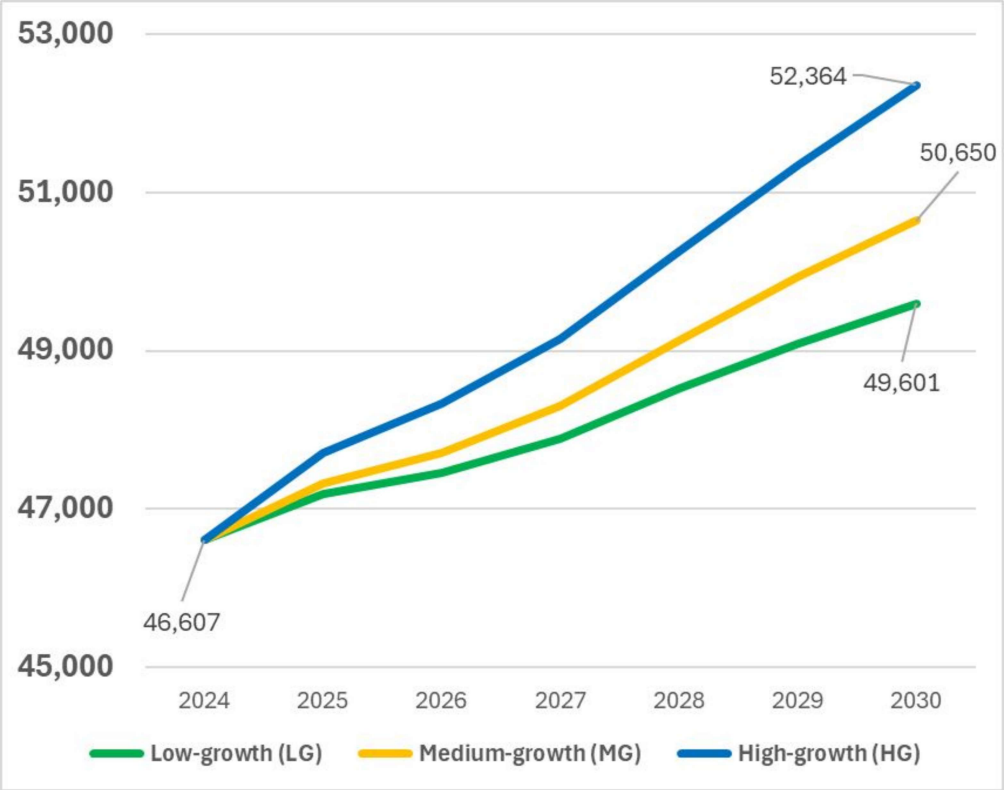
Committee Recommendation: (if differing from staff)

Zoning and Development Bylaw Recommendations

Fusion Charlottetown

January 7, 2026

Charlottetown's growth and housing needs

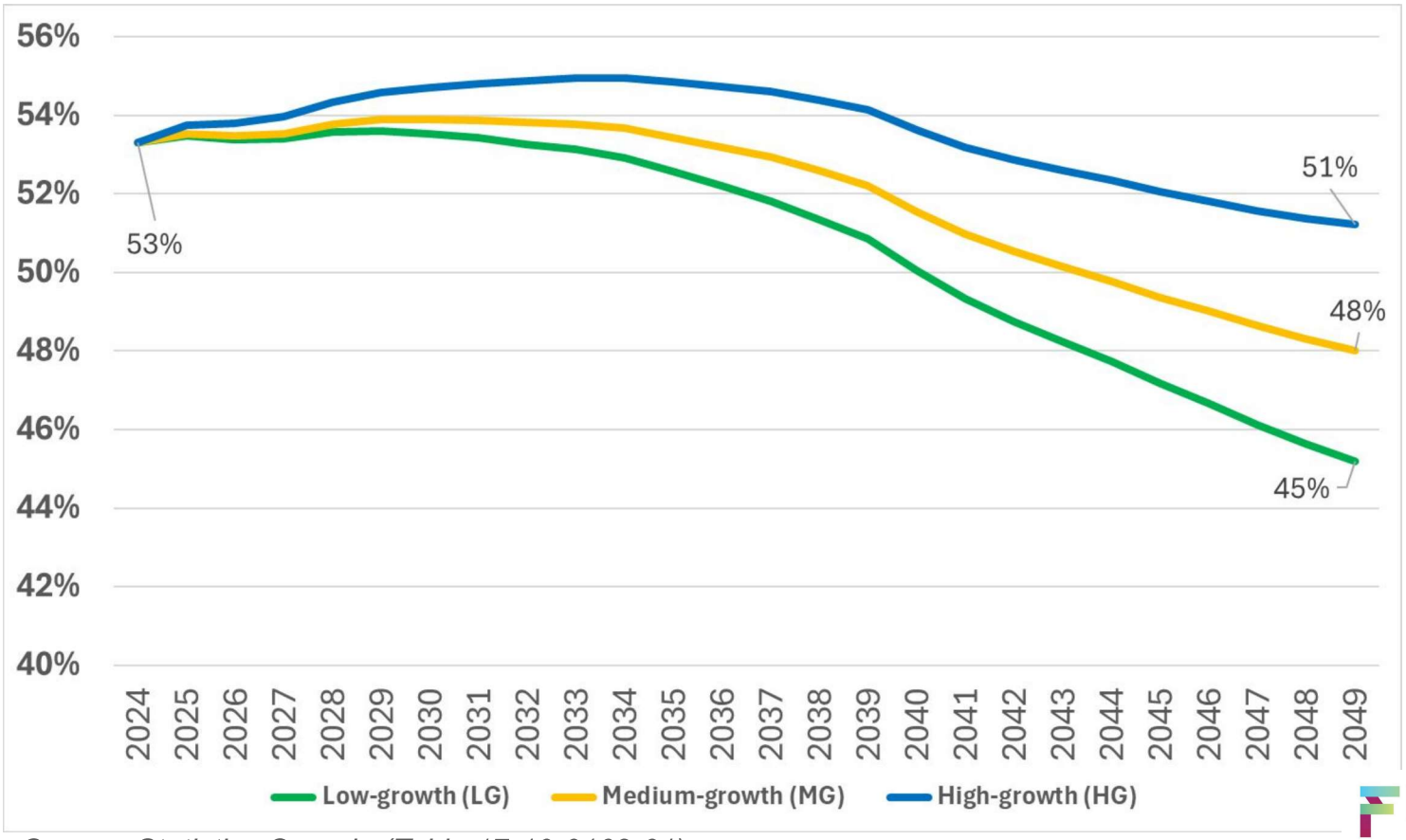


Source: Statistics Canada (Table 17-10-0162-01)

- Charlottetown will grow by **3,000 to 6,000 people** by the end of the decade
- That will mean between **300 and 460 housing starts a year** just to keep up with growth
- 430 housing starts per year between 2020-24, and **will likely exceed 800 by** end of 2025

FUSION CHARLOTTETOWN

Under-40 residents of Charlottetown as a share of the city population (%), by year and growth scenario



Source: Statistics Canada (Table 17-10-0162-01)

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What must Charlottetown's zoning bylaw do to support residents in the long run?

1. Legalize apartments and fourplexes city-wide
2. Create pathways for affordable housing and family-sized dwelling units
3. Introduce a new form-based code for the 500 Lot Area
4. Reform off-street and on-street parking rules and practices
5. Prioritize sustainable and reliable transportation alternatives to reduce automotive congestion
6. Eliminate 'poison pills' that will impede progress on housing
7. Reduce input costs for townhouse and apartment dwellings.

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Legalizing apartments and fourplexes city-wide

- **Residential zones:** Townhouse and fourplex dwelling units permitted as of right within all residential zones,
  - Allow six unit structures in medium-density areas and four storey apartments in higher-density residential areas
  - Allow for corner stores and small ground-level retail in residential areas
- **Downtown and waterfront zones:** Allow for apartment dwellings of at least four storeys as-of-right in all DC, DMS, DMUN, and W zones
- **PSE and health institutions:** Allow for four-storey apartments within 800 metres of the QEH, Hillsborough Hospital, and any property owned by UPEI or Holland College.
- **Growth nodes and corridors:** Allow for apartment dwellings of at least ten storeys as of right in all GN zones, and for apartment dwellings of at least six storeys as of right in all GC zones

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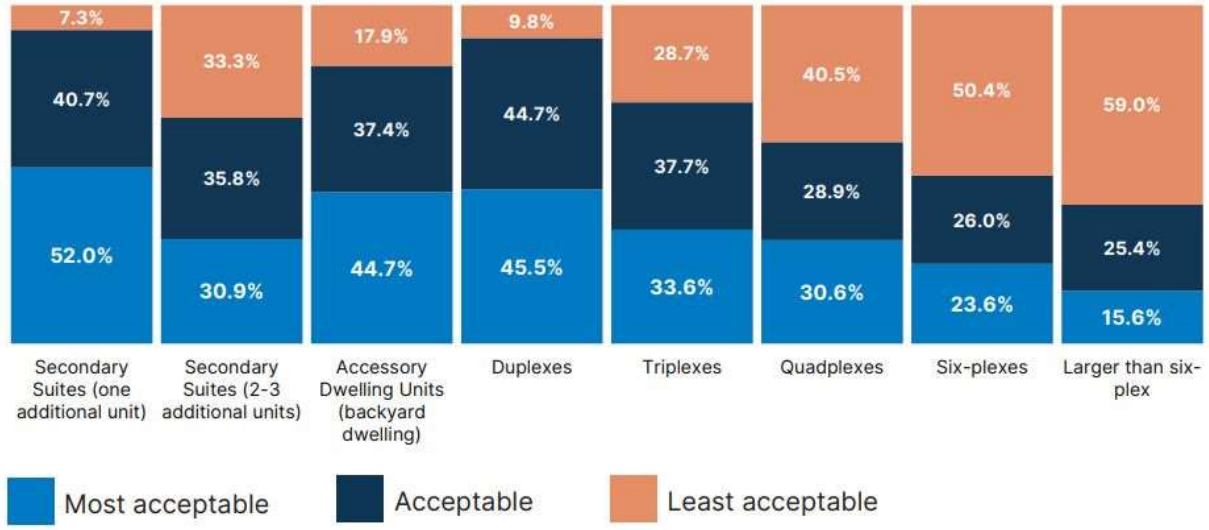
More than half of respondents find fourplexes acceptable, and are evenly split on sixplexes

RESULTS FROM BEING ASKED:

"Which form of housing types would you consider most acceptable on low-density residential lots?"



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Affordable housing and family-sized dwelling units

- **Prioritize review decisions** relating to affordable housing projects and developments with family-sized (3+ bedroom) units

- Exempt affordable housing projects from **planning and heritage fee** requirements

- Work with the province to introduce a **rental replacement bylaw** requiring applicants to allow for incumbent tenants to have a right of return or first refusal to a unit at a similar rent in the event of displacement due to dwelling unit conversion or demolition.



FUSION CHARLOTTETOWN

Form-based code for the 500 Lot Area

"Update the Zoning and Development Bylaw to provide guidance for new development by adding aspects of the 500 Lot Area Development Standards & Design Guidelines that are suitable for form-based requirements of all Downtown Zones." - Official Plan

- Focus on built form, social and structural heritage, and the streetscape contributions of the application rather than the applicant's **intended use**.
- Automatically accept current and future low-rise housing designs as outlined in the Canada Mortgage and Housing Corporation's **Housing Design Catalogue** section for Atlantic Canada.
- **Respect as-of-right storey allowances** for apartment dwellings being constructed within 800 metres of all post-secondary institution campuses



FUSION CHARLOTTETOWN

Reforming parking rules and practices

- Eliminate the requirement for off-street parking in **all residential zones**, and eliminate the 500 Lot Area cash-in-lieu requirement for the removal of parking spaces in downtown zones.

- **Replace on-street angle parking** with parallel parking to maximize safety and improve the flow of traffic by all modes of transportation.

- Earmark **on-street parking meter revenue** for operational expenses related to Charlottetown's new active and public transportations



FUSION CHARLOTTETOWN

Eliminating ‘poison pills’ and reducing input costs

- Ensure that height limits, setback requirements, floor space ratios, and similar design requirements **do not conflict with as-of-right allowances** for townhouses and apartment dwellings in residential, downtown, and mixed-use zones unless such restrictions are in place as a mitigative measure to separate sensitive land uses from existing industrial land uses.

- Work with provincial and federal partners to identify climate-resilient townhouse and apartment designs that can be allowed as-of-right in **areas with known flood risks**, such as the Downtown Waterfront and the Eastern Gateway.

- **Avoid the introduction of development charges** on new townhouse and apartment developments, and instead work with the province on new infrastructure funding vehicles.

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Contact: fusioncharlottetown@gmail.com