CHARLOTTETOWN

PLANNING & HERITAGE COMMITTEE AGENDA
NOTICE OF MEETING

Tuesday, March 3, 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, March 3, 2026
4. **Adoption of Minutes** - Minutes of Planning & Heritage Committee Meeting from Wednesday, February 04, 2026
5. **Business arising from Minutes**
6. **Reports or Discussions:**
   a) Appointment of Development Officers – Development Planning
7. **Motion to move into closed session as per the Municipal Government Act of PEI Section 119 (1) (d)**

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

a) Centralizing Bylaw Enforcement Functions

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

PLANNING & HERITAGE: COMMITTEE MINUTES
WEDNESDAY, FEBRUARY 4, 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****	**Mayor Philip Brown**
	Councillor Julie McCabe*	**Councillor Norman Beck**
	***Interim Chair**	
Also:	**Brad MacConnell, CAO**	**Jason Doucette, IO/AA***
	Donna Miller-Ayton, MP&H	**Minute taker*
	Michael Ruus, Director, Int. Growth	
	Natalie Munn, Heritage Officer	
	Shane Jones, MGR, Bldg Insp	
	David Gundrum, MPD**	
	**Attended virtually	

Regrets:

1. **Call to Order**
   Chair Julie McCabe called the meeting to order at 4 PM

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

3. **Approval of Agenda**
   Moved by Mayor Brown and seconded by Chair Jankov that the agenda for Wednesday, February 4th, 2026, be approved.

4. **Adoption of Minutes**
   Moved by Mayor Brown and seconded by Chair Jankov that the minutes of the last meeting held on Wednesday, January 7th, as circulated, be approved.

   CARRIED
   (3-0)

5. **Business arising from Minutes**
   There was no business arising from the minutes.

6. **Reports:**

   a) **Planning & Heritage Department -2026/2027 Budget Overview and Discussion**

Summary:

- Director of Integrated Growth presented the consolidated Planning and Heritage department's budget, highlighting the projections for the current fiscal year and forecasting into 2026-27.
    - Total proposed budget: $3,267,688, a decrease of roughly $10,000 from the current year.
    - Salaries and benefits account for over 70% of the total budget, reflecting staffing levels.
    - Staff development is projected to increase to allow building inspectors to achieve Level 2 certification to complete Part 9 inspections.
    - Vacancies and staff turnover caused underspending; consulting dollars will be carried over from the Housing Accelerator Fund projects.
    - Planning services and heritage projects mainly support Housing Accelerator Fund initiatives, including:
        - Zoning and Development bylaw review and updates
        - Accessory Dwelling Units (ADUs) program
        - Heritage Preservation Bylaw review
- Grants and projects: approximately $300,000 allocated to heritage grants, tax incentives, and ADU grants.
- There are no new initiatives planned for 2026-27; focus remains on completing Housing Accelerator Fund projects.

Discussion:

- Councillor Beck requested an update on Housing Accelerator Fund spending and unit targets.
- The Director of Integrated growth clarified: 1,500 total units targeted through the contract with CMHC; up to a cap of 150 ADUs will be incentivized at $10,000 per ADU contributes to overall housing target agreed to.
- Revenue forecast: approximately $3.9 million, with an expected surplus of approximately $650,000.
- Remaining building inspector vacancies focus on training new staff and ensuring inspection capacity.

b) New Business Update - Items Arising from January 7, 2026, Committee Meeting

Prior to the update to the Committee on the Zoning and Development Bylaw review, as well as other items arising from the Committee Meeting that was held on January 7, 2026, the Mayor gave a brief update on the Housing Accelerator Fund.

- **Housing Accelerator Fund**
    - The last signed agreement with Minister Sean Fraser was dated October 30, 2024.
    - Spending to date: approximately $3 million; Finance to confirm exact figures.

- Some municipalities (Red Deer, Oakville) are out of the program for not meeting certain initiatives.
- Committee emphasized prorated recognition of partially completed initiatives instead of an all-or-nothing approach.

SUMMARY:

- The Manager of Policy & Heritage updated Committee on the following new business items raised from the last meeting.

- **Zoning & Development Bylaw Update**

  - Internal cross-departmental review ongoing with Fathom Studios.
  - Draft public-facing version of bylaw expected February 2026, followed by open houses proposed for the end of February.
  - Mixed feedback on permitting up to four units "as of right", particularly in suburban subdivisions.
  - Councillors discussed Fredericton model: four units as-of-right with conditions to balance neighborhood character.
  - Next steps: finalize draft, review public feedback, and integrate Housing Accelerator Fund policies.

- **Affordable Housing Advisory Committee**

  - Meetings paused since July 2025, resuming March 10, 2026, then monthly on the second Tuesday of each month.
  - AHAC provided feedback on the official plan, housing strategy, and development initiatives.
  - Reports submitted to Planning Committee; discussion was had on effectiveness and measurable outcomes for committee recommendations.
  - Having the Affordable Housing Advisory Committee is a requirement through the City's Affordable Housing Policy.

- **Heritage Preservation Bylaw**

  - Work began October 2025, targeting completion in April 2026.
  - Consultants (Intra Studio) is conducting block-by-block analysis of 500-lot area, evaluating historical significance.
  - Public engagement sessions scheduled for February 11 and 12, 2026; a second round is also planned in March.
  - The Committee noted challenges of national heritage database terminated; provincial and private solutions being implemented. Staff stated that the city has a database with information on the resources that are designated in the city.
  - Long-term plan would be to maintain heritage records and integrate with ESRI/GIS new e-permitting system.
  - Public feedback to guide final bylaw revisions.

- **Short-Term Rental (STR) Owner Requirements and Taxation**

    - Staff advised they are working with relevant tax authorities to confirm policy impacts on STR operators.
    - Update to be provided once information is confirmed.
    - Reminder provided that all STRs must collect and remit a 4% Tourism Accommodation Levy collected on stays in the city.
    - Committee discussed impacts on property assessments and loss of CPI protection for STR properties.
    - Clarification provided that properties do not change from residential to non-residential but rather lose CPI assessment protection.
    - Staff acknowledged complexity of the taxation system and challenges for property owners.
    - City continues to work with provincial authorities to clarify impacts.

- **Monument to the Bog and Its People**

    - Update provided on the proposed monument recognizing the Bog and its people.
    - Initiative originally led by the Black Cultural Society.
    - Progress slowed following the departure of the Society's Executive Director.
    - Staff from the City's Planning and Heritage and Culture & Economic Development to meet with PEI Museum and Heritage Foundation to confirm next steps.
    - Proposal on a suitable monument expected to be presented to the Province's Anti-Racism Table in March.
    - Committee noted timing aligns with Black History Month.
    - Suggestion made to connect with interim leadership of the Black Cultural Society.

Councillor Beck asked about the timeline for the Official Plans approval and the CAO responded that in meetings with Provincial representatives the City was told it was imminent and could be within a few weeks, but they have also since been updated that it will be a few more weeks.

7. Introduction of New Business

There was no new business

8. Adjournment of Public Session

Moved by Councillor Beck and seconded by Mayor Brown that the meeting be adjourned. The meeting was adjourned at 4:51 PM

CARRIED
(3-0)

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Deputy Mayor Alanna Jankov, Chair

City of Charlottetown Committee Report

Report No: PH-2026-03-03

Date: March 03, 2026

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

Reporting Department:
Planning & Heritage Department

Other Associated Departments:

Prepared by: Michael Ruus, Director of Integrated Growth

Attachments:

- *Zoning & Development Bylaw, Section 2.1*
- *Zoning & Development Bylaw, Appendix A*
- PEI *Planning Act, Section 20(2)*

Report Title:
Appointment of Development Officers for the City of Charlottetown.

Report Purpose:
To request that the Planning and Heritage Committee recommend to City Council the appointment of Development Planning staff as Development Officers for the City of Charlottetown, as permitted under Section 2.1 and Appendix A of the *Zoning & Development Bylaw* and Section 20(2) of the PEI *Planning Act*.

Staff Recommendation:
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*.

Background:
The PEI *Planning Act* provides the authority to Council to appoint a Development Officer for the purposes of administering the bylaws of Council. The proposed Development Officer appointments formalize these existing responsibilities under the PEI *Planning Act* and the City's *Zoning & Development Bylaw*. These appointments will not change the duties each staff member has been performing since joining the City.

In their respective roles—Planner 1 (Stephanie), Planner 2 (Sonia and Michael), and Manager of Development Planning (David)—each is responsible for evaluating, reviewing, and reporting on Planning Act applications, including minor and major variances, rezonings, site-specific zoning amendments, and amendments to the City of Charlottetown Official Plan. They also frequently review Building & Development Permit applications for compliance with the *Zoning & Development Bylaw* before Building Code review by City Building Inspectors and contribute to City planning policy projects such as the upcoming new *Zoning & Development Bylaw*, City Official Plan, and Building and Development permitting system.

Council or Committee History:
N/A

Financial Implications:
None

Public Engagement and Communication:
None

Legislative Authority:
City of Charlottetown *Zoning & Development Bylaw*
PEI *Planning Act*

Strategic Alignment:
Community-Building and Placemaking
Governance and Civic Engagement

Reviewed By:

Director **Original Documents Signed By** **Michael Ruus, February 27, 2026**	

Committee Recommendation: (if differing from staff)

Zoning & Development Bylaw – Section 2.1 (Development Officer)

2 OPERATION

2.1 DEVELOPMENT OFFICER

2.1.1 The Council shall appoint a Development Officer who shall administer this by-law, and the Council may name a designate or designates to the Development Officer.

2.1.2 Notwithstanding the foregoing, the Development Officer shall have the authority to approve or deny a Permit or a Subdivision application in accordance with this by-law, except for those applications that require Planning Board, Design Review Board and/or Council to be involved in the process as specified in this by-law.

2.2 PLANNING BOARD

2.2.1 There is hereby established a board for the City to be called the Planning Board.

2.2.2 The duties of the Planning Board are to:

a. Make recommendations to Council for the adoption of planning policies, the adoption of the *Official Plan*, proposed amendments to the *Official Plan*, by-laws in respect to the *Official Plan*; and

b. Perform such other duties of a planning nature as may be requested by Council.

2.2.3 The Planning Board shall comprise of up to fourteen (14) members appointed as follows:

a. The Planning Committee, appointed by Council from time to time for such term of office as the Council may determine. One member of the Planning Committee, appointed by Council, shall serve as chair of the Planning Board.

b. At least four (4) resident members appointed by Council on the recommendation of the mayor for such term of office as determined by Council, but not to exceed the term of the Council at the time of the appointment; and

c. Such other *ex officio* resource people from the City or other government departments who are requested by the chair or the Development Officer from time to time. *Ex officio* resource persons shall not have a vote.

2.2.4 If any member resigns, or can no longer perform their duties, Council may appoint a new member for the remainder of the former member's term.

2.2.5 All members shall be eligible for reappointment by the Council.

2.2.6 The quorum at any meeting shall be one-half of the Planning Board plus one member, including at least two members of the Planning Committee.

2.3 DESIGN REVIEW ROSTER

2.3.1 There is hereby established a Design Review Roster of Design Reviewers.

Zoning & Development Bylaw – Appendix A. Definitions (Development Officer)

Development Concept Plan means a detailed plan showing the proposed location, land use and form of all Development of any land in a defined area.

Development Officer means the individual or such other designate as appointed by the Council charged by the City with the duty of administering the provisions of this and other planning-related by-laws.

Domestic Animals includes dogs, cats, budgies, parrots, parakeets, hamsters, gerbils, guinea pigs, and fish.

Dormitory means a Building or Structure where residents have exclusive use of a Bedroom but common washroom and/or kitchen facilities, and where each resident individually compensates the owner for providing the accommodation.

Drive-thru Business means an establishment which is designed to provide either wholly or in part, service to customers while in their motor vehicles.

Dwelling means a Building or portion thereof used for residential occupancy, including a Single Dwelling Unit, two Units, and Multi-unit Buildings, but shall not include Hotels or Hostels.

> ***Dwelling Unit*** means two or more rooms for the use of an individual or Household which culinary, bath and/or shower conveniences are provided for the exclusive use of the resident(s), and with a private entrance from outside the Building or from a common hallway or stairway inside, but does not include a Lodging House, Lodging House Limited, Hotel or recreational vehicle.
>
> ***Apartment Dwelling*** means a Building comprising three or more Dwelling Units which generally has a shared outside access; or Dwellings Attached to or located above a Building which contains a Commercial Use.
>
> ***Block Townhouse Dwelling*** means a Townhouse Dwelling that is part of a condominium co-operative or rental project with a private internal traffic circulation system or direct access from a public Street.
>
> ***Converted Dwelling*** means an existing Building originally constructed as a Single-detached Dwelling, which is used for more than one Dwelling Unit.
>
> ***Duplex Dwelling*** means a Building divided horizontally into two (2) Dwelling Unit (an upper and lower Unit) each with an independent entrance, either directly or through a common vestibule.
>
> ***Mini-home Dwelling*** means a Dwelling having a maximum width of 5 m (16.4 ft) that is substantially assembled in a manufactured plant, and designed to be transported (either on its own chassis or on a truck or trailer) as one integral unit and placed on a Lot for year round living.
>
> ***Modular Dwelling*** means a Dwelling Unit of at least 7.0 m (23.0 ft) in width constructed in accordance with the Standards set forth in the Charlottetown Building Code By-law and composed of components substantially assembled in a Manufacturing plant and transported to the Lot for final assembly. A Modular Dwelling may also consist of two sections transported to the site in a manner similar to a Mini-home or a series of panels or room sections transported on a truck and Erected or joined together on a Lot.

PEI Planning Act – Section 2.1 (Development Officer)

(a) indicate in general terms, in the notice published under clause (1)(b), the nature of the proposed plan amendment; and

(b) give the planning board an opportunity to comment on the plan amendment prior to adoption of the amendment.

Council meeting during state of emergency

(3) During a state of emergency, the council meeting referred to in subsection (1) may be held by telephonic or other electronic means and any person who, using the telephonic or electronic means provided, participates in, votes at or establishes a communications link to the meeting is deemed for the purposes of this Act to be present at the meeting. *1988,c.4 s.18; 2021,c.14,s.5.*

19. Procedure

A bylaw shall be made in accordance with the following procedure:

(a) it is read and formally approved by a majority of councillors on two occasions at meetings of the council held on different days;

(b) after it is read a second time, it is formally adopted by resolution of the council;

(c) it is signed by the mayor or chairman, the administrator and the Minister and formally declared to be passed, and sealed with the corporate seal of the municipality;

(d) the minutes of the meeting record the name of the bylaw and the fact that it is passed; and

(e) a copy of the bylaw bearing the signature of the mayor or chairman, the administrator and the Minister is entered into the register of bylaws retained by the administrator. *1988, c.4, s.19.*

20. Bylaws

(1) The powers of a council to make bylaws includes the power to make bylaws applicable within the municipality with respect to all of the matters set out in clauses 8(1)(a) to (q) except clauses (i), (l) and (p) as if

(a) references to the Crown were references to the municipality;

(b) references to the Minister were references to the council.

Development officer

(2) A council may appoint a development officer to administer the bylaws for the council. *1988, c.4, s.20; 2017,c.10,s.1(5).*

20.1 Development charge bylaw

(1) A council may make a development charge bylaw pursuant to subsection 20(1) for a purpose specified in clause 8(1)(e.1) if the development charge bylaw is based on

(a) a background study ordered or commissioned by the council that meets the requirements of this section and the regulations and that establishes the need for the eligible costs of the specified facilities and services in the area to which the bylaw will apply;

(b) council's consideration of the specified facilities and services in relation to the anticipated need for infrastructure growth; and

(c) council's consideration of the estimated timing of the introduction or expansion of the specified facilities and services.