

## HAF Agreement and Action Plan Summary Charlottetown, Prince Edward Island

### Summary of Agreement Targets and Funding

*Status as of March 13, 2025*

<b>Overall Permitted Unit Targets (3 years)</b>	<b>1,500</b>
Units expected without HAF (baseline)	<b>1,200</b>
Units incented by HAF (HAF-incented)	<b>300</b>
Municipality's 10-year unit projection	<b>1,050</b>

<b>Permitted Unit Targets with Breakdown</b>	<b>Total Target</b>	<b>Year 1 Forecast</b>	<b>Year 1 Progress</b>
Housing Supply Growth Target	<b>1,500</b>	<b>450</b>	<b>551</b>
<ul style="list-style-type: none"> <li>• Multi-Unit housing units in close proximity to rapid transit</li> </ul>	0	<i>Note: there are no annual forecasts for different unit types.</i>	0
<ul style="list-style-type: none"> <li>• Missing middle housing units</li> </ul>	1,011		148
<ul style="list-style-type: none"> <li>• Other multi-unit housing units</li> </ul>	239		323
Affordable Housing Units	81		10

#### **HAF Funding Schedule and Explanatory Notes:**

The total funding envelope for HAF recipients is based on the number of HAF-incented units, as described in Section 10 of the Pre-Application Reference Material. Advances are disbursed annually, subject to compliance with the terms and conditions of the HAF agreement.

Total funding eligibility	\$10,059,000
Annual advance amount	\$2,514,750

CMHC has reviewed Charlottetown's first annual report and is satisfied that the city is meeting its commitments under the HAF agreement. The second advance will be made in full. CMHC approved extensions to several milestones in 2024, after the Annual Report was submitted. As such these dates are reflected as "delayed" in the following tables.

## Summary of Initiatives and Milestones

### Initiative 1: New Official Plan and Zoning Bylaw

Updating planning rules to enable densification in identified growth areas.

- Charlottetown will draft and implement a new official plan and zoning bylaw to increase densities and maximum allowable building heights along identified growth corridors and nodes.
- Design requirements and review processes will support densification, including urban greening policies to mitigate urban heat island effects.

Initiative	Due Date	Status
<b>Implement a new Official Plan and Zoning Bylaw</b>	<b>2025-04-30</b>	<b>Delayed*</b>
Milestones	Due Date	Status
Draft a new Official Plan for Council Review and Approval	2024-11-30	Delayed*
Hold Public Consultations and Engagement sessions	2025-02-28	On Track
Council Approves new Official Plan, Zoning Bylaw and Zoning Map	2025-04-30	On Track
Draft Bylaw enabling increased densities and increased building heights	2025-04-30	Delayed*
Draft new Zoning Bylaw for Council Review and Approval	2025-04-30	Delayed*

\*In October 2024, Charlottetown proposed to integrate Initiative 1 and Initiative 8, with a new overall completion date of September 2025. The change was approved by the Minister, conditional on a firm commitment to the four units as-of-right measure by December 2024, which was demonstrated via Council resolution. As these changes were approved after the annual report, the initiatives are reported as “delayed.”

### Initiative 2: Accessory Dwelling Unit Program

Encouraging homeowners to build accessory dwelling units (ADUs) – such as basement apartments and detached garden suites – to increase housing supply in existing neighbourhoods.

- Amendments to the official plan and zoning bylaw will allow ADUs on larger residential lots.
- Design guidelines and detailed pre-approved plans and models will promote uptake and allow for streamlined reviews.
- A new developer incentive will provide \$10,000 per ADU (maximum of one ADU per lot, up to 150 units).
- The City will track the number of affordable below-market rentals created through this initiative.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Accessory Dwelling Unit Program</b>	<b>2025-09-01</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Develop ADU Design Guidelines, pre-approved plans and models	2025-09-01	On Track
Implement ADU Incentive Program	2025-09-01	On Track
Official Plan and Zoning Bylaw Approval	2025-09-01	On Track
Record the number of affordable housing units incented.	2026-12-01	Not Started

### **Initiative 3: E-Permitting and Streamlined Application Reviews**

Implementing a new e-permitting system and process improvements to accelerate permitting times.

- This initiative will expand e-permitting to all relevant departments and introduce a new approach to case management.
- These changes will streamline inter-departmental reviews and improve approval times by 20 percent, allowing the City to process a greater number of development applications and accelerate new housing supply.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement e-permitting for seamless data entry and interdepartmental review/approval</b>	<b>2025-11-30</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Develop an E-permitting Platform	2025-09-01	On Track
Implement new E-permitting System	2025-09-01	On Track

### **Initiative 4: Integrated Parking Strategy**

Reducing parking requirements for developments in proximity to existing infrastructure including transit and cycling paths.

- A new integrated parking strategy will reduce parking minimums and free up land to support new housing developments and promote additional density including through additional dwelling units (see Initiative 6).

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Parking Strategy to reduce parking requirements and allow for increased density</b>	<b>2025-09-01</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Develop RFP for an Integrated Parking Strategy	2025-04-15	On Track
Council approves and implements integrated parking strategy	2025-05-31	Not Started
New Standards are applied to new development permits	2025-09-01	Not Started

**Initiative 5: Re-Development for Higher Density Multi-Unit Apartments**

Encouraging re-development of vacant and underused properties near existing public infrastructure and amenities to increase housing supply.

- Charlottetown will develop a map with potential vacant and underused properties along existing public infrastructure that are suitable for redevelopment. These properties could be acquired and/or remediated to facilitate apartments or mixed-use developments.
- The City will develop a policy and process for redevelopment including a growth areas map, zoning considerations, and design guidelines for multi-unit buildings to ensure developers include amenities compatible with complete communities (e.g. green space, sheltered bicycle parking, electrical vehicle charging).
- This initiative may include redevelopment of brownfields and rezoning commercial property slated for development to include residential uses, including multi-unit buildings over four storeys in height.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Re-Development for Higher Density Multi-Unit Apartments</b>	<b>2025-09-01</b>	<b>Delayed*</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Identify vacant properties suitable for multi unit dwellings including brown fields	2024-11-30	Delayed*
Develop a policy and process for re-development	2025-08-31	Not Started
Develop design guidelines for multi unit dwelling complexes	2025-08-31	Not Started
(Optional) Work with a developer to re-develop subject property	2025-09-01	Not Started

\*Timing of this milestone was aligned to the work being undertaken in Initiative 8, completing September 30, 2025.

**Initiative 6: Missing Middle Housing**

Clarifying design requirements for multi-unit missing middle developments.

- This initiative will promote development near existing public infrastructure and amenities such as community gardens, e-vehicle charging stations, sheltered bicycle/e-scooter parking, and community meeting spaces.
- Urban design requirements will clarify best practices in lot design and specify the allowable number of affordable housing units to promote a mix of housing options in new missing middle developments City-wide.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Clarify design requirements to promote multi missing middle dwelling units</b>	<b>2025-09-01</b>	<b>On Track</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Develop the multi missing middle unit design requirements to gain Council approval.	2025-04-01	On Track
Publish, Advertise, Implement and Administer the policy	2025-09-01	On Track

**Initiative 7: Density Bonusing and Design Standards for Affordable Units**

Introducing density bonusing to promote inclusion of affordable housing in new multi-unit developments and urban design guidelines for infill development.

- Implementing density bonusing for buildings over 5 stories will encourage developers to develop affordable housing units as part of new multi-new developments.
- Design guidelines will promote best practices in lot design for accessory dwelling units and other missing middle developments.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Implement density bonusing and clarify design standards for affordable units</b>	<b>2025-04-30</b>	<b>Delayed*</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Design a density bonusing policy with clear design requirements	2025-04-30	Delayed*
Publish and Implement the Policy	2025-04-30	On Track

\*The start of work for this milestone was delayed to September 30, 2025 to align with the work being undertaken in Initiative 8. This has subsequently pushed out the initiative completion date.

**Initiative 8: Remove Exclusionary Zoning and Promote Higher Density**

Updating planning rules to promote gentle density in existing neighbourhoods and densification in key areas including near post-secondary institutions.

- Charlottetown will allow up to four units per existing residential lots as-of-right, 4 storey buildings within 800 metres of post-secondary institutions and the city’s hospital campus and 6 storey buildings along identified corridors and nodes.
- This initiative includes floodplain mapping to ensure that any new developments or additions to existing buildings are built to a higher standard.
- The City will also review the zoning bylaw to identify and remove any subjective exclusionary zoning measures.

<b>Initiative</b>	<b>Due Date</b>	<b>Status</b>
<b>Remove exclusionary zoning/promote higher density</b>	<b>2025-01-24</b>	<b>Delayed*</b>
<b>Milestones</b>	<b>Due Date</b>	<b>Status</b>
Procure consultant to draft an Official Plan and Zoning Bylaw	2024-08-31	Completed
Introduce a bylaw that allows up to 4 units per existing lot across the city as appropriate	2024-10-31	Delayed*
Permit increased densification around UPEI, Holland College Campus & the Queen Elizabeth Hospital Campus by enabling 4 story buildings within an 800 m radius	2024-10-31	Delayed*
Permit increased densification by enabling 6 story buildings along identified corridors and nodes.	2024-10-31	Delayed*
Create Flood Hazard Mapping	2024-12-31	Delayed*
Draft the OP and ZBL, proceed with consultation and council review/ approval	2025-01-24	Delayed*

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