



Minutes

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Development Services Division Review Task Force Meeting

held via Zoom and in-person in Room B

City Hall, 171 Main Street

Wednesday, June 24, 2026

at 7:30 a.m.

Present:

Jordan Knox, Chair
Linda Sankey, Vice-Chair
Drew Barnes
Kristy Dyer
Sean Kimberly (via Zoom)
Scott Mayhew (via Zoom)
Trina Murray (via Zoom)
Jonathan Pickford
Luc Rodgers
Jas Sidhu (via Zoom)
Chase Tracey (via Zoom)

Delegates:

Lisa Spitale, MCIP RPP, Consultants (via Zoom)
Ron Mattuisi, MCIP RPP, Consultants (via Zoom)

Council Liaison:

Campbell Watt

Staff:

Anthony Haddad, City Manager
Blake Laven, General Manager of Development Services
Steven Collyer, Housing and Policy Initiatives Manager
Janet Glowa, Legislative Assistant

Regrets:

1. Call to Order

The General Manager of Development Services called the Development Services Division Review Task Force to order at 7:38 a.m.

2. Adoption of Agenda

It was **MOVED** and **SECONDED**

THAT the Development Services Division Review Task Force adopt the agenda of June 24, 2026 as presented.

CARRIED UNANIMOUSLY

3. New Business

3.1 Round Table Task Force Member Introductions

The General Manager of Development Services led the Task Force in round table introductions of Task Force members.

Lisa Spitale joined the meeting via Zoom at 7:59 a.m.

3.2 Task Force Orientation

The General Manager of Development Services provided a Task Force orientation presentation.

3.3 Appointment of Chair and Vice-Chair

It was MOVED and SECONDED

THAT the Development Services Division Review Task Force appoint Jordan Knox as the Task Force Chair.

CARRIED UNANIMOUSLY

It was MOVED and SECONDED

THAT the Development Services Division Review Task Force appoint Linda Sankey as the Task Force Vice-Chair.

CARRIED UNANIMOUSLY

3.4 Development Services Division Review Task Force Proposed Work Plan

It was MOVED and SECONDED

THAT The Development Services Review Task Force endorse the proposed workplan outlined in the report dated, June 24, 2026, titled "Development Services Division Review Task Force Proposed Work Plan";

AND THAT the Task Force, accept the following meeting dates for scheduled Task Force meetings: June 24, July 8, July 22, September 9, 2026 with all meetings held at 7:30 AM.

CARRIED UNANIMOUSLY

3.5 Overview of the Development Services Division

It was MOVED and SECONDED

THAT the Development Services Divisional Review Task Force, receive into the record the report dated, June 24, 2026, and titled, "Overview of the Development Services Division".

CARRIED UNANIMOUSLY

3.6 Round Table

Each committee member was invited to identify areas of interest to be addressed through the review process.

4. **Next Meeting**

The next Development Services Division Review Task Force meeting is scheduled to be held on July 8, 2026 at 7:30 a.m. via Zoom and in person.

5. **Adjournment**

It was **MOVED** and **SECONDED**

THAT the Development Services Division Review Task Force adjourn the meeting held on June 24, 2026 at 8:58 a.m.

CARRIED UNANIMOUSLY

Certified Correct:



Janet Glowa
Legislative Assistant