

# COUNCIL REPORT

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Date: September 24, 2025  
File: 7.2.59  
To: Warren Waycheshen, CAO - for Mayor and Council  
From: Ryan Beaudry, Director of Planning  
Re: Complete Community Study – Final Report  
Applicant: N/A  
Location: N/A

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## **Recommendation:**

Action: Council receive the report for information.

## **Recommended Motion:**

**THAT the Complete Community Study – Final Report dated September 24, 2025 be received for information.**

## **Background:**

At the December 18, 2023, Regular Meeting, Council passed the following motion:

*“THAT the District of Kitimat submit an application to the Union of British Columbia Municipalities 2023 2024 Complete Communities Grant Program for a Complete Communities Assessment of Kitimat;*

*AND THAT the District of Kitimat provide overall grant management if successful.”  
(R23-248).*

In spring 2024, the Union of British Columbia Municipalities (UBCM) announced that the District’s application was successful and that 100% grant funding was awarded to undertake a Complete Community Study. A consultant was hired through a competitive Request for Proposals process in late 2024. The consultant has since been undertaking the project following three phases of work: Phase 1 (Prepare); Phase 2 (Assess); and Phase 3 (Act).

Council was briefed on the Complete Community Study at the beginning of 2025 (motion R25-003). The same report also introduced the Housing Focused OCP Update project. The Complete Community Study and Housing Focused OCP Update have been undertaken concurrently in 2025 as part of an integrated process, given their similar timelines and work scopes. Staff recently completed the preparation of a Provincial Housing Objectives Official Community Plan Amendment Bylaw to complete the Housing Focused OCP Update project, and the bylaw is included on the October 6, 2025 agenda for Council’s consideration of readings. The proposed OCP amendment bylaw is supported by relevant findings of the Complete Community Study.

Phases 1 and 2 of the Complete Community Study were completed from November 2024 to August 2025. The consultant has since completed Phase 3 and has prepared a Final Report (**Attachment A**) for Council’s consideration. The consultant’s representatives will be in attendance on October 6, 2025, to deliver a final presentation to Council; presentation slides are included as **Attachment B**. Following the presentation of the Final Report to Council on October 6, 2025, the final report in Attachment A will be submitted to the grant funder as part of the reporting process.

### **Alternative Options:**

1. Another option as developed through discussion of Council.

### **Budget Implications:**

Funding for the Complete Community Study was provided by the Province of B.C. through the UBCM Complete Communities Assessment grant.

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Director of Finance Initials

**Budgeted: X**

**Unbudgeted:**

### **Council Initiative/Other Relevant Plans:**

#### **Strategic Plan (2023-2026)**

Priority 1 (Economic Development), Priority 2 (Housing), Priority 3 (Environmental Sustainability), and Priority 5 (Social Wellbeing)

#### **Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)**

Not considered

#### **District of Kitimat and Haisla Council Friendship Agreement - gi guálap nis**

Not considered

#### **Community Energy and Emissions Plan**

1.1 Support compact communities

1.2 Build safe routes for walking, cycling and other forms of zero emission mobility

#### **Housing Action Plan and Needs Assessment**

Action 4 – Consider accessible ground-oriented housing forms

Action 5 – Support innovative housing forms such as pocket neighbourhoods

#### **Kitimat Age-Friendly Assessment Report and Action Plan**

1.2.a Improve the condition of the walkway network throughout the community

1.9 Identify walkways network gaps to ensure connectivity between community places

#### **Kitimat Cycle Network Plan**

4.a Add shared lane cycle facilities on roadways as required, and where road dimensions and traffic patterns permit

#### **Kitimat Poverty Reduction Strategy**

Not considered

#### **Leisure Services Master Plan**

Not considered

#### **Minette Bay West Concept Plan**

Not considered

#### **Official Community Plan (and Downtown Design Guidelines)**

4.1 Cultivate Diversified Economic Growth

4.2 Enhance 'Sense of Place'

4.3 Maximize Livability

#### **Solid Waste Action Plan**

Not considered

#### **Water Conservation Plan**

Not considered

#### **BC Transit Future Services Plan**

Not considered

#### **Economic Development Strategic Plan (2023-2029)**

Goal: 1.2 Accessory Dwelling Units; 1.4 Housing Choice and Affordability; 2.6 Nechako Centre Concept Plan; 2.8 Active Transportation Plan; and 3.5 Mixed Use

"Krysten Hogan"

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Submitted By  
Krysten Hogan, Planning Manager

"Ryan Beaudry"

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Reviewed by  
Ryan Beaudry  
Director of Planning

"Warren Waycheshen"

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Approved for Submission  
Warren Waycheshen, CAO

Attachment(s): A - Complete Community Study - Final Report dated September 2025, prepared by McElhanney  
B - McElhanney Presentation Slides