KITIMAT
A Marvel of Nature and Industry

DISTRICT OF KITIMAT
REGULAR MEETING OF COUNCIL
TO BE HELD AT THE
COUNCIL CHAMBERS, 606 MOUNTAINVIEW SQUARE
ON MONDAY, NOVEMBER 16, 2026 AT 7:00 P.M.

Public Participation

The public can view the livestream of Council meetings on our Council Meeting Livestream webpage.

The public may attend in person. To participate electronically please contact the district office at (250) 632-8900 or email dok@kitimat.ca before 4:30 p.m. the day of the meeting.

1. **Call to Order**

2. **Message from the Mayor**

3. **Delegations / Presentations**

Page	3	3.1	Delegation Notice, Kitimat RCMP Detachment (8.3.2.3.1)
Page	23	3.2	Delegation Notice, Kitimat Motorsports Association (5.6.10)

4. **Public Input / Questions on Agenda Items**

5. **Media Inquiries - For Clarification Only**

6. **Call for New Business / Adoption of the Agenda**

7. **Consent Agenda**

Page	3	7.1	Delegation Notice, Kitimat RCMP Detachment (8.3.2.3.1)
Page	23	7.2	Delegation Notice, Kitimat Motorsport Association (5.6.10)
Page	25	7.3	Minutes, October 5, 2026, Public Hearing
Page	29	7.4	Minutes, October 5, 2026, Regular Meeting of Council
Page	37	7.5	Minutes, November 2, 2026, Inaugural Meeting of Council
Page	39	7.6	Minutes, November 9, 2026, Special Meeting of Council
Page	45	7.7	November Registry of Observances
Page	47	7.8	For Information Only Report, Affordable Housing Initiatives and Operational Fund Application for 107-480 City Centre, Tamitik Society of Wellbeing (7.19.3.6)
Page	97	7.9	For Information Only Report, Housing Fact Sheet, Fall 2026, (7.9.11)
Page	103	7.10	For Information Only Report, Forestry Operations, Coast Mountains Natural Resources District (1.4.2.20)
Page	123	7.11	For Information Only Report, 2026 General Local Elections (1.1.3.0.13)
Page	125	7.12	Correspondence, letter dated October 7, 2026, from LNG Canada, regarding Council's question on Benzene
Page	129	7.13	Correspondence, letter dated October 7, 2026, from Deputy Minister Bobbi Plecas regarding UBCM meetings
Page	131	7.14	Correspondence, letter dated October 8, 2026, from Deputy Minister Teri Collins, Ministry of Housing and Municipal Affairs responding to UBCM meeting.
Page	133	7.15	Correspondence, letter dated October 21, 2026, from Deputy Solicitor General Tara Richards, Ministry of Public Safety and Solicitor General regarding UBCM meetings.
Page	135	7.16	Correspondence, letter dated October 28, 2026, from Deputy Minister Bobbi Plecas, Ministry of Children and Family Development responding to the Mayor's letter regarding the relocation of Service BC.

Page	137	7.17	Correspondence, letter dated November 3, 2026, from the Village of Pouce Coupe, regarding the reinstatement of the northern and rural homeowner benefit.
Page	139	7.18	Correspondence, letter dated November 5, 2026, from the Town of Smithers regarding 2026 local government elections.
Page	141	7.19	Correspondence, letter dated November 6, 2026, from Deputy Minister for Children and Family Development Keith Godin, regarding UBCM meetings.

8. Notice of Motions

Page	143	8.1	Notice of Motion Councillor Patel, Independent Cumulative Health Impact Assessment (5.12.1)

9. Bylaws

Page	151	9.1	11 Widgeon Street Zoning Amendment Bylaw No 2104, 2026, Sarim Faisal (7.5.3.172)
Page	177	9.2	Fire Protection Amendment Bylaw No. 2103, 2026 for consideration of first, second and third reading (11.1.1)

10. Reports and/or Communications

Page	213	10.1	Schedule of 2027 Regular Meetings of Council (1.1.2.1)

11. New Business

12. Council Reports

13. Questions and Answers

Move to Closed Meeting of Council

In compliance with the *Community Charter*, Council will move to a Closed Meeting for one or more items falling under:

- Section 90(1)(c)	Labour Relations
- Section 90(1)(e)	Acquisition, disposition or expropriation of land
- Section 90(1)(g)	Litigation or Potential Litigation
- Section 90(1)(i)	Legal Advice
- Section 90(1)(k)	Municipal Service
- Section 90(1)(o)	Consideration of Others Attending a Closed Meeting of Council

Reconvene and Adjourn Regular Meeting of Council

DELEGATION NOTICE

Date:	November 9, 2026
File No:	8.3.2.3.1
To:	Warren Waycheshen, CAO – for Mayor and Council
From:	Tracy Tavares, Director of Corporate Administration
Delegation:	Kitimat RCMP Detachment
Topic:	Monthly Policing Reports for July, August and September 2026
Request Type:	For Information Only
Presentation:	N/A

Staff Sergeant Graham Morgan and Sergeant Wahnese Antonioni will be in attendance to provide Council with the monthly Kitimat RCMP detachment policing reports for July, August and September 2026.

Attachment(s):
A. Kitimat RCMP Monthly Stats – July
B. Kitimat RCMP Monthly Stats – August
C. Kitimat RCMP Monthly Stats – September

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

NCO i/c Kitimat Detachment
888 Lahakas Blvd.
Kitimat, BC
V8C 2H9

Your File - Votre référence

Our File - Notre référence

KA302 - 3

Mayor Phil GERMUTH
Kitimat Municipal Hall
270 City Centre
Kitimat, BC
V8C 2H7

Date

August 4, 2026

Dear Mayor and Council,

RE: <u>Kitimat Detachment - RCMP - Monthly Policing Report – July 2026</u>

The following information is provided to yourself and Council, to update you on the 2026 crime statistics and developments of the detachment.

Requests for service: July 2026 = 440

HUMAN RESOURCES:

A full complement of personnel consists of 25 police officers.
1 Staff Sergeant (Detachment Commander)
1 Sergeant (Operations)
4 Corporals (Road Supervisors) (1 is a Provincially funded position)
18 General Duty Constables (3 are Provincially funded positions)
1 First Nation Policing Constable (Federally funded position assigned to Kitamaat Village).

Currently there are three vacancies.

MEETINGS:

The Kitimat RCMP participated in meetings with the following stakeholders: Kitimat Situation Table, ICAT, Community Health, Community Corrections, LNG Canada, M.L.A. Clair Rattee, Emil Anderson, Tamitik Status of Women, Kitimat Fire and Rescue.

COMMUNITY ENGAGEMENT:

On July 1st Staff Sergeant Morgan, Corporal Adams, Corporal Cullen, Constable Yoshikawa, Constable Sood, Constable Judge, Constable Rennie, Constable Poelzer and Constable Oates participated in the Canada Day Parade in red serge.

On July 15th Corporal Gross participated in Tim Horton's Camp Day.

On July 16th Staff Sergeant Morgan, Corporal Adams and Constable Churchill attended "Coffee with the Cops" at Horizon House.

On July 18th Constable Griffiths, Constable Shin and Constable Bertram attended the Kitimat Legions' 70th birthday celebration and conducted community engagement.

On July 24th Staff Sergeant Morgan, Constable Churchill, Constable Wagner and Constable Sood provided a tour of the detachment to children from Coast Mountain Children's Society daycare.

On July 29th and 30th officers provided tours of the detachment to children from the Kitimat Community Development Centre.

TRAINING:

2 officers attended First Aid training in Kitimat.

POLICE-BASED VICTIM SERVICES:

Victim Services had 14 new clients for the month of July 2026.

Please see attached Crime Statistics for the District of Kitimat.

*Stats shown may change for a number of reasons; progression of file, incorrect scoring used in first instance, only main scoring counts for stats, conclusion of file.

Should you have any questions or require further information, please call me at (250) 632-7111.

Yours truly,

Graham Morgan

Staff Sergeant Graham Morgan
Detachment Commander
Kitimat RCMP

CRIME STATISTICS – KITIMAT DETACHMENT JULY 2026

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
Sexual Assault *	3	14	19	21
Assault with a Weapon/ Assault Causing Bodily Harm	2	12	18	7
Common Assault	19	91	102	113
Threats Against Person	4	39	43	50
Breach/Bail Violations	6	44	39	42
Break and Enter Business	0	3	0	2
Break and Enter Residential	1	9	11	19
Thefts Under $5,000	3	39	42	52
Thefts Over $5,000	0	2	4	2
Thefts of Vehicles	3	6	8	5
Mischief To Property under $5000	3	29	78	51
Mischief To Property over $5000	0	1	1	0
Causing a Disturbance	25	173	186	166
Missing Persons	3	9	20	25
Check Well Being	44	248	378	411
Mental Health	14	63	106	115
Suspicious Person/Vehicle/Occurrence	31	159	253	278
Liquor Act Offences (Tickets)	32(48)	148(150)	82(20)	60(22)
911 Calls	7	35	56	76

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
False Alarms	19	100	167	165
Bylaw – Noise, Litter, Other	9	31	84	80
Animal Calls – (Bear)	5(3)	20(7)	17(19)	24(15)
Assistance Files (Unspecified Assistance)	18(28)	82(173)	110(243)	185(366)
Possession – Trafficking Drugs	0	4	7	2
Impaired Driving (Drugs & Alcohol)	7	29	60	65
Driving Complaints	25	121	196	176
Collisions	5	51	73	72
Liquor Premise Checks	21	141	308	362
Motor Vehicle Act Tickets	12	259	613	612
Motor Vehicle Act Warnings	10	220	532	251
Notice & Orders – Vehicle Deficiencies	7	138	261	Included in above category
School Zone Patrols	0	168	291	Not reported on until 2025

* Vast majority of sexual assault incidents are not reported to police - https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2024001/article/00007-eng.pdf?st=M1ylznIs

PRISONER STATISTICS:

MONTH **2026**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS	MONTH **2025**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS
January	36	772/20	36	January	12	146/87	12
February	30	376/16	66	February	19	176/206	31
March	36	376/80	102	March	18	156/17	49
April	53	474/54	155	April	21	138/7	70
May	50	412/44	205	May	23	272/218	93
June	35	292/44	240	June	20	157/40	113
July	33	270/39	273	July	15	118/0	128
August				August	20	216/60	148
September				September	16	166/0	164
October				October	14	110/0	178
November				November	13	104/0	191
December				December	13	102/0	204

FILE COUNT:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Monthly Average
2016	244	221	245	271	312	313	305	359	305	256	291	255	3377	281
2017	263	220	270	285	305	311	313	342	339	324	265	297	3534	295
2018	274	231	291	352	338	326	362	302	307	308	301	287	3679	307
2019	249	235	302	298	398	410	367	409	334	330	333	263	3928	327
2020	311	288	325	278	302	372	384	382	447	391	335	330	4145	345
2021	312	237	277	328	401	387	469	373	325	326	307	284	4026	336
2022	313	307	347	392	422	414	414	462	355	347	354	376	4503	375
2023	362	340	330	400	495	463	473	439	452	408	395	346	4903	409
2024	373	337	364	429	431	417	415	414	427	374	338	346	4665	389
2025	387	322	400	355	390	357	364	353	360	351	295	307	4241	353
2026	326	330	337	444	451	458	440						2786	398

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

NCO i/c Kitimat Detachment
888 Lahakas Blvd.
Kitimat, BC
V8C 2H9

Your File - Votre référence

Our File - Notre référence

KA302 - 3

Mayor Phil GERMUTH
Kitimat Municipal Hall
270 City Centre
Kitimat, BC
V8C 2H7

Date

September 3, 2026

Dear Mayor and Council,

RE: <u>Kitimat Detachment - RCMP - Monthly Policing Report – August 2026</u>

The following information is provided to yourself and Council, to update you on the 2026 crime statistics and developments of the detachment.

Requests for service: August 2026 = 416

HUMAN RESOURCES:

A full complement of personnel consists of 25 police officers.
1 Staff Sergeant (Detachment Commander)
1 Sergeant (Operations)
4 Corporals (Road Supervisors) (1 is a Provincially funded position)
18 General Duty Constables (3 are Provincially funded positions)
1 First Nation Policing Constable (Federally funded position assigned to Kitamaat Village).

Currently there are three vacancies.

MEETINGS:

The Kitimat RCMP participated in meetings with the following stakeholders: Kitimat Situation Table, ICAT, Community Corrections and LNG Canada.

COMMUNITY ENGAGEMENT:

On August 5th Staff Sergeant Morgan and Corporal Adams provided a tour of the detachment to children from the summer program at the Kitimat Museum and Archives.

On August 9th Corporal Cullen and Constable Lopez attended to Healthy Kids Day at Riverlodge.

On August 17th Corporal Adams, Constable Bertram, Constable Sood and Constable Wagner conducted community engagement with the youth at the summer programs at Riverlodge.

On August 28th Constable Cullen conducted community engagement at the Kitimat Youth Pride Event at Riverlodge.

On August 31st Constable Oates and Constable Avilan Gonzalez attended the Overdose Awareness Event hosted by Tamitik Status of Women at Centennial Park.

TRAINING:

One officer attended pistol conversion training in Prince George.

All officers completed “First Responders: Supporting Autistic Individuals” (on-line training provided by Canuck Autism Network).

POLICE-BASED VICTIM SERVICES:

Victim Services had 12 new clients for the month of August 2026.

Please see attached Crime Statistics for the District of Kitimat.

*Stats shown may change for several reasons; progression of file, incorrect scoring used in first instance, only main scoring counts for stats, conclusion of file.

Should you have any questions or require further information, please call me at (250) 632-7111.

Yours truly,

Graham Morgan

Staff Sergeant Graham Morgan
Detachment Commander
Kitimat RCMP

CRIME STATISTICS – KITIMAT DETACHMENT AUGUST 2026

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
Sexual Assault *	2	16	19	21
Assault with a Weapon/ Assault Causing Bodily Harm	0	12	18	7
Common Assault	17	108	102	113
Threats Against Person	6	45	43	50
Breach/Bail Violations	2	46	39	42
Break and Enter Business	0	3	0	2
Break and Enter Residential	1	10	11	19
Thefts Under $5,000	4	43	42	52
Thefts Over $5,000	1	3	4	2
Thefts of Vehicles	0	6	8	5
Mischief To Property under $5000	4	33	78	51
Mischief To Property over $5000	1	2	1	0
Causing a Disturbance	20	193	186	166
Missing Persons	2	11	20	25
Check Well Being	52	300	378	411
Mental Health	10	73	106	115
Suspicious Person/Vehicle/Occurrence	36	195	253	278
Liquor Act Offences (Tickets)	16(21)	164(171)	82(20)	60(22)
911 Calls	6	41	56	76

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
False Alarms	12	112	167	165
Bylaw – Noise, Litter, Other	14	45	84	80
Animal Calls – (Bear)	1(0)	21(7)	17(19)	24(15)
Assistance Files (Unspecified Assistance)	24(38)	106(211)	110(243)	185(366)
Possession – Trafficking Drugs	0	4	7	2
Impaired Driving (Drugs & Alcohol)	3	32	60	65
Driving Complaints	16	137	196	176
Collisions	10	61	73	72
Liquor Premise Checks	19	160	308	362
Motor Vehicle Act Tickets	17	276	613	612
Motor Vehicle Act Warnings	16	236	532	251
Notice & Orders – Vehicle Deficiencies	3	141	261	Included in above category
School Zone Patrols	0	168	291	Not reported on until 2025

* Vast majority of sexual assault incidents are not reported to police - https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2024001/article/00007-eng.pdf?st=M1ylznIs

PRISONER STATISTICS:

MONTH **2026**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS	MONTH **2025**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS
January	36	772/20	36	January	12	146/87	12
February	30	376/16	66	February	19	176/206	31
March	36	376/80	102	March	18	156/17	49
April	53	474/54	155	April	21	138/7	70
May	50	412/44	205	May	23	272/218	93
June	35	292/44	240	June	20	157/40	113
July	33	270/39	273	July	15	118/0	128
August	24	177/16	297	August	20	216/60	148
September				September	16	166/0	164
October				October	14	110/0	178
November				November	13	104/0	191
December				December	13	102/0	204

FILE COUNT:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Monthly Average
2016	244	221	245	271	312	313	305	359	305	256	291	255	3377	281
2017	263	220	270	285	305	311	313	342	339	324	265	297	3534	295
2018	274	231	291	352	338	326	362	302	307	308	301	287	3679	307
2019	249	235	302	298	398	410	367	409	334	330	333	263	3928	327
2020	311	288	325	278	302	372	384	382	447	391	335	330	4145	345
2021	312	237	277	328	401	387	469	373	325	326	307	284	4026	336
2022	313	307	347	392	422	414	414	462	355	347	354	376	4503	375
2023	362	340	330	400	495	463	473	439	452	408	395	346	4903	409
2024	373	337	364	429	431	417	415	414	427	374	338	346	4665	389
2025	387	322	400	355	390	357	364	353	360	351	295	307	4241	353
2026	326	330	337	444	451	458	440	416					3202	400

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Attachment C

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

NCO i/c Kitimat Detachment
888 Lahakas Blvd.
Kitimat, BC
V8C 2H9

Your File - Votre référence

Our File - Notre référence

KA302 - 3

Mayor Phil GERMUTH
Kitimat Municipal Hall
270 City Centre
Kitimat, BC
V8C 2H7

Date

October 8, 2026

Dear Mayor and Council,

RE: Kitimat Detachment - RCMP - Monthly Policing Report – September 2026

The following information is provided to yourself and Council, to update you on the 2026 crime statistics and developments of the detachment.

Requests for service: September 2026 = 391

HUMAN RESOURCES:

A full complement of personnel consists of 25 police officers.
1 Staff Sergeant (Detachment Commander)
1 Sergeant (Operations)
4 Corporals (Road Supervisors) (1 is a Provincially funded position)
18 General Duty Constables (3 are Provincially funded positions)
1 First Nation Policing Constable (Federally funded position assigned to Kitamaat Village).

Currently there are two vacancies. One officer is on sick leave.

MEETINGS:

The Kitimat RCMP participated in meetings with the following stakeholders: Kitimat Situation Table, ICAT, Vulnerable Populations Committee, Community Corrections, Rio Tinto, Tamitik Status of Women, and LNG Canada.

COMMUNITY ENGAGEMENT:

On September 12th several officers and municipal employees assisted in the River Clean Up hosted by K.U.T.E.

On September 22nd Staff Sergeant Morgan and Corporal Adams attended career fair at MEMSS hosted by Strengthening Connections group (post-secondary Indigenous recruiters).

On September 28th Constable Cullen and Constable Shin provided children and their parents from the Pre-Kindergarten class from Kildala Elementary a tour of the detachment.

TRAINING:

Two officers attended first aid training in Kitimat.

One officer attended Operational Skills Training at the Pacific Regional Training Centre in Chilliwack.

POLICE-BASED VICTIM SERVICES:

Victim Services had 22 new clients for the month of September 2026.

Please see attached Crime Statistics for the District of Kitimat.

*Stats shown may change for several reasons; progression of file, incorrect scoring used in first instance, only main scoring counts for stats, conclusion of file.

Should you have any questions or require further information, please call me at (250) 632-7111.

Yours truly,

Graham Morgan

Staff Sergeant Graham Morgan
Detachment Commander
Kitimat RCMP

CRIME STATISTICS – KITIMAT DETACHMENT SEPTEMBER 2026

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
Sexual Assault *	2	18	19	21
Assault with a Weapon/ Assault Causing Bodily Harm	1	13	18	7
Common Assault	11	119	102	113
Threats Against Person	4	49	43	50
Breach/Bail Violations	9	55	39	42
Break and Enter Business	0	3	0	2
Break and Enter Residential	0	10	11	19
Thefts Under $5,000	6	49	42	52
Thefts Over $5,000	0	3	4	2
Thefts of Vehicles	0	6	8	5
Mischief To Property under $5000	2	35	78	51
Mischief To Property over $5000	0	2	1	0
Causing a Disturbance	22	215	186	166
Missing Persons	3	14	20	25
Check Well Being	44	344	378	411
Mental Health	5	78	106	115
Suspicious Person/Vehicle/Occurrence	33	228	253	278
Liquor Act Offences (Tickets)	9(9)	173(180)	82(20)	60(22)
911 Calls	5	46	56	76

OFFENCE TYPES	Month Total 2026	Year To Date 2026	Year Total 2025	Year Total 2024
False Alarms	5	117	167	165
Bylaw – Noise, Litter, Other	6	51	84	80
Animal Calls – (Bear)	9(5)	30(12)	17(19)	24(15)
Assistance Files (Unspecified Assistance)	17(19)	123(218)	110(243)	185(366)
Possession – Trafficking Drugs	0	4	7	2
Impaired Driving (Drugs & Alcohol)	3	35	60	65
Driving Complaints	7	144	196	176
Collisions	5	66	73	72
Liquor Premise Checks	11	171	308	362
Motor Vehicle Act Tickets	24	307	613	612
Motor Vehicle Act Warnings	27	263	532	251
Notice & Orders – Vehicle Deficiencies	17	158	261	Included in above category
School Zone Patrols	38	206	291	Not reported on until 2025

* Vast majority of sexual assault incidents are not reported to police - https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2024001/article/00007-eng.pdf?st=M1ylznIs

PRISONER STATISTICS:

MONTH **2026**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS	MONTH **2025**	# of PRISONERS	BILLABLE HOURS Mun / Prov	YEAR TOTAL # of PRISONERS
January	36	772/20	36	January	12	146/87	12
February	30	376/16	66	February	19	176/206	31
March	36	376/80	102	March	18	156/17	49
April	53	474/54	155	April	21	138/7	70
May	50	412/44	205	May	23	272/218	93
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July	33	270/39	273	July	15	118/0	128
August	24	177/16	297	August	20	216/60	148
September	32	345/104	329	September	16	166/0	164
October				October	14	110/0	178
November				November	13	104/0	191
December				December	13	102/0	204

FILE COUNT:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	Monthly Average
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2017	263	220	270	285	305	311	313	342	339	324	265	297	3534	295
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2019	249	235	302	298	398	410	367	409	334	330	333	263	3928	327
2020	311	288	325	278	302	372	384	382	447	391	335	330	4145	345
2021	312	237	277	328	401	387	469	373	325	326	307	284	4026	336
2022	313	307	347	392	422	414	414	462	355	347	354	376	4503	375
2023	362	340	330	400	495	463	473	439	452	408	395	346	4903	409
2024	373	337	364	429	431	417	415	414	427	374	338	346	4665	389
2025	387	322	400	355	390	357	364	353	360	351	295	307	4241	353
2026	326	330	337	444	451	458	440	416	391				3593	399

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Item 3.2/7.2

DELEGATION NOTICE

Date: November 12, 2026

File No: 5.6.10

To: Warren Waycheshen, CAO – for Mayor and Council

From: Kiona Enders, Deputy CAO

Delegation: Kitimat Motorsports Association
Topic: Update and Meeting Request
Request Type: Action Required
Presentation: N/A

Shawn Vocioni, Michaela Henderson and Lissa Ribeirio, Kitimat Motorsports Association, will be in attendance to request an amendment update and a meeting between the Kitimat Motorsports Association, Kitimat Flying Club, Council, Staff, and the Mayor (direction of movement).

Attachment(s): None

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MINUTES OF DISTRICT OF KITIMAT

PUBLIC HEARING

MEETING HELD IN THE COUNCIL CHAMBERS,
606 MOUNTAINVIEW SQUARE, ON MONDAY, OCTOBER 5, 2026, AT 7:00 PM

Present:	Mayor	P. Germuth
Present:	Councillors	E. Empinado, M. Feldhoff, G. Leibel, T. Marleau, G. Pitzel
	Via WebEx	M. Martins
Present:	Staff	W. Waycheshen, Chief Administrative Officer
		K. Enders, Deputy Chief Administrative Officer
		A. Ramos-Espinoza, Director of Engineering Services
		T. Tavares, Director of Corporate Administration
		J. Stevenson, Deputy Director of Corporate Administration
		W. Tenshak, Director of Economic Development
		A. Spracklin, GIS Technician
		R. Beaudry, Director of Planning
		J. Christiansen-Liptak, Environmental Services Manager
		D. Sanghera, Director of Leisure Services
		S. Tarnowski, Director of Finance
	Via WebEx	C. McCulley, Director of Operations
	Via WebEx	T. Bossence, Fire Chief

Mayor Germuth resumed the Public Hearing that began on September 8, 2026, and was adjourned to October 5, 2026. Mayor Germuth called the Public Hearing to order at 7:00 p.m.

The Public Hearing was held pursuant to the *Local Government Act* to consider Riverbrook Estates, 167 Konigus Street North Parcel “A” and “B” and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026.

The Mayor outlined the Public Hearing process and advised that members of the public could speak in favour of or opposed to one or all of the bylaws being considered. The Mayor advised that Council could listen to the views presented by the public and Council may ask questions for clarification.

The Director of Planning introduced the six proposed bylaws, Riverbrook Estates, 167 Konigus Street North Parcel “A” and “B” and South Parcel Official Community Plan and Zoning Amendment Bylaws. and provided an overview of the proposed Official Community Plan and zoning amendments related to the three applications.

The Mayor confirmed that written submissions had been received both in favour and opposed to the proposed Official Community Plan (OCP) and zoning amendments. The submissions formed the supplemental information package provided to Council, placed in the Public Handbook and posted online.

The Director of Corporate Administration confirmed that one further written submission had been received since publication of the supplemental. The CAO read the written submission dated October 5, 2026, from Americo Corderio, 2 Liard Street, against the proposed bylaws due to infrastructure and flood risks, into the record.

Mayor Germuth called for public input.

Nathalia Fernandes, Development Manager for Kerkhoff Construction, joined the meeting virtually and shared her screen to provide a brief presentation on the proposed Riverbrook Estates master plan community. She explained that all three bylaws are interconnected and must be considered together due to their interdependent nature.
Nathalia outlined that the proposal is intended to respond to the identified housing needs in the community and intends to create 287 housing units consisting of 10 apartment units, 4 town home units, 7 single family homes and 72 modular homes. Nathalia reviewed the proposed density of Riverbrook Estates and noting that the property is 27 acres, with approximately 10.5 homes per acre and 287 homes total.
The proposal also could include supported or assisted seniors housing and single family level entry modular homes. Nathalia discussed the proposed phasing of the development and noted that improvements to Nadina and Liard Streets were planned. Nathalia requested Council and the public support the proposed development and the bylaws being considered at the public hearing.

The CAO noted that Nathalia had reached her speaking time limit.

Councillor Feldhoff asked about the capacity of the infrastructure in relation to the proposed Riverbrook Development. The Director of Engineering clarified that the next phase would be subdivision, which would include a review of the infrastructure needs, including stormwater system. The infrastructure details would be further reviewed at the subdivision phase, and the developer may be required to make improvements if any infrastructure needs are identified during the subdivision process.

Councillor Martins inquired about the consideration of seniors housing and affordable housing in Riverbrook Development. Nathalia responded that seniors housing would depend on the types of senior's needs and their unique needs. The developer indicated that they would be responsive to needs of the community and seniors. Nathalia also noted that affordable housing opportunities would be evaluated later in the development process, depending on market conditions.

Councillor Martins asked whether the proponent would be willing to meet with neighbours. Nathalia advised that this would take place during the Development Permit stage.

Councillor Leibel spoke about seniors housing and affordability and encouraged stronger language in the proposal to commit to allocating a certain number of units to affordable housing.

Councillor Empinado spoke about the history of development at Riverbrook, raised concerns about flooding and potential traffic impacts on the neighbourhood and questioned why the developer had not proceeded with the first phase. Nathalia explained that subdivision is necessary and that certainty is needed at this stage for the overall masterplan community. She added that the property needed to be properly zoned in accordance with the plan.

Councillor Empinado asked what the next steps in the process. Nathalia outlined that the next steps would include the covenant and rezoning, followed by Development permit and subdivision.

Councillor Empinado inquired about affordable seniors housing, noting that seniors have a wide range of needs and asked whether the developer be willing to work with a nonprofit to address the needs of seniors in our community. Nathalia explained that it is too early to make a commitment but confirmed that the developer has the interest to provide seniors housing.

Councillor Empinado asked whether assurances could be provided that seniors housing would be included in the development. The Director of Planning indicated that seniors housing was not being proposed as part of the public hearing.

Councillor Empinado asked when Council could work with the developer to require the construction seniors housing. The Director of Planning clarified that this could be discussed during the Regular Meeting of Council.

Mayor Germuth called for public comment.

Harley Bell, 126 Liard, spoke against 167 Konigus Street North Parcel “A” and “B” and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026, due to the large scale of development, its impact on traffic and the reduction of the driveways and yards.

Councillor Marleau asked staff to comment on impact on streets. The Director of Engineering explained that. As part of the proposed development, the curb would be moved closer to property lines to widen the street. Offsite improvements would also be required to accommodate additional traffic and emergency vehicles.

Councillor Marleau asked whether a traffic study had been completed. The Director of Engineering clarified that an engineer had completed a traffic count in the area, which informed the determined that street widening was necessary.

Linda Feuerhelm, who has a vested interest in 159 Konigus, the LUSO hall, spoke against 167 Konigus Street North Parcel “A” and “B” and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026 and asked about costs. Nathalia clarified that the costs related to the development would include infrastructure required for servicing and that certainty regarding the development phases is needed to move forward with the development. Linda suggested that the development move up to the Nalabila area.

Mayor Germuth called for public input three additional times. No further public input was offered.

Moved and seconded,
THAT the October 5, 2026, Public Hearing be closed.

Carried Unanimously

There being no further comments, the Public Hearing closed at 7:43 p.m.

CERTIFIED TRUE AND CORRECT COPY of
the minutes of the Public Hearing
held Monday, October 5, 2026.

Philip Germuth
Mayor

Tracy Tavares
Corporate Officer

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MINUTES OF DISTRICT OF KITIMAT

REGULAR MEETING

MEETING HELD IN THE COUNCIL CHAMBERS,
606 MOUNTAINVIEW SQUARE, MONDAY, OCTOBER 5, 2026, AT 7:43 PM

Present:	Mayor	P. Germuth
Present:	Councillors	E. Empinado, M. Feldhoff, G. Leibel, T. Marleau, G. Pitzel
	via WebEx	M. Martins
Present:	Staff	W. Waycheshen, Chief Administrative Officer
		K. Enders, Deputy Chief Administrative Officer
		A. Ramos-Espinoza, Director of Engineering Services
		T. Tavares, Director of Corporate Administration
		J. Stevenson, Deputy Director of Corporate Administration
		W. Tenshak, Director of Economic Development
		A. Spracklin, GIS Technician
		S. Tarnowski, Director of Finance
		D. Sanghera, Director of Leisure Services
		J. Christiansen-Liptak, Environmental Services Manager
		R. Beaudry, Director of Planning
	Via WebEx	T. Bossence, Fire Chief
	Via WebEx	C. McCulley, Director of Operations

1. Call to Order

Mayor Germuth called the October 5, 2026, Regular Meeting of Council to order at 7:43 p.m.

2. Message from the Mayor

Mayor Germuth provided an overview of his activities since the last Regular Meeting of Council.

3. Delegations/Presentations

3.1. LNG Canada

Tara Barnett, LNG Canada, Chief Corporate Relations Officer, and Rajvant Nahal, LNG Canada Corporate Relations Advisor, made a presentation to Council on LNG Canada's Waste Discharge Authorization Air Amendment and an update on the Flare Mitigation Activities and Flare Tip Replacement in Kind.

Council asked questions of the delegation.

4. Public Input / Questions on Agenda Items

Mayor Germuth called for public input on agenda items.

Ankur Patel provided input on Item 3.1/7.1, LNG Canada Delegation Notice, Waste Discharge Authorization Air Amendment, Flare Mitigation Activities and Flare Tip Replacement in Kind Update, and the monthly flaring volumes.

Mayor Germuth called for further public input on agenda items.

Rick Jones, Kitimat Flying Club, spoke to Item 10.2, BC Air Access Program Grant.

Shawn Vocioni, Kitimat Motorsports Association, spoke to Item 10.2, BC Air Access Program Grant.

Maryka Rypma, Kitimat Flying Club, spoke to Item 10.2, BC Air Access Program Grant.

Mayor Germuth called for further public comments.

5. Media Inquiries - For Clarification Only

Mayor Germuth called for media inquiries on agenda items.

There were no media inquiries.

6. Call for New Business / Adoption of the Agenda

Moved and seconded,
THAT Council receive the supplemental information and adopt the October 5, 2026, Regular Agenda as amended.

Motion Carried Unanimously
Motion: R26-304

7. Consent Agenda

Moved and seconded,
THAT Item 7.4 correspondence, email dated September 28, 2026, from Pacific Northern Gas, Modernizing Meter Reading Services in PNG-West Service Areas be removed from the Consent Agenda and added to New Business.

Motion Carried Unanimously
Motion: R26-305

Moved and seconded,
THAT the Consent Agenda for October 5, 2026, be approved as amended.

Motion Carried Unanimously
Motion: R26-306

All correspondence was received and filed.

The following Council meeting minutes were adopted:

Regular Meeting of Council, September 28, 2026

8. Notice of Motion

8.1. Councillor Leibel, Community Memorial and Healing Grant

Moved and seconded,
THAT the District of Kitimat apply for the Community Memorial and Healing Grant, administered by Community Action Initiative, to support the development of a permanent local memorial that honours the lives of those lost to the toxic drug crisis and provides a space for collective grief and healing in our community.

Motion Carried Unanimously
Motion: R26-307
Notice of Motion – Leibel – Community Memorial and Healing Grant (1.1.2.1)

9. Bylaws

9.1. Riverbrook Estates, 167 Konigus Street North Parcel "A" and "B" and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026

Moved and seconded,
THAT having held a Public Hearing, reviewed staff reports and considered public consultation activities to date, Kitimat Council resolves the following:

THAT the OCP amendment bylaw for Application #1 (Apartments), 167 Konigus Street North Parcel "A" Multi-Unit Residential Land Use Designation Official Community Plan Amendment Bylaw No. 2093, 2026, receive third reading;

THAT the OCP amendment bylaw for Application #2 (Townhouses and Single-Family Dwellings), 167 Konigus Street North Parcel "B" Multi-Unit Residential Land Use Designation Official Community Plan Amendment Bylaw No. 2095, 2026, receive third reading;

THAT the OCP amendment bylaw for Application #3 (Modular Home Park), 167 Konigus Street South Parcel Multi-Unit Residential Land Use Designation Official Community Plan Amendment Bylaw No. 2097, 2026, receive third reading;

THAT Council hold adoption of Bylaw Nos. 2093, 2095 and 2097, 2026, subject to registration of an offsite works covenant on title of the North and South Parcels at 167 Konigus Street (Parcel Identifiers 006-652-701 and 031-073-425), requiring the property owner to upgrade Liard and Nadina Streets to residential collector standard in accordance with District of Kitimat specifications;

AND THAT Council hold adoption of Bylaw No. 2097, 2026, subject to registration of the modified flood covenant G7441 on title of the South Parcel at 167 Konigus Street (Parcel Identifier 031-073-425).

Amendment

Moved and seconded,
AND THAT the proponent and District staff hold one or more meeting with neighbouring property owners with the intention, where possible, of incorporating suggestions brought forward by neighbours to mitigate impacts and maintain positive relationships;

AND THAT the proponent and District staff discuss entering into a housing agreement to ensure a portion of the housing supply is affordable and senior-specific.

In favour: Councillors Leibel and Martins
Opposed: Mayor Germuth, Councillors Empinado, Feldhoff, Marleau and Pitzel
Amendment **Defeated**
Motion: R26-308
Riverbrook Estates, 167 Konigus Street North Parcel "A" and "B" and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026 (7.5.3.159.1, 7.5.3.159.2, and 7.5.3.159.3)

The main motion was voted on.

Motion Carried Unanimously
Motion: R26-309
Riverbrook Estates, 167 Konigus Street North Parcel "A" and "B" and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026 (7.5.3.159.1, 7.5.3.159.2, and 7.5.3.159.3)

Moved and seconded,
THAT the zoning amendment bylaw for Application #1 (Apartments), 167 Konigus Street North Parcel "A" R3-E Zoning Amendment Bylaw No. 2094, 2026, receive third reading;

THAT the zoning amendment bylaw for Application #2 (Townhouses and Single-Family Dwellings), 167 Konigus Street North Parcel "B" R3-A and R1-B Zoning Amendment Bylaw No. 2096, 2026, receive third reading;

THAT the zoning amendment bylaw for Application #3 (Modular Home Park), 167 Konigus Street South Parcel R6-B Zoning Amendment Bylaw No. 2098, 2026, receive third reading;

THAT Council hold adoption of Bylaw Nos. 2094, 2096 and 2098, 2026, subject to registration of an offsite works covenant on title of the North and South Parcels at 167 Konigus Street (Parcel Identifiers 006-652-701 and 031-073-425), requiring the property owner to upgrade Liard and Nadina Streets to residential collector standard in accordance with District of Kitimat specifications;

AND THAT Council hold adoption of Bylaw No. 2098, 2026, subject to registration of the modified flood covenant G7441 on title of the South Parcel at 167 Konigus Street (Parcel Identifier 031-073-425).

In favour: Mayor Germuth, Councillors Feldhoff, Leibel, Marleau, Martins and Pitzel
Opposed: Councillor Empinado
Motion **Carried**
Motion: R26-310
Riverbrook Estates, 167 Konigus Street North Parcel "A" and "B" and South Parcel Official Community Plan and Zoning Amendment Bylaws No. 2093, 2094, 2095, 2096, 2097 and 2098, 2026 (7.5.3.159.1, 7.5.3.159.2, and 7.5.3.159.3)

9.2. District Lot 6159 R1-B Zoning Amendment Bylaw No. 2101, 2026

Moved and seconded,
THAT District Lot 6159 R1-B Zoning Amendment Bylaw No. 2101, 2026 receive first, second and third readings;

AND THAT Council hold adoption of Bylaw No. 2101, 2026, subject to registration of an offsite works covenant on title of District Lot 6159 (Parcel Identifier 009-389-385), requiring the property owner to provide off-site sanitary sewer, water and drainage infrastructure upgrades to service the property in accordance with District of Kitimat specifications.

Motion Carried Unanimously
Motion: R26-311
District Lot 6159 R1-B Zoning Amendment Bylaw 2101, 2026 (7.5.3.171)

10. Reports and/or Communications

10.1. Zoning Amendment Application, 11 Widgeon Street, Sarim Faisal

Councillor Pitzel declared a conflict of interest as he has a business relationship with the applicant, Mr. Faisal, and left the meeting at 8:54 p.m.

Moved and seconded,
THAT staff be directed to process the Zoning Amendment application by Sarim Faisal, dated September 15, 2026, for 11 Widgeon Street.

Motion Carried Unanimously
Motion: R26-312
Zoning Amendment Application, 11 Widgeon Street, Sam Faisal (7.5.3.172)

Councillor Pitzel re-entered the meeting at 9:04 p.m.

10.2. BC Air Access Program Grant

Moved and seconded,
THAT the District prepare for Council consideration an application to the 2027/28 BC Air Access Program for a fuel system.

Motion Carried Unanimously
Motion: R26-313
BC Air Access Program Grant (1.6.3.30)

Moved and seconded,
THAT the District prepare for Council consideration an application to the 2027/2028 BC Air Access Program for a master plan.

In favour: Councillors Leibel, Marleau and Martins
Opposed: Mayor Germuth, Councillors Empinado, Feldhoff and Pitzel
Motion **Defeated**
Motion: R26-314
BC Air Access Program Grant (1.6.3.30)

10.3. Local Business Grants

Moved and seconded,
THAT Staff share information about the Government of British Columbia business grant portal with local businesses to improve awareness of external funding opportunities for business owners.

Motion Carried Unanimously
Motion: R26-315
Local Business Grants (5.14.4)

10.4. Capital Project Budget Reallocation Request for Creed Street Stormwater Replacement and Courthouse Roof Replacement

Moved and seconded,
THAT the Courthouse Roof Replacement project budget be increased by $125,000;

THAT the Creed Street Stormwater Repair project budget be increased by $425,000;

AND THAT funds from the Eco-Depot project of $300,000 and the Walkway Reconstruction project of $250,000 be reallocated to fund the total project increases of $550,000.

Motion Carried Unanimously
Motion: R26-316
Capital Project Budget Reallocation – Creed Street Stormwater and Courthouse Roof (2.10.3.1)

10.5. Expand Curbside Collection Flexible Plastics and Glass

Moved and seconded,
THAT the District participates in Recycle BC's flexible plastics and glass curbside collection program.

Motion Carried Unanimously
Motion: R26-317
Expand Curbside Collection Flexible Plastics and Glass (6.4.0.7.3)

10.6. Cancellation of the 2026 Tax Sale – Pursuant to Local Government Act Section 668

Moved and seconded,
THAT Council pursuant to Section 668 of the Local Government Act, cancel the 2026 tax sale due to a manifest error in the tax sale or in the proceeding leading up to the sale for the following properties:

• Lot 5 Block 217, Plan PRP3598, District Lot 6025;

• 17-486 Quatsino Boulevard, Strata Lot 12, Block 256 and 257 Plan PRS3, District Lots 6025, 6032 and 6033; and

• 21-863 Lahakas Boulevard South, Strata Lot 46, Plan PRS3, District Lot 6025.

THAT the purchase prices of the properties be refunded to the purchaser, together with applicable interest as prescribed by the Province of British Columbia;

AND THAT the outstanding taxes for the tax sale properties be restored to the tax roll.

Motion Carried Unanimously
Motion: R26-318
Cancellation of the 2026 Tax Sale (2.9.1.3)

11. New Business

11.1. Correspondence, email dated September 28, 2026, from Pacific Northern Gas, Modernizing Meter Reading Services in PNG-West Service Areas

Moved and seconded,
THAT a letter be written to BC Utilities Commission and Pacific Northern Gas noting that the cost of their infrastructure improvements should not continue to be borne by the users in our community and especially our most vulnerable community members.

Motion Carried Unanimously
Motion: R26-319
Correspondence, email dated September 28, 2026, from Pacific Northern Gas, Modernizing Meter Reading Services in PNG-West Service Area (1.7.3.2.1)

12. Council Reports

Councillors Empinado, Feldhoff, Leibel, Marleau, Martins and Pitzel provided reports on their activities since the last Regular Meeting of Council.

Move to Closed Meeting of Council

Moved and seconded,
THAT, in compliance with the Community Charter, Council move to a Closed Meeting for one or more items falling under:

- *Section 90(1)(a) Personal Information*
- *Section 90(1)(c) Labour Relations*
- *Section 90(1)(e) Acquisition, disposition or expropriation of land*
- *Section 90(1)(i) Legal Advice*

Motion Carried Unanimously
Motion: R26-320

The Regular Meeting of Council was recessed and moved into a Closed Meeting of Council at 9:57 p.m.

The Regular Meeting of Council reconvened at 10:16 p.m.

Adjournment

Moved and seconded,
THAT the October 5, 2026, Regular Meeting of Council be adjourned.

Motion Carried Unanimously
Motion: R26-321

The Regular Meeting of Council adjourned at 10:17 p.m.

CERTIFIED TRUE AND CORRECT COPY of
the minutes of the Regular Meeting of Council
held Monday, October 5, 2026.

Phil Germuth
Mayor

Tracy Tavares
Corporate Officer

MINUTES OF DISTRICT OF KITIMAT

INAUGURAL MEETING

MEETING HELD IN THE COUNCIL CHAMBERS,
606 MOUNTAINVIEW SQUARE, MONDAY, NOVEMBER 2, 2026, AT 7:00 PM

Present:	Mayor	P. Germuth
Present:	Councillors	L. Avery, M. Feldhoff, G. Leibel, M. Martins, A. Patel, G. Pitzel
Present:	Staff	W. Waycheshen, Chief Administrative Officer K. Enders, Deputy Chief Administrative Officer A. Ramos-Espinoza, Director of Engineering Services T. Tavares, Director of Corporate Administration J. Stevenson, Deputy Director of Corporate Administration W. Tenshak, Director of Economic Development A. Spracklin, GIS Technician S. Tarnowski, Director of Finance D. Sanghera, Director of Leisure Services C. McCulley, Director of Operations T. Bossence, Fire Chief L. Ferreira, Executive Assistant

Call to Order

Mayor Germuth called the November 2, 2026, Inaugural Meeting of Council to order at 7:00 p.m.

Message from Haisla Nation Representative

Mayor Germuth called Jake Duncan of the Haisla Nation to the floor to open the meeting.

Jake Duncan addressed the incoming Council and guests.

Oaths of Office

Chief Administrative Office, Warren Waycheshen, provided an overview of the Inaugural Meeting process and turned the meeting over to the Director of Corporate Administration, Tracy Tavares.

Tracy Tavares, Director of Corporate Administration, called Phil Germuth forward. Phil Germuth read and signed the oath of office for Mayor.

The chain of office was placed on Mayor Germuth.

Tracy Tavares, Director of Corporate Administration, called Louise Avery forward. Louise Avery read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, called Mario Feldhoff forward. Mario Feldhoff read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, called Gerry Leibel forward. Gerry Leibel read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, called Michelle Martins forward. Michelle Martins read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, called Ankur Patel forward. Ankur Patel read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, called Graham Pitzel forward. Graham Pitzel read and signed the oath of office for Councillor.

Tracy Tavares, Director of Corporate Administration, congratulated the incoming Council for 2026 to 2030 and introduced Mayor Germuth and Councillor Avery, Councillor Feldhoff, Councillor Leibel, Councillor Martins, Councillor Patel and Councillor Pitzel.

Message from the Mayor

Mayor Germuth provided a message from the Mayor.

Adjournment

Mayor Germuth adjourned the Inaugural Meeting of Council.

The Inaugural Meeting of Council adjourned at 7:17 p.m.

CERTIFIED TRUE AND CORRECT COPY of
the minutes of the Inaugural Meeting of Council
held Monday, November 2, 2026.

Phil Germuth Mayor	Tracy Tavares Corporate Officer

MINUTES OF DISTRICT OF KITIMAT

SPECIAL MEETING

MEETING HELD IN THE COUNCIL CHAMBERS

606 MOUNTAINVIEW SQUARE ON MONDAY, NOVEMBER 9, 2026, AT 7:00 P.M.

Present:	Mayor:	P. Germuth
Present:	Councillors:	L. Avery, G. Leibel, M. Martins, A. Patel, G. Pitzel
Via WebEx:	Councillor	M. Feldhoff
Present:	Staff:	W. Waycheshen, Chief Administrative Officer
		K. Enders, Deputy Chief Administrative Officer
		A. Ramos-Espinoza, Director of Engineering
		T. Tavares, Director of Corporate Administration
		J. Stevenson, Deputy Director of Corporate Administration
		A. Spracklin, GIS Technician
	Via WebEx	R. Beaudry, Director of Planning
	Via WebEx	C. McCulley, Director of Operations
	Via WebEx	W. Tenshak, Director of Economic Development

1. Call to Order

Mayor Germuth called the November 9, 2026, Special Meeting of Council to order.

Mayor Germuth provided a brief message.

2. Adoption of Agenda

Moved and seconded,
THAT the November 9, 2026, Special Meeting of Council Agenda be adopted as presented.

Motion Carried Unanimously
Motion: S26-059

3. Public Input/Questions on Agenda Items

Mayor Germuth called for public input on agenda items.

Don McAndrew, President of the Kitimat Airpark, spoke regarding Item 5, Report on BC Air Access grant for a fuel system at Kitimat Airpark.

Harley Bell spoke regarding Item 5, Report on BC Air Access Air Access Grant for a fuel system, at Kitimat Airpark.

Mayor Germuth called for further public comments.

There were no more comments from the public.

4. Media Inquiries

Mayor Germuth called for media inquiries.

There were no media inquiries.

5. Notice of Motion Councillor Leibel regarding Meeting with the Haisla Nation Council

Moved and seconded,
THAT District Council send an invitation to the Haisla Nation Council to have a meeting to introduce our respective Councils;

AND THAT the meeting includes an opportunity for both Councils to propose potential areas of collaboration and address areas of concern.

Motion Carried Unanimously
Motion: S26-060
Notice of Motion Councillor Leibel regarding Meeting with Haisla Nation Council (1.5.1.16)

6. Report, BC Air Access Grant, Fuel System, Kitimat Airpark

Moved and seconded,
THAT the BC Air Access Program Grant Fuel System report dated November 3, 2026, be received for information.

Motion Carried Unanimously
Motion: S26-061
BC Air Access Grant, Fuel System, Kitimat Airpark (1.6.3.30)

7. Report, British Columbia Economic Development Association Conference Host Application

Moved and seconded,
THAT the District of Kitimat apply to serve as the host community for the British Columbia Economic Development Association Conference from 2028-2030;

AND THAT the District of Kitimat commit to annually contribute $25,000 as the host community contribution should this application be successful.

Amendment

Moved and seconded,
AND THAT the Haisla Nation be consulted on applying to serve as the host community for the British Columbia Economic Development conference.

In favour: Mayor Germuth, Councillors Avery, Leibel, Martins, Patel, and Pitzel
Opposed: Councillor Feldhoff
Amending Motion **Carried**
Motion: S26-062
British Columbia Economic Development Association Conference Host Application (5.15)

Main motion as amended

THAT the District of Kitimat apply to serve as the host community for the British Columbia Economic Development Association Conference from 2028-2030;

THAT the District of Kitimat commit to annually contribute $25,000 as the host community contribution should this application be successful;

AND THAT the Haisla Nation be consulted on applying to serve as the host community for the British Columbia Economic Development conference.

Main Motion as amended Carried Unanimously
Motion: S26-063
British Columbia Economic Development Association
Conference Host Application (5.15)

8. Report, Code of Conduct Policy C-35

Moved and seconded,
THAT the Code of Conduct Policy C-35 report dated November 4, 2026, be received for information;

AND THAT Council execute the member statement from Code of Conduct Policy C-35.

Motion Carried Unanimously
Motion: S26-064
Code of Conduct Policy C-35 (1.1.2.13)

Moved and seconded,
THAT options for training in the areas of respectful workplace, active listening and working in a group, inclusivity and diversity, leadership and communication, be provided for Council consideration.

Motion Carried Unanimously
Motion: S26-065
Code of Conduct Policy C-35 (1.1.2.13)

9. Report – Acting Mayor Schedule for November 2026 to November 2030

Moved and seconded,
THAT the Acting Mayor Schedule for November 2026 to November 2030 Council term be set at:

November 9, 2026, to June 30, 2027, Councillor Mario Feldhoff

July 1, 2027, to February 29, 2028, Councillor Gerry Leibel

March 1, 2028, to October 31, 2028, Councillor Michelle Martins

November 1, 2028, to June 30, 2029, Councillor Graham Pitzel

July 1, 2029, to February 28, 2030, Councillor Louise Avery

March 1, 2030, to November 4, 2030, Councillor Ankur Patel

Motion Carried Unanimously
Motion: S26-066
Acting Mayor Schedule for November 20206 to November 2030 (1.1.2.4)

10. Report – Election of Director and Alternate Director for Regional District of Kitimat Stikine

The Mayor turned the meeting over to the Chief Administrative Officer.

The Chief Administrative Officer appointed Tracy Tavares, Director of Corporate Administration as the Returning Officer.
The CAO appointed Alex Ramos-Espinoza, Director of Engineering Services as the Deputy Returning Officer.

The Chief Administrative Officer called for nominations for position of Director of Regional District of Kitimat Stikine.

Councillor Avery nominated Mayor Germuth to the position of Director of the Regional District of Kitimat Stikine.

Mayor Germuth accepted the nomination.

The Chief Administrative Officer called for further nominations for the position of Director.

Councillor Leibel nominated Councillor Martins to the position of Director of the Regional District of Kitimat Stikine.

Councillor Martins accepted the nomination.

Mayor Germuth gave a speech.

Councillor Martins gave a speech.

The Returning Officer passed out ballots to Council.

Council voted by secret ballot. Councillor Feldhoff's vote was recorded by the Chief Administrative Officer.

The ballots were counted by the Returning Officer and Mayor Germuth was declared the Director for the Regional District of Kitimat Stikine.

The Chief Administrative Officer called for nominations for the position of Alternate Director.

Councillor Leibel nominated Councillor Martins for Alternate Director.

Councillor Martins accepted the nomination.

The Chief Administrative Officer called for nominations a second time. The Chief Administrative Officer called for nominations a third time. There were no further nominations.
Councillor Martins was acclaimed as the Alternate Director for the Regional District of Kitimat Stikine

Moved and seconded,
THAT the ballots for the election of Director for Regional District of Kitimat Stikine be destroyed.

Motion Carried Unanimously
Motion: S26-067
Election Director and Alternate Director for Regional District of Kitimat Stikine (1.5.1.5)

The Chief Administrative Officer returned the meeting to the Mayor.

11. Move to Closed Meeting of Council

Moved and seconded,
THAT in compliance with the Community Charter, Council move to a Closed Meeting of Council for one or more items falling under:

Section 90(1)(e)	Acquisition, disposition or expropriation of land
Section 90(1)(i)	Legal advice
Section 90(1)(k)	Municipal service

Motion Carried Unanimously
Motion: S26-068

The Special Meeting was recessed and moved into a Closed Meeting of Council at 7:40 p.m.

The Special Meeting reconvened at 8:18 p.m.

12. Adjournment

Moved and seconded,
THAT the November 9, 2026, Special Meeting of Council be reconvened and adjourned.

Motion Carried Unanimously
Motion: S26-069

The Special Meeting of Council adjourned at 8:18 p.m.

CERTIFIED TRUE AND CORRECT COPY of
the minutes of the Special Meeting of Council
held Monday, November 9, 2026.

_____	_____
Philip Germuth	Tracy Tavares
Mayor	Corporate Officer

Item 7.7

REGISTRY OF OBSERVANCES
November 2026

OBSERVANCE	SPONSOR
Adoption and Permanency Awareness Month	Ministry of Children and Family Development

OBSERVANCE	DATE	*ACTION*
Nationan Indigenous Veterans Day	November 8	Half-Masting
Remembrance Day	November 11	Half-Masting
District of Kitimat municipal facilities will be lit red and white for the month of November as per policy P-30 Proclamation and Flag Requests.		

*Unless otherwise indicated, half-masting will occur from sunrise to sunset.

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Item 7.8

COUNCIL REPORT For Information Only

Date: November 9, 2025

File: 7.19.3.6

To: Warren Waycheshen, CAO - for Mayor and Council

From: Ryan Beaudry - Director of Planning

Re: Affordable Housing Initiatives and Operational Fund Application for 107-480 City Centre

Applicant: Tamitik Society for Wellbeing

Location: 107-480 City Centre

Recommendation:

Action: No action required.

Background:

On November 4, 2026, the District of Kitimat received an Affordable Housing Initiatives and Operational Fund (AHIOF) application from Tamitik Society for Wellbeing (TSW). The applicant is seeking a four-year grant commitment (2027 to 2030) for Stream 2 Operational Funds to support the continued operation of the Day Shelter. The application and supporting details are included in **Attachment A**.

The application is for $128,610 in 2027, with a 3% increase each year thereafter until 2030 for a total of $538,056.27. This represents 50% of the Day Shelter's eligible operating expenses for each of the four calendar years. Maximum funding allowed under Stream 2 can be provided for up to five years. The applicant received $125,000 from the fund in 2026 (year 1) and is therefore eligible for an additional four years of funding, subject to funding availability and annual reporting.

In 2026, the applicant had intended to move the Day Shelter to a larger space at 307-450 City Centre. Due to accessibility challenges with the new space, the applicant has decided to continue operating the Day Shelter from 107-480 City Centre with a proposed expansion of operating hours to seven days per week, including weekends and statutory holidays, subject to funding availability.

1. Application Review Process

The District's Affordable Housing Initiatives and Operational Fund Policy A-13 (**Attachment B**) guides the distribution of funds from the Affordable Housing Reserve. Maximum funding for Stream 2 Operational Funds applications is set at 50% of eligible operating expenses. TSW is applying for the maximum allowable Stream 2 funding for the 2027-2030 calendar years.

TSW has completed the first step of the four-step application process and this report marks the completion of step 2. A summary of work completed by TSW and staff to date, as well as upcoming tasks, is outlined below.

Step 1 – Application Preparation and Submittal

As per Policy A-13, a number of supporting documents must be prepared and submitted by a proponent in order for their AHIOF application to be complete and advanced to the next step. Specific requirements for operational funding applications are listed on page 4 of Attachment B. Staff confirm that the materials provided in Attachment A constitute a complete application by TSW. The application therefore progressed to Step 2.

Step 2 – Council Notification and Internal Review

Once an application is deemed complete, staff inform Council of the receipt of the application and conduct an internal review with other departments. The purpose of this report is to fulfil Step 2, notifying Council of TSW's application and confirming that the application has been referred internally to the District's Building, Engineering, Fire and Public Works departments through the Project Evaluation Team process.

Step 3 – Housing Committee Review and Recommendation

Staff are directed to refer applications to the Housing Committee in Step 3. Housing Committee members review and discuss applications and provide recommendations to Council for consideration in Step 4. A Housing Committee meeting is tentatively scheduled for November 25, 2026. Staff will refer TSW's application to the Housing Committee for review at this upcoming meeting.

Step 4 – Evaluation and Council Decision

Following the Housing Committee meeting, staff will evaluate the application based on the evaluation criteria and prepare a final report to Council. The report will provide a summary of Housing Committee comments and recommendations, describe how the proposed project fits with the evaluation criteria, and provide a staff recommendation to Council. Council will receive the staff report, consider the application, and determine the amount of grant funds to be awarded to the applicant. Staff are aiming to present the final report at the December 7, 2026, Regular Meeting.

Alternative Options:

1. If Council wishes to remove this report from the consent agenda to provide direction, the following motion is offered for Council consideration:

   THAT the Affordable Housing Initiatives and Operational Fund Application for 107-480 City Centre report, dated November 9, 2026, be removed from the Consent Agenda and added to New Business.

Budget Implications:

TSW has applied for an AHIOF Stream 2 (Operational Funds) grant of $128,610 in 2027, with a 3% increase each year thereafter until 2030 for a total of $538,056.27 over the four calendar years. The Affordable Housing Reserve has a sufficient balance to accommodate this application.

"SLT"
Director of Finance Initials

Budgeted: X **Unbudgeted:**

Council Initiative/Other Relevant Plans:

As AHIOF applications are reviewed and evaluated based on Council Policy A-13, a separate review of Council Initiatives/Other Relevant Plans was not conducted.

Strategic Plan (2023-2026)
Not Considered
Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Considered
District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not Considered
Community Energy and Emissions Plan
Not Considered
Housing Action Plan and Needs Assessment
Not Considered
Kitimat Age-Friendly Assessment Report and Action Plan
Not Considered
Kitimat Cycle Network Plan
Not Considered
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)
Not Considered
Solid Waste Action Plan
Not Considered
Water Conservation Plan
Not Considered
BC Transit Future Services Plan
Not Considered
Economic Development Strategic Plan (2023-2029)
Not Considered
Downtown Concept Plan
Not Considered

"Krysten Hogan"

Prepared By
Krysten Hogan, Manager of Planning

"Ryan Beaudry"

Submitted By
Ryan Beaudry, Director of Planning

"Warren Waycheshen"

Approved for Submission
Warren Waycheshen, CAO

Attachment(s): A – Application and supporting details
B – Affordable Housing Initiatives and Operational Fund Policy A-13

KITIMAT
A Marvel of Nature and Industry

Affordable Housing Initiatives & Operational Fund Application

Community Planning and Development
270 City Centre, Kitimat, BC V8C 2H7
T: 250-632-8900
www.kitimat.ca

Central File #: 7.19.3.___

General

Organization Name: Tamitik Society for Wellbeing

Type:
- [x] Non-Profit Organization
- [ ] Public
- [ ] Public-Private Partnership
- [ ] Housing Society
- [ ] Other: _____

Mailing Address: 315-450 City Centre

City: Kitimat Prov: B.C Postal Code: V8C 1T6

Contact Information

Primary Contact: Jordana Velho

Phone: 250-632-8787 E-Mail: Jordana.V@tamitik.ca

Secondary Contact: Melissa Christensen

Phone: 250-632-8787 E-Mail: Melissa.C@tamitik.ca

Property Information

Legal Description: Salon A

PID: _____

Civic Address: 107-480 City Centre

Current OCP Designation: _____

Current Zoning: _____

Financial Information

Total Dollar Value: $ 257,220.00

Amount Requested from Affordable & Accessible Housing Fund: $ 128,610.00

Note: maximum funding is one third of project value or $500,000, whichever is less.

Sources of Funding (including grants, financing, in-kind contributions, etc.). Add page if needed.

	Source:	Amount:
1.	District Of Kitimat - Community Grant	128,610.00
2.	Affordable Housing Initiative Operating Fund	128,610.00
3.		
4.		
5.		

Additional Information

Please complete and attach the following items:

- Letter describing:
  1. The organization, including mandate, history, experience in the community and other housing projects (if any);
  2. How the proposed project will help address housing affordability in Kitimat. You may reference the *Housing Action Plan and Needs Assessment* (2020) and/or the *Official Community Plan*;
  3. The development team, including experience, years of experience, and other relevant details; and
  4. Willingness to enter into a housing agreement (minimum 25 years).
- Proof of funding from identified sources.
- Concept drawings of the site and building(s), including a site plan and building elevations.
- Business case and/or development pro forma indicating project feasibility.
- Long-term financial plan for building operation.

FOR OFFICE USE ONLY Application Complete?

Yes ☐ No ☐ _____ Officials Initials

Circulation: ☐ Building ☐ Engineering ☐ Fire ☐ Planning ☐ Public Works

Department Comment by: _____

TITLE: Affordable Housing Initiatives and Operational Fund

PREPARED BY:	AUTHORIZED BY:	DATE OF ISSUE OR REVISION:
G. Sewell/R. Beaudry	Council	25 February 2016
M. Williams		14 March 2016 (Revised Policy Title)
W. Waycheshen		20 November 2023

The purpose of this policy is to provide a consistent and transparent process by which the District of Kitimat may evaluate applications for grants from the Affordable Housing Initiatives and Operational Fund (AHIOF). The purpose of the AHIOF is to increase affordable housing opportunities in Kitimat including affordable ownership, rental and non-market housing units.

Affordable Housing Initiatives and Operational Fund

Source of Funds

Money may be contributed to the AHIOF from the following sources:

1. Contributions generated through density bonusing;
2. Municipal contributions; and
3. Donations to the District of Kitimat (District).

Eligibility

First Stream – Projects

In order to be eligible for a grant from the AHIOF, Projects Stream, applicants must:

1. Be a public or non-profit organization, or a private entity involved in a public-private partnership;
2. Indicate willingness to enter into a Housing Agreement with the District of Kitimat to secure provision of affordable housing units for no less than 25 years; and
3. Complete an application form and provide the required documentation.

Allocation and Release of Funds

Applicants may apply for a grant from the AHIOF, Projects Stream, to cover costs associated with one or more of the following:

1. Land acquisition;
2. Capital costs;
3. Planning approvals; and
4. Project design.

Maximum funding is set at one third of total project value or $500,000, whichever is less, subject to fund availability. The District will release funds to a successful applicant on the following basis:

1. 5% following decision by Council to award funds. The intent of these initial funds is to help cover a portion of the costs of project start-up, including but not limited to design and planning approvals.
2. 20% upon issuance of a development permit and establishment of a Housing Agreement.
3. 50% upon receipt of proof from a qualified professional confirming the improvements are at 75% complete.
4. 25% upon project completion and issuance of an Occupancy Permit.

If construction of a funded project has not commenced within two years of the release of the 20% installment, the District may cancel the grant and withhold the remaining funds.

Application Process

1. Applicants must complete and submit an application form to the Community Planning & Development Department. The following documentation must be included with a completed application:
    a. Description of how the proposed project will help address housing affordability in Kitimat. Applicants may reference Kitimat Housing Action Plan and Official Community Plan.
    b. Concept drawings of the proposed building(s);
    c. Business case and/or development pro forma indicating project feasibility;
    d. Long-term financial plan for building operation;
    e. Proof of financial resources, in-kind contribution commitments and grants; and
    f. Letter and any attachments needed to address evaluation criteria.

2. Community Planning & Development staff will review the application, flag any deficiencies and work with the applicant to complete the application. Once the application is complete, staff will inform Council of the receipt of the application and conduct an internal review with other departments.

3. Staff will refer application to the Housing Committee. Housing Committee members will review and discuss the application and provide a resolution or recommendation to Council.

4. Staff will evaluate the application based on the evaluation criteria and prepare a report to Council. The report will provide a summary of Housing Committee comments and recommendations/resolutions, describe how the project fits with the evaluation criteria and provide a recommendation.

Council will receive the staff report, consider the application and determine the amount of grant funds to be awarded to the applicant, if any. The amount of grant funding to be awarded will not exceed a maximum of one third of project value or $500,000, as established by this policy.

Evaluation Criteria

The following criteria will be used to evaluate applications for grant funding. The criteria are not in any particular order.

1. Proponent Information
    a. Applicant's reputation and experience (locally and elsewhere)
    b. Development team reputation and experience (locally and elsewhere)

2. Site Attributes
    a. Proximity to services
    b. Transit accessibility
    c. Neighborhood compatibility
    d. OCP land use designation

3. Development Concept
    a. Type and number of affordable housing units
    b. Provision of amenity space for tenants (indoor and outdoor)
    c. Inclusion of accessible features for people with disabilities
    d. Design and quality of building

4. Financial Capacity
    a. Business case or pro forma to undertake development
    b. Proof of financial resources, in-kind contribution commitments and grants
    c. Long-term financial plan for building operation

Second Stream – Operational Funds

In order to be eligible for a grant from the AHIOF, Operations Stream, applicants must:

1. Be a public or non-profit organization,;
2. Complete an application form and provide the required documentation.

Allocation and Release of Funds

Applicants may apply for a grant from the AHIOF to cover costs associated with Operational Costs as defined in Appendix A;

Maximum funding is up to five years and is set at 50% of total eligible expenses subject to fund availability. The District will release funds to a successful applicant on thefollowing basis:

1. Quarterly release with required reporting annually.

If reporting in the opinion of the District is not adequately provided, the District may cancel future grant and refuse grants to the organization in the future.

Application Process - Initially

1. Applicants must complete and submit an application form to the Community Planning & Development Department. The following documentation must be included with a completed application:
    a. Description of how the program helps address housing affordability inKitimat. Applicants may reference Kitimat Housing Action Plan and Official Community Plan.
    b. Budget
    c. Business plan and Long-term Financial Plan for program operation;
    d. Proof of financial resources, in-kind contribution commitments and grants to operate programs; and
    e. Letter and any attachments needed to address evaluation criteria.

2. Community Planning & Development staff will review the application, flag any deficiencies and work with the applicant to complete the application. Once the application is complete, staff will inform Council of the receipt of the application and conduct an internal review with other departments.

3. Staff will evaluate the application based on the evaluation criteria and prepare a report to Council. The report will provide a summary of Housing Committee comments and recommendations/resolutions, describe how the project fits with the evaluation criteria and provide a recommendation.

4. Council will receive the staff report, consider the application and determine the amount of grant funds to be awarded to the applicant, if any. The amount of grant funding to be awarded will not exceed 50% of total eligible expenses as established by this policy.

Subsequent requests for funding associated with the same program will require previous years reporting to show meeting of conditions. The intent of the fund is to provide stability in funding, and not subject programs to volatile funding year after year.

Evaluation Criteria

The following criteria will be used to evaluate applications for grant funding. The criteria are not in any particular order.

1. Proponent Information
    a. Applicant's reputation and experience (locally and elsewhere)
    b. Operational team reputation and experience (locally and elsewhere)

2. Program Attributes
    a. Services provided that support the District of Kitimat HAPNA
    b. Proposed or current usage statistics accessibility

3. Financial Capacity
    a. Business case or pro forma to undertake or operate program
    b. Proof of financial resources, in-kind contribution commitments and grants

APPENDIX A

Eligible Operating Expenses:

Insurance: Annual insurance premiums and deductibles for claims.

Mortgage (debt and interest): Annual costs for servicing the mortgage and interest.

Utilities: for expenses including water, sewer, refuse collection, natural gas, electricity, phone, internet/TV.

Accounting and legal: fees paid to an accountant or attorney for work performed on behalf of the property or Board of Directors.

Maintenance and repairs for property and snow removal: This does not include major renovation items, but does include regular maintenance items.

Management: This includes the costs paid for professional management of the property.

Staff expenses: Wages, benefits and/or contracts for employees or contractors working on the property or with the tenants.

Small Capital expenses: including building and systems maintenance.

November 2026

District of Kitimat
Community Planning and Development Department
270 City Centre
Kitimat, BC V8C 2H7

Subject: Application to the Affordable Housing Initiatives and Operational Fund (Operations Stream) – Salon A-Day Shelter & Community Outreach Program

Dear Mayor and Council,

On behalf of Tamitik Status of Women (TSW), I am pleased to submit our application to the Affordable Housing Initiatives and Operational Fund (AHIOF) under the Operations Stream to support the continued operation and expansion of Salon A-Day Shelter and Community Outreach Services.

Salon A-Day Shelter and Community Outreach provide consistent daytime access to meals, advocacy, referrals, housing navigation, income support navigation, outreach services, and connections to community resources. These services complement existing housing and support programs in Kitimat, reduce barriers to housing, and help prevent homelessness by ensuring individuals remain connected to the supports they need before challenges become crises.

The program supports the goals of the District's Affordable Housing Policy, the 2020 Housing Action Plan and Needs Assessment (HAPNA), and the Official Community Plan. These plans recognize the importance of working with local non-profit organizations to improve housing affordability, prevent homelessness, and provide accessible, community-based supports. Salon A-Day Shelter and Community Outreach serve as a trusted, low-barrier access point for residents seeking assistance with housing, income, health, and other essential services.

Community need continues to grow. Between January and August 2026, Salon A-Day Shelter recorded more than 12,000 client accesses, with an additional 389 during weekend and statutory holiday openings, demonstrating strong demand for services beyond regular weekday hours. To enhance service delivery and increase capacity, TSW piloted operations at 307-450 City Centre; however, the lack of ground-level access created barriers, particularly for participants with mobility challenges, reinforcing the need for a fully accessible, low-barrier location.

We are requesting AHIOF operational funding for a four-year term from 2027 through 2030, representing the remaining four years of TSW's original five-year funding request following the approval of a single year of funding. For 2027, TSW is requesting $128,610 to support Salon A-Day Shelter and Community Outreach operations. In response to discussions at the Vulnerable Populations Committee meeting, TSW has been asked to expand Salon A-Day Shelter to operate seven days per week, including weekends and statutory holidays. This expansion would provide a safe, consistent daytime space for community members, improve access to meals, housing support, advocacy, and community connections, and help alleviate demands on first responders by ensuring vulnerable residents can access appropriate supports before needs escalate.

As community needs continue to evolve, stable multi-year operational funding is essential to support service continuity, long-term planning, and program growth. Throughout the requested funding term, annual contract funding adjustments will be required to reflect inflationary pressures, wage adjustments, and increasing operating costs. The basis for these adjustments and associated funding amounts would be established in agreement with the funder.

The program is operated by an experienced team of outreach and support staff with oversight provided by TSW's Executive Director and management team. TSW maintains strong financial oversight, annual audits, and full compliance with municipal and provincial reporting requirements.

TSW remains committed to expanding its housing portfolio and strengthening the coordinated, wraparound supports available to individuals and families experiencing housing instability. Salon A-Day Shelter and Community Outreach play an important role within this continuum of care by providing early intervention, housing navigation, community connection, and access to essential services that support long-term housing stability and well-being.

We value our ongoing partnership with the District of Kitimat and remain committed to improving housing stability and community well-being. We respectfully request consideration of a four-year AHIOF Operations Stream funding commitment for 2027-2030 to support the ongoing delivery and planned expansion of Salon A-Day Shelter and

Community Outreach Services, with annual funding adjustments agreed upon by the District and TSW to address inflation, wage increases, and rising operating costs.

Thank you for your continued support and leadership.

Sincerely,

Jordana Velho
Executive Director
Tamitik Status of Women

Program Overview

Salon A-Day Shelter with Community Outreach operated by Tamitik Status of Women (TSW), provides low-barrier daytime services that support individuals and families experiencing poverty, housing instability, homelessness, and other barriers to well-being in Kitimat. Through an integrated service model, the program offers meals, advocacy, referrals, housing navigation, income support navigation, outreach services, and connections to essential community resources. It provides a consistent and welcoming place where residents can access support, stabilize their circumstances, and connect with services before challenges escalate into crisis situations.

Today, Salon A-Day Shelter with Community Outreach plays an important role in Kitimat's housing-support continuum. The program complements TSW's existing services, including the Extreme Weather Shelter, Transition House, Second Stage Housing, and Long-Term Housing, by addressing critical daytime needs and connecting individuals to housing, health, income, and community supports.
Community demand for these services continues to increase. Between January and August 2026, Salon A-Day Shelter recorded 12,102 client accesses over 169 operating days, averaging 72 visits per day, with attendance reaching as high as 119 individuals in a single day. An additional 389 accesses occurred during weekend and statutory holiday openings, demonstrating the need for reliable access to supports outside of regular weekday hours.

TSW is seeking AHIOF funding to maintain existing services and expand Salon A-Day Shelter operations to seven days per week. Increased weekend and statutory holiday operations will improve consistency of service, strengthen housing stabilization efforts, and ensure vulnerable residents have access to meals, advocacy, referrals, and support when they need them most.

While TSW explored opportunities to enhance service delivery through a pilot location at 307-450 City Centre, the space ultimately proved less accessible than anticipated due to the lack of ground-level access. This experience reinforced the importance of providing services from a fully accessible, low-barrier location that can effectively serve all community members, including individuals with mobility challenges.

Alignment with Kitimat's 2020 Housing Action Plan and Needs Assessment (HAPNA) and Official Community Plan (OCP)

Salon A-Day Shelter with Community Outreach aligns directly with the goals of the 2020 Housing Action Plan and Needs Assessment (HAPNA) and the Official Community Plan, both of which emphasize homelessness prevention, housing stability, community partnerships, and improved access to support services.

The program provides low-barrier access to meals, support, advocacy, and service navigation. These fundamental services help stabilize individuals who may be experiencing homelessness, housing insecurity, or other challenges, enabling them to focus on obtaining and maintaining housing. This directly supports Housing Action Plan objectives related to housing stability and homelessness prevention.

Staff assist participants with housing navigation, applications for housing programs, rent supplement referrals, income assistance applications, identification replacement, and connections to landlords and service providers. This coordinated approach reflects OCP policy directions that encourage partnerships between local government and community organizations to improve access to housing-related services. The program also provides an inclusive, trauma-informed environment that supports Indigenous residents and other equity-deserving groups who experience disproportionate barriers to housing and services. These efforts align with OCP objectives related to social inclusion, reconciliation, community health, and accessibility.

By providing a consistent daytime access point for support and services, the program strengthens Kitimat's housing continuum and helps ensure vulnerable residents remain connected to housing pathways and

community resources.

Addressing Housing Affordability

While Salon A-Day Shelter with Community Outreach does not provide housing directly, it plays an important role in supporting housing affordability and preventing homelessness in Kitimat.

By connecting residents to housing resources, income supports, rent supplements, and community services, program staff help individuals maintain housing and reduce the financial and social barriers that contribute to housing loss. Access to meals, support, advocacy, and service navigation allows participants to focus on housing-related goals, attend appointments, complete applications, and maintain connections with landlords and support providers.

Many participants rely on Salon A-Day Shelter as a safe and welcoming daytime space while working to secure or maintain housing. For individuals experiencing housing instability, this support can be a critical factor in preventing homelessness and improving long-term housing outcomes.

The program also reduces pressure on health, emergency, and crisis-response services by providing early intervention and ongoing support. Through consistent engagement and relationship-building, staff help individuals address challenges before they become emergencies.

As Kitimat continues to face housing affordability challenges, Salon A-Day Shelter with Community Outreach remains an important component of the community's response, offering practical support, resource navigation, and housing stabilization services that help residents remain housed and connected.

Future Growth and Service Enhancement

TSW's primary service enhancement goal is to expand Salon A-Day Shelter operations to provide a fully operational seven-day-per-week program, including weekends and statutory holidays.
Existing utilization during weekend and holiday openings demonstrates that community need extends well beyond traditional business hours. Expanded operations would allow individuals and families to access meals, housing support, advocacy, referrals, and community connections consistently throughout the week.
TSW is requesting AHIOF operational funding for the 2027-2030 period, representing the remaining four years of the original five-year funding request following the approval of one year of funding. Multi-year operational funding will provide the stability required to maintain and enhance services, support long-term planning, and respond to increasing community need.

As community needs continue to evolve, TSW will continue working to expand its housing portfolio and strengthen coordinated, wraparound supports for individuals and families experiencing housing instability. Integrating housing programs with Salon A-Day Shelter with Community Outreach will enhance pathways to housing stability and ensure residents can access services that match their changing needs.
To maintain service delivery over the funding term, annual contract funding adjustments will be required to reflect inflation, wage increases, and rising operating costs, with the basis and amounts established in agreement with the funder.

Future program enhancements may include:

- Expanded weekend and statutory holiday service availability.
- Increased housing navigation and outreach capacity.
- Enhanced coordination with housing, health, and income support providers.
- Greater accessibility through an appropriate ground-level location.
- Improved continuity of support for vulnerable residents.
- Stronger integration with TSW's growing housing portfolio and wraparound support services.

These enhancements will strengthen Kitimat's housing-support continuum and improve access to the services that help individuals and families maintain stability, prevent homelessness, and improve overall well-being.

AHIOF Salon A-Day Shelter Calendar Year 2027

REVENUE	Annual	Monthly	
Opening Surplus [Deficit]			
District of Kitimat - Communty Grant - 2027	128,610.00	10,717.50	Currently Requesting
Affordable Housing Initiative Operating Fund	128,610.00	10,717.50	To be applied for
Donations - other			
Total Income	**257,220.00**	**21,435.00**	

Salon A & Community Outreach - EXPENSES	Annual	Monthly
Wages & Benefits (3- 1 FTE & 2- 0.5 FTE)	228,000.00	19,000.00
Program & Client Supplies	13,200.00	1,100.00
Rent & Utilities - Community Outreach Office	2,400.00	200.00
Service Sontracts & Maintenance	1,800.00	150.00
Furniture & Equipment/Office Supplies	1,200.00	100.00
Phone & Internet	2,520.00	210.00
Staff Development & Training	600.00	50.00
Admin (Audit, Insurance, Office Supplies)	7,500.00	625.00
Total Income	**257,220.00**	**21,435.00**

Explanation of Differences Between the Budget and Audited Statements

Our program budget covers the calendar year from January 1 to December 31, while our audited financial statements follow our fiscal year from April 1 to March 31. Because these periods overlap rather than match exactly, the financial information in each document may look different. Although both periods are twelve months long, they include different funding months. For example, the audited statements include nine months from one calendar year and three months from the next.

There are times when funding is received before it is spent on program activities, which can make it appear that funds remain at year-end. In reality, those funds are often already allocated to support services and programs that will continue throughout the year. This note is provided so that the budget and audited statements are understood as covering different, overlapping reporting periods rather than being compared as though they cover the same twelve months.

AHIOF Salon A-Day Shelter Calendar Year 2028 (+3% of 2027)

REVENUE	Annual	Monthly
Opening Surplus [Deficit]		
District of Kitimat - Communty Grant - 2027	132,468.30	11,039.03
Affordable Housing Initiative Operating Fund	132,468.30	11,039.03
Donations - other		
Total Income	**264,936.60**	**22,078.05**

Salon A & Community Outreach - EXPENSES	Annual	Monthly
Wages & Benefits (3- 1 FTE & 2- 0.5 FTE)	234,840.00	19,570.00
Program & Client Supplies	13,596.00	1,133.00
Rent & Utilities - Community Outreach Office	2,472.00	206.00
Service Sontracts & Maintenance	1,854.00	154.50
Furniture & Equipment/Office Supplies	1,236.00	103.00
Phone & Internet	2,595.60	216.30
Staff Development & Training	618.00	51.50
Admin (Audit, Insurance, Office Supplies)	7,725.00	643.75
Total Income	**264,936.60**	**22,078.05**

AHIOF Salon A-Day Shelter Calendar Year 2029 (+3% of 2028)

REVENUE	Annual	Monthly
Opening Surplus [Deficit]		
District of Kitimat - Communty Grant - 2027	136,442.35	11,370.20
Affordable Housing Initiative Operating Fund	136,442.35	11,370.20
Donations - other		
Total Income	**272,884.70**	**22,740.39**

Salon A & Community Outreach - EXPENSES	Annual	Monthly
Wages & Benefits (3- 1 FTE & 2- 0.5 FTE)	241,885.20	20,157.10
Program & Client Supplies	14,003.88	1,166.99
Rent & Utilities - Community Outreach Office	2,546.16	212.18
Service Sontracts & Maintenance	1,909.62	159.14
Furniture & Equipment/Office Supplies	1,273.08	106.09
Phone & Internet	2,673.47	222.79
Staff Development & Training	636.54	53.05
Admin (Audit, Insurance, Office Supplies)	7,956.75	663.06
Total Income	**272,884.70**	**22,740.39**

AHIOF Salon A-Day Shelter Calendar Year 2030 (+3% of 2029)

REVENUE	**Annual**	**Monthly**
Opening Surplus [Deficit]		
District of Kitimat - Communty Grant - 2027	140,535.62	11,711.30
Affordable Housing Initiative Operating Fund	140,535.62	11,711.30
Donations - other		
Total Income	**281,071.24**	**23,422.60**

Salon A & Community Outreach - EXPENSES	**Annual**	**Monthly**
Wages & Benefits (3- 1 FTE & 2- 0.5 FTE)	249,141.76	20,761.81
Program & Client Supplies	14,424.00	1,202.00
Rent & Utilities - Community Outreach Office	2,622.54	218.55
Service Sontracts & Maintenance	1,966.91	163.91
Furniture & Equipment/Office Supplies	1,311.27	109.27
Phone & Internet	2,753.67	229.47
Staff Development & Training	655.64	54.64
Admin (Audit, Insurance, Office Supplies)	8,195.45	682.95
Total Income	**281,071.24**	**23,422.60**

Business & Long-Term Financial Plan - Salon A-Day Shelter with Community Outreach

Executive Summary

The Salon A-Day Shelter with Community Outreach, operated by Tamitik Status of Women (TSW), provides essential daytime support for individuals and families experiencing homelessness, housing instability, financial hardship, and other barriers to well-being in Kitimat.

The program serves a diverse range of residents, including individuals who are unhoused or precariously housed, seniors living on fixed incomes, young adults establishing independence, individuals receiving income assistance or disability benefits, and families struggling with rising housing and living costs. Through access to meals, advocacy, housing navigation, income support assistance, outreach services, and community resources, the program helps community members maintain stability and access supports before challenges escalate into crisis.

Established through a District-led funding initiative requiring a four-year municipal funding commitment, the program is now approaching the conclusion of that original funding period. Demand for services continues to grow, demonstrating the need for ongoing operational support to maintain service levels, expand seven-day-per-week operations, and strengthen housing stabilization and homelessness prevention efforts within the community.

TSW is requesting AHIOF operational funding for the 2027-2030 period, representing the remaining four years of the original five-year funding request following the approval of one year of funding. For 2027, TSW is requesting $128,610, representing 50% of eligible operating costs, with the remaining operating costs supported through the District of Kitimat Community Grant. Throughout the requested funding term, annual funding adjustments will be required to reflect inflationary pressures, wage increases, and rising operating costs, with the basis and amounts established in agreement with the funder.

As TSW continues to expand its housing portfolio, Salon A-Day Shelter with Community Outreach will remain an important component of a coordinated continuum of housing and wraparound supports. Stable multi-year funding will support service continuity, future planning, and the delivery of responsive supports that help individuals and families maintain housing stability and improve overall well-being.

1. Program Purpose and Community Need

The Salon A-Day Shelter with Community Outreach addresses a critical daytime service gap for individuals and families experiencing homelessness, housing instability, poverty, social isolation, and financial hardship in Kitimat. Operating year-round, it provides:

- Access to meals, warmth, safety, and hygiene
- A low-barrier environment for rest and stabilization
- Direct connection to housing pathways, income supports, and health services
- Reliable contact for outreach and housing providers
- Support during daytime and early evening hours when most services are closed

The Salon A-Day Shelter with Community Outreach plays a direct role in preventing homelessness from becoming chronic by offering stability, increasing housing readiness, and reducing strain on emergency and protective services.

2. Operational Model

TSW delivers the Salon A-Day Shelter with Community Outreach through a trauma-informed and harm-reduction approach, supported by experienced staff and long-standing partnerships with provincial, municipal, and community agencies.

2.1 Staffing Structure (Proposed 2027-2030 Model)

- **FTE Program Coordinator**
  Oversees daily operations, reporting, safety, partnerships, and direct client support.
- **2.5 FTE Support Workers**
  Provide client support, meal preparation, referrals, and facility monitoring.
- **0.5 FTE Outreach Worker**
  Assists with housing stabilization, rental opportunities, income supports, and healthcare navigation.
- **Volunteers and Partners**
  Support meal service, food donations, and community engagement.

Oversight is provided by TSW's Executive Director and Director of Finance, ensuring accountability in staffing, reporting, and operational compliance.

3. Financial Plan (2027-2030)

3.1 2027 Operating Budget

Total Operating Budget: $257,220
Funding Requested through AHIOF: $128,610
District of Kitimat Community Grant: $128,610

The AHIOF request covers eligible costs including staffing, rent, utilities, communications, transportation, program and client supplies, training, maintenance, and administrative expenses required to operate Salon A-Day Shelter with Community Outreach and support the planned expansion to seven-day-per-week operations.

3.2 Funding Sources

- District of Kitimat Community Grant
- District of Kitimat AHIOF Operations Stream (requested)
- TSW grant development and ongoing pursuit of provincial and federal funding opportunities
- In-kind contributions including food, clothing, supplies, and volunteer support
- Donations and community support

This diversified funding model supports program stability and long-term sustainability.

3.3 Cost Drivers

Key cost drivers include:

- Rising demand for daytime supports
- Need for safe, appropriate space with kitchen capacity
- Staffing required to maintain low-barrier access and safety
- Food costs, utilities, and transportation
- Increased reporting and coordination requirements tied to homelessness services

3.4 Multi-Year Funding Request

TSW is requesting AHIOF operational funding for the 2027-2030 period, representing the remaining four years of the original five-year funding request following the approval of one year of funding.

Multi-year funding will provide the stability necessary to maintain service delivery, support long-term planning, respond to increasing community need, and strengthen housing stabilization and homelessness prevention efforts within the community.

To maintain service delivery throughout the funding term, annual funding adjustments will be required to reflect inflation, wage increases, and rising operating costs. The basis and amounts of these adjustments would be established in agreement with the funder and incorporated into annual operating budgets.

4. Long-Term Sustainability Strategy

4.1 Multi-Year Funding Partnership

Consistent with the intent of the AHIOF, TSW is seeking a four-year funding commitment for the 2027-2030 period, representing the remaining four years of the original five-year funding request following approval of one year of funding.

Multi-year funding will provide the stability necessary to maintain service delivery, support long-term planning, respond to increasing demand, and strengthen coordinated housing and wraparound support services within the community.

4.2 Grant Diversification

TSW is actively monitoring and applying for:

- Provincial housing and homelessness grants
- Federal community safety and homelessness prevention funds
- Indigenous-focused program funding

4.3 Cost Efficiency

Relocation to a larger facility will enhance efficiency through:

- Expanded kitchen capacity
- Improved food service workflow
- Adequate storage for donations and supplies
- Safe, confidential meeting rooms
- Reduced staff duplication by co-locating housing and outreach supports

4.4 Integrated Service Delivery

TSW's continuum of programs, including the Extreme Weather Shelter, Transition House, Second Stage Housing, Long-Term Housing, childcare services, outreach programs, and support services, creates a coordinated system of care where individuals and families can access the level of support they need without losing connection to services.

As TSW continues expanding its housing portfolio, Salon A-Day Shelter with Community Outreach will remain a key entry point for housing stabilization, homelessness prevention, and wraparound support services. Integrating daytime supports, outreach services, and housing programs strengthens pathways to housing stability while ensuring residents can access supports that respond to their changing needs.

5. AHIOF Alignment

The Salon A-Day Shelter with Community Outreach directly supports the goals of the Affordable Housing Initiatives and Operational Fund, the Kitimat Housing Action Plan, and the Official Community Plan by:

- Preventing homelessness through daytime stabilization
- Reducing service gaps and improving access to essential supports
- Providing consistent housing navigation and tenancy support
- Offering inclusive, trauma-informed services for Indigenous and equity-deserving groups
- Strengthening community partnerships across health, policing, and social services

The program advances the District's policy direction to support community-based, non-profit partnerships that address housing affordability and homelessness.

6. Evaluation and Reporting

TSW will provide the District of Kitimat with annual reports including:

- Number of client accesses
- Number of meals provided
- Client engagement with housing, outreach, and health supports
- Operational updates and program outcomes
- Financial statements and audited financials

Conclusion

The Salon A-Day Shelter with Community Outreach is a critical component of Kitimat's housing-support continuum. It fills a daytime service gap that no other program currently meets and ensures that individuals and families experiencing homelessness, housing instability, or financial hardship have access to meals, advocacy, outreach services, housing navigation, income support assistance, and community resources.

The District's original four-year funding commitment made this program possible. As that commitment comes to an end, the AHIOF Operations Stream provides an opportunity to maintain service continuity and respond to growing community need.

TSW respectfully requests AHIOF operational funding for the 2027-2030 period, representing the remaining four years of the original five-year funding request following approval of one year of funding. TSW also requests annual funding adjustments throughout the funding term to reflect inflation, wage increases, and rising operating costs, with the basis and amounts established in agreement with the funder.

This commitment will support the continued operation and planned expansion of Salon A-Day Shelter with Community Outreach while supporting TSW's ongoing efforts to expand its housing portfolio and strengthen coordinated, wraparound supports for individuals and families experiencing housing instability. Without this committed operational funding, the program's ability to maintain existing service levels, expand operations, and respond to increasing demand would be significantly impacted.

TSW remains committed to strong financial stewardship, transparent reporting, and continued partnership with the District of Kitimat to improve housing stability, prevent homelessness, and enhance community well-being through responsive, community-based service delivery.

Evaluation Criteria Summary - Salon A-Day Shelter With Community Outreach Program

1. Proponent Information

Applicant Reputation and Experience:

Tamitik Status of Women (TSW) has been serving Kitimat since 1976 and is one of the community's longest standing and most trusted non-profit organizations. Over nearly five decades, TSW has developed extensive expertise delivering housing, childcare, and community support services, including Transition House, Second Stage Housing, Long-Term Housing, the Extreme Weather Shelter, the Salon A-Day Shelter, and a licensed daycare program. TSW also operates community outreach, poverty reduction, and housing stabilization initiatives that support individuals and families experiencing housing insecurity and other barriers to well-being.

TSW is a registered charity with strong financial accountability, consistent annual audits, and a long history of meeting municipal, provincial, and federal reporting requirements. The organization maintains strong partnerships with the District of Kitimat, BC Housing, Northern Health, Haisla Nation, and numerous community organizations. These relationships ensure collaborative, responsible service delivery grounded in community need.

Operational Team Experience:

Salon A-Day Shelter with Community Outreach are delivered by an experienced team of Community Outreach Workers and support staff who provide housing navigation, advocacy, referrals, income support assistance, outreach services, and connections to community resources. Staff are trained in trauma-informed practice, harm reduction, crisis response, conflict de-escalation, and housing stabilization.

Operational oversight is provided by TSW's Executive Director, management team, and finance department, all of whom have extensive experience managing housing programs, municipal partnerships, grant-funded initiatives, and community-based service delivery.

2. Program Attributes

Services Supporting the District's 2020 Housing Action Plan and Needs Assessment (HAPNA) and Official Community Plan (OCP):

Salon A-Day Shelter with Community Outreach directly advance the District's housing goals and align with policy directions in the 2020 Housing Action Plan and Needs Assessment (HAPNA) and the Official Community Plan by:

- Providing consistent, low-barrier daytime access to meals, support, advocacy, and community resources for individuals experiencing housing instability.
- Supporting homelessness prevention through housing navigation, crisis support, referrals, and outreach services.
- Offering an inclusive, trauma-informed environment for Indigenous and equity-deserving community members, reflecting OCP commitments to reconciliation, social inclusion, and community wellness.
- Acting as a centralized access point for residents seeking housing supports, income assistance, healthcare services, and community resources.
- Filling a critical daytime service gap by providing support when many other services are unavailable and helping residents remain connected to housing pathways.

These services reduce barriers to housing, strengthen housing stability, and connect residents to long-term support systems that help prevent homelessness.

Accessibility and Reach:

Salon A-Day Shelter with Community Outreach operate year-round and continue to experience increasing demand for services. Between January and August 2026, Salon A-Day Shelter recorded 12,102 client accesses over 169 operating days, averaging 72 visits per day, with attendance reaching as high as 119 individuals in a single day. An additional 389 accesses occurred during weekend and statutory holiday openings, demonstrating significant demand beyond traditional weekday operating hours.

With AHIOF support, TSW intends to expand Salon A-Day Shelter to operate seven days per week, including weekends and statutory holidays. This service enhancement will:

- Improve access to meals and basic supports.
- Increase availability of housing navigation and advocacy services.
- Reduce gaps in service during weekends and holidays.
- Strengthen housing stabilization and homelessness prevention efforts.
- Improve continuity of support for vulnerable residents.

Through operational planning and facility exploration, TSW also identified the importance of fully accessible, ground-level service delivery space. A pilot operation at 307-450 City Centre reinforced the importance of providing services from a fully accessible location. While the space offered opportunities to enhance service delivery, accessibility challenges highlighted the need to ensure future program locations remain truly low barrier and accessible to all community members, including those with mobility challenges.

3. Financial Capacity

Business Case and Operational Readiness:

Salon A-Day Shelter with Community Outreach have a clear and realistic operational model supported by a comprehensive business and financial plan. The 2027 operating budget is $257,220, with $128,610 requested through the District of Kitimat Community Grant and the remaining $128,610 requested through the AHIOF Operations Stream, representing 50% of total eligible operating expenses. The requested AHIOF funding will support staffing, rent, utilities, communications, program and client supplies, transportation, training, maintenance, and administrative expenses necessary to maintain current service levels and support the planned expansion to seven-day-per-week operations.

TSW is requesting AHIOF operational funding for the **2027-2030 period**, representing the remaining four years of the original five-year funding request following approval of one year of funding. A multi-year funding commitment will provide the stability necessary to maintain current service levels, support the planned expansion to seven-day-per-week operations, strengthen long-term operational planning, and respond effectively to evolving community needs.
To maintain service delivery throughout the funding term, TSW is requesting that contract funding include annual adjustments to reflect inflationary pressures, wage increases, and rising operating costs. The methodology and amounts for these adjustments would be established in agreement with the funder and incorporated into annual operating budgets.

TSW has demonstrated strong financial stewardship through:

- Annual audited financial statements
- Robust internal financial oversight
- A proven track record of managing municipal, provincial, and federal funding agreements
- Transparent reporting processes aligned with funder requirements

Proof of Financial Resources and Sustainability:

The organization's sustainability is supported through:

- District of Kitimat Community Grant funding
- Affordable Housing Initiative Operating Fund support
- Ongoing grant development targeting provincial and federal funding opportunities

- Community fundraising, donations, and in-kind contributions
- Strong community partnerships and collaborative service delivery

TSW's long-term strategy emphasizes diversified funding sources, continuous program evaluation, operational efficiency, and collaborative partnerships that strengthen Kitimat's housing-support continuum.

As part of this strategy, TSW will continue expanding its housing portfolio to enhance the continuum of care and provide coordinated, wraparound supports for individuals and families experiencing housing instability. Integrating housing programs with Salon A-Day Shelter with Community Outreach services will strengthen pathways to housing stability by ensuring residents can access meals, advocacy, housing navigation, income support assistance, outreach services, and community resources based on their evolving needs.

Conclusion

Demand for these services continues to grow, demonstrating the need for accessible and consistent support within the community. AHIOF funding is essential to maintaining current service levels, supporting the planned expansion of Salon A-Day Shelter to seven-day-per-week operations, and ensuring vulnerable residents continue to have access to low-barrier supports that strengthen housing stability and prevent homelessness.

TSW therefore respectfully requests approval of a **four-year AHIOF funding commitment for 2027-2030**, representing the remaining four years of the original five-year funding request following the initial one-year approval. To ensure continued program sustainability, TSW also requests annual funding adjustments to reflect inflation, wage increases, and rising operating costs, with the basis and amounts established in agreement with the funder.

This commitment will support continuity of services while enabling TSW to continue expanding its housing portfolio and strengthening the coordinated, wraparound supports that help individuals and families achieve long-term housing stability.

TSW brings decades of proven experience, strong financial accountability, and a deep commitment to community well-being. TSW remains committed to working collaboratively with the District of Kitimat to strengthen housing stability, prevent homelessness, and improve community well-being through responsible, transparent, and community-driven service delivery.

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Financial Statements

Tamitik Status of Women Association

March 31, 2026

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Doane Grant Thornton

Independent auditor's report

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To the Members of Tamitik Status of Women Association

Report on the Audit of the Financial Statements

Qualified opinion

We have audited the financial statements of Tamitik Status of Women Association (the "Association"), which comprise the statement of financial position as at March 31, 2026, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except the possible effects of the matter described in the *Basis for qualified opinion* section of our report, the accompanying financial statements present fairly in all material respects, the financial position of Tamitik Status of Women Association as at March 31, 2026, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for qualified opinion

In common with many not-for-profit organizations, the Association derives revenue from donation activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to donations revenue, excess of revenue over expenses, and cash flows from operations for the years ended March 31, 2026 and 2025, current assets as at March 31, 2026 and 2025, and net assets as at March 31, 2025 and 2024 for both the 2026 and 2025 years. Our audit opinion on the financial statements for the year ended March 31, 2026 was modified accordingly because of the possible effects of this limitation in scope.

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We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Other Matter – supplementary information

Our audit was conducted for the purposes of forming an opinion on the financial statements taken as a whole. The statement of revenue and expenditure by departments (Schedules 1-20) on pages 13 - 32 is presented for purposes of additional information and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied only to the extent necessary to express an opinion in the audit of the financial statements taken as a whole.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error,

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as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other legal and regulatory requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these financial statements were prepared on a basis consistent with that applied in preparing the financial statements in the preceding year.

Doane Grant Thornton LLP

Terrace, Canada
September 22, 2026

Chartered Professional Accountants

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Tamitik Status of Women Association
Statements of Operations

Year ended March 31, 2026

	2026	2025
Revenues		
BC Housing Management Commission	**$ 1,542,363**	$ 1,508,893
Donations and fundraising	**364,574**	246,485
District of Kitimat	**363,480**	363,255
Ministry of Public Safety and Solicitor General	**273,791**	295,257
Haisla Nation Council	**150,000**	150,000
Other income	**154,470**	163,475
LNG Canada	**49,000**	20,000
Rental income	**30,000**	30,000
Kitimat Community Foundation	**-**	10,500
Ministry of Tourism, Arts and Culture	**-**	7,500
	2,927,678	2,795,365
Expenses		
Wages and benefits	**1,759,623**	1,601,741
Program disbursements	**540,476**	257,961
Rent and utilities	**222,006**	187,363
Repairs and maintenance	**85,459**	77,161
Office, materials and sundry	**84,910**	74,944
Other professional services	**50,663**	52,108
Telephone	**31,349**	29,397
Amortization	**18,456**	16,453
Volunteers wages	**16,155**	43,686
Travel	**16,024**	9,737
Administration and bookkeeping	**15,036**	28,882
Program costs	**13,905**	48,039
Training	**2,206**	100,098
Housing professional services	**2,331**	134,566
Equipment purchases	**1,431**	1,576
	2,860,030	2,663,712
Excess of revenues over expenses	**$ 67,648**	$ 131,653

See accompanying notes to the financial statements.

Tamitik Status of Women Association
Statement of Financial Position

March 31, 2026

		2026		2025
Assets				
Current				
Cash	**$**	**489,551**	$	471,954
Accounts receivable (Note 4)		**113,290**		13,942
Prepaid expenses		**28,881**		10,291
		631,722		496,187
Equipment (Note 3)		**86,631**		80,701
	$	**718,353**	$	576,888
Liabilities				
Current				
Accounts payable (Note 5)	**$**	**134,097**	$	115,660
Deferred revenue (Note 6)		**55,380**		-
		189,477		115,660
Net assets				
Surplus		**442,245**		380,527
Equity in equipment		**86,631**		80,701
		528,876		461,228
	$	**718,353**	$	576,888

Commitments (Note 7)

On behalf of the Board

_____ Director _____ Director

Tamitik Status of Women Association
Statement of Changes in Net Assets

Year ended March 31, 2026

	Surplus	Equity in Equipment	**2026 Total**	2025 Total
Balance, beginning of year	$ 380,527	$ 80,701	**$ 461,228**	$ 329,575
Excess (deficiency) of revenue over expenses	86,104	(18,456)	**67,648**	131,653
Transfers between reserves	(24,386)	24,386	**-**	-
Balance, end of year	**$ 442,245**	**$ 86,631**	**$ 528,876**	$ 461,228

See accompanying notes to the financial statements.

Tamitik Status of Women Association
Statement of Cash Flows

Year ended March 31	2026	2025
Cash provided by (used in)		
Operating		
Excess of revenues over expenses	**$ 67,648**	$ 131,653
Item not involving cash:		
Amortization	**18,456**	16,453
	86,104	148,106
Changes in non-cash operating working capital		
Accounts receivable	**(99,348)**	420,582
Prepaid expenses	**(18,590)**	12,002
Accounts payable	**18,437**	(293,318)
Deferred revenue	**55,380**	(136,586)
	41,983	150,786
Investing		
Purchase of property and equipment	**(24,386)**	(26,977)
Net increase in cash	**17,597**	123,809
Cash, beginning of year	**471,954**	348,145
Cash, end of year	**$ 489,551**	$ 471,954

See accompanying notes to the financial statements.

Tamitik Status of Women Association
Notes to the Financial Statements
March 31, 2026

1. Nature of operations

Tamitik Status of Women Association (the “Association”) is incorporated under the Societies Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act.

The Association is a society of people committed to the social, economic and environmental well-being of women and their dependent children in Kitimat, British Columbia.

2. Summary of significant accounting policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Use of estimates

In conformity with Canadian accounting standards for not-for-profit organizations, management is required to make estimates and assumptions that could affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the year. Actual amounts could differ from those reported.

The useful lives of property and equipment, the allowance for doubtful accounts and the amount of accrued liabilities are based on management estimates. Management reviews significant estimates on a periodic basis and, where necessary, makes adjustments prospectively.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are deferred and recognised as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognised when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured. Income from all other sources including rental income, is recognized on the accrual basis of accounting, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributed materials and services

The Association benefits from donated services in the form of volunteer time for various functions and from donated assets and supplies. Donated services are recorded in the financial records at their fair value when received. Donated assets and supplies are accrued at their fair market value only when a realizable value of the related benefit can be reasonably estimated.

Cash

Cash includes cash and cash equivalents. Cash equivalents are considered to be any term deposits with a maturity of three months or less that the Association holds.

2. Summary of significant accounting policies (continued)

Deferred revenue

During the year, the Association received grant funding from various sources. The funding is deferred and recognized in the period in which the related expenses are incurred or the related performance obligations are fulfilled.

Property and equipment

Purchased property and equipment are recorded at cost.

The following property and equipment are amortized on the straight-line basis:

Vehicles	10%
Furniture and equipment	10%
Computers	20%
Other	20%

Financial instruments

Recognition and measurement
The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all of its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable.

Impairment
Financial assets measured at amortized cost are measured for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of financial activities. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the *r*eversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of financial activities.

Income tax

As the Association is a registered charity, it is exempt from the income tax under Subsection 149(1) of the Income Tax Act and is able to issue donation receipts for income tax purposes.

Tamitik Status of Women Association
Notes to the Financial Statements
March 31, 2026

3. Equipment

	Cost	Accumulated Amortization	**Net Book Value**	Net Book Value
			2026	2025
Automobiles	$ 18,500	$ 4,625	**$ 13,875**	$ 15,725
Furniture and appliances	90,965	36,752	**54,213**	49,000
Computers	54,005	36,043	**17,962**	15,163
Other	3,746	3,165	**581**	813
	$ 167,216	$ 80,585	**$ 86,631**	$ 80,701

4. Accounts receivable

Included in accounts receivable is $113,290 (2025 - $13,841) receivable in respect of government funding.

5. Accounts payable

Included in accounts payable is $Nil (2025 - $36,932) owing in respect of government remittances.

6. Deferred revenue

	2026	2025
Deferred revenue, beginning of year	**$ -**	$ 136,586
Grants received	**55,380**	-
Less: revenue recognized	**-**	(136,586)
Deferred revenue, end of year	**$ 55,380**	$ -

7. Commitments

The Association is committed to lease obligations for a premises for a term ending March 2027. The estimated lease payments for the next five years and thereafter is estimated as follows:

2027	$ 33,900
2028	-
2029	-
2030	-
2031	-
2032 and thereafter	-
	$ 33,900

8. Financial instruments and risk management

The carrying amount of financial assets measured at amortized cost is $595,400 as at March 31, 2026 (2025 - $485,896).

The carrying amount of financial liabilities measured at amortized cost is $126,656 as at March 31, 2026 (2025 - $115,660).

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency or credit risks arising from these financial instruments.

Interest rate risk

The Association is exposed to interest rate risks on its cash balances.

Market risk

Market risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market prices. This Association is not exposed to this risk.

Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its long-term debt obligations. This Association is not exposed to this risk.

9. Contributed materials and services

During the year, the Association recognized $16,155 (2025 - $43,686) of contributed services and $303,234 (2025 - $141,346) of contributed materials.

10. Disclosure required under the Societies Act

The Societies Act of British Columbia requires the disclosure of remuneration paid to all directors, all employees and all contractors who are paid at least $75,000 annually.

During the year, the Association paid $269,376 (2025 - $268,315) in remuneration to three (2025 - three) employees, who were paid at least $75,000 during the applicable period. The Association did not pay any amounts to directors.

11. Comparative figures

Certain comparative amounts have been reclassified from those previously presented to conform to the presentation of the current year.

Tamitik Status of Women Association
Summary Statement of Revenue and Expenditure (Unaudited)
Year ended March 31, 2026

Fund	Schedule	Opening Surplus (Deficit)	Revenue	Expenditure	Revenue Over Expenditure	Interfund Transfer	Closing Surplus (Deficit)
Support Services for Under Privileged (SSUP)	1	$ 97,872	$ 213,935	$ 313,611	$ (99,676)	$ -	$ (1,804)
PEACE	2	236	94,496	87,233	7,263	-	7,499
Homeless Prevention Program	3	2,524	165,794	162,659	3,135	-	5,659
Outreach Counsellor	4	4,046	116,165	108,482	7,683	-	11,729
Stopping the Violence	5	496	63,130	59,954	3,176	-	3,672
Donations	6	47,171	394,154	322,720	71,434	(992)	117,613
TSW Administration	7	102,979	12,025	60,320	(48,295)	-	54,684
Transition House	8	36,046	822,500	820,435	2,065	-	38,111
Community Programs	9	12,234	52,700	39,227	13,473	-	25,707
Second Stage Housing	10	2,738	270,733	242,351	28,382	-	31,120
Housing Project	11	-	-	-	-	-	-
CEDAR Blanket Project	12	-	-	-	-	-	-
Day Shelter	13	22,637	218,480	208,064	10,416	-	33,053
Extreme Weather Shelter	14	45,779	135,462	117,548	17,914	-	63,693
Haisla MOU	15	-	-	-	-	-	-
SPARC BC	16	-	-	-	-	-	-
Childcare Facility - Gul'ali	17	(839)	85,411	85,564	(153)	992	-
Long-term Housing	18	6,608	125,435	116,282	9,153	-	15,761
Street Outreach	19	-	38,480	38,480	-	-	-
Seniors Support	20	-	118,778	83,030	35,748	-	35,748
		$ 380,527	**$ 2,927,678**	**$ 2,865,960**	**$ 61,718**	**$ -**	**$ 442,245**

Tamitik Status of Women Association
Schedule 1 – Support Services for Underprivileged (SSUP)
(Unaudited)

Year ended March 31,	**2026**	2025
Revenues		
Haisla Nation Council	**$ 150,000**	$ -
LNG Canada	**24,500**	**-**
Other revenue	**22,017**	**-**
District of Kitimat	**12,369**	48,223
Donations - other	**5,049**	24,874
Donations-in-kind - program costs	**-**	128,596
Donations-in-kind - volunteer wages	**-**	41,596
Rio Tinto Alcan Inc.	**-**	25,000
Kitimat Community Foundation	**-**	10,500
	213,935	278,789
Expenses		
Wages and benefits	**165,397**	47,917
Rent and utilities	**84,258**	60,468
Program costs - donated	**24,456**	126,899
Program costs - other	**12,974**	20,754
Travel and training	**12,091**	5,725
Repairs and maintenance	**4,126**	707
Telephone	**3,786**	2,524
Office, materials and sundry	**3,726**	5,519
Professional services	**1,779**	756
Administration and bookkeeping	**1,018**	5,445
Volunteers wages	**-**	41,596
	313,611	318,310
Deficiency of revenues over expenses	**(99,676)**	(39,521)
Interfund transfers	**-**	103,638
Opening surplus	**97,872**	33,755
Closing surplus (deficit)	**$ (1,804)**	$ 97,872

Tamitik Status of Women Association
Schedule 13 – Day Shelter (Unaudited)

Year ended March 31,	2026	2025
Revenues		
District of Kitimat	**$ 218,480**	$ 188,400
Donations	**-**	30
	218,480	188,430
Expenses		
Wages and benefits	**167,036**	131,187
Program costs	**22,896**	21,126
Rent	**6,310**	9,444
Office, materials and sundry	**4,567**	3,944
Telephone	**2,625**	2,365
Repairs and maintenance	**2,538**	635
Professional services	**1,467**	756
Administration and bookkeeping	**625**	791
Travel	**-**	1,039
Training	**-**	707
	208,064	171,994
Excess of revenues over expenses	**10,416**	16,436
Interfund transfers	**-**	-
Opening surplus	**22,637**	6,201
Closing surplus	**$ 33,053**	$ 22,637

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TITLE: Affordable Housing Initiatives and Operational Fund

PREPARED BY:	AUTHORIZED BY:	DATE OF ISSUE OR REVISION:
G. Sewell/R. Beaudry	Council	25 February 2016
M. Williams		14 March 2016 (Revised Policy Title)
W. Waycheshen		20 November 2023

The purpose of this policy is to provide a consistent and transparent process by which the District of Kitimat may evaluate applications for grants from the Affordable Housing Initiatives and Operational Fund (AHIOF). The purpose of the AHIOF is to increase affordable housing opportunities in Kitimat including affordable ownership, rental and non-market housing units.

Affordable Housing Initiatives and Operational Fund

Source of Funds

Money may be contributed to the AHIOF from the following sources:

1. Contributions generated through density bonusing;
2. Municipal contributions; and
3. Donations to the District of Kitimat (District).

Eligibility

First Stream – Projects

In order to be eligible for a grant from the AHIOF, Projects Stream, applicants must:

1. Be a public or non-profit organization, or a private entity involved in a public-private partnership;
2. Indicate willingness to enter into a Housing Agreement with the District of Kitimat to secure provision of affordable housing units for no less than 25 years; and
3. Complete an application form and provide the required documentation.

Allocation and Release of Funds

Applicants may apply for a grant from the AHIOF, Projects Stream, to cover costs associated with one or more of the following:

1. Land acquisition;
2. Capital costs;
3. Planning approvals; and
4. Project design.

Maximum funding is set at one third of total project value or $500,000, whichever is less, subject to fund availability. The District will release funds to a successful applicant on the following basis:

1. 5% following decision by Council to award funds. The intent of these initial funds is to help cover a portion of the costs of project start-up, including but not limited to design and planning approvals.
2. 20% upon issuance of a development permit and establishment of a Housing Agreement.
3. 50% upon receipt of proof from a qualified professional confirming the improvements are at 75% complete.
4. 25% upon project completion and issuance of an Occupancy Permit.

If construction of a funded project has not commenced within two years of the release of the 20% installment, the District may cancel the grant and withhold the remaining funds.

Application Process

1. Applicants must complete and submit an application form to the Community Planning & Development Department. The following documentation must be included with a completed application:
    a. Description of how the proposed project will help address housing affordability in Kitimat. Applicants may reference Kitimat Housing Action Plan and Official Community Plan.
    b. Concept drawings of the proposed building(s);
    c. Business case and/or development pro forma indicating project feasibility;
    d. Long-term financial plan for building operation;
    e. Proof of financial resources, in-kind contribution commitments and grants; and
    f. Letter and any attachments needed to address evaluation criteria.

2. Community Planning & Development staff will review the application, flag any deficiencies and work with the applicant to complete the application. Once the application is complete, staff will inform Council of the receipt of the application and conduct an internal review with other departments.

3. Staff will refer application to the Housing Committee. Housing Committee members will review and discuss the application and provide a resolution or recommendation to Council.

4. Staff will evaluate the application based on the evaluation criteria and prepare a report to Council. The report will provide a summary of Housing Committee comments and recommendations/resolutions, describe how the project fits with the evaluation criteria and provide a recommendation.

Council will receive the staff report, consider the application and determine the amount of grant funds to be awarded to the applicant, if any. The amount of grant funding to be awarded will not exceed a maximum of one third of project value or $500,000, as established by this policy.

Evaluation Criteria

The following criteria will be used to evaluate applications for grant funding. The criteria are not in any particular order.

1. Proponent Information
    a. Applicant's reputation and experience (locally and elsewhere)
    b. Development team reputation and experience (locally and elsewhere)

2. Site Attributes
    a. Proximity to services
    b. Transit accessibility
    c. Neighborhood compatibility
    d. OCP land use designation

3. Development Concept
    a. Type and number of affordable housing units
    b. Provision of amenity space for tenants (indoor and outdoor)
    c. Inclusion of accessible features for people with disabilities
    d. Design and quality of building

4. Financial Capacity
    a. Business case or pro forma to undertake development
    b. Proof of financial resources, in-kind contribution commitments and grants
    c. Long-term financial plan for building operation

Second Stream – Operational Funds

In order to be eligible for a grant from the AHIOF, Operations Stream, applicants must:

1. Be a public or non-profit organization,;
2. Complete an application form and provide the required documentation.

Allocation and Release of Funds

Applicants may apply for a grant from the AHIOF to cover costs associated with Operational Costs as defined in Appendix A;

Maximum funding is up to five years and is set at 50% of total eligible expenses subject to fund availability. The District will release funds to a successful applicant on thefollowing basis:

1. Quarterly release with required reporting annually.

If reporting in the opinion of the District is not adequately provided, the District may cancel future grant and refuse grants to the organization in the future.

Application Process - Initially

1. Applicants must complete and submit an application form to the Community Planning & Development Department. The following documentation must be included with a completed application:
    a. Description of how the program helps address housing affordability inKitimat. Applicants may reference Kitimat Housing Action Plan and Official Community Plan.
    b. Budget
    c. Business plan and Long-term Financial Plan for program operation;
    d. Proof of financial resources, in-kind contribution commitments and grants to operate programs; and
    e. Letter and any attachments needed to address evaluation criteria.

2. Community Planning & Development staff will review the application, flag any deficiencies and work with the applicant to complete the application. Once the application is complete, staff will inform Council of the receipt of the application and conduct an internal review with other departments.

3. Staff will evaluate the application based on the evaluation criteria and prepare a report to Council. The report will provide a summary of Housing Committee comments and recommendations/resolutions, describe how the project fits with the evaluation criteria and provide a recommendation.

4. Council will receive the staff report, consider the application and determine the amount of grant funds to be awarded to the applicant, if any. The amount of grant funding to be awarded will not exceed 50% of total eligible expenses as established by this policy.

Subsequent requests for funding associated with the same program will require previous years reporting to show meeting of conditions. The intent of the fund is to provide stability in funding, and not subject programs to volatile funding year after year.

Evaluation Criteria

The following criteria will be used to evaluate applications for grant funding. The criteria are not in any particular order.

1. Proponent Information
    a. Applicant's reputation and experience (locally and elsewhere)
    b. Operational team reputation and experience (locally and elsewhere)

2. Program Attributes
    a. Services provided that support the District of Kitimat HAPNA
    b. Proposed or current usage statistics accessibility

3. Financial Capacity
    a. Business case or pro forma to undertake or operate program
    b. Proof of financial resources, in-kind contribution commitments and grants

APPENDIX A

Eligible Operating Expenses:

Insurance: Annual insurance premiums and deductibles for claims.

Mortgage (debt and interest): Annual costs for servicing the mortgage and interest.

Utilities: for expenses including water, sewer, refuse collection, natural gas, electricity, phone, internet/TV.

Accounting and legal: fees paid to an accountant or attorney for work performed on behalf of the property or Board of Directors.

Maintenance and repairs for property and snow removal: This does not include major renovation items, but does include regular maintenance items.

Management: This includes the costs paid for professional management of the property.

Staff expenses: Wages, benefits and/or contracts for employees or contractors working on the property or with the tenants.

Small Capital expenses: including building and systems maintenance.

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COUNCIL REPORT For Information Only

Date: November 9, 2026

File: 7.19.11

To: Warren Waycheshen, CAO - for Mayor and Council

From: Ryan Beaudry, Director of Planning

Re: Housing Fact Sheet, Fall 2026
Applicant: N/A
Location: N/A

Recommendation:

Action: No action required. The Housing Fact Sheet, Fall 2026 is provided for information.

Background:

Staff have prepared the Fall 2026 edition of the District's bi-annual Housing Fact Sheet (**Attachment A**), which provides a snapshot of current housing market conditions in Kitimat. This report includes information on home prices, rental rates, the local housing absorption rate, assessed home values, vacancy, and housing affordability.

The Fall edition incorporates data collected up to Q3 2026. It offers a point-in-time overview of key housing indicators to support the understanding of local market trends.

As in previous years, staff relied on multiple sources to compile the Housing Fact Sheet, including data from BC Assessment, the BC Northern Real Estate Board, Big River Analytics, and online rental listings collected by District staff. For broader context, the report also includes comparative housing market data from neighbouring communities.

The District typically publishes the Housing Fact Sheet twice per year, once in the spring and once in the fall, to provide regular updates on local housing conditions.

Alternative Options:

1. If Council wishes to remove from the consent agenda to provide direction, the following motion is offered for Council consideration:

   THAT the Housing Fact Sheet, Fall 2026 report dated November 9, 2026, be removed from the Consent Agenda and added to New Business.

Budget Implications:

There are no budget implications associated with this report.

"SLT"

Director of Finance Initials

Budgeted: **Unbudgeted:**

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)
Priority 2 Housing - Adequate, appropriate, affordable, and diverse housing for all
Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not considered
District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not considered
Community Energy and Emissions Plan
Not considered
Housing Action Plan and Needs Assessment
Action 16 – Continue to monitor vacancy rates
Kitimat Age-Friendly Assessment Report and Action Plan
Not considered
Kitimat Cycle Network Plan
Not considered
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)
Policy 4.3.3 - Kitimat should monitor housing diversity over time and adopt policies should the need arise in the future for affordable, rental and special needs housing.
Solid Waste Action Plan
Not considered
Water Conservation Plan
Not considered
BC Transit Future Services Plan
Not considered
Economic Development Strategic Plan (2023-2029)
Not considered
Downtown Concept Plan
Not considered

"Viola He"
Prepared by
Viola He, Planner 1

"Ryan Beaudry"
Submitted by
Ryan Beaudry, Director of Planning

"Warren Waycheshen"
Approved for Submission
Warren Waycheshen, CAO

Attachment: A – Housing Fact Sheet, Fall 2026

HOUSING FACT SHEET

Fall 2026

Community Planning and Development

KITIMAT

HOME PRICES, SINGLE-DETACHED

Median single-family home sale prices in Kitimat have generally increased since 2020, although the market has experienced fluctuations in recent years. The median sale price rose from $327,500 in 2020 to $419,500 in 2025, representing an increase of approximately 28%. During Q1–Q3 2026 (January to September), the median sale price was $381,500, a decrease of 5.2% from the same period in 2025 ($402,500).

Since 2020, sale prices of single-detached houses in Kitimat have generally increased despite periodic fluctuations, while remaining comparatively lower than those in neighbouring communities.

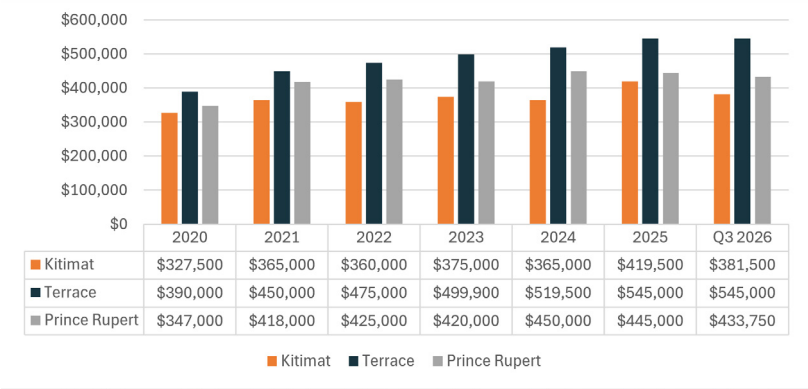
Median Single-Detached Home Sale Price (Q1-Q3 2026)

$381,500

-5.2% from same period in 2025 ($402,500)

Source: BC Northern Real Estate Board

Median Single-Detached Home Sale Price Community Comparison (2020-Q3 2026)



	2020	2021	2022	2023	2024	2025	Q3 2026
Kitimat	$327,500	$365,000	$360,000	$375,000	$365,000	$419,500	$381,500
Terrace	$390,000	$450,000	$475,000	$499,900	$519,500	$545,000	$545,000
Prince Rupert	$347,000	$418,000	$425,000	$420,000	$450,000	$445,000	$433,750

Source: BC Northern Real Estate Board
Graph created by District staff

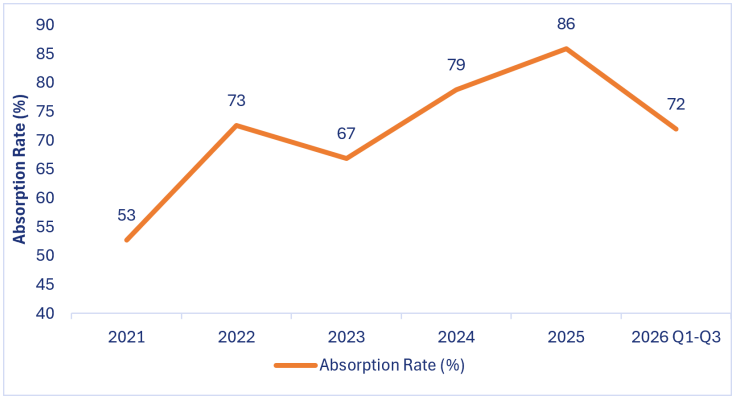
ABSORPTION RATE, SINGLE-DETACHED

The absorption rate measures the percentage of listed homes sold during a given period and is a key indicator of housing demand and market activity. A higher absorption rate generally suggests stronger demand and a more active housing market. In Q3 2026, Kitimat's single-detached housing absorption rate reached 72%, compared to 53% in 2021.

During Q1–Q3 2026, 95 single-detached homes were sold in Kitimat, compared to 99 during Q1–Q3 2025. The average time to sell a home decreased from 48 days in 2025 to 26 days during Q1–Q3 2026.

Overall, the shorter selling times and relatively stable sales volumes indicate continued demand for single-detached housing in Kitimat.

Single-Detached Home Absorption Rate (2021-Q3 2026)



Source: BC Northern Real Estate Board
Graph created by District staff

Single-Detached Home Sales Activity (2021-Q3 2026)

Year	Homes Listed	Homes Sold	Absorption Rate (%)	Avg DTS
2021	218	115	53	80
2022	197	143	73	91
2023	172	115	67	70
2024	160	126	79	70
2025	142	122	86	48
2026 Q1-Q3	132	95	72	26

Source: BC Northern Real Estate Board
Table created by District Staff

HOUSING FACT SHEET

Fall 2026

Community Planning and Development

KITIMAT

ONLINE RENTAL UNITS, Q3 2026

(Includes all dwelling types)

The online rental market in Kitimat showed an average advertised monthly rent of $2,275, with a median of $2,100. Townhouses accounted for the largest share of listings (39%), followed by houses (26.8%) and apartments (24.4%). Houses had the highest average monthly asking rent at $2,727, compared to $2,157 for townhouses and $1,898 for apartments

Two-bedroom units were the most commonly advertised, representing 46.3% of listings, followed by three-bedroom units at 34.1%.

Kitimat's rental market has experienced a slight decrease in advertised rents alongside an increase in online rental listings from Q1 to Q3 2026.

Online Rental Listings, Kitimat, Q3 2026

Furnished	Type	Bedrooms	Listings	Average Rent
No	Apartment	1	3	$1,300
		2	2	$1,648
	House	2	1	$1,150
		3	3	$2,325
		5	1	$2,900
	Suite	3	1	$1,950
	Townhouse	2	4	$2,174
		3	3	$2,048
Yes	Apartment	2	5	$2,358
	House	3	4	$3,231
		6	2	$4,000
	Suite	1	2	$1,750
		2	1	$2,390
	Townhouse	2	5	$2,337
		3	3	$2,030
Semi	Townhouse	2	1	$1,895
Total			**41**	**$2,275**

Source: District of Kitimat, 2026

VACANCY STUDY, Q1 2026

As part of implementing the Housing Action Plan and Needs Assessment (HAPNA) in 2025, District of Kitimat staff worked with LNG Canada on a scope of work for a study to obtain a more accurate assessment of Kitimat's vacancy rate. LNG Canada contracted a third party to undertake the study, which was completed and released in Q1 2026. Vacancy estimates for different dwelling types in Kitimat were identified, including: single-detached, attached housing, and apartment-style units. Findings are summarized in the 2026 column of the Vacancy Comparison table.

The Vacancy Study identified that the combined vacancy rate across all housing types is estimated to be 5.3% (+/- 2%).

Vacancy Comparison (2023 to Q1 2026)

Dwelling Type	2023	2024	2025	2026
Single Detached	-	-	-	2.7% (±2%)
Attached & Other	-	-	-	15.4% (±4.5%)
Apartment	15.1%	18.8%	20%	1.3% (+/- 2.5%)
Combined	-	-	-	5.3% (±2%)

Source: Big River Analytics, 2026

Vacancy Comparison to Previous Housing Fact Sheets (pre-2026)

Previous Housing Fact Sheets reported vacancy rates based on rental market estimates specific to apartment-style dwellings, gathered through direct consultation with apartment building owners and operators throughout Kitimat. The 2026 Fact Sheet provides estimated vacancy rates across all dwelling typologies rather than apartments alone.

The table above presents the most recent vacancy data alongside a comparison to previously reported apartment vacancy rates. Kitimat's combined vacancy rate is within the realm of what would be considered a balanced market. When disaggregated by dwelling type, however, the apartment and single detached markets are relatively tight, while the attached dwelling category reflects an oversupply of available units.

HOUSING FACT SHEET

Fall 2026

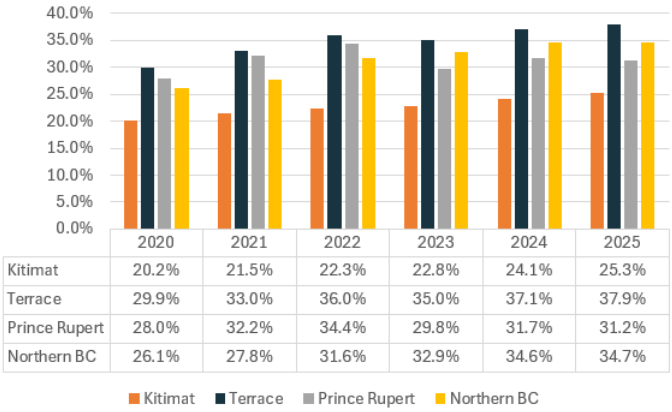
Community Planning and Development

HOUSING AFFORDABILITY INDICATOR (HAI)

HAI is the measure of the required percentage of median family income necessary to cover the average cost of home ownership in a community in a given year. The HAI is calculated by the BC Northern Real Estate Board (BCNREB) using data on the annual average cost of houses sold, median income in each community, and average utility and tax costs in each community.

Kitimat's HAI in 2025 was 25.3%, meaning home ownership costs 25.3% of median family pre-tax income annually. Between 2024 and 2025, housing affordability declined slightly in Kitimat and Terrace, while Prince Rupert saw a slight increase in affordability. Despite this decline, Kitimat's HAI of 25.3% positions it as one of the most affordable communities in Northern BC, well below the regional average of 34.7%.

Housing Affordability Indicator, Community Comparison (2020-2025)



	2020	2021	2022	2023	2024	2025
Kitimat	20.2%	21.5%	22.3%	22.8%	24.1%	25.3%
Terrace	29.9%	33.0%	36.0%	35.0%	37.1%	37.9%
Prince Rupert	28.0%	32.2%	34.4%	29.8%	31.7%	31.2%
Northern BC	26.1%	27.8%	31.6%	32.9%	34.6%	34.7%

Source: BC Northern Real Estate Board, 2026

HAI for Kitimat in 2025 was 25.3%

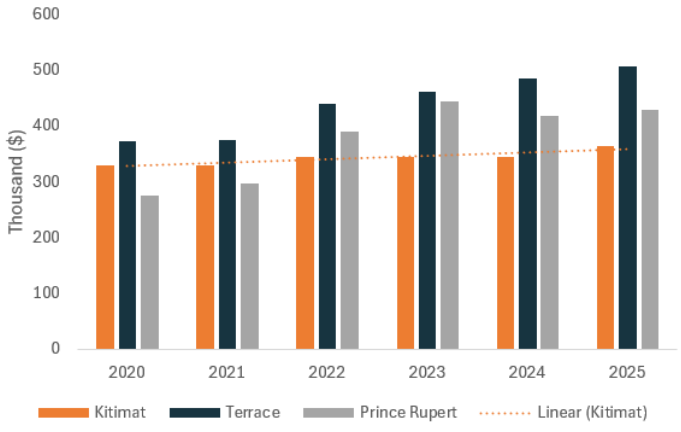
HAI for Northern BC in 2025 was 34.7%

Source: BC Northern Real Estate Board, 2026

BC ASSESSMENT, HOME VALUES (Single-detached)

According to BC Assessment, the average assessed value of single-detached homes in Kitimat has stayed relatively flat since 2020, as seen in the figure to the right. The assessed home price has consistently been lower in Kitimat compared to our neighbouring communities Terrace and Prince Rupert.

Percentage Change in Assessed Home Values, Community Comparison (2020–2025)



Source: BC Assessment, 2026

District of Kitimat
Community Planning and Development
Email: planning@kitimat.ca
Phone: 250-632-8900

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COUNCIL REPORT For Information Only

Date: November 9, 2026

File: 1.4.2.20

To: Warren Waycheshen, CAO - for Mayor and Council

From: Kiona Enders, Deputy CAO

Re: Forestry Operations
Applicant: n/a
Location: Coast Mountains Natural Resource District

Recommendation:

Action: No action is required. This is provided for information only.

Background:

A public notice has been issued by Ama Gan Limited Partnership and 1355387 BC Ltd. regarding proposed forestry operations in the Coast Mountains Natural Resource District. Application materials from the website are attached for Council information. The application can be found online here: https://fom.nrs.gov.bc.ca/public/projects?id=3119#details.

As per attachment C, Insets 2,3,6 and 7 and part of 1 are within municipal boundaries.

Alternative Options:

1. If Council wishes to remove from the consent agenda to provide direction, the following motion is offered for Council consideration:

   THAT the Forestry Operations report dated November 9, 2026, be removed from the Consent Agenda and added to New Business.

Budget Implications:

Not Applicable

"SLT"
Director of Finance Initials

Budgeted: **Unbudgeted:**

Council Initiative/Other Relevant Plans:

Council initiatives and plans were not reviewed.

Strategic Plan (2023-2026)
Not Considered

Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Considered

District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaꝑ nis
Not Considered

Community Energy and Emissions Plan
Not Considered

Housing Action Plan and Needs Assessment
Not Considered

Kitimat Age-Friendly Assessment Report and Action Plan
Not Considered
Kitimat Cycle Network Plan
Not Considered
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)
Not Considered
Solid Waste Action Plan
Not Considered
Water Conservation Plan
Not Considered
BC Transit Future Services Plan
Not Considered
Economic Development Strategic Plan (2023-2029)
Not Considered
Downtown Concept Plan
Not Considered

"Kiona Enders"
Submitted by
Kiona Enders, Deputy CAO

"Warren Waycheshen"
Approved for Submission
Warren Waycheshen, CAO

Attachment(s):
A – Public Notice (from website) and notice from the October 22, 2026, Northern Sentinel
B – 2 Forestry Operations Maps prepared by AMA Gan LP and 1355387 BC Ltd.
C – Map with insets of forestry operations
D – List of Retention areas, cut blocks, and road sections

Attachment A

Legal Notices **Legal Notices** **Legal Notices**

INVITATION TO REVIEW AND PROVIDE COMMENT ON AMA GAN LP's FOREST OPERATIONS MAP #3119

A Forest Operations Map, FOM #3119, has been prepared by Ama Gan LP & 1355387 B.C. Ltd covering lands within the Coast Mountains Natural Resource District. This FOM identifies planned forestry operations including proposed cutblocks and roads within Tree Farm License 41 and the Kalum Timber Supply Areas. The FOM is intended to provide interested members of the public, community and interest groups an opportunity to comment on proposed forest operations. Activities proposed in the FOM will be consistent with Ama Gan's Forest Stewardship Plan (#1044). The FOM will be valid for 3 years from October 23, 2026 until October 22, 2029.

The FOM will be available for review and comment from Friday October 23, 2026 to Sunday November 22, 2026. It can be accessed online or in person at the following location:

- Online via the FOM Portal: https://fom.nrs.gov.bc.ca/public/projects Search FOM Number 3119
- In Person, by appointment, at Westland Resources Ltd., 2803 Kenney Street, Terrace, BC, from Monday to Friday from 8:30 to 4:30. Call 250-638-0337 to make arrangements.

Comments on the FOM can be submitted electronically through the FOM Online Portal or in writing until November 22, 2026. Written comments can be sent to Brittany Dewar by mail at Westland Resources Ltd., 2803 Kenney Street, Terrace, BC V8G 3E6 or by email to bdewar@westlandresources.ca.

All written comments received during the review period will be forwarded to the District Manager of the Coast Mountains Natural Resource District of the BC Ministry of Forests.

Public Notice

1355387 B.C. LTD.	Ama Gan Limited Partnership 20 ...	Coast Mountains	October 23, 2026

FOM Number:	3119	**FOM Holder:**	1355387 B.C. LTD.
FSP ID:	1044	**District:**	Coast Mountains

Commenting Period:	October 23, 2026 to November 22, 2026
Validity Period:	October 23, 2026 to October 23, 2029
Period of Operations:	2026 - 2029
FOM Summary:	Ama Gan Limited Partnership 2026 FOM
FOM Description:	A Forest Operations Map has been prepared by Ama Gan Limited Partnership and 1355387 B.C. LTD covering lands within the Coast Mountains Natural Resource District. This FOM identifies planned forestry operations, including proposed cutblocks and roads within Tree Farm License 41 and within the Kalum Timber Supply Areas. Activities proposed in the FOM will be consistent with Ama Gan's Forest Stewardship Plan.
Physical address to review FOM and submit FOM comments:	Westland Resources Ltd. 2803 Kenney Street Terrace, BC
Business hours to physically review FOM and submit FOM comments:	Monday to Friday 8:30 am to 4:30 PM by appointment (Call 250-638-0337 to make arrangements)
Mailing Address:	Westland Resources Ltd. 2803 Kenney Street Terrace, BC V8G 3E6
Email for Public Comment:	bdewar@westlandresources.ca

This FOM can be relied upon by the FOM holder for the purpose of a cutting permit or road permit application, until the date three years after commencement of the public review and commenting period. FOMs published by BC Timber Sales can be relied upon for the purpose of a cutting permit or road permit application, or the issuance of a Timber Sales License until the date three years after conclusion of the public review and commenting period.

View Details

Forest Operations Map

Ama Gan LP and 1355387 BC Ltd.

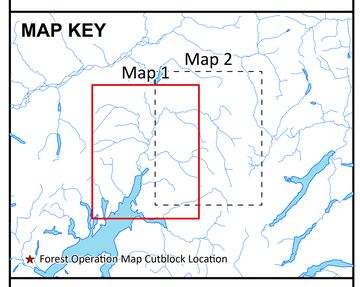
TFL#41 & Forest Licence A16885

Map 1 of 2

Forest Operations Map Legend

- Forest Operation Map Cutblocks
- Forest Operation Map WTRA
- Forest Operation Map Roads
- Paved road
- Gravel road
- TFL 41
- FLA16885

MAP KEY



N
W E
S

1:50,000

0 1.25 2.5 5
Kilometers

Projection: NAD 83 UTM Zone 9N

Maps Prepared by: *Magellan Digital Mapping*
Date: 2026-10-19
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CHI002
CHI012
CHI001
WED026
WED023
WED007
WED005
WED017
HUM001
WED009
WED012
WED011
WED008
WED013
HIR005
BIS005
MOO001
WAT005
WAT006
WAT004
BIS007
EMS010
EMS011
CLI005

Forest Operations Map

Ama Gan LP and 1355387 BC Ltd.

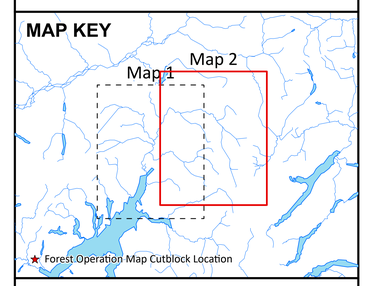
TFL#41 & Forest Licence A16885

Map 2 of 2

Forest Operations Map Legend

- Forest Operation Map Cutblocks
- Forest Operation Map WTRA
- Forest Operation Map Roads
- Gravel road
- TFL 41
- FLA16885

MAP KEY



N
W E
S

1:50,000

0 1.25 2.5 5

Kilometers

Projection: NAD 83 UTM Zone 9N

Maps Prepared by: *Magellan Digital Mapping*

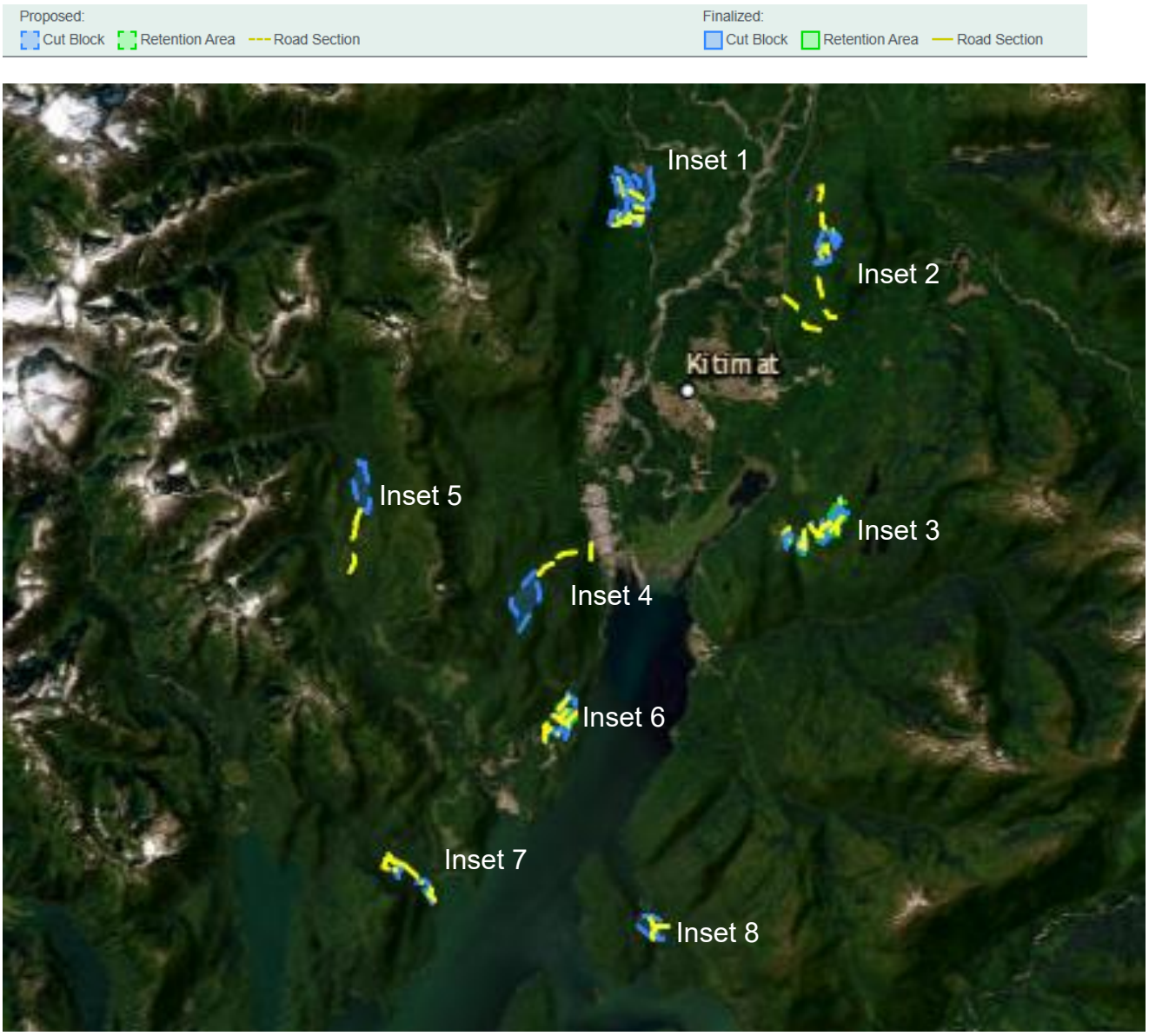
Date: 2026-10-19

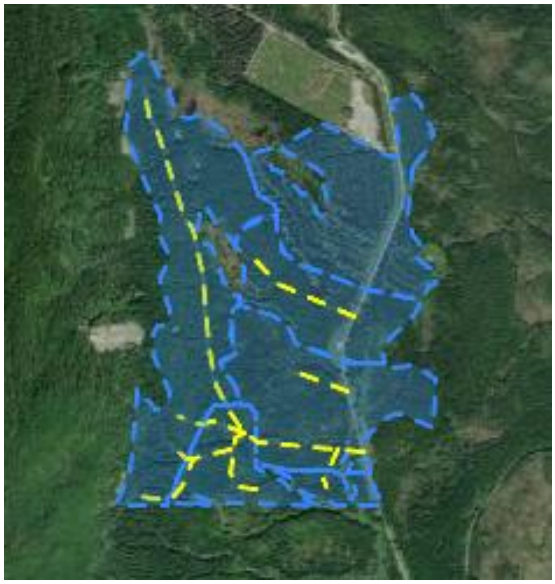
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CHI002
CHI012
CHI001
KIT019
KIT017
HUM001
KIT006
KIT025
HOU001
HOU002
KIT011
KIT012
HIR005
WAT005

LAKELSE LAKE
Hatchery Creek
Williams Creek
Schulbuckhand Creek
Fleerwater Creek
Chist Creek
CHIMATT RIVER
KITIMAT RIVER
Tetrick Creek
McKay Creek
Humphrys Creek
Bolton Creek
Nabeelah Creek
Hirsch Creek
Watht Creek
Dala River
Clore River
Moraine Creek
Elf Creek
Thomas Creek
Hunter Creek
Davies Glacier
Hoult Creek
Buell Creek
Davies Creek
Dogs Ear Peaks
Little Cumulus Mtn
Cumulus Mtn
Nimbus Mtn
Hope Peak
Ice Pass
Pass Peak
Mt Hoult
Mt Henderson
Mt Clore
Mt Davies
Mt Bolton
Mt Elizabeth
Mt De Boer
Gunsight Peak
Flat Peak
Andesite Peak
Alpha Peak
Beta Peak
Gamma Peak
Fire Mtn
Robinson Lake
Kitetse Lake
Onion Lake
Clearwater Lakes
Lakelse Hot Springs
Mailbox Point
Catt Point
Gainey Points
Purkey Bay
Eppechaas Point
Hwy 37

Attachment C

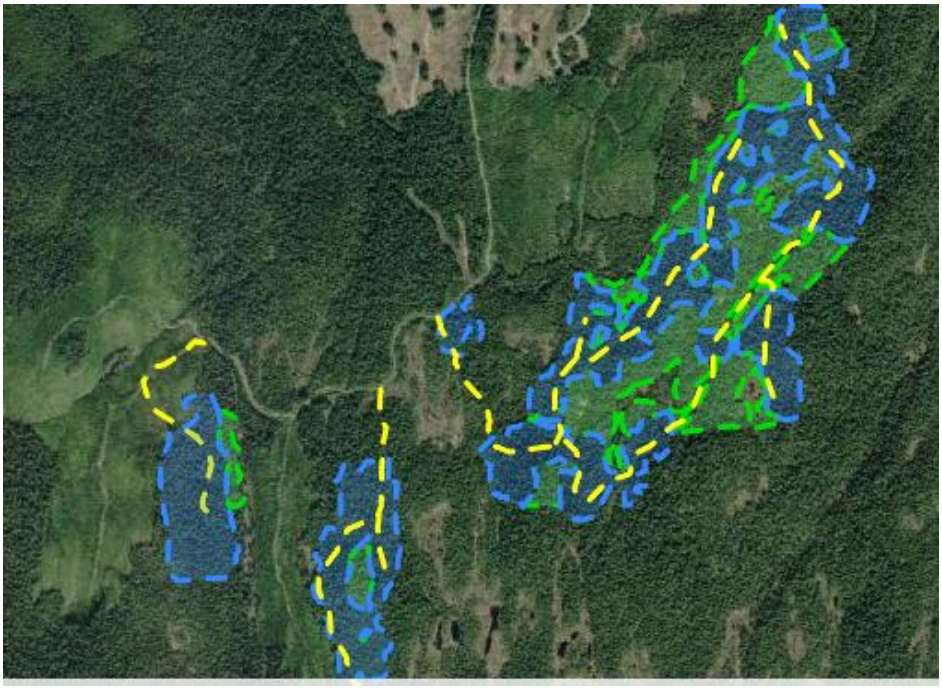




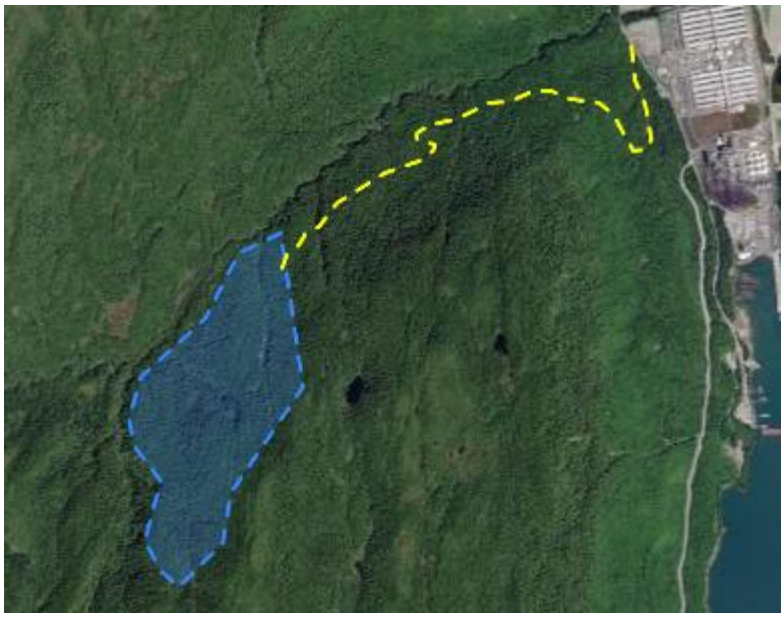
Inset 1



Inset 2



Inset 3



Inset 4



Inset 5

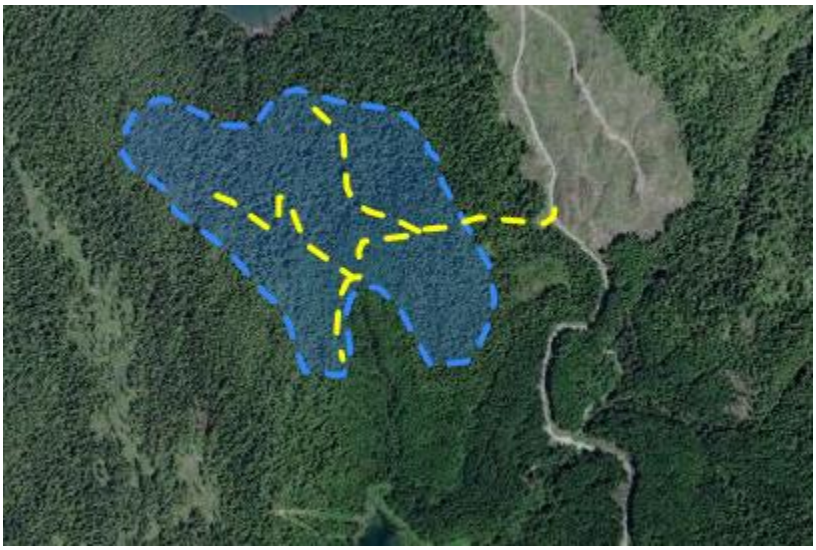


Inset 6

Attachment

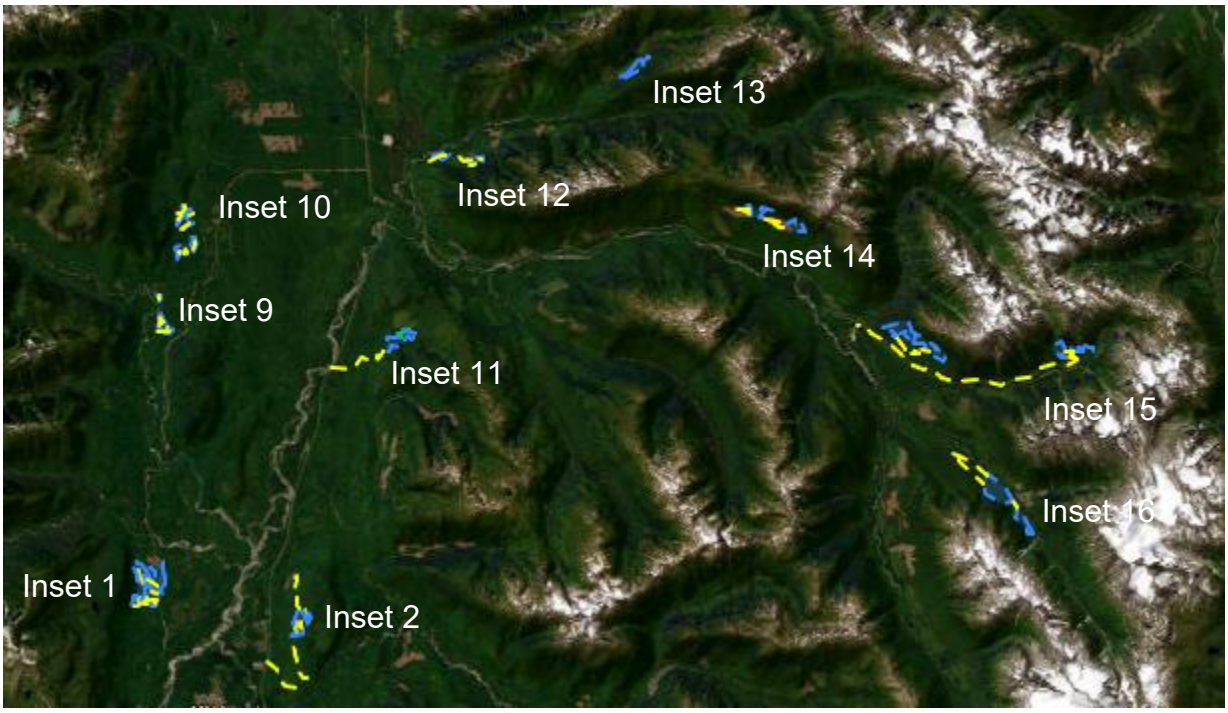


Inset 7



Inset 8



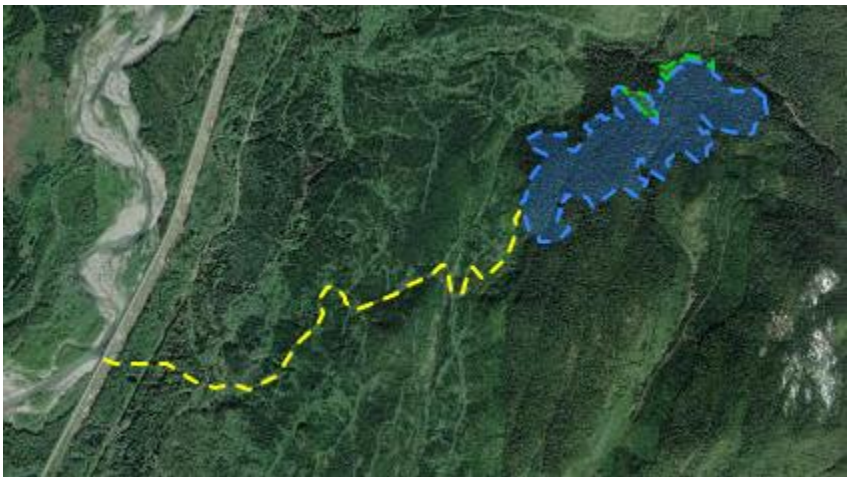




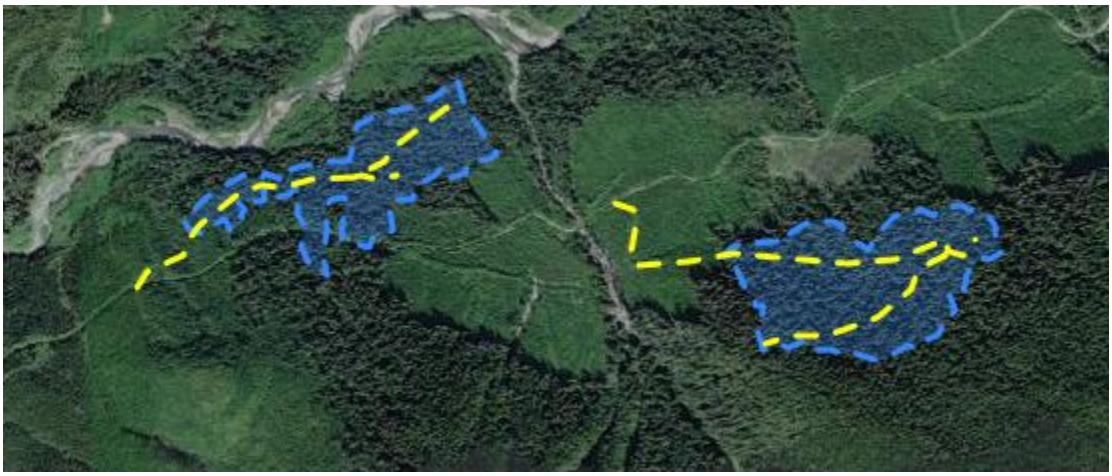
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Inset 10



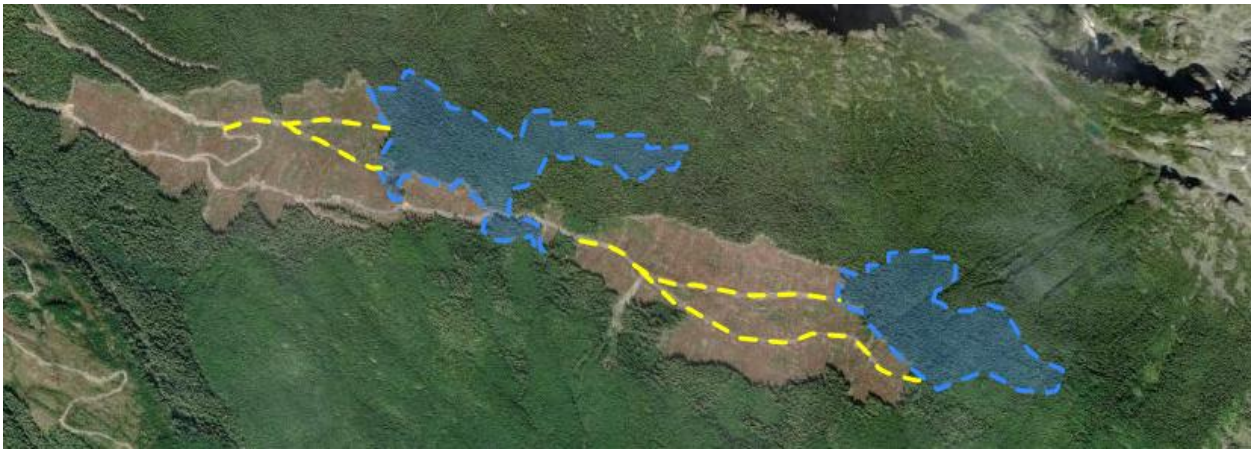
Inset 11



Inset 12



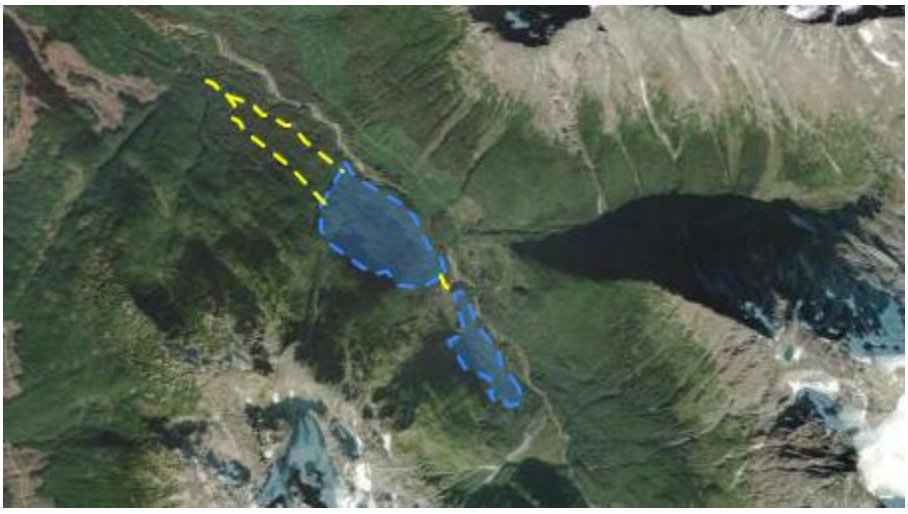
Inset 13



Inset 14



Inset 15



Inset 16

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Attachment D Type text here

ID	Shape	Name	Submission	Size	Planned Development Date
65720	Retention Area	Inset 6	Proposed	0.598 ha	
65721	Retention Area	Inset 6	Proposed	0.435 ha	
65722	Retention Area	Inset 6	Proposed	0.239 ha	
65723	Retention Area	Inset 6	Proposed	0.128 ha	
65724	Retention Area	Inset 6	Proposed	0.083 ha	
65725	Retention Area	Inset 6	Proposed	0.03 ha	
65726	Retention Area	Inset 6	Proposed	0.125 ha	
65727	Retention Area	Inset 6	Proposed	0.117 ha	
65728	Retention Area	Inset 6	Proposed	0.186 ha	
65729	Retention Area	Inset 6	Proposed	0.273 ha	
65730	Retention Area	Inset 6	Proposed	0.06 ha	
65731	Retention Area	Inset 6	Proposed	0.45 ha	
65732	Retention Area	Inset 6	Proposed	0.079 ha	
65733	Retention Area	Inset 7	Proposed	0.127 ha	
65734	Retention Area	Inset 7	Proposed	0.183 ha	
65735	Retention Area	Inset 7	Proposed	0.313 ha	
65736	Retention Area	Inset 7	Proposed	0.705 ha	
65737	Retention Area	Inset 7	Proposed	0.256 ha	
65738	Retention Area	Inset 7	Proposed	0.093 ha	
65739	Retention Area	Inset 7	Proposed	0.39 ha	
65740	Retention Area	Inset 7	Proposed	0.111 ha	
65741	Retention Area	Inset 7	Proposed	0.071 ha	
65742	Retention Area	Inset 7	Proposed	0.668 ha	
65743	Retention Area	Inset 3	Proposed	1.186 ha	
65744	Retention Area	Inset 3	Proposed	0.034 ha	

65745	Retention Area	Inset 3	Proposed	0.025 ha	
65746	Retention Area	Inset 3	Proposed	0.12 ha	
65747	Retention Area	Inset 3	Proposed	0.187 ha	
65748	Retention Area	Inset 3	Proposed	0.254 ha	
65749	Retention Area	Inset 3	Proposed	0.213 ha	
65750	Retention Area	Inset 3	Proposed	0.073 ha	
65751	Retention Area	Inset 3	Proposed	0.13 ha	
65752	Retention Area	Inset 3	Proposed	0.067 ha	
65753	Retention Area	Inset 3	Proposed	0.93 ha	
65754	Retention Area	Inset 3	Proposed	1.194 ha	
65755	Retention Area	Inset 3	Proposed	0.134 ha	
65756	Retention Area	Inset 3	Proposed	2.342 ha	
65757	Retention Area	Inset 11	Proposed	1.323 ha	
65758	Retention Area	Inset 11	Proposed	1.071 ha	
65759	Retention Area	Inset 3	Proposed	1.133 ha	
65760	Retention Area	Inset 3	Proposed	14.594 ha	
65761	Retention Area	Inset 3	Proposed	6.947 ha	
65762	Retention Area	Inset 3	Proposed	4.247 ha	
71831	Cut Block	BIS005 Inset 5	Proposed	71.863 ha	2029-04-01
71832	Cut Block	CHI001 Inset 12	Proposed	21.241 ha	2027-06-01
71833	Cut Block	CHI002 Inset 13	Proposed	28.528 ha	2027-07-01
71834	Cut Block	CLI005	Proposed	48.623 ha	2027-05-01
71835	Cut Block	EMS010 Inset 7	Proposed	12.997 ha	2027-05-01
71836	Cut Block	EMS011 Inset 7	Proposed	16.754 ha	2027-05-01
71837	Cut Block	HIR005 Inset 2	Proposed	64.548 ha	2027-04-01
71838	Cut Block	HOU001 Inset 15	Proposed	24.763 ha	2027-04-01
71839	Cut Block	HOU002 Inset 15	Proposed	19.99 ha	2027-04-01
71840	Cut Block	HUM001 Inset 11	Proposed	54.255 ha	2027-04-01

71841	Inset 15	Cut Block	KIT006	Proposed	59.117 ha	2028-04-01
71842	Inset 16	Cut Block	KIT011	Proposed	104.028 ha	2028-04-01
71843	Inset 16	Cut Block	KIT012	Proposed	33.73 ha	2028-04-01
71844	Inset 14	Cut Block	KIT017	Proposed	21.523 ha	2028-04-01
71845	Inset 14	Cut Block	KIT019	Proposed	26.648 ha	2028-04-01
71846	Inset 4	Cut Block	MOO001	Proposed	104.037 ha	2028-04-01
71847	Inset 3	Cut Block	WAT005	Proposed	9.721 ha	2027-04-01
71848	Inset 3	Cut Block	WAT005	Proposed	0.779 ha	2027-04-01
71849	Inset 3	Cut Block	WAT005	Proposed	4.575 ha	2027-04-01
71850	Inset 3	Cut Block	WAT005	Proposed	1.379 ha	2027-04-01
71851	Inset 10	Cut Block	WED007	Proposed	40.51 ha	2027-04-01
71852	Inset 1	Cut Block	WED008	Proposed	46.595 ha	2028-04-01
71853	Inset 1	Cut Block	WED009	Proposed	70.989 ha	2028-04-01
71854	Inset 1	Cut Block	WED011	Proposed	29.391 ha	2028-04-01
71855	Inset 1	Cut Block	WED012	Proposed	47.502 ha	2028-04-01
71856	Inset 9	Cut Block	WED017	Proposed	26.354 ha	2027-04-01
71857	Inset 10	Cut Block	WED023	Proposed	27.97 ha	2027-04-01
71858	Inset 10	Cut Block	WED026	Proposed	17.126 ha	2027-04-01
71859	Inset 15	Cut Block	KIT025	Proposed	57.767 ha	2028-04-01
71860	Inset 3	Cut Block	WAT006	Proposed	9.76 ha	2027-04-01
71861	Inset 9	Cut Block	WED005	Proposed	3.749 ha	2027-04-01
71862	Inset 6	Cut Block	BIS007	Proposed	27.051 ha	2027-05-01
71863	Inset 6	Cut Block	BIS007	Proposed	26.99 ha	2027-05-01
71864	Inset 3	Cut Block	WAT004	Proposed	12.243 ha	2027-04-01
71865	Inset 3	Cut Block	WAT005	Proposed	27.517 ha	2027-04-01
71866	Inset 1	Cut Block	WED013	Proposed	5.472 ha	2028-04-01
71867	Inset 1	Cut Block	WED013	Proposed	17.956 ha	2028-04-01
71868	Inset 1	Cut Block	CHI012	Proposed	14.793 ha	2027-07-01

73851	Road Section	R06207-C2	Proposed	0.519 km	2029-04-01
73852	Road Section	R06207-C1	Proposed	2.465 km	2029-04-01
73853	Road Section	CHI001 - Spur 1	Proposed	1.718 km	2027-06-01
73854	Road Section	Br. 200	Proposed	1.336 km	2027-05-01
73855	Road Section	CLI005 - Spur 1	Proposed	0.503 km	2027-05-01
73856	Road Section	CLI005 - Spur 3	Proposed	0.25 km	2027-05-01
73857	Road Section	EMS011 Spur 1	Proposed	0.154 km	2027-05-01
73858	Road Section	EMS011 Stub 1	Proposed	0.056 km	2027-05-01
73859	Road Section	EMS010_SP1-1	Proposed	0.177 km	2027-05-01
73860	Road Section	EMS010_SP_1	Proposed	1.059 km	2027-05-01
73861	Road Section	HIR005 - Spur 1	Proposed	2.288 km	2027-04-01
73862	Road Section	HIR005 - Spur 2	Proposed	7.305 km	2027-04-01
73863	Road Section	HIR005 - Spur 3	Proposed	0.149 km	2027-04-01
73864	Road Section	HIR005 - Spur 4	Proposed	0.258 km	2027-04-01
73865	Road Section	HOU002 - SP1	Proposed	0.23 km	2027-04-01
73866	Road Section	KIT025 - SP1	Proposed	1.615 km	2028-04-01
73867	Road Section	R09697 A0	Proposed	11.583 km	2027-04-01
73868	Road Section	R09697 D0	Proposed	0.291 km	2027-04-01
73869	Road Section	R09697 D10	Proposed	0.584 km	2027-04-01
73870	Road Section	KIT006 - SP1	Proposed	0.748 km	2028-04-01
73871	Road Section	HUM001 - Spur 1	Proposed	3.439 km	2027-04-01
73872	Road Section	KIT011 - SP2	Proposed	1.906 km	2028-04-01
73873	Road Section	KIT011 - SP2	Proposed	1.739 km	2028-04-01
73874	Road Section	KIT012 - SP1	Proposed	0.316 km	2028-04-01
73875	Road Section	KIT017 - SP1	Proposed	1.008 km	2028-04-01
73876	Road Section	KIT017 - SP2	Proposed	1.196 km	2028-04-01
73877	Road Section	KIT019 - SP1	Proposed	0.623 km	2028-04-01
73878	Road Section	KIT019 - SP2	Proposed	0.39 km	2028-04-01

73879	Road Section	MOO001 - SP 1	Proposed	3.417 km	2028-04-01
73880	Road Section	WAT004 Spur A	Proposed	1.1 km	2027-05-01
73881	Road Section	WAT004 Spur B	Proposed	0.19 km	2027-05-01
73882	Road Section	WAT005 - Spur 1	Proposed	2.733 km	2027-04-01
73883	Road Section	WAT005 - Stub 1	Proposed	0.123 km	2027-04-01
73884	Road Section	WAT005 - Spur 2	Proposed	1.224 km	2027-04-01
73885	Road Section	WAT005 - Spur 3	Proposed	0.392 km	2027-04-01
73886	Road Section	WAT006 Spur A	Proposed	0.766 km	2027-05-01
73887	Road Section	WED026 - Spur 1	Proposed	0.815 km	2027-04-01
73888	Road Section	BIS007 SP1	Proposed	1.996 km	2027-05-01
73889	Road Section	BIS007 SP3	Proposed	1.029 km	2027-05-01
73890	Road Section	BIS007 SP4	Proposed	1.59 km	2027-05-01
73891	Road Section	BIS007 SP5	Proposed	0.358 km	2027-05-01
73892	Road Section	BIS007 SP2	Proposed	0.1 km	2027-05-01
73893	Road Section	CHI001 - Spur 2	Proposed	0.113 km	2027-06-01
73894	Road Section	WED009 - Spur 1	Proposed	2.342 km	2027-04-01
73895	Road Section	WED011 - Spur 1	Proposed	0.583 km	2027-04-01
73896	Road Section	WED009 - Spur 3	Proposed	0.322 km	2027-04-01
73897	Road Section	WED013 - Spur 1	Proposed	0.402 km	2027-04-01
73898	Road Section	WED009 - Spur 2	Proposed	0.583 km	2027-04-01
73899	Road Section	WED009 - Stub 1	Proposed	0.136 km	2027-04-01
73900	Road Section	WED013 - Spur 1	Proposed	0.204 km	2027-04-01
73901	Road Section	WED008 - Spur 1	Proposed	0.289 km	2027-04-01
73902	Road Section	WED005 - Spur 1	Proposed	0.189 km	2027-04-01
73903	Road Section	WED007 - Spur 1	Proposed	0.354 km	2027-04-01
73904	Road Section	WED007 - Spur 2	Proposed	0.247 km	2027-04-01
73905	Road Section	WED007 - Spur 3	Proposed	0.19 km	2027-04-01
73906	Road Section	WED007 - Spur 4	Proposed	0.111 km	2027-04-01

73907	Road Section	WED017 - Spur 1	Proposed	0.547 km	2027-04-01
73908	Road Section	WED017 - Spur 2	Proposed	0.085 km	2027-04-01
73909	Road Section	WED017 - Spur 4	Proposed	0.319 km	2027-04-01
73910	Road Section	WED017 - Spur 3	Proposed	0.13 km	2027-04-01
73911	Road Section	WED017 - Spur 5	Proposed	0.183 km	2027-04-01
73912	Road Section	WED023 - Spur 2	Proposed	0.249 km	2027-04-01
73913	Road Section	WED023 - Spur 1	Proposed	0.516 km	2027-04-01
73914	Road Section	WED023 - Stub 1	Proposed	0.062 km	2027-04-01
73915	Road Section	WED026 - Spur 2	Proposed	0.121 km	2027-04-01
73916	Road Section	WED026 - Spur 3	Proposed	0.124 km	2027-04-01
73917	Road Section	Emsley ML	Proposed	0.749 km	2027-05-01
73918	Road Section	Emsley ML	Proposed	1.742 km	2027-05-01
73919	Road Section	CHI012 Spur 1	Proposed	1.061 km	2027-07-01
73920	Road Section	CHI012 Spur 2	Proposed	0.128 km	2027-07-01

Item 7.11

COUNCIL REPORT For Information Only

Date: November 12, 2026

File: 1.1.3.0.13

To: Warren Waycheshen, CAO - for Mayor and Council

From: Tracy Tavares, Chief Election Officer, Director of Corporate Administration

Re: 2026 General Local Election
Applicant: Not applicable
Location: Not applicable

Recommendation:

Action: The following is provided for Council information.

Background:

Under Section 158(1) of the *Local Government Act*, the Chief Election Officer is required to submit a report of the election results to the local government within 30 days following the election.

Further information will be provided as a supplemental for the November 16, 2026, Regular Meeting of Council.

Alternative Options:

1. Another option as developed through discussion of Council.

Budget Implications:

Not Applicable. Legislative Requirement

"SLT"
Director of Finance Initials

Budgeted: n/a **Unbudgeted:** n/a

Council Initiative/Other Relevant Plans:

Not considered. This is a legislative requirement.

Strategic Plan (2023-2026)
Not Applicable
Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Applicable
District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not Applicable
Community Energy and Emissions Plan
Not Applicable
Housing Action Plan and Needs Assessment
Not Applicable
Kitimat Age-Friendly Assessment Report and Action Plan
Not Applicable

Kitimat Cycle Network Plan
Not Applicable
Kitimat Poverty Reduction Strategy
Not Applicable
Leisure Services Master Plan
Not Applicable
Minette Bay West Concept Plan
Not Applicable
Official Community Plan (and Downtown Design Guidelines)
Not Applicable
Solid Waste Action Plan
Not Applicable
Water Conservation Plan
Not Applicable
BC Transit Future Services Plan
Not Applicable
Economic Development Strategic Plan (2023-2029)
Not Applicable
Downtown Concept Plan
Not Applicable

"Tracy Tavares"

Submitted by
Tracy Tavares
Director of Corporate Administration /
Chief Election Officer

"Warren Waycheshen"

Approved for Submission
Warren Waycheshen, CAO

Attachment(s): None

Item 7.12

LNG CANADA
Opportunity for British Columbia. Energy for the world

Toll-free: 1.855.248.3631
Email: info@lngcanada.ca
www.LNGCanada.ca

October 7, 2026

Mayor Phillip Germuth and Members of Council
District of Kitimat
270 City Center
Kitimat, BC V8C 2H7
Via e-mail submission: warren.waycheshen@kitimat.ca

RE: Response to Council's Question on Benzene

Dear Mayor Germuth and Members of Council,

Thank you for the opportunity to present on 5th October to Council and for Councillor Gerry Leibel's question about benzene. We take this concern seriously. As indicated by Councillor Leibel, the World Health Organization (WHO) states that no safe level of exposure for benzene is recommended. That is why LNG Canada measures it at the source, models potential emissions in the community, and is now adding continuous benzene monitoring in the airshed.

LNG Canada was designed to have lower GHG emissions than any facility of similar size operating in the world today. Our feed gas composition and treatment process mean that benzene is not a contaminant of concern from our facility. The information below explains why.

1. Our feed gas contains only trace amounts of benzene, and it is removed before release

- LNG Canada processes natural gas, which is mostly methane. We do not refine crude oil, make gasoline, or produce petrochemicals, which are the industrial activities the WHO links to benzene exposure.
- A sample of our incoming natural gas measured total BTEX (benzene, toluene, ethylbenzene and xylenes) at 33.6 parts per million, or 0.00336% of the gas.
- Before liquefaction, our gas treatment system removes these trace compounds and sends them to the Acid Gas Incinerators. These operate at high temperature and remove more than 99.99% of BTEX, converting it to carbon dioxide and water vapour.
- Our permit (PA-110588) requires quarterly manual stack testing for BTEX. In Q1 2026, total BTEX from both incinerators was about 1.2 grams per hour, and benzene averaged 0.53 parts per billion in the stack.

2. Monitoring and modelling show very low benzene levels in the community

- Since October 2024, LNG Canada has operated a continuous total hydrocarbon analyzer at the **Riverlodge** monitoring station. It measures methane and non-methane hydrocarbons, including volatile organic compounds (VOCs) and BTEX. Total

hydrocarbon readings at Riverlodge have stayed low and stable, including during periods of increased flaring.

- The independent health assessment for our air permit amendment found that Riverlodge has the highest predicted benzene levels in the community. Even so, the highest predicted levels are thousands of times below health-based benchmarks, and the highest predicted annual average is about 300 times below Health Canada's lifetime cancer-based guideline.

Key benzene data

Measure	LNG Canada result	Reference / context
Total BTEX in incoming natural gas (sample)	33.6 ppmv (0.00336%)	Removed by gas treatment and routed to the Acid Gas Incinerators
Total BTEX emitted, both Acid Gas Incinerators (Q1 2026 stack tests)	About 1.2 g/hr	A typical Canadian gas station emits about 3.6 g/hr of benzene alone (Health Canada, 2023)
Benzene concentration in LNGC stack monitoring	0.53 ppbv	Quarterly manual stack testing required by Permit PA-110588
Highest predicted 1-hour benzene, Riverlodge (worst-case community location)	0.18 µg/m³	More than 3,000 times lower than the 580 µg/m³ health benchmark*
Highest predicted 24-hour benzene, Riverlodge	0.03 µg/m³	About 6,000 times lower than the 180 µg/m³ health benchmark*
Highest predicted annual benzene, facility alone	0.0023 µg/m³	About 70 times lower than the WHO 1-in-a-million lifetime risk level (0.17 µg/m³)

Note: The total hydrocarbon analyzer measures all hydrocarbons together and is not specific to benzene. The new BTX analyzers described in Section 4 will measure benzene directly.

** The 580 µg/m³ (1-hour) and 180 µg/m³ (24-hour) health benchmarks are acute screening values established by the Texas Commission on Environmental Quality (TCEQ). Health Canada does not publish short-term benzene benchmarks; therefore, the independent health assessment for LNG Canada's WDA amendment used the TCEQ values, which are designed to protect the general public, including sensitive individuals.*

3. The WHO fact sheet and how it applies to LNG Canada

The WHO fact sheet *Exposure to Benzene: A Major Public Health Concern* (2019) is an important public health resource, and we respect its message. It identifies the main sources of benzene exposure as tobacco smoke, vehicle exhaust, gasoline filling stations and fuel evaporation, homes with attached garages, benzene-containing household products, and industries such as petroleum refining, coal coking and petrochemical production. Its recommendations focus on these same sources.

Natural gas liquefaction is not among the sources the WHO identifies. LNG Canada does not refine crude oil, and removes the trace BTEX in its feed gas through high-temperature incineration. We therefore do not consider the exposure scenarios described in the fact sheet to be representative of LNG Canada's operations. We will continue to rely on measured data to confirm this.

4. Responding to community concerns: two new continuous BTX analyzers

We have heard the community's request for direct benzene data. LNG Canada is installing two continuous benzene, toluene and xylene (BTX) analyzers:

- **LNG Canada fence line**: to measure air at the facility boundary.
- **Haisla (Kitamaat) Village**: co-located at the existing community air quality station. Haisla Nation confirmed its approval of this location on October 7, 2026.

The analyzers are field gas chromatographs that report benzene, toluene and xylene every 10 minutes, down to parts-per-billion levels. Each station will also have a wind speed and direction sensor so results can be linked to their likely source. Trinity Consultants will operate the program independently, with quality assurance and quarterly reporting, for an initial 12-month period. Installation is expected in the coming weeks. LNG Canada also continues to work with the Kitimat Airshed Group on its community VOC monitoring initiative.

We would be pleased to share the BTX results with Council once data are available and to return to Council to present them. We would also welcome Council members to visit the monitoring stations.

Thank you again for your continued engagement and for raising this important question on behalf of the community.

Sincerely,



Tara Barnett
Chief Corporate Relations Officer
LNG Canada Development Inc.

Cc: Councillor Gerry Liebel

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October 7, 2026
Our Ref. 28278

Their Worship Philip Germuth
Mayor
District of Kitimat
270 City Centre
Kitimat BC V8C 2H7

Email Address: lferreira@kitimat.ca

Dear Mayor Philip Germuth:

Thank you for meeting during the 2026 Union of British Columbia Municipalities convention, and thank you for your follow-up letter of September 23, 2026.

I appreciated hearing about the priorities and challenges facing your community. Understanding local priorities helps inform the Ministry of Infrastructure's work to deliver capital projects that support essential services throughout the province, including schools, hospitals, and post-secondary facilities.

I hope you and other members of your delegation enjoyed a successful convention.

Sincerely,

Bobbi Plecas
Deputy Minister

cc: Amy Miller
Assistant Deputy Minister
Capital Planning and Delivery Division
Ministry of Infrastructure

Ministry of Infrastructure
Office of the
Deputy Minister
Mailing Address:
PO Box 9192 Stn Prov Govt
Victoria BC V8W 9E6

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BRITISH COLUMBIA
Ministry of Housing and Municipal Affairs

October 8, 2026 Reference: 193662

Members of Council
District of Kitimat
270 City Centre
Kitimat BC V8C 2H7
Email: administration@kitimat.ca

Dear Councillors:

I am writing to thank you and your delegation for taking the time to meet with Ministry of Housing and Municipal Affairs representatives at this year's Union of BC Municipalities (UBCM) Annual Convention held in Vancouver on September 16. I appreciated the opportunity to connect in-person.

Since we met, a provincial election has now been called, and I am following up on behalf of the Ministry of Housing and Municipal Affairs. I would like to acknowledge the topics discussed during our meeting, which included an update on ongoing discussions regarding the future use of Dunmore Place, housing supply, the growing need for transitional housing, a request for year-round shelter funding, and funding programs to support seniors and affordable housing in the community.

As we are in the election period, and the BC Government is in caretaker mode, issues regarding future funding for programs and other policy and operational decisions will be deferred until after the election is complete and the incoming government is in place.

Again, thank you to you and your delegation for taking the time to meet and bring forward issues that are important to the Province, the District of Kitimat, and the people of British Columbia.

Sincerely,

Teri Collins
Deputy Minister
Ministry of Housing and Municipal Affairs

cc: Warren Waycheshen, Chief Administrative Officer, District of Kitimat

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Item 7.15

BRITISH COLUMBIA

VIA EMAIL

Ref: 692881

October 21, 2026

His Worship Phil Germuth
and Members of Council
Mayor of the District of Kitimat
270 City Centre
Kitimat BC V8C 2H7
Email: phil.germuth@kitimat.ca

Dear Mayor Phil Germuth and Council:

On behalf of the Ministry of Public Safety and Solicitor General, I would like to thank your delegation from the District of Kitimat for a constructive meeting during this year's Union of BC Municipalities Convention in Vancouver.

As government is currently in a transition period due to the provincial general election, I am writing to follow up on your discussion with Minister Nina Krieger regarding the Corey Safe initiative, motorcycle licensing reform and counselling and community supports for men. Ministry staff will keep you informed of anticipated timelines for the new Licensing Program as regulatory development progresses and will follow up regarding available counselling and community supports for men.

I encourage you to build upon these discussions by reaching out to the following Ministry contacts:

Motorcyclist Licensing Program
Toby Louie, Assistant Deputy Minister and Superintendent of Motor Vehicles, RoadSafetyBC
Email: Toby.Louie@gov.bc.ca

Counselling and community support for men
Steve Ford, Executive Director - Service Delivery, Community Safety and Victim Services Branch
Email: Stephen.Ford@gov.bc.ca

.../2

Ministry of Public Safety and Solicitor General

Office of the
Deputy Solicitor General

Mailing Address:
PO Box 9290 Stn Prov Govt
Victoria BC V8W 9J7

Location:
11th Floor, 1001 Douglas Street
Victoria BC V8V 1X4
Telephone: 250 356-0149
Facsimile: 250 387-6224

I appreciate these important opportunities to exchange ideas and share information. All topics discussed in your meeting will be shared with the incoming Minister.

Sincerely,

Tara Richards

Tara Richards
Deputy Solicitor General

pc: Warren Waycheshen, Chief Administrative Officer
Toby Louie, Assistant Deputy Minister and Superintendent of Motor Vehicles, RoadSafetyBC
Megan Harris, Assistant Deputy Minister, Community Safety and Victim Services Branch
Steve Ford, Executive Director - Community Safety and Victim Services Branch

Item 7.16

October 28, 2026
Our Ref. 28294

Their Worship Philip Germuth
Mayor
District of Kitimat
270 City Centre
Kitimat BC V8C 2H7

Email Address: dok@kitimat.ca

Dear Mayor Germuth:

Thank you for your letter of September 18, 2026, addressed to the Minister of Children and Family Development, regarding the relocation of Kitimat's Service BC office. As your enquiry falls under the purview of the Ministry of Infrastructure, I am responding to the issues you have raised.

The District of Kitimat's concerns regarding public transportation, communication and community needs are appreciated. The Ministry of Infrastructure recognizes the importance of maintaining accessible Government services for residents.

The Province undertook a public, competitive BC Bid process to identify a suitable new accommodation in Kitimat. Proposals were assessed using criteria that included accessibility, parking, building quality, risks, and costs.

While the selected site at 1103 Tweedsmuir Avenue is located outside Kitimat's downtown core, it offers important service delivery benefits. The single-level, stair-free building will be designed to meet the operational needs of both Service BC and the Ministry of Children and Family Development with accessible entrances, designated parking spaces, passenger drop-off and pick-up areas and a bus stop adjacent to the property.

.../2

Ministry of Infrastructure
Office of the
Deputy Minister
Mailing Address:
PO Box 9192 Stn Prov Govt
Victoria BC V8W 9E6

I recognize that relocating services can create uncertainty for residents. While construction timelines are still being finalized, the Ministry of Infrastructure is committed to communicating early and regularly, providing as much advance notice as possible and maintaining continuity of access to essential services throughout the transition.

Thank you again for taking the time to write and for your ongoing service to people in Kitimat.

Sincerely,



Bobbi Plecas
Deputy Minister

cc: Office of the Minister of Children and Family Development

Office of the Minister of Citizens' Services

CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

November 3, 2026

Minister responsible for Municipal Affairs
Province of British Columbia

RE: Request to Reinstate the Northern and Rural Homeowner Benefit

Dear Minister,

On behalf of the Council of the Village of Pouce Coupe, I write to reaffirm Pouce Coupe's call for reinstatement of the $200 Northern and Rural Homeowner Benefit and to request an update on the Province's plans and anticipated timeline for reinstatement. We also invite you to meet with Council to discuss how this priority can be advanced.

The Village's June 2, 2026, letter to the Union of BC Municipalities (UBCM) confirmed our support for and co-sponsorship of the City of Prince George's Northern-Rural Homeowners Grant resolution. The resolution received wide support at the North Central Local Government Association (NCLGA) convention and was subsequently endorsed at the 2026 UBCM Convention. This broad support demonstrates the importance of the benefit to northern and rural communities.

Our concerns remain unchanged. In recent years, residents of Pouce Coupe have faced higher transportation and heating costs, longer supply chains, and fewer nearby services. Loss of the benefit would mean $200 less in annual property tax relief for eligible homeowners, while the additional costs of living in a rural community remain.

Moreover, Council remains concerned that eliminating the benefit achieves provincial savings at the direct expense of northern and rural homeowners, who would pay an additional $200 annually without any corresponding increase in local services. Council asks that reinstatement remain a priority as provincial and local governments begin their new terms.

We are sharing this letter with British Columbia municipalities, our local MLA, UBCM and NCLGA to reaffirm the Village's position and encourage continued, coordinated advocacy. We appreciate the City of Prince George's leadership on this issue and the support expressed by local governments through NCLGA and UBCM.

We look forward to your response outlining the Province's intended next steps and would welcome an opportunity to meet and discuss this matter further at a mutually convenient time.

Sincerely,

Danielle Veach
Mayor, Village of Pouce Coupe

cc: UBCM Membership; MLA Larry Neufeld; UBCM President; NCLGA President; Office of the Premier.

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From the Office of the Mayor

November 5, 2026

FILE: 0400-60

VIA EMAIL: districtofkitimat@kitimat.ca

Mayor Phillip Germuth and Council
District of Kitimat
270 City Centre
Kitimat, BC V8C 2H7

Dear Mayor Germuth and Council:

RE: Congratulations on Being re-elected and Elected to Serve the District of Kitimat

On behalf of Council for the Town of Smithers, please accept our congratulations on your success in the 2026 Local Government Election. As you were re-elected Mayor Germuth, we wish you the best as you fulfill the duties of this challenging role and hope that you will continue to find the position both interesting and rewarding.

The Town of Smithers looks forward to working collaboratively with the District of Kitimat on issues that affect our northern communities.

Best wishes for your time in public office. I look forward to working with you over the next four years.

Sincerely,

J. Buikema

John Buikema
Mayor

1027 Aldous Street PO Box 879
Smithers, BC, Canada V0J 2N0

Town of Smithers

Email: mayor@smithers.ca
Telephone: (250) 847-1600

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BRITISH COLUMBIA

VIA E-MAIL

November 6, 2026

Ref: 313819

Mayor Philip Germuth
District of Kitimat
E-mail: districtofkitimat@kitimat.ca

Dear Mayor Germuth and Council:

I am writing to thank you for meeting with the Minister of Children and Family Development in Vancouver, British Columbia, on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations, on September 17 during the 2026 Union of British Columbia Municipalities (UBCM) Convention. Thank you also for your letter of September 18, 2026, regarding the relocation of the Service BC office in Kitimat. I appreciate Council raising concerns about accessibility, transportation, and the potential impacts on residents. As Deputy Minister for Children and Family Development, I am pleased to respond on behalf of the Minister's office due to the interregnum period for the provincial election.

I understand your discussion at UBCM focused on the importance of ensuring children, youth and families in Kitimat can access consistent and timely services close to home. In particular, you raised concerns about the recruitment and retention of social workers and foster caregivers, continuity of relationships for children and families, and the challenges families can experience when travelling outside their community to access services.

The ministry recognizes the unique challenges of delivering services in rural and northern communities and the importance of a stable, locally based workforce. I understand the Minister also discussed ongoing efforts to strengthen recruitment and retention, support foster and kinship caregivers, and explore approaches that help children and youth remain connected to their families, communities and cultures whenever possible.

Your discussion also highlighted the importance of prevention and early intervention, including access to mental health and wellness supports for young people. The ministry will continue working with local and community partners to increase awareness of available supports, including Foundry and its virtual services.

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Ministry of Children and Family Development

Office of the Deputy Minister

Mailing Address:
PO BOX 9721
Stn Prov Govt
Victoria BC V8W 9S2

E-mail:
mcf.deputyminister@gov.bc.ca

I also understand that Council raised concerns regarding the relocation of the Service BC and Ministry of Children and Family Development office and the potential impacts on access to services, particularly for vulnerable residents and seniors. This matter falls under the responsibilities of the Ministry of Infrastructure, and I understand you have recently received a letter from Bobbi Plecas, Deputy Minister, about the move. Please be assured that information about the transition will be communicated in advance, including the timing of the move, the new location, hours of operation, and transportation options.

Thank you again for your input and participation. Your support and commitment to serving children, youth, and families in your community is greatly appreciated.

Sincerely,



Keith Godin
Deputy Minister for Children and Family Development

pc: Bobbi Plecas

NOTICE OF MOTION

Date: November 9, 2026

File No: 5.12.1

To: Mayor and Council

From: Councillor Patel

Re: **Independent Cumulative Health Impact Assessment**

Moved by Councillor Patel

Seconded by _____

Motion:

THAT the District of Kitimat Council write to the Province of British Columbia and Health Canada, requesting they undertake an independent cumulative health impact assessment of the B.C. gas industry, consistent with the Health Officers' Council of B.C. resolution and aligned with the resolution also shared by BC communities supported by the gas industry: Squamish, Terrace, Hazelton, Dawson Creek, & New West.

AND THAT the correspondence request that, should such an assessment include Kitimat, it incorporate consideration of the community's historical and current industrial emissions profile, including the cumulative effects of LNG-related emissions alongside those of other industrial operations, particularly Rio Tinto's BC Works aluminum smelter.

Background:

To provide fulmost clarity on the commitments of this request: This is motion is to **send a letter**, to the Province and Health Canada, to examine the stress on health & health systems incurred by LNG-facing communities as we are supported through economic growth and development.

This motion asks Council to send a letter. It does not request that the District of Kitimat conduct or fund an assessment, impose additional requirements on industry, or make predetermined conclusions about industrial health impacts.

This allows our community to have a greater understanding of the impacts we incur while we see visible benefit across our various economic and social sectors. In context of projects continuing to be fast-tracked to support nation-building across the province, this is an opportune

time to make this request. With unprecedented rates of growth and opportunities for economic prosperity across our province, this is an allows us to understand the cumulative impact of this work and stand alongside our fellow LNG-facing communities.

These 5 other communities have effectively lowered the barrier for us to join them sending a letter, we will not be the first. They have set the standard across the link of our LNG-facing communities, and we, as the host of the largest private investment in the history of Canada, have the opportunity to join them at that standard. With unprecedented growth in this sector, comes innovative work.

Local community conversations have unveiled time & time again, including the most recent all-candidates forum, that residents feel impacted by multiple industries in the community, and are in support of having further clarity on the topic.

As council, the more information we have available at the table, the greater clarity we have as we approach representative decision-making. Understanding these impacts further allows us clarity as we have well-known deadlines during this term, including the end to our tax exemption agreement with industry, which recontextualizes these conversations and provides opportunity to ensure maximum value to our electorate during these discussions.

Rife with opportunity, this provides the ability for industry to showcase the depth of their efforts in mitigation, and work to maintaining a safe, healthy, community. This further serves as a policy hook to allow our diligent non-profits and citizen-led organizations to be supported and help maintain effectiveness in their roles, such as compiling data, stratification, and report development.

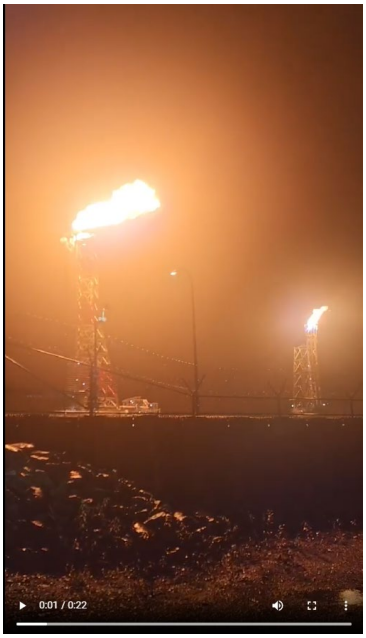
I'm proud to see recent developments in the community after prominent local discussions, such as the Kitimat Airshed Group now unveiling their new Volatile Organic Compound (VOC) monitoring project, and the BCER's Remote Air Monitor (RAM) Van travelling in our community throughout the summer. I'm also hearing further support of increased communication from proponents and opportunities for engagement. All of these forms of development can be supported by this request as well.

BC Health Officer's Council Original Resolution: [**Link**]

Cumulative Health Impacts Assessment for the BC Gas Industry	162-01	November 2025	HOC supports an independent, comprehensive health impacts assessment of the BC Gas industry that includes cumulative impacts from fracking to export and combustion (scope 3) emissions and is adequately resourced and informed by Indigenous contexts.

Appended below are the letters already committed to the Province & Health Canada by our 5 other fellow LNG-facing communities in the province.

There is a 22 second video that will be shown at the Council meeting:



Attachment(s):

A – Copy of correspondence from Squamish Council dated June 26, 2026; Copy of correspondence from Village of Hazelton dated April 21, 2026; Copy of correspondence from City of Dawson Creek dated March 2, 2026; Council motion from City of Terrace (date unknown); Council motion from New West (date unknown)

Squamish Council's Letter

SQUAMISH
HARDWIRED for ADVENTURE

June 26, 2026

Honourable Marjorie Michel, Minister of Health, Canada
Honorable Josie Osborne, Minister of Health, Province of BC

Via Email: hcminister.ministresc@hc-sc.gc.ca; HLTH.Minister@gov.bc.ca

Re: Request to conduct an independent cumulative health impact assessment of the BC Gas Industry

Dear Minister Michel and Minister Osborne,

District of Squamish Council (Council) has received correspondence from residents and health professionals calling for an independent cumulative health impact assessment of British Columbia's gas and LNG industry, consistent with the resolution advanced by the Health Officers Council of BC in November 2025: Attachment 1.

As a community with major industrial development under construction, our municipality understands both the economic significance and the community impacts associated with projects of this scale. Residents expect their governments to consider public health, environmental stewardship, emergency preparedness, infrastructure demands, and long-term community wellbeing. While municipalities are not the primary regulators of LNG infrastructure, we do have a responsibility to advocate for transparent, evidence-based decision-making by senior levels of government.

A cumulative health impact assessment would provide a broader understanding of how multiple industrial activities collectively affect communities and regional health outcomes over time. Any such review should be independent, science-based, and grounded in credible public health expertise. The findings from that review should provide practical recommendations to inform policy, mitigation measures, emergency planning, and community protection strategies. The goal of this independent assessment should be about ensuring that governments, regulators, Indigenous Nations, industry, and communities have access to the best available information when making long-term decisions affecting people and places across British Columbia.

Hazelton Council's Letter

Corporation of the
VILLAGE OF HAZELTON
Office of the Mayor

P.O Box 40
4310 Field St.
Hazelton, B.C. V0J 1Y0

Tel (250) 842-5991
Fax (250) 842-5152
www.hazelton.ca

April 21, 2026

Via Email
Honourable Josie Osborne
Minister of Health
PO Box 9050 Stn Prov Govt
Victoria, BC V8W 9E2

Re: Support for a Comprehensive Cumulative Health Impacts Assessment of the BC Gas Industry

Dear Minister Osborne,

On March 10, 2026, the Mayor and Council of the Village of Hazelton passed a motion–brought forward by Councillor Anonuevo, expressing support for the Health Officers' Council of British Columbia's call for an independent and comprehensive cumulative health impacts assessment of the BC gas industry.

Council recognizes the importance of understanding the full range of potential health impacts associated with the extraction, processing, transportation, export, and combustion of natural gas in British Columbia. With multiple liquefied natural gas (LNG) facilities, fracking operations, pipelines, and related infrastructure operating or planned throughout the province, it is critical that decision-makers and communities have access to transparent, evidence-based information about cumulative effects on public health, the environment, and community well-being.

Mayor and Council share the concerns raised by health professionals and researchers regarding gaps in monitoring, reporting, and access to exposure data related to the gas industry. We also acknowledge the potential strain on healthcare systems and local communities during periods of industrial development, particularly in northern regions of the province. Ensuring that future decisions are informed by comprehensive and independent health research is essential for protecting community health.

The Village of Hazelton therefore supports the Health Officers' Council's request for the Province of British Columbia to undertake and adequately resource an independent, province-wide cumulative health impacts assessment of the BC gas industry. We encourage that such an assessment incorporate the expertise of public health researchers and healthcare professionals and be informed by the knowledge and participation of Indigenous communities whose territories may be affected by these activities.

A transparent and thorough assessment will help ensure that provincial policies and future project approvals are guided by the best available health evidence while respecting Indigenous rights and community well-being.

Thank you for your continued leadership in advancing public health in British Columbia.

Yours truly,



Julie Maitland
Mayor

cc:
Deputy Minister of Health, Cynthia Johansen
Attorney General, Honourable Nikki Sharma
Minister of Energy and Climate Solutions, Honourable Adrian Dix
Deputy Minister of Energy and Climate Solutions, Peter Pokorney
Minister of Indigenous Relations and Reconciliation, Honourable Spencer Chandra Herbert
Deputy Minister of Indigenous Relations and Reconciliation, Mary Sue Maloughney
Minister of Land, Water, and Resource Stewardship, Honourable Randene Neill
Deputy Minister of Land, Water, and Resource Stewardship, Lori Halls
Health Officers Council of BC, Chair Dr. Mark Lysyshyn
Canadian Association of Physicians for the Environment, President Dr. Melissa Lem,
Anti-Racism Data Collection Committee (ARDA), Chair Dr. June Francis

Dawson Creek Council's Letter

March 2, 2026

Honourable Josie Osborne
Minister of Health
Email: HLTH.Minister@gov.bc.ca

And

Honourable Tamara Davidson
Minister of Environment and Parks
Email: ENV.Minister@gov.bc.ca

Dear Ministers:

Re: Cumulative Health Impacts Assessment for the BC Gas Industry

The following resolution was passed by the Council of the City of Dawson Creek at the Regular Meeting of Council on Monday, February 23, 2026:

> MOVED, SECONDED AND CARRIED:
> "That Council provide a letter to the Ministry of Environment and Parks and the Ministry of Health in support of the Health Officers' Council of BC's request for an independent, comprehensive health impacts assessment of the BC gas industry, including cumulative impacts from fracking, processing, transportation, export, and combustion emissions, and ensure the assessment is adequately resourced and informed by Indigenous contexts."

Sincerely,

Janice Anderson
Deputy Corporate Officer

/nm

Terrace & New West to develop and share their letters; committed motions below:

Terrace [Link]

CORRESPONDENCE

8.1 Marie-Lyne Bourassa MD, CM DPH CFPC, Northwest Medical Lead Elder Services, Northern Health – Request for Council Support for Provincial Health Impact Assessment

No. 167

MOVED/SECONDED that Council provide a letter to the Province of British Columbia requesting that it undertake an independent, cumulative health impact assessment of the provincial gas and LNG industry, including potential impacts to air quality and public health in Northwest British Columbia.

Carried Unanimously.

New West [Link]

THEREFORE BE IT RESOLVED THAT New Westminster supports the call for an independent, cumulative health impact assessment of BC's LNG industry by sending a letter to the Minister of Health, the Minister of Energy and Climate Solutions, and local First Nations requesting that this assessment be completed before any further expansion of LNG facilities or infrastructure in the Province.

The question on the motion was not called as the following motion was introduced:

MOVED and SECONDED
THAT the above resolution be forwarded to the Union of British Columbia Municipalities.

CARRIED

The question on the main motion, as amended, was then called and it was **CARRIED**.

COUNCIL REPORT

Date: November 10, 2026

File: 7.5.3.172

To: Warren Waycheshen, CAO - for Mayor and Council

From: Ryan Beaudry, Director of Planning

Re: 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026

Applicant: Sarim Faisal

Location: 11 Widgeon Street

Recommendation:

Action: Council consider first three readings of 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026.

Recommended Motion:

> **THAT 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026 receive first, second and third readings.**

Background:

At the October 5, 2026, Regular Meeting, staff presented a report regarding an application for a zoning amendment to allow a second dwelling unit at 11 Widgeon Street, with a condition of use limiting the floor area of the second dwelling unit to a maximum of 60 m². Council passed a motion directing staff to process the application. The application and supporting details are included in **Attachment A**.

1. Subject Property

The subject property contains an existing fee simple, two storey, end-unit terrace dwelling that shares a party wall with the adjacent dwelling to the west at 13 Widgeon Street. A location map identifying the parcel is included in Attachment A.

2. Summary of Proposal

The subject property is currently zoned R1-C – One Family Residential Zone, which limits each property to one dwelling unit per parcel. As part of a full renovation of the existing terrace dwelling, the applicant is proposing to convert a portion of the first floor into a small (maximum 60 m^2) second dwelling unit.

Proposed is a site-specific text amendment to the R1-C zone to permit “Two-Family Dwelling” as a permitted use at 11 Widgeon Street, subject to a maximum floor area of 60 m² for the second dwelling unit. The text amendment is included in 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026 in **Attachment B** for Council’s consideration.

3. Planning Analysis

In the rationale letter included in Attachment A, the applicant states that the proposed additional dwelling unit would contribute to the local housing supply by providing an extra rental or housing option within the existing residential building without requiring more land or expanding the current

building footprint. The applicant also notes that the proposed unit would not result in exterior changes to the building, thereby maintaining the existing neighbourhood character.

Attachment C provides the existing R1-C zoning regulations in the *Kitimat Municipal Code*. The proposed amendment would introduce a site-specific provision to section 9.4.5.1 of the R1-C zone, permitting a Two-Family Dwelling at 11 Widgeon Street, with a corresponding condition of use in section 9.4.5.2 limiting the second dwelling unit to a maximum of 60 m^2 in floor area. Staff note that the amendment would apply only to the subject property; the remaining properties with R1-C zoning throughout Kitimat would not be affected, as their existing permitted uses and zoning regulations would remain unchanged.

The subject property is designated in the Official Community Plan (OCP) for future "Neighbourhood" use. As stated in the OCP, the Neighbourhood land use designation is intended for areas that are primarily residential in nature, and two-dwelling housing is supported on individual residential properties within the designation. Staff therefore consider the proposed zoning amendment to be consistent with the OCP and an OCP amendment application is not required.

4. Internal Referrals

The application was referred to internal District departments for review and comment, including representatives from the Engineering, Public Works, Fire, Building and Administration departments. No concerns were identified by staff.

5. Advisory Planning Commission

Staff referred the zoning amendment application to the APC in accordance with Section 1.6.2.2(b) of the KMC. At the October 29, 2026 APC meeting, APC passed the following motion:

> *"THAT the Advisory Planning Commission support the Zoning Amendment Application from Sarim Faisal, dated September 15, 2026, for 11 Widgeon as presented."*
>
> Motion: APC 26-2026

6. Public Notice

Under provincial legislation, a public hearing cannot be held for a rezoning application if the application is in whole or in part a residential development and is consistent with the OCP. A public notice must still be issued even if a public hearing is not held.

Public notice that describes the application and proposed bylaw amendments was mailed to property owners and tenants located within 90 metres of the subject properties (see map in **Attachment D**). The public notice was also posted to the District's Public Notice Posting Places (bulletin boards and website) and posted on Facebook and Get Involved Kitimat for two consecutive weeks. The notice was also advertised in the Northern Sentinel in accordance with Council policy. The notice, proposed zoning amendment bylaw, and other supporting materials were made available in the public handbook at the front counter of the municipal office.

At the time of this writing, no public comments have been received. Any comments received in advance of the November 16, 2026, Regular Meeting will be provided to Council at the meeting.

7. Conclusion

For the reasons outlined in this report, the Planning Department supports the proposed zoning amendment and is recommending that Council pass three readings of 11 Widgeon Street Zoning

Amendment Bylaw No. 2104, 2026. The proposed amendment is consistent with the OCP and aligns with other relevant District of Kitimat plans such as the Economic Development Strategic Plan and the Housing Action Plan and Needs Assessment.

Alternative Options:

1. The legislation does allow a residential zoning amendment bylaw consistent with the OCP to receive three readings and adoption in one meeting. If Council wishes to adopt the bylaw, the following is offered for Council consideration:

   THAT 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026, receive first, second and third readings;

   AND THAT 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026, be adopted.

2. If Council does not wish to proceed with the proposed zoning amendment, the following motion is offered for Council consideration:

   THAT the Zoning Amendment application by Sarim Faisal, dated September 15, 2026, for 11 Widgeon, be denied.

   The application would not proceed further. Subject to the local government requirements, the applicant could make another application for rezoning in six months as per section 9.2.2.30 of the KMC. Section 460(3) of the Local Government Act states that, if a bylaw under subsection (1) establishes a time limit for reapplication, the time limit may be varied in relation to a specific reapplication by an affirmative vote of at least 2/3 of the local government members eligible to vote on the reapplication.

3. Another option as developed through Council debate.

Budget Implications:

There are no financial implications associated with this report.

"SLT"

Director of Finance Initials

Budgeted: **Unbudgeted:**

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)
Priority 2 Housing – Adequate, appropriate, affordable and diverse housing for all

Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Considered

District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not Considered

Downtown Concept Plan
Not Considered

Housing Action Plan and Needs Assessment
Regulatory Measures Action 7 – Promote demonstration initiatives with local builders, developers and home owners to showcase the ability to create housing options through renovations to older housing stock.

Kitimat Age-Friendly Assessment Report and Action Plan

3. Housing Action Plan Outcome: Older adults have appropriate, safe, accessible and affordable housing that is well-located and allows seniors to ‘age in place’.

Kitimat Cycle Network Plan

Not Considered

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)

Policy 4.3.3 – Preserve the diversity of housing types, lot sizes and price ranges by ensuring that infill and new development supports housing choice.

Policy 4.4.5 – Encourage redevelopment and infill in developed areas as an alternative to expanding into new areas.

6.1 - Neighbourhood Land Use Designation - Areas designated Neighbourhood are primarily residential in nature. Land uses include single and two-dwelling housing, multi-residential buildings with more than two dwellings, single/multi-residential buildings that may include care facilities, housing for seniors and group homes, mobile homes and home based businesses.

6.2 Future Neighbourhood Development - Infill and redevelopment projects should consider demographic trends which point to an aging population. It will be critical to provide opportunities for older residents to age in place through housing choice (e.g. granny flats, secondary suites, multi-residential buildings, assisted living facilities, and single-storey detached or attached dwellings on common property or individual lots).

Solid Waste Action Plan

Not Considered

Water Conservation Plan

Not Considered

BC Transit Future Services Plan

Not Considered

Economic Development Strategic Plan (2023-2029)

1.2 – Add Accessory Dwelling Units as a permitted use in single-family residential zoning to expand rental housing supply. Accessory dwelling unit enablement is a recommendation contained in the Housing Action Plan and Needs Assessment.

Downtown Concept Plan

Not Considered

"Viola He"

Prepared by
Viola He, Planner 1

"Ryan Beaudry"

Submitted by
Ryan Beaudry, Director of Planning

"Warren Waycheshen"

Approved for Submission
Warren Waycheshen, CAO

Attachment(s): A – Application, Supporting Details, and Location Map
B – 11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026
C – R1-C Zone Excerpt from Kitimat Municipal Code
D – 90 metre Buffer Map

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KITIMAT
A Marvel of Nature and Industry

Development Application

Community Planning and Development
270 City Centre
Kitimat, BC, V8C 2H7
250-632-8900
planning@kitimat.ca

It is recommended that the applicant consult the Community Planning and Development Department with initial inquiries before applying. A pre-application meeting that may include other representatives from the District can also be requested by applicants who would like to obtain more formal feedback from the District.

Zoning Amendment	$1,500	✓	Development Variance Permit (DVP)	$350	
Zoning & OCP Amendment	$1,700		Development Permit (DP) Downtown Revitalization Area	$50	
Temporary Use Permit (TUP)	$500		Development Permit (DP) for all other development permit areas	$700	
Temporary Use Permit Renewal	$350				

PROPERTY INFORMATION

Civic Address: 11 Widgeon St Kitimat	Parcel Identifier (PID): 012-008-699
Legal Description: LOT 9, BLOCK 13, PLAN PRP3527, DISTRICT LOT 6039, RANGE 5, COAST RANGE 5 LAND DISTRICT	
Zoning: R1-C	Official Community Plan Land Use Designation: Neighbourhood
Existing uses and structures on the property: Residential House	
Is the property 800 metres or closer to a provincial highway? Yes	
Is the property serviced by water? Yes	Is the property serviced by sanitary sewer? Yes
Description of proposal: Full renovation of existing house, with new electrical, plumbing, bath rooms, windows, etc. And creating with legal 1 bed suite.	

PROPERTY OWNER INFORMATION

Name: Sarim (Sam) Faisal	
Mailing Address: [redacted]	
Phone: [redacted]	Email: [redacted]

APPLICANT INFORMATION (if authorized below by the Owner and different from above)

Name: Same as above	
Mailing Address:	
Phone:	Email:

AUTHORIZATION OF APPLICANT ON BEHALF OF PROPERTY OWNER

As the owner of the land described in this application, I/we authorize the Applicant named above, if provided, to act on my behalf in all matters related to this application.	
Print Owner Name:	
Owner Signature:	Date:

CONTAMINATED SITES – SITE DISCLOSURE STATEMENT

Pursuant to the Environmental Management Act, an applicant is required to fill out and submit a Site Disclosure Statement for a property that is/was used for commercial or industrial purposes as defined within Schedule 2 of the Contaminated Sites Regulation.

To see the list of activities included within Schedule 2 – Contaminated Sites Regulation, click here.

Is/was the property used for commercial or industrial purposes as per Schedule 2 (link above): No ☑ Yes ☐

If yes, the following is required: Completed Site Disclosure Statement – Signed by the owner of the land or operator of a site on the land for which the application pertains to.

SUBMISSION REQUIREMENTS – APPLICATION CHECKLIST

A complete application includes a filled-out application form, fees paid, and supporting information compiled by the applicant. Please review the applicable checklist for your development application and submit the required documents with this form.

Development Permit Checklist	☐
Development Variance Permit Checklist	☐
Temporary Use Permit Checklist	☐
Zoning and OCP Amendment Checklist	☐

APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions about the collection of your information, please contact us at administration@kitimat.ca or 250-632-8900.

Should there be any change in ownership or legal description of the property, I will notify the Community Planning and Development Department to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, documents and drawings, as required.

Sarim (Sam) Faisal		September 14, 2026
Applicant Name (printed)	Signature	Date

KITIMAT
A Marvel of Nature and Industry

Zoning and OCP Amendment Checklist

Community Planning and Development
270 City Centre
Kitimat, BC, V8C 2H7
250-632-8900
planning@kitimat.ca

The following checklist outlines the requirements for an application to be considered a complete submission. Please ensure you have included all required documents to avoid delays. Please note that further submission materials may be required depending on the type and scale of your proposal.

REQUIRED DOCUMENTS

☑ **Complete Application Form**
The "Development Application" must be completed and signed by the property owner.

☑ **Title Search**
A current Title Search dated within the last 30 days.

☑ **Letter of Rationale**
Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the amendment.

☑ **Site Plan**
The plan should include:

- Location and dimensions of all lot or property lines.
- Location of all existing and proposed buildings and structures.
- Location and setback distances of proposed or existing buildings to all lot or property lines, and if applicable, right-of-ways, easements and covenants.
- Location of all watercourses including creeks, streams, rivers and ditches.

☑ **Zoning Analysis Table**
Please complete the applicable sections of the Zoning Analysis Table below using Part 9 of the Kitimat Municipal Code.

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED*

☐ **Traffic Impact Assessment**
If the proposed development or change in land use could have an impact on the existing transportation network a report or study by a qualified professional may be required.

☐ **Geotechnical Report Prepared by a Qualified Professional**
In areas where instability or environmental hazards may be a concern a report by a qualified professional that describes soil stability, potential mitigative strategies, and confirms that the lands can be used safely for the intended use and may be required.

Every project is different, please contact us if you have questions.

☐ **Environmental Report Prepared by a Qualified Professional**
If the property is near environmentally sensitive habitat, streams or lands a report by a qualified professional that:
- identifies the impacts from the development on any environmentally sensitive areas and if so,
- prescribe any protection and restoration measures required in order for the development to proceed in a manner that does not adversely affect the natural environment identify.

☐ **Servicing Capacity Study**
Depending on the scale and scope of the proposal, details on the current and expected capacity for water, sanitary sewer, and stormwater drainage infrastructure may be required.

☐ **Stormwater Management Report**
Depending on the scale and scope of the proposal, details on how rainwater runoff and drainage will be managed may be required.

☐ **BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

*This is not an exhaustive list, and other documents may be required.

ZONING ANALYSIS TABLE (please fill out the applicable information based on your proposal)

Please refer to Part 9 of the Kitimat Municipal Code when completing this section.

Zoning Regulations	Current Zoning Requirement		Proposed Zoning Requirement	
Lot Area (minimum)	510	m^2	510	m^2
Lot Frontage	15	m	15	m
Site or Lot Coverage	25%	%	25%	%
Front Yard Setback	4.5	m	4.5	m
Rear Yard Setback	7.5	m	7.5	m
Side Yard Setback	1.8	m	1.8	m
Building Height	9	m	9	m
Site or Lot Coverage	25%	%	25%	%
Access Width (maximum)	7.5	m	7.5	m
Off-Street Parking	2	#	2	#

Sarim (Sam) Sam Faisal
[redacted]
Kitimat, BC, [redacted]

September 14, 2026

Planning Department, District of Kitimat
Ms. Viola He, Planner I

Re: Letter of Support — Application for Secondary Suite / Legal Suite at 11 Widgeon St

To the Planning Department,

I am writing in support of my application, to construct a one-bedroom, self-contained secondary suite within my existing dwelling at 11 Widgeon St. I would like to outline the rationale behind this project and the benefits it offers both to this property and to the community.

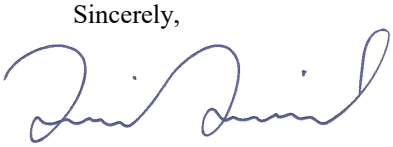
The proposed suite should be fully self-contained, with its own kitchen, bathroom, and separate entrance, and will be constructed to meet all applicable BC Building Code. My intent is to use the space flexibly: either to accommodate larger family members who require housing close to home, such as an aging parent or an adult child, and or over time as a legal rental unit contributing to the local housing supply. If we can achieve this within existing zoning this would be huge benefit to both of us, as rezoning of such may be too time consuming and financially unfeasible.

This project benefits the District in several ways:
• Housing supply: Northwest BC, including Kitimat, continues to face a shortage of rental and secondary housing options, particularly as local industry and population grow. A self-contained or legal secondary suite adds a much-needed unit to the housing stock without requiring new land, servicing, or infrastructure.
• Efficient use of existing infrastructure: Because the suite is built within my existing dwelling and lot, it makes use of services and infrastructure already in place, rather than placing new demands on the District's roads, water, and sewer systems.
• Support for multi-generational and family housing: The suite allows aging or extended family members to live independently while remaining close to family support, reducing pressure on assisted living and care facilities.
• Increased tax base and rental revenue: A legal or self-contained, permitted suite adds assessed value and, when rented, contributes to the local rental market and municipal tax revenue, while ensuring the unit meets safety standards, unlike unpermitted suites.
• Neighbourhood character: The addition is contained entirely within the existing structure and footprint, with no change to density of the neighbourhood.

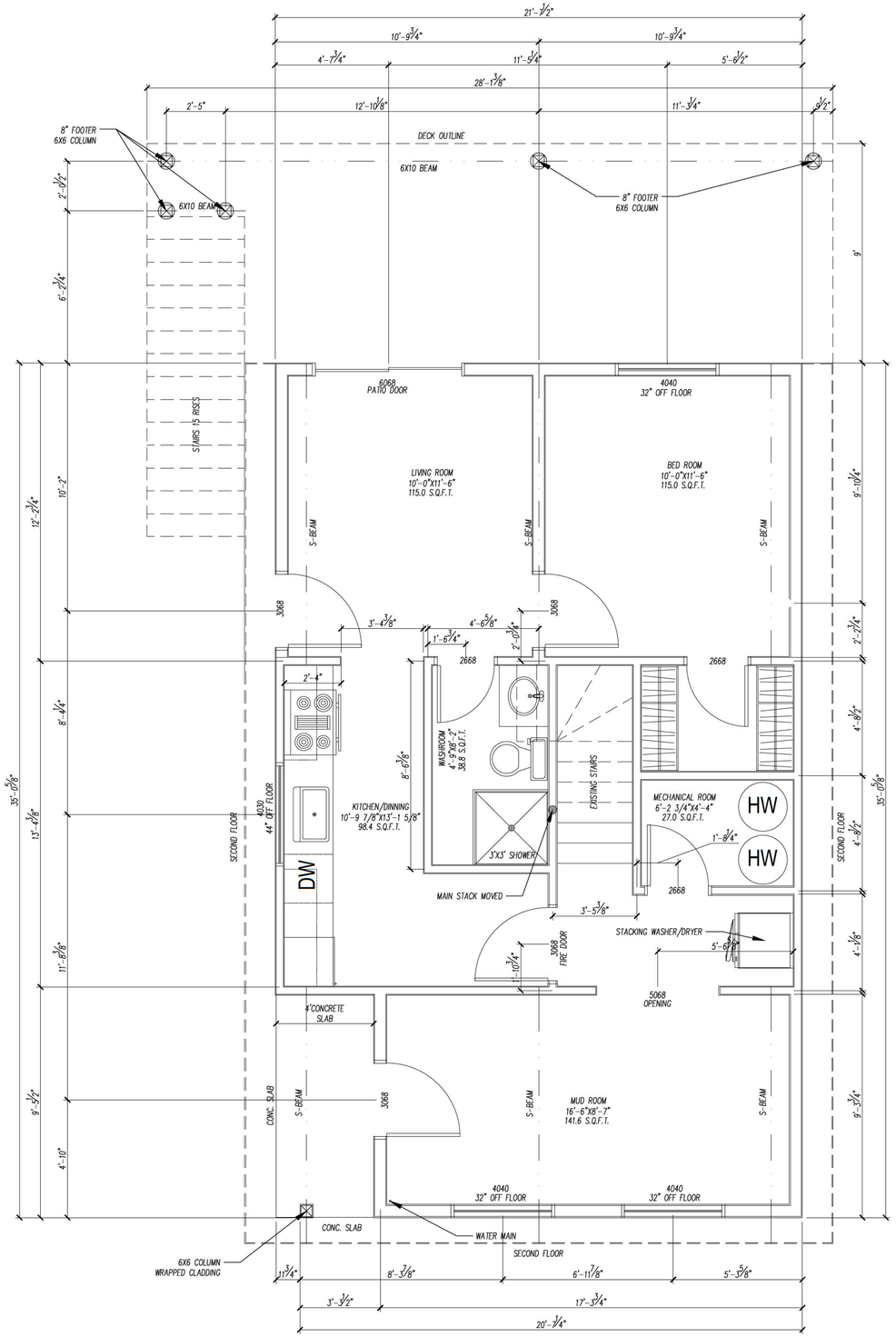
Over all the design of this should comply with the District's Official Community Plan and zoning bylaw provisions for self-contained or secondary suites, and I am happy to provide any additional information or documentation the Planning Department requires. I respectfully request the Department's support in approving this application.

Thank you for your time and consideration.

Sincerely,



Sarim (Sam) Faisal



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GENERAL NOTES

ALL WORK IS TO BE PREFORMED IN ACCORDANCE WITH THE CURRENT BRITISH COLUMBIA BUILDING CODE STANDARDS, AND ALL LOCAL CODES AND BY-LAWS. FURTHER, THE CONTRACTOR SHALL INSTALL MATERIAL, EQUIPMENT AND COMPONENTS IN ACCORDANCE WITH THE APPROPRIATE MANUFACTURES SPECIFICATIONS AND ALL RELEVANT FEDERAL, PROVINCIAL AND MUNICIPAL REQUIREMENTS.

DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS SHOWN ON THESE PLANS SHALL TAKE PRESIDENCIES OVER SCALED DIMENSIONS IN ALL CASES.

CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS AND CONDITIONS ON THE PLAN AND JOB SITE PRIOR TO THE START OF CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE DESIGNER.

DESIGNER WILL NOT BE RESPONSIBLE FOR COSTS INCURRED TO OWNERS OR CONTRACTOR THROUGH ERRORS AND OMISSIONS ON PLANS OR SPECIFICATIONS AFTER BUILDING PERMIT IS ISSUED.

DRAWINGS AND SPECIFICATIONS AND THE IDEAS, DESIGNS AND ARRANGEMENTS PRESENTED ARE THE PROPERTY OF THE DESIGNER. NO PLAN OR PART THERE OF SHALL BE COPIED, DISCLOSED TO OTHERS OR USED FOR ANY OTHER PROJECT OTHER THAN THE SPECIFIC PROJECT FOR WHICH THEY HAVE BEEN PREPARED WRITTEN CONSENT OF THE DESIGNER. VISUAL CONTACT WITH THESE DRAWINGS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

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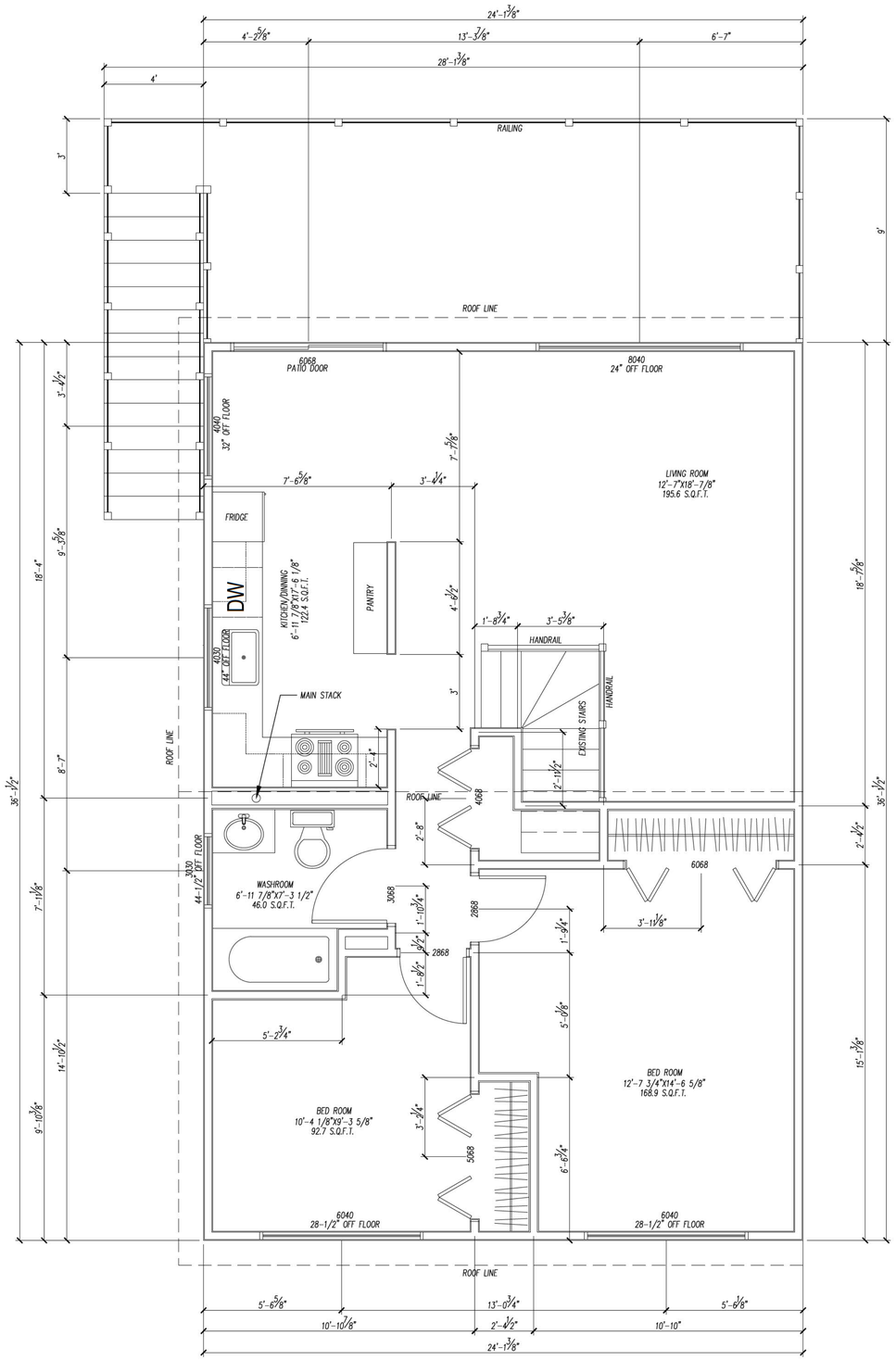
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DWG NO: 2026-02

DATE: 2026-08-11

DRAWN BY: LIAMELE

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jamele001@hotmail.com



N

11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

DWG TITLE: NEW SECOND FLOOR OPT.02

SCALE: 3/8"=1'-0"

DWG NO: 2026-02

DATE: 2026-08-11

DRAWN BY: JJAMELE

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jjamelle001@hotmail.com



EAST ELEVATION
SCALE: 3/8"=1'-0"



SOUTH ELEVATION
SCALE: 3/8"=1'-0"

11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

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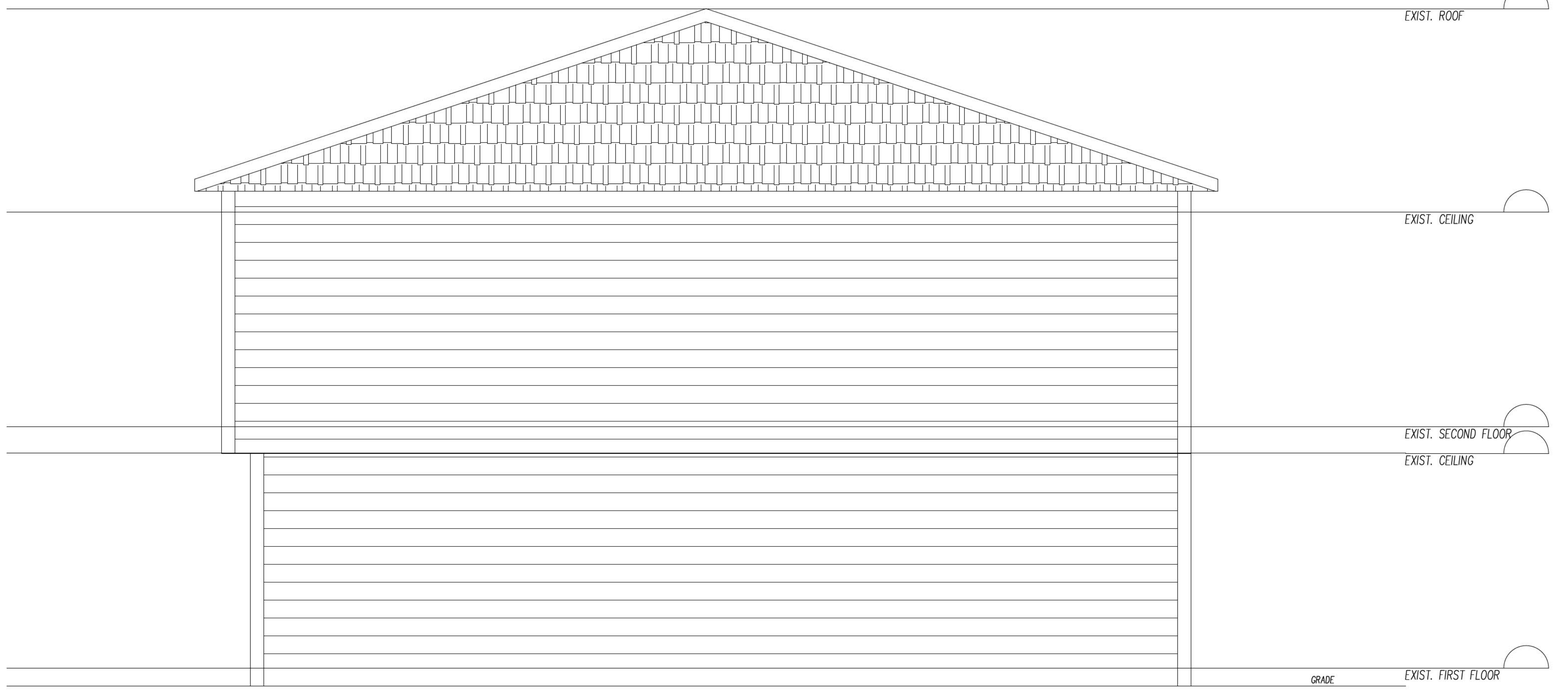
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DATE: 2026-08-11

DRAWN BY: JJAMELE

DWG NO: 2026-02

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jamele001@hotmail.com



WEST ELEVATION
SCALE: 3/8"=1'-0"



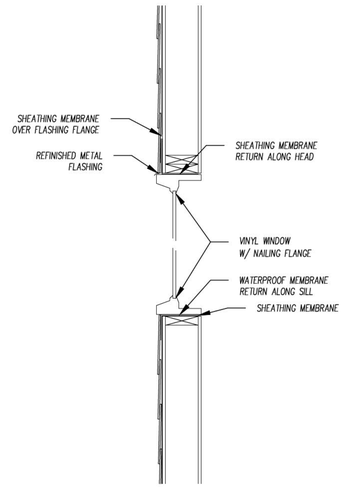
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11 WIDGEON ST KITIMAT

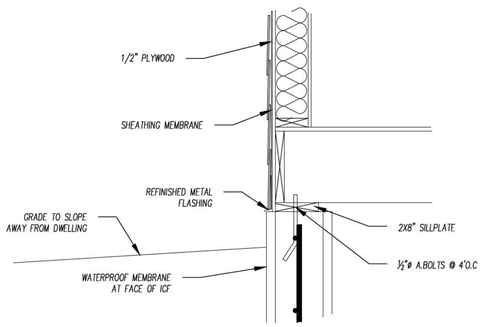
REV	DESCRIPTION	BY	DATE

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DWG NO: 2026-02
DATE: 2026-08-11
DRAWN BY: J.IAMELE

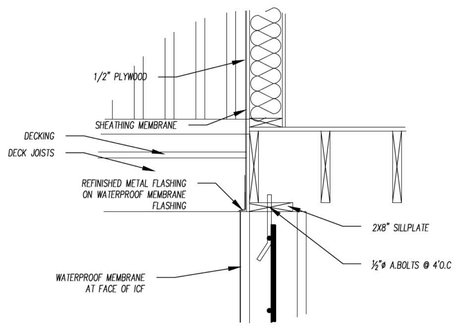
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250-615-7706 | jiamele001@hotmail.com



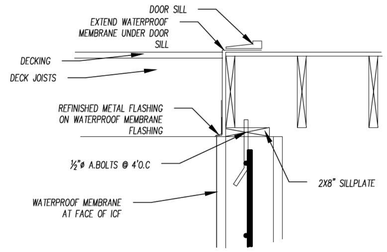
WINDOW FLASHING
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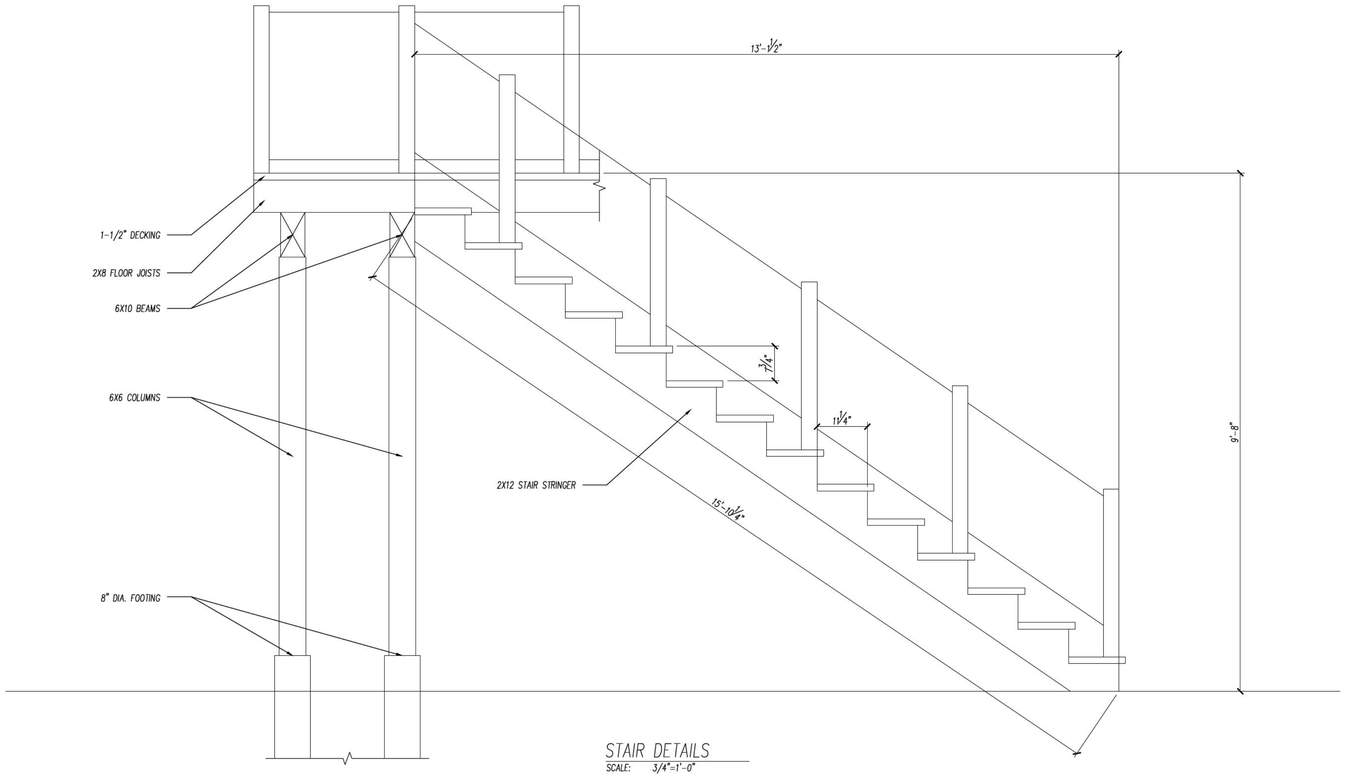
SILL DETAIL @ EXTERIOR WALL
SCALE: 1"=1'-0"



SILL DETAIL @ COVERED PATIOS
SCALE: 1"=1'-0"



DOOR SILL DETAIL
SCALE: 1"=1'-0"



STAIR DETAILS
SCALE: 3/4"=1'-0"

11 WIDGEON ST KITIMAT

REV.	DESCRIPTION	BY	DATE
01	DECK STAIRS DETAIL ADDED	JJ	2026-08-11

DWG TITLE: DETAILS

SCALE: AS SHOWN

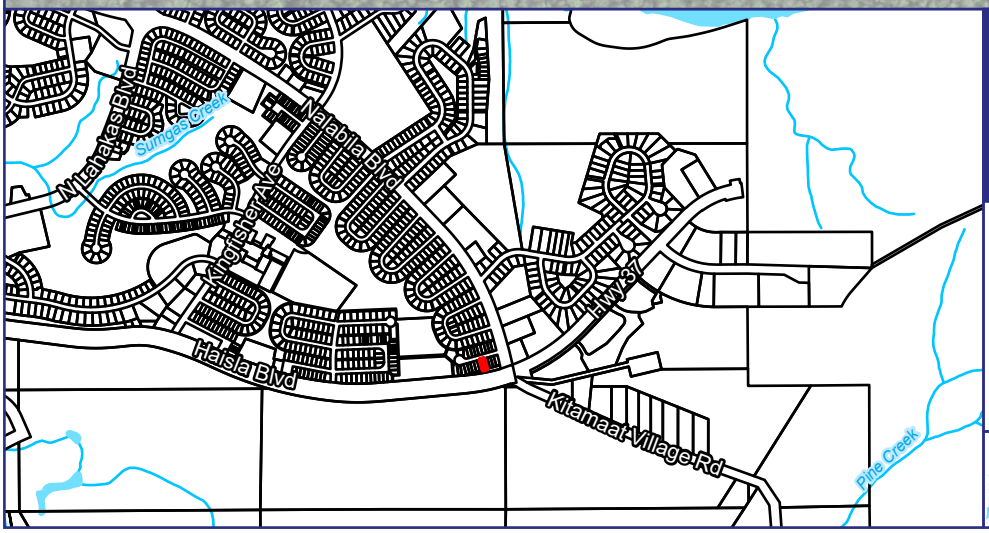
DWG NO: 2026-02

DATE: 2026-07-14

DRAWN BY: JJAMELE

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jamele001@hotmail.com





KITIMAT
A Marvel of Nature and Industry

LOCATION MAP
11 WIDGEON ST

11 Widgeon St
Legal Parcel

Scale: 1:2,000
Requisitor: KH Author: AWS Date: 28-Sep-2026
File: LocationMap Revision: 0

0 20 40 80 m

DISTRICT OF KITIMAT
BYLAW NO. 2104, 2026

11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026

A BYLAW TO AMEND PART 9, DIVISION 4 OF THE KITIMAT MUNICIPAL CODE WITH RESPECT TO ALLOWING A SECOND DWELLING UNIT ON THE PROPERTY AT 11 WIDGEON STREET

WHEREAS the *Local Government Act* allows a local government to divide portions of a municipality into zones and to regulate land, buildings, and other structures, including with respect to use, density, siting, size and dimensions and subdivision;

AND WHEREAS the District of Kitimat has a consolidation of regulatory bylaws referred to as the *Kitimat Municipal Code*;

AND WHEREAS Kitimat Council deems it is in the public interest to amend the *Kitimat Municipal Code* to allow a second dwelling unit at 11 Widgeon Street, subject to a maximum floor area of 60 m² for the second dwelling unit;

NOW THEREFORE, the Council of the District of Kitimat, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be cited as “11 Widgeon Street Zoning Amendment Bylaw No. 2104, 2026”.

2. Part 9 – Planning, Division 4 – Residential Zoning, Subdivision 5 – R1-C One Family Residential Zone of the *Kitimat Municipal Code* is hereby amended by adding 9.4.5.1.a.1 as follows:

    9.4.5. <u>Permitted Uses</u>

    9.4.5.1.a.1 Two-Family Dwelling, at:
    i. Lot 9, Block 13, District Lot 6039, Range 5 Coast District, Plan 3527, PID 012-008-699 (11 Widgeon Street)

DRAFT

3. Part 9 – Planning, Division 4 – Residential Zoning, Subdivision 5 – R1-C One Family Residential Zone of the *Kitimat Municipal Code* is hereby amended by adding 9.4.5.2.a.i as follows:

    9.4.5. Conditions of Use

    9.4.5.2.a.i. Notwithstanding 9.4.5.2.a, a second Dwelling Unit with a maximum floor area of 60 m^2 is permitted at Lot 9, Block 13, District Lot 6039, Range 5 Coast District, Plan 3527, PID 012-008-699 (11 Widgeon Street).

4. This bylaw shall come into force and be binding on all persons from the date of adoption.

PUBLIC NOTICE issued this	day of	, 2026
PUBLIC NOTICE issued this	day of	, 2026
READ a first time this	day of	, 2026
READ a second time this	day of	, 2026
READ a third time this	day of	, 2026
ADOPTED this	day of	, 2026

MAYOR _____
Philip Germuth

CORPORATE OFFICER _____
Tracy Tavares

DRAFT

Subdivision 5 - R1-C One Family Residential Zone

9.4.5. Permitted Uses

1. a. Single Family Residence

Permitted Accessory Use

b. Day Care (Child)
c. Day Care (Adult)
d. Home Occupation
e. The keeping of not more than two lodgers in each dwelling unit
f. Home Business Address
g. Bed and Breakfast (B&B)

Conditions of Use

2. Permitted buildings and structures per lot:

a. one semi-detached or one terrace dwelling having no more than one dwelling unit;

b. accessory buildings and structures.

Subdivision 5 - R1-C One Family Residential Zone

9.4.5. 3. Lot Area (Minimum):

a. 510 m² for a semi-detached dwelling;

b. 275 m² for an inner unit of a terrace dwelling;

c. 510 m² for an end unit of a terrace dwelling.

4. Lot Frontage (Minimum):

a. 15 metres for a semi-detached dwelling;

b. 9 metres for an inner unit of a terrace dwelling;

c. 15 metres for an end unit of a terrace dwelling.

5. Lot Coverage (Maximum):
25% plus a maximum of an additional 45 m² for accessory buildings and a garage or carport.

6. Floor Area Ratio (Maximum): 0.50.

7. Height of Buildings (Maximum): 9 metres.

8. Building Dimensions: The ratio between the longest and shortest dimensions of the dwelling shall not exceed 3 to 1 and the least dimension of a dwelling shall not be less than 4.8 metres.

9. Front Yard (Minimum): 4.5 metres.

10. Side Yard (Minimum):

a. 1.8 metres for a semi-detached dwelling;

b. 5.5 metres for an end unit of a terrace dwelling;

c. 1.8 metres for a single storied garage or carport.

11. Rear Yard (Minimum): 7.5 metres.

Building Setbacks on a Corner Lot: Refer to 9.4.1.6.

Subdivision 5 - R1-C One Family Residential Zone (Continued)

9.4.5. Off-Street Parking (Minimum)

12. Two parking spaces per lot, one of which must have unrestricted access to a highway.

13. Each parking space shall be 3.5 metres in width and 6.5 metres in length and one of the required parking spaces shall be within the permissible building area for the purpose of building a garage or carport.

Access

14. Each access shall be paved if the abutting street is paved.

15. One access not exceeding 7.5 metres in width is permitted per lot. Lots greater than 1,115 m² in area with a frontage of 30 metres or more are permitted a second access no wider than 4.8 metres.

Accessory Buildings in Required Yards: See 9.4.1.7 to 9.4.1.13.

Signs: See Part 9, Division 3.

Exemptions

16. Notwithstanding 9.4.5. those residential structures in a R1-C Zone that contained two-family units on December 31, 1973, shall be exempt from the following requirements contained in this Subdivision:

a. maximum site coverage;

b. minimum site area;

c. minimum frontage requirements;

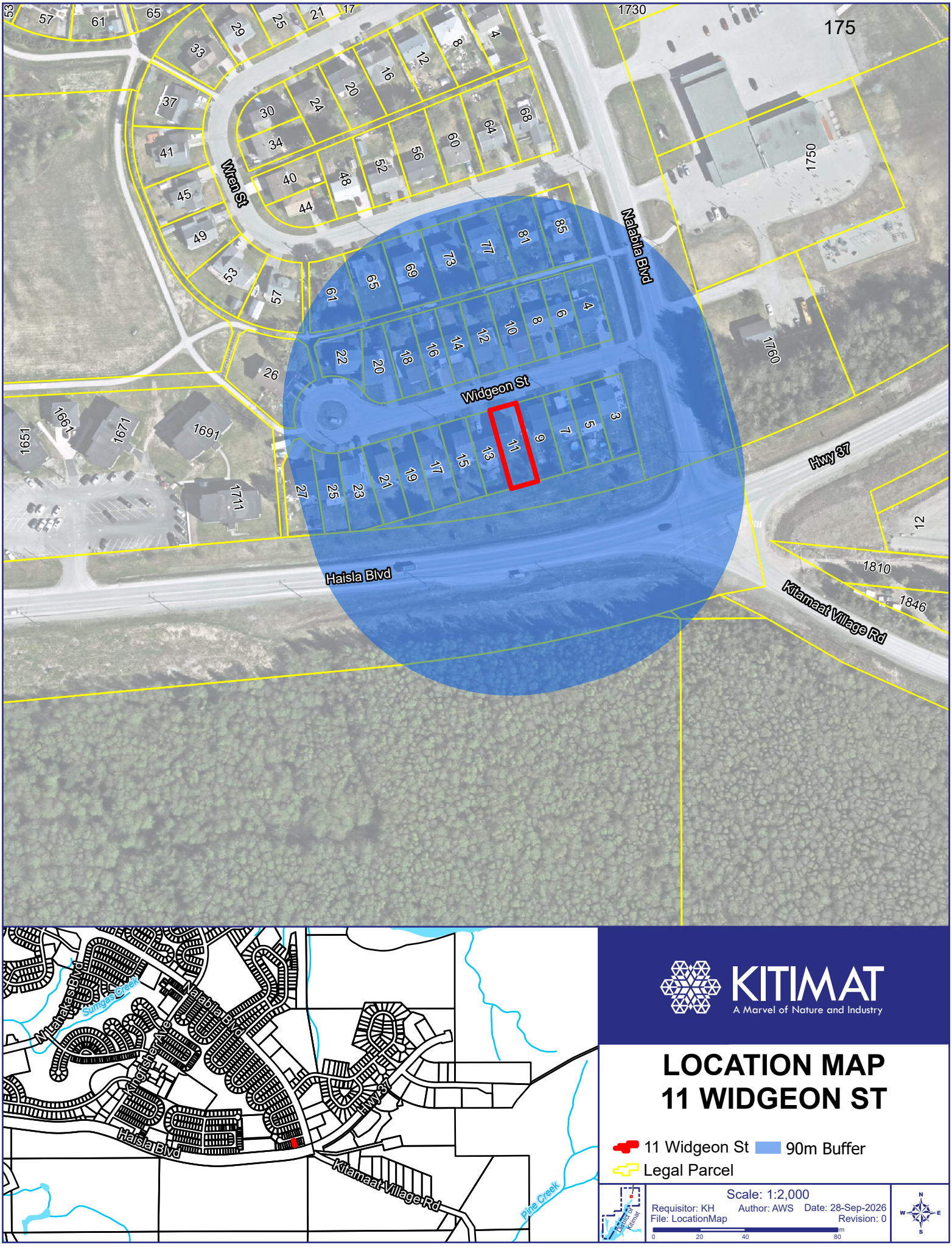
d. one semi-detached or terrace dwelling having no more than one dwelling unit;

e. minimum off-street parking.

Kitimat Municipal Code, CONVENIENCE COPY. The District of Kitimat accepts no responsibility for errors or omissions in this consolidation. A CERTIFIED COPY is available from the Director of Corporate Administration, District of Kitimat.

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Attachment D



KITIMAT
A Marvel of Nature and Industry

LOCATION MAP
11 WIDGEON ST

11 Widgeon St 90m Buffer
Legal Parcel

Scale: 1:2,000
Requisitor: KH Author: AWS Date: 28-Sep-2026
File: LocationMap Revision: 0
0 20 40 80 m

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COUNCIL REPORT

Date: November 4, 2026
File: 11.1.2
To: Warren Waycheshen, CAO - for Mayor and Council
From: Kiona Enders, Deputy CAO
Trent Bossence, Fire Chief
Re: Fire Protection Amendment Bylaw No. 2103, 2026
Applicant: n/a
Location: n/a

KITIMAT
A Marvel of Nature and Industry

Recommendation:

Action: Council consider the Fire Protection Amendment Bylaw No. 2103, 2026 for readings.

Recommended Motion:

THAT Fire Protection Amendment Bylaw No. 2103, 2026, receive first, second and third reading.

Background:

In 2024, the Fire Services Act was replaced with the Fire Safety Act. The Fire Safety Act:

- Places responsibility on a property owner for the assessment and removal of fire hazards on their property:
- Requires the designation of Fire Inspectors and Fire Investigators. The Office of the Fire Commissioner is engaged to support local government in designating their fire inspectors and fire investigators;
- Provides provisions for the entry and inspection of properties;
- Provides for tactical evacuations (evacuation where an “immediate threat to life” exists) and preventive evacuations (evacuation where an event would endanger life);
- Cost recovery provisions – allow recovery through property tax sale (on the same year the cost is incurred); and
  Administrative Penalty Enforcement Framework provisions supported by the Office of the Fire Commissioner.

Bylaw Overview:

With the changes to legislation, it was necessary to amend Part 5, Division 1 of the *Kitimat Municipal Code*. Because of the extensive amendments, staff proposes to delete the section in its entirety and replace as presented in Bylaw No. 2103, 2026.

Bylaw No. 2103, 2026 includes provisions to address requirements of legislation and other activities the fire department undertakes:

- the scope of fire protection and emergency services;
- responsibilities and authorities of the Fire Chief, Officers and Members;
- regulations for emergency systems such as fire and sprinkler alarms;
- fire inspections and fire investigations;
- compliance monitoring and inspection records;
- regulations around fire hazards, storage, open burning, and burning permits;
- commercial cooking equipment inspection;
- emergency service access and street addressing;
- District fire hydrants and private fire hydrants;
- fees and charges; and
- SCBA and SCUBA Air Cylinder filling

Fire Inspectors and Fire Investigators:

As Council may recall, under the Fire Services Act, Council must appoint persons or a class of persons as fire inspectors and fire investigators. The requirements to be a Fire Inspector or Fire Investigator are determined through the Office of the Fire Commissioner and most Kitimat members receive training and experience in fire inspections and investigations. For the purpose of the *Act*, certain individuals were established as the District's fire inspectors and fire investigators.

At the December 16, 2024, meeting, Council provided the following motion:

> *"THAT the District of Kitimat appoint the Fire Chief and Deputy Fire Chief(s) as the Fire Investigator in accordance with the Fire Safety Act;*
>
> *AND THAT the District of Kitimat appoint the Fire Chief and Deputy Fire Chief(s) as the Fire Inspector in accordance with the Fire Safety Act."* (R24-293)

Inspections:

As Council will see at 5.1.18.1, there is a policy that Council will be asked to consider. The Policy will be presented to Council at a future meeting.

Private Fire Hydrants:

There are approximately 70 private fire hydrants in Kitimat (see Attachment B). The owners of the private fire hydrants are required to ensure their hydrants are in compliance with legislation. Historically, District staff perform inspections on private hydrants on the property owner's behalf during water main flushing and when hydrants are winterized. Private hydrant owners are notified of deficiencies and usually repairs are performed by District staff through a third-party work order. Staff propose to continue this practice.

SCBA, SCUBA Air and K Cylinders:

The District has equipment to refill its air tanks used during our operations. In 2020, Council authorized, through bylaw, the option to the public to have the District fill private SCBA, SCUBA and K Cylinders. The fee takes into account the current wage for staff performing the service. In 2025, the Fire Department filled 720 air cylinders.

Cost Recovery and Fees:

The Bylaw refers to instances where the District may implement fees and charges related to a number of the services provided. The fees and charges are considered to align with the actual costs to the District to perform the related service.

Bylaw Enforcement:
Adoption of Bylaw No. 2103, 2026 requires an update to Part 1 – General Provisions, Division 12 – Municipal Bylaw Enforcement of the *Kitimat Municipal Code* for bylaw offences. For the most part, the offences have been renumbered to align with the new sections of the *Code*.

As directed by Council, fines under both Bylaw Notice and Municipal Ticket Information (MTI) have been included. Bylaw Notice would likely be used in most instances. As the MTI allow for more significant fines, staff likely would consider the use of this system where the contravention warrants this level of fine.

Alternative Options:

1. If Council wishes to amend the Bylaw, the following motion is offered for Council consideration:

   THAT Fire Protection Amendment Bylaw No. 2103, 2026 be give first reading.

   AND THAT Fire Protection Amendment Bylaw No. 2103, 2026, be amended by (as determined through Council discussion)**.**

   Depending on the amendment, staff may suggest to bring the bylaw back (with amendments) for consideration before Council considers second and third reading.

2. Another option as developed through discussion of Council.

Budget Implications:

Not applicable

"SLT"
Director of Finance Initials

Budgeted: **Unbudgeted:**

Council Initiative/Other Relevant Plans:

Legislative changes require the amendment

Strategic Plan (2023-2026)
Not Considered
Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Considered
District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not Considered
Community Energy and Emissions Plan
Not Considered

Housing Action Plan and Needs Assessment
Not Considered
Kitimat Age-Friendly Assessment Report and Action Plan
Not Considered
Kitimat Cycle Network Plan
Not Considered
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)
Not Considered
Solid Waste Action Plan
Not Considered
Water Conservation Plan
Not Considered
BC Transit Future Services Plan
Not Considered
Economic Development Strategic Plan (2023-2029)
Not Considered
Downtown Concept Plan
Not Considered

"Trent Bossence"
Submitted by
Trent Bossence
Fire Chief

"Kiona Enders"
Submitted by
Kiona Enders, Deputy CAO

"Warren Waycheshen"
Approved for Submission
Warren Waycheshen, CAO

Attachment(s): A – Fire Protection Amendment Bylaw No. 2103, 2026
B – Map of Private Fire Hydrants

Attachment A

DISTRICT OF KITIMAT
BYLAW NO. 2103, 2026

Fire Protection Amendment Bylaw No. 2103, 2026

WHEREAS in accordance with section 63 of the *Community Charter*, Council has the authority to make regulations as to the health, safety or protections of persons or property.

AND WHEREAS Council wishes to establish a Fire Protection Bylaw, and associated fees and charges, and bylaw enforcement measures for the District of Kitimat.

AND WHEREAS the District of Kitimat has a consolidation of regulatory bylaws referred to as the *Kitimat Municipal Code*.

NOW THEREFORE the Council of the District of Kitimat, in open meeting assembled, enacts as follows:

1. This Bylaw will be cited as the “Fire Protection Amendment Bylaw No. 2103, 2026”.

2. Part 5 - Police and Fire Regulations, Division 1 - Fire Protection is hereby deleted in its entirety and replaced with Appendix A to this Bylaw.

3. Part 10 - Finance of the *Kitimat Municipal Code* is hereby amended by adding Division 2 - Part 5 Police and Fire Regulations Fees and Charges as attached as Appendix B to this Bylaw.

4. Part 1 General Provisions, Division 12 Municipal Bylaw Enforcement Schedule A (Bylaw Notices) is hereby amended by deleting in its entirety the contraventions for offences under Part 5, Division 1 and replacing as attached as Appendix C to this Bylaw.

5. Part 1 – General Provisions, Division 12 – Municipal Bylaw Enforcement Schedule B (Municipal Ticket Information) is hereby amended by deleting in its entirety the contraventions for offences under Part 5, Division 1 and replacing as attached as Appendix D to this Bylaw.

6. This bylaw shall come into force and effect upon adoption.

READ a first time this	day of	, 2026
READ a second time this	day of	, 2026
READ a third time this	day of	, 2026
FINALLY ADOPTED this	day of	, 2026

MAYOR

Philip Germuth

CORPORATE OFFICER

Tracy Tavares

PART 5 - POLICE AND FIRE REGULATIONS
Division 1 - Fire Protection

Subdivision 1 – Bylaw Name

5.1.1 1. This bylaw shall be known as the Fire Protection Bylaw.

Subdivision 2 - Interpretation

5.1.2. 1. All words and phrases in this Part shall be construed in accordance with the meaning assigned to them in the *Building Code, the Fire Safety Act,* and the *Fire Code*.

2. A reference to a statute refers to a statute of British Columbia unless otherwise indicated, and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time, and includes any regulations thereunder.

3. In this Bylaw, words in the singular include the plural and words in the plural include the singular.

Subdivision 3 - Definitions

5.1.3. 1. In this Part:

Apparatus means, subject to any applicable collective agreement, any vehicle designated by the Fire Chief from time to time that is provided with machinery, devices, equipment, or materials for firefighting as well as vehicles used to transport firefighters or supplies.

Applied Science Technologists and Technicians of British Columbia or **ASTTBC** means the self-governing, professional association pursuant to the *Professional Governance Act, SBC 2018, c 47* and any regulations thereto.

Automatic Fire Sprinkler System means all equipment forming part of or used in connection with a fire sprinkler system, including without limitation all heads, valves, piping, switches, sensors, relay equipment, and other accessories.

BC Safety Authority means the British Columbia Safety Authority established under the *Safety Authority Act*, SBC 2003, c 38.

Building Code means the *British Columbia Building Code Regulation*, B.C. Reg 264/2012.

Building has the same meaning as in the Building Code and generally means any Structure used or intended for supporting or sheltering any use or occupancy.

Bylaw Enforcement Officer means a person designated as a bylaw enforcement officer under Part 1 of the *Kitimat Municipal Code*.

Certificate of Qualification means a certificate issued by a provincial safety manager to an individual who provides evidence of knowledge and ability to do regulated work in a manner that meets the requirements under the *Safety Standards Act*, S.B.C. 2003, c. 39, and which allows an individual to perform regulated work in British Columbia within the scope of the certificate.

Chief Administrative Officer or **CAO** has the same meaning as Part 1, Division1 of the *Code*.

Commercial False Alarm means a False Alarm at a site is used for an occupation, employment or enterprise actively carried on for gain or monetary profit. Includes a multi-unit building in which individual units are not independently alarmed.

Construction means any aspect of construction, including but not limited to alteration, erection, installation, demolition, repair, or renovation of any Building or Structure(s) within the District.

Contact Person means a person, aged 19 or older, designated by the Owner or Occupier of a Premises at which a Fire Alarm System of an Automatic Fire Sprinkler System is installed who is able to attend the Premises when the Fire Alarm System has been activated.

Dangerous Goods has the same meaning as in the *Transportation of Dangerous Goods Act*, S.C. 1992, c. 34.

Disaster means a calamity that

(a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

(b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

District means the District of Kitimat.

District Council means the municipal Council of the District of Kitimat.

Emergency means a state that,

(a) is the result of any of the following:

(i) an event that

(A) has occurred, is ongoing or appears imminent, and

(B) is caused by one or more incidents, whether or not those incidents occur in the same location or at the same time, of accident, fire, explosion, technical failure, rioting, security threat, terrorist activity within the meaning of section 83.01 of the Criminal Code, force of nature or a prescribed type of incident;

(ii) the presence, suspected presence or imminent spread of a transmissible disease or an environmental toxin;

(iii) a prescribed type of event or the presence or suspected presence of prescribed circumstances, and

(b) requires the prompt coordination of action, or the special regulation of persons or property, to protect

(i) the health, safety or well-being of persons, or

(ii) the safety of property or of objects or sites of heritage value.

False Alarm means the activation of a Fire Alarm System or the reporting of an Emergency, that results from equipment malfunction, improper use, testing without authorization, or other non-Emergency causes where no hazardous condition is present, resulting in the direct or indirect notification of the Fire Department to attend the address of the False Alarm and upon inspection, a Member does not find any evidence of an Emergency at that Premises.

Fire Alarm System means a device or devices installed and designed to issue a warning of a fire by activating an audible alarm signal and alerting a monitoring facility but does not include a fire alarm or Smoke Alarm that is intended to alert only the Occupants of the Building in which it is installed.

Fire Chief means the person appointed by the Chief Administrative Officer as head of the Fire Department and any other person authorized to act on behalf of that person or their designate.

Fire Code means the current British Columbia *Fire Code*.

Fire Department means the District of Kitimat Fire and Ambulance Service.

Fire Extinguisher means a fully charged and operable device designed to discharge an extinguishing agent under pressure for the purpose of suppressing or extinguishing fires, and that is constructed, tested, and certified in accordance with applicable standards of the Standards Council of Canada or replacement entity safety standards which are currently in force and effect.

Fire Inspector means a person or class of persons the District has designated to conduct Fire Safety Inspections under the *Fire Safety Act*.

Fire Investigator means a person or class of persons the District has designated to conduct Fire Investigations under the *Fire Safety Act*.

Fire Investigation has the same meaning as in the *Fire Safety Act*.

Fire Pit means a non-combustible receptacle constructed of cement, brick, or metal.

Fire Protection means all aspects of fire safety, including but not limited to fire prevention, fire suppression, pre-fire planning, fire investigation, public education, and information and training or other staff development.

Fire Protection Technician means a person certified by ASTTBC and in good standing to inspect and test Fire Safety Systems.

Fire Safety Act means the *Fire Safety Act,* SBC 2016, c. 19.

Fire Safety Inspection has the same meaning as in the *Fire Safety Act*.

Fire Safety Plan means a set of Emergency procedures and guidelines to be followed by the Occupants of a Building in the event of a fire and may include without limitation the location of utilities and Emergency shutoffs for gas and water and operational information of a Fire Safety System.

Fire Safety System includes without limitation, Fire Alarm Systems, Smoke Alarms, Automatic Fire Sprinkler Systems, special extinguishing systems, portable Fire Extinguishers, fire hydrants, water supplies for Fire Protection, standpipe and hose systems, and fixed pipe fire suppression systems in commercial cooking exhaust systems, smoke control measures, and Emergency power installations.

Fire Watch means the assignment of a person or persons to an area for the express purpose of notifying the Fire Department, the Occupants of a Premises, or both of an Emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

Hazardous Product has the same meeting as in the *Hazardous Products Act*, RSC, 1985, c H-3.

Incident means any event resulting in a response by the Fire Department.

Incident Response means any activity undertaken during an Incident.

Member means any person appointed by the Fire Chief as a member of the Fire Department and who is an employee of the District.

Occupier includes the registered Owner and any lessee, agent, tenant and licensee or any other person who has the right of access to and control of a Building or Premises.

Officer means those Members of the Fire Department who are the Fire Chief, Deputy Fire Chief, and Captains or those Members who are acting in the capacity as a supervisor or designated by the Fire Chief as an Officer.

Officer in Command means the most senior Officer in attendance at an Incident Response and, if no Officer is in attendance at an Incident Response, the most senior Member in attendance at that Incident Response.

Open Burning means a fire in the open air but does not include the combustion of gas, propane, or charcoal in a barbecue or hibachi for the purpose of cooking food or if the products of combustion are conveyed to and disposed of by means of a chimney in a Structure constructed and maintained in accordance with the *Building Code*.

Order means an order issued under the *Fire Safety Act*.

Owner means, in respect of real property,

(a) the registered owner of an estate in fee simple,

(b) the tenant for life under a registered life estate,

(c) the registered holder of the last registered agreement for sale,

(d) the holder or occupier of land held in the manner referred to in section 228 *[taxation of Crown land used by others]* or section 229 *[taxation of municipal land used by others]* of the *Community Charter,* SBC 2003, c 26, and

(e) an Indian who is an owner under the letters patent of a municipality incorporated under section 9 *[incorporation of reserve residents as village]* of the *Local Government Act*, RSBC 2015, c 1.

Part means Part 5 – Police and Fire Regulations, Division 1 – Fire Protection of the *Kitimat Municipal Code*.

Premises means the whole or part of a lot of real property and any Building or Structure or portion of a Building or Structure on the real property.

Private Hydrant means a fire hydrant on private property or common property within a strata property.

Public Building means the following,

(a) a building other than a building that is a private dwelling,

(b) a structure

i. to which the public is ordinarily invited or permitted access, or

ii. that is used for commercial, industrial or institutional purposes; or

(c) a facility, including a storage yard or tank farm.

RCMP means the Royal Canadian Mounted Police.

Residential False Alarm means a False Alarm at a site that is predominantly used for a person's living accommodation, including a single-family residence, individual strata or apartment unit, or mobile or manufactured home, where a device or devices are installed and designed to issue a warning of a fire by activating an audible alarm signal and alerting a monitoring facility.

Smoke Alarm means a combined smoke detector and audible alarm device designed to sound an alarm within the room or Premises in which it is located upon detection of smoke within the room or Premises in which it is located.

Structure means a Construction or portion thereof, of any kind, whether fixed to, supported, or sunk into land or water, except landscaping, fences, paving, and retaining structures less than 1.22 metres in height.

Subdivision 4 - Jurisdiction of the Fire Department

5.1.4. 1. The Fire Department may take all necessary measures for the prevention, inspection, investigation, suppression, control, and extinguishment of fires and for the protection of life and property, including rescue and Hazardous Product awareness level operations and the administration of medical services for which all Members have been trained.

2. Subject to Part 5 Division 7 *[Service Levels]* of the *Kitimat Municipal Code*, the limits of the jurisdiction of the Fire Chief and Members of the Fire Department will extend to the area and boundaries of the District, and the Fire Chief and Members shall not supply fire-fighting services, respond to an Incident, or use any Apparatus or equipment outside the boundaries of the District without the consent of the other local government, a request for assistance pursuant to the *Emergency Program Act*, R.S.B.C. 1996, c. 111, or express authority pursuant to a written agreement between the District and the other local government providing for the supply of fire-fighting, Incident Response, or inspection services outside the municipal boundaries.

3. In the event a request for the deployment of road rescue services outside the District, the Fire Department shall obtain an emergency response task number from Emergency Management BC (EMBC) prior to response.

Subdivision 5 – Fire Code and Appointment and Powers of the Fire Chief

5.1.5 1. The *BC Fire Code* is adopted and made part of this Part, such that every provision of the *BC Fire Code* shall be considered a provision of this Part.

2. The Fire Chief, subject to guidance from the Chief Administrative Officer, shall establish rules and regulations, policies, and committees necessary for the proper and efficient organization and administration of the Fire Department.

3. The Fire Chief shall be responsible for the management, control, and supervision of the Fire Department, for all Members and discipline thereof, and for the care, custody, and control of all property, Apparatus, and equipment of the Fire Department.

4. The Fire Chief may appoint other Officers and Members as the Fire Chief deems necessary to the District's Fire Department, subject to the approval of the Chief Administrative Officer.

5. The Fire Chief shall take responsibility for all Fire Protection matters, including the enforcement of applicable sections of the *Fire Safety Act* and the *Fire Code*.

6. The Fire Chief may appoint or designate other Officers of the Fire Department to act as Fire Chief on their behalf.

7. The Fire Chief shall report to District Council through the Chief Administrative Officer on the operations of the Fire Department or on any other matter in the same manner.

8. District Council authorizes the Fire Chief to exercise all the powers of the local authority under Section 14 of the *Fire Safety Act* and for these purposes that section applies.

9. The Fire Chief may appoint any appropriately qualified Member to inspect for compliance with the requirements of the *Fire Code* and this Part and to issue tickets for violations.

Subdivision 6 - Responsibility of the Officers and Members

5.1.6. 1. The Deputy Fire Chief shall report to the Fire Chief and, in the absence of the Fire Chief, shall have the powers and shall perform the duties of the Fire Chief as directed or assigned.

2. Members shall assist the Fire Chief in carrying on the duties and responsibilities that District Council assigns to the Fire Department, as set out in this Part or any applicable other Part, statute, or regulation.

3. Members shall comply with the policies, procedures, rules, and regulations of the Fire Department, and a Member that fails to comply with the policies, procedures, rules, and regulations of the Fire Department may be subject to discipline as deemed appropriate and administered by the Fire Chief.

Subdivision 7 - Control, Direction and Management

5.1.7. 1. The Fire Chief, or, in the absence of the Fire Chief, the senior ranking Officer or Member present, shall have control, direction, and management of all Fire Department Apparatus, equipment, or personnel assigned to an Incident and, if a Member is in charge, that Member shall continue to act in that capacity until relieved by an Officer authorized to do so.

2. The Fire Chief and Members are authorized to enter onto property and into any Premises, including those adjacent to an Incident, with or without Apparatus and equipment, to take measures to prevent and suppress fires or respond to some other form of Incident.

Subdivision 8 - Powers of the Fire Chief and Members in Providing Incident Response

5.1.8. 1. For the purpose of providing an Incident Response:

a. The Fire Chief and the Officer in Command may issue an Order for the demolition or removal of all or part of a Building or Structure involved in, or in proximity to, an Incident if deemed necessary by the Fire Chief or Officer in Command to prevent or suppress a fire or to protect the public.

b. The Fire Chief and the Officer in Command may issue an Order for the evacuation of any Premises where there is an Emergency arising from a fire hazard or explosion.

c. The Fire Chief and the Officer in Command may establish one or more limited entry areas in the vicinity of an Incident and prohibit any person from entering such limited areas without proper authorization.

d. The Fire Chief and the Officer in Command at an Incident may commandeer privately owned equipment which they consider necessary to deal with an Incident.

e. The Fire Chief and the Officer in Command may obtain assistance from other officials of the District as deemed necessary.

Subdivision 9 - Conduct of Persons at an Incident

5.1.9. 1. A person at or near an Incident shall comply with the directions of the Fire Chief or Member and shall, upon request of a Member, provide information and assistance with respect to the Incident.

Subdivision 10 - Obstruction

5.1.10. 1. A person shall not impede, hinder, or obstruct the Fire Department or its agents in providing Incident Response, and without limiting the generality of the foregoing, a person shall not:

a. obstruct or prevent entry to any Premises where the Fire Chief or a Member has reasonable grounds to believe that an Incident exists;

b. damage or destroy Fire Department Apparatuses or equipment;

c. obstruct or otherwise interfere with access roads or streets or other approaches to any Incident, fire hydrant, cistern, or body of water that may be utilized for firefighting purposes;

d. drive a vehicle over any Fire Department Apparatus or equipment without permission from the Fire Chief or Officer in Command; or

e. falsely represent themselves as the Fire Chief or Member of the Fire Department or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

Subdivision 11 - Fire and Sprinkler Alarms

5.1.11. 1. An Occupier of a Building or Premises at which a Fire Alarm System or Automatic Fire Sprinkler System is installed shall provide to the Fire Department and maintain a current list of three (3) Contact Persons who are available to receive telephone calls from the Fire Department in the event that a Fire Alarm System or an Automatic Fire Sprinkler System at the Occupier's Building or Premises is activated. When contacted, a Contact Person shall:

a. attend the address of the Building or Premises with the Fire Alarm System or Automatic Fire Sprinkler System within thirty (30) minutes of being requested to do so by the Fire Department;

b. provide the Fire Department access to the Building or Premises where the Fire Alarm System or Automatic Fire Sprinkler System has been activated; and

c. operate the Fire Alarm System and Automatic Fire Sprinkler System and take control of and secure the Building or Premises where the Fire Alarm System or an Automatic Fire Sprinkler System has been activated.

2. If a Fire Alarm System or an Automatic Fire Sprinkler System has been activated and none of the three designated Contact Persons for the Premises can be reached or are unable to attend the Building or Premises, the Fire Department will forcibly enter the Premises at which the Fire Alarm System or Automatic Fire Sprinkler System is activated to suppress a fire or determine the cause of the alarm.

3. If the Fire Department is unable to establish contact with any of the Contact Persons or none of the Contact Persons attend the Premises within thirty (30) minutes of being requested to do so by the Fire Department, the Fire Department shall secure the Building or Premises or provide security or remain on standby until the Building or Premises can be secured. The Owner of the Building or Premises shall be liable to the District for the cost of security or securing the Premises as set out in Part 10, Division 2 of the *Code*.

4. An Occupier of any Building or Premises where there is a Fire Alarm System or an Automatic Fire Sprinkler System shall not service, test, repair, adjust, alter, or install any parts or items of the Fire Alarm System or Automatic Fire Sprinkler System which might activate a False Alarm without first notifying the Fire Department and the alarm monitoring company. Upon completion of any work performed on the Fire Alarm System or Automatic Fire Sprinkler System, the Occupier shall complete a local test or send a test signal to the Fire Department or monitoring company to confirm the Fire Alarm System or Automatic Fire Sprinkler System has been returned to working order.

5. An Occupier of a Building or Premises which has a Fire Alarm System or Automatic Sprinkler System shall notify the Fire Department immediately of a False Alarm.

6. An Owner of a Premises in respect of which more than three (3) False Alarms occur in any twelve (12) month period shall pay the fee prescribed in Part 10, Division 2 of the *Code* for each attendance of the Fire Department after two (2) False Alarms.

Subdivision 12 - Inspections

5.1.12. 1. The Fire Chief and Members are authorized to enter onto property and inspect any Premises to determine whether all regulations, prohibitions, and requirements are being met in relation to any matter contained in this Part, the *Fire Safety Act* and the *Fire Code*.

2. The Fire Chief and Members are authorized to enter into or onto any Premises, with or without Apparatus and equipment:

    a. to inspect for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from a fire, or

    b. in the event of an Emergency or Disaster.

3. The Fire Inspector is authorized to enter into or onto any Premises to carry out a Fire Safety Inspection.

4. The Fire Inspector shall carry out Fire Safety Inspections pursuant to the *Fire Safety Act*.

5. The Fire Chief and Deputy Fire Chief(s) shall be appointed as District Fire Inspectors.

Subdivision 13 – Investigations

5.1.13. 1. The Fire Investigator is authorized to enter into or onto any Premises to carry out a Fire Investigation.

2. The Fire Investigator shall carry out Fire Investigations pursuant to the *Fire Safety Act*.

3. The Fire Chief and Deputy Fire Chief(s) shall be appointed as District Fire Investigators.

Subdivision 14 - Orders

5.1.14. 1. In addition to the power to issue Orders pursuant to any other section of this Part, the Fire Chief and any Member authorized by the Fire Chief may issue one or more written Orders to an Occupier of a Premises requiring the Occupier to undertake any actions or remove or reduce any thing or condition that the Fire Chief or the Member authorized by the Fire Chief considers necessary to remove a fire hazard or reduce the danger of fire.

2. In addition to the power to issue an Order pursuant to any other section of this Part, and after inspection of a Premises, the Fire Chief or their designate may issue one or more written Orders to:

    a. the Owner of the Premises to remove or destroy a Building or Structure on the Premises;

    b. the Occupier of the Premises to repair the Premises;

    c. the Occupier of the Premises to alter the use or occupancy of the Premises;

    d. the Occupier of the Premises to remove or keep securely the combustible, flammable, or explosive materials or other Hazardous Products, or remedy flammable conditions on the Premises; and

e. the Occupier of the Premises to remove or take proper precautions against a fire hazard present at the Premises.

3. If the Fire Department issues an Order, the Fire Department shall issue the Order pursuant to the *Fire Safety Act*.

Subdivision 15 - Duration of an Order

5.1.15 1. In an Order, the Fire Department or Fire Chief shall state a date by which the Order shall be complied with, which date may, in the discretion of the Fire Chief, be fixed having regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or damage to life and property.

Subdivision 16 - Re-Inspection and Compliance with Orders

5.1.16 1. A person to whom an Order has been issued pursuant to this Part shall comply with the terms of the Order by the date specified in the Order.

2. If upon re-inspection the Occupier of a Premises has not complied with an Order, the District may charge a fee for that re-inspection and each additional re-inspection. If the Owner or Occupier fails to pay a fee imposed under this section, the District may add the unpaid fee to the property taxes of the Owner of the Premises subject to the Order.

3. If the person subject to an Order fails to comply with the terms of the Order, the District may carry out the work required on the Premises subject to the Order at the sole cost and expense of the Owner of the Premises. The District may collect its costs in the same manner and with the same remedies as property taxes and if they are due and payable by December 31 and unpaid on that date, are deemed to be taxes in arrears.

Subdivision 17 - Inspection Reports

5.1.17 1. The Fire Chief may require information or the production of documents relevant to the Fire Safety System of a Building. Every person who is required under a provision of the *Fire Code* to perform or cause to be performed, annually or less frequently than annually, an inspection or test of a Fire Safety System or any component thereof shall ensure that:

a. the inspection or test is performed by a Fire Protection Technician and in accordance with the *Fire Code*; and

b. the inspection or test is recorded, or the component of the Fire Safety System is tagged or labelled in accordance with the *Fire Code* and the rules, regulations, and requirements of the ASTTBC.

2. For the purpose of inspecting, testing, and maintenance of Fire Alarm Systems, the Fire Protection Technician shall be either:

   a. a licenced electrical contractor in good standing with the BC Safety Authority; or

   b. an individual holding a valid electrical Certification of Qualification, working under the holder of the facilities electrical operating permit.

3. For the purpose of inspecting, testing, and maintenance of Automatic Fire Sprinkler Systems, the Fire Protection Technician shall be an individual holding a valid sprinkler fitter Certificate of Qualification.

4. Every person who owns, controls, or otherwise has charge of a Fire Safety System shall notify the Fire Chief if at any time such system is inoperable or taken out of service and must notify the Fire Chief again once service is restored.

5. Every Fire Protection Technician who inspects or maintains Fire Safety Systems shall use the appropriate inspection or testing form approved by the ASTTBC and shall forward a copy of the completed form upon completion of the inspection or maintenance to the Occupier of the Building. The Occupier shall provide a copy to the Fire Chief upon request.

6. The Occupier of every Building that is equipped with a Fire Safety System that is not continuously monitored shall ensure that at each manual fire alarm pull station a permanent sign is mounted that reads:

   LOCAL ALARM ONLY – IN CASE OF FIRE, DIAL 9-1-1

   The Occupier shall ensure the sign is not less than fifty (50) millimetres by one hundred (100) millimetres in size and printed on permanent red on white or white on red plastic laminate or equivalent material.

7. The Occupier of a Building for which the Fire Safety System is tested and inspected under this Part shall retain records of such tests or inspections for two (2) years or the interval between tests or inspections, whichever is greater.

Subdivision 18 - Fire Department Frequency of Inspections

5.1.18 1. Pursuant to the *Fire Safety Act*, District Council shall, by policy, establish a risk-based compliance monitoring system for Public Buildings within the District's boundaries, and in the policy District Council shall provide different frequencies of Fire Safety Inspections and fire safety assessments depending on a Building's building code building classification, its use, age, and fire risk assessment.

2. When District Council requests, the Fire Chief shall report to District Council on the compliance monitoring system created and implemented under this section.

Subdivision 19 - Fire Hazard Regulations

5.1.19 1. All Owners and Occupiers of Buildings, sites, storage areas, or other areas as required by the *Fire Code* Division B Part 2 section 2.8 *[Emergency Planning]* shall;

a. have a Fire Safety Plan;

b. ensure that measures within a Fire Safety Plan conform to the I Division B Part 2 section 2.8.2 *[Fire Safety Plan];*

c. produce and submit the Fire Safety Plan to the Fire Department for approval; and

d. revise and resubmit the Fire Safety Plan if directed by the Fire Chief in order to comply with this Part, the *Fire Safety Act*, the *Fire Code*, or *Building Code*.

2. All Occupants of Premises where a Fire Safety Plan is required shall review their Fire Safety Plans annually and submit updated plans to the Fire Chief for review. If Occupants do not need to update their current Fire Safety Plan, Occupants shall still forward to the Fire Chief a notification of non-update.

3. If an Occupant of a Premises where a Fire Safety Plan is required fails to submit their updated plan or to forward a notification of non-update to the Fire Chief, the Occupant shall provide confirmation of compliance with s. 5.1.19.2 upon request of the Fire Chief.

Subdivision 20- Accumulation of Combustibles

5.1.20 1. No Occupier shall allow a Premises to accumulate noxious waste, yard and garden waste, land clearing debris, or any other material or substance that in the opinion of the Fire Chief creates a fire hazard.

Subdivision 21 - Outdoor Storage of Waste Containers

5.1.21 1. A person shall ensure that all containers used for the disposal, removal or storage of garbage, refuse, building debris, papers, or combustibles for which the circumference or perimeter of the receptacle of the container is greater than 1.5 meters:

a. if equipped with a lid, have lids kept closed at all times unless otherwise approved by the Fire Chief; and

b. not be located within

i. five (5) metres of any combustible Building or Structure, unless stored within a non-combustible Structure or in a location approved by the Fire Chief; or

ii. one (1) metre of any combustible Building or Structure unless the container is fabricated from non-combustible materials with a secure self-closing lid and is not equipped with a hold-open device.

2. A person shall not allow combustible waste material or garbage to remain longer than forty-eight (48) hours in any street, lane, alley, or sidewalk located so as to constitute a fire hazard to any property.

Subdivision 22 - Open Air Burning

5.1.22 1. A person shall not light, ignite, start, or maintain an Open Burning or any fire in any portable incinerator, outdoor fireplace, outdoor solid-fuel-combustion appliance, or other portable appliance or device in the open air for any purpose.

2. Despite section 5.1.22.1, a person may light, ignite, start, or maintain an Open Burning if the fire is:

a. fueled by a propane heater;

b. a camp fire in a designated Fire Pit in Radley Park, Hirsch Creek Park, or Minette Bay Park;

c. a backyard fire for recreational purposes subject to the following provisions:

i. the fire must be contained in a Fire Pit;

ii. the Fire Pit is not prohibited at the location under District bylaws or other applicable enactments;

iii. each property may have a maximum one Fire Pit;

iv. the Fire Pit shall be no larger than 1 meter in diameter in zones identified in Part 9, Division 4 of the *Kitimat Municipal Code*.;

v. the Fire Pit shall not be larger than 1.5 meters in diameter in zones identified in Part 9, Division 7 of the *Kitimat Municipal Code;* Fire Pits shall be a minimum of three (3) meters from any other combustible material;

vi. only cut, seasoned wood; charcoal; or commercially fabricated fireplace logs shall be burned in a Fire Pit;

vii. all fires in a Fire Pit shall be supervised at all times by a person at least eighteen (18) years old;

viii. at any time a fire is burning, extinguishment capabilities and resources shall be within three (3) metres of the Fire Pit;

ix. smoke from Fire Pits shall not create a nuisance to other properties; and

x. any fire in a Fire Pit shall be extinguished immediately if a Member, Fire Chief, Deputy Fire Chief, RCMP Officer, or a Bylaw Enforcement Officer of the District so directs; and

d. authorized by a permit issued by the Fire Chief in a form established by the Fire Chief and substantially the same as Schedule A (Class A Burn Permit

Application) or Schedule B (Air Curtain Incinerator Permit Application) as attached to and forming part of this Bylaw. A person is required to pay the fee for the Class A Burn Permit or Air Curtain Incinerator Permit as set out in Division 10, Part 2 of the *Code.*

3. A person shall not light, ignite, start, or maintain an Open Burning before 8:00 AM, and every person shall completely extinguish an Open Burning by 11:00 PM.

4. If required as a condition of the Class A Burn Permit, every person who lights, ignites, starts, or maintains an Open Burning permitted by this Part or a permit issued under this Part shall establish and maintain a Fire Watch.

5. If the Fire Chief is of the opinion that hazardous fire conditions or a health and safety hazard to the public exist or the Fire Chief deems it otherwise expedient to do so, the Fire Chief may issue a directive prohibiting some or all Open Burning permitted by this Part or a permit issued under this Part within the boundaries of the District and may suspend or revoke any burning permit.

6. Every Owner who lights, ignites, starts, or maintains or permits to be lit, ignited, started, or maintained an Open Burning in contravention of this Part, a permit, or directive of the Fire Chief issued pursuant to this Part shall be liable for all expenses incurred by the Fire Department to extinguish the Open Burning as a cost recovery fee as set out in Part 10, Division 2.

Subdivision 23 - Burning Permits

5.1.23 1. A person shall not light, start, ignite, or maintain a fire permitted under any Provincial (British Columbia) enactments without a burning permit issued by the Fire Chief.

2. A person may apply for a permit by submitting a written application to the Fire Chief in a form established by the Fire Chief and substantially the same as Schedule A (Class A Burn Permit Application) or Schedule B (Air Curtain Incinerator Permit Application) as attached to and forming part of this Bylaw. A person is required to pay the fee for the Class A Burn Permit or Air Curtain Incinerator Permit as set out in Division 10, Part 2 of the *Code.*

3. In issuing a permit under this section the Fire Chief may impose terms and conditions relating to fire safety concerning:

   a. the location of a fire;

   b. the dates and times a fire may be lit or maintained;

   c. the maximum area occupied by a fire;

   d. materials that may be burned in a fire;

   e. precautions to be taken in connection with a fire; and

   f. the construction and supervision of a fire.

Subdivision 24 - Vacant and Fire Damaged Buildings

5.1.24 1. The Owner of an unoccupied Premises shall

a. keep the Premises free from debris and combustible materials; and

b. in a manner approved by the Fire Chief or Officer, ensure that at all times all openings in any Building on the Premises are guarded or securely closed and fastened so as to prevent the entry of unauthorized persons.

2. If the Fire Chief or a Member finds a Building that is not guarded or securely closed, the Fire Chief may issue an Order to the Owner of the Building to secure the Building against unauthorized entry.

3. If the Owner fails to secure the Building against unauthorized entry within forty-eight (48) hours of being directed to do so by the Fire Chief, or the Fire Chief is unable to contact the Owner within forty-eight (48) hours of finding the Building unsecured, the Fire Chief may carry out the work of securing the Building in a manner they deem appropriate for a fee as set out in Part 10, Division 2 of the *Code.*

Subdivision 25 - Commercial Cooking Equipment

5.1.25 1. Occupiers or persons in charge of a Premises that includes a commercial cooking facility shall ensure that the cooking equipment is operated, maintained, and regularly inspected in accordance with the requirements of the *Fire Code* and other applicable enactments for commercial cooking equipment, including but not limited to ensuring that:

a. hoods, grease removal devices, fans, ducts, and other appurtenances of commercial kitchens are inspected on a weekly basis and cleaned as required to remove grease and other combustible residues;

b. all commercial kitchen exhaust and Fire Safety Systems are inspected, serviced, and cleaned at least every six (6) months by a Fire Protection Technician in accordance with section 2.6.1.9 of the *Fire Code*; and

c. records of inspections and the last two (2) consecutive testing and service reports of commercial cooking equipment, Fire Safety Systems, and commercial kitchen hood, vent, and exhaust systems are kept on site and available for examination by the Fire Inspector or a Member on request.

2. Occupiers or persons using cooking equipment in fixed, mobile, or temporary concessions, such as trucks, busses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with the requirements of the *Fire Code* and all other applicable municipal bylaws or policies in force and effect.

Subdivision 26 - Fire & Emergency Service Access Requirements

5.1.26 1. Every Occupier of a Premises shall ensure that emergency access to all Buildings on the Premises remains clear and unobstructed for emergency vehicles at all times.

2. Every Occupier of a Premises on which Construction is occurring shall ensure that emergency access routes are clear and unobstructed and have a surface condition suitable for use by emergency vehicles.

Subdivision 27 - Street Addressing of Buildings

5.1.27 1. Every Occupier of a residential Premises shall post the civic address of the Premises:

a. on the front of the exterior of the principal Building on the Premises;

b. in such a position that the address is plainly visible from the street, road, fire lane, or other right of way or easement; and

c. in every case legible from a distance of fifteen (15) meters.

2. Every Occupier of a commercial or multi-family residential Premises shall post the civic address on the exterior of the Building in a position such that the address is plainly visible from the street, road, fire lane, or other right of way or easement, or other fire response access route as may be directed by the Fire Chief or a Member of the Fire Department.

3. Every Occupier of a multi-family unit that has exterior entrances and shares a common driveway shall post the address at the entry to the driveway.

Subdivision 28 - Fire Hydrants

5.1.28 1. Every Occupier shall maintain an area having a radius of one (1) meter around every fire hydrant or standpipe clear and unobstructed and every hydrant or standpipe shall be located in clear view from the street, road, fire lane, or other right of way or easement while being approached from either direction, in accordance with the requirements of the *Fire Code*.

2. No person shall open, interfere, or tamper with any District fire hydrant unless that person has been duly authorized to do so by the Fire Chief.

3. The Fire Chief may authorize the use of any District fire hydrant under the following circumstances:

a. Fire suppression or Emergency or Disaster response activities;

b. Approved maintenance, testing, or inspection of fire hydrants or associated water systems;

c. Training exercise authorized by the Fire Chief; or

d. Other similar municipal or utility purposes.

4. Further to 5.1.28.3, the Fire Chief may reasonably impose any safety, operational, or reporting conditions.

Subdivision 29 - Private Hydrants

5.1.29 1. The Owner of a Private Hydrant shall operate and maintain the Private Hydrant in accordance with all applicable enactments.

2. The District may inspect all Private Hydrants and after inspection, the District shall notify each Owner of a Private Hydrant in writing that the Private Hydrant has been inspected and the condition of their Private Hydrant.

3. Every Owner of a Private Hydrant shall pay an inspection fee for every inspection by the District in the amount specified in Part 10, Division 2 of the *Code*.

4. The Owner of a Private Hydrant shall within two (2) weeks remedy any deficiencies, damaged parts, or impairments found during an inspection or test of their Private Hydrant in accordance with the maintenance requirements set out in the *Fire Code* and shall pay a re-inspection fee for every re-inspection by the District in the amount specified in Part 10, Division 2 of the *Code*. If the Owner does not carry out such work, the Fire Chief may issue an Order that it be completed.

5. The Owner of a Private Hydrant shall ensure safe access to the Private Hydrant is maintained, and if the Owner fails to do so, the Fire Chief may issue an Order that the Owner do so.

6. The Owner of a Private Hydrant shall ensure that the requirements of National Fire Protection Association 25 “Impairments” are implemented when a Private Hydrant is removed from service either through preplanning or Emergency impairment. If such work is not carried out by the Owner, the Fire Chief may issue an Order that it be completed.

7. The District may enter into a third party work order with the owner of a Private Hydrant to complete repairs as may be requested by the third party. The owner of a Private Hydrant will be responsible for all charges related to the third party work order.

Subdivision 30- Cost Recovery, Fees & Charges

5.1.30 1. The District may recover the costs and expenses as established in Part 10, Division 2 of the *Code.*

Subdivision 31 – Filling of SCBA and SCUBA Air Cylinders

5.1.31 1. The District of Kitimat Fire Services may provide the filling of SCBA and SCUBA Air Cylinders and K Air Cylinders as a service when operationally possible and per established policy and procedure.

2. The filling of SCBA and SCUBA Air Cylinders and K Air Cylinders are to be charged at the free established in Part 10, Division 2 of the *Code.*

KITIMAT FIRE AND AMBULANCE

CLASS A BURN PERMIT APPLICATION

DATE: _____

In accordance with the Kitimat Municipal Code, Part 5, Division 1, Section: Subdivision 22 and 23 – Fire Protection, permit application for a Class A Burn Permit.

For inquiries, please contact Prevention Officer (Mon. to Fri.) 250-632-8940 (EXT 4231). Application may be emailed to fire@kitimat.ca or dropped off at 1101 Kingfisher Ave, Kitimat, BC. Notification will be given when permit is available for pick-up, please allow 2 – 3 business days for processing.

Company:		**Requestor Name:**
Company Address:		**Contact Address:**
Location of Burn:		**Contact Phone #:**
Proposed Date(s) of Burn:	**Proposed Time of Burn:**	**Contact Email:**
Purpose of Burn:		

CONDITIONS

1. The permittee shall be responsible for fires authorized by this permit.
2. The permittee shall be responsible for adhering to the BC Open Burning Smoke Control Regulation **Part 3, Division 1.**
3. **Issued for CATEGORY 2 Fires only.**
4. The permittee shall adhere to and be responsible for compliance to **smoke sensitivity zones, as indicated BC Open Burning Smoke Control Regulations, Local Bylaws** – Kitimat Municipal Code, Part 5, Section. Subdivision 22 and 23**, fire bans and restrictions.**
5. **Allowable periods of open burning in high smoke sensitivity zone.**
   A person with possession or control of a parcel of land that is:
   a) A private land,
   b) Smaller than 64 hectares, and
   c) Within or partially within a high smoke sensitivity zone (District of Kitimat) must ensure that open burning on the parcel of land is carried on no more than
   d) **12 days** or portions of days in each calendar year, and
   e) **6 days** or portions of days in each calendar month.
6. **Category 2** *material in 1 or 2 piles not exceeding 2-metres in height and 3-metres in width.* A person may carry on open burning in a high smoke sensitivity zone for a consecutive period that is less than 2 days if the person ensures that the following conditions with respect to the open burning are met: The vegetative debris is seasoned vegetative debris.
7. Ventilation index:
   a) "good" for the day the open burning starts, and
   b) "good" or "fair" for the second day of the open burning.
   c) the open burning starts not earlier than one hour after sunrise;
   d) unlit piles of the vegetative debris are ignited, and remaining unlit vegetative debris is added to the ignited piles of the vegetative debris, only during the period that starts one hour after sunrise and ends 4 hours before sunset on the day the open burning starts;
   e) the open burning ends by 4 p.m. on the second day of the open burning.
8. The permittee **shall** ensure the material to be burned is a minimum of **12 metres** from standing timber, brush or other flammable materials. The permittee shall provide at the site during light up and duration of the burn, the following staff and equipment for patrolling and preventing the escape of the fire authorized by this permit. Site visit may be required.
9. _____ Adult person(s) equipped with tools to safeguard the fire.
10. Additional equipment as described:_____

Submit Application

KITIMAT FIRE AND AMBULANCE SERVICES
1101 Kingfisher Ave., Kitimat, BC V8C 2N4 P. 250.632.8940 F. 250.632.7163 E: fire@kitimat.ca

KITIMAT FIRE AND AMBULANCE

CLASS A BURN PERMIT APPLICATION

Office Use Only:

Requestor acknowledges they have read and understand the conditions as outlined above:

SIGNATURE: _____ DATE: _____

Personal information is being collect by the District of Kitimat pursuant to S.26 of the Freedom of Information and Protectio n of Privacy Act. Questions regarding the collection of personal information can be directed to Corporate Administration at administration@kitimat.ca , by calling (250) 632-8900, or in person at the Municipal Hall at 270 City Centre.

ISSUING OFFICER'S SIGNATURE: _____ DATE: _____

PERMIT # _____ **EFFECTIVE DATES:** _____

KITIMAT FIRE AND AMBULANCE SERVICES
1101 Kingfisher Ave., Kitimat, BC V8C 2N4 P. 250.632.8940 F. 250.632.7163 E: fire@kitimat.ca

KITIMAT FIRE AND AMBULANCE

AIR CURTAIN INCINERATOR PERMIT APPLICATION

DATE: _____

In accordance with the Kitimat Municipal Code, Part 5, Division 1, Section: Subdivision 22 and 23 – Fire Protection, permit application for an Air Curtain Incinerator Permit.

For inquiries, please contact Prevention Officer (Mon. to Fri.) 250-632-8940 (EXT 4231). Application may be emailed to fire@kitimat.ca or dropped off at 1101 Kingfisher Ave, Kitimat, BC. Please allow 2 – 3 business days for processing.

Company:		**Requestor Name:**
Company Address:		**Contact Address:**
Location of Burn:		**Contact Phone #:**
Proposed Date(s) of Burn:	**Proposed Time of Burn:**	**Contact Email:**
Purpose of Burn:		

CONDITIONS

1. The permittee shall be responsible for fires authorized by this permit.
2. The permittee shall be responsible for adhering to the BC Open Burning Smoke Control Regulations specifically **Part 3, Division 5 Air Curtain Incinerators.**
3. The permittee shall adhere to and be responsible for compliance to **smoke sensitivity zones, as indicated BC Open Burning Smoke Control Regulations, Local Bylaws** – Kitimat Municipal Code, Part 5, Section: Subdivision 22 and 23**, fire bans and restrictions.**
4. Determine a location to operate the air curtain incinerator. Burning conditions are determined based on your distance from residential, business and care facilities.
5. An air curtain burner cannot be operated less than 100 metres from residences and businesses, and 500 metres from a school, hospital, or community care facility.
6. Air curtain burners can operate 100 metres to 1 kilometer from residences and business and 500 metres to 2 kilometres from schools, hospitals, and day care centres under the following conditions:
    a) Check ventilation index or custom index.,
    b) Poor = NO BURNING
    c) Good or Fair = BURN
    d) Start 1 hour after sunrise until sunset
7. The permittee shall totally extinguish all fire authorized by this permit on or prior to the expiry date of the permit or shall extinguish them forthwith upon suspension or cancellation of the permit; or when instructed to do so by an Officer of the Kitimat Fire Department.
8. The permit holder must not start open burning or add material to the air curtain to:
    a) negatively impact a nearby population
    b) be a navigation hazard at nearby airports or highways by significantly reducing visibility.

The permittee shall also abide by the following special conditions while acting under this permit. **Follow waste management rules.**

9. The permittee **shall** ensure the material to be burned is a minimum of **12 metres** from standing timber, brush or other flammable materials.
10. The permittee shall provide at the site during light up and duration of the burn, the following staffing and equipment for patrolling and preventing the escape of the fire authorized by this permit.
11. _____ Adult person(s) equipped with tools to safeguard the fire.
12. Equipment as described:_____
13. The permittee is responsible for suppressing any escape or threatened escape or threatened escape of the fire including the provision of not less than the following resources:

13.1 _____ Additional adult person(s) equipped with suitable firefighting tools.

13.2 Additional equipment as described:_____

Requestor acknowledges they have read and understand the conditions as outlined above:

SIGNATURE: _____ DATE: _____

Personal information is being collect by the District of Kitimat pursuant to S.26 of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of personal information can be directed to Corporate Administration at administration@kitimat.ca , by calling (250) 632-8900, or in person at the Municipal Hall at 270 City Centre.

Office Use Only

ISSUING OFFICER'S SIGNATURE: _____ DATE: _____

PERMIT # _____ **EFFECTIVE DATES:** _____

DURATION OF BURN: _____ Based on permit and consultation with the Kitimat Fire Department

Submit Application

KITIMAT FIRE AND AMBULANCE SERVICES
1101 Kingfisher Ave., Kitimat, BC V8C 2N4 P. 250.632.8940 F. 250.632.7163 E: fire@kitimat.ca

PART 10 - FINANCE
Division 2 - PART 5 POLICE AND FIRE REGULATIONS FEES AND CHARGES

Subdivision 1 – Bylaw Name

10.2.1. 1. This bylaw shall be known as *Kitimat Municipal Code* Part 5 Police and Fire Regulations Fees and Charges.

Subdivision 2 – Fees and Charges

10.2.2 1. The following fees and charges are applicable:

Part 5 Division 1		
Description	Code section	Fee
Cost of security or to secure the Premises	5.1.11.3	Actual cost
Commercial False Alarm when 3 or more in previous twelve (12) month period	5.1.11	First two False Alarms – free; Subsequent False Alarm - $200/alarm
Residential False Alarm when 3 ore more in previous twelve (12) month period	5.1.11	First two False Alarms – free; Subsequent False Alarm - $200/alarm
Re-inspection and each additional Re-inspection	5.1.16	First re-inspection is no charge; Second re-inspection is $150.
Remedial Action in Order	5.1.16 and 5.1.24	Actual cost
Extinguish Open Air Burning	5.1.22	Actual cost
Class A Burn Permit or Air Curtain Incinerator Permit	5.1.23.2	$50 per permit
Securing premises	5.1.24	Actual cost
Inspection of a Private Hydrant	5.1.28.3	$40.00
Re-Inspection of a Private Hydrant	5.1.28.4	$30.00

Filling of SCBA and SCUBA Air Cylinders (per cylinder)	5.1.31	$40.00
Filling of “K” Air Cylinders (per cylinder)	5.1.31	$50.00

Subdivision 3 – Collection of Fees and Charges

10.2.3 1. The District of Kitimat may take steps to recover an amount due and payable. This may involve registering judgments on real property, recovery through property taxes, or referring the matter to a collection agency.

	A	B	C	D	G
1	**Schedule "A" – Designated Bylaw Contraventions and Penalties (Bylaw Notices)**				
2	**COLUMN 1 CONTRAVENTION**	**KITIMAT MUNICIPAL CODE SECTION**	**COLUMN 3 FINE**	**COLUMN 4 EARLY PAYMENT**	**COLUMN 5 LATE PENALTY**
3	Failure to Comply with Fire Chief or Member as directed	5.1.9.1	$ 500.00	$ 450.00	
4	Obstruct or prevent entry	5.1.10.1.a	$ 500.00	$ 450.00	
5	Damage or destroy Fire Department Apparatus or equipment	5.1.10.1.b	$ 500.00	$ 450.00	
6	Obstruct or interfere with access	5.1.10.1.c	$ 500.00	$ 450.00	
7	Operate vehicle over Fire Department apparatus/equipment without authorization	5.1.10.1.d	$ 500.00	$ 450.00	
8	Impersonate Fire Chief of Member	5.1.10.1.e	$ 500.00	$ 450.00	
9	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to provide three contact persons	5.1.11.1	$ 500.00	$ 450.00	
10	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to attend as required	5.1.11.1.a	$ 500.00	$ 450.00	
11	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to provide access as required	5.1.11.1.b	$ 500.00	$ 450.00	
12	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to operate, take control, or secure as required	5.1.11.1.c	$ 500.00	$ 450.00	
13	Failure to notify Fire Department of system service, test, repair, adjustment, alteration, or installation	5.1.11.4	$ 500.00	$ 450.00	
14	Failure to notify Fire Department of a False Alarm	5.1.11.5	$ 500.00	$ 450.00	
15	Failure to carry out requirements of Order in accordance with terms of Order	5.1.16.1	$ 500.00	$ 450.00	
16	Failure to perform or cause to be performed on, or failure to produce records for, a Fire Safety System as required	5.1.17.1	$ 500.00	$ 450.00	
17	Failure to notify Fire Department of Fire Safety System is inoperable or taken out of service, or failure to notify Fire Deparment that Fire Safety System is restored	5.1.17.4	$ 250.00	$ 200.00	$ 350.00
18	Failure to provide complete inspection or maintenance form to Fire Chief	5.1.17.5	$ 250.00	$ 200.00	$ 350.00
19	Failure to post sign in accordance with section 5.1.17.6 of the Code	5.1.17.6	$ 500.00	$ 450.00	
20	Failure to keep records in accordance with section 5.1.17.7 of the Code	5.1.17.7	$ 250.00	$ 200.00	$ 350.00
21	Failure to prepare, produce, revise, or submit a complete Fire Safety Plan	5.1.19.1.a-d	$ 250.00	$ 200.00	$ 350.00
22	Failure to submit or notify of status of an updated Fire Safety Plan	5.1.19.2, 5.1.19.3	$ 250.00	$ 200.00	$ 350.00
23	Accumulation of materials or substances creating a fire hazard	5.1.20.1	$ 500.00	$ 450.00	
24	Failure to dispose, remove or store in accordance with section 5.1.21.1 of the Code	5.1.21.1	$ 500.00	$ 450.00	
25	Failure to remove material or waste in accordance with section 5.1.21.2 of the Code	5.1.21.2	$ 500.00	$ 450.00	
26	Open Air Burning for any purpose	5.1.22.1	$ 500.00	$ 450.00	
27	Failure to perform open burning in accordance with section 5.1.22.2 of the Code	5.1.22.2 a-d	$ 250.00	$ 200.00	$ 350.00
28	Open Burning outside authorized hours	5.1.22.3	$ 250.00	$ 200.00	$ 350.00
29	Failure to establish or maintain Fire Watch	5.1.22.4	$ 500.00	$ 450.00	
30	Failure to comply with directive of Fire Chief prohibiting, in whole or part, Open Burning	5.1.22.5	$ 500.00	$ 450.00	
31	Light, start, ignite, or maintain a fire without a burning permit	5.1.23.1	$ 500.00	$ 450.00	
32	Failure to keep a vacant or fire damaged Premise free from debris and combustable materials	5.1.24.1.a	$ 500.00	$ 450.00	

	A	B	C	D	G
33	Failure to guard or secure a vacant or fire damaged Premise	5.1.24.1.b	$ 500.00	$ 450.00	
34	Failure to inspect commercial cooking equipment in accordance with section 5.1.25.1 of the *Code*	5.1.25.1 a-c	$ 500.00	$ 450.00	
35	Failure to inspect cooking equipment in accordance with section 5.1.25.2 of the *Code*	5.1.25.2	$ 500.00	$ 450.00	
36	Failure to ensure that emergency access unobstructed	5.1.26.1	$ 500.00	$ 450.00	
37	Failure to ensure emergency access on Construction site unobstructed and suitable for emergency vehicles	5.1.26.2	$ 500.00	$ 450.00	
38	Failure to post civic address in accordance with section 5.1.27.1 of the *Code*	5.1.27.1	$ 250.00	$ 200.00	$ 350.00
39	Filaure to post civic address in accordance with section 5.1.27.2 of the *Code*	5.1.27.2	$ 250.00	$ 200.00	$ 350.00
40	Failure to post civic address in accordance with section 5.1.27.3 of the Code	5.1.27.3	$ 250.00	$ 200.00	$ 350.00
41	Fire Hydrant obstructed	5.1.28.1	$ 250.00	$ 200.00	$ 350.00
42	Open, interfere or tamper with Fire Hydrant	5.1.28.2	$ 500.00	$ 450.00	
43	Failure to maintain a Private Fire Hydrant	5.1.29.1	$ 500.00	$ 450.00	
44	Failure to remedy deficiency, damaged part, or impairements for a Private Fire Hydrant	5.1.29.4	$ 500.00	$ 450.00	
45	Failure to ensure safe access to Private Fire Hydrant	5.1.29.5	$ 500.00	$ 450.00	
46	Failure to properly remove a Private Fire Hydrant from service	5.1.29.6	$ 500.00	$ 450.00	

	A	B	C	D
1	**Schedule "B" – Designated Bylaw Contraventions and Penalties (Municipal Tickets)**			
2	**COLUMN 1 CONTRAVENTION**	**COLUMN 2 KITIMAT MUNICIPAL CODE SECTION**	**COLUMN 3 FINE**	**COLUMN 4 EARLY PAYMENT**
3	Failure to Comply with Fire Chief or Member as directed	5.1.9.1	$1,000.00	$500.00
4	Obstruct or prevent entry	5.1.10.1.a	$3,000.00	$2,500.00
5	Damage or destroy Fire Department Apparatus or equipment	5.1.10.1.b	$3,000.00	$2,500.00
6	Obstruct or interfere with access	5.1.10.1.c	$3,000.00	$2,500.00
7	Operate vehicle over Fire Department apparatus/equipment without authorization	5.1.10.1.d	$3,000.00	$2,500.00
8	Impersonate Fire Chief of Member	5.1.10.1.e	$3,000.00	$2,500.00
9	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to provide three contact persons	5.1.11.1	$1,000.00	$500.00
10	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to attend as required	5.1.11.1.a	$1,000.00	$500.00
11	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to provide access as required	5.1.11.1.b	$1,000.00	$500.00
12	Non-compliance with Fire Alarm System or Automatic Fire Sprinkler System requirements - failure to operate, take control, or secure as required	5.1.11.1.c	$1,000.00	$500.00
13	Failure to notify Fire Department of system service, test, repair, adjustment, alteration, or installation	5.1.11.4	$1,000.00	$500.00
14	Failure to notify Fire Department of a False Alarm	5.1.11.5	$1,000.00	$500.00
15	Failure to carry out requirements of Order in accordance with terms of Order	5.1.16.1	$1,000.00	$500.00
16	Failure to perform or cause to be performed on, or failure to produce records for, a Fire Safety System as required	5.1.17.1	$1,000.00	$500.00

	A	B	C	D
17	Failure to notify Fire Department of Fire Safety System is inoperable or taken out of service, or failure to notify Fire Deparment that Fire Safety System is restored	5.1.17.4	$1,000.00	$500.00
18	Failure to provide complete inspection or maintenance form to Fire Chief	5.1.17.5	$1,000.00	$500.00
19	Failure to post sign in accordance with section 5.1.17.6 of the Code	5.1.17.6	$1,000.00	$500.00
20	Failure to keep records in accordance with section 5.1.17.7 of the Code	5.1.17.7	$1,000.00	$500.00
21	Failure to prepare, produce, revise, or submit a complete Fire Safety Plan	5.1.19.1.a-d	$1,000.00	$500.00
22	Failure to submit or notify of status of an updated Fire Safety Plan	5.1.19.2, 5.1.19.3	$1,000.00	$500.00
23	Accumulation of materials or substances creating a fire hazard	5.1.20.1	$1,000.00	$500.00
24	Failure to dispose, remove or store in accordance with section 5.1.21.1 of the Code	5.1.21.1	$1,000.00	$500.00
25	Failure to remove material or waste in accordance with section 5.1.21.2 of the Code	5.1.21.2	$1,000.00	$500.00
26	Open Air Burning for any purpose	5.1.22.1	$1,000.00	$500.00
27	Failure to perform open burning in accordance with section 5.1.22.2 of the Code	5.1.22.2 a-d	$1,000.00	$500.00
28	Open Burning outside authorized hours	5.1.22.3	$1,000.00	$500.00
29	Failure to establish or maintain Fire Watch	5.1.22.4	$1,000.00	$500.00
30	Failure to comply with directive of Fire Chief prohibiting, in whole or part, Open Burning	5.1.22.5	$3,000.00	$2,500.00
31	Light, start, ignite, or maintain a fire without a burning permit	5.1.23.1	$1,000.00	$500.00
32	Failure to keep a vacant or fire damaged Premise free from debris and combustable materials	5.1.24.1.a	$1,000.00	$500.00
33	Failure to guard or secure a vacant or fire damaged Premise	5.1.24.1.b	$1,000.00	$500.00
34	Failure to inspect commercial cooking equipment in accordance with section 5.1.25.1 of the *Code*	5.1.25.1 a-c	$1,000.00	$500.00

	A	B	C	D
35	Failure to inspect cooking equipment in accordance with section 5.1.25.2 of the *Code*	5.1.25.2	$1,000.00	$500.00
36	Failure to ensure that emergency access unobstructed	5.1.26.1	$1,000.00	$500.00
37	Failure to ensure emergency access on Construction site unobstructed and suitable for emergency vehicles	5.1.26.2	$1,000.00	$500.00
38	Failure to post civic address in accordance with section 5.1.27.1 of the *Code*	5.1.27.1	$1,000.00	$500.00
39	Filaure to post civic address in accordance with section 5.1.27.2 of the *Code*	5.1.27.2	$1,000.00	$500.00
40	Failure to post civic address in accordance with section 5.1.27.3 of the Code	5.1.27.3	$1,000.00	$500.00
41	Fire Hydrant obstructed	5.1.28.1	$3,000.00	$2,500.00
42	Open, interfere or tamper with Fire Hydrant	5.1.28.2	$3,000.00	$2,500.00
43	Failure to maintain a Private Fire Hydrant	5.1.29.1	$1,000.00	$500.00
44	Failure to remedy deficiency, damaged part, or impairements for a Private Fire Hydrant	5.1.29.4	$1,000.00	$500.00
45	Failure to ensure safe access to Private Fire Hydrant	5.1.29.5	$1,000.00	$500.00
46	Failure to properly remove a Private Fire Hydrant from service	5.1.29.6	$1,000.00	$500.00

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Goose Creek
Duck Creek
Hirsch Creek
Alexander Ave
Hwy 37
Nalabila Blvd
N Lahakas Blvd
Kingfisher Ave
Haisla Bridge
Sumgas Creek
Haisla Blvd
W Columbia Ave
Kitimat River
Kildo Blvd
E Columbia Ave
Wakashan Ave
S Lahakas Blvd
Quatsino Blvd
Pine Creek
Cordella Creek
Daudet Creek
Kitimaat Village Rd
Minette Bay Creek
Minette Bay
Alcan Way
Anderson Creek
Kitimat Arm
Moore Creek
Kitimat Arm
Kitimat Arm

KITIMAT
A Marvel of Nature and Industry

FIRE HYDRANT OWNERSHIP

Fire Hydrants
- District of Kitimat
- Private

- Railroad
- Legal Parcel
- Water Body
- Stream

Scale: 1:28,500
Requisitor:
File: Admin
Author: AWS
Date: 08-Jul-2026
Revision: 0
0 345 690 1,380 m

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COUNCIL REPORT

Date: October 30, 2026

File: 1.1.2.1

To: Warren Waycheshen, CAO - for Mayor and Council

From: Tracy Tavares, Director of Corporate Administration

Re: Schedule of 2027 Regular Meetings of Council
Applicant: n/a
Location: n/a

Recommendation:

Action: Council approve the Schedule of 2027 Regular Meetings of Council.

Recommended Motion:

THAT the Schedule of 2027 Regular Meetings of Council attached to the October 30, 2026, report be approved *[as amended]* **and published in accordance with section 127 of the *Community Charter.***

Background:

Section 127 (1) of the *Community Charter* requires that each year, Council must make available to the public a schedule indicating the date, time and location if its regular meetings. Any amendments to this schedule must also be approved by Council resolution.

Section 2.2.2.2 of the Kitimat Municipal Code states that Regular Meetings of Council will be held the first and third Monday of the month, except when such date is a statutory holiday, in which case the meeting must be held on the next day the Municipal Office is open which is not a statutory holiday; and that meetings begin at 7:00 pm.

Regular Council meeting may be cancelled by Council, provided that two consecutive meetings are not cancelled. The Mayor may also postpone a meeting to a different day, time and place provided that the Corporate Officer is given at least two days written notice.

The second, fourth and fifth Mondays of the month are available for Committee of the Whole meetings or Special Meetings of Council to be scheduled as needed when there is sufficient business for an agenda.

The Schedule of 2027 Regular Meetings of Council **(Attachment A)** aligns with the requirements of the Kitimat Municipal Code and *Community Charter*.

Once Council approves the Schedule of 2027 Regular Meetings, public notice of the schedule will be posted at the designated public notice posting places, District of Kitimat Facebook page and the District of Kitimat Get Involved page. Additionally, the Schedule of 2027 Regular Meetings of Council will be published in the newspaper.

The 2027 Federation of Canadian Municipalities (FCM) conference will take place in Halifax Nova Scotia from June 10 - 13, 2027 and will not impact the proposed June Regular Meetings of Council.

The 2027 Union of BC Municipalities Convention (UBCM) is scheduled for September 20-24 in Whistler and will impact the second Regular Meeting of September, on September 20, 2027. It is recommended that the September 20 Regular Meeting be removed from the 2027 Schedule of Regular Council Meetings.

> **THAT the Monday, September 20, 2027, Regular Meeting of Council be cancelled and removed from the Schedule of 2027 Regular Meetings of Council.**

During the summer months of July and August, Council vacations, staff vacations and capital or other projects often necessitate rescheduling or cancellation of a Regular Meeting. Council may wish to cancel one Regular Meeting in July and/or August, with the understanding that a Special Meeting or Committee of the Whole meeting can be scheduled if sufficient business arises.

If Council wishes to cancel one Regular Meeting of Council in July, the following is offered for consideration:

> **THAT the Monday, July 5, Regular Meeting of Council be cancelled and removed from the Schedule of 2027 Regular Meetings of Council.**

If Council wishes to cancel one Regular Meeting of Council in August, the following is offered for consideration:

> **THAT the Tuesday, August 3, 2027, Regular Meeting of Council be cancelled and removed from the Schedule of 2027 Regular Meetings of Council.**

Alternative Options:

1. If Council does not wish to approve the Schedule of 2027 Regular Meeting, the following motion is offered for Council consideration:

   > **THAT the Schedule of 2027 Regular Meetings of Council be amended by** (to be determined through Council discussion) **and brought back to a future meeting.**

2. Another option as developed through discussion of Council.

Budget Implications:

N/A
Director of Finance Initials

Budgeted: n/a **Unbudgeted: n/a**

Council Initiative/Other Relevant Plans:

Council Initiatives and plan were not considered. Council is required through legislation to provide the schedule of meetings.

Strategic Plan (2023-2026)
Not Considered
Joint Strategic Plan for Haisla Nation Council – District of Kitimat (2024-2029)
Not Applicable
District of Kitimat and Haisla Council Friendship Agreement - gi guáƛaṗ nis
Not Applicable
Community Energy and Emissions Plan
Not Applicable
Housing Action Plan and Needs Assessment
Not Applicable
Kitimat Age-Friendly Assessment Report and Action Plan
Not Applicable
Kitimat Cycle Network Plan
Not Applicable
Kitimat Poverty Reduction Strategy
Not Applicable
Leisure Services Master Plan
Not applicable
Minette Bay West Concept Plan
Not Applicable
Official Community Plan (and Downtown Design Guidelines)
Not Applicable
Solid Waste Action Plan
Not Applicable
Water Conservation Plan
Not applicable.
BC Transit Future Services Plan
Not Applicable
Economic Development Strategic Plan (2023-2029)
Not applicable.
Downtown Concept Plan
Not applicable

"Tracy Tavares"
Submitted by
Tracy Tavares
Director of Corporate Administration

"Warren Waycheshen"
Approved for Submission
Warren Waycheshen, CAO

Attachment(s): A – Schedule of 2027 Regular Meetings of Council

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DISTRICT OF KITIMAT
SCHEDULE OF 2027 REGULAR MEETINGS OF COUNCIL

In compliance with Section 127 of the *Community Charter*, residents of Kitimat are advised of the schedule of Regular Meetings of Council for 2027.

Regular Meetings of Council take place on the first and third Mondays of the month (unless there is a statutory holiday) at the Council Chambers, 606 Mountainview Square at 7:00 p.m.

Note that additional Council meetings (Committee of the Whole or Special Meetings) may take place on the second, fourth or fifth Mondays of the month if there is sufficient business.

January		February		March	
Regular	Monday, January 4	Regular	Monday, February 1	Regular	Monday, March 1
Regular	Monday, January 18	Regular	Tuesday, February 16	Regular	Monday, March 15
April		**May**		**June**	
Regular	Monday, April 5	Regular	Monday, May 3	Regular	Monday, June 7
Regular	Monday, April 19	Regular	Monday, May 17	Regular	Monday, June 21
July		**August**		**September**	
Regular	Monday, July 5	Regular	Tuesday, August 3	Regular	Tuesday, September 7
Regular	Monday, July 19	Regular	Monday, August 16	Regular	Monday, September 20
October		**November**		**December**	
Regular	Monday, October 4	Regular	Monday, November 1	Regular	Monday, December 6
Regular	Monday, October 18	Regular	Monday, November 15	Regular	Monday, December 20

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