



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, MARCH 2, 2026, AT 7:00 PM

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

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	Minutes, District of Kitimat, Regular Meeting of Council, February 17, 2026
Page	19	7.2	March 2026, Registry of Observances
Page	21	7.3	Commission Volunteer Opportunity posted February 23, 2026
Page	23	7.4	Correspondence, letter dated February 19, 2026, from Kitimat Community Services Society regarding the loss of affordable housing at Oceanview apartments (1.6.3.11)

8. Notice of Motions

Page	25	8.1	Councillor Martins, Leisure Services Summer Programming (1.1.2.0)
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9. Bylaws

10. Reports and/or Communications

Page	27	10.1	Temporary Use Permit Renewal Application, J. Oviatt Contracting, 243 Elderberry (7.18.3.62)
Page	43	10.2	Street Renaming Policy (7.10.5.2)
Page	65	10.3	UBCM Community Emergency Preparedness Fund, Emergency Operations Centre Equipment and Training Program Grant Application (11.8.4)
Page	69	10.4	Third Party Signs (7.17.27)
Page	81	10.5	North Central Local Government Association Resolutions Second Report (1.5.2.4)
Page	89	10.6	Bylaw Offence Enforcement – Fine Structure (8.3.3)
Page	105	10.7	2026 Budget Deliberations Report #3 (2.10.3.1)

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)(i) legal advice
- Section 90(1)(k) municipal service

Reconvene and Adjourn Regular Meeting of Council

Present:	Mayor	P. Germuth
Present:	Councillors	E. Empinado, M. Feldhoff, G. Leibel, M. Martins, G. Pitzel
	Via WebEx	T. Marleau
Present:	Staff	W. Waycheshen, Chief Administrative Officer
		A. Ramos-Espinoza, Director of Engineering
		K. Enders, Deputy Chief Administrative Officer
		T. Tavares, Director of Corporate Administration
		J. Stevenson, Deputy Director of Corporate Administration
		S. Tarnowski, Director of Finance
		M. Gould, Director of Leisure Services
		S. Purita, IT Technician
		G. Mukendi, IT Technician
		L. Hadley, RCMP Office Manager
	Via WebEx	T. Bossence, Fire Chief
	Via WebEx	W. Tenshak, Director of Economic Development
	Via WebEx	M Penner

1. **Call to Order**

Mayor Germuth called the February 17, 2026, Regular Meeting of Council to order at 7:00 p.m.

2. **Message from the Mayor**

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

3. **Delegations/Presentations**

3.1. **Kitimat R.C.M.P. Presentation**

Sergeant Rob Gardner presented the statistics for the months of October, November and December 2025 and summarized their year end statistics.

Sergeant Gardner took questions from Council.

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

Mayor Germuth called for public input on agenda items.

Michelle Murdoch spoke on Item 10.5, 2026 Budget Deliberations Report #2, and the capital funding for the town to cable car active transportation project.

Mayor Germuth called for further public input on agenda items.

There were no comments from the public.

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

Councillor Martins requested that Item 7.5, Correspondence, letter dated January 9, 2026, from the Kitimat Airshed Group regarding Air Quality Health Index be moved to New Business.

Councillor Leibel requested that Item 7.4, For Information Only Report, Battered Women's Support Society Presentation and District of Kitimat Community Actions be moved to New Business.

Councillor Leibel requested that Item 7.7 Correspondence, undated letter received February 9, 2026, from A. Patel regarding LNG cumulative health impact assessment be moved to New Business.

Moved and seconded,
THAT the February 17, 2026, Regular Agenda be adopted as amended.

Motion Carried Unanimously
Motion: R26-029

7. Consent Agenda

Moved and seconded,
THAT the Consent Agenda for February 17, 2026, be approved as amended.

Motion Carried Unanimously
Motion: R26-030

All correspondence was received and filed.

The following Council meeting minutes were adopted:

Regular Meeting of Council, February 2, 2026.

8. Notice of Motion

8.1. Councillor Martins, Municipal Facility Lights

Moved and seconded,
THAT the District of Kitimat Proclamation and Flag Request Policy (P-30) Schedule of Observances, Standing Approvals for Facility Lights be amended to include February 24th, the Anniversary of Russia's invasion of Ukraine with municipal facilities illuminated in yellow and blue on that date annually.

Amendment:

Moved and seconded,
THAT "while the conflict persists" be added to the end of the main motion.

Amendment Carried Unanimously
Motion: R26-031

Main Motion, as amended:

THAT the District of Kitimat Proclamation and Flag Request Policy (P-30) Schedule of Observances, Standing Approvals for Facility Lights be amended to include February 24th, the Anniversary of Russia's invasion of Ukraine with municipal facilities illuminated in yellow and blue on that date annually while the conflict persists.

Main Motion as amended Carried Unanimously

Motion: R26-032

Municipal Facility Lights (1.2.1.13.1)

9. Bylaws

9.1. Leisure Services Advisory Commission Amendment Bylaw No. 2078, 2026

Moved and seconded,

THAT Leisure Services Advisory Commission Amendment Bylaw No. 2078, 2026, be adopted.

Motion Carried Unanimously

Motion: R26-033

Leisure Services Advisory Commission Amendment Bylaw No. 2078, 2026 (4.2.8)

10. Reports and/or Communications

10.1. Kitimat Flying Club - Request for Financial Support

Moved and seconded,

THAT the the Kitimat Airpark's additional request for \$32,328.44 be referred to the 2026 Budget deliberations.

In favour: Mayor Germuth and Councillor Feldhoff

Opposed: Councillors Empinado, Leibel, Marleau, Martins and Pitzel

Motion **Defeated**

Motion: R26-034

Kitimat Flying Club Request for Financial Support (1.6.3.30)

Moved and seconded,

THAT the District withdraws the application to the 2026 BC Air Access Program for a grant to support the purchase of maintenance equipment for the Kitimat Airpark.

In favour: Councillors Empinado, Leibel, Marleau, Martins and Pitzel

Opposed: Mayor Germuth and Councillor Feldhoff

Motion **Carried**

Motion: R26-035

Kitimat Flying Club Request for Financial Support (1.6.3.30)

10.2. District of Kitimat Fees and Charges Bylaw Update

Moved and seconded,
THAT a bylaw be brought forward for Council's consideration to update Part 10, Finance, Division 1, Miscellaneous Charges of the Kitimat Municipal Code.

Motion Carried Unanimously

Motion: R26-036

District of Kitimat Fees and Charges Bylaw Update (1.2.1.5)

Moved and seconded,
THAT a bylaw be brought forward for Council consideration to establish a fee structure for RCMP responses to false alarms, aligned with the fee structure for Fire Services false alarms.

Motion Carried Unanimously

Motion: R26-037

District of Kitimat Fees and Charges Bylaw Update (1.2.1.5)

10.3. Canada Day Helicopter Landing and Take Off Permission

Councillor Marleau stepped out of the meeting at 7:46 pm

Moved and seconded,
THAT Council support the landing and take-off of helicopters from Riverlodge Ball Field #2 as part of the Canada Day Festivities on July 1st, 2026.

AND THAT a letter of support be written to Canadian Helicopters advising them of Council's motion.

Motion Carried Unanimously

Motion: R26-038

Canada Day Helicopter Landing and Take Off Permission (5.3.5)

10.4. Kitimat Market Steering Committee Terms of Reference Report

Moved and seconded,
THAT the Terms of Reference for the Kitimat Market Steering Committee as presented to Council in the report dated February 10, 2026, be approved.

Councillor Marleau returned to the meeting at 7:48 pm

Tabling Motion:

Moved and seconded,
THAT the Kitimat Market Steering Committee terms of reference be tabled pending approval of the market project through the 2026 Budget.

In favour: Mayor Germuth, Councillors Feldhoff and Marleau
 Opposed: Councillors Empinado, Leibel, Martins and Pitzel

Tabling Motion: **Defeated**

Motion: R26-039

Kitimat Market Steering Committee Terms of Reference Report (5.14.0.5)

Main Motion Carried Unanimously

Motion: R26-040

Kitimat Market Steering Committee Terms of Reference Report (5.14.0.5)

The agenda was varied to address New Business before Report 10.5

Varied Agenda

11. New Business

11.3. Councillor Martins, Correspondence, letter dated January 9, 2026, from the Kitimat Airshed Group regarding Air Quality Health Index

Moved and seconded,
THAT the District of Kitimat include the BC Government Air Quality Health Index air quality data on the District's website.

Motion Carried Unanimously

Motion: R26-041

Correspondence, letter dated January 9, 2026, from the Kitimat Airshed Group regarding Air Quality Health Index (1.6.3.29)

11.4. Councillor Leibel, For Information Only Report, Battered Women's Support Society Presentation and District of Kitimat Community Actions

Moved and seconded,
THAT staff report back on the topic of formal Council statements or resolutions recognizing gender-based violence as a community priority and affirming support for survivors.

Motion Carried Unanimously

Motion: R26-042

Battered Women's Support Society Presentation and District of Kitimat Community Actions (1.1.2.1.1)

11.5. Councillor Leibel, Correspondence, undated letter received February 9, 2026, from A. Patel regarding LNG cumulative health impact assessment

Moved and seconded,
THAT staff reach out to the District of Squamish to facilitate information sharing between two Councils on the LNG facilities.

Motion Carried Unanimously

Motion R26-043

Correspondence, undated letter received February 9, 2026, from A. Patel regarding LNG cumulative health impact assessment (1.1.2.0)

Varied Agenda

10.5. 2026 Budget Deliberations Report #2

Council deliberated on Community Grants.

Moved and seconded,
THAT the Kitimat 50 Plus Society grant request in the amount of \$37,428 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-044

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Airshed Group grant request in the amount of \$21,977 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-045

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Arts for Youth grant request in the amount of \$14,013 be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-046

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Community Development Centre grant request in the amount of \$54,440 be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-047

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Community Services Society grant request in the amount of \$40,261 for the Rental Subsidy Program be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-048

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Community Services Society grant request in the amount of \$42,676 for the Kitimat Victim Services Program be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-049

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Flying Club grant request in the amount of \$11,537 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-050

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Flying Club late additional grant request in the amount of \$10,405 for the Kitimat Airpark Master Plan be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-051

2026 Budget Deliberations Report #2 (2.10.3.1)

Councillor Empinado declared a conflict of interest as he is employed by Northern Health Authority and left the meeting at 8:25 p.m.

Moved and seconded,
THAT the Kitimat Health Advocacy Group grant request in the amount of \$25,000 be approved for the 2026 budget. .

Motion Carried Unanimously

Motion: R26-052

2026 Budget Deliberations Report #2 (2.10.3.1)

Councillor Empinado returned to the meeting 8:26 pm

Moved and seconded,
THAT the Kitimat Museum and Archives operating grant request in the amount of \$413,329 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-053

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the the Kitimat Museum and Archives' grant request in the amount of \$31,800 for rent subsidy be approved for the 2026 budget..

Motion Carried Unanimously

Motion: R26-054

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Public Art Alliance grant request in the amount of \$35,900 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-055

2026 Budget Deliberations Report #2 (2.10.3.1)

Councillor Feldhoff declared a conflict of interest as his spouse is a member of the Kitimat Public Library Board of Directors and left the meeting 8:27 p.m.

Moved and seconded,
THAT the Kitimat Public Library Operating grant request in the amount of \$574,683 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-056

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Public Library grant request in the amount of \$111,600 for rent subsidy be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-057

2026 Budget Deliberations Report #2 (2.10.3.1)

Councillor Feldhoff returned to the meeting 8:28 p.m.

Moved and seconded,

THAT the Kitimat Understanding the Environment (KUTE) grant request in the amount of \$313,956 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-058

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Kitimat Understanding the Environment (KUTE) additional grant request in the amount of \$152,239 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-059

2026 Budget Deliberations Report #2 (2.10.3.1)

Feldhoff declared a conflict of interest as his spouse is employed by the Mount Elizabeth Theatre and left the meeting at 8:29 p.m.

Moved and seconded,

THAT the Mount Elizabeth Theatre operating grant request in the amount of \$151,310 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-060

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Mount Elizabeth Theatre's capital grant request in the amount of \$39,500 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-061

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Mount Elizabeth Theatre grant request in the amount of \$2,000 for the offset of the telethon be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-062

2026 Budget Deliberations Report #2 (2.10.3.1)

Councillor Feldhoff returned to the meeting at 8:32 p.m.

Moved and seconded,

THAT the Shames Mountain – My Mountain Coop grant request in the amount of \$50,000 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-063

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Snowflake Community Fairgrounds Society grant request in the amount of \$30,000 be approved for the 2026 budget.

Amendment

Moved and seconded,

THAT the Snowflake Community Fairgrounds Society be provided a grant of \$3,500 plus 2.6% for the 2026 budget.

Tabling Motion

Moved and seconded,

THAT the Snowflake Community Fairgrounds Society grant request be tabled.

Tabling Motion Carried Unanimously

Motion: R26-064

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Tamitik Status of Women grant request in the amount of \$49,476 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-065

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Tamitik Status of Women's grant request in the amount of \$250,000 for Salon A be tabled.

Tabling Motion Carried Unanimously

Motion: R26-066

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,

THAT the Kitamaat Basketball Tournament grant request in the amount of \$5,000 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-067

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the grant for Sports and other Organizations in the amount of \$123,605 be approved for the 2026 budget.

Motion Carried Unanimously

Motion: R26-068

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Kitimat Concert Association grant request in the amount of \$10,000 be approved for the 2026 budget.

Tabling motion

Moved and seconded,
THAT the Kitimat Concert Association grant request of \$10,000 be tabled.

Motion Carried Unanimously

Motion: R26-069

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the grants for the following agreements be approved for the 2026 budget:

- *Hirsch Creek Golf and Winter Club in the amount of \$200,498*
- *Kitimat Youth Soccer Association in the amount of, \$35,000*
- *Student Employment Grants, in the amount of \$25,000*
- *Festivals Kitimat Summer Student, in the amount of \$5,000*

Motion Carried Unanimously

Motion: R26-070

2026 Budget Deliberations Report #2 (2.10.3.1)

Council deliberated on Funded Capital Projects.

Moved and seconded,
THAT the Haisla Boulevard Walkway Phase 2 Kingfisher to Ptarmigan project, for \$700,000, be deferred to 2027 budget.

Motion Carried Unanimously

Motion: R26-071

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT any uncommitted funds for the Parking Lot Reconstruction design (Public Works and Riverlodge) project, be deferred to 2027.

In favour: Mayor Germuth, Councillors Empinado, Feldhoff, Leibel and Marleau

Opposed: Councillors Martins and Pitzel

Motion **Carried**

Motion: R26-072

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved seconded,
THAT the Kitimat Valley Housing Society's Road Design project for \$750,000 be tabled until we get clarification on the status of their grant application for funding.

Motion Carried Unanimously

Motion: R26-073

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded
THAT the Detailed Design for Public Safety Building Replacement Project (Existing Funding) for \$1,000,000 and Detailed Design for Public Safety Building Replacement (Additional Funding) for \$150,000 be deferred to budget 2027;

AND THAT staff report back to update on options for upgrades necessary to the existing Public Safety Building.

In favour: Mayor Germuth, Councillors Empinado, Feldhoff, Leibel, Marleau

Opposed: Councillors Martins and Pitzel

Motion **Carried**

Motion: R26-074

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Spray Park Construction (Existing Funding) for \$1,500,000 and Spray Park Construction (Additional Funding) for \$750,000 be deferred to the 2027 budget.

In favour: Mayor Germuth, Councillors Empinado, Feldhoff and Leibel

Opposed: Councillors Marleau, Martins and Pitzel

Motion **Carried**

Motion: R26-075

2026 Budget Deliberations Report #2 (2.10.3.1)

Council deliberated on Unfunded Capital Projects.

Moved and seconded
THAT the Service Centre Forcemain Design (Phase 1) project for \$250,000, and the Tamitik Roof Assessment and Patch Repair project for, \$50,000, form part of the 2026 Capital Projects Budget.

Motion Carried Unanimously

Motion: R26-076

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT Nechako Centre Temporary Improvement project for, \$80,000, form part of the 2026 Capital Projects Budget.

Motion Carried Unanimously

Motion: R26-077

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT staff report back on cost estimates and feasibility of an RV dump station at the Pollution Control Centre and the Chamber of Commerce, a proposed pull out for truckers at the Crossroads location, and for Swannell Street drainage.

Motion Carried Unanimously

Motion: R26-078

2026 Budget Deliberations Report #2 (2.10.3.1)

Council deliberated on Early Approvals.

Moved and seconded,
THAT the following projects be granted early approval in the 2026 Budget:

- Courthouse Roof Replacement in the amount of \$250,000
- Annual Walkway Reconstruction Program in the amount of \$600,000
- Creed Street Stormwater Repair in the amount of \$700,000 Smith Street Interim Stabilization in the amount of, \$700,000

Motion Carried Unanimously

Motion: R26-079

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Gull Street Auto Flusher project for \$75,000, be granted early approval in the 2026 Budget.

Motion Carried Unanimously

Motion: R26-080

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the following projects be granted early approval in the 2026 Budget:

- Public Works Fleet Replacement in the amount of \$1,420,000
- Riverlodge Secondary Electrical Service Upgrade in the amount of \$250,000
- Sam Lindsay Aquatic Centre Duct Sox Replacement in the amount of \$425,000
- Sam Lindsay Aquatic Centre Emergency Lighting Replacement in the amount of \$150,000
- Sam Lindsay Aquatic Centre Sand Filter Replacement in the amount of \$600,000

Motion Carried Unanimously

Motion: R26-081

2026 Budget Deliberations Report #2 (2.10.3.1)

Council deliberated on the Fire Department budget

Moved and seconded,
THAT the contribution to Fire Department Equipment reserve for the 2026 Budget remain at \$600,000.

Motion Carried Unanimously

Motion: R26-082

2026 Budget Deliberations Report #2 (2.10.3.1)

Moved and seconded,
THAT the Engine 12 Replacement (year 1) project in the amount of \$983,567 be granted early approval in the 2026 Budget

Motion Carried Unanimously

Motion: R26-083

2026 Budget Deliberations Report #2 (2.10.3.1)

11. New Business

See above varied agenda.

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(2)(k) Municipal service*
- *Section 90(1)(o) Consideration of others attending a Closed Meeting of Council*

Motion Carried Unanimously

Motion: R26-084

The Regular Meeting of Council was recessed and moved into a Closed Meeting of Council at 9:52 p.m.

The Regular Meeting of Council reconvened at 10:34 p.m.

Adjournment

Moved and seconded,
THAT the February 17, 2026, Regular Meeting of Council be reconvened and adjourned.

Motion Carried Unanimously

Motion: R26-085

The Regular Meeting of Council adjourned at 10:34 p.m.

CERTIFIED TRUE AND CORRECT COPY of
the minutes of the Regular Meeting of Council
held Tuesday, February 17, 2026.

Phil Germuth
Mayor

Tracy Tavares
Corporate Officer

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REGISTRY OF OBSERVANCES

March 2026

As declared by the Sponsor

OBSERVANCE	DATE	SPONSOR
International Purple Day	March 26	BC Epilepsy Society
<i>District of Kitimat municipal facilities will be lit yellow, blue and green for the month of March per policy P-30 Proclamation and Flag Requests Policy</i>		

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Kitimat Council is seeking interested individuals to fill volunteer positions on the following:

Leisure Services Advisory Commission – (Senior 55+) - 1 position

There has been a recent change to the composition and appointment terms of the LSAC. We are currently seeking one (1) senior representative, aged 55+, from the District of Kitimat.

Members meet monthly from September to June to discuss and make recommendations on issues affecting Kitimat's recreational needs.

Role of the Commission:

- Receive input from the community.
- Make recommendations to Council.
- Provide recommendations to the Leisure Services Department.
- Recommend major expenditures or policy changes that will make a significant and positive change in the Leisure Services Department direction or its operations.
- Provide direction and guidance on policy and practices for the betterment of the community and the achievement of Council's purpose and goals.

Advisory Planning Commission – 1 position

Members meet on an as needed basis.

Role of the Commission:

- Provide input to help guide the long-term development of your community.
- Receive input from residents and advice from professional planners.
- Make recommendations and advise Council on such matters as: community plans; development control; future land use; proposed policies or bylaws respecting residential, commercial, institutional, and industrial development; and various types of development applications.

If you wish to be considered for appointment to one of these commissions, please fill out the application to volunteer at: <https://www.kitimat.ca/en/municipal-hall/advisory-commissions.aspx>

*Volunteers may be eligible for childcare reimbursement as per
Policy E-52 – Expense Claim Childcare.*

Posting Date: February 23, 2026

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102- 370 City Centre
Kitimat, BC V8C 1T6

February 19, 2026

District of Kitimat
270 City Centre
Kitimat, BC V8C V8C 2H7

Attn: Mayor and Council

Subject: Loss of Affordable Housing at Oceanview Apartments

Dear Mayor Germuth and Members of Kitimat Council,

I am writing in my capacity as the Homeless Prevention Worker with Kitimat Community Services Society's (KCSS) Reaching Home Program to formally raise concerns regarding recent developments at the Oceanview Apartments complex. Located on Albatross and Kingfisher Avenues, the complex consists of seven buildings with 118 units. When I shared information about the complex at February's Interagency meeting, I was asked to bring these concerns to Council's attention.

Oceanview Apartments, recently purchased by Pacific Edge Properties Ltd., has historically been one of the largest housing complexes serving low-income residents in Kitimat. For many years, these units have provided stable and essential housing for individuals and families with limited financial means, including those receiving Income Assistance and Disability benefits.

While it is encouraging to see significant renovations underway—resulting in visibly improved and updated units—it is deeply concerning that the property is no longer accepting low-income or vulnerable individuals as tenants. Applicants are now required to have employment income, and Income Assistance and Disability benefits are reportedly no longer considered acceptable sources of income.

This shift in policy has serious implications for our community's most vulnerable residents, particularly at a time when affordable housing options are already extremely limited. In addition, current tenants are reportedly being encouraged to enter into Pre-Authorized Debit (PAD) agreements. However, some residents do not have bank accounts, making such arrangements impractical or impossible. I have personally advocated on behalf of several tenants whose living situations do not accommodate these requirements.

While Tamitik Status of Women's new housing development will provide much-needed support and safe housing options for women in our community, it is important to recognize that this development will not address the needs of families that include men, couples, or single men experiencing housing instability. As a result, a significant portion of our vulnerable population will remain without viable options, further intensifying the strain on our already limited affordable housing stock.

With very few housing options available and a shelter that is not open year-round, we risk seeing a further rise in unsheltered homelessness. This could potentially intensify the formation of encampments, similar to the tent city we witnessed this past summer—possibly on an even larger scale. Without adequate, accessible, and inclusive housing solutions, individuals and families may have no



102- 370 City Centre
Kitimat, BC V8C 1T6

alternative but to seek shelter outdoors, creating heightened concerns for safety, health, and community well-being.

The loss of accessible housing at Oceanview Apartments represents a significant reduction in affordable rental stock for low-income residents in Kitimat. I respectfully urge Council to consider the broader impact of these changes and to explore potential avenues for dialogue, policy review, or partnership that would help preserve inclusive housing opportunities within our community, including opportunities through the HEART and HEARTH programs through BC Housing.

Stable, accessible housing is foundational to individual well-being and to the overall health of our municipality.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "A. Dumstrey-Soos".

Reaching Home Coordinator
Adrienne Dumstrey-Soos

NOTICE OF MOTION

Date: February 20, 2026
 File No: 1.1.2.0
 To: Mayor and Council
 From: Councillor Martins
 Re: Leisure Services Summer Programming



Moved by _____ Councillor Martins

Seconded by _____

Motion:

THAT the District of Kitimat approach LNG Canada to seek financial support to subsidize the District's summer programming, specifically to offset additional fees incurred by parents requiring childcare before and after the standard program hours, and during the lunch hour.

Background:

The District of Kitimat Leisure Services department provides a variety of summer recreational programs for children ages 3-12. These programs are well used by families and provide structured activities, social engagement, and safe supervision throughout the summer months.

While the program fees remain accessible, parents often incur additional costs when they require childcare before 9:00 a.m. or after 4:00 p.m., which are the standard program hours. These extended-care fees, along with the cost of providing daily lunches for participants, can create financial barriers for some families particularly those with multiple children enrolled.

LNG Canada provided financial support towards the District's summer programming for 2022, 2023 and 2024. By approaching local industry for financial support of these programs, the District can help remove financial barriers, support working families, and enhance equity within its summer programming.

Staff Comments

Staff have provided the table below summarizing registration numbers for the Pre-Program Care, Lunch Bunch, and Post-Program Care programs for the years 2023 to 2025, including totals and averages across the three-year period.

Year	Pre Program Care	Lunch Bunch	Post Program Care
2023	36	147	28
2024	71	199	37
2025	98	173	39
Totals	205	519	104
Average	68	173	34
Total Revenue	\$3,690	\$6,228	\$1,872
Average Revenue	\$1,224	\$2,076	\$612

Program costs are as follows:

- Pre-Program Care (7:30–9:00 a.m.): \$18 per week or \$3.60 per day
- Lunch Bunch (12:00–1:00 p.m.): \$12 per week or \$2.40 per day
- Post-Program Care (4:00–5:30 p.m.): \$18 per week or \$3.60 per day

Individuals requiring financial assistance may be referred to the Leisure Access Program, which provides a 50% subsidy on program registrations. Additional support may be considered on a case-by-case basis in accordance with the policy objective of ensuring access for participants experiencing financial hardship.

COUNCIL REPORT

Date: February 25, 2026
 File: 7.18.3.62
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Ryan Beaudry, Director of Planning
 Re: Temporary Use Permit Renewal Application
 Applicant: J. Oviatt Contracting Ltd.
 Location: 243 Elderberry Street



Recommendation:

Action: Council consider issuing the Temporary Use Permit renewal for the property at 243 Elderberry Street.

Recommended Motion:

THAT Temporary Use Permit No. 03 – 2026 attached to the Temporary Use Permit Renewal Application report for 243 Elderberry Street, dated February 25, 2026, be approved.

Background:

At the January 5, 2026, Regular Meeting, Council received a For Information Only (FIO) report regarding an application for a Temporary Use Permit (TUP) renewal from J. Oviatt Contracting Ltd. for the property at 243 Elderberry Street. The purpose of the application is to allow for renewal of a previously issued TUP (No. 01-2023) that expires on March 20, 2026. The applicant is requesting renewal for an additional three years. The applicant is also requesting some alterations to the uses permitted in the TUP; the following table compares the existing TUP (on the left) to the proposed TUP renewal/TUP amendment (on the right):

	Existing TUP (No. 01-2023)	Proposed TUP Renewal
Uses	Storing raw topsoil, masonry sand and silt	No change
	Storing hog fuel, rig mats, a portable bridge and a portable sawmill	No change
	Stockpiling logs and firewood acquired from the clearing of lots from Strawberry Meadows	No change
	Utilizing forced air log/wood burning pit on site	No change
	Storage area for drying wood	No change
	Sell topsoil	No change
	-	Add "Process firewood"
	-	Add "Sell firewood"
	Snow hauling from Sitka Lodge and other locations	Remove
	Processing topsoil acquired from the construction of the road to Minette Bay West Park	Change to "Processing topsoil"
	Allowing four workers for processing the topsoil 3 weeks per year; two site crews for burning the wood 2 weeks per year; one person for topsoil sales; one person for loading topsoil in truck	Change to include "two persons for processing firewood; one person for firewood sales"

The application, site plan, and other supporting details are included in **Attachment A**.

1. Planning Analysis

The subject property is zoned G5-A, Forestry Transition in the *Kitimat Municipal Code* (KMC). The Official Community Plan (OCP) permits temporary uses in most of the Greenbelt zones, including the G5-A zone. The G5-A zone indicates that temporary uses are permitted in accordance with Part 9, Division 8 of the KMC. Part 9, Division 8 of the KMC identifies processing of natural materials as a permitted temporary use for properties zoned G5-A.

2. Internal Referrals

The proposed TUP renewal application was referred to internal District departments for review and comment. Feedback from staff was focused on reviewing the conditions in the original permit (TUP No. 01-2023) and updating the necessary items based on the proposed changes and new circumstances. For example, the condition related to the snow hauling/dump site has been removed since this activity is not proposed to be included in the renewal permit. Also, reference to vehicles accessing the property using only Loganberry Avenue has been adjusted to reflect the current naming of adjoining streets in Strawberry Meadows – particularly the recent creation of Huckleberry Street and Salmonberry Street – which will be used to provide access to vehicles associated with the proposed uses.

3. Advisory Planning Commission

Unlike other types of development applications such as Development Permits, Zoning Amendments, and OCP Amendments, the KMC does not direct staff to automatically refer TUP renewals to the Advisory Planning Commission (APC) unless Council identifies otherwise by resolution. At the January 5, 2026, Regular Meeting, Council passed the following motion:

“THAT the Temporary Use Permit Renewal Application for 243 Elderberry Street be referred to the Advisory Planning Commission” (R26-009).

Staff referred the application to the APC and held a meeting on February 19, 2026. At the meeting, the APC discussed the application and passed the following motion:

“THAT the Advisory Planning Commission support the 243 Elderberry Street Temporary Use Permit Renewal Application as presented.”

4. Public Notice

A public notice describing the application was mailed to property owners and tenants located within 90 metres of the subject property, and was posted to the District’s Public Notice Posting Places (bulletin boards and website) as well as in accordance with Public Notice requirements set out in the *Kitimat Municipal Code* (posted on Get Involved Kitimat and Facebook for two consecutive weeks). The notice was also advertised in the Northern Sentinel in accordance with Council policy. The proposed permit was made available in the public handbook at the front counter of the municipal office and on the District’s website.

At the time of this writing, no public comments have been received. Any comments received in advance of March 2, 2026, Regular Meeting will be provided to Council at the meeting.

5. TUP 03-2026

Staff have prepared draft TUP No. 03 – 2026 for Council’s consideration (**Attachment B**). The TUP includes conditions requiring that the operation receive District permits for all relevant activities; include mitigation measures to control dust, noise and traffic; be contained within the

subject property; and comply with all relevant municipal and provincial requirements. For the reasons outlined in this report, the Planning Department supports the application and is recommending that Council issue the TUP renewal with conditions.

Alternative Options:

1. If Council does not wish to proceed with the TUP application, the following motion is offered for Council consideration:

THAT the Temporary Use Permit application by J. Oviatt Contracting Ltd., dated December 8, 2025, for the property at 243 Elderberry Street, be denied.

2. Another option as developed through discussion of Council.

Budget Implications:

"SLT"

There are no financial implications associated with this report.

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

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 guálap 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)

Temporary Use Permits Designation

5.3.1 The following areas in the District are designated to permit temporary uses, in accordance with Section 492(a)(b) of the Local Government Act and the general conditions identified in this Part:

...

Forestry Transition (G5-A)

...

as identified in the *Kitimat Municipal Code*.

General Conditions

5.3.2 A permit may only be issued if a condition or circumstance exists that warrants the proposed use for a short period of time but does not warrant a change of land use designation or zoning of the property. This may include economic development and testing the compatibility of a proposed use with established nearby uses.

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

"Christopher Bjorgan"

Prepared by
Christopher Bjorgan, Planner 1

"Ryan Beaudry"

Submitted by
Ryan Beaudry, Director of Planning

"Warren Waycheshen"

Approved for Submission
Warren Waycheshen, CAO

Attachment(s): A – Location Map, Application and Supporting Details
 B – TUP 03-2026



KITIMAT
A Marvel of Nature and Industry

Temporary Use Permit Application

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



Central File #: _____

APPLICANT INFORMATION

Full Name: J. OVIATT CONTRACTING LTD

Mailing Address: Box 199 Kitimat Postal Code: V8C-2G7

Phone: [REDACTED] Cell: [REDACTED] E-mail: jack@joviatt.com

OWNER INFORMATION (if different from above)

Full Name: DEBORAH LYNNE OVIATT JOHN ELLIS OVIATT

Mailing Address: Box 199 Kitimat Postal Code: V8C-2G7

Phone: [REDACTED] Cell: [REDACTED] E-mail: jack@joviatt.com

PROPERTY INFORMATION

Civic Address(es): 243 ELDERBERRY ST
497 QUAYSIDE KITIMAT B.C

Legal Description(s): WEST 1/2 DL 6005 RANGES

Parcel Identifier(s): 013-060-431

Is the property 800 metres or closer to a provincial highway? Yes ☐ No ☒

Zoning (Kitimat Municipal Code): GSA

Land Use Designation (Kitimat Official Community Plan 2008): RESIDENTIAL
SMALL HOLDINGS

Lot Size (m²/ha/acre): 40 acres

Is the property serviced by municipal water? Yes ☒ No ☐

Is the property serviced by sanitary sewer? Yes ☐ No ☒

PROJECT INFORMATION (attach additional pages if necessary)

Proposed Temporary Use: ☒ Commercial ☐ Industrial

Describe the current use: RESIDENTIAL + TINUP

Describe the proposed development and use: STOCKPILE LOGS ACQUIRED
FROM LOCAL LOT CLEARING, PROCESS & SELL FIRE WOOD
STORE & PROCESS TOPSOIL FOR SALE STOCKPILE DRY and
BURN WAST WOOD ALLOW REQUIRED WORKERS ON SITE

Proposed start and end date (please note, temporary use permits can only be issued for up to 3 years, which can be renewed only once for up to an additional 3 years.):

Is it a TUP Renewal Application? Yes: X No:

If Yes, Previous TUP number? 01-2023 MARCH 2023

Start Date: MARCH 2026

End Date: MARCH 2029 REQUESTED

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.

Should there be any change in ownership or legal description of the property, I undertake to notify the Community Planning and Development Department immediately 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, relevant property title charges, documents and/or drawings as required.

JACK DUJATT

Applicant or Authorized Representative

Jack Dujatt Oct 8/2025

Signature

Date

AUTHORIZATION OF APPLICANT

By signing this application, I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

JACK DUJATT

Applicant or Authorized Representative

Jack Dujatt Oct 1/2025

Signature

Date

Jack Dujatt Dec 8/2025

APPLICATION CHECKLIST

This checklist must be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. Please complete the application by initialing in the box under "Copies Attached" to verify completion of each submittal requirement. District staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

FORMS AND FEES REQUIRED

Document	Details	Notes	Copies Attached	Accepted by Staff
Application Form	Application form must be completed and signed at the time of submission.		✓	
Application Fee	Application fee paid and receipt provided.		PAID OCT 1 2025	
Title Certificate	Documentation of current ownership, including relevant property title charges (i.e. covenant).	The title search must be completed within 30 days of submission. Available from Land Title Office.	SUBMITTED OCT 1 2025	

DRAWINGS AND DOCUMENTS REQUIRED

Document	Details	Notes	Copies Attached	Accepted by Staff
Site Plan	Overhead view of proposed development in context of buildings and property lines to scale. Location of creeks, watercourses, swamps, ravines, and other pertinent topographical features.	Use the metric system when showing dimensions of buildings, property lines, setbacks, height, etc.	✓	
Mitigation Plan	Proposed mitigation methods to alleviate dust, noise, lights, pollution, traffic, etc.		✓	
Rationale Letter	Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the temporary use.		✓	

Dec 8/2025
 Jack Pratt



Access Route

Dec 8/2025

Revised Site Plan

35

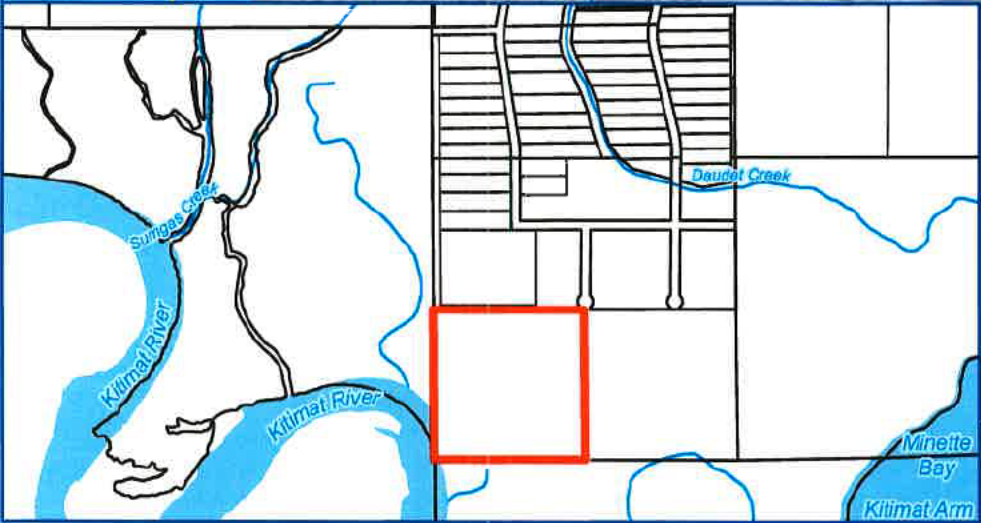
Please be advised that this Site Plan is for reference only. Location and size of the different uses will likely change but the proposed uses remain the same.

We have yet to receive a legal change of address from 497 Quatsino to 243 Elderberry. The location is west 1/2 DL 6005 Range 5 PID 013-060-431

NOTE

No Snow Storage is requested and no environmental plan will be submitted

Dec 8/2025
Jahlovatt





KITIMAT
A Marvel of Nature and Industry

243 ELDERBERRY ST SITE PLAN

 243 Elderberry St  Stream

 Legal Parcel

Scale: 1:2,500

Requisitor: KH Author: AWS Date: 02-Dec-2025
File: LocationMap Revision: 0

0 30 60 120



MITIGATION PLAN

DUST CONTROL	WATER AS REQUIRED
NOISE & LIGHT	WORK HOURS 7 AM 6 PM
POLLUTION	BURN PERMIT IN PLACE CO-OPERATE WITH FIRE HALL
TRAFFIC	ACCESS DOWN LOGAN BERRY AVENUE

RATIONAL

THERE ARE FEW AREAS AVAILABLE IN KITIMAT AND NONE IN KIEDALA TO PROCESS SOIL AND FOR DRYING WOOD WAIST FOR BURNING DOCK HAS NO AREA AREA FOR THERE WOOD SUPPLIER TO PROCESS FIRE WOOD FOR THE PARKS IN TOWN

ALL OF THE ABOVE USES ARE REQUIRED IN KITIMAT

ALL OF THE ACTIVITIES HAVE BEEN APPROVED IN THE PAST

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270 City Centre, Kitimat, BC, Canada V8C 2H7

P: 250.632.8900

W: kitimat.ca

E: dok@kitimat.ca

File: 7.18.3.62

DISTRICT OF KITIMAT TEMPORARY USE PERMIT NO. 03-2026

Permission, through Kitimat Council, is hereby granted to J. Oviatt Contracting Ltd. (known as the "Applicant") on March 2, 2026, to undertake the work mentioned in the Temporary Use Permit (TUP) at the eastern section of 243 Elderberry Street (Attachment A), legally described as:

**THE WEST 1/2 OF DISTRICT LOT 6005, RANGE 5 COAST DISTRICT
PID: 013-060-431**

General Intent of Permit

The Applicant is permitted to operate the following as per the site plan in Attachment B:

1. Storing raw topsoil, masonry sand, and silt;
2. Storing hog fuel, rig mats, a portable bridge, and a portable sawmill;
3. Stockpiling logs and firewood acquired from the clearing of lots from Strawberry Meadows;
4. Utilizing forced air log/wood burning pit on site;
5. Storage area for drying wood;
6. Process and sell topsoil;
7. Process and sell firewood;
8. Allowing four workers for processing topsoil 3 weeks per year; two site crews for burning wood 2 weeks per year; one person for topsoil sales; one person for loading topsoil into trucks; two persons for processing firewood; and one person for firewood sales.

Validity of Permit

THREE calendar years from the date of issuance of this Permit

Renewal of Permit

In accordance with Section 497(2) of the *Local Government Act*, this permit cannot be renewed

Terms and Conditions of Permit

- i. *Compliance with the Open Burning Smoke Control Regulation, and municipal regulation is required;*
- ii. *Compliance with Section 5.1.23(1) of Kitimat Municipal Code is required. The Applicant will be required to obtain a Class 'A' (Industrial Land Clearing) Burning Permit from the Kitimat Fire Department each time prior to burning and that timber be accepted only from Strawberry Meadows;*
- iii. *Compliance with Section 7.8 of the Kitimat Municipal Code is required. The applicant must obtain permission from the District of Kitimat Engineering Department, for importing, storing and processing topsoil on the subject property;*
- iv. *Burning be undertaken using air curtain to mitigate air quality;*
- v. *Mitigation measures to control the dust, noise, and traffic be implemented;*
- vi. *The drainage ditch right of way along the eastern side of the subject property be maintained by the applicant;*
- vii. *All vehicles associated with the activities listed in the General Intent of Permit are prohibited from using Elderberry Street to access the site;*
- viii. *The access to the subject property shall be cleared of snow at all times;*
- ix. *A valid municipal business license is maintained;*
- x. *The operation is contained within the subject property at 243 Elderberry Street;*
- xi. *Compliance with provincial and municipal regulations, including all provincial safety and reclamation standards.*

No building or structure shall be erected, reconstructed, altered, enlarged, moved, or wholly or partly wrecked within the District of Kitimat until a Building Permit has first been issued.

All conditions in the Temporary Use Permit shall be complied with by the Applicant. Council may either revisit or cancel this Temporary Use Permit if any violation is found.

This permit cannot be renewed. If the Applicant wishes to pursue a zoning amendment or a new Temporary Use Permit, they shall make an application no later than six months before the expiry of the current permit.

Approved by authority granted in Kitimat Municipal Code.

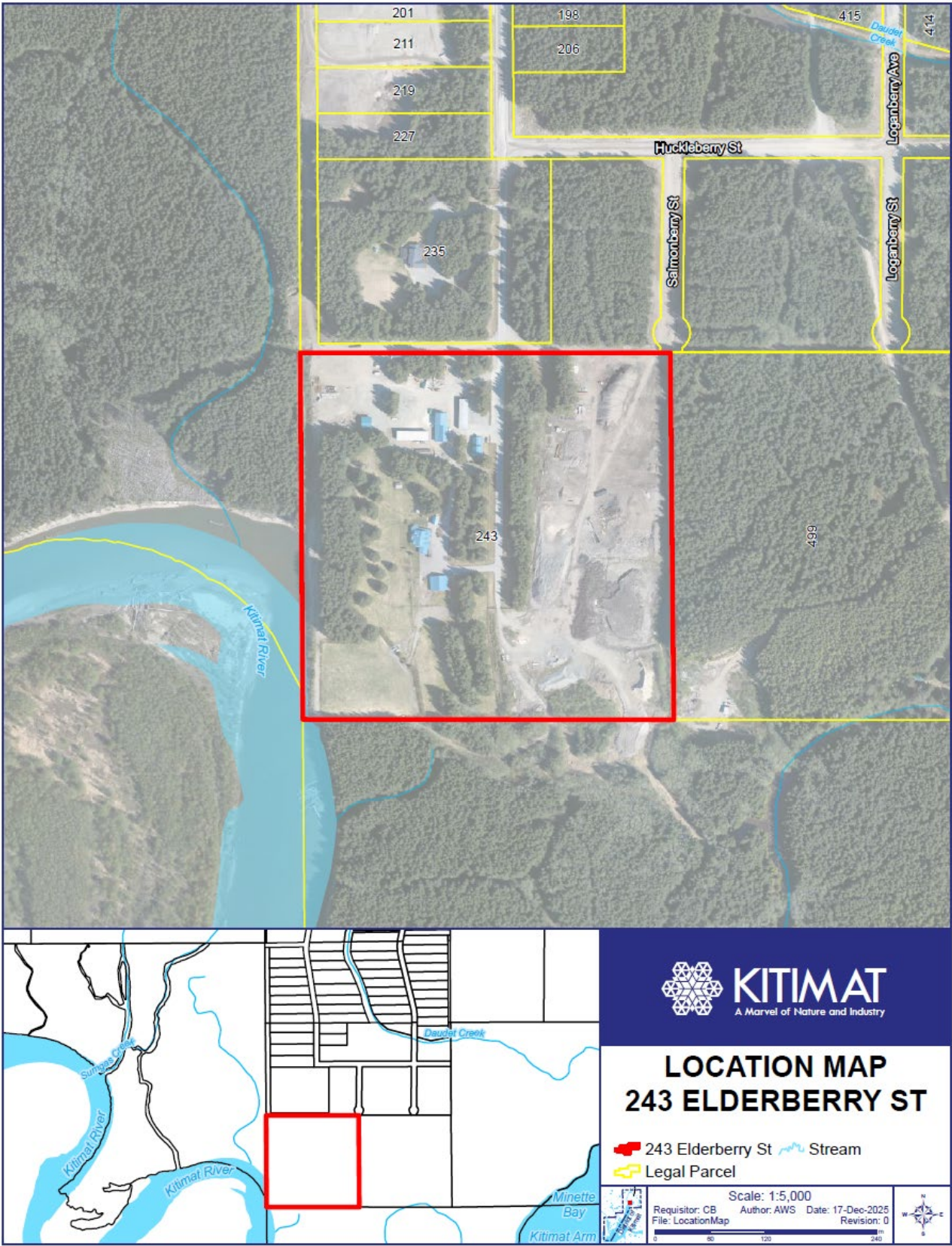
Issued: March 3, 2026

Tracy Tavares
Director of Corporate Administration

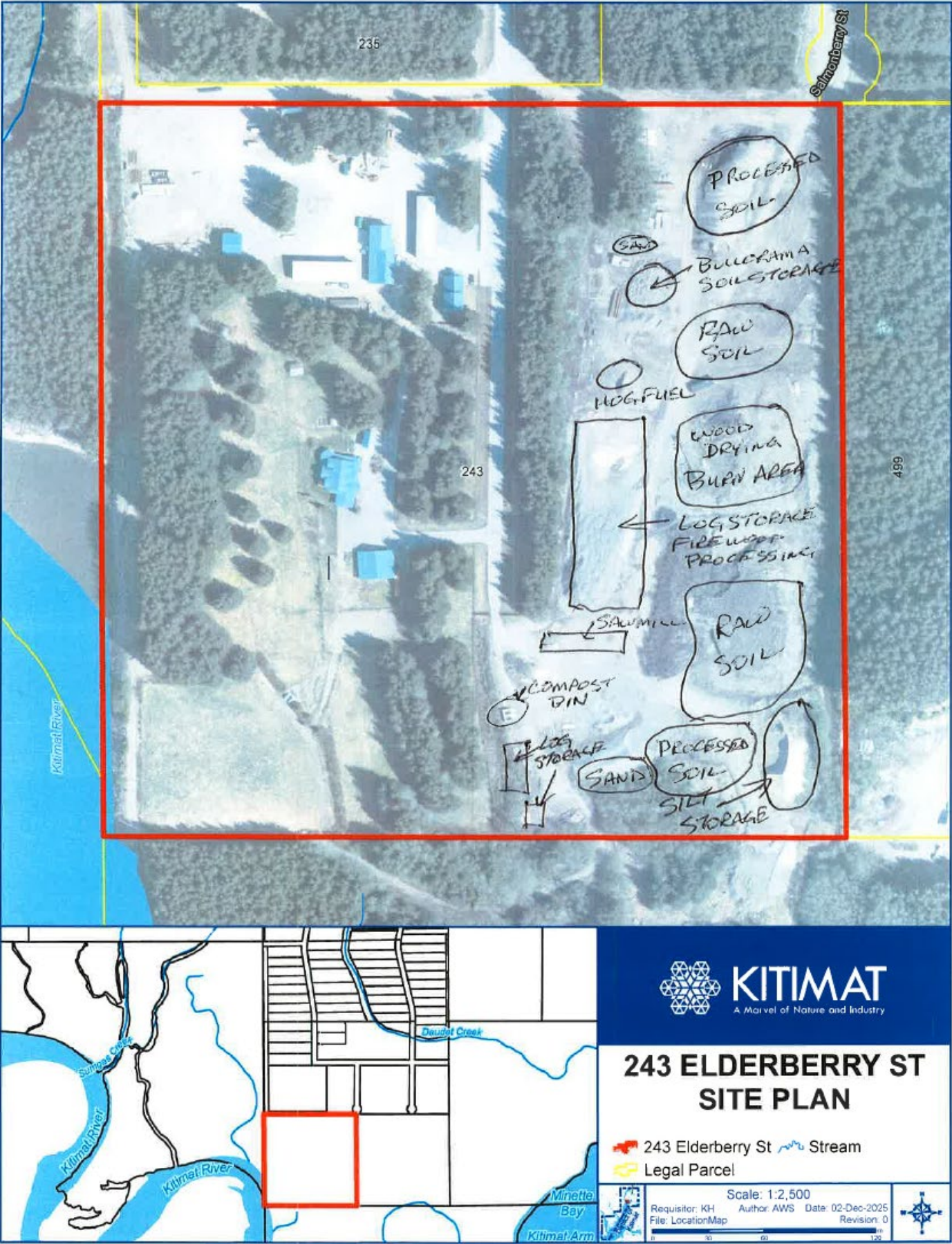
Attachments: Attachment A – Location Map
Attachment B – Site Plan

DRAFT

Attachment A – Location Map



Attachment B – Site Plan



COUNCIL REPORT

Date: February 23, 2026
File: 7.10.5.2
To: Warren Waycheshen, CAO - for Mayor and Council
From: Kiona Enders, Deputy CAO
Re: Street Renaming Policy
Applicant: n/a
Location: n/a



Recommendation:

Action: Council provide direction on information to include in a street renaming policy.

Recommended Motion:

THAT staff report back with a street renaming policy based on Council direction provided at the March 2, 2026, meeting.

Motions providing direction are included in the report for Council consideration.

Background:

At the November 18, 2024, meeting Council made the following motion:

“THAT a street renaming policy be drafted for Council consideration.” (R24-271)

As Council is aware, a policy is a guiding document but does not bind Council to any specific process.

Council defeated the following motion on November 18, 2024:

“THAT the request from the Haisla Nation to rename Anderson Street and Raley Street be considered after approval of a street renaming policy.” (R24-272)

There are currently no street renaming applications under consideration by Council. This policy, as proposed, is not meant to consider any particular street being renamed, or any group or individual who has or may apply for a street renaming. The intent of this policy is to provide general direction to guide Council's process if any applications are made in the future.

Staff Approach to draft policy:

Staff performed a search for other municipal “Street Renaming” and “Road Renaming” policies and bylaws. The renaming was not seen as a stand-alone policy or bylaw but rather supplemented a municipality's street naming policy/bylaw. Kitimat does have a street naming bylaw and policy but not to the same level of detail seen in others (it was common to see street renaming as a sub policy within an established street naming policy). As it is unlikely that new streets have been developed within established neighbourhoods, Council consideration of street naming has likely been a straightforward process (only considered in new neighbourhoods). As proposed, this policy would only apply for street renaming, not naming of new streets.

Draft Street Naming and Street Renaming Policy

A draft street renaming policy (the “Policy”) (Attachment B) is attached for Council consideration. Staff are looking for Council feedback.

This report will correspond to the sections noted in the policy looking for Council direction. As a policy, this would be used as a guiding document for both staff and Council to consider, however Council would make the final decisions on any application.

Council Consideration Process General:

There was consistency between the reviewed policies’ general rules applied – eg. Consideration of length of name, characters used, pronunciation, duplication, references to persons of local significance, local geography, persons, and events..

Staff included consideration on basic principles for Council consideration. Some of these are considered from the perspective of emergency response ((eg) a. i, ii, iii, iv) with others to consider lived experiences/perspectives of others ((eg) a. v, vi).

Staff include consideration of established street naming (c, d). Sections c and d are not meant to exclude consideration of all names but Council may prefer to indicate that Council may give specific consideration to suggestions that align with the current neighbourhood themes and system (alphabetical).

Section f sets out some categories for consideration in street renaming:

- Persons. The policy points were taken from other municipal policies. Council may wish to remove or add to this list.
- Events. An example may be, renaming a street used during the Canada Day parade to “Parade Boulevard”.
- Landmarks. An example may be, “Minette Bay Road” indicating the road leads to Minette Bay.
- General. Current examples include the streets named after birds, bodies of water, or fish berries found in our area.

Council may have some additional categories to be considered or additional policy points.

Council consideration:

- Are there additional categories of names to add?
- Should recently named or renamed streets not be considered for renaming for a certain period of time?
- Are there certain types of streets that should not be considered eligible for renaming (eg. Boulevards)?
- Are there certain areas that should not be considered eligible for renaming (eg. Business areas such as Service Centre)?
- Where established neighbourhoods exist with an alphabetical structure, would Council limit applications to fit this? For example, a “s” street in the birds neighborhood could only renamed to a bird that also starts with “s”.
- Some policies noted that renaming was discouraged except under exceptional circumstances. Council may wish to include a similar statement and potentially include details of exceptional circumstances.

Staff did conduct a search for street renamings in municipalities to provide examples. This may not be an exhaustive list:

- Prince George:
 - 2023 renamed O’Grady Road to Dakelh Ti
- Vancouver:
 - 2025 renamed Trutch Road to šxʷməθkʷəy̓əmasəm (Musqueamview) Street
- Victoria:
 - 2022 renamed Trutch Street to Su’it Street
- Winnipeg:
 - 2024 renamed Bishop Grandin Boulevard to Abinodji Mikanah (associated segment streets were renamed, eg. Grandin Street to Taapweewin Way)
- Toronto:
 - 2024 renamed Lower Coxwell Avenue to Emdaabiimok Avenue
 - 2025 renamed portion of New Cherry Street to Cherry Street
 - 2025 renamed portion Cherry Street to Lakeshore Boulevard East
 - 2025 renamed portion of Cherry Street to Oookwemin Street

Application Process

This section is proposed to include details on a number of factors and staff is seeking Council direction. There may be additional factors Council would like to include.

Council Consideration Application Period:

No specific application periods were present; however, there were periods when renaming applications wouldn’t be considered which seemed to align with summer and winter holidays when effective consultation may be difficult.

- How does Council wish to consider the renaming applications?
 - an application period which would allow all applications to be considered at the same time. In this case, staff would gather applications and bring forward to Council at a pre-determined time (eg. annually, quarterly, monthly); or
 - consider applications on an as submitted basis. In this case, staff would report back on an application. The timeline would depend on the details of the overall process.

If Council is prepared to provide this direction, the following is offered for Council consideration:

THAT applications for street renaming be considered (in a set application period / on an as requested basis).

Council may wish to consider this during a future review of the policy.

Council Consideration Application Fees:

Although an application fee generally existed, the fee varied (\$250 to \$500 to actual costs to rename a street).

- Does Council wish to include an application fee for a street renaming application?

If Council wishes to consider a fee, staff can bring back options. Fees cannot be arbitrarily set and need to reflect actual costs (for example, staff time, advertising expenses, etc.). Fees would be required to be set through bylaw.

If Council is prepared to provide this direction, the following is offered for Council consideration:

THAT (an application fee / no application fee) **for a street renaming application be established.**

Once the policy has been established, staff would report back with a fee bylaw for consideration.

Council may wish to consider this during a future review of the policy.

Council Consideration for Compensation to affected property owners:

Some policies recognized impacts to property owners, most notably businesses, and did offer compensation. One policy noted that an applicant “may” be required to resolve (issues and) associated costs*.

*It doesn’t appear that the “issues” would be with respect to the name proposed but rather issues to an individual if the name change proceeded (such as signage needing to be updated).

- does Council wish to consider compensation to residents and tenants?
- does Council wish to consider compensation to home-based businesses?
- does Council wish to consider compensation to commercial property owners and tenants?

For example, some policies provided a set amount to cover incidental costs to residents, tenants, and/or businesses. Costs may include extending the free one-year Canada Post mail forwarding service, or for businesses for reprinting their printed marketing materials or business signage.

If Council is prepared to provide direction, the following is offered for Council consideration:

THAT staff report back with options for compensation to (residents and tenants and/or home-based businesses and/or commercial property owners and tenants) **as a result of a street renaming.**

OR

THAT no compensation will be provided for affected parties related to a street renaming process.

Council may wish to consider this during a future review of the policy.

Council Consideration of Support for a Name Change:

The application process varied with some communities requiring specific consent from affected property owners.

Street renaming has the potential to be a controversial topic. One potential issue is Council feeling comfortable it has considered all the views in an equitable way. If there is strong outward opposition, those in favour may feel uncomfortable expressing those views, and vice-versa.

If a petition (or other proof of support) is required with the application, the names and addresses will need to be verified. Although the District may not publicly share this information; rather just provide confirmation, it may not be possible for the District to keep this information confidential.

Council could consider accepting anonymous comment, but it would be difficult to verify details. For example, one person could submit ten letters in support claiming to be a resident of the street.

In all policies reviewed, there was consultation required. In most cases the municipality took on this process. There was one municipality in BC (Kelowna) that required 2/3 consent for street renaming and Vancouver strongly encouraged 75 percent consent for civic assets. Policies outside of BC that were reviewed, Toronto required consent of 75 per cent of property owners that *“about the street”* and Winnipeg required demonstration of *“some or all of the owners and occupiers on the street”*.

Another option for consent may be to require a certain number of property owners in Kitimat, or the neighbourhood within Kitimat proposed to have a street renaming, to agree.

Council consideration:

- Does Council wish to require that affected property owners (and/or tenants) (or a percentage thereof) to agree to the proposal?
- Does Council wish to gather the view of community at large (those not operationally impacted by the name change)?
 - For example, a public meeting held outside Council meetings.
- The City of Vancouver created a committee to provide feedback. If this was considered it may not entirely resolve the issue of feedback Council could be confident in receiving.
- Should the applicant or the District undertake a process to gather feedback and/or consent?

If Council is prepared to provide direction at this time, the following is offered for Council consideration:

THAT a street renaming application (requires / does not require) **the support of affected property owners** (and/or tenants).

Council may wish to consider this during a future review of the policy.

Public Notice of Renaming Application:

Most policies had specific direction on public engagement with the most common being that Public Notice is issued. Some specified that affected property owners would be directly provided with the Public Notice.

Council consideration:

- Does Council wish to issue Public Notice?
 - To affected property owners directly?
 - To the community at large?

If Council is prepared to provide direction, the following is offered for Council consideration:

THAT staff report back with options for Public Notice process as part of the Street renaming policy.

Council may wish to consider this during a future review of the policy.

Mitigating Impacts

It is recognized that there are likely impacts of a street renaming to residents. One concern is updating other parties of the change in address to ensure important mail and documents continue to be received. Canada Post offers one-year free mail forwarding service (and a limited number of postage-paid address change cards) to properties affected by a municipal street name. Staff have also identified a number of other impacts and mitigation strategies in Attachment A.

Honourary / Commemorative Street Names

An honorary street name commemorates individuals or significant events providing a form of public recognition without altering the official street name or addressing system. These can be assigned to a smaller portion of the street (for example, a municipal block or a visible portion of a major boulevard) and would be used for a specific period of time. For example, if a community was hosting a major event, they may propose an honorary portion of a street in recognition ("75th Anniversary Way") and it only be applicable for the year of the anniversary. Honorary street names would not trigger a name change and would be displayed in a way not to cause confusion with an official street name.

Honourary names were noted in some policies. The purpose is to allow for recognition in accordance with the policy without requiring a street renaming. There would be no impact to property owners or emergency services in this regard.

Examples include:

- Abbotsford:
 - 2023 – portion of South Fraser Way to Komagata Maru Way to recognize the 2014 incident
- Toronto
 - 2025 – under consideration is a portion of Canterbury Place to Heroes' Way to honour first responders and victims to the 2018 Yonge Street van attack

Other municipalities also have examples of civic assets (buildings, parks) given honorary or commemorative names.

Council Consideration Honourary / Commemorative Street Names:

- Does Council wish to consider the use of honorary / commemorative street names?

If Council is prepared to provide direction at this time, the following is offered for Council consideration:

THAT staff report back to include consideration of honorary / commemorative street names.

Council may also wish to consider this a future time.

Comparison of Policies:

Staff considered policies from Coquitlam (2016), Kelowna (2012), Winnipeg (2011 – amendments 2025), Abbotsford (2023), Fort St. John (2022), Vancouver, Ottawa (2014) and Toronto. Staff did review several other policies but focused on finding policies that provided examples of different ways to approach the process.

If Council wishes, staff can specifically look for examples of municipalities that implement a specific rule or consideration and report back.

Next Steps:

Based on Council direction, staff will report back to Council with a further Policy for Council consideration.

Alternative Options:

1. If Council does not wish to consider a street renaming policy, the following motion is offered for Council consideration:

THAT the District does not proceed with a Street Renaming Policy.

Unless otherwise directed by Council, staff would not take any further steps towards a street renaming policy.

2. Another option as developed through discussion of Council.

Budget Implications:

There are no budget implications at this point. Depending on Council direction, budget implications will be identified.

"SLT"

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)

Not Applicable

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

Not Considered

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

Not 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

"Kiona Enders"

Submitted by

Kiona Enders, Deputy CAO

"Warren Waycheshen"

Approved for Submission

Warren Waycheshen, CAO

Attachment(s): A – Helpful Information for Properties – Street Renaming
 B – Draft Street Renaming Policy
 C – Part 3, Division 9 of the *Kitimat Municipal Code* and District Street Naming Policy S-14

Helpful Information for Properties - Street Renaming

These are some common types of identification or organizations that should be notified in the event of a change of address:

Canada Post provides one-year free mail forwarding service and a limited number of postage-paid courtesy cards (Notice of Mail Change) for municipality generated street naming or house number changes. A resident would be required to obtain the courtesy cards from Canada Post.

Drivers License or BCID	- Required within ten days. - Online, by phone, or in person at a driver licensing office https://www.icbc.com/driver-licensing/getting-licensed/Change-your-name-or-address
Vehicle Insurance	- Through ICBC Autoplan broker - Private insurance providers https://www.icbc.com/insurance/moving-travelling/moving-BC
BC Services Card	Online, by phone, or in person at a driver licensing office https://www2.gov.bc.ca/gov/content/governments/government-id/bc-services-card/your-card/change-personal-information
Employment Insurance, Canada Pension Plan, Old Age Security	By phone, or in person at a Service Canada office https://www.canada.ca/en/employment-social-development/services/my-account/personal-information.html
CRA Services (personal)	Online, by phone, by mail, or through tax return https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/change-your-address.html
CRA Services (business)	Online, by phone, by mail, or by fax https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/changes-your-business/change-address.html
Immigration and Citizenship	Will depend on specific circumstances https://www.canada.ca/en/immigration-refugees-citizenship/services/application/change-address.html

Passport	• Cross on the address and write the new address on the passport. A change of address doesn't make a passport invalid. https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/help-centre/general.html
Utilities (BC Hydro, PNG, Telus, CityWest)	• District of Kitimat will notify address change and records will be automatically updated
Firearms Acquisition Certificate	• Required within 30 days • Online, by phone, by mail https://rcmp.ca/en/firearms/contact-canadian-firearms-program
Municipal Services such as property tax notices,	• District of Kitimat records will be automatically updated
Financial Institutions	• Contact your financial institution for direction on updating your address. Online portal may be available.
Schools, Colleges, Universities	• Contact the administration department to update. Online portal may be available.
Workplace	• Provide updated information to Human Resources
Online Shopping Portals (ie. Amazon)	• Update delivery information directly with company upon ordering
Newspaper or magazine	• Contact the subscription services for your newspaper/magazine
Family/Friends	• Provide updated information during one-year free mail forwarding service or use postage-paid courtesy cards
Medical Providers	• Contact medical providers to update information
Other organizations and companies	• Contact directly to update information



Street Renaming Policy

POLICY TITLE			
Replaces (if applicable)	N/A	Policy Number	S-XX
Authority	Legislative (Council)	Department Responsible (if applicable)	Administration
Effective Date			
Last Review Date	n/a	Next Review Date	May 2027
Supporting Documents	• Part 3, Division 9 of the <i>Kitimat Municipal Code</i> • Street Naming Policy (S-14)		

STATEMENT

To outline the process for renaming of streets.

PURPOSE

A street naming process already exists in Kitimat. Established neighbourhoods - Cable Car, Kildala, Nechako, Strawberry Meadows, Whitesail - each recognize the community in some way. For example, Cable Car includes names of fish, Kildala streets reference lakes and other bodies of water, Nechako includes street names of birds, Strawberry Meadows includes streets with berry names, and Whitesail includes names of persons significant to Kitimat in some way. Within those neighbourhoods, most of the streets are organized alphabetically.

The District of Kitimat recognizes the history and significance of our street names. However, as the community changes it provides an opportunity to recognize our growth with individuals, events, and culture relevant to the changing world around us modernizing references symbolizing our community, our values, and who we are.

SCOPE

The policy includes:

- General guidelines for consideration in street renaming;
- Guidelines and application process for street renaming;
- Application for Honourary Street Names.



Street Renaming Policy

DEFINITIONS

Affected Owners means property owners that would require a street address change as a result of the street renaming application.

District means the District of Kitimat.

Street means roads, streets, highways, boulevards, avenues, lanes, etc. within the District of Kitimat.

PROCESS – GENERAL

- a. Renaming streets will follow these general guidelines:
 - a. Street names:
 - i. will be easy to understand and pronounce to avoid confusion, especially for emergency services. Preference will be given to names that are easily pronounced and are spelled how they are pronounced. The District recognizes that given our culturally diverse community, views on how easily pronounceable a name is may be varied. Council is committed to considering the diversity of languages during the consideration process.
 - ii. will not be similar to existing Street names to avoid confusion.
 - iii. will not be pronounced in different ways. For example, “Resume”.
 - iv. will not include symbols; numbers (except where designated as numbered streets); and only use letters found in the English alphabet.
 - v. will not be discriminatory, offensive, or have negative connotations. The District recognizes that consensus within the community may not be achievable. However, Council is committed to being open to a variety of perspectives during the consideration process.
 - vi. will not be generated for marketing purposes, or be considered offensive due to inappropriate humour, parody, slang or double meaning.
 - b. Street names shall not exceed (to be determined) characters.
 - c. The District has established a theme for neighbourhoods throughout the community.



Street Renaming Policy

Consideration of the extent the renaming follows the theme will be considered.

- d. The District has established a convention of naming Streets in alphabetical order based on theme. Consideration of the extent the renaming follows the theme will be considered.
- e. The public, including individuals, businesses, or organizations, may propose for consideration by Council a renaming of a Street in an established neighbourhood.
- f. The following are considerations for Street renaming:
 - a. Persons:
 - i. A person who would be considered to have positively contributed to Kitimat. Consideration will be given to the negative impacts to minority groups.
 - ii. A person or organization who has made significant contributions to the community or Kitimat residents who have achieved prominence or acclaim in fields such as sports, education, politics, medicine, arts, etc.
 - iii. Names reflective of a living person are discouraged. Future circumstances may result in inappropriate connotations of their name.
 - iv. Names reflective of a person posthumously may require written consent of the individual's surviving family. Posthumous requests may be considered after two years of their passing.
 - v. The District of Kitimat shall keep a record of the individual recognized in the Street name. Negative implications of an individual sharing the same name may not be considered by Council as grounds for renaming.
 - b. Events:
 - i. These events should recognize an event that shaped the community highlighting our commitment to our values or reflect a significant point in our history that positively shaped our community.
 - ii. Section 8.b.i. does not apply to applications for honorary street names.
 - c. Landmarks:



Street Renaming Policy

- i. These will recognize landmarks that significantly shape the community, lend recognition to the connection between the landmark and the community, or hold significant value to our community. These names may indicate a certain location within the community or proximity to a public or private facility.
- d. General:
 - i. These names may include recognition of local wildlife, flora, or fauna.
 - ii. These names will be significant in some way to the community. For example, a word associated with cultural values.
 - iii. These names will celebrate the diversity and inclusive nature of our community recognizing the world around us.
- g. Unless a Street name goes against the guidelines in this Policy, Street renaming will not be considered for Streets named (or renamed) within the last (to be determined) years.

PROCESS – STREET RENAMING

1. The District recognizes that despite this policy, Council reserves the right to consider other names.
2. The District recognizes that Street renaming may impact residents. Impacts include interruptions to mail delivery, residents updating addresses with various third parties, and business marketing and promotion. The District may consider any factors in its decision process, including the number of households and/or businesses impacted.
3. Applications considered in one year will not be considered in a subsequent year without a new application. There are no restrictions on an application being submitted annually for the same request.

APPLICATION PROCESS – STREET RENAMING

1. A request for Street renaming will be made in accordance with this Policy.
2. Application Fee – to be drafted based on Council direction.
3. Application Period – to be drafted based on Council direction.



Street Renaming Policy

-
4. Application Compensation – to be drafted based on Council direction.
 5. Application Support for Renaming – to be drafted based on Council direction.
 6. Internal Application Review:
 - a. Application identified for consideration will:
 - i. Be reviewed by emergency services (RCMP, BC Ambulance, Fire Department) for comments specific to issues related to emergency response (too similar to another name, etc.).
 - ii. Other steps as determined through Council discussion
 7. Public Notice will be determined through Council discussion.
 8. Other public input will be determined through Council discussion.

PROCESS – HONOURARY STREET NAMES

1. To be drafted based on Council discussion

HISTORY OF CHANGES

Prepared By:	Authorized By:	Date of Issue/Revision:

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PART 3 - TRAFFIC AND VEHICLES
Division 9 - Road Naming and Numbering

Subdivision 1 - Road Designation

- 3.9.1. 1. The classification of highways within the District of Kitimat shall be as designated upon "The Road Designation Map of the municipality pursuant to Bylaw 538 which does not form a part of the Code.

Road Naming

2. Before submitting any subdivision plan for approval by the Approving Officer under the provisions of the Land Registry Act, the owner of the land to be subdivided shall:
- a. submit to Council for approval the proposed names for all roads shown on the said plan; and
 - b. after obtaining the approval of Council indicate the approved names on the said plan.
3. Roads which cross a boulevard may not retain the same name on both sides of the Boulevard.

Road Numbering

4. Road numbering of buildings including manufactured homes in the District shall be according to the following system:

Block Numbers

- a. road numbers, except in the case of streets and crescents in residential areas, shall be allocated in blocks of consecutive hundreds;
- b. each block shall start at an even hundred;
- c. a block shall not cover more than 380 metres of road frontage;

Frontage Per Number

- d. for every 10 metres of distance measured along the centre line of any road, there shall be allocated one odd and one even number;

PART 3 - TRAFFIC AND VEHICLES
 Division 9 - Road Naming and Numbering

Subdivision 1 - Road Designation (Continued)

3.9.1. 4. Odd and Even

- e. when facing the direction of increasing numbers, odd numbers shall be on the right side of the road and even numbers on the left side;

On the West Side of the Kitimat River

- f. road numbers on Streets or Boulevards shall be allocated in blocks commencing westerly from a line parallel to Enterprise Avenue and passing through the centre of the Kitimat River Bridge on Haisla Boulevard;
- g. road numbers on Avenues shall be allocated in blocks and shall increase northward corresponding to the street names;

On the East Side of the Kitimat River

- h. numbering on Boulevards which have their western ends at the river shall commence from the centre line of the river;
- i. numbering on new Boulevards which commence at an intersection with a Boulevard on which numbers have already been allocated shall start with the block number next higher than that which applies to the older Boulevard at the centre point of such intersection;
- j. numbering on Avenues shall commence with the next higher block number than that which applies at the point of intersection on the Boulevard and Avenue;
- k. where an Avenue intersects more than once with a Boulevard, or with more than one Boulevard, numbering on the Avenue shall commence from the intersection at which the numbering on the Boulevard is lower;

Streets and Crescents - Residential

- l. in a residential area, the numbers to be allocated on Streets and Crescents shall contain no more than three digits and shall commence from the number one at the point of intersection of the Street or Crescent with an Avenue or Boulevard;

PART 3 - TRAFFIC AND VEHICLES
 Division 9 - Road Naming and Numbering

Subdivision 1 - Road Designation (Continued)

- 3.9.1. 4. m. where any Street or Crescent in a residential area intersects more than once with an Avenue or Boulevard, the numbering on the Street or Crescent shall commence from the intersection at which the road numbering on the Avenue or Boulevard is lower.

Pedestrian Malls - Commercial

5. Notwithstanding anything in 3.9.1.4., the provisions below shall apply to buildings fronting on pedestrian malls:
- a. the area shall be divided into rectangular blocks of consecutive hundreds increasing numerically along the principal pedestrian mall axis;
 - b. building numbers will correspond to the block numbers and increase in the same direction; odd numbers shall be on the pedestrian's right and even numbers on the left when facing the direction of increasing numbers;
 - c. a three digit number will be allocated to entrances directly abutting the mall system; the first digit representing the block, and the first two combined representing a distinctive building number or numbers.

Plan

- 6. The Municipal Planning Officer shall establish and maintain a plan showing the official road numbers for buildings within the District.
- 7. The Municipal Planning Officer, upon request, shall inform the owner of any building of the number or numbers which should be placed thereon.
- 8. In the case of lots which front onto Avenues, Streets and Crescents, the Planning Officer shall allocate a number to each such lot at the time of subdivision, immediately after the plan of subdivision has been approved and shall indicate the numbers allocated on a copy of the plan retained.

PART 3 - TRAFFIC AND VEHICLES
 Division 9 - Road Naming and Numbering

Subdivision 1 - Road Designation (Continued)

3.9.1. Multiple Numbering

9. The Planning Officer may allocate more than one number to a building, such an allocation to be based upon the number of main entrances.

Allocation

10. In the case of an application for a permit to erect a building or other structure on a lot fronting on a Boulevard, the Planning Officer shall allocate a number or numbers to the proposed building or structure at the time of application, and before the permit is issued.
11. The Building Inspector shall indicate to the applicant at the time the permit is issued, the number or numbers allocated under 3.9.1.10.
12. Where an existing building has not previously been allocated a number, or where a building or structure does not require a building permit, the Building Inspector shall request the Planning Officer to allocate a number, and upon receipt shall convey the information to the owner or occupier.

Corner Lot

13. A corner lot shall be deemed to front on the minor road rather than the major, and for this purpose the ascending order shall be (a) Streets and Crescents, (b) Avenues, (c) Boulevards.
14. The Planning Officer shall determine the road on which the lot is deemed to front.

Numbers to be Displayed

15. Every owner shall place and maintain in the vicinity of the entrance or entrances thereto the number or numbers allocated to a building under this Division prior to occupancy of such building, in cases where a building permit has been granted for the construction of such building, and in all other cases, within one month from the date of mailing by the Building Inspector of a notice under 3.9.1.11.

PART 3 - TRAFFIC AND VEHICLES
Division 9 - Road Naming and Numbering

Subdivision 1 - Road Designation (Continued)

- 3.9.1.
16. No owner shall place or maintain thereon any number or numbers on the outside of a building other than the number or numbers required under this Subdivision.
 17. Every owner shall place and maintain the number or numbers allocated to a building on the sides of the building facing the road so that the number or numbers are clearly visible from the road.
 18. In cases where more than one number has been allocated to a building, each number shall be placed by the owner adjacent to the entrances for which they have each been assigned.
 19. Numbers shall be placed and maintained by the owner at least 1 metre above the ground and shall be at least 9 cm in height.

POLICY-PROCEDURE MANUAL**TITLE: STREET NAMING**

Page 1 of 1

PREPARED BY:	AUTHORIZED BY:	DATE OF ISSUE OR REVISION:
J. A. Currie	J. A. Currie	C.C.M. March 22, 1976
Gwendolyn Sewell		Revised June 15, 2010

1. Council retains the right to make the final decision on street names.
2. The Community Planning and Development Department maintains a list of candidate street names which may be consulted by any developer. Additional names which fit established criteria and alphabetical sequence of each neighbourhood will also be considered.
3. All developers of new subdivisions are to be advised that street naming requests should be made under confidential cover to Mayor and Council and not included in correspondence being tabled at a Council meeting.

COUNCIL REPORT

Date: February 18, 2026
 File: 11.8.4
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Trent Bossence, Fire Chief
 Re: UBCM Community Emergency Preparedness Fund, Emergency Operations Centre Equipment and Training Program Grant Application
 Applicant: District of Kitimat
 Location: n/a



Recommendation:

Action: Council consider an application to UBCM to the Community Emergency Preparedness Fund, Emergency Operations Centre Equipment and Training Program.

Recommended Motion:

THAT the District of Kitimat apply to the 2026 Union of BC Union of Municipalities (UBCM) Community Emergency Preparedness Fund, Emergency Operations Centre and Training Program to purchase one large display monitor and Emergency Operations Centre training courses

AND THAT the District of Kitimat will be responsible for the overall management of any grant funding received from the UBCM Emergency Operations Centre Equipment and Training Program.

Background:

An Emergency Operations Centre (EOC) is a physical location where representatives come together during an emergency to coordinate response and recovery actions and resources, support emergency response personnel in the field, and coordinate all official communications regarding the emergency. Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their area.

The Emergency Operations Centres Equipment and Training Program funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00. The grant was submitted by the application deadline of February 27, 2026, pending a motion from Council.

Emergency Operations Centres & Training Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an Emergency Operations Centre (EOC) and to enhance EOC capacity through training and exercises.

2026 Funding Strategy

The District of Kitimat Emergency Operations Centre will continue to modernize the logistics of the centre by purchasing the following items:

ViewBoard Ultrawide Wide Interactive Display

This ViewBoard will be used in the Emergency Operations Centre to provide digital displays during activations or training events, supporting the sharing of information for the operations of the EOC as a whole. It will allow for the display of information that is vital to all the functions of the EOC including mapping, incident action plans and objectives, and progress reports.

Emergency Management Training

Emergency Operations Centre (EOC) training prepares personnel to manage, coordinate, and support emergency responses through structured, incident command-based courses. Training covers EOC roles and responsibilities, action planning, resource management, and information flow, often including simulation exercises for realistic practice. Key programs include introductory overviews, specialized section training (e.g., finance, operations), and digital tool familiarization.

Alternative Options:

1. If Council does not wish to apply for this grant funding, the following motion is offered for Council consideration:

THAT the District does not apply to the UBCM Community Resiliency Community Emergency Preparedness Fund, Emergency Operations Centre and Training Program in 2026.

2. Another option as developed through discussion of Council.

Budget Implications:

The equipment and training budget is \$30,000. \$2,000.00 in incidental costs (Installation, IT setup, cabling) is required and can be absorbed in the 2026 operations budget.

“SLT”

Director of Finance Initials

ViewBoard replacement/upgrade cycle will be 10 years and included as part of the District's asset management plan.

Budgeted: X

Unbudgeted:

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)

Priority 5 – Social Wellbeing

Strategic Action: continue to support high service levels of Emergency Services in Kitimat

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

Not Applicable

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

Not Applicable

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

"Trent Bossence"

Submitted by

Trent Bossence, Fire Chief

"Warren Waycheshen"

Approved for Submission

Warren Waycheshen, CAO

Attachment(s): None

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COUNCIL REPORT

Date: February 6, 2026
File: 7.17.27
To: Warren Waycheshen, CAO - for Mayor and Council
From: Ryan Beaudry - Director of Planning
Re: Third Party Signs
Applicant: N/A
Location: N/A



Recommendation:

Action: Council receive and discuss the report and provide direction to staff.

Recommended Motion:

(To be determined by Council)

Background:

The purpose of this report is to provide options for Council regarding third party sign regulations. The following sections include a summary of background information and context, work completed to date, and potential next steps for Council's consideration.

1. History and Context

Signage in Kitimat is regulated through Part 9, Division 3 of the *Kitimat Municipal Code* in accordance with Section 526 of the *Local Government Act*. Requirements vary by sign type and by location / zone within the community. Some sign types are permitted in all zones, some are limited to specific zones, and some are prohibited.

In 2020, the District received a Development Variance Permit (DVP) application from a business that was seeking to sell third party advertising space on a proposed freestanding sign at 205 Enterprise Avenue. A DVP was required because third party signs fall under the definition of a "billboard sign" in section 9.1.1 of the *Kitimat Municipal Code* (see definition below) and are prohibited in all zones under section 9.3.3.1(a):

"Sign, Billboard means a Sign which directs attention to a business, commodity, service or entertainment which is sold or offered elsewhere than on the Site at which the billboard is located."

At the Regular Meeting on September 28, 2020, the DVP application for a third party sign / billboard sign at 205 Enterprise Avenue was denied, however the applicant was approved for a

variance for an oversize freestanding sign. Council also directed staff to review the District's regulations regarding third party signs. The following motions were passed:

"THAT the development variance permit application to allow CDN Controls Ltd. to allow a billboard sign, as defined in the Kitimat Municipal Code, at 205 Enterprise Avenue be denied" (S20-060)

"AND THAT the development variance permit application to allow CDN Controls Ltd. to increase maximum freestanding sign area to 6.18 m2 at 205 Enterprise Avenue be approved" (S20-061)

"AND FURTHER THAT Staff review Kitimat Municipal Code, Part 9, Division 3 regarding third party signs" (S20-062).

In 2021, staff conducted preliminary work in relation to motion S20-062, including background research and a community survey. 172 people responded to the survey through online and hard copy submissions. About 2/3 of the survey respondents indicated that they support the idea of third party signs if they are sited in a suitable location. The locations identified as most suitable were industrial areas (66% of respondents), commercial areas (62%) and arterial routes like Highway 37/Haisla Boulevard (59%). Only 11% of respondents indicated that third party signs are suitable in residential areas such as along Kingfisher Avenue and Nalabila Boulevard. 21% of respondents indicated that they do not support the idea of third party signs in any location.

A detailed summary of survey findings was presented to Council at the Regular Meeting on September 20, 2021. Council deliberated and passed the following motion:

"THAT the Third Party Signs – Kitimat Municipal Code report dated September 7, 2021, be referred to staff for further work and focus" (R21-188).

Additional work on the third party signs file has recently been completed by staff based on Motion R21-188, including policy analysis, research, and options development. This work is summarized in sections 2 and 3 below.

2. Policy Analysis and Research

Staff reviewed the list of Council initiatives and plans to identify relevant guidance with respect to Motion R21-188. Although there are no specific District policies regarding third party signage, staff identified general policy directions relevant to business promotion / development in Council's Strategic Plan, the Official Community Plan, and the Economic Development Strategic Plan. A summary of this direction is included under the "Council Initiative/Other Relevant Plans" heading at the end of this report.

Staff also conducted a scan of third party sign / billboard regulations in several sample municipalities across British Columbia. This review found that some municipalities prohibit billboard and third party signs - such as the City of Terrace and the Town of Smithers - while

others permit them in certain locations and/or with specific regulations. For example, the City of Prince Rupert permits third party signs when the third party advertising message does not exceed one-third of the allowable sign area. The City of Courtenay permits third party signs but only on static sandwich board signs placed in their downtown. The City of Penticton is another example where third party advertising is permitted on certain sign types, so long as the sign is advertising a business within the municipality.

3. Options

Based on the work summarized above, staff have prepared three options for Council's consideration, ranging from restrictive (Option 1) to permissive (Option 3), with Option 2 representing a balance. The options and suggested corresponding motions are provided below.

Option 1: If, considering the findings of this report, Council wishes to explore permitting third party signs only in the light industrial areas of Service Centre and Forest Avenue (see Attachment A), the following motion is suggested:

THAT having considered the Third Party Signs report dated February 6, 2026, Council directs staff to prepare a bylaw to amend the *Kitimat Municipal Code* to allow third party signs in the light industrial zones, as shown in Attachment A.

Option 2: If, considering the findings of this report, Council wishes to explore permitting third party signs in the light industrial and highway commercial areas (see Attachment B), the following motion is suggested:

THAT having considered the Third Party Signs report dated February 6, 2026, Council directs staff to prepare a bylaw to amend the *Kitimat Municipal Code* to allow third party signs in the light industrial and highway commercial zones, as shown in Attachment B.

Option 3: If, considering the findings of this report, Council wishes to explore permitting third party signs in the light industrial, highway commercial, and commercial centre areas including Downtown and Nechako Centre (see Attachment C), the following motion is suggested:

THAT having considered the Third Party Signs report dated February 6, 2026, Council directs staff to prepare a bylaw to amend the *Kitimat Municipal Code* to allow third party signs in the light industrial, highway commercial, and commercial centre zones, as shown in Attachment C.

4. Summary and Next Steps

Given the history and context outlined in this report - including the amount of time since Motion R21-188 was passed - staff are seeking direction from Council on next steps regarding third party signs. Based on the work completed to date, staff believe there is rationale to consider allowing third party signs in Kitimat using a measured approach. It is recommended that Council either: (1)

choose an option from section 3 above, or (2) maintain the existing *Kitimat Municipal Code* regulations for third party signs / billboard signs and consider proposals on a case-by-case basis through the Development Variance Permit process. Should Council not wish to make any changes to the existing regulations and instead use the DVP process to consider third party signs, the following motion is provided:

THAT the *Kitimat Municipal Code* not be amended to allow third party signs.

Should Council direct staff to prepare a bylaw to amend the *Kitimat Municipal Code* in respect of third party sign regulations, staff will undertake a more in-depth review of comparable municipalities and best practices in British Columbia, building on the findings contained in Section 2 of this report. A draft bylaw inclusive of additional research findings will be brought forward to a subsequent meeting for Council's consideration, at which time Council may provide feedback on and direct adjustments to the draft bylaw.

Alternative Options:

1. Another option as developed through discussion of Council.

Budget Implications:

There are no budget implications associated with this report. If direction is provided to prepare a bylaw to amend the *Kitimat Municipal Code* to allow third party signs, existing staff resources will be used to conduct the work.

"SLT"

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)

Priority 1 – Economic Development

Goal 1: Diversify our economy and support existing and future industry.

Goal 4: Support existing and attract new small and medium sized enterprises.

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

Not Considered

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

Not Considered

Community Energy and Emissions Plan

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)

4.1.1 – Pursue business development for Kitimat to create jobs, diversify the local economy and achieve higher non-residential assessment and revenue base to support public infrastructure, facilities and services.

4.1.4 – Support strategies for businesses to pro-actively help themselves through activities like establishing business organizations or a business directory on the District's website.

Solid Waste Action Plan

Not Considered

Water Conservation Plan

Not Considered

BC Transit Future Services Plan

Not Considered

Economic Development Strategic Plan (2023-2029)

Goal 4.7 – Encourage creation of and investment in industrial and commercial spaces.

“Krysten Hogan”

Prepared by
Krysten Hogan, Planning Manager

“Ryan Beaudry”

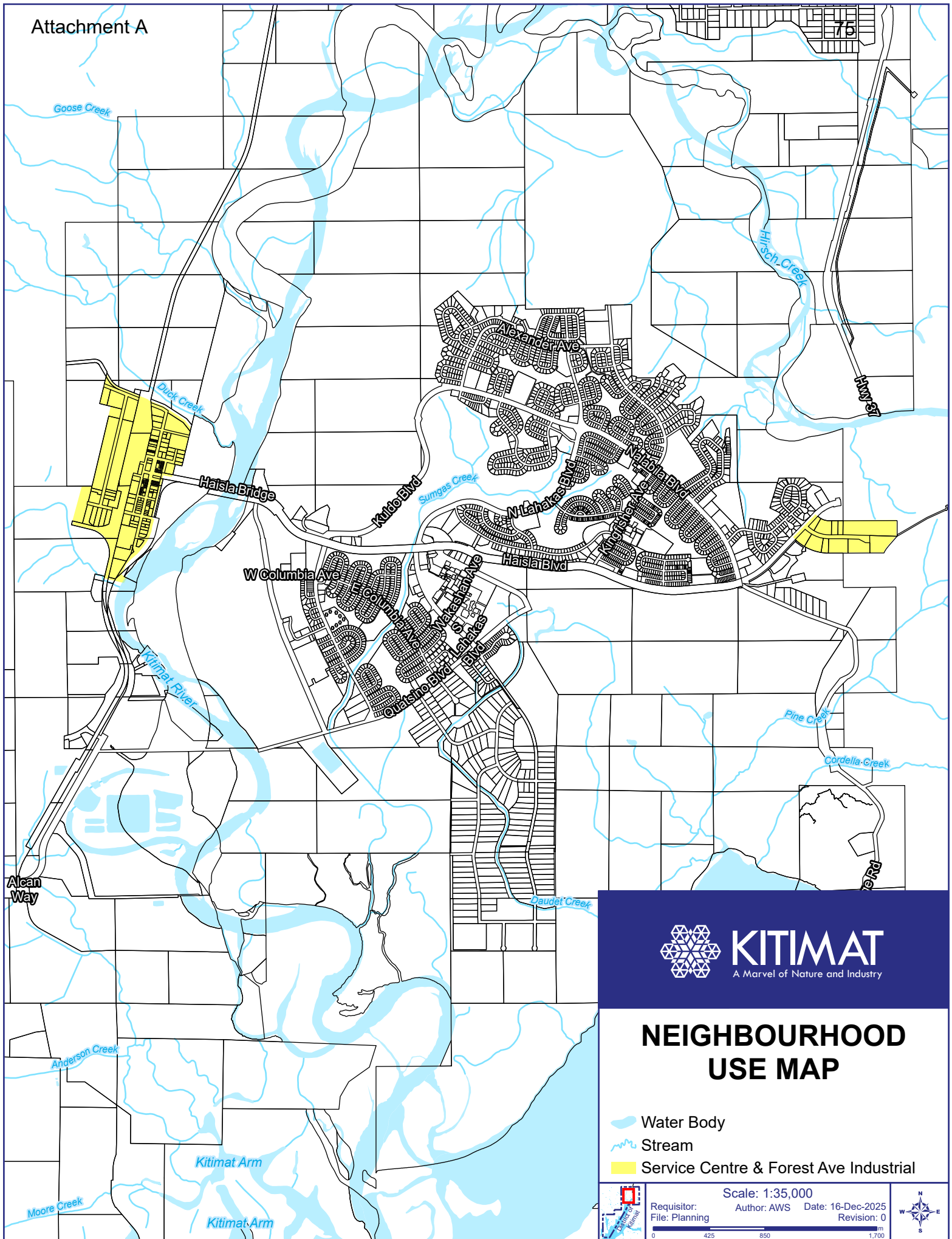
Submitted by
Ryan Beaudry, Director of Planning

“Warren Waycheshen”

Approved for Submission
Warren Waycheshen, CAO

Attachment(s): Attachment A – Map highlighting Service Centre and Forest Avenue
 Attachment B – Map highlighting Service Centre, Forest Avenue, and Highway Commercial
 Attachment C – Map highlighting Service Centre, Forest Avenue, and Commercial areas, including
 City Centre, Highway Commercial, and Nechako Centre

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KITIMAT
A Marvel of Nature and Industry

NEIGHBOURHOOD USE MAP

-  Water Body
-  Stream
-  Service Centre & Forest Ave Industrial



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 File: Planning Revision: 0



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KITIMAT
A Marvel of Nature and Industry

NEIGHBOURHOOD USE MAP

-  Water Body
 Stream
 Highway Commercial Zone
 Service Centre & Forest Ave Industrial



Requisitor:
File: Planning

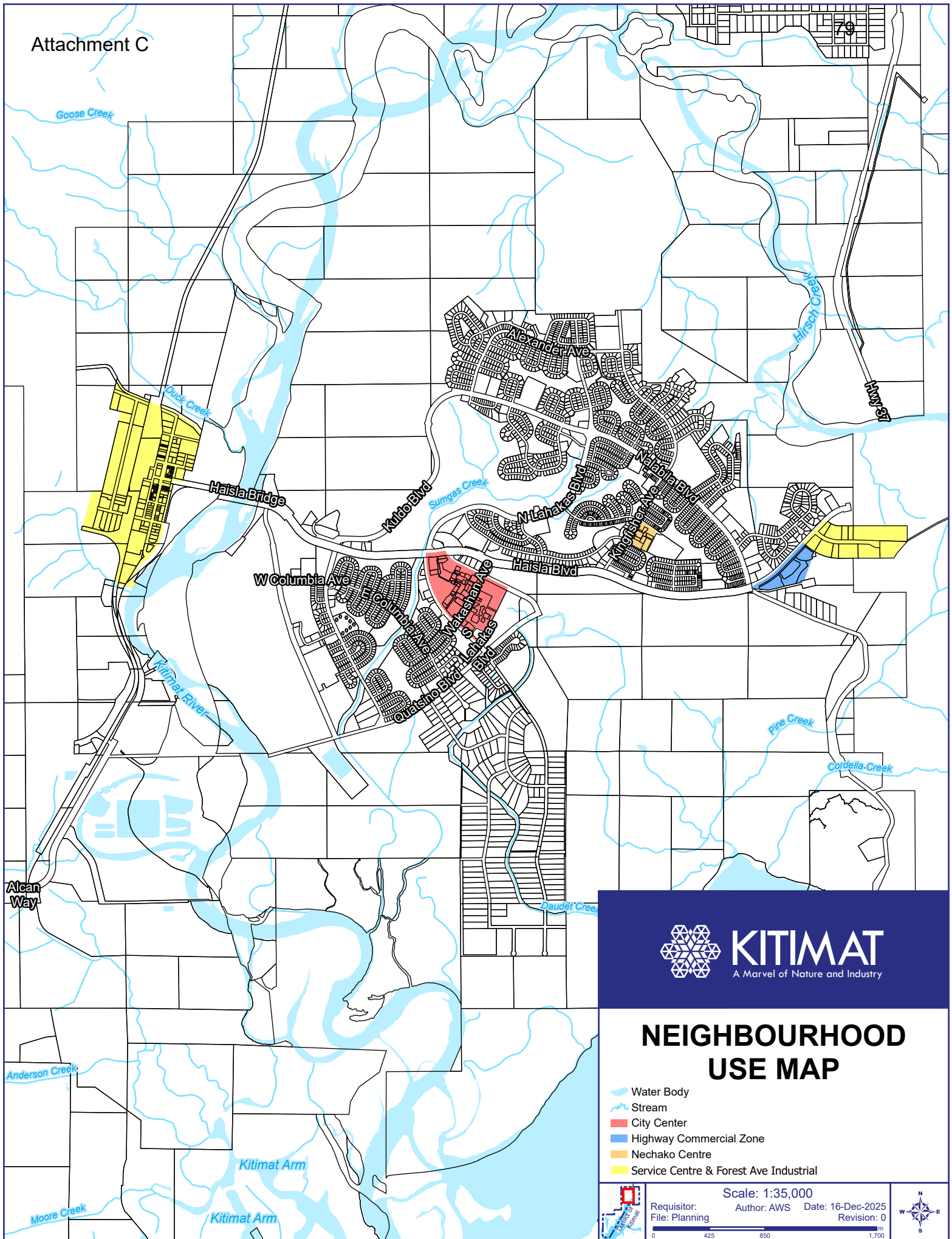
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KITIMAT
A Marvel of Nature and Industry

NEIGHBOURHOOD USE MAP

- Water Body
- ~ Stream
- City Center
- Highway Commercial Zone
- Nechako Centre
- Service Centre & Forest Ave Industrial



Requisitor:
File: Planning

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Revision: 0

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COUNCIL REPORT

Date: February 25, 2026
 File: 1.5.2.4
 To: Warren Waycheshen, CAO
 From: Lori Ferreira, Executive Assistant
 Re: North Central Local Government Association-Resolutions
 Second Report
 Applicant: N/A
 Location: N/A



Recommendation:

Action: Council consider the request for resolutions to the North Central Local Government Association (NCLGA) for consideration during the NCLGA Annual General Meeting scheduled for May 20-22, 2026, in Prince George, BC.

Recommended Motion: To be determined below.

Background:

The NCLGA has asked that resolutions for their Annual General Meeting be submitted by March 13, 2026. Resolutions passed at NCLGA's AGM in May 2026 are forwarded by NCLGA to the Union of BC Municipalities for consideration during their convention which will be held on September 14-18, 2026. Council was presented with a For Information Only report at the January 5, 2026, Regular Meeting and a first report at the February 2, 2026 Regular Meeting.

Starting this year, all resolutions submitted to UBCM (either through area associations or direct to UBCM) that meet one or more of the following criteria will be excluded from consideration at Convention:

- Existing UBCM policy (based on membership endorsing or not endorsing a previous resolution or policy paper within the last five years),
- Outside of the scope of BC local governments and member First Nations,
- Does not meet UBCM criteria for format or clarity, or
- Regional in focus

The UBCM Resolutions Committee is committed to applying the new criteria fairly, objectively, and with equal consideration regardless of the size or capacity of the sponsoring member. In the interest of transparency, resolutions that are excluded by these criteria will still be shared in an appendix in the Resolutions Book.

In 2025, Council submitted one resolution (Speculation and Vacancy Tax) to NCLGA which was endorsed and forwarded to the Union of BC Municipalities convention and was endorsed at UBCM.

Speculation and Vacancy Tax

WHEREAS the Government of British Columbia introduced the Speculation and Vacancy Tax (SVT) to address housing availability by incentivizing the utilization of vacant properties for the benefit of BC residents;

AND WHEREAS the BC government continues to expand the Speculation and Vacancy Tax

program to include additional communities, promoting increased affordable housing stock across the province;

THEREFORE BE IT RESOLVED that the North Central Local Government Association (NCLGA) submit a resolution to the Union of British Columbia Municipalities (UBCM) advocating for the provincial government to grant BC municipalities the option to opt into the Speculation and Vacancy Tax program, specifically targeting properties that have been vacant for two or more years.

Resolutions considered by the NCLGA at past conventions can be searched at: <https://nclga.ca/advocacy/resolutions-search>. Similarly, the UBCM's resolution database can be searched at: <https://www.ubcm.ca/convention-resolutions/resolutions/resolutions-database>.

Attached is an overview of the current Ministries in British Columbia (Attachment A). This may provide you with an idea of a topic for a resolution.

Following this meeting, if Council has any further resolutions for consideration please contact staff for assistance with wording.

Alternative Options:

1. If Council wishes to propose a topic for a draft resolution the following is offered for Council consideration:

THAT draft resolution for the following topic(s) be brought before Council for the purposes of forwarding to the North Central Local Government Association for deliberation and consideration at the 2026 Annual General Meeting.

- *Topic(s) to be determined through Council discussion.*

2. If Council does not have any motions to propose at this time, the report can be received for information and the following is offered for Council consideration:

THAT the North Central Local Government Association Resolutions – Second Report dated February 25, 2026, be received for information.

3. Another motion as determined by Council.

Budget Implications:

Not Applicable

"SLT"

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

Operational Item

Strategic Plan (2023-2026)

Implement specific priorities in the Housing Action Plan and Needs Assessment. The includes initiatives related to setting policy, regulatory measures, financial measures and partnerships. Support the development and operations of additional seniors housing.

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

Not Considered

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

Not Considered

Community Energy and Emissions Plan

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

"Lori Ferreira"

Submitted by

Lori Ferreira, Executive Assistant

"Warren Waycheshen"

Submitted by

Warren Waycheshen

Chief Administrative Officer

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BC Minister and Parliamentary Secretary Listing

(as of November 2025)

Premier: Honourable David Eby

The BC Public Service is divided into ministries. Each ministry is responsible for a specific area of public policy, government function or service delivery.

Ministry of State for Local Governments & Rural Communities: Honourable Brittny Anderson
Responsible for affordable housing, healthcare recruitment and training, addiction treatment, community safety, sustainable economy.

Ministry of Agriculture and Food: Honourable Lana Popham
Responsible for the production, marketing, processing and merchandising of agriculture and seafood products, as well as supporting our province's food security, and developing a resilient food system and economy.

Attorney General and Deputy Premier: Honourable Niki Sharma
Responsible for legal services including sheriff and court administration services, legal aid, prosecution services, administrative tribunals, civil and family justice services, protection and promotion of human rights, and providing legal advice to Government.

Ministry of Children and Family Development: Honourable Jodie Wickens
Responsible for supporting all children and youth in British Columbia to live in safe, healthy and nurturing families and be strongly connected to their communities and culture. The ministry supports the well-being of children, youth and families in British Columbia by providing services that are accessible, inclusive, and culturally respectful.

Ministry of Citizens' Services: Honourable Diana Gibson
Responsible to provide a wide range of services to British Columbians across the province, both in person and online. From BC Services Cards to freedom of information-to-information technology infrastructure, we help deliver services that people count on

Ministry of Education and Child Care: Honourable Lisa Beare
Responsible for British Columbia school system is to enable the more than 570,000 public school students, 89,000 independent school students, and more than 4,500 home-schooled children enrolled each school year, to develop their individual potential and to acquire the knowledge, skills and abilities needed to contribute to a healthy society and a prosperous and sustainable economy.

Ministry of Emergency Management and Climate Readiness: Honourable Kelly Greene
Responsible for Emergency Services and Emergency Management BC, preparedness, response and recovery, public safety, crime prevention and wildfire services.

Ministry of Energy and Climate Solutions: Honourable Adrian Dix
Responsible for BC's electricity, alternative energy and petroleum resource sectors, and supporting work to align energy policies with climate goals.

Ministry of Environment and Parks: Honourable Tamara Davidson
Responsible for the effective protection, management and conservation of BC's water, land, air and living resources. It leads work on climate preparedness and adaptation.

Ministry of Finance: Honourable Brenda Bailey

Responsible for establishing, implementing and reviewing government's economic, fiscal, financial management and taxation policies.

Ministry of Forests: Honourable Ravi Parmar

Responsible for the stewardship of provincial Crown land and ensures the sustainable management of forest, wildlife, water and other land-based resources. The Ministry works with Indigenous and rural communities to strengthen and diversify their economies.

Ministry of Health: Honourable Josie Osborne

Responsible for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians.

Ministry of Housing and Municipal Affairs: Honourable Christine Boyle

Municipal Affairs portfolio was added to Minister Kahlon after the election in October 2024.

Responsible for providing British Columbians access to more affordable, safe and appropriate housing and for supporting local governments and residents to build vibrant and health communities.

Ministry of Indigenous Relations & Reconciliation: Honourable Spencer Chandra Herbert

Responsible for leading the B.C. Government in pursuing reconciliation with the First Nations and Indigenous peoples of British Columbia.

Ministry of Infrastructure: Honourable Bowinn Ma

Responsible for providing capital planning and procurement for major capital projects such as schools, hospitals and other infrastructure to support growing communities.

Ministry of Jobs and Economic Growth: Honourable Ravi Kahlon

Responsible for manages government services that help support and maintain the strong and diverse economy that British Columbians need for long-term prosperity. It supports the growth of B.C.'s tech sector, champions innovation across the economy, nurtures small businesses, supports economic development throughout the province, and promotes B.C. internationally as a preferred place to invest and do business.

Minister of State for Artificial Intelligence and New Technologies: Honourable Rick Glumac

Responsible for areas like AI, quantum computing and life sciences.

Ministry of Labour: Honourable Jennifer Whiteside

Responsible for promoting fair, healthy and safe labour and employment relationships in support of a strong, sustainable and inclusive economy.

Ministry of Mining and Critical Minerals: Minister Jagrup Brar

Responsible for British Columbia's strategy for mining and critical mineral projects.

Ministry of Post-Secondary Education and Future Skills: Honourable Jessie Sunner

Responsible for providing leadership and direction for post-secondary education and skills training systems in British Columbia as well as labour market information and programs.

Ministry of Public Safety and Solicitor General: Honourable Nina Krieger
Responsible for BC Corrections; crime victims; ICBC; Liquor and Cannabis Regulation; Policing; Public Safety; Emergency Services; and Road Safety.

Minister of State for Community Safety and Integrated Services: Honourable Terry Yung
Responsible for delivering public safety services and exercises leadership in emergency management.

Ministry of Social Development and Poverty Reduction: Honourable Sheila Malcolmson
Responsible for providing British Columbians in need with a system of supports to help them achieve their social and economic potential.

Ministry of Tourism, Arts, Culture and Sport: Honourable Anne Kang
Responsible for integrating the tourism sector with the arts, culture and sport sectors to create a more vibrant British Columbia for residents and visitors.

Ministry of Transportation and Transit: Honourable Mike Farnworth
Responsible for building and maintaining a safe and reliable transportation system and provide affordable, efficient and accessible transportation options for all British Columbians.

Ministry of Water, Land and Resource Stewardship: Honourable Randene Neill
Responsible for integrated land and natural resource management, including objective setting for land and marine environments, effectively managing cumulative effects, and advancing reconciliation with Indigenous peoples, environmental sustainability, and economic growth.

Parliamentary Secretary:

Accessibility: Dana Lejeunesse, MLA

Agriculture: Harwinder Sandhu, MLA

Anti-Racism Initiatives and Mental Health and Addictions: Amna Shah, MLA

Armed Forces Development & Veterans Affairs: Darlene Rotchford, MLA

Child Care: Rohini Arora, MLA

Community Development and Non-profits: Joan Phillip, MLA

Downtown Eastside and Chinatown: George Chow, MLA

Gender Equity: Jennifer Blatherwick, MLA

International Credentials: Sunita Dhur, MLA

Primary Care Access: Stephanie Higginson, MLA

Rural Development: Steve Morissette, MLA

Rural Health: Debra Toporoski, MLA

Seniors' Services and Long-Term Care: Susie Chant, MLA

Surrey Infrastructure: Garry Begg, MLA

Trade: Paul Choi, MLA

Transit: George Anderson, MLA

COUNCIL REPORT

Date: February 24, 2026
File: 8.3.3
To: Warren Waycheshen, CAO - for Mayor and Council
From: Kiona Enders, Deputy CAO
Re: Bylaw Offence Enforcement – Fine Structure
Applicant: District of Kitimat
Location: n/a



Recommendation:

Action: Council provide direction on the fine structure for bylaw enforcement.

Recommended Motion:

(Motions provided throughout report)

Background:

At the April 22, 2025, meeting Council made the following motion:

“THAT the District of Kitimat Council authorize Administration to request the Tribunal and Agency Support Division, Ministry of Attorney General, to add the District of Kitimat to the Bylaw Notice Enforcement Regulation;

AND THAT Council directs Administration to bring forward a Bylaw Notice Enforcement Bylaw pursuant to the Local Government Act for consideration.” (R25-110)

On October 6, 2025, the Lieutenant Governor in Council of the Province of British Columbia enacted a regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act* (Act), thereby applying the Act to the District of Kitimat.

The next step is to amend our bylaws to allow the District to use the Bylaw Notice system, consider approval of required policies (eg. Screening Officer Policy, Collection Policy), as well as consider proposed amendments to bylaws to better align with bylaw priorities, eg. nuisance properties (including grass cutting), solid waste management to minimize impacts to wildlife, and parking to enhance road safety.

This report will provide staff with direction on the fine structure which will form part of the bylaw for the Bylaw Notice system in Kitimat.

Throughout the report, I will be using “MTI” in place of Municipal Ticket Information and “BN” in place of Bylaw Notice.

Background on Bylaw Enforcement Options:

The District’s main priority will be to seek compliance with our bylaws through voluntary compliance. When that is not possible, we need to consider other enforcement options. There are generally four ways in which we may enforce our bylaws:

1. Issuing a municipal ticket information with a maximum \$3,000 fine, adjudicated in Provincial Court.
2. Issuing a bylaw notice with a maximum \$500 fine, offering early payment discounts, and the right to dispute through adjudication.
3. Prosecuting under the *Offence Act* for serious contraventions, involving formal legal processes with a maximum \$50,000 fine.
4. Seeking an injunction in the Supreme Court of British Columbia.

All these options are proposed to be at the District's disposal for bylaw enforcement.

You can use both the MTI and BN for the same offences and these are noted in the fine schedules. These are proposed considering offences that have a public safety component (fire department offences), offences that cause liability (building without a permit), and offences that may have large costs to the District to remediate (dumping of waste). An example of this approach would be where a municipality may use this to allow for the first offence under the BN but subsequent notices use the MTI in order to have a larger fine.

Penalty Schedule:

Attachment A sets out the proposed fines for offences that staff propose to be designated under Bylaw Notices (BN) and Attachment B sets out the proposed fines for offences also to be considered under MTI.

In the Attachment A table:

Column 1 – Contravention	This is the contravention taken from language in the Kitimat Municipal Code (KMC)
Column 2 – KMC Section	This is the applicable section of the KMC
Column 3 – Fine	This is the fine per offence proposed by staff
Column 4 – Early Payment Fine	This is the fine per offence proposed by staff if the fine is paid within the early payment time period. Two early payment options are presented and explained below.
Column 5 – Late Payment Fine	This is the fine per offence proposed by staff if the fine is not paid within a specified period of time. The period of time is yet to be determined. Two late payment options are presented and explained below.
Column 6 – Compliance Agreement Available	These are the offences proposed to offer an option for a compliance agreement.

Attachments A and B will form part of the future bylaw. Prior to staff bringing the bylaw forward for consideration, staff is asking for Council feedback on the following:

Column 3 - Penalty Amounts

On Schedule A, penalty amounts are proposed taking into consideration the existing penalty amounts with no penalty established at less than \$100. Council may wish to vary the penalty amounts (to a maximum of \$500).

On Schedule B, penalty amounts may be varied to up to \$3,000. If Council wishes to reduce an offence to \$500 or less, staff propose the Schedule be amended to remove the offence under MTI.

If Council wishes to vary any of the penalty amounts, the following is offered for Council consideration:

THAT the penalty amount for the offence (to be determined by Council) **be set at \$**(to be determined by Council).

Staff will make the adjustment(s) to the schedule to bring the bylaw forward for consideration of first reading.

Column 4 - Reduced Penalty for Early Payment

Staff is proposing to provide an incentive to pay a reduced rate based on the likelihood that it will increase fine collection rates.

In the bylaw, staff will also be proposing that the reduced penalty for early payment would apply for fines paid within 14 days of service.

Reduced Penalty - Bylaw Notice:

For Bylaw Notice Enforcement Program offences, staff proposed two reduced penalty scenarios for Council consideration. One allows for a \$50 reduction and the second for a reduction of 50 percent from the original penalty. Council may wish to offer a percentage for some offences and a dollar amount for other offences. Council may also wish to only provide an early payment option on some penalties.

The following motion is offered for Council consideration:

THAT reduced penalty for early payment be provided under the Bylaw Notice Enforcement Program.

AND THAT the Bylaw Notice Enforcement Program penalties be reduced as presented OR by (rate or percentage to be determined) for early payment.

Reduced Penalty - Municipal Ticket Information:

For Municipal Ticket Information (MTI) offences, staff proposed a reduction of \$500. Given the large fine initially noted, the reduction does not reduce the fine any more than 50 percent of the original fine. Council could consider a percentage for early payment if they wished.

The following motion is offered for Council consideration:

THAT reduced penalty for early payment be provided under the Municipal Ticket Information System.

AND THAT the Municipal Ticket Information penalties be reduced by as presented OR by (rate or percentage to be determined) **for early payment.**

Council may wish to offer the reduction on specific penalties only.

Column 5 – Late Payments

Another way to encourage payments of fines is to impose a higher payment for late payments. Without a late penalty, a person who receives a BN may minimize the intent of the original fine given the administrative cost to send reminder letters or refer to collections.

Staff have proposed three options:

- 1) An increase of \$50 to the original fine amount (to a maximum of \$500). Council may wish to vary that increase for some, or all, of the offences, or not have a penalty for late payments.
- 2) Staggered increases based on the original amount - \$50 for offences assigned a fine of \$100-\$150, \$100 for offences assigned a fine of \$151-\$300, and offences assigned a fine of \$301 or more would be set at \$500 late penalty (maximum penalty allowed).
- 3) All late fine payments are due at \$500.

THAT an increased penalty for late payment be provided under the Bylaw Notice Enforcement Program.

AND THAT the Bylaw Notice Enforcement Program penalties be increased by (rate or percentage to be determined) for early payment.

If Council does not wish to impose a late penalty, the following is offered for Council consideration:

THAT an increased penalty for late payment not be provided under the Bylaw Notice Enforcement Program.

A person who receives the Bylaw Notice could within fourteen days of receipt pay the fine at a reduced rate (if available). Following that period the person could pay the fine at the regular fine amount. Staff propose that a late penalty would come into effect sixty days after receipt of the BN giving a person approximately forty-five days to pay the regular fine amount.

If Council does wish to have late penalties, the following is offered for Council consideration:

THAT the late penalty be administered to offences that have not been paid within sixty days of receipt of a Bylaw Notice.

Determining the date of receipt of the Bylaw Notice is set out in provincial legislation

Amendments to this bylaw can be proposed at any time (although wouldn't come into effect until bylaw adoption). Council may wish to bring BN into use and later evaluate the program before considering reduced payments and/or late payment penalties. Alternatively, Council could implement reduced fines and late payment fines with evaluation later to consider what amendments should be made.

Staff proposes that a collection agency be engaged to recover unpaid fines and will bring forward a policy for Council consideration at a future meeting.

Column 6 - Compliance Agreements

Compliance agreements allow the District to vary a penalty in exchange for a person meeting certain conditions related to compliance with the bylaw. The offences noted for compliance agreements generally foresee a measurable way to manage compliance. For example, a penalty for failing to cut a lawn may be reduced or waived with the property owner agreeing to ensure that their lawn is cut for the rest of the season, or a penalty for operating a business without a license is waived once a business license is obtained. There are consequences if the person does not comply including the fine becoming due and payable.

Staff have proposed three options for compliance agreements:

1. Identify specific offences that a compliance agreement would be appropriate for. Staff has made those suggestions in Attachment A. These are selected as offences that have a measured way to show compliance (ie. obtained a permit).
2. Offer compliance agreements for all offences. This may become administratively difficult to do and require time from bylaw enforcement officers to monitor. Staff do not recommend this approach at this time.
3. Don't specifically provide for compliance agreements for any offences. Staff's preferred approach.

Under options 1 and 3 above, the bylaw will be presented in a way that allows a screening officer to consider a compliance agreement in all instances but allows the screening officer to use discretion (unless otherwise directed by Council below). This discretion would be exercised through conversations with the person and consider the specific circumstances of the event, persons financial ability to pay, number of previous offences, etc.

If Council wishes to provide compliance agreements for all offences, the following is offered for Council consideration:

THAT the bylaw include the option to provide compliance agreements for offences under the Bylaw Notice Enforcement Program.

Staff would consider this direction for compliance agreements being available at the screening officer's discretion (option 3 above). If Council is satisfied with this proposal, no further action is required following this motion.

If Council wishes to specifically allow compliance agreements for some offences or not allow compliance agreements for some offences, Council direction is requested. Staff have noted on Attachment A what offences it could recommend compliance agreements. The following is offered for Council consideration:

Where a compliance agreement is specifically made available:

THAT a compliance agreement is available for the offences (as presented) OR (to be determined).

Where a compliance agreement is specifically not to be made available:

THAT a compliance agreement is not available for the offence of (to be determined).

If Council does not wish to provide the option of compliance agreements, the following is offered for Council consideration:

THAT the District of Kitimat does not provide for compliance agreements under the Bylaw Notice Enforcement Program.

Current Bylaw Enforcement Program:

Municipal Ticket Information (MTI)

Currently, the District of Kitimat utilizes the Municipal Ticket Information (MTI) system for issuing tickets related to contraventions of regulatory bylaws, with varying fine amounts.

Under the MTI system, tickets must be served in person, and any disputes over tickets can only be resolved in Provincial Court. Provincial courts are often busy, and bylaw matters are not always prioritized. The process may be intimidating with the potential of frequent delays increasing costs. The municipality also must prove the offence in Court to a criminal court standard.

Bylaw Notice Enforcement Program:

As per Council direction, the District of Kitimat will be moving forward with the introduction of the Bylaw Notice Enforcement Program.

Key benefits include easier service of infraction notices, flexibility for the District to use compliance agreements to gain voluntary compliance while reducing the financial impacts (fine) from the offence, and a dispute system involving an adjudicator resulting in less costs to the parties and a less intimidating system to participate. The municipality must provide evidence that in a reasonable likelihood the offence did occur.

Next Steps:

Based on Council direction, staff will report back with a bylaw for consideration. This bylaw will be a comprehensive bylaw to provide authority to use the Bylaw Notice Enforcement Program and include Schedule A and Schedule B as attachments.

Staff are also undertaking internal tasks including:

- training for bylaw enforcement officers and support staff;
 - The current bylaw enforcement officers are listed in Part 1, Division 3 of the Kitimat Municipal Code. It is anticipated that this list will be consistent with what is proposed in the new bylaw.
- preparing the documentation for bylaw notice enforcement;
 - These documents include the Bylaw Notice, various correspondence associated with the program, and compliance agreements.
- drafting policies for Screening Officers;
 - This will be presented along with the future bylaw and will guide the process followed by Screening Officers.
- preparing communication materials
 - An important component to the program will be communications to the public to give notice of the updates to our bylaw enforcement system and information on how to navigate each step of the process.

For information, a Screening Officer is a person who has knowledge of the District bylaws which allows them to consider the evidence of the offence to determine the likelihood of success. It is anticipated that the Screening Officers will be District staff however, a Screening Officer should not be the same person who issues the Bylaw Notice.

If a Bylaw Notice proceeds to Adjudication, the Adjudicators are appointed by the province upon receipt of a request for an adjudication of a bylaw notice.

Alternative Options:

1. Another option as developed through discussion of Council.

Budget Implications:

There are no budget implications related to this report. There will be administrative costs covered through operational budgets.

"SLT"

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

Strategic Plan (2023-2026)

Priority 4 – Infrastructure, Services and Human Resources

Develop and sustain a dynamic healthy and safe work environment that establishes the District as an employer of choice and encourages strong employee performance.

Priority 5 – Social Wellbeing

A healthy community with strong social bonds and services that meet community needs.

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

Not Applicable

District of Kitimat and Haisla Council Friendship Agreement - gi guálap 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

"Kiona Enders"

Submitted by

Kiona Enders, Deputy CAO

"Warren Waycheshen"

Approved for Submission

Warren Waycheshen, CAO

Attachment(s):

A – Fine Schedule for Bylaw Notice Enforcement Program

B – Fine Schedule for Municipal Ticket Information

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	A	B	C	D	E	F	G	H
1	Schedule “A” – Designated Bylaw Contraventions and Penalties (Bylaw Notices)							
2	COLUMN 1 CONTRAVENTION	COLUMN 2 KITIMAT MUNICIPAL CODE SECTION	COLUMN 3 FINE	COLUMN 4 EARLY PAYMENT FINE (- \$50)	COLUMN 4 EARLY PAYMENT FINE (-50%)	COLUMN 5 LATE PAYMENT FINE	COLUMN 5 STAGGERED PENALTY	COLUMN 6 COMPLIANCE AGREEMENT AVAILABLE
3	Entering Closed Street Without Authorization	3.3.3.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
4	Unauthorized Excavation of Highway	3.3.3.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
5	Obstructing Street /Creating Unsafe Congregation Without Permission	3.4.6.1. a - b	\$250.00	\$200.00	\$125.00	\$300	\$350	
6	Parking Prohibition (note specific section on ticket)	3.4.10.1 a - z	\$100.00	\$50.00	\$50.00	\$150	\$150	
7	Parking Over Length Vehicle	3.4.11.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
8	Parking Over Weight Vehicle	3.4.11.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
9	Failure to Parallel Park	3.4.12.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
10	Failure to Angle Park	3.4.12.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
11	Parking over time limit - Parcel Pick-up Zone	3.4.13.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
12	No “Commercial Loading Zone” Plate	3.4.13.2.a	\$100.00	\$50.00	\$50.00	\$150	\$150	
13	Parking over time limit - Commercial Loading Zone	3.4.13.2.b	\$100.00	\$50.00	\$50.00	\$150	\$150	
14	Permitting deposit of oil, gas, grease, or similar onto street or driveway	3.4.17.1. a- c	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
15	Operating a business without the required business licence	4.1.4.1	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
16	Failure to Maintain Required Carnival/Circus Liability Insurance	4.1.5.1.a	\$250.00	\$200.00	\$125.00	\$300	\$350	
17	Failure to Provide Valid Inspection Certificate for Carnival/Circus Equipment	4.1.5.1.b	\$250.00	\$200.00	\$125.00	\$300	\$350	
18	Failure to Provide Security for Carnival/Circus Operations	4.1.5.1.c	\$250.00	\$200.00	\$125.00	\$300	\$350	
19	Operating of a Mobile Vendor, mobile food vendor or mobile store without or contrary to a licence	4.1.5.15.a	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
20	Operating Mobile Vendor or Store Outside Designated Area	4.1.5.15.b	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
21	Operating a commercial vehicle without a valid licence plate/decal	4.1.6.2	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
22	Failure to Comply with Fire Chief or Fire Department Member Directions	5.1.9.1	\$500.00	\$450.00	\$250.00	\$500		
23	Obstruct or impede entry	5.1.10.1.a	\$500.00	\$450.00	\$250.00	\$500		
24	Damage or destroy Fire Department Apparatus or equipment	5.1.10.1.b	\$500.00	\$450.00	\$250.00	\$500		
25	Obstruct or interfere with access	5.1.10.1.c	\$500.00	\$450.00	\$250.00	\$500		
26	Operate vehicle on Fire Dept. apparatus/equipment without authorization	5.1.10.1.d	\$500.00	\$450.00	\$250.00	\$500		
27	Impersonate Fire Chief of Member	5.1.10.1.e	\$500.00	\$450.00	\$250.00	\$500		
28	Non-Compliance with Fire Alarm or Sprinkler System Obligations	5.1.11.1. a - c	\$500.00	\$450.00	\$250.00	\$500		YES
29	Failure to carry out requirements of Order in accordance with terms of Order	5.1.16.1	\$500.00	\$450.00	\$250.00	\$500		YES
30	Failure to Perform or Record Fire Safety System Inspections in Compliance with Fire Code	5.1.17.1. a - b	\$500.00	\$450.00	\$250.00	\$500		YES
31	Failure to notify Fire Department of disconnect/reconnect of Fire Safety System	5.1.17.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
32	Failure to provide inspection/test to Fire Chief	5.1.17.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
33	Failure to post sign in accordance with section	5.1.17.4	\$500.00	\$450.00	\$250.00	\$500		
34	Failure to keep records in accordance with section	5.1.17.5	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
35	Failure to submit Fire Safety Plan on approved form	5.1.19.1	\$250.00	\$450.00	\$125.00	\$300	\$350	YES
36	Failure to submit update to Fire Safety Plan	5.1.19.2	\$250.00	\$450.00	\$125.00	\$300	\$350	YES
37	Allowing Excessive Vegetation Creating Fire Hazard	5.1.19.3	\$500.00	\$450.00	\$250.00	\$500		YES
38	Accumulating Combustible Materials Creating Fire Hazard	5.1.20.1	\$500.00	\$450.00	\$250.00	\$500		YES
39	Failure to Keep Waste Container Lid Closed	5.1.21.1.a	\$500.00	\$450.00	\$250.00	\$500		YES
40	Improper Location of Waste Containers Near Buildings	5.1.21.1.b	\$500.00	\$450.00	\$250.00	\$500		YES
41	Permit waste on street for more than 48 hours	5.1.21.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
42	Open Burning	5.1.22.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
43	Open Burning outside authorized hours	5.1.22.3	\$500.00	\$450.00	\$250.00	\$500		
44	Failure to establish or maintain Fire Watch	5.1.22.4	\$500.00	\$450.00	\$250.00	\$500		
45	Open Air fire or Open Burning in contravention of directive of Fire Chief	5.1.22.5	\$500.00	\$450.00	\$250.00	\$500		
46	Igniting or Maintaining Fire Without Fire Chief Permit	5.1.23.1	\$500.00	\$450.00	\$250.00	\$500		
47	Failure to inspect components of commercial cooking kitchen weekly	5.1.25.1(a)	\$500.00	\$450.00	\$250.00	\$500		YES
48	Failure to ensure commercial kitchen exhaust system cleaned by Fire Protection Technician	5.1.25.1(b)	\$500.00	\$450.00	\$250.00	\$500		YES
49	Failure to ensure that emergency access unobstructed	5.1.26.1	\$500.00	\$450.00	\$250.00	\$500		
50	Failure to ensure emergency access on construction site unobstructed and capable of use by emergency vehicles	5.1.26.2	\$500.00	\$450.00	\$250.00	\$500		
51	Failure to post civic address on the front of residence	5.1.27.1.a	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
52	Civic address on residence not visible from 15 metres	5.1.27.1.d	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
53	Fire Hydrant obstructed	5.1.28.1	\$500.00	\$450.00	\$250.00	\$500		
54	Tamper with Fire Hydrant	5.1.28.2	\$500.00	\$450.00	\$250.00	\$500		
55	Discharging Guns, Bows, or Other Firearms Without Permit	5.3.1.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
56	Sale of fireworks to person under 18	5.4.1.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
57	Possession of fireworks if under 18	5.4.2.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
58	Sale of Low Hazard Fireworks Outside Permitted Dates	5.4.4.1. a - c	\$500.00	\$450.00	\$250.00	\$500		
59	Discharging Low Hazard Fireworks Outside Permitted Times or Without Approval	5.4.4.2. a - c	\$500.00	\$450.00	\$250.00	\$500		

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2	COLUMN 1 CONTRAVENTION	COLUMN 2 KITIMAT MUNICIPAL CODE SECTION	COLUMN 3 FINE	COLUMN 4 EARLY PAYMENT FINE (- \$50)	COLUMN 4 EARLY PAYMENT FINE (-50%)	COLUMN 5 LATE PAYMENT FINE	COLUMN 5 STAGGERED PENALTY	COLUMN 6 COMPLIANCE AGREEMENT AVAILABLE
60	Improper storage of fireworks	5.4.5.1. a - g	\$100.00	\$50.00	\$50.00	\$150	\$150	
61	Improper display of fireworks	5.4.5.2. a - d	\$250.00	\$200.00	\$125.00	\$300	\$350	
62	Unlicensed dog	5.5.2.1	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
63	Licence tag not affixed to Dog	5.5.2.4	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
64	Animal running at large	5.5.3.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
65	Animal in the cemetery	5.5.3.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
66	Animal tethered in public	5.5.3.3	\$500.00	\$450.00	\$250.00	\$500		
67	Obstructing Animal Capture or Pound Activities	5.5.4.1	\$500.00	\$450.00	\$250.00	\$500		
68	Excessive barking or howling	5.5.5.1	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
69	Chasing person or animal	5.5.5.1	\$500.00	\$450.00	\$250.00	\$500		
70	Feces offensive to sight or smell	5.5.5.2	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
71	Failure to Remove Animal Feces from Private Property (Not Owned by Animal Owner)	5.5.5.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
72	Failure to Remove Animal Feces from Publicly Accessible Areas	5.5.5.4	\$250.00	\$200.00	\$125.00	\$300	\$350	
73	Failure to Provide Adequate Food, Water, or Veterinary Care to Animal	5.5.5.5. a - d	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
74	Failure to Provide Adequate Shelter or Protection from Heat, Cold, or Wet	5.5.5.5. e - f	\$500.00	\$450.00	\$250.00	\$500		YES
75	Willful Abandonment of Animal	5.5.5.5. g	\$500.00	\$450.00	\$250.00	\$500		
76	Failure to Muzzle, Leash, or Control Dangerous Dog	5.5.6.3	\$500.00	\$450.00	\$250.00	\$500		
77	Keeping More Than Four (4) Dogs in a Residential Zone	5.5.7.1	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
78	Keeping More Than Six (6) Cats in a Residential Zone	5.5.7.2	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
79	Keeping More Than Seven (7) Dogs and Cats Combined in a Residential Zone	5.5.7.3	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
80	Animal off Leash where prohibited	5.5.10.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
81	Animal not under care and control	5.5.10.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
82	Wilfully Wasting Municipal Water	6.3.8.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
83	Using Municipal Water for Unauthorized Purposes	6.3.8.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
84	Unauthorized Use of Fire Protection Water	6.3.8.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
85	Improperly Stored Solid Waste	7.1.2.3	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
86	Accumulation of Solid Waste	7.1.2.6	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
87	Prohibited Waste placed for collection	7.1.4.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
88	Solid Waste not generated by a Dwelling Unit placed for collection	7.1.4.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
89	Liquid in free form placed for collection	7.1.4.3	\$100.00	\$50.00	\$50.00	\$150	\$150	
90	Unwrapped solid or grease placed for collection	7.1.4.4	\$100.00	\$50.00	\$50.00	\$150	\$150	
91	Solid Waste placed for collection contrary to Kitimat Municipal Code	7.1.4.5.a)	\$100.00	\$50.00	\$50.00	\$150	\$150	
92	Solid Waste Container placed for collection before 4:30 a.m.	7.1.4.5.b)	\$100.00	\$50.00	\$50.00	\$150	\$150	
93	Solid Waste Container not removed by 9:00 p.m.	17.4.5.c)	\$100.00	\$50.00	\$50.00	\$150	\$150	
94	Solid Waste container contrary to Kitimat Municipal Code	7.1.4.5.d)	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
95	Loose Residential Solid Waste	7.1.4.5.e)	\$100.00	\$50.00	\$50.00	\$150	\$150	
96	Improper compression of residential solid waste	7.1.4.5.f)	\$100.00	\$50.00	\$50.00	\$150	\$150	
97	Container placed on street without authorization.	7.1.4.5.g)	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
98	Items other than Garbage placed for collection in a Garbage Container	7.1.5.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
99	Garbage container placed for collection exceeding maximum weight	7.1.5.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
100	Garbage improperly drained of moisture	7.1.5.3	\$100.00	\$50.00	\$50.00	\$150	\$150	
101	Items other than Recyclable Material placed for Collection in a Recyclable Material Container	7.1.6.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
102	Recycleables container placed for collection exceeding maximum weight	7.1.6.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
103	Items other than Yard Waste placed for collection in a Yard Waste Container	7.1.7.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
104	Yard Waste container placed for collection exceeding maximum weight	7.1.7.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
105	Items other than Food Waste placed for Collection in a Food Waste Container	7.1.8.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
106	Food Waste improperly drained and/or not placed in certified compostable bag or Kraft Paper bag	7.1.8.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
107	Food Waste container placed for collection exceeding maximum weight	7.1.8.4	\$100.00	\$50.00	\$50.00	\$150	\$150	
108	Unauthorized dumping of solid waste on public or private property	7.1.11.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
109	Placing Solid Waste in a Solid Waste Container without permission	7.1.12.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
110	Tampering with residential solid waste container.	7.1.12.2	\$100.00	\$50.00	\$50.00	\$150	\$150	
111	Unauthorized consumption or possession of cannabis in public	7.7.2.1	\$100.00	\$50.00	\$50.00	\$150	\$150	
112	Smoking, vaping, or using controlled substances in or on a skating rink, sports field, swimming pool, playground or skate park	7.7.2.2 (a)	\$100.00	\$50.00	\$50.00	\$150	\$150	
113	Smoking, vaping, or using controlled substances in a spray pool or wading pool	7.7.2.2 (b)	\$100.00	\$50.00	\$50.00	\$150	\$150	
114	Smoking, vaping, or using controlled substances in or on a deck, seating/viewing area associated with (a) or (b)	7.7.2.2 (c)	\$100.00	\$50.00	\$50.00	\$150	\$150	
115	Smoking, vaping, or using controlled substances within 7.5 m of areas described in 7.7.2.2 (a), (b), or (c)	7.7.2.2 (d)	\$250.00	\$200.00	\$125.00	\$300	\$350	
116	Smoking, vaping, or using controlled substances in or on lands designated as park within the District of Kitimat Zoning Bylaw	7.7.2.3 (a)	\$100.00	\$50.00	\$50.00	\$150	\$150	

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	A	B	C	D	E	F	G	H
2	COLUMN 1 CONTRAVENTION	COLUMN 2 KITIMAT MUNICIPAL CODE SECTION	COLUMN 3 FINE	COLUMN 4 EARLY PAYMENT FINE (- \$50)	COLUMN 4 EARLY PAYMENT FINE (-50%)	COLUMN 5 LATE PAYMENT FINE	COLUMN 5 STAGGERED PENALTY	COLUMN 6 COMPLIANCE AGREEMENT AVAILABLE
117	Smoking, vaping, or using controlled substances in or on a regional park within the meaning of the Local Government Act	7.7.2.3 (b)	\$100.00	\$50.00	\$50.00	\$150	\$150	
118	Smoking, vaping, or using controlled substances in or on an outdoor area established by a local government for purposes of community recreation.	7.7.2.3 (c)	\$100.00	\$50.00	\$50.00	\$150	\$150	
119	Smoking, vaping, or using controlled substances within 7.5 m of areas described in 7.7.2.3 (a), (b), or (c)	7.7.2.3 (d)	\$250.00	\$200.00	\$125.00	\$300	\$350	
120	Smoking, vaping, or using controlled substances in or at a transit shelter or bus stop, train station or stop, taxi stand, or similar place marked for passenger loading or unloading,	7.7.2.4 (a)	\$100.00	\$50.00	\$50.00	\$150	\$150	
121	Smoking, vaping, or using controlled substances within 7.5 m of areas described in 7.7.2.4 (a)	7.7.2.4 (b)	\$250.00	\$200.00	\$125.00	\$300	\$350	
122	Smoking or Vaping Controlled Substance in District facility or owned building	7.7.2.5	\$100.00	\$50.00	\$50.00	\$150	\$150	
123	Depositing excavated material contrary to Kitimat Municipal Code	7.8.2.2	\$500.00	\$450.00	\$250.00	\$500		
124	Placing Controlled, Prohibited, or Restricted Waste in a District Container	7.9.2.1	\$250.00	\$200.00	\$125.00	\$300	\$350	
125	Solid Waste Bin contrary to Kitimat Municipal Code	7.9.2.3	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
126	Storing of Solid waste Bin contrary to Kitimat Municipal Code	7.9.2.5	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
127	Camping in non-permitted area	9.2.1.11	\$100.00	\$50.00	\$50.00	\$150	\$150	
128	Camping on private property without written permission	9.2.1.12	\$100.00	\$50.00	\$50.00	\$150	\$150	
129	Prohibited signs	9.3.3.1(a) - (d)	\$100.00	\$50.00	\$50.00	\$150	\$150	
130	Parking commercial vehicle in excess of 3700kg in residential zone	9.4.1.21	\$500.00	\$450.00	\$250.00	\$500		YES
131	Unauthorized parking/Storing of commercial/industrial equipment in residential zone	9.4.1.22	\$250.00	\$200.00	\$125.00	\$300	\$350	
132	Parking more than 3 vehicles on registered lot in R1-A, R1-B, R1-C, R2-A, or R2-B zone	9.4.1.23	\$100.00	\$50.00	\$50.00	\$150	\$150	
133	Parking more than one recreational vehicle in residential zone from April 1 - October 31	9.4.1.24	\$100.00	\$50.00	\$50.00	\$150	\$150	
134	Parking more than one recreational vehicle in residential zone from November 1 - March 31	9.4.1.25	\$100.00	\$50.00	\$50.00	\$150	\$150	
135	Parking a trailer/boat outside permissible building area from November 1 - March 31	9.4.1.26	\$100.00	\$50.00	\$50.00	\$150	\$150	
136	Keeping prohibited animals	9.4.1.28	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
137	Failure to comply with pet regulations	9.4.1.29(a) - (c)	\$100.00	\$50.00	\$50.00	\$150	\$150	
138	Depositing Snow/ Ice on Road causing an obstruction to trafficDepositing snow or ice from private property onto highway	9.10.1.2	\$250.00	\$200.00	\$125.00	\$300	\$350	
139	Prohibited Sound	9.12.1.2(a) - (d)	\$100.00	\$50.00	\$50.00	\$150	\$150	
140	Prohibited noise per Schedule [A/B/C] clearly audible at point of reception	9.12.1.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
141	Accumulation of water, rubbish, unwholesome matter	9.12.2.2	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
142	Deposit bottles/ broken glassor rubbish in an open space	9.12.2.3	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
143	Unightly property	9.12.2.4	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
144	Graffiti	9.12.2.5	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
145	Brush and noxious weeds	9.12.2.7	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
146	Noxious or destructive insects	9.12.2.8	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
147	Failure to remove unsightly accumulations	9.12.2.9	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
148	Unlicensed Motor Vehicles	9.12.2.10	\$100.00	\$50.00	\$50.00	\$150	\$150	YES
149	Building without / contrary to a permit	13.1.6.1	\$500.00	\$450.00	\$250.00	\$500		YES
150	Occupancy/use contrary to permit	13.1.6.2	\$500.00	\$450.00	\$250.00	\$500		YES
151	Provide false information on permit application	13.1.6.3	\$250.00	\$200.00	\$125.00	\$300	\$350	
152	Tampering with notice/certificate	13.1.6.4	\$500.00	\$450.00	\$250.00	\$500		
153	Work at Variance from Approved Permit or Plans	13.1.6.5	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
154	Obstruction of Building Inspector	13.1.6.6	\$500.00	\$450.00	\$250.00	\$500		
155	Rental Unit Not Maintained to Minimum Standards	13.3.4.3	\$250.00	\$200.00	\$125.00	\$300	\$350	YES
156	Failure to Comply with Do Not Occupy Notice	13.7.3.2	\$500.00	\$450.00	\$250.00	\$500		
157	Unauthorized Dumping of Construction or Demolition Waste	13.8.2.a	\$500.00	\$450.00	\$250.00	\$500		
158	Unauthorized Accumulation of Construction or Demolition Waste	13.8.2.b	\$250.00	\$200.00	\$125.00	\$300	\$350	YES

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	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 FINE
3	Failure to Comply with Fire Chief or Fire Department Member Directions	5.1.9.1	\$1,000.00	\$500
4	Obstruct or impede entry	5.1.10.1.a	\$3,000.00	\$2,500
5	Damage or destroy Fire Department Apparatus or equipment	5.1.10.1.b	\$3,000.00	\$2,500
6	Obstruct or interfere with access	5.1.10.1.c	\$3,000.00	\$2,500
7	Operate vehicle on Fire Dept. apparatus/equipment without authorization	5.1.10.1.d	\$3,000.00	\$2,500
8	Impersonate Fire Chief or Member	5.1.10.1.e	\$3,000.00	\$2,500
9	Failure to carry out requirements of Order in accordance with terms of Order	5.1.16.1	\$1,000.00	\$500
10	Failure to post sign in accordance with section	5.1.17.4	\$1,000.00	\$500
11	Open Burning outside authorized hours	5.1.22.3	\$3,000.00	\$2,500
12	Failure to establish or maintain Fire Watch	5.1.22.4	\$1,000.00	\$500
13	Open Air fire or Open Burning in contravention of directive of Fire Chief	5.1.22.5	\$3,000.00	\$2,500
14	Failure to ensure that emergency access unobstructed	5.1.26.1	\$1,000.00	\$500
15	Failure to ensure emergency access on construction site unobstructed and capable of use by emergency vehicles	5.1.26.2	\$1,000.00	\$500
16	Tamper with fire hydrant	5.1.28.2	\$3,000.00	\$2,500
17	Unauthorized deposit of solid waste at landfill.	7.2.2.3	\$3,000.00	\$2,500
18	Building without a permit	13.1.6.1	\$3,000.00	\$2,500
19	Unauthorized dumping of construction waste	13.8.2.1.a	\$1,000.00	\$500

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COUNCIL REPORT

Date: February 25, 2026
File: 2.10.3.1
To: Warren Waycheshen, CAO Mayor and Council
From: Sue-Lin Tarnowski
Re: 2026 Budget Deliberations – Report 3
Applicant: N/A
Location: N/A



Recommendation:

Action: That Council provide input and direction on the 2026 budget, community grants, and capital items.

Recommended Motion:

THAT the 2026 Budget Deliberations - Report 3 dated February 25, 2026, be received for information.

Background:

The 2026 budget was introduced at the January 5, 2026, Regular Council meeting at which time staff commenced presenting the 2026 Operations budget. Budget deliberations continued at the January 26 and February 17, 2026, meetings.

Changes in version 3 of the 2026 Financial Plan include the following:

1. Outstanding Community Grant Requests

At the February 17, 2026, meeting, Council approved most of the community grant requests except for the following:

1. Kitimat Concert Association (new applicant) - \$10,000
2. Kitimat Museum and Archives (new request) - \$26,500
3. Kitimat Museum and Archives (wage request) - \$10,875
4. Kitimat Public Library (wage request) - \$6,696
5. Mount Elizabeth Theatre (wage request) - \$50,000
6. Snowflake Community Fairgrounds Society (new request) - \$30,000 (see comments below)

Kitimat Concert Association:

At the February 17, 2026, meeting Council made the following motion:

“THAT the Kitimat Concert Association grant request of \$10,000 be tabled.”

If Council wishes to consider the motion, it can be removed from the table for consideration. If Council does not wish to consider this request at this meeting, no further action is required.

Snowflake Community Fairgrounds Society:

At the February 17, 2026, meeting Council made the following motions:

“THAT the Snowflake Community Fairgrounds Society grant request in the amount of \$30,000 be approved for the 2026 budget.”

An amendment was proposed as follows:

“THAT the Snowflake Community Fairgrounds Society be provided a grant of \$3,500 plus 2.6% for the 2026 budget.”

Before being tabled:

“THAT the Snowflake Community Fairgrounds Society grant request be tabled.”

Council may wish to remove the amendment motion from the table for consideration and subsequent consideration of the main motion. If Council does not wish to consider this request at this meeting, no further action is required.

The above outstanding approvals (\$134,071) are highlighted in green on the Revised Community Groups List (attachment A) for ease of reference.

The request from Tamitik Status for Women (Salon A) has been revised to outline the \$250,000 funding request. Of this amount, \$98,438 was previously approved to support operations through June 30, 2026, (which is required funding per grant agreement) and will be funded through taxation. The remaining \$151,562 is proposed to be funded as follows: \$125,000 from the Affordable Housing Reserve (approved R26-003 on January 5, 2026) and \$26,562 through taxation.

Council tabled the following motion:

“THAT the Tamitik Status of Women’s grant request in the amount of \$250,000 for Salon A be tabled.”

If Council does not wish to make a decision on this request at this time, no further action is required.

If Council wishes to consider funding the request, the following is offered for Council consideration:

THAT the Tamitik Status of Women’s grant request for \$26,562 (or other amount considered by Council) be approved for the 2026 budget.

Details of the outstanding community group requests are included in Attachment A of the report.

Once discussion is complete, if Council is prepared to consider any grant requests for approval the following is put forward for consideration:

1. If Council wishes to approve all the outstanding community group grants as presented in Attachment A, the following is provided for consideration:

THAT the 2026 grant requests for the identified community groups, as listed in Attachment A of the February 25, 2026, report, be approved.

2. If Council wishes to consider each outstanding grant request individually, the following is put forward for consideration:

THAT the (group requesting the grant) grant request in the amount of (to be determined) be approved.

3. Any specific grant requests may be further discussed by Council. Staff can provide wording for motions depending on the direction.
4. Another option as decided by Council.

2. Capital Projects

Replacement “March 2, 2026, Capital Projects” page to be added under tab 21 in the budget binder (Attachment B)

Replacement “March 2, 2026, Northwest Regional Benefit Funding Alliance (RBA) 5-Year Work plan” to be added under tab 21 in the budget binder (Attachment C)

- a) Council granted early approvals to the following capital projects at the February 17, 2026, meeting:

Project	Project Budget	Funding Source
Courthouse Roof Replacement	\$250,000	RFFE (surplus from 2025 projects)
Gull Street Auto Flusher	\$75,000	Water Utility Reserve
Public Works Fleet Replacement	\$1,420,000	Public Works Equipment Reserve
Annual Walkway Reconstruction Program	\$600,000	RBA
Creed Street Stormwater Repair	\$700,000	\$400,000 - RBA reallocated from Water Treatment Unit \$300,000 Reallocated from Skeena to Columbia connection
Smith Street Interim Slope Stabilization	\$700,000	Roads and Bridges Reserve
Fire Department Engine 12 replacement (year 1 of 2)	\$983,567	Fire Department Equipment Reserve
Riverlodge Secondary Electrical Service Upgrade	\$250,000	Gas Tax
Pool Duct Sox Replacement	\$425,000	RBA
Pool Sand Filter Replacement	\$600,000	RBA
Sam Lindsay Aquatic Centre (SLAC) Emergency Lighting Replacement	\$150,000	RFFE (surplus from 2025 projects)
TOTAL	\$6,153,567	

- b) Council requested the following previously fully or partially unfunded capital projects be brought forward for Council consideration:

Project	Project Budget	Funding Source
Service Centre Forcemain Design	\$250,000	Previously unfunded RBA (redistributed from deferred project)
Tamitik Roof Repair	\$50,000	Previously unfunded RBA (redistributed from deferred project)
Sam Lindsay Aquatic Centre (SLAC) Circulation Pump Replacement	\$60,000	\$60,000 - RBA reallocated from Water Treatment Unit
Nechako Centre Temporary Improvement	\$80,000	Previously unfunded RBA (redistributed from deferred project)
Kitimat Ice Rink Fire Damage Additional Repairs	\$300,000	Previously unfunded RBA
Cable Car Reservoir Repair	\$500,000	Library Entrance - \$100,000 Self Haul Drop Off Design - \$100,000 \$300,000 RBA (redistributed from deferred project) to address previous funding shortfall
TOTAL	\$1,240,000	

Emergency Funding for Failed Pool Asset

Staff was recently informed that one of the three pool boilers has failed and is unrepairable. No funding requirement is available at the writing of the report and staff will provide additional information at the meeting.

- c) Council deferred the following capital projects to 2027. The associated funding has also been deferred to 2027 with \$1,040,000 redistributed to fund capital projects specified above:

Project	Project Budget	Funding Source
Detailed Design for Public Safety Building Replacement (initial budget)	\$1,000,000	RBA
Detailed Design for Public Safety Building Replacement (additional budget)	\$150,000	RBA
Spray Park Construction (initial budget)	\$1,500,000	RBA
Spray Park Construction (additional budget)	\$750,000	RBA
Haisla Blvd Walkway (Phase 2) - Kingfisher to Ptarmigan Avenue	\$700,000	RBA
TOTAL	\$4,100,000	

Council requested staff to bring forward cost information to repair the existing Public Safety Building. Attachment E lists ongoing repairs to be actioned if Council wishes to defer the new Public Safety Building.

Council requested staff to present additional information for the following capital projects. Below are high-level estimates and staff will provide additional information at the meeting.

Project	Project Budget	Funding Source
Recreation Vehicle Sanitary Dump	\$ TBD	TBD
Truck pull-out design (off Highway)	\$ TBD	TBD
Swannell Drainage Improvements	\$100,000	RBA (proposed)

At the February 17, 2026, meeting, the following tabling motion was adopted by Council:

"THAT the Kitimat Valley Housing Society's Road Design project for \$750,000 be tabled until we get clarification on the status of their grant application for funding." (R26-073)

Staff were informed that the Kitimat Housing Society's senior housing grant application, along with all others in the Province, will not be considered by the Provincial government as the housing program has been cancelled.

Staff has proposed that the road design cost of \$750,000, to be funded from the Roads and Bridges Reserve, remain in the reserve. The following is offered for Council consideration:

THAT the funding for the Kitimat Valley Housing Society's Road Design project for \$750,000 be held in Roads and Bridges Reserve pending a future housing project by Kitimat Valley Housing Society.

Alternatively, the motion can remain tabled until further direction from Council.

Once discussion is complete, the following motions are put forward for consideration:

THAT the amended capital projects be approved.

OR

THAT the (capital projects) in the amount of (to be determined) be approved.

Updated Public Works Equipment Replacement Schedule

Replacement "March 2, 2026, Five-Year Public Works Equipment Replacement Schedule" pages to be added under tab 21 in the budget binder (Attachment D).

The Public Works Equipment Replacement Schedule has been revised to re-introduce a skid steer (\$150,000) for the organic facilities with additional attachments (\$125,000) that can utilize the equipment for paving and road maintenance. The additional attachment costs were not included in the previous version of the Public Works Equipment Replacement Schedule.

Staff will provide additional information at the meeting.

Once discussion is complete, the following is put forward for consideration:

THAT the replacement Public Works Equipment Replacement Schedule dated March 2, 2026, be received for information.

4. Road Condition Report and Action

At the February 17, 2026, meeting, staff presented the Road Condition Report and requested cost estimates to rehabilitate the roads that were identified as to be in the poorest condition.

Staff propose the following costs to update the roads:

Project	Project Budget	Funding Source
Equipment (with attachments to the skid steer that can be used to repair and maintain roads)	\$275,000	RBA (proposed)
Additional road resurfacing: Alexander Avenue	\$750,000	RBA (proposed)
Road design – Residential and Commercial: Heron and Oriole Streets, 3 rd Street	\$200,000	RBA (proposed)
TOTAL	\$1,225,000	

Alternative Options:

1. If Council wishes to make any amendments to the plan during the meeting the following motion is offered for Council consideration:

THAT (TBD) be (removed/added/reported back) for the 2026 budget.

2. Another option as determined through Council discussion.

Budget Implications:

Establishing the 2026 Municipal budget.

"SLT"

Director of Finance Initials

Budgeted:

Unbudgeted:

Council Initiative/Other Relevant Plans:

The annual budget provides the direction for District operations.

Strategic Plan (2023-2026)

Considered in the operational and capital budgets

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

Considered in the operational and capital budgets

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

Considered in the operational and capital budgets

Community Energy and Emissions Plan

Considered in the operational and capital budgets

Housing Action Plan and Needs Assessment

Considered in the operational and capital budgets

Kitimat Age-Friendly Assessment Report and Action Plan

Considered in the operational and capital budgets

Kitimat Cycle Network Plan

Considered in the operational and capital budgets

Kitimat Poverty Reduction Strategy

Considered in the operational and capital budgets

Leisure Services Master Plan

Considered in the operational and capital budgets

Minette Bay West Concept Plan

Considered in the operational and capital budgets

Official Community Plan (and Downtown Design Guidelines)

Considered in the operational and capital budgets

Solid Waste Action Plan

Considered in the operational and capital budgets

Water Conservation Plan

Considered in the operational and capital budgets

BC Transit Future Services Plan

Considered in the operational and capital budgets

Economic Development Strategic Plan (2023-2029)

Considered in the operational and capital budgets

"Sue-Lin Tarnowski"

Submitted by

Sue-Lin Tarnowski, Director of Finance

"Warren Waycheshen"

Approved for Submission

Warren Waycheshen, CAO

Attachment(s): Attachment A – March 2, 2026 Replacement Community Grant Requests
Outstanding Community Grant Requests Detailed Information

- a. 1. Kitimat Concert Association
- a. 2. Kitimat Museum and Archives (new and wage requests)
- a. 3. Kitimat Public Library (wage request and additional request)
- a. 4. Mount Elizabeth Theatre (wage request)
- a. 5. Snowflake Community Fairgrounds Society (new request)

Attachment B - March 2, 2026 Replacement Capital Projects

Attachment C - March 2, 2026 Replacement RBA 5-year plan

Attachment D - March 2, 2026 Replacement Public Works Equipment Replacement Schedule

Attachment E - March 2, 2026 NEW list of outstanding Fire Hall Ongoing Repairs

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2026 COMMUNITY GRANTS

Attachment A

	2025 Request	2026 Request	Carryover	Wage Request	New Non-Wage request	Amount Requiring Approval	\$ Increase	% Increase
GRANTS		2.6%						
KITIMAT 50 PLUS SOCIETY	37,428	37,428				37,428	-	0.0%
KITIMAT 50 PLUS SOCIETY - NEW WAGE REQUEST	-	-		-		-	-	0.0%
KITIMAT AIRSHED GROUP	21,420	21,977				21,977	557	2.6%
KITIMAT ARTS FOR YOUTH	13,658	14,013				14,013	355	2.6%
KITIMAT COMMUNITY DEVELOPMENT CENTRE	53,060	54,440				54,440	1,380	2.6%
KITIMAT COMMUNITY SERVICES SOCIETY	39,512	40,261				40,261	749	1.9%
KITIMAT COMMUNITY SERVICES SOCIETY	44,880	42,676				42,676	(2,204)	-4.9%
KITIMAT CONCERT ASSOCIATION	-	-			10,000	10,000	10,000	100.0%
KITIMAT FLYING CLUB	11,244	11,537				11,537	292	2.6%
KITIMAT FLYING CLUB - LATE ADDITIONAL REQUEST	40,000				10,405	10,405	(29,595)	-74.0%
KITIMAT HEALTH ADVOCACY GROUP	25,000	25,000				25,000	-	0.0%
KITIMAT MUSEUM AND ARCHIVES	403,170	413,329				413,329	10,159	2.5%
KITIMAT MUSEUM AND ARCHIVES - RENT SUBSIDY	31,800	31,800				31,800	-	0.0%
KITIMAT MUSEUM AND ARCHIVES - CAPITAL REQUEST	5,000	-				-	(5,000)	-100.0%
KITIMAT MUSEUM AND ARCHIVES - ADDITIONAL REQUEST	-	-			26,500	26,500	26,500	100.0%
KITIMAT MUSEUM AND ARCHIVES - WAGE REQUEST	10,284			10,875		10,875	591	5.8%
KITIMAT PUBLIC ART ALLIANCE	35,000	35,900				35,900	900	2.6%
KITIMAT PUBLIC LIBRARY	560,120	574,683				574,683	14,563	2.6%
KITIMAT PUBLIC LIBRARY - RENT SUBSIDY	111,600	111,600				111,600	-	0.0%
KITIMAT PUBLIC LIBRARY - WAGE REQUEST	6,526			6,696		6,696	170	2.6%
KUTE RECYCLING PROGRAM	306,000	313,956				313,956	7,956	2.6%
KUTE ADDITIONAL REQUEST	148,381	152,239				152,239	3,858	0.0%
MOUNT ELIZABETH THEATRE - OPERATIONS	151,310	151,310				151,310	-	0.0%
MOUNT ELIZABETH THEATRE - CAPITAL GRANT	38,582	39,500				39,500	918	2.4%
MOUNT ELIZABETH THEATRE - TELETHON	2,000	2,000				2,000	-	0.0%
MOUNT ELIZABETH THEATRE - WAGE REQUEST	47,940			50,000		50,000	2,060	4.3%
SHAMES MOUNTAIN SKI COOPERATION - OPERATIONS	50,000	50,000				50,000	-	0.0%
SNOWFLAKE COMMUNITY FAIRGROUNDS SOCIETY	3,500	-				-	(3,500)	-100.0%
SNOWFLAKE COMMUNITY FAIRGROUNDS SOCIETY - NEW REQUEST	-	-			30,000	30,000	30,000	100.0%
TAMITIK STATUS OF WOMEN	48,223	49,476				49,476	1,254	2.6%
TAMITIK STATUS OF WOMEN - SALON A	190,740	223,438				223,438	32,698	17.1%
TAMITIK STATUS OF WOMEN - SALON A - ADDITIONAL REQUEST	-	26,562				26,562	26,562	0.0%
KITAMAAT BASKETBALL TOURNAMENT	5,000	5,000				5,000	-	0.0%
GRANTS TO SPORTS AND OTHER ORGANIZATIONS	102,500	123,605				123,605	21,105	20.6%
TOTAL REQUIRING COUNCIL APPROVAL	2,543,878	2,551,729	-	67,571	76,905	2,696,205	152,327	6.0%
MOUNT ELIZABETH CYCLE ASSOCIATION	-		250,000			-	-	0.0%
		-	250,000	-	-	-	-	0.0%
AGREEMENTS								
HIRSCH CREEK GOLF & WINTER CLUB	195,000	200,498				200,498	5,498	2.9%
KITIMAT YOUTH SOCCER ASSOCIATION	35,000	35,000				35,000	-	0.0%
STUDENT EMPLOYMENT GRANTS	25,000	25,000				25,000	-	0.0%
FESTIVALS KITIMAT SUMMER STUDENT	5,000	5,000				5,000	-	0.0%
SUBTOTAL AGREEMENTS	260,000	265,498	-	-	-	265,498	5,498	2.1%
TOTAL GRANTS AND AGREEMENTS	2,803,878	2,817,227	250,000	67,571	76,905	2,961,703	157,825	5.6%

Budget Notes:

TSW requested adjusted to show \$98,438 was previously approved to June 30. Balance is new request of which \$125,000 is proposed to be funded by the Affordable Housing Reserve
Monday, March 2, 2026

Total Community Grant Requests (include wage and non-wage requests)

2,696,205

Grants approved at Feb 17, 2026 meeting

2,562,134

Grants requiring approval

134,071



Kitimat Concert Association

P.O. Box 99 Kitimat BC V8C 2G6

Email: kitimatconcertassociation@gmail.com

www.kitimatconcerts.ca

October 9, 2025

Mayor & Council
District of Kitimat

To Mayor Germuth and Members of the Municipal Council.

On behalf of the Kitimat Concert Association, I am writing to respectfully request a grant of \$10,000 from the District of Kitimat to help support our upcoming 2026-2027 season.

For 70 years, the Kitimat Concert Association has been proud to enrich the cultural life of our community by presenting a diverse range of high-quality live music and performances. Our mission is to make the arts accessible to all residents, foster cultural appreciation and provide opportunities for audiences of all ages to experience amazing performances right here in Kitimat.

We are currently working on setting up our season for next year. We are looking at an exciting line-up that could include jazz ensembles, classical music, comedy, ballet and more. Our goal is to select emerging artists, primarily Canadian, to visit our small town.

Like many art organizations, we face ongoing financial challenges such as rising artist costs, venue costs, licensing fees and travel expenses. Therefore, that we need to reach out and seek increased community support in order for us to keep our ticket prices affordable which ensures that our concerts remain open for everyone in Kitimat.

Your support would be publicly recognized at all events, in our promotional materials, and on our website as a key contributor to our community.

Thank you for your ongoing support of the arts in Kitimat and for considering our request!

Sincerely,

Sam Anderson
President
Kitimat Concert Association

Kitimat Concert Association
Operating budget for 2025 – 2026 fiscal year

	Budget for 2025-2026		Actual for 2024-2025	
<u>Operating revenue:</u>				
Season tickets	\$14,250		\$17,779	
Punch pass	3,150		0	
Single tickets	8,165		11,305	
Extra concert (note #1)	0		4,078	
Alcohol sales net income	2,000		2,720	
BC Arts Council CPA Grant (note #2)	0		9,000	
Arts Presentation Canada Grant	6,000		7,500	
Municipal grant	7,000		0	
Sponsorships	10,000		2,750	
Other income	0		1,069	
Interest earned	<u>1,068</u>		<u>1,068</u>	
Total Operating revenue	\$51,565		\$57,270	
<u>Expense:</u>				
Artist fees	\$37,100		\$36,554	
Performers				
Performers' accommodation	\$3,750		\$6,727	
Green Room Hospitality	350		810	
Performers' travel and contract meals	770		240	
SOCAN	<u>500</u>	5,370	<u>695</u>	5,429
Theatre				
Theatre rent	2,275		2,975	
Ticket surcharge	850		978	
Extra stagehands and Tech Club	300		300	
Equipment rental	<u>200</u>	3,625	<u>1,176</u>	4,683
Publicity				
Advertising	1,500		1,501	
Season ticket campaign	1,500		1,378	
Posters, tickets, programs and website	650		827	
Receptions hospitality	<u>200</u>	3,850	<u>306</u>	4,020
Travel				
Conference travel (note #3)	5,000		0	
	Other travel and mileage		<u>100</u>	5,100
	<u>134</u>		134	
Charitable works (note #4)				
Piano expense	400		441	
Scholarships and other	<u>600</u>	1,000	<u>600</u>	1,041
Administration				
Office expense	300		248	
Postage	50		69	
Bank charges	500		496	
Liability insurance	900		1,315	
Memberships	<u>250</u>	<u>2,000</u>	<u>217</u>	<u>2,315</u>
Total Expense	\$58,045		\$57,996	
Net income / (loss):	\$(6,480)		\$(696)	

Kitimat Concert Association

Notes for the operating budget for 2025 – 2026 fiscal year

1. On September 28, 2024, Kitimat Concert Association in partnership with The Feldman Agency presented Snotty Nose Rez Kids, an award-winning Indigenous hip-hop trio from Kitimat. As this was presented outside of our regular season, the net income for this concert is shown separately.
 2. Community Presenters Assistance grant, administered by the BC Touring Council for BC Arts Councils, provides regular assistance for the community presenters in BC. In September of this year, we have been notified that this is the first year in the recent 30+ year history that Kitimat Concert Association has been unsuccessful in securing the grant.
 3. Kitimat Concert Association usually attends Pacific Contact, an annual conference organized by BC Live, to bring the artists, agents, and presenters together. This year, the conference was rescheduled from April 2025 to October 2025.
 4. Disbursements and in-kind donations made as part of Kitimat Concert Association's registration as a registered charity:
 - A) Charitable programs in-kind:

Piano use, Aluminum City Telethon:	90
Piano use, Kitimat Arts for Youth:	90
Piano use, Kitimat Piano and Speech Arts Program	90
 - B) Gifts to Qualified Donees:

Kitimat Scholarship Association:	600
----------------------------------	-----
- Total for charitable programs and gifts: \$870**



Kitimat Concert Association

Financial Statements

For the year ended April 30, 2025

Samantha Anderson, President

Tomas Bilina, Treasurer

This report was prepared by:

Tomas Bilina, Treasurer

Kitimat Concert Association

Financial Statements for the year ended April 30, 2025

1. Balance Sheet as of April 30, 2025

(with comparative figures for April 30, 2024)

	<u>2025</u>	<u>2024</u>
<u>Assets</u>		
Current Assets		
Current account	\$17,365	\$20,017
Cash	207	365
Prepaid expenses	4,500	3,895
Accounts receivable (note #1)	2	6,528
Piano Replacement Fund (note #2)	43,339	42,289
Shares in Credit Union	58	56
Capital Assets		
Dance floor (note #3)	2,316	2,316
Baldwin grand piano (note #4)	<u>25,000</u>	<u>25,000</u>
Total assets:	<u>\$92,788</u>	<u>\$100,468</u>
<u>Liabilities and Equity</u>		
Liabilities		
Accounts payable (note #1)	0	7,470
Credit cards	<u>528</u>	<u>41</u>
Total liabilities:	<u>\$528</u>	<u>\$7,511</u>
Equity		
Retained equity	\$92,956	\$84,363
Current year earnings	<u>(696)</u>	<u>8,594</u>
Total Equity:	<u>\$92,260</u>	<u>\$92,956</u>
Total liabilities and equity	<u>\$92,788</u>	<u>\$100,468</u>

B SA

Kitimat Concert Association

Financial Statements for the year ended April 30, 2025

2. Income Statement

(with comparative figures for 2024)

	<u>2025</u>	<u>2024</u>
<u>Operating revenue:</u>		
Season tickets	\$17,779	\$20,775
Single tickets	11,305	8,375
Extra concert (note #5)	4,078	0
Alcohol sales net income	2,720	2,904
BC Arts Council CPA Grant	9,000	8,000
Arts Presentation Canada Grant	7,500	6,600
Sponsorships	2,750	12,550
Other income	1,069	0
Interest earned	<u>1,068</u>	<u>2,335</u>
Total Operating revenue	\$57,270	\$61,539
<u>Expense:</u>		
Artist fees	\$36,554	\$32,249
Performers		
Performers' accommodation	\$6,727	\$3,464
Green Room Hospitality	810	279
Performers' travel and contract meals	240	0
SOCAN	<u>695</u>	<u>500</u>
	5,429	4,242
Theatre		
Theatre rent	2,975	2,975
Ticket surcharge	978	1,094
Extra stagehands and Tech Club	300	300
Equipment rental	<u>1,176</u>	<u>314</u>
	4,683	4,683
Publicity		
Advertising	1,501	1,161
Season ticket campaign	1,378	1,838
Posters, tickets, programs and website	827	549
Receptions hospitality	<u>306</u>	<u>255</u>
	4,020	3,803
Travel		
Pacific Contact	0	4,606
Other travel and mileage	<u>134</u>	<u>141</u>
	134	4,746
Charitable works (note #6)		
Piano expense	441	241
Scholarships and other	<u>600</u>	<u>600</u>
	1,041	841
Administration		
Office expense	248	283
Postage	39	314
Bank charges	496	754
Liability insurance	1,315	815
Memberships	<u>217</u>	<u>215</u>
	2,315	2,381
Total Expense	\$57,966	\$52,945
Net income / (loss):	<u>\$(696)</u>	<u>\$8,594</u>

B SA

Kitimat Concert Association

Financial Statements for the year ended April 30, 2025

3. Notes to Statements:

1. The last concert of 2023-2024, Lightwire Theatre, was presented on May 10, 2024, after our fiscal year end on April 30. For the sake of consistency with the past and future fiscal years, all ticket income related to this concert has been recorded on April 30 as Accounts Receivable, and all expenses related to this concert have been recorded on April 30 as Accounts Payable.
2. The KCA Board requested it be stated: the accumulated surplus will be used for the maintenance/repair and/or replacement of KCA's Baldwin Grand Piano and/or the provision of special concerts for the community.
3. In 2009-2010, Kitimat Concert Association acquired a dance floor, to facilitate dance performances in the community of Kitimat. In July 2010, 50% of the dance floor equity was purchased by Coast Mountains School District #82.
4. KCA owns a Baldwin Grand Piano, which is included in the statements at an estimated fair market value.
5. On September 28, 2024, Kitimat Concert Association in partnership with The Feldman Agency presented Snotty Nose Rez Kids, an award-winning Indigenous hip-hop trio from Kitimat. As this was presented outside of our regular season, the net income for this concert is shown separately.
6. Disbursements and in-kind donations made as part of Kitimat Concert Association's registration as a registered charity:

A) Charitable programs in-kind:	
Piano use, Aluminum City Telethon:	90
Piano use, Kitimat Arts for Youth:	90
Piano use, Kitimat Piano and Speech Arts Program	90
B) Gifts to Qualified Donees:	
Kitimat Scholarship Association:	600
Total for charitable programs and gifts:	\$870

7. Kitimat Concert Association wishes to acknowledge the following as In Kind donations, received in form of goods and services that KCA would otherwise have to purchase:

Print advertising:	3,000
Accommodation:	3,430
Printing:	1,100
Ticket sales labor:	1,000
Door prizes:	400

Total in-kind donations: \$8,930

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FUNDING REQUEST FOR 2026

SUSTAINING GROWTH & STABILITY

The Museum respectfully requests a total of \$425,000 in operating funding and \$31,800 in facility rental funding from the District of Kitimat for the 2026 fiscal year. This request represents a modest increase that reflects two key financial factors: the annual wage adjustment tied to District of Kitimat staff increases and the growing difficulty of securing external grant support due to widespread budget cutbacks and over-competition across the heritage sector.

Wage Adjustment – 5.75% Increase (Proposed Separately)

For over 25 years, the Museum Board of Directors has followed a long-standing practice of aligning annual staff wage increases with those approved by the District of Kitimat. This ensures that the Museum remains competitive in retaining qualified professionals and continues to provide fair compensation consistent with local government standards.

Adjustment for External Funding Shortfalls – \$11,546

An additional \$11,546 is requested to address shortfalls resulting from reduced access to provincial and federal heritage programs have experienced significant budget reductions over the past year, and competition for available funds has intensified across the museum and heritage sector. This adjustment ensures that the Museum can sustain its core programs.

Maintaining Balance in Operations

As in previous years, the Museum continues to seek a healthy balance between payroll and non-payroll expenditures. District funding supports both daily operations and the delivery of a wide range of exhibitions, educational programs, and community initiatives. By ensuring predictable funding, the Museum can effectively plan for the future.

A Responsible, Community-Focused Investment

The Museum remains committed to operating with fiscal responsibility and transparency. This funding request is designed to maintain stable staffing levels, safeguard heritage collections, and continue delivering impactful exhibitions and programs that serve the residents of Kitimat. Every dollar invested by the District directly supports local employment, artist engagement, and public education—ensuring that the Museum continues to provide long-term cultural, educational, and economic value.



@kitimatmuseum

SPECIAL REQUESTS FOR 2026

Representation at the 1st BRICS International Forum on the Return of Cultural Property

Funding Request: \$6,500

The Museum also requests of \$6,500 in support funding for Executive Director Bryce Mathew Watts to attend and present at the 1st BRICS International Forum on the Return of Cultural Property, to be held in Brazil (Nov 10-14, 2025).

Bryce has been formally invited to speak on an international panel addressing what cultural institutions are doing to support Indigenous communities through repatriation and reconciliation. This prestigious event includes representatives from institutions such as the Louvre, Columbia University, UNESCO, and senior government officials and Indigenous leaders from around the world.

Participation in this forum will elevate the Museum and Kitimat as a whole to the global stage, positioning it alongside major international institutions and directly supporting ongoing efforts toward the shared cultural facility project with the Haisla Nation and District of Kitimat.

Permanent Exhibition Redevelopment

Funding Request: \$20,000

The Museum is requesting \$20,000 in special project funding to assist with the redevelopment of its permanent exhibitions, most of which have not been updated in nearly 20 years. This project represents a key step in revitalizing the visitor experience and ensuring that the Museum's displays continue to reflect the evolving history, culture, and identity of the Kitimat Valley.

All redevelopment work will be completed in-house by Museum staff, with at-cost or discounted materials sought from local construction suppliers. The requested funds will cover building materials, exhibit hardware, lighting, signage, and interpretive panel production.

Second Floor Galleries Upgrade Project Budget

	Total Project Cost
Geology & Palaeontology Gallery	
Drawer Units	867
Glass Panels	795
Mount Materials	500
Case Lighting	200
Construction Materials	250
Paint & Materials	150
Case Display Monitors	1,644
Display Monitor	336
Total Geology & Palaeontology Gallery	\$ 4,742
Temporary Exhibitions Gallery	
Construction Materials	250
Display Monitor	336
Paint & Materials	250
Total Temporary Exhibitions Gallery	\$ 836
Landscapes of Kitimat Gallery	
Drawer Units	1,734
Glass Panels	3,015
Mount Materials	1,000
Case Lighting	400
Construction Materials	250
Paint & Materials	250
Case Display Monitors	1,644
Display Monitor	310
Diorama Materials	3,000
Backdrops	2,020
Total Landscapes of Kitimat Gallery	\$ 13,624
Eulachon Exhibit	
Construction Materials	250
Case Display Monitors	548
Display Monitor	310
Total Eulachon Exhibit	\$ 1,108
Second Floor Galleries Upgrade Project Total	\$ 20,310

BRICS Forum Speaking Engagement Budget

Expense	Description	Cost	Quantity	Total
Flights	Round-trip Airfare	\$ 3,150	1	\$ 3,150
Flights	Brasilia Airfare	\$ 350	1	\$ 350
Accommodation	Sao Paulo Hotel (4 nights)	\$ 250	4	\$ 1,000
Accommodation	Brasilia Hotel (3 nights)	\$ 250	3	\$ 750
Airport Parking	Terrace Airport	\$ 9	9	\$ 81
Meals	Breakfast	\$ 20	8	\$ 160
Meals	Lunch	\$ 30	8	\$ 240
Meals	Dinner	\$ 30	8	\$ 240
Transportation	Uber	\$ 50	7	\$ 350
Contingency	-	-	-	\$ 158
Project Total				\$ 6,479

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October 6, 2025

Mayor & Council
District of Kitimat

To Mayor Germuth & Members of the Municipal Council,

We are pleased to present the Kitimat Public Library's operating budget for 2026. As you will see from the attached, we have broken our budget into 4 portions. Municipal Grant for wages, Municipal Grant for operations, Rental Grant and Other Income. We are asking for a 5% wage increase to match with the District employees. We are asking for 2.6% increase on our operations budget. There are no changes to the Rental Grant. Our budget is to ensure that the Library can remain open for the hours we have, which allows us to be a vital community hub in Kitimat.

Once again, we thank you for your continued and valued support of our Library. If you have any questions, please don't hesitate to contact the Library Director.

Sincerely,

Cynthia Cridge, Chair &
Samantha Anderson, Library Director

Att.

214
PROGRAMS
WITH 4000
PATRONS*

4758
PATRONS*

2025 LIBRARY YEAR IN REVIEW

47,604 ITEMS
CIRCULATED

42,736
VISITS*

HAPPY
70th
BIRTHDAY
KITIMAT
PUBLIC
LIBRARY

VALUES ARE APPROXIMATE AS THE YEAR IS STILL IN PROGRESS

Kitimat Public Library

Balance Sheet As at 09/30/25

ASSET

CURRENT ASSETS

Bank BM	451.80
Bank Scotia Investment	100,124.77
Scotia Bank Buisiness	51,137.35
Accounts Receivable	63,831.21
AR Adjustments	998.80
Prepaid Expenses	0.00
Library Collection	308,202.07
Furniture & Fixtures	73,095.60
Leasehold Improvements	43,275.60
Computer Maint. & Hardware	18,717.35
Accum Amortization	-177,130.35
Accum Amort - Furniture and Fixture	-13,627.50
Accum Amort - Leashold Improvements	-30,197.04
Accum Amort - Computer Equipment	-12,076.25
TOTAL CURRENT ASSETS	<u>426,803.41</u>

TOTAL ASSET

426,803.41

LIABILITY

CURRENT LIABILITIES

Accounts Payable	9,590.00
Deferred Rev Enhancement Grant	87,471.38
Deferred Capital Contributions	47,686.26
Gst	-2,347.72
BMO Mastercard	-84.46
RBC Visa	2,762.16
TOTAL CURRENT LIABILITIES	<u>145,077.62</u>

TOTAL LIABILITY

145,077.62

EQUITY

EARNINGS

Retained Earnings	69,605.69
Invested in Tangible Capital Assets	170,300.00
Current Earnings	41,820.10
TOTAL EARNINGS	<u>281,725.79</u>

TOTAL EQUITY

281,725.79

LIABILITIES AND EQUITY

426,803.41

Generated On: 10/09/25



Kitimat Public Library

British Columbia

REVENUE	BUDGET		INCREASE
	2025	2026	
Municipal Grant - Wages	521,076	534,630	2.60%
Municipal Grant - Operations	45,570	46,768	2.63%
Municipal Rent Grant	111,600	111,600	0.00%
Provincial Operating Grant	33,600	33,632	
Provincial Resource Grant	6,830	6,800	
Provincial BC OneCard Grant	10,250	10,250	
Provincial Equity Grant	8,100	8,200	
NWLF Grant	1,000	1,000	
Law Matters Grant	1,000	1,500	
Photocopies & Internet Printing	500	500	
Donations / Booksale	1,000	1,000	
Fax	150	150	
Lost Library Materials	350	350	
Miscellaneous	1,000	1,000	
Subtotal Other Income	63,780	64,382	
TOTAL REVENUE	742,026	757,380	
EXPENSES			
Salaries	521,076	534,630	
Travel & Transportation	1,500	1,700	
Staff & Board Development	1,500	1,600	
Rent	111,600	111,600	
Cleaning and Building Maintenance	23,500	23,500	
Annual Audit	4,500	4,500	
Advertising - PR	500	500	
Stationery & Supplies	3,000	3,000	
Photocopier Service	1,000	1,200	
Programming	3,000	3,000	
ILS Technical Support (Sitka)	4,000	4,100	
Association Dues	6,000	6,000	
Postage	4,000	4,000	
Telephone/Cable/Fax	2,000	3,200	
Miscellaneous	3,000	3,000	
Furniture/Fixtures	2,000	2,000	
Insurance	6,000	6,000	
Computer Software & Licences	1,350	1,350	
Computer Hardware	1,000	1,000	
Collection Development (Books, etc.)	40,000	40,000	
Pet Expenses	1,500	1,500	
TOTAL EXPENSES	742,026	757,380	



Kitimat Public Library

British Columbia

REVENUE	BUDGET		INCREASE
	2025	2026	
Municipal Grant - Wages	521,076	547,130	5.00%
Municipal Grant - Operations	45,570	46,768	2.63%
Municipal Rent Grant	111,600	111,600	0.00%
Provincial Operating Grant	33,600	33,632	
Provincial Resource Grant	6,830	6,800	
Provincial BC OneCard Grant	10,250	10,250	
Provincial Equity Grant	8,100	8,200	
NWLF Grant	1,000	1,000	
Law Matters Grant	1,000	1,500	
Photocopies & Internet Printing	500	500	
Donations / Booksale	1,000	1,000	
Fax	150	150	
Lost Library Materials	350	350	
Miscellaneous	1,000	1,000	
Subtotal Other Income	63,780	64,382	
TOTAL REVENUE	742,026	769,880	
EXPENSES			
Salaries	521,076	547,130	
Travel & Transportation	1,500	1,700	
Staff & Board Development	1,500	1,600	
Rent	111,600	111,600	
Cleaning and Building Maintenance	23,500	23,500	
Annual Audit	4,500	4,500	
Advertising - PR	500	500	
Stationery & Supplies	3,000	3,000	
Photocopier Service	1,000	1,200	
Programming	3,000	3,000	
ILS Technical Support (Sitka)	4,000	4,100	
Association Dues	6,000	6,000	
Postage	4,000	4,000	
Telephone/Cable/Fax	2,000	3,200	
Miscellaneous	3,000	3,000	
Furniture/Fixtures	2,000	2,000	
Insurance	6,000	6,000	
Computer Software & Licences	1,350	1,350	
Computer Hardware	1,000	1,000	
Collection Development (Books, etc.)	40,000	40,000	
Pet Expenses	1,500	1,500	
TOTAL EXPENSES	742,026	769,880	

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Mount Elizabeth Theatre – Wage Top Up Context

The Mount Elizabeth Theatre is a shared school and community facility, and some roles do not align with standard school district classifications. The 2026 wage top-up request is \$50,000, up from \$47,940 last year, with the overall theatre budget increase remaining under 1.24 percent. If helpful, the request could remain at last year's level.

The 10-month CUPE technical position was under \$50,000 in 2024 and aligns more closely with entry-level support roles than trade-aligned positions and remains at or below comparable District of Kitimat roles. The exempt staff Theatre Manager role sits outside CUPE classifications and was adjusted from 10 to 12 months to reflect actual time worked. Even with the top-up, both roles remain at the lower end of comparable municipal ranges, and the top-up is not pensionable.

Continued support helps retain specialized roles that are difficult to recruit and sustain in a rural community, supporting safe operations and long term stability. In smaller communities, retention is a real challenge, particularly when entry level roles may offer similar pay with fewer demands.

Thank you for your continued support of the Mount Elizabeth Theatre, its staff, and the community it serves. Please feel free to reach out with any questions.

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Snowflake Community Fairgrounds Society

2026 Budget Presentation

November 06, 2025

Mayor Germuth & Members of the Municipal Council
District of Kitimat
270 City Centre
Kitimat, B.C.
V8C 2H7

Mayor Germuth and Councillors:

The Snowflake Community Fairgrounds Society would like to acknowledge and thank the District of Kitimat for ongoing financial support over the years. This year, we are respectfully submitting this proposal in hopes to increase our funding to improve the infrastructure and usability of the Snowflake Grounds—an essential outdoor recreation and event space that serves multiple user groups within the Kitimat community.

About the Snowflake Community Grounds

The Snowflake Grounds are the only public equestrian riding facility in the community and have long been a cherished hub for the equestrian community, 4-H Clubs and agricultural organizations. In addition, our grounds also serve a diverse range of users, including: walkers, cyclists and motorized vehicle users, as well as community members hosting events such as weddings, birthdays and other public gatherings.

Our vision is to ensure that this space remains a cornerstone to the equestrian community in the area, and continues to be a multi-purpose facility that supports both recreation and community connection for many years to come.

History and Accomplishments

Over the last several years, our volunteer-driven organization has worked tirelessly to maintain and improve the Snowflake Grounds. Our key achievements include:

- Upgrading the riding arena with new drainage, footing, and safe fencing
- Adding power to the facility to enhance functionality for events and maintenance
- Repairing and repainting various outbuildings
- Replacing roofing, railings, and siding on several structures
- Added signage to communicate how to rent and/or use the space

While these efforts have made a significant impact, some of our facilities and infrastructure are

now showing signs of age and wear. Continued investment is critical in maintaining the grounds as a safe and accessible space for the public.

Proposed Improvements



Left Photo: Entry to Fairgrounds – trees hanging over into roadway are becoming increasingly unsafe, as branches are beginning to drop at random intervals.

Right Photo: Roadway providing access to A and B side of the grounds has several large trees encroaching the road.

1. Tree Limb + Overgrowth Removal \$1500.00

Overgrown trees along the entrance and roadway have become a safety and accessibility concern. While our volunteers have trimmed lower branches, we lack the equipment to remove higher limbs and properly clear the area. We would like to hire a professional crew to safely remove overhanging branches and improve access and visibility.

Additionally, overgrowth on several sections of the grounds has been difficult for our crews to push back with the equipment we have available. With the amount of wildlife that is in the area, we'd like to clear these areas to maintain sightlines and minimize wildlife interaction. Larger scale equipment is needed to effectively push back the brush and open the areas as needed.

2. Permanent Signage \$1500.00

Current signage has deteriorated due to weather and age, making it difficult for visitors and new user groups to locate the grounds. We would like to install durable, highway-grade signage on both sides of the road and a welcoming central sign at the main gate. This will enhance visibility, encourage tourism, and strengthen community awareness of the facility.



Our current mowing set up takes 3-4 hours per session.
Note the overgrowth on the sides that needs to be pushed back to the treeline.



A glimpse of the A side of the grounds.

3. Equipment Upgrade – Mower Replacement \$10,000-12,000

Our existing ride-on mower is inadequate for the large and uneven terrain of the fairgrounds. Volunteers currently spend over 3–4 hours per session cutting grass, and frequent mechanical issues are creating unexpected delays and downtime. Our club would like to invest in a heavy-duty mower designed for larger areas and rugged ground, reducing volunteer workload and improving efficiency.



Major erosion around the culvert system has caused an unsafe and impassable section in the Cable Car – Fairground connection trail. This area requires a thoughtful and carefully considered approach to ensure the trailway does not slough or erode in the future.

4. Trail System Repair \$15,000

Severe rainfall this year has caused major erosion along a key trail connecting the grounds to Cable Car. There is a section that dips down towards a creek that has completely eroded away recently, leaving it unsafe and impassable. Due to the high traffic we receive from the Cable Car subdivision and the community members who utilize the grounds for physical activity, we would need to restore the damaged section with proper drainage and ground reinforcement, ensuring safe access for walking, hiking, and horse riding user groups.

The current state this portion of the trail is in is extremely unsafe and requires immediate attention. As we look towards the rest of our trail system, a future plan to maintain the rest of the trail loops similar to that at Hirsch Creek would be beneficial and support the various traffic that utilizes these connection loops recreationally.

Community Impact

These proposed improvements will directly benefit multiple community sectors:

- Equestrian community: Safe, maintained, and functional access and arena.
- Outdoor enthusiasts: Restored trail access for walking and hiking.
- General public: Improved grounds for community events and gatherings.
- Volunteers: Reduced workload through more efficient equipment.

By investing in these upgrades, the District of Kitimat will be supporting a multi-use community hub that promotes health, recreation, and social connection across all age groups.

Conclusion

The Snowflake Community Fairgrounds Society remains committed to maintaining and improving the Snowflake Grounds for the benefit of our entire community. However, as a volunteer-run non-profit, we rely heavily on grants and community support to complete larger infrastructure projects. Over the years, we have utilized the annual grant from the District of Kitimat to cover our insurance costs. However, this year we are respectfully requesting \$30,000 to provide the grounds with these essential upgrades.

With the District's assistance, we can ensure that the Snowflake Grounds continue to be a safe, accessible, and thriving community space for generations to come.

We sincerely thank the Mayor and Council for considering our proposal and for their ongoing support of local community initiatives.

Respectfully submitted,

Snowflake Community Fairgrounds Society

Cathryn Kozak

President

snowflakefairgrounds@gmail.com

250 639 4324

29-Oct-25

SCFS 2025 Revenue and Expense Statement

Jan 1/2025 to Oct 29/2025

Revenue

Fairgrounds Rentals	\$	9,625.00
DOK Grant	\$	-
Membership	\$	98.00
Total Income	\$	9,723.00

Expenses

Dues and Subscriptions	\$	252.10
Bank Etransfer Fees	\$	15.00
Equipment	\$	518.45
Insurance	\$	3,420.00
Repairs to grounds/ buildings	\$	-
Utilities (hydro/garbage)	\$	1,029.40
Total Expenses	\$	5,234.95

Net Income	\$	4,488.05
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Funded Capital Projects
2026 Budget



Service Area													
Building													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
1	Page 69	Courthouse Roof Replacement	2026	Yes	250,000	0	250,000	0	0	250,000	0	0	250,000
2	n/a	Humane Society Upgrades	2025		100,000	0	100,000	100,000	0	0	0	0	100,000
3	n/a	Library Front Entrance Improvements & Repair Exterior Walls	2025		112,000	- 100,000	12,000	0	0	-100,000	0	0	-100,000
4	n/a	Museum Building Envelope Replacement Design	2025		75,000	0	75,000	75,000	0	0	0	0	75,000
5	n/a	Museum HVAC Replacement Design	2023		60,000	0	60,000	14,047	0	0	0	0	14,047
6	n/a	Nechako Centre Demolition	2024		1,261,000	0	1,261,000	1,141,763	0	0	0	0	1,141,763
7	n/a	Public Works Building Air Handling System - Design	2024		30,000	0	30,000	28,709	0	0	0	0	28,709
8	n/a	RCMP Cooling Upgrade Design	2025		15,000	0	15,000	10,660	0	0	0	0	10,660
Total					\$ 1,903,000	-\$ 100,000	\$ 1,803,000	\$ 1,370,179	\$ -	\$ 150,000	\$ -	\$ -	\$ 1,520,179
Service Area													
Engineering													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
9	Page 73	Annual Street Reconstruction Program Design	2026		200,000	0	200,000	0	200,000	0	-	0	200,000
10	Page 77	Annual Walkway Reconstruction Program	2026	Yes	600,000	0	600,000	0	600,000	0	-	0	600,000
11	n/a	Cable Car Reservoir Repair	2026		-	500,000	500,000	0	300,000	200,000	-	0	500,000
12	n/a	CEEP / Active Transportation Initiatives - Bike Racks	2022		30,000	0	30,000	26,481	0	0	-	0	26,481
13		Commercial Road Design (Dadook)	2025		150,000	0	150,000	118,832	0	0	-	0	118,832
14	Page 81	Creed Street Stormwater Repair	2026	Yes	700,000	0	700,000	0	400,000	300,000	-	0	700,000
15	n/a	Eco Depot Design	2026		300,000	0	300,000	0	300,000	0	-	0	300,000
16	Page 85	Flashing Crosswalk at Nalabila and Kuldo	2025		18,000	0	18,000	18,000	0	0	-	0	18,000
17	n/a	Kildala Dyke Feasibility Study	2023		225,000	0	225,000	139,082	150,000	0	-	0	289,082
18	n/a	Nechako Centre Temporary Improvement	2026		-	80,000	80,000	0	80,000	0	-	0	80,000
19	n/a	Parking Lot Reconstruction (Public Works & Riverlodge)	2025		100,000	0	100,000	100,000	0	0	-	0	100,000
20	n/a	SCADA Upgrade	2024		150,000	0	150,000	147,569	0	0	-	0	147,569
21	n/a	Service Centre Forcemain Design (Phase 1)	2026		-	250,000	250,000	0	250,000	0	-	0	250,000
22	n/a	Smith St Slope Stability Investigation	2022		400,000	0	400,000	182,114	0	0	-	0	182,114
23	Page 89	Smith Street Interim Slope Stabilization	2026	Yes	700,000	0	700,000	0	0	700,000	-	0	700,000
24	n/a	Town to Cable Car Active Transportation	2025		150,000	0	150,000	150,000	0	0	-	0	150,000
25		Traffic Control Camera at Haisla and Lahakas	2018		215,000	0	215,000	172,558	0	0	-	0	172,558
26		Village & HWY 37 Intersection Feasibility Study	2025		50,000	0	50,000	50,000	0	0	-	0	50,000
27		Waste Sorting Yard	2025		50,000	0	50,000	41,049	0	0	-	0	41,049
Total					\$ 4,038,000	\$ 830,000	\$ 4,868,000	\$ 1,145,685	\$ 2,280,000	\$ 1,200,000	\$ -	\$ -	\$ 4,625,685
Service Area													
Environmental													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
28	n/a	Self Haul Drop Off - Design	2023		300,000	- 100,000	200,000	167,230	-100,000	0	-	0	67,230
Total					\$ 300,000	-\$ 100,000	\$ 200,000	\$ 167,230	-\$ 100,000	\$ -	\$ -	\$ -	\$ 67,230

Funded Capital Projects
2026 Budget



Service AreaFire													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
29	Page 93	Detailed Design for Public Safety Building Replacement (Existing Funding)	2022		1,112,500	-	1,112,500	274,118	1,000,000	0	-	0	1,274,118
30	n/a	Emergency Disaster and Management Act Indigenous Engagement	2024		40,000	-	40,000	21,420	0	0	-	0	21,420
31	n/a	Emergency Support Services Equipment and Training	2025		14,427	0	14,427	14,427	0	0	-	0	14,427
32	n/a	Engine 12 Replacement (year 1)	2026	Yes	983,567	0	983,567	0	0	983,567	-	0	983,567
33	n/a	Flooring Replacement	2025		52,000	0	52,000	52,000	0	0	-	0	52,000
34	n/a	Kitchen Replacement	2025		150,000	0	150,000	150,000	0	0	-	0	150,000
35	n/a	Training Ground Props and Natural Gas Infrastructure Replacement	2025		200,000	0	200,000	200,000	0	0	-	0	200,000
Total					\$ 2,552,494	\$ -	\$ 2,552,494	\$ 711,965	\$ 1,000,000	\$ 983,567	\$ -	\$ -	\$ 2,695,532

Service AreaGeneral Government													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
36	n/a	Asset Management Policy Development	2026		60,000	0	60,000	12,297	0	0	-	0	12,297
37	n/a	City Hall Office Renovation	2025		50,000	0	50,000	50,000	0	0	-	0	50,000
Total					\$ 110,000	\$ -	\$ 110,000	\$ 62,297	\$ -	\$ -	\$ -	\$ -	\$ 62,297

Service AreaInformation Technology													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
38	n/a	Data Centre Optimization	2026		75,000	0	75,000	0	0	75,000	-	0	75,000
Total					\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000

Service AreaWater Utility													
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
39	n/a	Gull St - Hydrant Replacement & Pigging	2024		30,000	0	30,000	12,010	0	0	-	0	12,010
40	Page 97	Gull Street Auto Flusher	2026	Yes	75,000	0	75,000	0	0	75,000	-	0	75,000
41	n/a	Service Centre Water Main Improvements Design	2022		125,000	0	125,000	125,000	0	0	-	0	125,000
42	n/a	Skeena St - Water Main Connection to Columbia	2024		900,000	- 300,000	600,000	857,055	0	-300,000	-	0	557,055
43	n/a	Water System Upgrades	2025		25,042,151	- 460,000	24,582,151	10,471,730	-460,000	0	13,500,000	0	24,582,151
Total					\$ 26,172,151	-\$ 760,000	\$ 25,412,151	\$ 11,465,795	-\$ 460,000	-\$ 225,000	\$ 13,500,000	\$ -	\$ 25,351,216

Funded Capital Projects
2026 Budget



Service Area													Sewer Utility
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
41	n/a	Gyrfalcon Backflow Preventors	2022		40,000	0	40,000	38,131	0	0	-	0	38,131
42	n/a	Integrated Storm Management Plan	2022		205,000	0	205,000	110,522	0	0	-	0	110,522
43	Page 101	Wozney Street Drain Improvements	2026		50,000	0	50,000	0	0	50,000	-	0	50,000
Total					\$ 295,000	\$ -	\$ 295,000	\$ 148,653	\$ -	\$ 50,000	\$ -	\$ -	\$ 198,653

Service Area													Public Works
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
44	Page 105	Public Works Fleet Replacement	2026	Yes	1,695,000	0	1,695,000	0	275,000	1,420,000	-	0	1,695,000
Total					\$ 1,695,000	\$ -	\$ 1,695,000	\$ -	\$ 275,000	\$ 1,420,000	\$ -	\$ -	\$ 1,695,000

Service Area													Leisure Services
Item	Page	Project	Project Approval Year	Early Approval	Prior Project Budget	Additional Funding Request	Revised Project Budget	Carryover	Grant	Reserve	Debt	Taxation	Budget 2026
45	n/a	Hirsch Creek Trail Improvement	2024		28,000	0	28,000	18,000	0	0	-	0	18,000
46	n/a	KIR Fire Damage Repairs	2025		400,000	0	400,000	400,000	0	0	-	0	400,000
47	Page 109	Leisure Services Trail Master Plan	2026		65,000	-	65,000	0	65,000	0	-	0	65,000
48	n/a	Pickleball Court Construction	2025		600,000	-	600,000	600,000	0	0	-	0	600,000
49	n/a	Riverlodge Replace Domestic Water Piping - Construction	2024		150,000	-	150,000	106,505	0	0	-	0	106,505
50	Page 121	Riverlodge Secondary Electrical Service Upgrade	2026	Yes	250,000	-	250,000	0	250,000	0	-	0	250,000
51	Page 125	Riverlodge Senior Centre Ramp Slab Design	2026		35,000	-	35,000	0	35,000	0	-	0	35,000
52	n/a	SLAC Circulation Pump Replacement	2026		-	60,000	60,000	0	60,000	0	-	0	60,000
53	Page 113	SLAC Duct Sox Replacement	2026	Yes	425,000	-	425,000	0	425,000	0	-	0	425,000
54	Page 129	SLAC Emergency Lighting Replacement	2026	Yes	150,000	-	150,000	0	0	150,000	-	0	150,000
55	n/a	SLAC Heat Pump Replacement	2026		750,000	-	750,000	0	750,000	0	-	0	750,000
57	n/a	SLAC Metal Cladding Replacement	2023		100,000	-	100,000	100,000	0	0	-	0	100,000
58	n/a	SLAC Pool Boiler Replacement Design	2025		50,000	-	50,000	50,000	0	0	-	0	50,000
59	n/a	SLAC Sand Filter Replacement	2026	Yes	600,000	-	600,000	0	600,000	0	-	0	600,000
60	n/a	Spray Park Design	2025	(blank)	150,000	0	150,000	76,466	0	0	-	0	76,466
61	Page 133	Tamitik Arena Condenser Replacement	2025		448,000	0	448,000	125,592	0	0	-	0	125,592
62	n/a	Tamitik Racquetball Court Perimeter Drain Repair & Rewaterproofing	2025		300,000	0	300,000	297,192	0	0	-	0	297,192
63	n/a	KIR Fire Damage Repairs Additional Funding	2026		-	300,000	300,000	0	300,000	0	-	0	-300,000
64	n/a	Tamitik Roof Assessment and Patch Repair	2026		-	50,000	50,000	0	0	0	-	0	50,000
Total					4,911,000	\$ 410,000	\$ 5,321,000	\$ 1,773,755	\$ 2,485,000	\$ 150,000	\$ -	\$ -	\$ 3,858,755
Grand Total					\$ 42,151,645	\$ 280,000	\$ 42,431,645	\$ 16,871,956	\$ 5,480,000	\$ 3,803,567	\$ 13,500,000	\$ -	\$ 40,175,944

Budget Notes:
Spray Park construction deferred to 2027 (-\$1,500,000 funded by RBA)
Spray Park additional funding for construction deferred to 2027 (-\$750,000 funded by RBA)
Detailed Public Safety Building design deferred to 2027 (-\$1,000,000 funded by RBA)
Detailed Public Safety Building design (additional funding) deferred to 2027 (-\$150,000 funded by RBA)
Haisla Blvd Walkway (Phase 2) - Kingfisher to Ptarmigan Avenue deferred to 2027 (-\$700,000 funded by RBA)
Nechako Centre Temporary Improvement added as funded project (\$80,000)
Tamitik Roof Assessment and Patch Repair added as funded project (\$50,000)
KIR Fire Damage Repairs Additional Funding topped up (\$300,000)
Service Center Forcemain Design added as funded project (\$250,000)
SLAC Circulation Pump Replacement added as funded project (\$60,000)
Cable Car Reservoir Repair added as fully funded project (\$500,000)

Northwest Regional Benefit Funding Alliance Five-Year Plan (Revised Feb. 18, 2026)

	2024	2025	2026	2027	2028
Opening Balance	0	4,066,779	10,881,581	5,326,844	(1,560,082)
Contribution	3,910,364	11,731,092	0	0	3,910,364
Interest	156,415	423,710	435,263	213,074	0
	4,066,779	16,221,581	11,316,844	5,539,918	2,350,282
Water					
Water Treatment Unit Construction		2,800,000			
Creed Street Stormwater Repair			400,000		
Cable Car Reservoir Repair			300,000		
Service Centre Forcemain Design			250,000		
First Nation Outreach Projects & Initiatives					
Operations - Indigenous Relations Manager wages and benefits		150,000	150,000	150,000	150,000
Public Safety & Emergency Management					
Detailed Design for Public Safety Building Replacement		250,000		1,000,000	
Detailed Design for Public Safety Building Replacement (additional funding)				150,000	
Training Props and Natural Gas Infrastructure Replacement		200,000			
Parks, Recreation & Culture					
Spray Park Design		150,000			
Pool Arena Condenser Replacement		380,000			
LED Lighting		110,000			
Racquetball Court - Perimeter Drain Repair & Rewaterproofing		300,000			
Ice Rink Fire Damage Repairs		400,000			
Ice Rink Fire Damage Repairs (additional)			200,000		
Pickleball Court Construction		600,000			
Pool Circulation Pump			60,000		
Pool Duct Sox Replacement			425,000		
Pool Sand Filter Replacement			600,000		
Pool Heat Pump Replacement			750,000		
Riverlodge HVAC Equipment Replacement Construction				250,000	750,000
Recreation Centre Roof Repair (Tamtik)			50,000		
SLAC Emergency Lighting Replacement			150,000		
Riverlodge Secondary Electrical Service Upgrade			250,000		
Spray Park Construction (original)			-	1,500,000	
Spray Park Construction (additional)			-	750,000	
Roads & Transportation					
Annual Walkway Reconstruction Program			600,000	600,000	600,000
Walkway Haisla Blvd Kingfisher to Nalabila Blvd					-
Street Reconstruction Program			200,000	2,000,000	2,000,000
Haisla Blvd Walkway (Phase 2) - Kingfisher to Ptarmigan Avenue				700,000	675,000
Asset Management Policy Development					
Equipment (attachments to the skid steer that can be used to repair and maintain roads)			275,000		
Road resurfacing			750,000		
Road design – Residential and Commercial			200,000		
Community Planning					
Nechako Centre Temporary Improvement			80,000		
Sewer & Wastewater					
Sewer Master Plan Infrastructure Upgrades					
Solid Waste & Recycling					
Eco Depot Design			300,000		
Ending Balance	4,066,779	10,881,581	5,326,844	- 1,560,082	- 1,824,718

* Bolded projects are revisions from Council approved plan (September, 12, 2025)

02-Mar-26

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**Public Works Department Equipment Replacement Schedule
2026 -2030**

Annual Budget (for discussion only): +/- \$1.5M; Cost of everything is on the rise (ie. inflation). Budget amounts must be updated to account for this.

Replacement Rationale:

- | | |
|---|--|
| 1 | One ton or less pick-up truck or passenger vehicle: 8-12 years or 125,000 km |
| 2 | Tandem trucks: 10-15 years (mileage & condition) |
| 3 | Small Tractors/Equipment: 10-15 years depending on condition |
| 4 | Loaders: 15-20 years depending on condition |
| 5 | Graders/Blowers: 15-20 years depending on condition |

2026	Unit #	Description	Age (in 2026)	Hours/Mileage*	Replacement/New	Budget
NB	789	2016 John Deere Lawnmower	10	2435 Hrs.	Replace	\$ 40,000
	790	2016 John Deere Lawnmower	10	2605 Hrs.	Replace	\$ 40,000
	61	2015 MV/Trackless	11	999 Hrs.	Replace	\$ 215,000
	66	2015 MV/Trackless	11	2459 Hrs.	Replace	\$ 215,000
	62	2015 MV/Trackless	11	2302 Hrs.	Replace	\$ 215,000
	771	2015 Kutkwik Slopemaster	11	2230 Hrs.	Replace	\$ 150,000
	21	2012 Ford F450 Reg. Cab w/ Dump	14	110,632 Kms.	Replace	\$ 100,000
	10*	2012 Ford F150 Ext. Cab 4x4	14	193,990 Kms.	Dispose	\$ -
	55	2012 Ford E250 Van	14	57,423 Kms.	New	\$ 80,000
	34*	2007 Chevy Silverado 1/2 Ton Long Box Crew Cab	19	72,145 Kms.	Replace?	\$ 60,000
	37	2014 Ford F150 Short Box 4x4	16	6705 Hrs.	Replace	\$ 225,000
	53	2012 Chevy Silverado Short Box 4x4	13	88,990 Kms.	Replace	\$ 80,000
	NB	Skid Steer - Organics Facility/Paving			New	\$ 275,000
2026 Total:					\$ 1,695,000	
2027	Unit #	Description	Age (in 2027)	Hours/Mileage*	Replacement/New	Budget
	42	2003 SMI 7250A Main Blower	24	6678 Hrs.	Replace	\$ 1,000,000
	83	2009 John Deere 644K Loader	13	204,532 Kms.	Replace	\$ 450,000
	132	2006 Swenson 8' Slip-in Sander (on #21)	19	N/A	Replace	\$ 15,000
	130	2007 Swenson 8' Slip-in Sander (on #26)	18	N/A	Replace	\$ 15,000
	134	2011 Swenson 8' Slip-in Sander (on #32)	16	N/A	Replace	\$ 15,000
	231	2002 Cimline Magma Crack Sealing Asphalt Pot Kettle	25	2810 Hrs.	Replace	\$ 200,000
	n/a	Compressor	?	?	Consolidate/Replace	\$ -
	2027 Total:					\$ 1,695,000
2028	Unit #	Description	Age (in 2028)	Hours/Mileage*	Replacement/New	Budget
	13	2015 Dodge Caravan - City Hall	13	59,404 Kms.	Replace	\$ 70,000
	46	2015 Ford F350 Super Crew Cab w/Dump	13	113,652 Kms.	Replace	\$ 150,000
	54	2016 GMC Express Cargo Van	12	33,972 Kms.	Replace	\$ 80,000
	23	2016 Ford F350 Super Duty Reg. Cab w/ Dump	12	107,402 Kms.	Replace	\$ 125,000
	28	2015 HD Freightliner SD114 Tandem Dump Truck	13	168,224 Kms.	Replace	\$ 400,000
	38	2015 Ford F250 4x2 Reg. Cab	13	155,480 Kms.	Replace	\$ 100,000
	51	2014 Ford F250 4x2 Reg. Cab	14	40,010 Kms.	Replace	\$ 100,000
	5	2012 Ford F150 4x4 Ext. Cab	16	95,311 Kms.	Replace	\$ 80,000
	7	2012 Ford F150 4x4 Ext. Cab	16	74,800 Kms.	Replace	\$ 80,000
	20	2012 Ford F150 4x4 Ext. Cab	16	75,957 Kms.	Replace	\$ 80,000
	22	2012 Ford F150 4x4 Ext. Cab	16	38,824 Kms.	Replace	\$ 80,000
	55	2012 Ford E250 Van	16	57,423 Kms.	Replace	\$ 80,000
	2028 Total:					\$ 1,425,000
2029	Unit #	Description	Age (in 2029)	Hours/Mileage*	Replacement/New	Budget
	81	2010 Volvo L110H Loader	19	5569 Hrs.	Replace	\$ 450,000
	97	2009 Cat 140M Grader w/ Wing	20	3353 Hrs.	N/A	
	99	2009 Cat 140M Grader w/ Gate	20	4651 Hrs.	Replace	\$ 800,000
	2029 Total:					\$ 1,250,000
2030	Unit #	Description	Age (in 2030)	Hours/Mileage*	Replacement/New	Budget
	39	2013 Kodiak SR500S Snowblower	17	1105 Hrs.	Replace	\$ 1,000,000
	11	2017 Ford F350 Reg. Cab w/ Dump	13	101,295 Kms.	Replace	\$ 100,000
	12	2017 Ford F350 Reg. Cab w/ Dump	13	107,985 Kms.	Replace	\$ 100,000
	26	2017 Ford F450 Reg. Cab w/ Dump	13	107,082 Kms.	Replace	\$ 100,000
	14	2017 Ford F450 Crew Cab w/ Dump	13	101,216 Kms.	Replace	\$ 100,000
	2030 Total:					\$ 1,400,000
Average						\$ 1,493,000

March 2, 2026 Budget Notes:

Skid Steer with attachments (\$275,000) added to schedule.

02-Mar-26

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Building Condition Assessments

Two building condition assessments were completed prior to the Public Safety Building Replacement project beginning. IRC Building Sciences Group BC Inc. prepared a Building Condition Assessment & Plan in January 2012 while WSP Canada Inc. prepared a Building Condition Assessment in November 2016.

The assessment completed in 2012 concluded that “The building has exceeded its service life. Routine maintenance can be performed to further extend the operating life of the facility; however, there are numerous deficiencies that are economically unfeasible to remedy. Therefore, a decision to continue operating this facility long term would require accepting numerous deficiencies.” The key recommendation of the assessment was to replace the building as the cost of renovating the existing building and structural upgrades to meet current post disaster requirements was greater than 75% of the estimated replacement cost.

The assessment completed in 2016 contained similar observations as the 2012 assessment highlighting “Major deficits in the building's ability to resist earthquake loads have been identified, and major retrofits to upgrade the building's seismic resistance are recommended” and that near term replacement of the domestic water distribution piping and electrical distribution panels and wiring was recommended. The report included projected expenditures for maintenance items where other areas such as flat roofing, windows, and the boiler are past the recommended date of replacement.

Existing Public Safety Building Maintenance and Repairs Outlook:

The building condition assessment prepared by WSP in 2016 provided a recommended schedule of projected expenditures. The items listed below are past due based on the recommended schedule. These items are included in the District's five year budget plan but have been deferred since the District is progressing the project to build a new Public Safety Building and decommission the existing building. However, if the project is not advanced promptly, some of the work may need to be completed to maintain operations.

- Upgrade seismic resistance to post-disaster standard (\$5.5MM – 2016 Cost Estimate)
- Replace flat roofing (\$0.5MM – 2016 Cost Estimate)
- Replace windows and any rotten framing (\$1.0MM – 2016 Cost Estimate)
- Replace boiler (\$0.5MM – 2016 Cost Estimate)
- Replace domestic water piping (\$0.35MM – 2016 Cost Estimate)
- Replace electrical distribution panel and wiring (\$0.25MM – 2016 Cost Estimate)

Consideration should be given to initiating the design of the seismic upgrades design and window assessment/design should the design of the new Public Safety Building is deferred further.