



Staff Report to Council

Planning and Development

FILE: 13-6520-01/23

REPORT DATE: March 24, 2025 **MEETING DATE:** April 01, 2025

TO: Mayor and Council

FROM: Christine Carter, Manager of Strategic Initiatives

SUBJECT: Complete Communities Assessment Update

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Receive for information the report titled “Complete Communities Assessment Update”, as presented at the April 1, 2025 Council Meeting; OR
 - B. Other.
-

PURPOSE

To provide Council with an update on the Complete Communities Assessment that is underway as a component of the Planning and Development Departments 2025 Work Plan.

- Information Report Decision Report Direction Report

DISCUSSION

Background:

On June 13, 2023, Council authorized the submission of an application to the Union of British Columbia Municipalities (UBCM) Complete Communities Program for grant funding to facilitate a complete communities assessment and implementation plan for the Town Centre and surrounding area.

In August 2023, UBCM informed the City that the grant application had been accepted, and advised that all project activities must be completed by August 23, 2024, and the final report

must be completed by September 27, 2024. In December 2023, the Province of B.C. gave royal assent to a number of pieces of legislation, to implement the Homes for People Action Plan. This legislation had significant impacts on staffing and the City's work program, and resulted in a shifting of priorities in order to comply with the provincial housing legislation. In June 2024, the City applied for an extension from UBCM, which was approved, resulting in a revised deadline of September 2025, to submit the complete communities assessment.

Relevant Policy, Bylaw or Legislation:

BC Complete Communities Guide is a resource that provides technical guidance on how to undertake a complete communities assessment.

The goals and policies in the City's Official Community Plan (OCP) are generally supportive of the development of a complete community. The complete communities assessment provides an opportunity to consider refinements to the OCP, along with other initiatives, to enhance the completeness of the community, particularly in light of recent land use changes mandated by the Provincial housing legislation

Complete Communities Program

According to the BC Complete Communities Guide, "complete communities are communities - or areas within a community - which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15 - 20 minute walk".

The study area for the complete communities assessment was initially to be based on the Town Centre, and the urban area within a 10-minute walk of the Town Centre. However, in June 2024, bylaws to comply with Provincial housing legislation were adopted, and created as-of-right zoning that allows three-, four-, or six- units in single family and duplex zones within the City's urban area. A bylaw also designated two Transit Oriented Areas for the lands adjacent to the Pitt Meadows West Coast Express Station, and those lands situated in Pitt Meadows, that are adjacent to the Maple Meadows West Coast Express station in Maple Ridge. As a result of these bylaws, the number of units and population of the community could increase significantly, and result in an increased demand for infrastructure, services and amenities. For those reasons, the study area boundary was expanded to include the Town Centre, plus most lands within the urban containment boundary (see Figure 1 below).

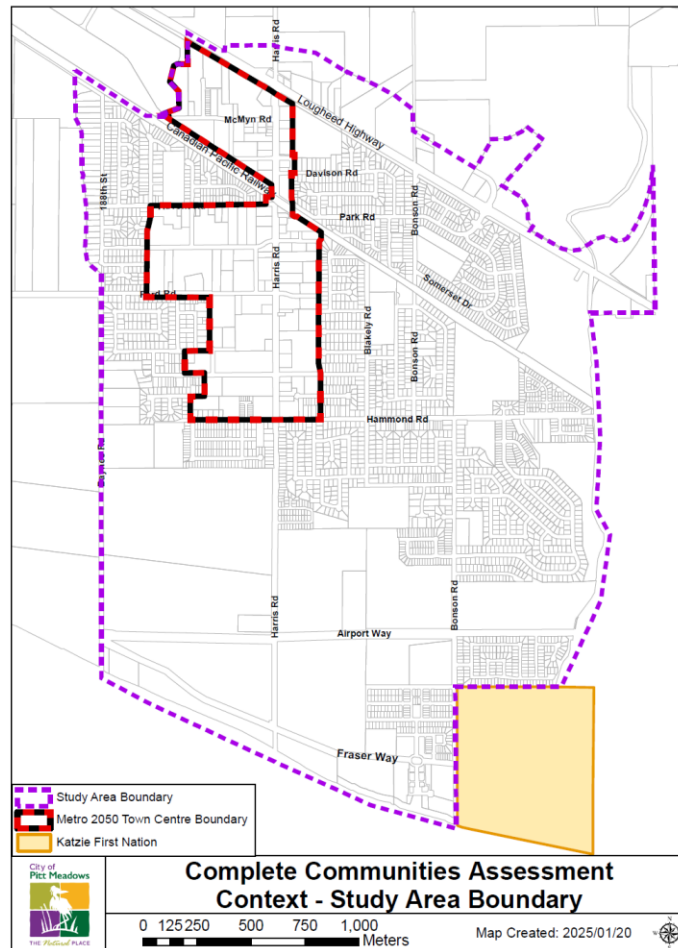


Figure 1, Study Area Boundary

The complete communities assessment is a desktop-level, geo-spatial¹ exercise that analyzes a community’s “completeness” by mapping its housing, daily needs, transportation, and infrastructure assets to assess how well residents are served across the community, with the goal of having all services within a compact and energy-efficient 15-20 minute walking distance.

The assessment also tests potential actions by comparing and evaluating different scenarios to help bridge existing conditions and achieve the community’s vision for a complete community. Scenario testing will also include lands along the Fraser River foreshore, generally between Baynes Road and 176 Street to ensure that all opportunities to enhance community completeness are considered.

The Assessment and Implementation Plan will identify a number of actions that could be considered to increase the completeness of the community, and will most likely form part of the work program for 2026 and beyond. The actions could include the exploration of: bylaw or

¹ Geospatial refers to mapping that is directly linked to a specific geographical location or characteristic (such as topography, Census data, or locations) and provides insights into the relationships between variables.

regulatory changes; the creation of new policies; capital and infrastructure investments; the need for further data collection and monitoring; and partnership opportunities.

Process

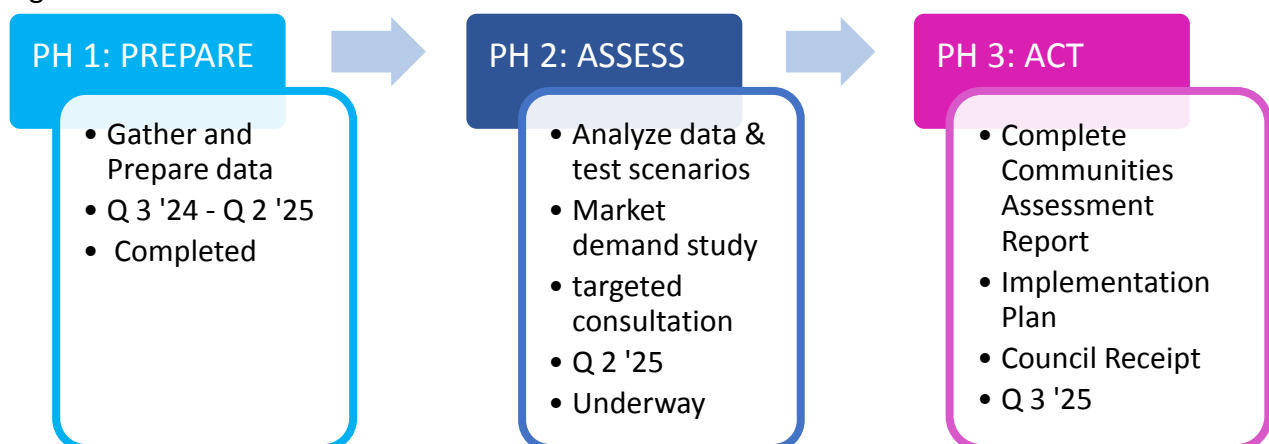
According to the *BC Complete Communities Guide*, the assessment process is an ongoing and iterative process that includes eight steps, over three phases: Prepare, Assess and Act. Accordingly, the City of Pitt Meadows complete communities assessment includes the following 3 phases:

Phase 1, Prepare: includes the review of master plans, strategies, and policies to identify community goals and vision. Data and a comprehensive list of indicators is compiled and preliminary mapping is prepared. This phase also includes the formation of an Interdisciplinary Project Team, comprised of technical experts from across the organization to provide guidance on the project. This phase has been completed.

Phase 2, Assessment: the Interdisciplinary Project Team will assist in the analysis of maps and the testing of various scenarios to identify ways to improve the completeness of the community. A land economist has been retained to determine market demand considerations and assist in the development of recommendations. This phase also includes targeted consultation to review mapping and explore opportunities for scenario testing. This phase is underway.

Phase 3, Act: will include the development of the complete communities assessment report and implementation plan. It is expected that Council will receive the assessment and implementation plan in the summer of 2025, with a goal of submitting all final materials to the UBCM in September 2025.

Figure 2



Engagement

The complete communities assessment is primarily a desktop level, technical exercise, that builds on the extensive community engagement that occurred during the Official Community Plan review and recent master plan consultations. These engagements, and the resulting policies, provide ample and relevant guidance that can be used to inform the assessment.

The following engagement opportunities will be provided to better understand: what people prioritize within their neighbourhoods; what is missing in the community; and how people get around.

- Information sharing: A project webpage on the City’s website will be developed to share information about: the complete communities assessment project; the process; and to serve as the main source for data. Social media will be used to advertise the complete communities assessment and provide the community with an opportunity to share comments. Printed information and comment forms will also be available at City Hall. The webpage is targeted to be launched in Quarter 2, 2025.
- Targeted consultation to review mapping, findings and scenarios are anticipated to include:
 - Invitations to meet will be sent to the ᑭᑭᑭᑭ (Katzie) First Nation with the intention to share information and seek feedback with a goal of honouring Indigenous knowledge and culture.
 - Staff will attend relevant Advisory Committee meetings to review materials and seek feedback.
 - Letters to review materials and provide feedback will be sent to School District 42; Fraser Health; the Chamber of Commerce; and Ridge Meadows Seniors Society.

COUNCIL STRATEGIC PLAN ALIGNMENT

- Principled Governance Balanced Economic Prosperity Infrastructure
 Community Spirit & Wellbeing Corporate Pride Public Safety
 Not Applicable

WORKPLAN IMPLICATIONS

- Already accounted for in department workplan / no adjustments required
 Emergent issue / will require deferral of other priority(ies)
 Other

The Planning and Development Department’s Business Plan includes the Complete Communities Assessment as a key initiative for 2025.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Referral to Business Planning Other

The City of Pitt Meadows received a UBCM grant in the amount of \$150,000 to fund the Complete Communities Assessment. The grant covers all costs associated with the Assessment, including staffing, consultant costs, market demand study, and engagement.

PUBLIC PARTICIPATION

Inform Consult Involve Collaborate Empower

Engagement opportunities will include information sharing and targeted consultation to better understand priorities, gaps and opportunities to enhance completeness.

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No Other

Invitations to meet will be sent to iey (Katzie) First Nation with the intention to share information and seek feedback with a goal of honouring Indigenous knowledge and culture. Opportunities will be provided to introduce the complete communities assessment; discuss daily needs and opportunities; and consider scenarios, findings and recommendations.

SIGN-OFFS

Written by:

Christine Carter,
Manager of Strategic Initiatives

Reviewed by:

Patrick Ward,
Director of Planning & Development

ATTACHMENT(S):

None.