
AGENDA - COMMITTEE OF THE WHOLE
Monday, March 16, 2026 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website

portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

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Register to participate via MS Teams webinar at: <https://portalberni.ca/council-agendas-minutes>

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. The Committee would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Committee members.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 4

1. Minutes of the Committee of the Whole meeting held at 6:00 pm on February 17, 2026, as presented.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address the Committee. A maximum of six [6] speakers for no more than five [5] minutes each will be accommodated. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

D. DELEGATIONS

1. **Broombusters Invasive Plant Society** - Page 7
J. Sales, Executive Director, in attendance to thank Council for their ongoing support and to discuss increased wildfire risk from Scotch broom invasive plants.
2. **Alberni Valley Heritage Commission** - Page 29
P. Craig, Chair, in attendance to present the 2025 Alberni District Fall Fair survey findings.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. **Alberni Valley Heritage Commission | 2025 Alberni District Fall Fair Survey Report - Page 46**

Report dated March 6, 2026 from the Manager of Culture providing findings from a public engagement survey held at the 2025 Alberni District Fall Fair.

THAT the Committee of the Whole recommend Council refer the 2025 Alberni District Fall Fair survey findings to the AV Heritage Commission for consideration in future development of cultural and heritage initiatives, policies, and engagement strategies.

G. CORRESPONDENCE

H. NEW BUSINESS

1. **Parks, Recreation and Culture | 'Summer Pop-Up' - Page 53**

Report dated March 10, 2026 from the Director of Parks, Recreation and Culture requesting approval to utilize vacant City-owned commercial space at the Harbour Quay as a temporary multi-use space for the summer season.

THAT the Committee of the Whole recommend Council authorize the Parks, Recreation and Culture (PRC) Department to operate a "Summer Pop-Up" in Unit 7 at the Alberni Harbour Quay from June 15 to September 12, 2026;

AND FURTHER, THAT Council direct Administration to operate the initiative on a cost-neutral basis, utilizing generated revenues to offset staffing and operational expense.

2. **Multiplex Air Handling Unit Failures | Emergency Replacement Funding - Page 61**

Report dated March 11, 2026 from the Manager of Facilities providing information regarding the HVAC system at the Alberni Valley Multiplex.

THAT the Committee of the Whole recommend Council amend the "City of Port Alberni 2026 - 2030 Financial Plan Bylaw No. 5138" to reflect the following Capital Plan changes for the Alberni Valley Multiplex:

- i. *advance funding in the amount of \$86,000 from 2027 to 2026 to replace two failed Air Handling Units in the upper lobby RTU and Bulldogs Dressing Room ERV/Heat Pump System;*
- ii. *reallocate a portion of the 2026 Capital funding previously earmarked for the Zamboni replacement (budgeted at \$137,500) to fund the Air Handling Units emergency replacement project;*
- iii. *defer the Zamboni replacement to 2027 for reconsideration during future budget deliberations; and*
- iv. *direct Administration to issue a competitive procurement for the replacement equipment in accordance with Procurement Policy 3009-1.*

3. **2026-2030 Financial Plan | Amendment** - Page 65
Report dated March 11, 2026 from the CAO regarding an amendment to the 2026-2030 Financial Plan.

THAT the Committee of the Whole recommend Council amend "[City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138](#)" as follows:

- a. Amend the Capital Plan to include:*
- i. Add - EQUIPMENT & VEHICLES - Flail Attachment for Ventrac - \$15,000;*
 - ii. Add - EQUIPMENT & VEHICLES - Crane and Install for sewer trailer - \$20,000;*
 - iii. Add - EQUIPMENT & VEHICLES - Snow plow for 610 - \$16,300;*
 - iv. Increase - EQUIPMENT & VEHICLES - \$32,499 - Project 23014 - Replace 2005 Ford F250 4x4 Pickup Truck #610;*
 - v. Increase - Project 25074 - 150 - Time Immemorial - Victoria Quay - \$60,000;*
 - vi. Add - Intersection safety - \$80,000;*
 - vii. Increase - Allocation from Equipment Replacement Reserve Fund - \$63,499;*
 - viii. Increase - 19114 - Operating Funds from Prior Years - \$140,000;*
 - ix. Increase - Allocation from the Sewer Infrastructure Reserve Fund - \$20,000.*

4. **Notice of Motion | Councillor Patola** - Page 68

[From the March 9, 2026 Regular Council Meeting]

THAT the Committee of the Whole recommend Council direct Administration to produce a report defining a clear standard of housing permitted for long-term occupancy within the City of Port Alberni on the basis that the housing conforms to the Canadian Standards Association, BC Building Code, or recreational vehicle standards at the date of the construction of the housing to be inspected annually with consideration of the site layout and utilities.

THAT the Committee of the Whole recommend Council direct Administration to develop a draft "Occupancy Bylaw" and "Rental Accommodation Bylaw", based on discussion.

I. QUESTION PERIOD

An opportunity for the public to ask questions of the Committee. For those participating electronically, please use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

J. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Tuesday, February 17, 2026 @ 6:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda
Councillor T. Verbrugge

Staff: A. McGifford, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
S. Darling, Director of Corporate Services
R. Macauley, Director of Finance (Interim)
L. Dauphin, Director of Parks, Recreation & Culture
K. Motiuk, Deputy Director of Corporate Services [Recording Secretary]
F. Guevarra, Software Analyst

Gallery: 9

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 PM.

MOVED AND SECONDED, THAT the agenda be approved as circulated, with the following additions:

- *H.2-Cherry Creek Bridge*

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 6:00 pm on January 19, 2026, be adopted as presented.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. **BC Non-Profit Housing Association**

E. Sagert, Director of Sector Capacity, presented an overview of the current housing environment.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

G. CORRESPONDENCE

H. NEW BUSINESS

1. Municipal Campground Development

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to prepare a business case to implement and finance Phase 1 of the Municipal Campground Strategy for Paper Mill Dam.

MOVED AND SECONDED, THAT Council amend the motion to include Seaton Park to the motion.

CARRIED | Res. No. 26-06

Main Motion as Amended

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to prepare a business case to implement and finance Phase 1 of the Municipal Campground Strategy for Paper Mill Dam and Seaton Park.

CARRIED | Res. No. 26-07

2. Clutesi Haven Marina | Assumption of Operations

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council authorize the internal borrowing of \$500,000 to fund the capital transition and modernization of Clutesi Haven Marina, including the acquisition of critical infrastructure and implementation of parking management systems.

CARRIED | Res. No. 26-08

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council direct Administration to implement a 2026 rate structure for Clutesi Haven Marina that reflects a Consumer Price Index (CPI) increase to 2025 rates, with a freeze on parking fees until 2027.

CARRIED | Res. No. 26-09

MOVED AND SECONDED, THAT the Committee of the Whole recommend Council amend the "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:

- i. 2026 - Add new account – Clutesi Haven Marina Revenue - \$428,500*
- ii. 2026 - Add new account – Clutesi Haven Marina Expenditures - \$323,775*
- iii. 2026 - Line 19114 - Transfers from Prior Year - \$145,275*
- iv. 2026 – Add new account – Clutesi Haven Marina Debt Repayment – \$250,000*
- v. 2027 - Add new account – Clutesi Haven Marina Revenue - \$474,213*
- vi. 2027 - Add new account – Clutesi Haven Marina Expenditures - \$337,448*
- vii. 2027 - Line 19114 - Transfers from Prior Year - \$119,485*
- viii. 2027 – Add new account – Clutesi Haven Marina Debt Repayment – \$256,250*
- ix. 2028 - Add new account – Clutesi Haven Marina Revenue - \$486,068*
- x. 2028 - Add new account – Clutesi Haven Marina Expenditures - \$446,277*
- xi. 2028 - Line 19114 - Transfers from Prior Year - \$222,866*
- xii. 2028 – Add new account – Clutesi Haven Marina Debt Repayment – \$262,656*
- xiii. 2029 - Add new account – Clutesi Haven Marina Revenue - \$498,220*

- xiv. 2029 - Add new account – Clutesi Haven Marina Expenditures - \$414,559
- xv. 2029 - Line 19114 - Transfers from Prior Year - \$147,434
- xvi. 2029 – Add new account – Clutesi Haven Marina Debt Repayment – \$231,094
- xvii. 2030 - Add new account – Clutesi Haven Marina Revenue - \$510,675
- xviii. 2030 - Add new account – Clutesi Haven Marina Expenditures - \$423,048

CARRIED | Res. No. 26-10

3. Financial Reporting

MOVED AND SECONDED, THAT the Committee of the Whole receive the 2025 Q4 Financial Report dated February 11, 2026 from the Finance Department as information.

CARRIED | Res. No. 26-11

4. Cherry Creek Bridge

The Committee of the Whole received discussion regarding the Cherry Creek resident bridge as information.

I. QUESTION PERIOD

Councillor Dame left the meeting at 7:16 p.m. and returned to the meeting at 7:19 p.m.

R. Fraser

Inquired about the status of the silos on the Somass property, consideration of Dry Creek Park for a municipal campground location, the source for internal borrowing for Clutesi Haven Marina.

L. Walerius

Inquired about the status of the Advisory Planning Commission, line items from the Q4 financial report.

R. Doiron

Inquired about transitional management of the Clutesi Haven Marina.

J. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 7:39 p.m.

CARRIED

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Joanne Sales Organization (if applicable): Broombusters Invasive Plant Society

Street Address: [REDACTED] Phone: [REDACTED]

Mailing Address: Email: [REDACTED]

No. of Additional Participants: [REDACTED]

[Name/Contact Information] In audience: Port Alberni area leaders - Wendy Friberg [REDACTED] and Sue Thomas.

MEETING DATE REQUESTED: March 16 2026

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
 2026 is Broombusters 20th Anniversary! Port Alberni was one of the first municipalities to cut broom. We want to thank the city for many years of support. Wildfire is a primary concern of Alberni Valley residents. We want to document the increased wildfire danger Scotch broom presents, by referring to the story and new ordinances passed by Santa Rosa, California (and counties) after the devastating 2017 Tubbs Fire. They have recommendations for us. We also want to celebrate past Broombuster events in the city!

Requested Action by Council (if applicable):

In 2024 and 2025, the city sponsored a Broombuster Cut in early May. Both events were highly successful. Can we do that again? We also want to work with FireSmart in the area. Help with publicity increases volunteer participation and awareness for residents.

Supporting Materials/PowerPoint Presentation: No Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Joanne Sales
 Signature:

February 2, 2026
 Date:

OFFICE USE ONLY:

Approved: (Deputy Director of Corporate Services)

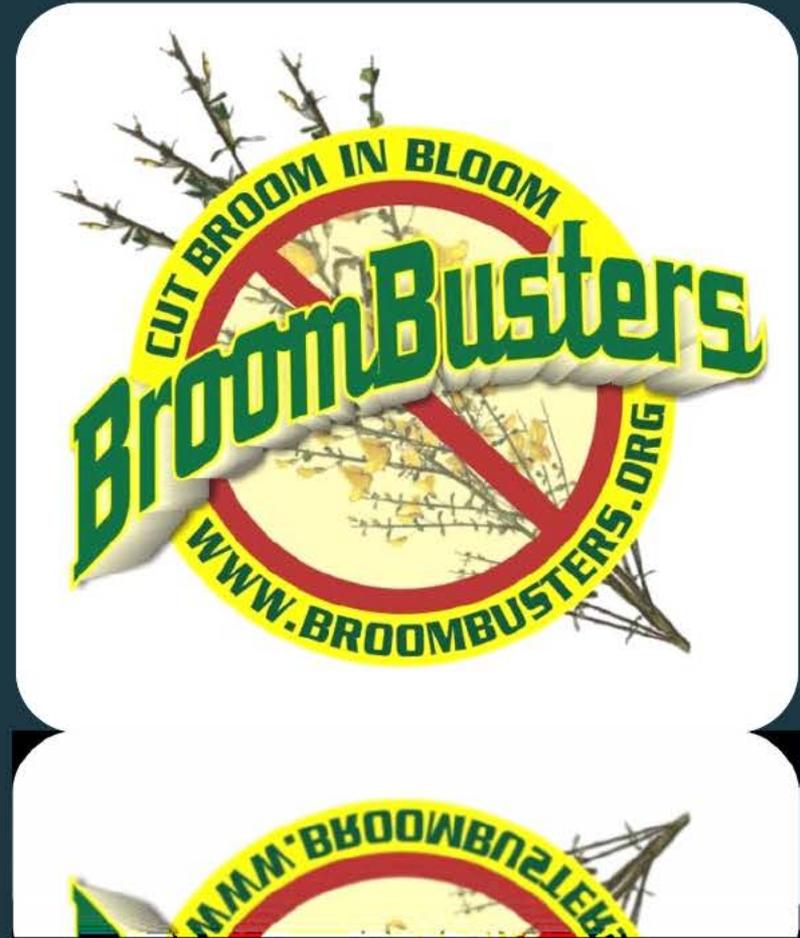
Scheduled Meeting Date: March 16 Cow

Date Approved: Feb 3/26

Applicant Advised: Feb 3/26

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.



BROOMBUSTERS INVASIVE PLANT SOCIETY

Flammable Broom

“Scotch Broom is a **volatile flash fuel..**

It will increase a wildfire’s fuel load

escalate the fire’s intensity

compromise fire situations

make fires more difficult to fight.”



Why makes broom so hazardous?

- High oil content makes it an easy ignition source.
- Massive amounts of dry vegetation - INCREASED FUEL LOAD.
- Grows 9 ft tall - LADDER FUEL.
- Dense, wide-spread thickets contribute to FUEL CONTINUITY.
- Grows everywhere - contributing to URBAN INTERFACE FIRE

FireSmart lists broom in
Highest Risk category.

BROOM ON POWERLINES

Greatly increases **DANGER**
that **FIRE** could spread across the island.

Most of Vancouver Island
is connected by powerlines
that are largely covered with
flammable broom.



**In 2023, AVICC & UBCM passed the resolution
“Control of Scotch broom”
calling for control and
FIRE BREAKS on long stretches of broom.**

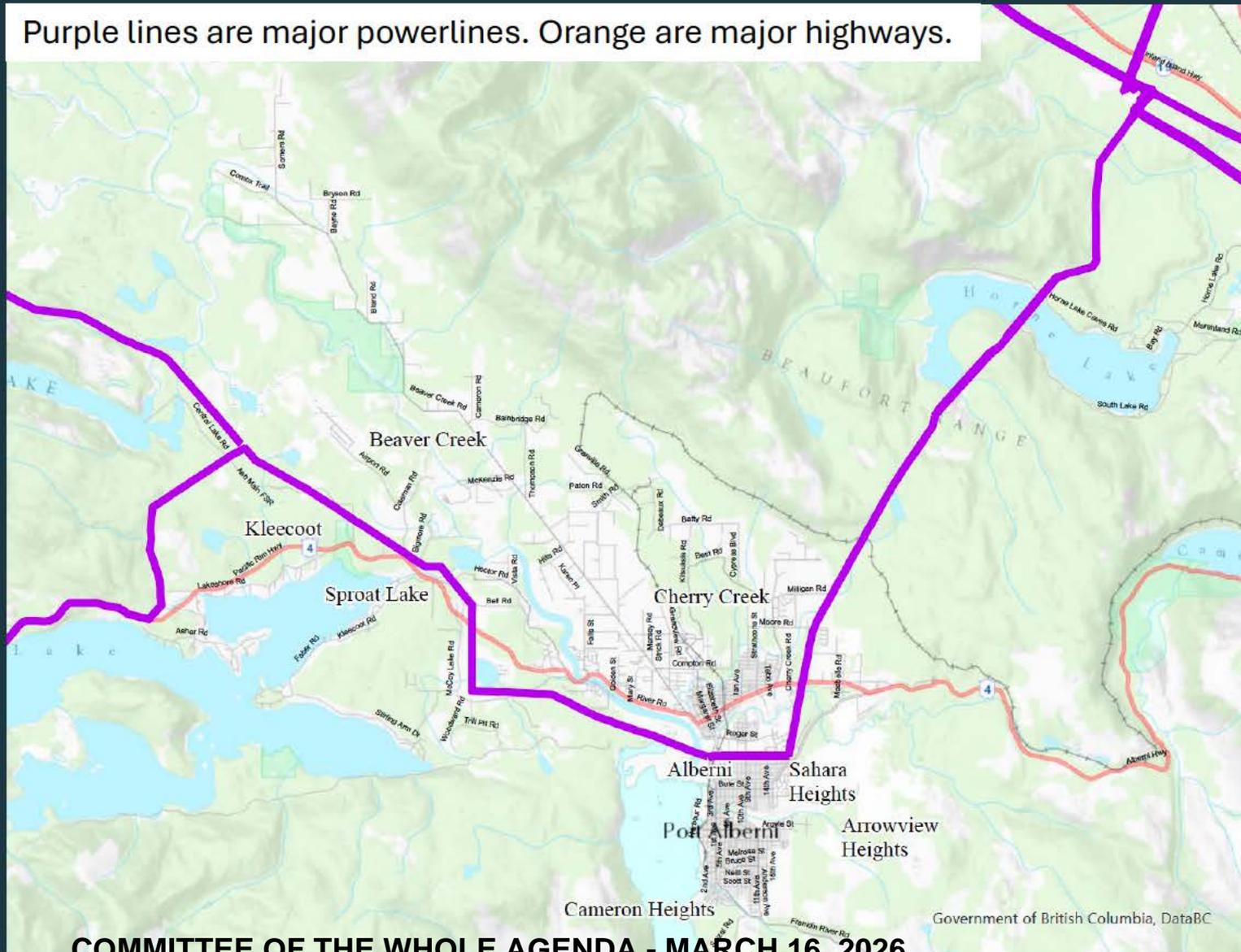
No progress has been made on this resolution yet.



Where there are powerlines, there is broom – and it has spread.

Count on it.

Purple lines are major powerlines. Orange are major highways.



Government of British Columbia, DataBC

Scotch broom is a global problem.

Santa Rosa and surrounding counties are taking broom seriously.

The Tubbs Fire near Santa Rosa California

During a span of more than 23 days in October 2017, this wildfire consumed 36,807 acres, destroyed 5,643 homes and buildings, and resulted in the loss of 22 lives.



“That is Scotch Broom?
That was the plant that covered
the fields where I lived in
Santa Rosa!
I didn’t know it was flammable.
No wonder it burned so quickly.”



**SANTA ROSA area wants to rebuild
*and also prevent another catastrophic wildfire.***

Their Top Priority:

Eliminate Scotch broom.

Vegetation Management Ordinance (ORD-2023016): Effective January 2024.

This ordinance explicitly names **Scotch broom** as "non-native hazardous vegetation" that must be removed if it is within 30 feet of a public right-of-way, 100 feet of a structure, or 30 feet of a property line.

Sonoma County has similar ordinances.

Under California law, it is illegal to sell Scotch broom.

Could we learn from these communities?

REALITY CHECK....

Those ordinances will not pass here now.
Timing and budgets will not allow.

But what can we do?

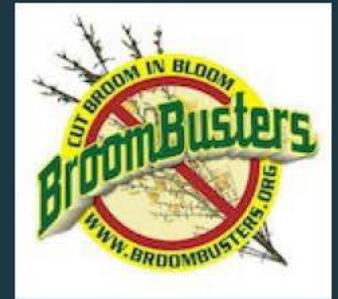
CELEBRATE

And continue the work.



Broombusters 20th Anniversary!

Since 2006, Broombuster volunteers have documented **75,000** hours of cutting broom.



Thank you, Port Alberni!

Port Alberni was active in 2009!

One of the first communities to seriously control broom.



Hospital Hill, Port Alberni 2009

Port Alberni “Battle the Broom” Events

On May 4, 2024, at the Echo Center, Port Alberni celebrated many years of Broombusting.



CALLING FOR VOLUNTEERS TO BATTLE THE BROOM



Be a Broombuster this Spring and help keep invasive broom at bay!



For more information visit: broombusters.org/port-alberni



Port Alberni “Battle the Broom” Events

May 2025 North Island College

Port Alberni promoted and sponsored this event.



Port Alberni was one of the first municipalities to support volunteers cutting broom ~ 2007.

Currently, a core group in Alberni Valley works tirelessly each spring to control the spread of broom.

More volunteers will mean more broom removed.



Alberni Valley Nature Club & Ducks Unlimited with Broombusters at Somass Estuary

WORKING TOGETHER





STARFLEET Alberni Deep Space Port.



We recognize and honor their contributions over many years

WORKING TOGETHER



The Arrowsmith Rotary arranged a cut at the high school 2014. Broombuster J. Sales with Ryan Dvorak, Forestry Instructor



More broom cuts in Port Alberni

COMMITTEE OF THE WHOLE AGENDA - MARCH 16, 2026



Broombusters at Seedy Saturday



COMMITTEE OF THE WHOLE AGENDA - MARCH 16, 2026



Alberni Valley Visitors Center



Thank you, Port Alberni !

- We thank the city for removing broom piles.
- We thank the city for the sponsored special events.

The Echo Center in 2024

North Island College in 2025.

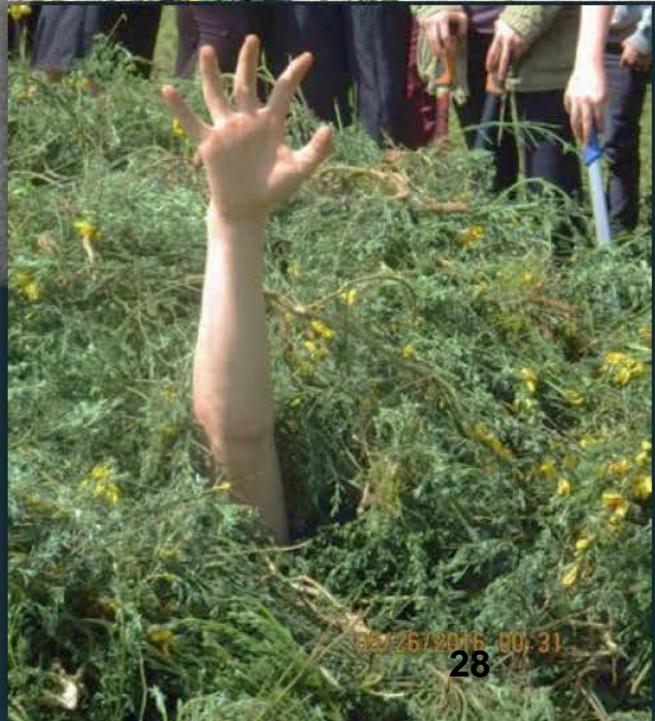
CAN WE DO THAT AGAIN IN 2026?

We invite Council and staff to join us It's fun!

We would like to look at these concerns:

- How can we work with FireSmart?
- How can the city encourage more volunteers?
- How can we make it easier for volunteers and landowners to dispose of the broom?





Let's face it.

The world has gone *crazy*.

It's the perfect time to **build community**.

Broombusting is one way to do it...so

LET'S CUT THE BLOOMIN' BROOM !

COMMITTEE OF THE WHOLE AGENDA - MARCH 16, 2026



RECEIVED

JAN 14 2026

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

CITY OF PORT ALBERNI

Full Name: Organization (if applicable): Heritage Commission

Street Address: 4255 Wallace Street Phone:

Mailing Address: Email:

No. of Additional Participants: [Name/Contact Information]

- Checkboxes for Council, Mayor, CAO, Finance, Corporate Services, Agenda, Economic Development, Engineering/PW, Parks, Rec. & Heritage, Development Services, Community Safety, Other. Includes handwritten 'COW Mar 16' and '0550-30'.

MEETING DATE REQUESTED: March 16, 2026

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation: To present the findings of the Heritage Survey and answer any questions Council may have. May also introduce the new Heritage Chair.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: [] No [X] Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature:

Date:

OFFICE USE ONLY:

Approved: (Deputy Director of Corporate Services)

Scheduled Meeting Date: Feb 17/26

Date Approved: Jan 14/26

Applicant Advised: Jan 14/26

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.



REPORT ON PUBLIC ENGAGEMENT SURVEY – ALBERNI DISTRICT FALL FAIR 2025

PORT ALBERNI COMMUNITY HERITAGE COMMISSION



WHAT WOULD YOU LIKE TO SEE?

 <p>FOOD RELATED EXPERIENCES</p>	<p>STORIES ABOUT OUR HERITAGE</p> 	 <p>SHARING OF INDIGENOUS CULTURE</p>	<p>FAMILY FRIENDLY EXPERIENCES</p> 	<p>WOMEN'S HISTORY IN THE ALBERNI VALLEY</p>
 <p>STORIES CELEBRATING OUR ETHNIC DIVERSITY</p>	<p>CULTURAL EXPERIENCES</p>	 <p>FESTIVALS</p>	<p>YOUTH PROGRAMING</p>	 <p>HOLIDAY EVENTS</p>
<p>CREATIVE EXPERIENCES FOR KIDS</p>	 <p>Celebrate Heritage EVENTS</p>	<p>PUBLIC ART TO HELP TELL OUR STORY</p> 	<p>LGBTQ+ EVENTS</p> 	 <p>HISTORICAL SITES</p>
 <p>EXPERIENCES FOR TOURISTS</p>	<p>EVENTS CELEBRATING OUR HISTORY</p>	<p>INVESTMENT IN CULTURAL INFRASTRUCTURE</p>	<p>COMMUNITY EVENTS</p> 	<p>CREATIVE EXPERIENCES FOR ADULTS</p> 

PLACE A STICKER OR POST YOUR IDEA!

INTRODUCTION

- The Port Alberni Community Heritage Commission conducted a public engagement survey during the Alberni District Fall Fair, held September 4–7, 2025.
- The purpose of the survey was to increase awareness of the Commission, engage with residents on matters of culture and heritage, and gather input to inform future programming and policy recommendations.
- Commission members and volunteers staffed an information booth and invited visitors to complete a brief survey.
- The survey gathered feedback on awareness levels, perceptions, barriers to participation, and ideas for enhancing cultural and heritage initiatives in Port Alberni.

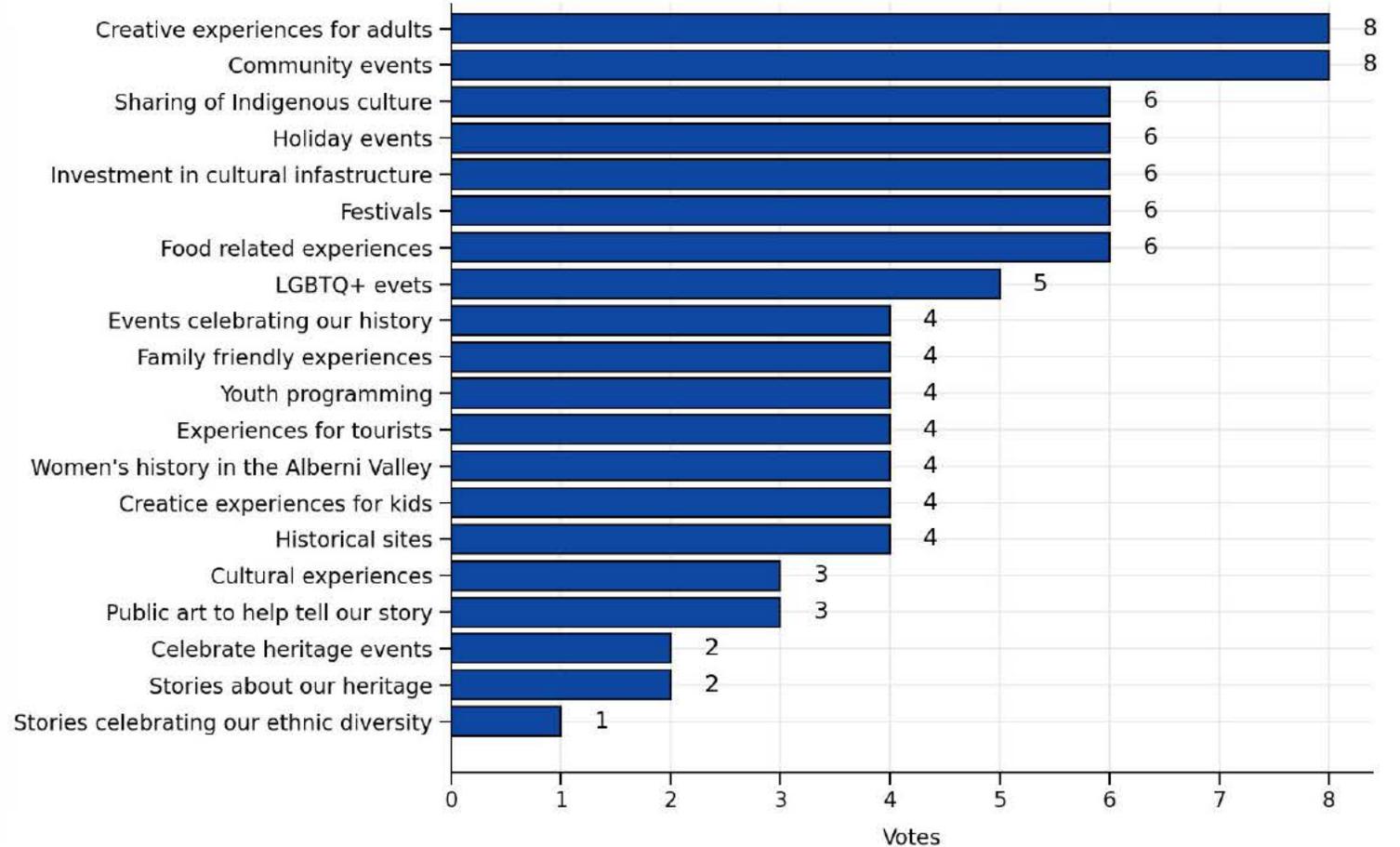
KEY METRICS OF PARTICIPATION

- **Booth visitors:** 967
- **Mystery Artefact contest entries:** 504
- **Completed surveys:** Over 100 responses, providing both quantitative and qualitative data as well as 90 replies to programming matrix and 12 responses to mapping exercise.

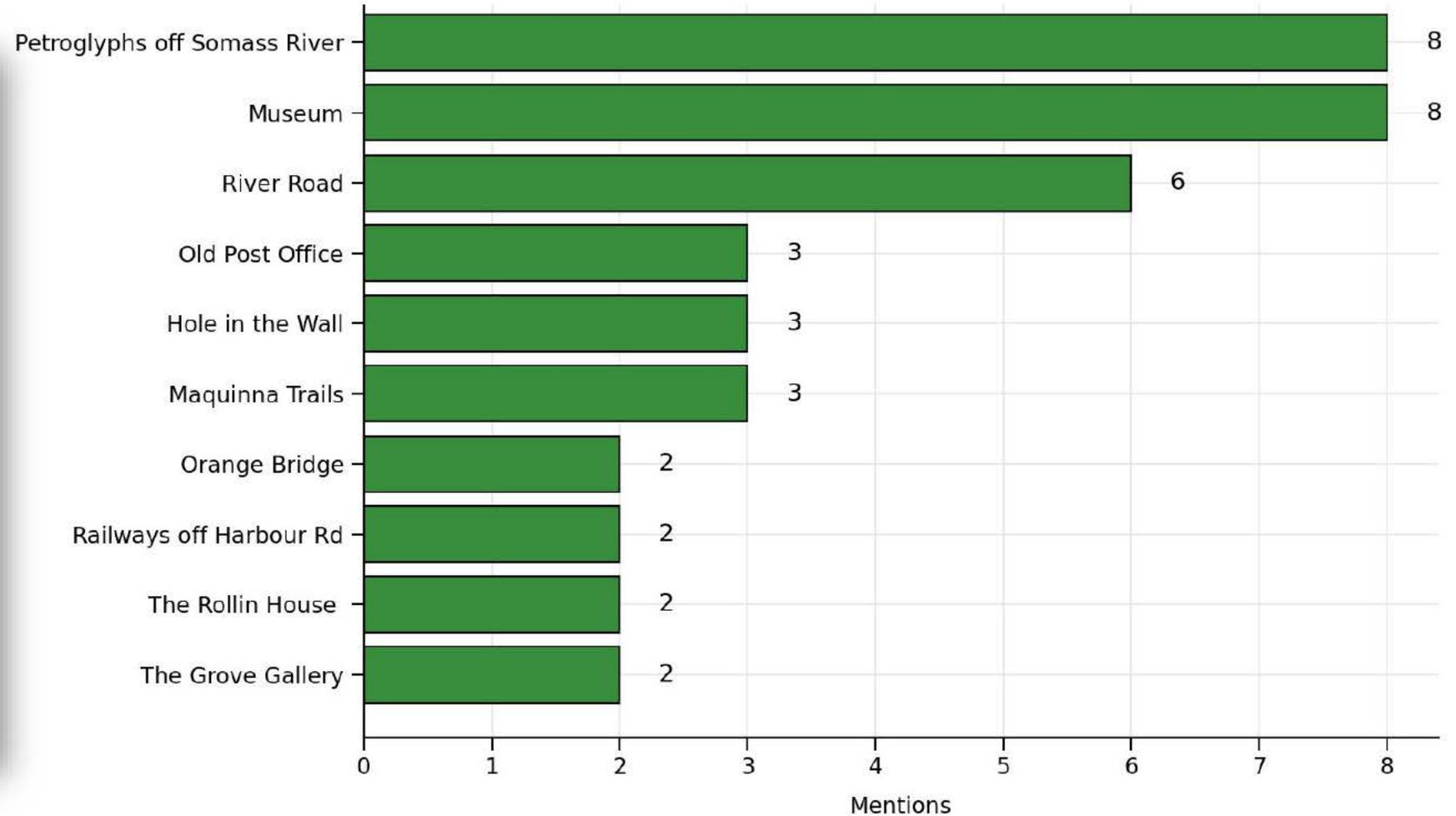
This level of participation demonstrates the strong community interest in heritage and cultural identity and highlights the Fair as an effective platform for outreach.



DESIRED PROGRAMMING & EXPERIENCES



SIGNIFICANT CULTURAL & HERITAGE PLACES





KEY FINDINGS



KEY FINDINGS

Awareness of the Heritage Commission

- A significant proportion of respondents indicated they were **not previously aware** of the existence or mandate of the Heritage Commission.
- Those who were aware tended to be individuals already engaged in local cultural or heritage activities.
- **Implication:** Greater outreach and visibility are needed to ensure residents understand the Commission's role and value.



KEY FINDINGS

Importance of Heritage

- The majority of respondents (90%) considered protecting and promoting Port Alberni's cultural and heritage resources as **"very important."**
- Many emphasized that heritage is integral to community identity, tourism, and education.
- **Implication:** There is broad public support for continued investment in cultural and heritage initiatives.



KEY FINDINGS

Familiarity with Local Heritage Resources

- Respondents reported higher levels of familiarity with **the Alberni Valley Museum** and **the McLean Mill National Historic Site**, while awareness of cultural markers, heritage societies, and other programs was lower.
- Lack of awareness was the greatest barrier identified for not attending cultural programming or events in the past.
- **Implication:** There is a strong foundation and community interest in existing heritage institutions, but more promotion of less visible assets is necessary.



KEY FINDINGS

Barriers to Participation

The most frequently cited barriers included:

- Lack of awareness of events and programs
- Cost of participation for some activities
- Accessibility and transportation issues
- Competing time commitments.

Implication: Communication strategies and accessible programming will be essential for broadening participation.



KEY FINDINGS

Community Interests and Ideas

Respondents expressed interest in:

- **Family-oriented cultural events** and hands-on heritage experiences
- Greater inclusion of **youth and Indigenous perspectives**
- Outdoor and unconventional spaces for cultural programming
- Expanded partnerships with schools and community groups.

Several respondents suggested increased use of **digital media** to promote events and share stories.

Implication: Future initiatives should combine traditional programming with innovative, inclusive approaches that highlight Port Alberni's diversity.





RECOMMENDATIONS



RECOMMENDATIONS

Based on the findings of the Fall Fair survey, the Heritage Commission recommends the following actions to strengthen heritage and cultural engagement in Port Alberni:

Enhance Public Awareness

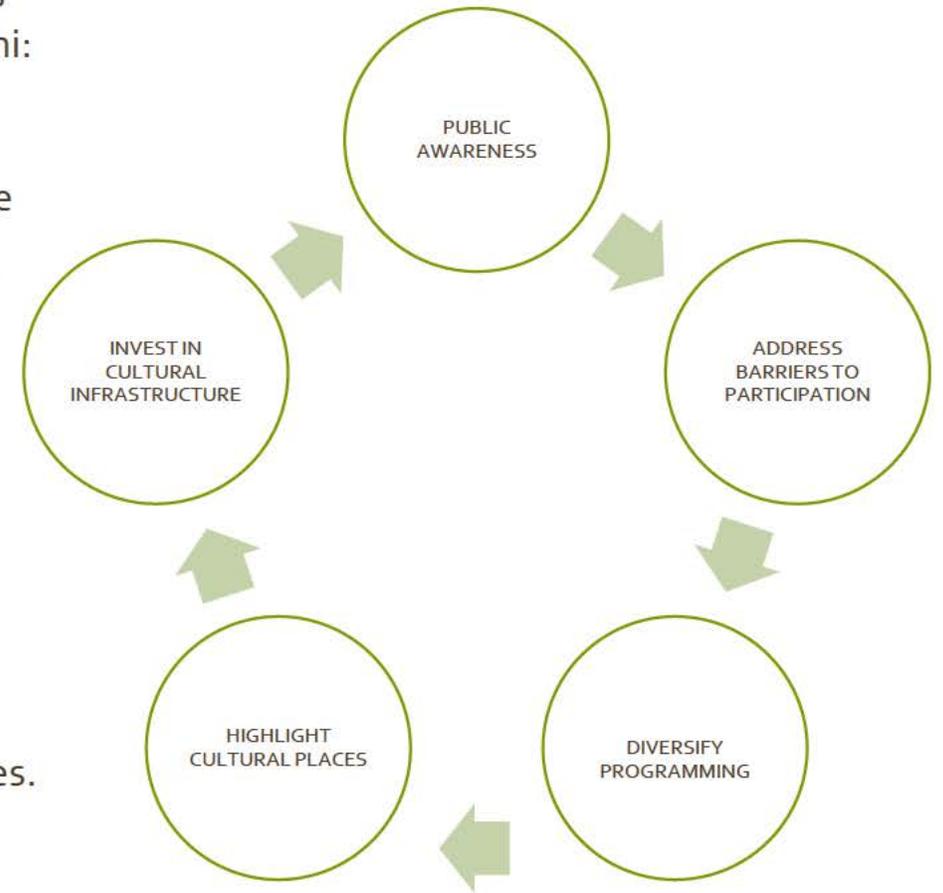
- Expand communication about the Heritage Commission's role and heritage activities
- Continue visibility at community events such as the Fall Fair, markets, and cultural festivals.

Address Barriers to Participation

- Improve accessibility through transportation partnerships and inclusive programming.
- Ensure events are affordable or free, especially for families, youth, and seniors.

Diversify Programming

- Develop family-friendly cultural events and hands-on learning opportunities.
- Expand creative workshops for adults and youth.
- Partner with Indigenous Nations to highlight local cultural knowledge and traditions.
- Incorporate programming that reflects diverse perspectives, including LGBTQ+ initiatives and women's history.



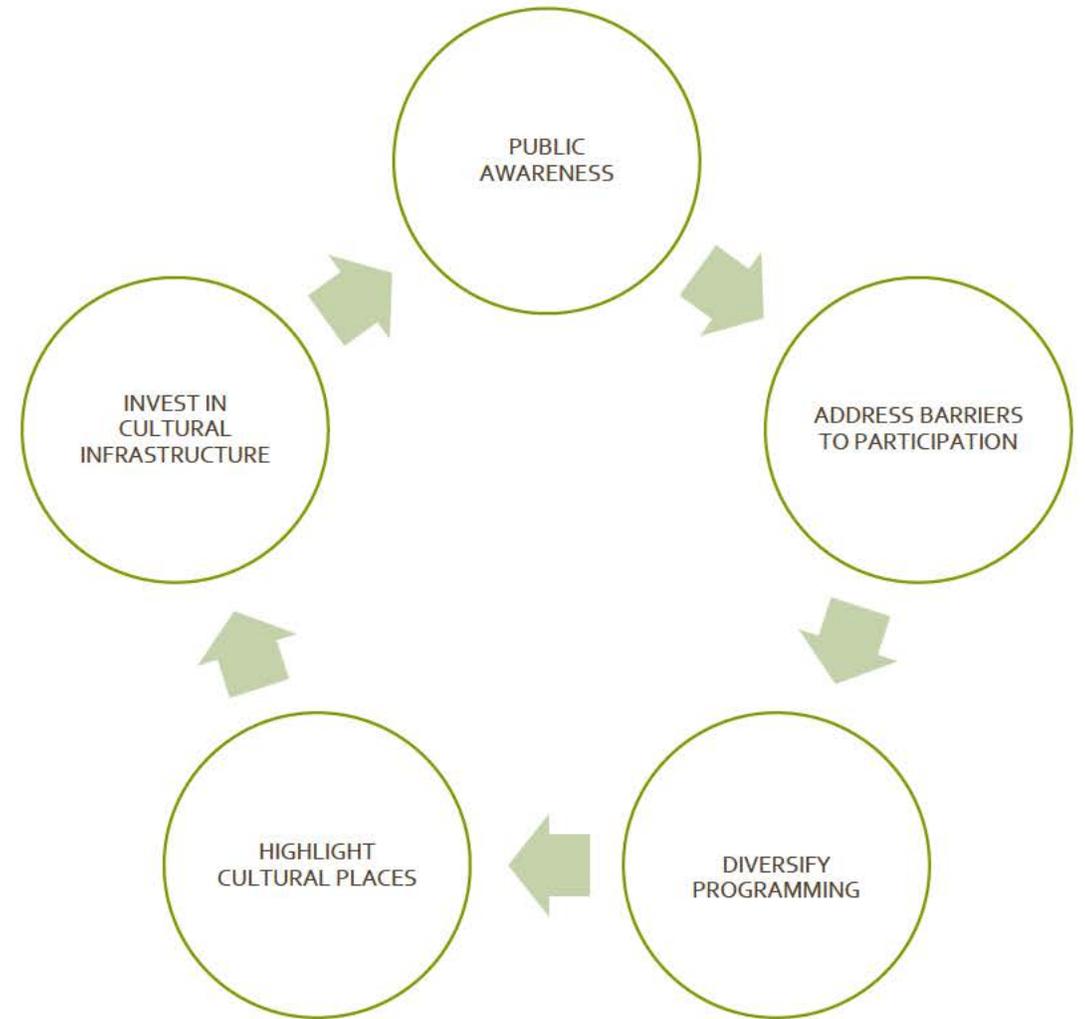
RECOMMENDATIONS

Recognize and Interpret Cultural Places

- Highlight both official heritage resources and places identified by residents as culturally or historically significant, such as petroglyphs, trails, and historic buildings.
- Develop a heritage map or walking guide highlighting both official and community-identified sites.

Invest in Cultural Infrastructure

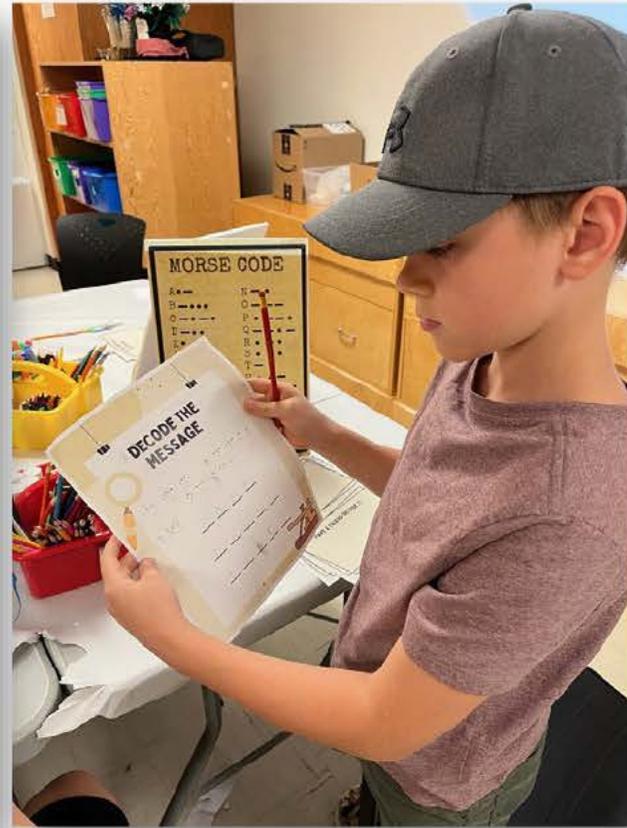
- Explore opportunities for public art, and performance spaces that tell community stories and strengthen cultural identity.
- Expand public art as a tool for storytelling.



CONCLUSION



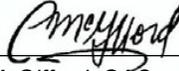
- The survey findings confirm that heritage and culture are deeply valued by the people of Port Alberni.
- Residents want accessible, inclusive, and diverse opportunities to celebrate their shared history and identity.
- While awareness of the Heritage Commission is still developing, the strong turnout at the Fall Fair shows that the community is eager to engage.
- By acting on these recommendations, the Heritage Commission can build lasting connections, foster pride, and ensure that Port Alberni's heritage is celebrated and preserved for generations to come.



THANK YOU

Questions?

Date: March 6, 2026
 File No: 0640-30-March 16, 2026
 To: Committee of the Whole
 From: A. McGifford, CAO
 Subject: **Alberni Valley Heritage Commission | 2025 Alberni District Fall Fair Survey Report**

Prepared by: <i>S. PERRY</i> Mgr. of Culture	Supervisor: <i>L. DAUPHIN</i> DIRECTOR OF PARKS, RECREATION & CULTURE	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT the Committee of the Whole recommend Council refer the 2025 Alberni District Fall Fair survey findings to the AV Heritage Commission for consideration in future development of cultural and heritage initiatives, policies, and engagement strategies.

PURPOSE

The purpose of this report is to present to the Committee the survey findings gathered by the Alberni Valley Heritage Commission during its public engagement at the 2025 Alberni District Fall Fair, and to recommend that Council receive the information for future planning and policy development.

BACKGROUND

In September 2025, the Heritage Commission hosted an engagement booth at the Alberni District Fall Fair, with the goals of increasing public awareness of cultural and heritage matters and gathering community feedback to inform future cultural planning. More than 900 booth visitors, over 500 contest participants, and 100+ completed surveys were recorded, demonstrating strong public interest.

This engagement aligns with the Commission’s mandate under Bylaw No. 4959, which tasks the body with advising Council on heritage policy, supporting community heritage interests, and liaising with local organizations to advance heritage initiatives.

ALTERNATIVES/OPTIONS

- 1. THAT the Committee of the Whole recommend that Council refer the 2025 Alberni District Fall Fair survey findings, as presented by the Heritage Commission, to Administration and the Heritage Commission for consideration in the future development of cultural and heritage initiatives, policies, and engagement strategies.*
- 2. THAT the Committee refer the matter back to staff or the Commission for additional analysis.*
- 3. THAT the Committee decline recommendation to Council at this time.*

ANALYSIS

Key findings include:

- Awareness of the Commission remains low among many residents.
- Heritage is viewed as very important to community identity.
- Barriers include lack of awareness, cost, accessibility, and time constraints.
- Desired programming includes family-oriented activities, festivals, hands-on learning, and inclusive initiatives.
- Significant heritage places identified include the Museum, McLean Mill, petroglyphs, and local trails.

IMPLICATIONS

Financial: No financial impacts associated with receiving this report.
Operational: Findings will inform cultural planning and engagement strategies.
Strategic Alignment: Supports civic identity, inclusivity, and cultural development.

COMMUNICATIONS

Findings will guide future outreach efforts through municipal channels.

BYLAWS/PLANS/POLICIES

The Alberni Valley Heritage Commission was established under [Community Heritage Commission Bylaw 2018, Bylaw No. 4959](#) as an advisory body to City Council with a mandate to advise on heritage matters, coordinate and support heritage interests, and liaise with relevant organizations.

Duties outlined include:

- Advise on policies and objectives relating to operations of the Alberni Valley Museum, the McLean Mill National Historic Site and other community heritage resources;
- Advise Council with respect to any and all heritage issues, on behalf of heritage groups in the community and advise on specific heritage issues that may be referred to them by Council;
- Act in an advisory capacity to coordinate and support the interests of heritage groups in the Alberni Valley and liaise with these groups in forming recommendations to Council.

Strategic Alignment - This initiative aligns with:

- City Council's goals to strengthen civic identity and promote inclusive community development;
- Broader municipal objectives relating to community engagement, reconciliation, and cultural diversity.

SUMMARY

The survey findings provide meaningful insights into community priorities around heritage and culture. Public participation was strong, and responses indicate significant support for accessible, diverse, and inclusive programming.

ATTACHMENTS/REFERENCE MATERIALS

- Public Engagement Survey Report – Alberni District Fall Fair 2025



REPORT ON PUBLIC ENGAGEMENT SURVEY ALBERNI DISTRICT FALL FAIR 2025

Introduction

The Port Alberni Community Heritage Commission conducted a public engagement survey during the Alberni District Fall Fair, held September 4–7, 2025. The purpose of the survey was to increase awareness of the Commission, engage with residents on matters of culture and heritage, and gather input to inform future programming and policy recommendations.

Commission members and volunteers staffed an information booth and invited visitors to complete a brief survey. The survey gathered feedback on awareness levels, perceptions, barriers to participation, and ideas for enhancing cultural and heritage initiatives in Port Alberni.

Key Findings

1. Awareness of the Heritage Commission

- A significant proportion of respondents indicated they were **not previously aware** of the existence or mandate of the Heritage Commission.
- Those who were aware tended to be individuals already engaged in local cultural or heritage activities.

Implication: Greater outreach and visibility are needed to ensure residents understand the Commission’s role and value.

2. Familiarity with Local Heritage Resources

- Respondents reported higher levels of familiarity with **the Alberni Valley Museum** and **the McLean Mill National Historic Site**, while awareness of cultural markers, heritage societies, and other programs was lower.
- Fewer respondents had attended cultural programming or events in the past two years.

Implication: There is a strong foundation in existing heritage institutions, but more promotion of less visible assets is necessary.

3. Importance of Heritage

- The majority of respondents considered protecting and promoting Port Alberni’s cultural and heritage resources as **“very important.”**
- Many emphasized that heritage is integral to community identity, tourism, and education.

Implication: There is broad public support for continued investment in cultural and heritage initiatives.



4. Barriers to Participation

- The most frequently cited barriers included:
 - Lack of awareness of events and programs;
 - Cost of participation for some activities;
 - Accessibility and transportation issues;
 - Competing time commitments.

Implication: Communication strategies and accessible programming will be essential for broadening participation.

5. Community Interests and Ideas

- Respondents expressed interest in:
 - **Family-oriented cultural events** and hands-on heritage experiences;
 - Greater inclusion of **youth and Indigenous perspectives**;
 - Outdoor and unconventional spaces for cultural programming;
 - Expanded partnerships with schools and community groups.
- Several respondents suggested increased use of **digital media** to promote events and share stories.

Implication: Future initiatives should combine traditional programming with innovative, inclusive approaches that highlight Port Alberni's diversity.

Recommendations

Based on the findings of the Fall Fair survey, the Heritage Commission recommends the following actions to strengthen heritage and cultural engagement in Port Alberni:

1. **Enhance Public Awareness**
 - Expand communication about the Heritage Commission's role and heritage activities
 - Continue visibility at community events such as the Fall Fair, markets, and cultural festivals.
2. **Address Barriers to Participation**
 - Improve accessibility through transportation partnerships and inclusive programming.
 - Ensure events are affordable or free, especially for families, youth, and seniors.
3. **Diversify Programming**
 - Develop family-friendly cultural events and hands-on learning opportunities.
 - Expand creative workshops for adults and youth.
 - Partner with Indigenous Nations to highlight local cultural knowledge and traditions.
 - Incorporate programming that reflects diverse perspectives, including LGBTQ+ initiatives and women's history.



4. Recognize and Interpret Cultural Places

- Highlight both official heritage resources and places identified by residents as culturally or historically significant, such as petroglyphs, trails, and historic buildings.
- Develop a heritage map or walking guide highlighting both official and community-identified sites.

5. Invest in Cultural Infrastructure

- Explore opportunities for public art, bandstands, or performance spaces that tell community stories and strengthen cultural identity.
- Expand public art as a tool for storytelling.

Conclusion

The survey findings confirm that heritage and culture are deeply valued by the people of Port Alberni. Residents want accessible, inclusive, and diverse opportunities to celebrate their shared history and identity. While awareness of the Heritage Commission is still developing, the strong turnout at the Fall Fair shows that the community is eager to engage. By acting on these recommendations, the Heritage Commission can build lasting connections, foster pride, and ensure that Port Alberni's heritage is celebrated and preserved for generations to come.



APPENDIX A:

PORT ALBERNI COMMUNITY HERITAGE COMMISSION – ALBERNI DISTRICT FALL FAIR 2025 ENGAGEMENT SURVEY RESULTS

Introduction

The Port Alberni Community Heritage Commission hosted an engagement booth at the Alberni District Fall Fair, held September 4–7, 2025. The booth was designed to raise public awareness of the Commission’s mandate, share information about local heritage resources, and collect community input through a short survey and interactive activities.

Key metrics of participation:

- **Booth visitors:** 967
- **Mystery Artefact contest entries:** 504
- **Completed surveys:** Over 100 responses, providing both quantitative and qualitative data as well as 90 replies to programming matrix and 12 responses to mapping exercise.

This level of participation demonstrates the strong community interest in heritage and cultural identity, and highlights the Fair as an effective platform for outreach.

Survey Findings

1. Awareness of the Heritage Commission

- 50 respondents (57%) were aware of the Heritage Commission prior to the Fair.
- 38 respondents (43%) were not previously aware.

Implication: Nearly half of residents remain unfamiliar with the Commission, underscoring the importance of ongoing visibility and communication.

2. Importance of Heritage

- 80 respondents (90%) said heritage preservation is “**very important.**”
- 9 respondents (10%) said it is “**somewhat important.**”
- No respondents felt heritage was unimportant¹.

Implication: There is overwhelming support for protecting and promoting heritage in Port Alberni.



3. Barriers to Participation

Top barriers identified include:

- Lack of awareness (55 mentions)
- Accessibility/transportation (8)
- Cost (7)
- Lack of interest (7)
- Other barriers: busy schedules (3), lack of time (4), not feeling welcome (1), physical limitations (1), and lack of relatable skills (1).

Implication: Awareness remains the primary barrier, but accessibility and inclusion also require attention.

4. Desired Programming and Experiences

Survey participants expressed strong interest in a range of new cultural and heritage initiatives:

- **Community events & creative adult experiences** (8 mentions each)
- **Food-related experiences and cooking classes** (6)
- **Festivals and holiday events** (6 each)
- **Sharing Indigenous culture** (6)
- **Investment in cultural infrastructure** (6)
- Additional requests: youth programming (4), LGBTQ+ events (5), women's history (4), public art (3).

Implication: The community wants programming that is interactive, inclusive, celebratory, and reflective of diverse cultures and identities.

5. Significant Cultural and Heritage Places

Respondents identified important local sites and landmarks:

- **Petroglyphs at Somass River (8)**
- **Museum (8)**
- **River Road (6)**
- **Old Post Office (3)**
- **Hole in the Wall (3)**
- **Maquinna Trails (3)**

Other places noted included McLean Mill, Orange Bridge, Harbour Road railways, Grove Gallery, and historic trees.

Implication: The community recognizes both official heritage sites and informal cultural landmarks, suggesting broad opportunities for interpretation and storytelling.

Date: March 10, 2026
 File No: 0640-30-March 16, 2026
 To: Committee of the Whole
 From: A. McGifford, CAO
 Subject: Parks, Recreation and Culture | 'Summer Pop-Up'

Prepared by: <i>L. DAUPHIN</i> DIRECTOR OF PARKS, RECREATION AND CULTURE	CAO Concurrence:  A. McGifford, CAO
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RECOMMENDATION[S]

THAT the Committee of the Whole recommend Council authorize the Parks, Recreation and Culture (PRC) Department to operate a "Summer Pop-Up" in Unit 7 at the Alberni Harbour Quay from June 15 to September 12, 2026;

AND FURTHER, THAT Council direct Administration to operate the initiative on a cost-neutral basis, utilizing generated revenues to offset staffing and operational expense.

PURPOSE

To seek the Committees recommendation to Council for approval to utilize the vacant City-owned commercial space at Harbour Quay, Unit 7 (formerly The Grove Gallery) as a temporary PRC multi-use hub for the 2026 tourism season. This initiative aims to enhance the visitor experience, provide community engagement opportunities, and prevent a "dark storefront" in a high-traffic tourist zone.

BACKGROUND

The commercial unit formerly occupied by The Grove Gallery at Harbour Quay has been vacant since February 1, 2026. The space has been advertised during this period with no applications received to date. With the peak tourism season approaching, an empty storefront in this high-visibility location risks diminishing the vibrancy of the Quay and the overall visitor experience.

The Parks, Recreation, and Culture (PRC) department has developed a proposal to activate this space as a "Summer Pop-Up". The proposal includes a satellite Alberni Valley Museum (AVM) gift shop, a children's drop-in activity zone, a feature exhibition ("Love, Bob"), and a community engagement hub for the City's branding initiative.

The project is designed and intended to be fully cost-neutral, funded by revenue from shop sales, drop-in fees, and activity charges.

ALTERNATIVES/OPTIONS

1. Approve the recommendations (Recommended).

This option activates the space immediately for the summer season. It ensures the Harbour Quay remains vibrant, provides low-cost activities for families, and serves as a highly-visible engagement point for City projects. It operates at no new net cost to the taxpayer.

2. Direct staff to market the space for commercial lease.

The Committee may prefer the recommendation to keep the space available for a potential long-term commercial tenant.

- Pros: If a tenant is secured, the City would generate lease revenue and property taxes, which are not captured under the PRC proposal.
- Cons: To date, no inquiries have been received. Aggressively marketing it now carries the risk of the space remaining empty for the entire summer season, resulting in neither revenue nor community benefit.

3. Approve the proposal with restrictions on retail sales.

The Committee could recommend Council approve the activity zone and engagement hub but restrict the sale of merchandise to avoid perceived competition with existing Quay merchants.

- Implications: This would remove the primary revenue stream (projected \$20,000 in shop sales), requiring the City to subsidize the operating costs (approx. \$26,000) from the general tax base rather than remaining cost-neutral.

ANALYSIS

Activation vs. Opportunity Cost

The primary trade-off is between the guaranteed community benefit of the Pop-Up and the potential financial benefit of a commercial lease. While a private tenant would pay rent and taxes, no such tenant has currently come forward. The PRC Pop-Up serves as an interim solution that ensures the space is productive and inviting during the critical summer months.

Market Competition

Council has historically viewed the Harbour Quay as a "free market" environment. However, operating a City-run retail space that does not pay rent could be perceived as having an unfair advantage over private merchants who do pay rent.

- Mitigation: The proposed retail component is a "Satellite Museum Shop" focusing on specific niches: educational science kits, Indigenous-designed items, and "Love, Bob" exhibition merchandise. These items are curated to complement, rather than directly duplicate, the general souvenir offerings of neighboring businesses. Furthermore, the Pop-Up is expected to drive increased foot traffic and "dwell time" at the Quay, which creates spillover economic benefits for all surrounding vendors.

Financial Feasibility

The business plan projects total revenue of **\$29,360** against expenses of **\$26,239**, resulting in a modest surplus of **\$3,120**. The model relies on lean staffing and conservative sales estimates. If approved, the space will function as a business unit, self-funding its own utilities, supplies, and wages. The allocation of the profit from the activation will be assigned to the Asset Management reserve to support the renewal of the building.

IMPLICATIONS

Financial and Opportunity Cost Implications:

The proposed "Summer Pop-Up" is structured to be financially self-sustaining, with no anticipated impact on the general tax base. The business plan projects that revenues from retail sales, drop-in fees, and the postcard station will fully offset all operating costs, including inventory, utilities, and wages for the 49-50 weekly staff hours. While utilizing the space for municipal programming means the City foregoes the potential revenue of a commercial lease for the 13-week period, no commercial interest has currently been registered for the unit. Consequently, the primary financial implication is the conversion of a potential vacancy liability, which generates no revenue and detracts from the Quay's appeal, into a cost-neutral asset that actively drives economic activity.

Market Dynamics and Competition:

The Committee must weigh the benefits of immediate activation against the "free market" dynamics of the Harbour Quay. Operating a rent-free municipal retail space may be perceived as holding a competitive advantage over private tenants who pay commercial rates. To mitigate this, the proposal strictly limits inventory to niche, mission-driven items (such as educational science kits, Indigenous-designed products, and specific "Love, Bob" exhibition merchandise) that complement rather than directly duplicate the general souvenir offerings of neighboring businesses. The broader economic implication is positive; by functioning as an anchor attraction, the Pop-Up is designed to increase visitor "dwell time" and overall foot traffic, creating spillover economic benefits for all surrounding merchants.

Social and Strategic Alignment:

Socially, this initiative implies a significant expansion of City services directly into the community hub. It transforms a passive commercial unit into an active engagement station for the City's Corporate Branding Initiative and a low-barrier recreation zone for local families. This directly advances the *Corporate Strategic Plan* by maximizing the value of City-owned assets and enhancing the tourism experience. Legally, the operation remains consistent with the zoning and permitted uses of the site, provided that retail activities respect any exclusivity clauses held by existing Quay tenants.

COMMUNICATIONS

A strategic communications approach will be implemented to ensure the Pop-Up complements the existing Harbour Quay ecosystem while maximizing visitor engagement. Prior to opening, staff will conduct direct outreach with neighbouring Quay merchants to explain the "Museum Pop-Up" concept, emphasizing the goal of driving shared foot traffic and highlighting the niche nature of the retail items to alleviate competition concerns. Public promotion will position the space as a "must-visit" family destination, leveraging PRC summer guides, social media channels, and on-site signage to draw both residents and tourists. Additionally, the space will serve as a central information hub for City services, distributing PRC programming information and acting as a consistent venue for public consultation on the Corporate Branding Initiative. This multi-faceted strategy ensures transparency with stakeholders while effectively marketing the new amenity to the community.

BYLAWS/PLANS/POLICIES

This proposal aligns with the **2023-2027 Corporate Strategic Plan**:

- **Strategic Priority 5 (The Economy):** "Implement a strategy to get the highest value of City owned assets." Activating a vacant storefront creates value where there is currently none.
- **Strategic Priority 2 (Community Growth):** Expanding access to recreation and culture through accessible programming
- [Municipal Lease Policy No. 4005-1](#)

SUMMARY

The PRC Summer Pop-Up represents a strategic opportunity to turn a vacancy liability into a community asset. By utilizing the former Grove Gallery for the 2026 summer season, the City can enhance the tourism offering at Harbour Quay, support local artisans, and engage the public, while operating on a cost-neutral basis. While it temporarily removes the space from the leasing market, it prevents the negative impact of an empty storefront and supports the broader economic ecosystem of the Quay by attracting visitors.

ATTACHMENTS/REFERENCE MATERIALS

- PRC Summer 2026 Pop-Up Business Plan & Proposal
- [Corporate Strategic Plan 2023-2027](#)



PRC SUMMER POP-UP BUSINESS PLAN & PROPOSAL

Location: Harbour Quay – Unit 7

Operating Period: June 15 – September 12, 2026 (13 weeks)

Prepared by: Parks, Recreation & Culture (PRC)

EXECUTIVE SUMMARY

Parks, Recreation & Culture (PRC) proposes the operation of a multi-use summer pop-up space at the recently vacated Grove Gallery at Unit 7-Harbour Quay. The purpose is to activate this high-traffic tourist location during peak season, expand PRC’s community-facing services, and provide a flexible venue supporting tourism, culture, recreation programming, and community engagement.

The pop-up will include:

- A satellite AVM gift shop
- A kid’s drop-in activity zone
- A small exhibition/gallery space
- A program hub for summer camps and PRC outreach
- A community engagement station supporting the CPA Branding Initiative

The initiative is designed to be cost-neutral, based on projected revenues from shop sales, drop-in programming, and activity fees.

GOALS & OBJECTIVES

Primary Goals

- Activate a key Harbour Quay location throughout the 2026 tourist season.
- Enhance visitor experience by offering recreation, cultural programming, and retail options.
- Expand PRC visibility and increase community awareness of services and programs.
- Provide a consistent and accessible engagement venue for the CPA Branding Initiative.
- Offer a cost-neutral seasonal operation supported by diversified small revenue streams.

Outcomes & Benefits

- Increased foot traffic and extended visitation time at Harbour Quay.
- Expanded reach to new audiences—tourists, families, and local residents.
- Greater awareness of PRC programs and City services.
- Strengthening relationships with local makers, artisans, and cultural producers.
- A vibrant summer hub offering art, culture, tourism, and recreational engagement.

PROGRAM COMPONENTS

Satellite AVM Gift Shop

Curated retail featuring:

- Local food products, bath & body items, pottery, crafts, artwork
- Artisan-made consignment items (jewellery, carvings, art)
- Indigenous-made or Indigenous-designed items
- Kids' products: arts, science kits, comfort items, stickers
- Tourist merchandise: t-shirts, postcards, stickers

Estimated shop sales revenue: \$20,000

(Based on consignment & 80% retail sales projection)

Kid's Activity Zone

Drop-in, self-directed, and low-cost activities including:

- Four themed activity stations (history, science, art) – \$4 fee
- Colouring and creative play areas
- Museum Minis @ the Park: 10 weeks × 12 kids × \$3

Estimated drop-in program revenue: \$4,500

Estimated Museum Mini's revenue: \$360

Exhibition Space

Feature Exhibition: "Love, Bob"

- Includes an interactive Postcard Creation Station
- Visitors create a Port Alberni postcard and mail it on-site – \$4 fee (includes postage)

Estimated postcard revenue: \$2,000

PRC & City Programming Hub

The space will serve as:

- A satellite location for summer camps
- A distribution point for PRC programming information
- A visitor information stop
- An engagement hub for the CPA Branding initiative

This supports strategic communication, public consultation, and improved access to City services.

OPERATING MODEL

Staffing

- Open 7 days/week, 10am–5pm
- 49–50 staff hours/week
- Wage: \$24.60/hour (loaded)
- Weekly staffing cost: ~\$1,250
- Total staffing cost (13 weeks): \$15,989

Maintenance

- Restroom & floor cleaning (Public to use Restrooms at Spirit Square)
- 1 hour every 2 weeks
- Total cost: \$300

Other Expenses

- Shop inventory purchased: \$7,500
- Supplies: \$200
- Signage/marketing: \$500
- Utilities: \$1,000
- Drop-in supplies: \$750

Total Expenses: \$26,239.03

FINANCIAL OVERVIEW

Projected Revenue

Revenue Source	Projection
Shop Sales	\$20,000
Postcards	\$2,000
PA Buttons	\$2,500
Drop-in Fees	\$4,500
Museum Mini's	\$360
Total Revenue	\$29,360

Net Position

- **Total revenue:** \$29,360
- **Total expenses:** \$26,239
- **Projected net surplus:** \$3,121

This supports PRC's goal that the pop-up be cost-neutral or better.

Strategic Value

The summer pop-up aligns with PRC and City strategic directions by:

Tourism & Economic Development

- Enhancing Harbour Quay’s appeal during peak season
- Supporting local makers and artisans
- Increasing tourist dwell time and spending

Recreation & Culture Mandate

- Expanding access to arts, culture, and recreation
- Providing accessible children’s activities
- Supporting museum outreach through Museum Minis and the AVM shop

Community Engagement

- Offering a consistent and central venue for CPA Branding engagement
- Providing visibility for municipal initiatives

Operational Synergies

- Supports summer camp programming
- Provides PRC with outreach visibility typically hard to achieve during peak seasons

Risk Management

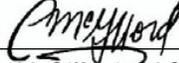
Risk	Mitigation
Lower-than-expected tourist traffic	Diversify offerings; local outreach; enhanced signage
Staffing shortages	Cross-training; hiring part-time seasonal staff
Inventory oversupply	Conservative initial purchasing; consignment flexibility
Weather impacts on visitation	Indoor programming; targeted marketing

RECOMMENDATION

PRC recommends moving forward with the 2026 Summer Pop-Up at Harbour Quay, leveraging the unique opportunity to activate Unit 7 and enhance community presence during the busiest season of the year.

The financial forecast indicates a small surplus, confirming that the initiative can operate cost-neutrally while offering significant community, cultural, and tourism benefits.

Date: March 10, 2026
 File No: 0640-30-March 16, 2026
 To: Committee of the Whole
 From: A. McGifford, CAO
 Subject: **Multiplex Air Handling Unit Failures | Emergency Replacement Funding**

Prepared by: <i>R. KRANEVELDT</i> <hr/> MANAGER OF FACILITIES	Supervisor: <i>L. DAUPHIN</i> <hr/> DIRECTOR PARKS, RECREATION AND CULTURE	CAO Concurrence:  <hr/> A. McGifford, CAO
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RECOMMENDATION[S]

THAT the Committee of the Whole recommend Council amend the “City of Port Alberni 2026–2030 Financial Plan Bylaw No. 5138” to reflect the following Capital Plan changes for the Multiplex:

- i. advance funding in the amount of \$86,000 for replacement of two failed Air Handling Units at the Multiplex (Upper Lobby RTU and Bulldogs Dressing Room ERV/Heat Pump System) from 2027 to 2026 due to equipment failure and operational requirements;*
- ii. reallocate a portion of the 2026 capital funding previously earmarked for the Zamboni replacement (budgeted at \$137,500) to fund the Air Handling Units emergency replacement project;*
- iii. defer the Zamboni replacement to 2027 for reconsideration during future budget deliberations; and*
- iv. direct Administration to issue a competitive procurement for the replacement equipment in accordance with Procurement Policy 3009-1.*

PURPOSE

To inform Council of two critical HVAC equipment failures at the Alberni Valley Multiplex and to seek approval to reallocate existing planned capital funding in order to replace the failed units without delaying or impacting user programming.

BACKGROUND

The Alberni Valley Multiplex has recently experienced the unexpected failure of two critical air-handling systems that support essential building operations.

The first unit serves the Bulldogs dressing room, providing ventilation and heat recovery. The Energy Recovery Ventilator (ERV) has suffered multiple mechanical failures, including a seized supply fan assembly and a disconnected exhaust fan assembly caused by a broken shaft. In addition, the associated heat pump condenser unit has a failed compressor and an electrical short that is tripping the supply breaker. These failures have rendered the system inoperable.

The second unit provides heating and cooling to the Upper Lobby. This rooftop unit (RTU) is more than 20 years old and recently developed a refrigerant leak. Replacement parts are no longer available due to the refrigerant type being phased out, and repair attempts were unsuccessful. As a result, the unit has fully failed and cannot be restored to service.

Funding for replacement of both units exists in the 2027 portion of the approved Financial Plan; however, due to the complete failure of both systems and the operational requirements of the Multiplex, replacement cannot be deferred.

ALTERNATIVES/OPTIONS

1. Reallocate 2026 Zamboni funds to replace both failed AHUs immediately
 - Ensures reliable ventilation and temperature control for the Bulldogs dressing room and Upper Lobby.
 - Avoids operational disruption and user impacts.
2. Wait until 2027 to replace the units
 - Would prolong inoperable systems for up to a year.
 - Creates risks related to comfort, ventilation, moisture control, and user experience.
3. Attempt short-term repairs
 - Bulldogs' dressing room compressor repair is possible but not cost-effective; the ERV and Upper Lobby RTU have multiple failures and discontinued parts.
 - Would not restore reliable long-term operation.
4. Fund replacements from another capital project instead of the Zamboni
 - Keeps the Zamboni on schedule but delays another capital priority.
 - Operationally less efficient than reallocating the Zamboni funding.
 - The Zamboni has been inspected by our Fleet staff to support the deferral.

ANALYSIS

1. Bulldogs Dressing Room – ERV & Heat Pump System Failure

ERV Issues:

- Supply fan motor and blower assembly are seized.
- Exhaust fan motor and blower assembly have disconnected due to a broken shaft.
- Line-voltage disconnect has been turned off for safety.

Heat Pump Issues:

- Compressor in the exterior condensing unit has failed.
- A short-to-ground between the enabling contactor and compressor is tripping the breaker.
- Breaker was reset during troubleshooting; condenser disconnect is turned off.

Repair vs Replacement:

- Contractor provided a quote of \$4,000 to repair the compressor.
- Unit is 13 years old and equipment is at end-of-life.
- Electric resistance backup heat is still functioning.
- Full replacement cost estimate: \$24,000.

Staff Recommendation: *Do not repair; proceed with full system replacement due to age, multiple component failures, and poor remaining life expectancy.*

2. Upper Lobby – RTU (Roof-Top Unit) Failure

- Existing unit is 20+ years old.
- Recent refrigerant leak; Contractor attempted repair but components are discontinued.
- Refrigerant type is phased-out, limiting available replacement parts.
- A replacement RTU is required.
- Full replacement cost estimate: \$62,000.

Prices include:

- Curb adapter (no roofing needed)
- Crane, electrical, labour
- Refrigeration permit
- New thermostat
- Duct modifications

Funding Considerations

Zamboni Replacement Funding (2026)

The approved 2026–2030 Financial Plan includes \$137,500 in available capital funding that can be reallocated to address the unexpected failure of the two AHUs at the Multiplex.

The estimated combined cost to replace both the Bulldogs Dressing Room ERV/Heat Pump system and the Upper Lobby RTU is approximately \$86,000 + GST, which can be fully covered within this existing approved capital amount. Reallocating the available 2026 capital funding allows both replacements to proceed immediately, with no increase to the overall capital budget and no additional tax impact.

Rationale for Reallocation and Early Replacement

- Both failed units are critical building systems.
- Repair is either not feasible (Upper Lobby RTU) or not cost-effective (Bulldogs' compressor).
- Delaying replacement to 2027 would risk:
 - Inadequate heating/ventilation for the Bulldogs dressing room
 - Comfort issues and potential temperature regulation challenges in the Upper Lobby
 - Moisture and condensation concerns
- Reallocation allows replacement within weeks, avoiding disruption during hockey season and community programming.

IMPLICATIONS

Item	Cost
Bulldogs ERV/Heat Pump Replacement	\$24,000
Upper Lobby RTU Replacement (Carrier Option)	\$62,000
Total Estimated Cost	\$86,000
Available Zamboni Funding (2025)	\$137,500

Sufficient funding exists to complete both replacements immediately by reallocating 2025 Zamboni capital funds.

COMMUNICATIONS

- A public update will be provided as part of Financial Plan communications.
- User groups, including the Bulldogs, will be notified of timelines and impacts (minimal expected).

SUMMARY

Two essential air handling systems at the Multiplex have failed and require immediate replacement. Costs are manageable using existing approved capital funding, and delaying replacement would pose operational and program risks. Staff recommend reallocating the 2026 Zamboni replacement funds, completing HVAC replacements in 2026, and deferring the Zamboni purchase to 2027.

ATTACHMENTS/REFERENCE MATERIALS

- [Facility Condition Assessment Reports](#)
- ["City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138"](#)

Date: March 11, 2026
File No: 0640-30-March 16, 2026
To: Committee of the Whole
From: Andrew McGifford, CAO
Subject: **2026-2030 Financial Plan | Amendment**

RECOMMENDATION

THAT the Committee of the Whole recommend Council amend "[City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138](#)" as follows:

- a. Amend the Capital Plan to include:
 - i. Add - EQUIPMENT & VEHICLES - Flail Attachment for Ventrac - \$15,000;
 - ii. Add - EQUIPMENT & VEHICLES - Crane and Install for sewer trailer - \$20,000;
 - iii. Add - EQUIPMENT & VEHICLES - Snow plow for 610 - \$16,300;
 - iv. Increase - EQUIPMENT & VEHICLES - \$32,499 - Project 23014 - Replace 2005 Ford F250 4x4 Pickup Truck #610;
 - v. Increase - Project 25074 - 150 - Time Immemorial - Victoria Quay - \$60,000;
 - vi. Add - Intersection safety - \$80,000;
 - vii. Increase - Allocation from Equipment Replacement Reserve Fund - \$63,499;
 - viii. Increase - 19114 - Operating Funds from Prior Years - \$140,000;
 - ix. Increase - Allocation from the Sewer Infrastructure Reserve Fund - \$20,000.

PURPOSE

To provide an amendment to the 'City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138' and invite the Committee to discuss the recommendations or requests for additional information.

BACKGROUND

Section 165(1) of the *Community Charter* provides authority for the City's Five-Year Financial Plan. Section 165(2) allows Council to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. The City's practice is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five-Year Financial Plan towards the end of the year to enable the Plan accurately reflects budget projections for operations and capital changes made through Council resolution.

ALTERNATIVES/OPTIONS

1. That the Committee of the Whole recommend Council amend "[City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138](#)" as listed in the resolution.
2. That the Committee of the Whole seek further information and details if additional information is required to support the Financial Plan.
3. Not proceed with the amendment to the bylaw.

ANALYSIS

Changes to the '2026-2030 Financial Plan' are provided for the Committee's consideration to amend "City of Port Alberni 2026 – 2030 Financial Plan Bylaw No. 5138". Prior to December 31, 2026, Council can formally amend its Five-Year Financial Plan Bylaw to reflect the amendments that have been directed or experienced to date.

It is recommended to adjust the balances in the 'Plan' to address the number of amendments required due to the borrowing for a Building purchase and Clutesi Haven Marina management take over 'Plan'. Also, there are some other minor considerations to make amendment at the same time. The 'Plan' is a living document that is amended time to time as new information is known and emerging issues that need to be addressed.

Equipment Replacement Reserve Fund items

At the time of drafting the Financial Plan there were four items that were not added to the plan. These are four items that utilize reserve funding. The Equipment Replacement Reserve Fund will fund \$63,499, for a Ventrac attachment, plow and an increase to the 2005 Ford F250 Pickup. The Sewer Infrastructure Reserve Fund will fund the Crane for the Sewer service trailer.

150 - Time Immemorial - Victoria Quay

The funding increase for the project is required to enable some final items. Originally, the project was to be fully funded through a grant, servicing the site required the extension from across Victoria Quay was higher than anticipated, with associated pavement cuts and flagging to complete. The structure accounted for 50% of the increase in budget and the other 50% was associated with the site servicing.

Intersection Safety

With successful ICBC grant funding there is an opportunity to bring forward the grant funds and further improve the intersection safety throughout the community. There is an additional \$80,000 available to spend in 2026.

Reallocation of Zamboni funding the HVAC requirements at Multiplex

Independent report to follow on the agenda.

Previous resolutions

Previous direction provided by Council that will be included in the Financial Plan Amendment include:

1. THAT Council amend ""City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:
 - i. In 2026, Add new Revenue Account – Planning & Engineering Building – add \$94,710
 - ii. In 2026, Line 21254 – Planning & Engineering Building - \$94,710
 - iii. In 2027, Planning & Engineering Building Revenue – add \$199,070
 - iv. In 2027, Line 21254 – Planning & Engineering Building – add \$324,714
 - v. In 2028, Planning & Engineering Building Revenue – add \$202,177
 - vi. In 2028, Line 21254 – Planning & Engineering Building – add \$326,268
 - vii. In 2029, Planning & Engineering Building Revenue – add \$202,177
 - viii. In 2029, Line 21254 – Planning & Engineering Building – add \$326,268
 - ix. In 2030, Planning & Engineering Building Revenue – add \$202,177
 - x. In 2030, Line 21254 – Planning & Engineering Building – add \$326,268"

R26-26

2. *THAT Council authorize the internal borrowing of \$500,000 to fund the capital transition and modernization of Clutesi Haven Marina, including the acquisition of critical infrastructure and implementation of parking management systems.*

R26-66

3. *THAT Council amend the "City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138" as follows:*
- i. 2026 - Add new account – Clutesi Haven Marina Revenue - \$428,500*
 - ii. 2026 - Add new account – Clutesi Haven Marina Expenditures - \$323,775*
 - iii. 2026 - Line 19114 - Transfers from Prior Year - \$145,275*
 - iv. 2026 – Add new account – Clutesi Haven Marina Debt Repayment – \$250,000*
 - v. 2027 - Add new account – Clutesi Haven Marina Revenue - \$474,213*
 - vi. 2027 - Add new account – Clutesi Haven Marina Expenditures - \$337,448*
 - vii. 2027 - Line 19114 - Transfers from Prior Year - \$119,485*
 - viii. 2027 – Add new account – Clutesi Haven Marina Debt Repayment – \$256,250*
 - ix. 2028 - Add new account – Clutesi Haven Marina Revenue - \$486,068*
 - x. 2028 - Add new account – Clutesi Haven Marina Expenditures - \$446,277*
 - xi. 2028 - Line 19114 - Transfers from Prior Year - \$222,866*
 - xii. 2028 – Add new account – Clutesi Haven Marina Debt Repayment – \$262,656*
 - xiii. 2029 - Add new account – Clutesi Haven Marina Revenue - \$498,220*
 - xiv. 2029 - Add new account – Clutesi Haven Marina Expenditures - \$414,559*
 - xv. 2029 - Line 19114 - Transfers from Prior Year - \$147,434*
 - xvi. 2029 – Add new account – Clutesi Haven Marina Debt Repayment – \$231,094*
 - xvii. 2030 - Add new account – Clutesi Haven Marina Revenue - \$510,675*
 - xviii. 2030 - Add new account – Clutesi Haven Marina Expenditures - \$423,048"*

R26-68

IMPLICATIONS

The financial impact of the changes to general operating expenses nets to zero for 2026. There is no tax impact for any of these amendments within the 2026 year. The increases to the following years will need to consider the impact to the future Financial Plan for 2027 and beyond.

COMMUNICATIONS

The amending Bylaw, once adopted, will be posted to the City's website.

BYLAWS/PLANS/POLICIES

- ["City of Port Alberni 2026-2030 Financial Plan Bylaw No. 5138"](#)

SUMMARY

The financial plan amendments proposed will be considered for inclusion of all changes made by Council by resolution in 2026 affecting the 2026-2030 Five Year Financial Plan. Amendments to the Financial Plan must be made no later than December 31, 2026.

BYLAW NO. _____

A Bylaw to regulate residential occupancy standards for alternative housing.

WHEREAS

The Council of the Municipality of _____, in open meeting assembled, enacts as follows:

Pursuant to the authority granted under the **Community Charter** and the **Local Government Act**, municipalities may regulate matters related to public health, safety, building occupancy and housing.

Council considers it necessary to establish minimum safety standards governing alternative forms of residential accommodation in order to protect the health, safety and welfare of residents.

PART 1 – TITLE

1. This Bylaw may be cited as the **Residential Alternative Housing and Occupancy Standards Bylaw No. ____, 2026.**
-

PART 2 – PURPOSE

2. The purpose of this Bylaw is to:
 - a) establish minimum safety and occupancy standards for alternative residential housing
 - b) regulate fire safety and sanitation requirements
 - c) establish density and site layout requirements
 - d) regulate occupancy limits and communal facilities
 - e) establish a permit and inspection system for residential occupancy.
-

PART 3 – DEFINITIONS

3. In this Bylaw:

Authorized Officer means a person appointed by the Municipality to administer and enforce this Bylaw.

Basement Suite means a self-contained dwelling unit located within the basement of a principal dwelling.

Manufactured Home means a factory-built dwelling constructed in accordance with **CSA Z240 Manufactured Home Series standards**.

Mobile Home means a factory-built dwelling constructed prior to adoption of CSA manufactured housing standards and designed to be movable.

Tiny Home means a small residential dwelling intended for permanent or semi-permanent residential use.

Tiny Home Sleeping Unit means a structure used primarily for sleeping accommodation that relies on communal facilities for washrooms and food preparation.

Prefabricated Living Structure means a modular or factory-built residential structure constructed off-site and transported to a location for installation.

Recreational Vehicle means a travel trailer, camper, motorhome, or other vehicle designed for temporary accommodation.

Workforce Housing means residential accommodation intended primarily for employees of a business, institution or industry.

Seasonal Worker Accommodation means temporary housing provided for workers engaged in seasonal employment.

PART 4 – APPLICATION

4. This Bylaw applies to residential occupancy of:

- basement suites
- recreational vehicles
- manufactured homes
- mobile homes
- tiny homes
- tiny home sleeping units
- prefabricated living structures

- workforce housing
- seasonal worker accommodation.

PART 5 – GENERAL SAFETY REQUIREMENTS

5. All residential units must:

- a) be structurally sound and weatherproof
- b) provide safe access and egress
- c) provide potable water and sanitary waste disposal
- d) contain working smoke alarms and carbon monoxide detectors
- e) maintain electrical and mechanical systems in safe condition.

PART 6 – BASEMENT SUITES

6. Basement suites must:

- a) comply with the **British Columbia Building Code**
- b) provide an emergency escape or separate exit
- c) contain interconnected smoke alarms
- d) be subject to municipal inspection.

PART 7 – RECREATIONAL VEHICLES USED FOR RESIDENTIAL OCCUPANCY

7. Recreational vehicles used for residential occupancy must:

- a) comply with **CSA Z240 RV Series standards**
- b) provide **two means of exit**, including a door and emergency escape window
- c) contain smoke alarms and carbon monoxide detectors
- d) be connected to approved services where available
- e) maintain a **minimum separation of 6 metres** from other residential units.

PART 8 – MANUFACTURED AND MOBILE HOMES

8. Manufactured homes must:
 - a) comply with **CSA Z240 Manufactured Home Series standards**
 - b) where factory constructed, comply with **CSA A277 certification procedures**
 - c) be installed according to manufacturer specifications.
 9. Mobile homes constructed prior to adoption of CSA standards may continue to be used provided they are maintained in safe condition.
 10. Compliance shall be assessed according to **standards in force at the time of manufacture.**
-

PART 9 – TINY HOMES AND PREFABRICATED LIVING STRUCTURES

11. Tiny homes and prefabricated living structures must:
 - a) meet structural safety standards equivalent to the **British Columbia Building Code**
 - b) where factory constructed, comply with **CSA A277 certification**
 - c) comply with the **Canadian Electrical Code (CSA C22.1).**
 12. Tiny home sleeping units must have access to communal:
 - washrooms
 - food preparation facilities
 - eating areas.
-

PART 10 – HEATING SYSTEMS

13. All residential units must contain a safe heating system.
14. Heating systems must comply with applicable provisions of the **BC Building Code** and relevant **CSA safety standards.**
15. **Wood-burning heating appliances are prohibited** in residential units regulated under this Bylaw.

PART 11 – FIRE SEPARATION

16. Minimum separation distances between structures shall comply with **Schedule B** of this Bylaw.

PART 12 – SITE DENSITY

17. Maximum residential density shall not exceed:

- **8 units per acre**
- **20 units per hectare**

18. Density on parcels smaller than one acre shall be calculated on a **pro-rata basis** in accordance with **Schedule A**.

PART 13 – RESIDENTIAL OCCUPANCY PERMIT

19. A **Residential Occupancy Permit** is required prior to occupancy of units regulated by this Bylaw.

20. Applications shall be submitted in the form provided in **Schedule D**.

PART 14 – INSPECTIONS

21. The Municipality may conduct inspections to ensure compliance with this Bylaw.

22. Annual permit renewal may be required for:

- RV residential areas
- workforce housing developments
- seasonal worker accommodation
- tiny home communities.

PART 15 – ENFORCEMENT

23. Authorized Officers may:

- inspect property
- issue Orders to Comply
- suspend or terminate occupancy permits.

24. Where violations occur, the Municipality may undertake remedial action at the expense of the property owner.

25. An Authorized Officer may terminate a Residential Occupancy Permit where conditions pose a risk to life safety.

PART 16 – OFFENCES AND PENALTIES

26. Any person who violates this Bylaw commits an offence and may be liable to:

- fines up to **\$10,000**
- municipal ticketing penalties
- recovery of enforcement costs.

27. Each day an offence continues constitutes a **separate offence**.

PART 17 – SEVERABILITY

28. If any portion of this Bylaw is declared invalid, the remainder shall remain in force.

PART 18 – SCHEDULES

The following schedules form part of this Bylaw:

- Schedule A – Density Reference Table
- Schedule B – Site Layout and Fire Safety Principles
- Schedule C – Communal Facility Ratios
- Schedule D – Residential Occupancy Permit Application
- Schedule E – Example Site Layout Diagram

ENACTMENT

READ A FIRST TIME this ___ day of _____, 2026

READ A SECOND TIME this ___ day of _____, 2026

READ A THIRD TIME this ___ day of _____, 2026

ADOPTED this ___ day of _____, 2026

Mayor

Corporate Officer

SCHEDULES

(See attached schedules A through E)

MUNICIPALITY OF [NAME]

BYLAW NO. [XXXX]

RENTAL ACCOMMODATION SAFETY, LICENSING, AND INSPECTION BYLAW

A bylaw to regulate rental and transient accommodation through licensing, inspections, and enforcement in order to protect public health and safety.

WHEREAS

The Council of the Municipality of [Name], in the Province of **British Columbia**, is empowered pursuant to the **Community Charter** and the **Local Government Act** to regulate the use, maintenance, and occupancy of buildings and property within the municipality;

AND WHEREAS the Council considers it necessary to ensure that rental accommodation remains safe and compliant with applicable standards;

NOW THEREFORE, the Council of the Municipality of [Name] enacts as follows:

PART 1 – TITLE

1.1 This bylaw may be cited as the "Rental Accommodation Safety, Licensing, and Inspection Bylaw No. [XXXX], [Year]".

PART 2 – PURPOSE

2.1 The purpose of this bylaw is to:

- Regulate rental and transient accommodation;
 - Establish licensing requirements;
 - Establish inspection programs;
 - Ensure life-safety standards are maintained;
 - Authorize enforcement actions including suspension or revocation of occupancy permits.
-

PART 3 – DEFINITIONS

3.1 For the purposes of this bylaw, the following definitions apply:

Boarding House – A building where lodging is provided for compensation and occupants may share kitchen or bathroom facilities.

Building Official – The municipal official responsible for administration of building regulations.

Compliance Order – A written order issued by the municipality requiring correction of violations.

Fire Chief – The municipal fire chief or designate.

Hotel – A building providing temporary accommodation to the public for compensation.

Hostel – A building providing shared or dormitory-style accommodation.

Inspection Officer – A Bylaw Enforcement Officer, Building Official, Fire Official, or other person authorized by the municipality.

License – A Rental Accommodation License issued under this bylaw.

Motel – A building providing temporary accommodation with units typically accessed from exterior corridors or parking areas.

Occupancy Permit – A permit issued by the municipality authorizing occupancy of a building or portion thereof.

Owner – The registered owner of land or a person responsible for operating rental accommodation.

Rental Accommodation – Any building or unit used for lodging in exchange for payment, including apartments, boarding houses, hostels, hotels, motels, and rooms rented within a dwelling.

PART 4 – APPLICATION

4.1 This bylaw applies to all buildings used for rental accommodation within the municipality. Owner-occupied dwellings that do not contain rental units are exempt.

PART 5 – RENTAL ACCOMMODATION LICENSE REQUIRED

5.1 No person may operate rental accommodation without a **valid Rental Accommodation License** issued by the municipality.

5.2 A separate license may be required for each building.

5.3 Licenses must be renewed annually unless otherwise determined by Council.

5.4 The municipality may refuse or revoke a license where:

- Safety standards are not met;
- Inspections reveal unsafe conditions;
- The owner fails to comply with municipal orders.

PART 6 – INSPECTION AUTHORITY

6.1 Inspection Officers may enter property at reasonable times to determine compliance with this bylaw and other municipal regulations.

6.2 Inspections may include examination of:

- Fire safety systems;
- Means of egress;
- Fire separations;
- Occupancy limits;
- Sanitation and maintenance conditions;
- Structural safety hazards.

6.3 Entry into occupied units requires consent of the occupant or lawful authority, including an inspection warrant.

PART 7 – INSPECTION PROGRAM

7.1 The municipality may establish a **Rental Accommodation Inspection Program**.

7.2 Inspections may occur:

- On a periodic cycle established by Council;
- Upon complaint;
- Where there are reasonable grounds to believe unsafe conditions exist.

PART 8 – OWNER RESPONSIBILITIES

8.1 Owners and operators must:

- Maintain rental accommodation in safe condition;
 - Maintain fire detection and suppression systems;
 - Ensure occupancy limits are not exceeded;
 - Comply with municipal bylaws and orders;
 - Provide access for inspections.
-

PART 9 – COMPLIANCE ORDERS

9.1 Where violations are identified, the municipality may issue a **Compliance Order** requiring corrective action.

9.2 The order must specify:

- The violation;
 - Corrective measures required;
 - The timeframe for compliance.
-

PART 10 – SUSPENSION OR REVOCATION OF OCCUPANCY PERMIT

10.1 The municipality may suspend or revoke an occupancy permit where:

- Serious health or safety hazards exist;
- The building is operated without a valid license;
- The owner fails to comply with a Compliance Order;
- The building is used contrary to approved occupancy.

10.2 Where an immediate threat to life or safety exists, the municipality may order **immediate cessation of occupancy**.

PART 11 – EMERGENCY BUILDING CLOSURE

11.1 Where an Inspection Officer or Fire Chief determines that a building presents an immediate danger to life or safety, the municipality may order:

- Evacuation of the building;
- Cessation of occupancy;

- Temporary closure until hazards are corrected.

11.2 Notice may be posted on the building stating:

"UNSAFE – OCCUPANCY PROHIBITED BY ORDER OF THE MUNICIPALITY."

PART 12 – MUNICIPAL REMEDIAL ACTION

12.1 If an owner fails to comply with an order issued under this bylaw, the municipality may undertake the required work and recover costs from the owner.

12.2 Costs may be added to property taxes.

PART 13 – OFFENCES AND PENALTIES

13.1 A person commits an offence if they:

- Operate rental accommodation without a license;
- Obstruct an inspection;
- Fail to comply with a Compliance Order;
- Allow occupancy after suspension or revocation of an occupancy permit.

13.2 Each day that a violation continues constitutes a separate offence.

13.3 Penalties may be imposed through ticketing or prosecution as permitted under the **Community Charter**.

PART 14 – RECONSIDERATION BY COUNCIL

14.1 An owner may request reconsideration of a license suspension or occupancy permit revocation within **14 days** of notice.

14.2 Council may confirm, modify, or reverse the decision.

14.3 Emergency closure orders remain in effect during reconsideration.

PART 15 – SEVERABILITY

15.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, the remainder shall remain in force.

PART 16 – EFFECTIVE DATE

16.1 This Bylaw comes into force upon adoption.

PART 17 – INSPECTION WARRANT AUTHORITY

17.1 Where entry to a rental accommodation building or unit is refused or cannot be reasonably obtained, the municipality may apply to the court for an **inspection warrant** authorizing entry.

17.2 An inspection warrant may authorize an Inspection Officer to:

- Enter and inspect the property;
- Examine conditions relating to safety or bylaw compliance;
- Take photographs or records necessary for enforcement.

17.3 Entry under an inspection warrant must occur at a reasonable time unless otherwise authorized by the court.

PART 18 – ADMINISTRATIVE PENALTIES

18.1 The municipality may establish an **Administrative Penalty System (APS)** for violations of this bylaw.

18.2 Administrative penalties may be imposed where an Inspection Officer determines that a person has violated any provision of this bylaw.

18.3 Administrative penalties may be issued in addition to, or instead of:

- Municipal ticketing;
- Prosecution in court;
- Suspension of licenses.

18.4 Each day that a violation continues constitutes a separate administrative offence.

18.5 Unpaid administrative penalties may be recovered by the municipality through legal proceedings or other lawful means.

PART 19 – BUILDING DECLARED UNFIT FOR HABITATION

19.1 Where the Building Official or Fire Chief determines that a rental accommodation building or unit is **unsafe or unfit for habitation**, the municipality may issue an **Unfit for Habitation Order**.

19.2 A building or unit may be declared unfit for habitation where conditions include:

- Serious fire safety deficiencies;
- Structural instability;
- Lack of safe exits;
- Dangerous electrical or mechanical systems;
- Unsanitary or hazardous living conditions.

19.3 The municipality may order:

- Immediate evacuation of occupants;
- Prohibition of further occupancy;
- Posting of an **Unfit for Habitation Notice** on the building.

19.4 No person may occupy or permit occupancy of a building or unit declared unfit for habitation until the municipality confirms that required repairs and safety upgrades have been completed.

19.5 Removing or altering an Unfit for Habitation Notice without municipal authorization is an offence.

PART 20 – TENANT RELOCATION AND COST RECOVERY

20.1 Where a building is ordered vacated due to violations of this bylaw or unsafe conditions, the municipality may require the owner to pay costs including:

- Temporary accommodation for displaced tenants;
- Emergency transportation costs;
- Storage of tenant belongings where necessary;
- Other reasonable relocation expenses.

PART 21 – RENTAL ACCOMMODATION REGISTRATION SYSTEM

21.1 Every owner or operator of rental accommodation must register each rental accommodation property with the municipality.

21.2 Registration must be renewed annually and must include information such as:

- Legal property description;
- Civic address;
- Number and type of rental units;
- Emergency contact information.

PART 22 – COMPLIANCE AGREEMENTS

22.1 Where violations are identified, the municipality may enter into a **Compliance Agreement** with the owner or operator.

22.2 The agreement may require the owner to:

- Complete specified repairs or safety upgrades;
- Meet defined milestones within set timelines;
- Implement interim safety measures.

PART 23 – PROGRESSIVE ENFORCEMENT AND ESCALATING PENALTIES

23.1 Enforcement measures will escalate if violations are not resolved, starting from:

- Warning and Compliance Notice;
- Administrative penalties and tickets;
- License suspension;
- Occupancy permit revocation;
- Building closure.

23.2 Escalating penalties apply based on the severity and frequency of violations.

PART 24 – PROBLEM PROPERTY FEE RECOVERY

24.1 The municipality may recover costs from property owners for excessive calls for municipal services related to **Problem Properties**.

24.2 Fees will cover:

- Fire department responses;
- Police responses;
- By-law enforcement actions.

SCHEDULES

- **Schedule A** – Life Safety Inspection Checklist
- **Schedule B** – Rental Accommodation License Fees
- **Schedule C** – Bylaw Offence Penalty Schedule
- **Schedule D** – Inspection Frequency
- **Schedule E** – Chronic Nuisance Property Designation
- **Schedule F** – Property Management and Security Requirements
- **Schedule G** – Life Safety Upgrades for Existing Buildings
- **Schedule H** – Change of Operator or Change of Use Requirements
- **Schedule I** – Problem Property Fee Recovery

READ A FIRST TIME this ___ day of _____

READ A SECOND TIME this ___ day of _____

READ A THIRD TIME this ___ day of _____

ADOPTED this ___ day of _____

Mayor _____

Corporate Officer _____

SCHEDULE A

LIFE SAFETY INSPECTION REQUIREMENTS

For the purposes of administering this Bylaw, an Inspection Officer may inspect any Rental Accommodation for compliance with life safety standards, including but not limited to the following items.

1. Fire Detection and Alarm Systems

The Inspection Officer may verify that:

- Smoke alarms are installed in accordance with applicable fire safety standards.
- Smoke alarms are operational and properly maintained.

- Carbon monoxide alarms are installed where required.
- Fire alarm systems, where installed, are functional and maintained.

2. Fire Suppression Equipment

The Inspection Officer may verify that:

- Portable fire extinguishers are installed and serviced annually.
- Sprinkler systems are operational where required.
- Standpipe systems are operational where required.

3. Means of Egress

The Inspection Officer may verify that:

- Exits are unobstructed and readily accessible.
- Exit corridors are free of storage or other obstructions.
- Exit signage is visible and illuminated.
- Emergency lighting systems are operational.

4. Fire Separations

The Inspection Officer may verify that:

- Fire-rated doors are maintained in working order.
- Fire doors are not blocked or propped open.
- Penetrations through fire-rated assemblies are properly sealed.

5. Electrical Safety

The Inspection Officer may verify that:

- Electrical panels are accessible and properly labeled.
- No exposed wiring or unsafe electrical connections are present.
- Electrical systems appear to be maintained in safe condition.

6. Structural Safety

The Inspection Officer may verify that:

- Stairs, floors, and balconies are structurally sound.
- Guardrails and handrails are secure and compliant.
- No visible structural damage presents a safety hazard.

7. Sanitation and Health Conditions

The Inspection Officer may verify that:

- Adequate plumbing fixtures are available.
- Waste storage and disposal facilities are maintained.
- No unsanitary accumulation of garbage or hazardous materials exists.

8. Occupancy and Sleeping Arrangements

The Inspection Officer may verify that:

- Occupancy levels are consistent with approved limits.
- Sleeping rooms are not located in areas prohibited for sleeping use.

SCHEDULE B

RENTAL ACCOMMODATION LICENCE FEES

Unless otherwise established by Council resolution, the following annual licence fees apply.

Type of Accommodation	Annual Fee
Boarding House	\$250
Hostel	\$300
Hotel	\$500
Motel	\$500
Apartment Building	\$300 per building
Rental Suite in Dwelling	\$100

Additional Fees

Where re-inspections are required due to non-compliance, the municipality may charge an additional inspection fee of **\$150 per inspection**.

SCHEDULE C

MUNICIPAL TICKET PENALTY SCHEDULE

For the purposes of enforcement, the following offences and penalties may be issued by Municipal Ticket Information under the authority of the **Community Charter**.

Offence	Penalty
Operating rental accommodation without licence	\$1,000
Failure to permit inspection	\$500
Failure to comply with Compliance Order	\$1,000
Occupancy after occupancy permit suspension	\$2,000
Obstructing an Inspection Officer	\$750
Removing Unfit for Habitation notice	\$2,000

Each day an offence continues constitutes a separate offence.

SCHEDULE D

INSPECTION FREQUENCY PROGRAM

The municipality may inspect rental accommodation at the following intervals:

Type of Accommodation	Minimum Inspection Interval
Boarding Houses	12 months
Hostels	24 months
Hotels	24 months
Motels	24 months
Apartment Buildings	36 months
Rental Suites in Dwellings	Complaint-driven

The municipality may conduct additional inspections where:

- complaints are received;
- safety concerns arise;

- violations are identified.
-

SCHEDULE E

CHRONIC NUISANCE PROPERTY CRITERIA

A property may be designated as a **Chronic Nuisance Property** where repeated incidents associated with the property negatively affect the surrounding neighbourhood.

Designation Criteria

A property may be designated where **three or more substantiated incidents occur within a 12-month period**, including:

- repeated police calls for service
- repeated fire department responses
- repeated bylaw enforcement complaints
- persistent criminal or disorderly activity.

Consequences of Designation

Where a property is designated a Chronic Nuisance Property, the municipality may require:

- enhanced inspection frequency
 - submission of a property management plan
 - implementation of security measures.
-

SCHEDULE F

PROPERTY MANAGEMENT AND SECURITY REQUIREMENTS

Where necessary for safety or nuisance mitigation, the municipality may impose licence conditions requiring the owner to implement measures including:

- On-site property management
- Security patrols
- Exterior lighting improvements
- Surveillance cameras in common areas
- Guest or tenant registration systems
- Emergency contact availability.

SCHEDULE G

LIFE SAFETY UPGRADES FOR EXISTING BUILDINGS

Where the municipality determines that life safety improvements are necessary, the owner may be required to implement upgrades including:

- interconnected smoke alarms
- carbon monoxide alarms
- emergency lighting in corridors and exit routes
- portable fire extinguishers in common areas
- improved exit signage.

Where serious safety deficiencies are identified, additional upgrades may be required including:

- installation of fire alarm systems
- sprinkler systems
- fire separations between units.

Compliance timelines may be established through:

- Compliance Orders
- Compliance Agreements
- Licence conditions.

SCHEDULE H

CHANGE OF OPERATOR OR CHANGE OF USE

An owner must notify the municipality in writing within **30 days** where:

- ownership of a rental accommodation property changes;
- a new operator assumes control;
- the type of accommodation changes;
- substantial renovations occur.

The municipality may require:

- a new licence application
- updated registration information
- a new inspection prior to issuing a licence.

SCHEDULE I

PROBLEM PROPERTY SERVICE COST RECOVERY

Where a property generates excessive calls for municipal services, the municipality may recover service costs from the owner.

Service Fee Schedule

Municipal Service	Fee
Police response	\$500 per response
Fire department response	\$1,000 per response
Bylaw enforcement inspection	\$250 per inspection

Threshold for Cost Recovery

Cost recovery may be imposed where a property generates **more than five municipal service responses within a twelve-month period.**

Payment

Service fees must be paid within **60 days** of issuance.

Unpaid fees may be recovered by:

- adding the amount to property taxes; or
- initiating collection proceedings.

SAMPLE FOR DISCUSSION ONLY