



Council Minutes

Meeting #: R6/2026
Date: March 25, 2026, 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor) (arrived at 4:08 p.m.)
W. Cole-Hamilton (arrived at 4:10 p.m.)
D. Frisch (arrived at 4:02 p.m.)
D. Hillian (Acting Mayor; Councillor)
E. Jolicoeur
M. McCollum
W. Morin (electronic)

Staff Present: A. Langenmaier, Acting City Manager (CAO); Director of Financial Services
A. Guillo, Acting Director of Corporate Services
K. O'Connell, Acting Director of Development Services (electronic)
K. Shaw, Director of Operational Services
R. Armstrong, Manager of Utilities
N. Gothard, Manager of Community & Sustainability Planning
P. Maloney, Acting Manager Development Planning
A. Proton, Manager of Legislative Services (CO)
J. Cramer, Policy Planner 2
M. Grimsrud, Planner 3
P. Janecek, Legislative Services Coordinator
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Acting Mayor Hillian called the meeting to order at 4:00 p.m. and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

2. INTRODUCTION OF LATE ITEMS

Without any late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - March 11, 2026

Moved By Jolicoeur

Seconded By McCollum

THAT Council adopt the March 11, 2026 Regular Council minutes.

CARRIED

3.2 Parks and Recreation Advisory Commission (PRAC) Meeting Minutes - February 5, 2026

Moved By McCollum

Seconded By Jolicoeur

THAT Council receive the February 5, 2026 Parks and Recreation Advisory Commission (PRAC) meeting minutes.

CARRIED

With no objection, Council varied the order of the agenda to consider Item 4.2, Experience Comox Valley - New 5-Year Municipal Regional District Tax (MRDT) Plan Update, prior to Item 4.1, BCAA's Evolve E-Bike and E-Scooter Pilot Project - 2025 Outcomes and 2026 Next Steps, to accommodate presenter availability, and re-ordered the agenda accordingly.

4. PRESENTATIONS

4.1 Experience Comox Valley - New 5-Year Municipal Regional District Tax (MRDT) Plan Update

Tanya Massa, Tourism Development Specialist with Experience Comox Valley and 4EVER Strategies Inc., provided an update on the proposed new five-year Municipal and Regional District Tax (MRDT) plan. The presentation reviewed outcomes of the current MRDT, outlined the process to transition to a higher-rate regional MRDT, and highlighted benefits including increased funding for tourism services and affordable housing initiatives.

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council provide a letter of support for the Comox Valley Regional District's (CVRD) application to the Province of B.C. for the new 5-Year Municipal and Regional District Tax (MRDT) program.

CARRIED

Councillor Frisch arrived at 4:02 p.m.

Mayor Wells arrived at 4:08 p.m., at which time Councillor Hillian relinquished the Chair as Acting Mayor.

Councillor Cole-Hamilton arrived 4:10 p.m.

4.2 BCAA's Evolve E-Bike and E-Scooter Pilot Project - 2025 Outcomes and 2026 Next Steps

David Holzer, Business Development Manager with BCAA's Evolve e-bike share program, presented an update on the Evolve e-bike and e-scooter pilot project. In 2025, the pilot program in Courtenay achieved over 4,400 trips and experienced notable ridership growth. Survey results indicated strong community support, reduced reliance on personal vehicles, and improved access to local transportation. Planned next steps for 2026 include expanded safety education, improved parking zones, the launch of an Inclusive Mobility Program with discounted fares, and support for a City pilot on multi-use pathways through speed controls, data sharing, and safety measures.

Moved By Frisch

Seconded By Cole-Hamilton

WHEREAS usage of e-bikes and e-scooters on trails within City of Courtenay parks is prohibited;

WHEREAS many residents rely on e-bikes and e-scooters for their enjoyment of recreational trails such as the Airpark;

WHEREAS many City of Courtenay trails are part of active transportation routes;

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare an amendment to the Parks and Public Spaces Regulation Bylaw No. 3121 to permit the use of e-bikes and e-scooters on specified trails within the City;

AND THAT Council direct staff to prepare a staff report to provide more information on which trails are appropriate for e-bike and e-scooter use.

CARRIED

5. STAFF REPORTS

5.1 Corporate Services

5.1.1 Election Bylaw and Appointments

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to prepare an amendment to “Election Bylaw No. 3073” for Council’s consideration prior to the 2026 general election, as follows:

- If there are over 20 candidates for a position, that names be listed in alphabetical order on the ballot;
- To include the Freedom of the City recipients as part of the voters list;
- To align election signage regulations with BC Ministry of Transportation and Transit election signage regulations; and
- To remove the oath of office.

CARRIED

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff not to prepare an assent voting or opinion question for the ballot, for the 2026 municipal election.

CARRIED

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council appoint the following election officials for the 2026 municipal election:

- Kate O’Connell as Chief Election Officer;
- Adriana Proton as Deputy Chief Election Officer; and
- Patricia Janecek as Deputy Chief Election Officer.

CARRIED

5.2 Development Services

5.2.1 Housing Target Order Progress Report No. 1

Moved By Frisch

Seconded By McCollum

THAT Council receive the Housing Target Order Interim Progress Report for the period between September 1, 2025, and February 28, 2026; and

THAT Council direct staff to immediately send a copy of the report to the Minister of Housing and Municipal Affairs and post a copy of the report on the City's website.

CARRIED

5.3 Operational Services

5.3.1 Report 1 of 3: Water Metering Business Case Study - Results

Kyle Shaw, Director of Operational Services, presented the Water Metering Business Case Study, which found that summer water demand is rising faster than population growth and that unmetered homes limit conservation and equity. Residential water metering was identified as a cost-effective way to reduce use, improve fairness, and support long-term system sustainability.

Moved By Hillian

Seconded By Jolicoeur

THAT Council receive the staff report titled "*Water Metering Business Case – Results*"; AND

THAT Council endorse Residential Water Metering as the City's long-term strategic direction to advance water conservation, equity, and water-system sustainability; AND

THAT Council direct staff to proceed with the development of a **Residential Water Metering Program** Implementation Framework, including financial strategy, rate design considerations, implementation

planning, and public engagement strategy for Council’s future consideration.

CARRIED

5.3.2 Report 2 of 3: Water Metering Business Case Study - Financial Strategy

Kyle Shaw, Director of Operational Services, presented a financial strategy for residential water metering, outlining costs, projected savings, and a conservation-based rate structure. Modelling indicated most households would see similar or lower bills, with higher-use households paying more in proportion to system impacts.

Moved By Jolicoeur

Seconded By McCollum

THAT Council receive the staff report titled “*Water Metering Business Case Study – Financial Strategy*”; AND

THAT Council endorse, in principle, the development of the long-term financial strategy for the **Balanced Universal Water Metering Program**, including the continued development of a water conservation rate structure that supports equity, long-term financial stability, affordability, and conservation as the City transitions toward metered billing; AND

THAT Council support the development of a long-term financial framework, including mechanisms such as a dedicated reserve, to sustainably fund lifecycle costs associated with metering, Advanced Metering Infrastructure (AMI) technology, and related program components as implementation advances.

CARRIED

5.3.3 Report 3 of 3: Water Metering Business Case Study - Implementation Pathways

Kyle Shaw, Director of Operational Services, presented three residential water metering implementation pathways and recommended the Balanced Universal option, a phased approach prioritizing meter-ready properties and transitioning to universal metering.

Moved By Hillian

Seconded By Frisch

THAT Council receive the staff report titled “*Water Metering Business Case Study – Implementation Pathways*”; AND

THAT Council approve **Pathway 1 – Balanced Universal Water Metering Program** and direct staff to implement a phased residential water metering program that prioritizes meter-ready properties, provides a voluntary and capped option for non-meter-ready properties, and supports a transition to universal metering subject to defined performance, financial, and delivery triggers; AND

THAT Council direct staff to bring forward the necessary bylaw amendments to establish consumption-based water rates for all accounts, including seasonal pricing, minimum quarterly charges, and meter-related fees, aligned with program implementation; AND

FURTHER THAT Council direct staff to establish a Water Metering Reserve and report back with a detailed multiyear capital plan and implementation strategy for Advanced Metering Infrastructure (AMI) and residential water metering prior to program implementation.

CARRIED

Mayor Wells called a recess at 6:22 p.m. Council reconvened at 6:51 p.m.

6. EXTERNAL REPORTS AND CORRESPONDENCE

6.1 Chair Hillian - Comox Valley Sewage Service Liquid Waste Management Plan - Proposed Commitments: Inflow and Infiltration, and Source Control

Moved By Hillian

Seconded By McCollum

THAT Council direct staff to prepare a report providing feedback on the proposed inflow and infiltration and source control system commitments in the Comox Valley Sewage Service Liquid Waste Management Plan, prior to the deadline of April 30, 2026.

CARRIED

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council invite staff from the Comox Valley Regional District to attend a future meeting to present information on the proposed inflow and infiltration and source control system commitments in the Comox Valley Sewage Service Liquid Waste Management Plan.

CARRIED

6.2 Patti Alvarado, Indigenous Women’s Sharing Society - Red Dress Day Event - May 5, 2026

Moved By McCollum

Seconded By Cole-Hamilton

For consideration:

THAT Council approve a grant in the amount of \$500.00 to the Indigenous Women’s Sharing Society (IWSS) to support the venue rental costs for the Red Dress Day event at the Florence Filberg Centre on May 5, 2026, to be allocated from the Gaming Funds – Council Initiatives budget.

CARRIED

7. UNFINISHED BUSINESS

7.1 Dementia Inclusive Community Campaign - UVIC Faculty of Health and Comox Valley's Dementia Friendly Partners Group - March 11, 2026 Delegation

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council, in support of the Dementia Inclusive Community Campaign, direct staff to collaborate with the UVic Faculty of Health and the Comox Valley Dementia Friendly Partners Group to facilitate a temporary, month-long public awareness installation along 5th Street, including flags on lamp posts and temporary graphics on two benches at the corner of Duncan Avenue and 5th Street, and direct staff to assist with installation of the flags and bench graphics.

CARRIED

8. BYLAWS FOR FIRST, SECOND, AND THIRD READINGS:

8.1 Zoning – Amendment Bylaw No. 3192 (2555 Cumberland Rd)

Moved By Frisch

Seconded By Hillian

THAT Council give first, second and third reading to Zoning Amendment Bylaw No. 3192, (2555 Cumberland Rd);

THAT Council waive the Development Procedures Bylaw No. 3202, 2026 requirement for a Subdivision Preliminary Layout Review prior to adoption; and

THAT prior to adoption of the bylaw the following conditions be met:

- a) Subdivision application be made
- b) Park Master Plan finalized to the satisfaction of the Director of Development Services
- c) Environmental Master Plan finalized to the satisfaction of the Director of Development Services
- d) Infrastructure Servicing Design Plan finalized to the satisfaction of the Director of Development Services
- e) Street hierarchy / active transportation Preliminary Master Plan finalized to the satisfaction of the Director of Development Services
- f) Development Agreement finalized to the satisfaction of the Director of Development Services and executed by the applicant.

CARRIED

OPPOSED: Councillor Cole-Hamilton, Councillor McCollum and Councillor Morin.

8.2 Zoning Bylaw No. 3203, 2026 – 1st, 2nd and 3rd Readings

Moved By Frisch

Seconded By Jolicoeur

THAT Council amend Zoning Bylaw No. 3203, 2026 as follows:

- a. In Section 8.33.2 (3) add “Restaurant” and “Retail” after “Pet Day Care”

AND THAT Council give first, second, and third readings to “Zoning Bylaw No. 3203, 2026”, as amended.

CARRIED

9. COUNCIL REPORTS

9.1 Councillor McCollum

No report provided.

9.2 Councillor Cole-Hamilton

No report provided.

9.3 Councillor Frisch

No report provided.

9.4 Councillor Morin

Councillor Morin reported on her attendance at the Local Government Leadership Academy (LGLA) Leadership Forum and acknowledged Councillor McCollum's participation as a presenter on the session titled "Stewarding the Finish Line: Legacy, Leadership, and Lasting Value." Councillor Morin commended Councillor McCollum for her clear presentation of the City's asset management practices and noted the strong interest expressed by representatives from other communities.

9.5 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

9.6 Councillor Jolicoeur

No report provided.

9.7 Mayor Wells

Mayor Wells acknowledged Councillor Cole-Hamilton for his recent volunteer work in Africa and thanked him for his contribution. The work was undertaken on a volunteer basis and all funding for the initiative was provided by the Government of Canada.

10. IN CAMERA RESOLUTION

Moved By McCollum

Seconded By Jolicoeur

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality; and

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

11. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 8:51 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:14 p.m.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 202X

Mayor Bob Wells

Corporate Officer Adriana Proton