



TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY FEBRUARY 2, 2022**

The Town of Comox respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

2. ADOPTION OF AGENDA:

- a. [Adoption of the Agenda](#)

That the February 2, 2022 Regular Council Meeting Agenda be Adopted.

3. DELEGATIONS:

- (7) a. [Will Hatch, Ella Oldaker, Willow Hegg, Ava Webb & Vivianne Lemay \(Comox Youth Climate Council\) Comox Valley Green New Deal](#)
- b. [Candace Chartier, Sharon Parkes, Trudi Beutel & Art Reitmayer \(Providence Living\) Project update](#)
- (8) c. [Raymond Morin, Susan Toresdahl & Julie Spooner \(d'Esterre Seniors Centre Association\) Request for \\$15K waiver](#)

4. ADOPTION OF MINUTES:

- (9) a. [Regular Council Meeting Minutes](#)

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday January 19, 2022, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

(15)

a. [Consent Agenda](#)

That the Consent Agenda items as follows be received:

1. *January 16, 2022 email from Karen Erickson of the Pearl Ellis Gallery regarding their 2021 Year end statistics.*
2. *January 21, 2022 email from Sonia Gonsalves regarding the Dead Boat clean up.*
3. *January 25, 2022 email from Dr. Teale Phelps Bondaroff requesting that Council urge the provincial government to make all prescription contraception universally available at no cost.*
4. *January 26, 2022 email from Kati Amann regarding the Parking at Brooklyn Elementary School.*

7. UNFINISHED BUSINESS:

(23)

a. [Comox Parks Use Bylaw Amendment No.1881.01, 2022](#)

1. *That Comox Parks Use Bylaw Amendment No.1881.01, 2022 be given First Reading.*
2. *That Comox Parks Use Bylaw Amendment No.1881.01, 2022 be given Second Reading.*
3. *That Comox Parks Use Bylaw Amendment No.1881.01, 2022 be given Third Reading.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(27)

a. [Comox Council Remuneration Bylaw No. 1996, 2022](#)

That Comox Council Remuneration Bylaw No. 1996, 2022 be Adopted.

(29)

b. [Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022](#)

That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be Adopted.

10. NEW BUSINESS:

(32)

a. [Road Allowance Closure and Dedication Removal Bylaw Amendment - 2137 Comox Avenue](#)

1. *That the Road Allowance Closure and Dedication Removal Bylaw Amendment 1999 be given First Reading.*
2. *That the Road Allowance Closure and Dedication Removal Bylaw Amendment 1999 be given Second Reading.*
3. *That the Road Allowance Closure and Dedication Removal Bylaw Amendment 1999 be given Third Reading.*

- (37) b. [Exempt Staff Performance Review Policy Update](#)
1. *THAT Council amend Exempt Staff Performance Review Policy CCL-057.*
 2. *THAT Council rescind Meritorious Service Pay Policy CCL-029.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (47) a. [Marc Rutten \(CVRD\) Request Letter of Support for CVRD South Sewer Extension Project](#)

13. LATE ITEMS:

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

- a. [Exclude the Public](#)

That the Public be Excluded from the In-Camera session of Council on Wednesday February 2, 2022 pursuant to the following sub-sections of section 90 of the Community Charter:

(g) litigation or potential litigation affecting the municipality.

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

LOG:	22-017	REFER:	--	AGENDA:	RCM
FILE:	5280-14	ACTION:	MR		02Feb22

RECEIVED

Jan. 17, 2022

TOWN OF COMOX

**REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE
SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.**

Name(s) of person(s) speaking: Will Hatch, Ella Oldaker, Willow Hegg, Ava Webb
Vivianne Lemaire

Organization you are representing: Comox Youth Climate Council

Primary purpose of Organization: Local youth climate action and outreach

Mailing address: 591 Sierra Pines Rd, Comox, BC V9M 3W8

Contact name: Will Hatch

Email: willgardenguy@gmail.com

Phone: 250 339 4605

or comoxyouthclimatecouncil@gmail.com


Subject matter and specific request of Council, if any (i.e., letter of support, funding):

The CYCC has delegated to Cumberland, Courtenay, and the CVRD regarding the CV Green New Deal.

Following our delegation we request that Comox work with said municipalities on the GND initiative after reviewing the Green New Deal policies.

We also ask that Comox declare a climate emergency.

Requested meeting and date: Feb 2, 2022 AV equipment required:

Date of application: Jan 10, 2022 Signature of applicant: 
(or print name)

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m., Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.

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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca
Comox BC V9M 1R9 Fx: (250) 339-7110

O

O - Cfile: 036-20/DEST
Copies - council
- JW/CF/LP

REQUESTS TO APPEAR BEFORE COUNCIL OR THE STRATEGIC PLANNING COMMITTEE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

Raymond Morin, Susan Toresdahl, Julie Spooner

Organization you are representing:

d'Esterre Seniors Centre Association Association
Primary purpose of Organization:

Seniors Recreation Centre in the Town of Comox
Mailing address:

1801 Beaufort Avenue, Comox, BC

Contact name: Raymond Morin, President

LOG: 22-021	REFER: --	AGENDA: RCM 02Feb22
FILE: 0360-20/DE	ACTION: MR	

Email: romorin@shaw.ca

RECEIVED

Jan. 19, 2022

TOWN OF COMOX

Phone: 250 871 6277

Subject matter and specific request of Council, if any (i.e., letter of support, funding):

Request that the d'Esterre Seniors Centre's outstanding contribution commitment to the Town's cost of renovating the Centre's elevator be waived. The renovation project was completed in during the summer of 2021 and we now have a fully functioning elevator. The amount in question is \$15,000.

The extended and sporadic Covid19 closures of the Centre and ongoing fixed costs places us in a financial recovery position. The amount of \$15,000 would be reallocated to our recovery as we reopen activities under the new Covid19 norms.

We gratefully acknowledge the Town's past and current contribution to our Centre and to its 800+ members.

Requested meeting and date: February 3, 2022

AV equipment required: no

Date of application:

January 19th, 2022

Signature of applicant:

(or print name)

Raymond Morin

Please Note:

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4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday January 19, 2022

Present: Mayor R. Arnott
Councillors A. Bissinger, K. Grant, J. Kerr,
S. McGowan (electronically), N. Minions, M. Swift

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
C. Freundlich, Director of Finance
G. Schreiner, Fire Chief (electronically)
S. Ashfield, Director of Operations (electronically)
M. Bell, Communications and Legislative Coordinator
Andrew Burger, Parks Superintendent
Craig Perry, Public Works Superintendent

Call to Order:

The meeting was called to order at 5:00 p.m.

There were 0 members of the public in attendance.

Mayor Arnott acknowledged that the Town of Comox is standing on the Unceded traditional territory of the K'omoks First Nation.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of the Agenda

Adoption of Agenda

That the January 19, 2022 Regular Council Meeting agenda be Adopted.

(2022.005) -- CARRIED

3. DELEGATIONS:

a. John Scott, Mark Rolston, Dianne Binns & Rhonda Bradley - Parking Restrictions at 1700 Balmoral Avenue

1700 Balmoral Avenue

Mr. Scott advised that, as residents, they are opposed to the removal of the 2-hour restricted parking fronting 1700 Balmoral Avenue. He advised that they provided suggestions to Council that he believes fairly accommodates all of the affected parties.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 15, 2021, be Adopted.

(2022.006) -- CARRIED

b. Special Council Meeting Minutes

Special Minutes

That the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday January 12, 2022, be Adopted.

(2022.007) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Minutes

SPC Minutes

That the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday January 12, 2022, be Received.

(2022.008) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Capital and Special Projects Budget 2022- Cost Increase Implications

**Capital and Special Projects
2022**

1. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'A' of this report and their inclusion in the 2022-2026 draft Financial Plan.*

(2022.009) -- CARRIED

[Opposed: Councillors ABissinger KGrant]

2. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'B' of this report and their inclusion in the 2022-2026 draft Financial Plan.*

(2022.010) -- CARRIED

3. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'C' of this report and their inclusion in the 2022-2026 draft Financial Plan.*

(2022.011) -- CARRIED

4. *THAT Council approves for expenditure the capital and special projects, in 'Schedule 'D' of this report and their inclusion in the 2022-2026 draft Financial Plan.*

(2022.012) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *That the Consent Agenda items as follows be received:*

1. *December 13, 2021 email from Dr. Sara Dubois of BC SPCA regarding an offer of support for changes of rodenticide use in Comox.*
2. *December 15, 2021 letter from Jake Martens of the Comox Valley Regional District regarding Comox Strathcona Waste Management District Bylaw Adjudication.*
3. *December 17, 2021 letter from Dr. Jonathan Kerr of the Comox Valley Family Physician Recruitment and Retention Committee regarding the urgent need for family physicians in the Comox Valley.*
4. *December 30, 2021 email from Vivian Dean regarding parking tickets.*
5. *December 31, 2021 email from Chris McEwen regarding blocked driveways from snow.*
6. *January 4, 6 & 12, 2022 emails from John Scott regarding parking restrictions at 1700 Balmoral Avenue.*
7. *January 6, 2022 email from Isabella Lee of the Girl Guides of Canada regarding Guiding Lights across BC.*

TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

8. *January 13, 2021 email from Trish Fennell regarding Shakesides.*
(2022.013) -- CARRIED
9. *Comox Valley Regional District Board Minutes from October 26 and December 7, 2021, Comox Strathcona Waste Management Board Minutes from September 9 and December 2, 2021, and Comox Strathcona Regional Hospital District Board Minutes from October 14 and November 18, 2021.*
(2022.013) -- CARRIED
2. *That Item 5 (December 31, 2021 email from Chris McEwen regarding blocked driveways from snow) be removed from the Consent Agenda for discussion.*
(2022.014) -- CARRIED
3. *That Item 1(December 13, 2021 email from Dr. Sara Dubois of BC SPCA regarding an offer of support for changes of rodenticide use in Comox) be removed from the Consent Agenda for discussion.*
(2022.015) -- CARRIED
4. *That Item 3 (December 17, 2021 letter from Dr. Jonathan Kerr of the Comox Valley Family Physician Recruitment and Retention Committee regarding the urgent need for family physicians in the Comox Valley) be removed from the Consent Agenda for discussion.*
(2022.016) -- CARRIED

7. UNFINISHED BUSINESS:

a. Strategic Planning and Action Items Report - January 19, 2022

Strategic Planning and Action Items

That the Strategic Planning and Action Items Report for January 19, 2022 be received and filed for information.

(2022.017) -- CARRIED

b. Council Remuneration

Council Remuneration

1. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given First Reading.*
(2022.018) -- CARRIED
[Opposed: Councillors ABissinger JKerr NMinions]
2. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given Second Reading.*
(2022.019) -- CARRIED
[Opposed: Councillors ABissinger JKerr NMinions]
3. *That Comox Council Remuneration Bylaw No. 1996, 2022 be given Third Reading.*
(2022.020) -- CARRIED
[Opposed: Councillors ABissinger JKerr NMinions]

c. Kealy Donaldson & Jean Sarrazin (Compass Community Radio) Seeking Financial Assistance (Delegation from December 1, 2021 Regular Council Meeting)

Compass Community Radio

The request for financial assistance from Compass Community Radio was received for information.

d. Street and Traffic Bylaw Amendment - Downtown Parking

Street and Traffic Bylaw Amendment

1. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given First Reading.*

(2022.021) -- CARRIED

d. Street and Traffic Bylaw Amendment - Downtown Parking

Street and Traffic Bylaw Amendment

2. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Second Reading.*

(2022.022) -- CARRIED

3. *That the Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022 be given Third Reading.*

(2022.023) -- CARRIED

4. *That Council provide direction to Administration to review parking and implement a hybrid parking solution at 1700 Balmoral Avenue given the community feedback*

(2022.024) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. RCMP Appreciation Day

RCMP Appreciation Day

That February 1, 2022 be proclaimed as RCMP Appreciation Day in the Town of Comox.

(2022.025) -- CARRIED

b. Festival Producer Service Agreement - 2022 Nautical Days' Festival

Nautical Days' Festival

1. *That the draft Service Contract with Mr. Dave Stevenson for the production of the 2022 Nautical Days' Festival, as attached to the January 11, 2022 report to Mayor and Council from the Executive Coordinator, be approved; and that the Mayor and Corporate Officer be authorized to execute the contract.*

(2022.026) -- CARRIED

2. *That the retained \$25,000 grant provided to the Nautical Days' Society in 2020 in order to plan and implement the 2020 Nautical Days' Festival, be reallocated to the 2022 Nautical Days Festival.*

(2022.027) -- CARRIED

c. Employees as Fire Fighters Policy

Employees as Fire Fighters

THAT Council adopts Employees as Fire Fighters Policy CCL - 071.

(2022.028) -- CARRIED

d. Marina Food Vendor Policy

Marina Food Vendors

THAT Council adopts Marina Food Vendor Policy CCL-072.

(2022.029) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Sid Williams Theatre Society - Request for grant increase

Sid Williams Grant Increase

That the December 15, 2021 letter from Deborah Renz of the Sid Williams Theatre Society, regarding their 2022-2026 budget update and grant request be received; and further,

That Council approve of an increase in the grant provided to the Sid Williams Theatre Society from \$20,000 to \$25,000 in 2022.

(2022.030) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor McGowan

Councillor McGowan advised that she:

- attended a Comox Valley Social Planning Society meeting,
- attended a Comox Valley Food Policy Council meeting and Subcommittee meeting,
- participated in the PMI-WILL interview,
- watched the Immigrant Welcome Centre's 'There's More to Me' videos,
- participated in an interview regarding Shakesides,
- met with residents from 1700 Balmoral regarding parking, and
- met with Councillor Swift to learn the CVRD sewage commission history.

b. Councillor Minions

Councillor Minions advised that she:

- participated in the PMI-WILL interview,
- met with residents from 1700 Balmoral regarding parking,
- met with Coldest Night of the Year organizers, and
- spoke to a few residents regarding local issues.

c. Councillor Bissinger

Councillor Bissinger advised that she:

- participated in the PMI-WILL interview,
- participated in Christmas hamper deliveries,
- met with Dave Stevenson regarding Nautical Days, and
- spoke to a few residents regarding assessment increases.

d. Councillor Grant

Councillor Grant advised that he attended the Regional District sports commission and board meetings.

e. Councillor Swift

Councillor Swift advised that she attended the Regional District recreation commission and board meetings.

f. Councillor Kerr

Councillor Kerr advised that he:

- attended the Comox Valley Social Planning Society meeting,
- attended a Climate Caucus meeting,
- spoke with Compass Radio regarding their plans for community radio,
- attended the Economic Update Forum, and
- met with a few residents regarding local issues.

g. Mayor Arnott

Mayor Arnott advised that he:

- attended a d'Esterre Seniors Society meeting,
- met with a developer regarding a proposed development,
- attended the Economic Update Forum,
- participated in a teleconference with MP Blaney and the CAO regarding grant applications,
- met with a Legion member regarding moving the cenotaph,
- attended a monthly BIA meeting, and
- participated in a Provincial Health call regarding COVID.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:48 p.m.

CARRIED

Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER

Town of Comox – Administration

Subject: FW: End of Year Statistics for Pearl Ellis Gallery.
Attachments: 2021 Year End Statistics for Comox museum.pdf

LOG: 22-018	REFER: --	AGENDA: RCM 02Feb22
FILE: 0230-20	ACTION: File	

From: Pearl Ellis Gallery <pearlellisgallery@gmail.com>
Sent: Sunday, January 16, 2022 10:50 AM
To: Shelly Russwurm: Town of Comox <srusswurm@comox.ca>
Cc: Clive Freundlich <clive@comox.ca>
Subject: End of Year Statistics for Pearl Ellis Gallery.

Dear Shelley Russwurm,
Please find the attached end of year statistics for the Pearl Ellis Gallery Fine Arts Society.

My understanding is that you require this as information for our rent subsidy from the City of Comox. If there is anything else you might need, please let me know.

Yours truly,
Karen Erickson,
Secretary for the Board of Directors
Pearl Ellis Fine Arts Society

RECEIVED

Jan. 17, 2022

TOWN OF COMOX

2021

Show #	Dates	# of Weeks	Artist/Show Name	# of Visitors by show	# of Visitors-aggregate	# of items shown	# of Items sold
1	Jan 7 -Jan	4	Fibre Arts -Pour Your Heart Out	217	217	25	0
2	Feb 4 - Feb 27	4	Members Winter	248	465	46	6
3	Mar 4 - Mar 27	4	C.V. Photographic Society	245	710	40	1
4	Apr 1 - Apr 24	4	Inside Art	190	900	57	1
5	Apr 29 – May 22	4	Members Spring Show	213	1113	46	2
6	May 27 - June 19	4	Island to Island Stitches & Strokes	174	1287	58	5
7	Jun 24 - July 17	4	North Island College Students	299	1586	36	1
8	July 22 - Aug 14	4	Jack Duckworth Show	275	1861	40	13
9	Aug 19 – Sep 11	4	Members Fall Show	446	2307	42	0
10	Sep 16 - Oct 9	4	Sharon Lalond	318	2625	16	4
11	Oct 14 - Nov 6	4	Brushworks	284	2909	43	6
12	Nov 12 - Dec 11	4	Members Christmas show	445	3354	50	8
					3354		
					3354		
					3354		
					3354		
Annual Total		48			3354	499	47

Town of Comox – Administration

From: Sonia Gonsalves <starbroek@gmail.com>
Sent: January 20, 2022 9:02 PM
To: Town of Comox – Administration
Subject: Dead boat clean up

LOG: 22-022	REFER: --	AGENDA: RCM 02Feb22
FILE: 0220-50	ACTION: Mr	

RECEIVED

Jan. 21, 2022

TOWN OF COMOX

Good day town council/mayor,

I would like to make a suggestion of having a medal or honorary thank you presented to the people and organizations participating in the clean up. I can't tell you how wonderful it was to see this being done.

The environment and citizens would certainly benefit and it also would bring more attention to the problem.

These folks deserve a public thank you at a suitable time like nautical days or another local festival.

Please let me know your thoughts

Yours truly
Sonia Gonsalves
778 585-3952

Sent from my iPhone

Town of Comox – Administration

RECEIVED

Subject: FW: Will your council endorse our call for free prescription contraception?

Jan. 25, 2022

LOG: 22-026	REFER: --	AGENDA: RCM 02Feb22
FILE: 0400-03	ACTION: MR	

TOWN OF COMOX

From: Teale Phelps Bondaroff <tealepb@gmail.com>

Sent: January 25, 2022 3:53 PM

To: council <council@comox.ca>; Alex Bissinger <abissinger@comox.ca>; K Grant <kgrant@comox.ca>; Stephanie McGowan <smcgowan@comox.ca>; pmckenna@comox.ca; Nicole Minions <NMinions@comox.ca>; m swift <mswift@comox.ca>; Russ Arnott <Rarnott@comox.ca>

Subject: Will your council endorse our call for free prescription contraception?

Dear Members of Comox Council,

I am writing to follow up on previous correspondence which I sent to you over the summer. I am the Chair of the AccessBC Campaign for free prescription contraception, a grassroots, province-wide campaign that advocates for universal no-cost prescription contraception in British Columbia. Our campaign was founded in 2017, and comprises a team of amazing volunteers from across the province.

We have been reaching out to municipalities across the province and asking them to endorse universal no-cost prescription contraception as part of our efforts to galvanize public pressure supporting this policy. To date, 29 municipalities and districts have passed motions supporting universal access to no-cost prescription contraception and have written to the provincial government urging them to adopt this policy as soon as possible.

Universal no-cost prescription contraception improves health outcomes for mothers and infants, increases equality, makes life more affordable for people, and will save the government millions. You can learn more about barriers to prescription contraception and the benefits of universal no-cost prescription contraception in our [Briefing Paper](#), as well as and more about the AccessBC Campaign.

We are working to ramp up pressure leading up to the forthcoming 2022 provincial budget, and municipal endorsements have a huge impact. As such, our campaign is reaching out to municipal councils to ask them to endorse universal no-cost prescription contraception before the end of February 2022. If your municipality passed a motion since we last got in touch this summer, please let us know so we can sing your praises! If you haven't yet had a chance to adopt a motion, now is the perfect opportunity, and doing so can take less than 10 minutes of your council's time.

I am writing to you today in order to ask if your municipality would be willing to step up and call on the provincial government to make all prescription contraception universally available at no cost?

To help out as much as possible, we have drafted a sample motion which you are welcome to amend as needed:

Universal No-Cost Coverage of Prescription Contraception

WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities;

WHEREAS providing no-cost prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system;

WHEREAS contraceptive methods targeted at men (such as condoms or vasectomies) are available at low cost or are covered by BC's Medical Services Plan, whereas contraceptive methods for people with uteruses (such as birth control pills, intra-uterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE BE IT RESOLVED THAT Council directs the Mayor to write to the Provincial Government to urge them make all prescription contraception in BC available at no cost under the Medical Services Plan.

Please let us know if your municipality adopts this motion so we can sing your praises and help use this support to put additional pressure on the government. And do let us know if you require any assistance in drafting a letter to the province.

Thank you for your support of this important issue.

On behalf of the AccessBC Campaign for free prescription contraception in BC,



Dr. Teale Phelps Bondaroff
Chair and Co-Founder
Tealepb@gmail.com

Town of Comox – Administration

Subject: FW: Thank you for supporting increasing access to contraception!

LOG: 20-447	REFER:	AGENDA: RCM 16Dec20
FILE: 0400-03	ACTION: MR	

From: Teale Phelps Bondaroff <tealepb@gmail.com>

Date: Friday, November 27, 2020 at 11:15 PM

To: council <council@comox.ca>, Alex Bissinger <abissinger@comox.ca>, K Grant <kgrant@comox.ca>, Stephanie McGowan <smcgowan@comox.ca>, Pat Mckenna <pmckenna@comox.ca>, Nicole Minions <NMinions@comox.ca>, m swift <mswift@comox.ca>, Russ Arnott <Rarnott@comox.ca>

Subject: Thank you for supporting increasing access to contraception!

RECEIVED

Nov. 30, 2020

Dear Members of Comox Council,

TOWN OF COMOX

We are writing to thank you for supporting resolutions EB76 and EB77 at the recent meeting of the Union of British Columbia Municipalities (UBCM). Both of these resolutions called on the provincial government to make all prescription contraception in BC available at no cost under the Medical Services Plan.

With your help, these resolutions passed and have already helped push this issue forward. In the recent provincial election, all three major parties pledged to increase access to prescription contraception. We are currently advocating for the inclusion of this important policy in the forthcoming 2021 provincial budget.

In addition to thanking you for your support, we also wanted to offer some additional recommendations for ways that you can step up to support gender equality and promote sexual health in your municipality:

- 1.
- 2.
3. **Help reduce period poverty by providing free menstrual products in the washrooms of municipal facilities.**
- 4.

In BC, too many people who menstruate have to choose between purchasing menstrual products and purchasing food. When people don't have access to menstrual products they use unsanitary alternatives that jeopardize their health, skip work, miss school, and stay home so that they can't access services and programming that can help them. Lack of access to menstrual products can exacerbate the impacts of poverty in our community, and undermine the health of people who menstruate.

In many of our communities, tampons, pads, and environmentally friendly alternatives are treated like luxury items reserved for people who can afford them. Importantly, we don't do this with other essential products that you would find in a washroom, including toilet paper, hand soap, or paper towels.

With the help of United Way and their Period Promise campaign, some BC municipalities are starting to see the role that they could play in helping to address the issue, with Coquitlam, Victoria, Port Coquitlam, Port Moody, Burnaby, New Westminster, and Vancouver all working towards implementing policies on access to menstrual products in their cities. If you would be interested in hearing about

policy options that your municipality could implement, please connect with Neal Adolph of the United Way, at periodpromise@uwlm.ca.

- 2.
- 3.
4. **Make free condoms available at municipal facilities.**
- 5.

While increased access to prescription contraception is an important step in improving the health and well-being of BC residents, it is not a sexual and reproductive health silver bullet. Prescription contraception can sometimes fail to prevent unwanted pregnancies, and it does not protect against sexually transmitted infections (STIs). While the BC government has promised to make prescription contraception free, that policy has not yet been put into action; even when it is, other barriers may impede some people's access to prescription contraception.

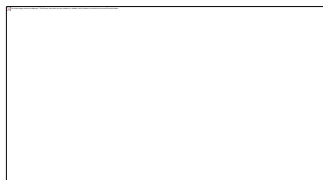
Making internal and external condoms, and small sachets of lubricant, available at discreet locations in public facilities, is a highly cost-effective way to improve sexual and reproductive health in your community. When barrier methods of contraception, like condoms, are combined with prescription contraception like pills or IUDs, they increase the effectiveness of pregnancy-prevention and also protect against STIs.

Access to condoms and lubricant also helps protect the sexual health of people who cannot become pregnant. STIs are a concern for people in the LGBTQ2S+ community as well, and providing safer sex supplies can help reduce stigma and be part of building a municipality that is inclusive and supportive.

If you need any support in increasing access to free condoms in your municipality, please contact us - we would be happy to assist you.

Thank you for your support!

On behalf of the AccessBC Campaign for free prescription contraception in BC,



Dr. Teale Phelps Bondaroff
Chair and Co-Founder

Tealepb@gmail.com

778-678-8325



Devon Black
Co-Founder
devon.black@gmail.com
250-317-9561

Town of Comox – Administration

Subject: FW: Brooklyn elementary parking

From: Katarina HENRY <katipaz.henry@gmail.com>

Sent: January 26, 2022 12:53 PM

To: Town of Comox – Administration <town@comox.ca>

Subject: Brooklyn elementary parking

To: Major & Comox Council

LOG: 22-027	REFER: --	AGENDA: RCM 02Feb22
FILE: 4020-20/07	ACTION: MR	

RECEIVED

Jan. 26, 2022

TOWN OF COMOX

I am writing to you as a concerned parent of a grade one student at Brooklyn elementary. There have been many parking issues at the school. I have met with the principal regarding the parking issue the school has exhausted many avenues. I am proposing that the section of road in front of the school between the hours of 8:20-8:45 and 1420-1445 become a temporary parking option. Currently, this section of the road is a bike lane, however no students use this bike lane as they are still inside property grounds. The parking lot is usually full thirty minutes prior to school dismissal, and isn't an option for many working parents. I was recently ticketed as I waited in this lane for my daughter to ensure her safety through the parking lot. In this particular instance I hadn't even parked the car. I want my child to be safe as she walks through the parking lot and therefore she requires an adult to be with her. It is also my responsibility to keep my child safe as with the school and ultimately the town of Comox. Are the parents of Brooklyn Elementary supposed to leave their grade one children to wander to the busy road by themselves to wait? If the school is unable to provide any more alternatives than I think it should be the town to step forward and consider this proposal. This issue is so important as my child and her classmates are the future of Comox. Will a child need to get hurt before action is taken ?

Sincerely

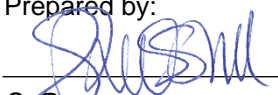

Kati Amann



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: February 2, 2022

TO: Mayor and Council	FILE: 4540-01
FROM: Shelly Russwurm, Director of Corporate Services	DATE: Jan. 27, 2022
SUBJECT: Parks Use Bylaw Amendment	

Prepared by:  S. Russwurm, Dir. Corporate Services	Supervisor: _____ _____	Financial Approved: _____ Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That the Comox Parks Use Bylaw Amendment No. 1881.01, 2022 be given First Reading.
2. That the Comox Parks Use Bylaw Amendment No. 1881.01, 2022 be given Second Reading.
3. That the Comox Parks Use Bylaw Amendment No. 1881.01, 2022 be given Third Reading.

PURPOSE

To update the Parks Use Bylaw to reflect the changes to the Parks Use Permit Fee for Marina Park mobile vendors that Council approve at its January 19th regular meeting. To also amend the Parks Use Permit Fee for mobile vendors in other Town parks, and remove the opportunity for mobile vendors on the east side of Marina Park and along the Promenade.

STRATEGIC PLAN LINKAGE

An update to the Parks Use Fee for mobile vendors is in response to Council's recently adopted Marina Park Vendor Policy. This item is directly related to the CAO's strategic priority, Marina Park Vendor Policy and Program Changes.

BACKGROUND

On January 19, 2022, Council adopted the Marina Park Vendor Policy, which established updated fees for mobile vendors in Marina Park. The fees are established by in the Parks Use Bylaw and therefore the bylaw must be amended to implement the new fees.

Also included in the attached bylaw amendment is an update of 5% in 2023 for mobile vendor parks use fees in other parks. In addition, due to the lack of power and water services in other locations at Marina Park, and the desire to keep mobile vendors located together, opportunities for mobile vending on the east side of the park and along the Promenade have been removed.

ATTACHED: PROPOSED PARKS USE AMENDMENT BYLAW NO. 1881.01, 2022

BYLAW NO. 1881.01

SCHEDULE “A”

Parks Use Permit Fees, effective 2022:

	Permit Fee	Damage Deposit
Mobile Vendors – Marina Park	\$3,200 / year	\$500 for monthly and annual permits
Mobile Vendors – all other parks	\$57.50 / day \$575 / month \$2,875 / year	\$500 for monthly and annual permits

Parks Use Permit Fees, effective 2023:

	Permit Fee	Damage Deposit
Mobile Vendors – Marina Park	\$3,500 / year	\$500 for monthly and annual permits
Mobile Vendors – all other parks	\$60 / day \$600 / month \$3,000 / year	\$500 for monthly and annual permits

Parks Use Permit Fees, effective 2024:

Parks Use Fees for the years 2024 and beyond shall be increased by a rate equivalent to the percentage change in the Consumer Price Index for British Columbia over the immediately preceding year.

SCHEDULE "B"

Permitted Mobile Vending Locations



TOWN OF COMOX

BYLAW NO. 1996

**A BYLAW TO PROVIDE FOR THE PAYMENT OF REMUNERATION
TO COUNCIL MEMBERS**

WHEREAS Council wishes to set, by Bylaw, the level of remuneration available to elected officials;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the “Comox Council Remuneration Bylaw No. 1996, 2022”.

2. Council Remuneration

- (1) The Mayor shall be paid remuneration for discharge of the duties of office in the amount of fifty eight thousand two hundred and seventy five dollars (\$58,275.00) per year.
- (2) Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of twenty six thousand three hundred and seventy one dollars (\$26,371.00) per year.
- (3) Remuneration for Mayor and Councillor shall be adjusted on January 1st of each year by a rate equivalent to
 - (a) 10% of the percentage change in the Consumer Price Index over the immediately preceding year, for British Columbia, plus
 - (b) 90% of the average percentage change in annual remuneration for the offices of Mayor and Councillor at year-end, over the immediately preceding year and for the following municipalities in BC:
 - (i) The Corporation of the City of Courtenay,
 - (ii) The Town of Qualicum Beach,
 - (iii) The City of Parksville, and
 - (iv) The Town of Sidney.

- (4) Council remuneration shall be paid monthly.
- (5) In addition, the Town shall insure members of Council against accident while on official business for the Town.

3. Effective Date

The effective date of this Bylaw is January 1, 2023.

4. Repeal

Comox Council Remuneration and Expense Bylaw No. 1905, 2018 is hereby repealed.

5. Adoption

- (1) READ A FIRST time this 19th day of January, 2022
- (2) READ A SECOND time this 19th day of January, 2022
- (3) READ A THIRD time this 19th day of January, 2022
- (4) ADOPTED this day of , 2022

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 1358.04

A BYLAW TO AMEND THE STREET AND TRAFFIC BYLAW

The Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the “Comox Street and Traffic Bylaw Amendment No. 1358.04, 2022”.

2. Amendment

The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) by inserting the following definition to section 3.2:

“**Traffic Control Device** means a sign, signal, line, meter, marking, space, barrier or device, placed or erected by authority of the minister responsible for the administration of the Transportation Act or the Council of the Town of Comox”;

(b) by replacing section 4.4 with the following text:

“4.4 Snow, Ice and Rubbish Removal

(a) The owner or occupier of any commercial and multi-family zoned parcel of real property shall, not later than 10:00 a.m. every day, remove snow, ice and rubbish from any sidewalk adjacent to such parcel for a distance that coincides with the parcel's property line and for the full width of the sidewalk.

(b) If an owner or occupier of any commercial and multi-family zoned parcel of real property fails to remove snow, ice and rubbish, as required by section 4.4(a), the Public Works Superintendent may authorize the removal and the costs of such removal (including all expenses) shall be added to and form part of the taxes payable in respect of the land as taxes in arrears.”;

(c) by removing the following text from the end of section 7.4: “as set out in Schedule ‘A’ to this bylaw”;

(d) by replacing section 7.16 with the following text:

“7.16 Removal of Vehicles, Chattels and Obstructions

(a) Any vehicle which is stopped, standing or parked contrary to any provision of this bylaw, or which is otherwise unlawfully occupying a

portion of a highway or public place may be removed, detained, towed

and/or impounded by a Traffic Officer or the Public Works Superintendent, or by a contractor acting in accordance with the directions of the Town.

- (b) Any vehicle removed, detained, towed and/or impounded under this bylaw may be recovered by the owner by paying the fees, costs and expenses set out in the Comox Fees and Charges Bylaw.
 - (c) Any chattel or obstructions unlawfully occupying any portion of a highway or public place that are considered a danger or hazard to persons using the highway as determined by the Public Works Superintendent, Peace Officer or Bylaw Enforcement Officer may be removed, detained and/or impounded immediately by a Traffic Officer or the Public Works Superintendent.
 - (d) Any chattel or obstructions removed, detained and/or impounded under this bylaw may be recovered by the owner by paying the fees, costs and expenses set out in the Comox Fees and Charges Bylaw.
 - (e) If a vehicle, chattel or obstruction is removed, detained, towed and/or impounded, and not claimed by its owner within thirty days from date of seizure, written notice shall be mailed to the registered owner, if known, advising of the seizure and the sum payable to release the vehicle, chattel or obstruction, and the date advertising for sale by public auction, if unclaimed.
 - (f) Any vehicle, chattel or obstruction not claimed by its owner within thirty days from the date of mailing of notice may be sold at a public auction, which auction shall be advertised at least once in a newspaper circulated in the Town.
 - (g) The proceeds of sale by public auction shall be applied first to the cost of the sale, second to the fees, costs and expenses of the Town or its contractor as set out above and the balance shall be held for the owner. If the balance remains unclaimed at the end of the calendar year, such balance shall be paid into the general revenue of the Town.
 - (h) Notwithstanding any other provision of this bylaw, where any garbage, rubbish or abandoned, unlicensed motor vehicle with an apparent value of less than \$300.00 is left on any highway, such articles may be removed to a landfill and disposed of therein.”;
- (e) by deleting section 9.4 Dispute Form;
 - (f) by deleting section 11.0 DIVISION VIII – Miscellaneous;
 - (g) by deleting Schedule A – Parking Restrictions;

- (h) by deleting Schedule B – Towing Charges; and
- (i) by deleting Schedule C – MUNICIPAL TICKET INFORMATION DISPUTE FORM.

3. Adoption

- (1) READ A FIRST time this 19th day of January, 2022
- (2) READ A SECOND time this 19th day of January, 2022
- (3) READ A THIRD time this 19th day of January, 2022
- (4) ADOPTED this day of , 2022

MAYOR




CORPORATE OFFICER



TOWN OF COMOX REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: February 2, 2022

TO:	Mayor and Council	FILE:	Road Closure
FROM:	Marvin Kamenz, Director of Development Services Regina Bozerocka, Planner II	DATE:	February 2, 2022
SUBJECT:	Road Allowance Closure and Dedication Removal Bylaw Amendment 2137 Comox Avenue		

Prepared by:  Regina Bozerocka, Planner II	Supervisor:  Marvin Kamenz, Director of Development Services	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Road Allowance Closure and Dedication Removal Bylaw Amendment 1999 be given First, Second and Third Reading (**Attachment 1**)

PROPOSAL

Proposed Bylaw 1999 is to amend Road Allowance Closure and Dedication Removal Bylaw 1982, which authorizes closure of approximately 760 m² portion of road to all traffic and removal of its dedication as highway. Bylaw 1982, as adopted, contains an oversight that may preclude its registration at Land Titles Office.¹

STRATEGIC PLAN LINKAGE

This report addresses the following task identified in the Strategic Priorities Chart for Planning Services: Major Development Applications.

DISCUSSION

Road Allowance Closure and Dedication Removal Bylaw 1982 facilitates construction of a new 156-unit residential care facility at 2137 Comox Avenue.

¹ Land Title Practice Manual commentary on the *Community Charter* s.40 indicates that “a bylaw passed under s. 40 of the *Community Charter* must specifically remove the dedication of the highway rather than merely closing it as was formerly the case”.

In accordance with the *Community Charter*, sec. 40, a notice of Council's intention for road closure and disposition in relation to Bylaw 1982 was published in the local newspaper and was given to BC Hydro, Fortis BC, Shaw Cable and TELUS. Notices and reports to Council on Bylaw 1982 specifically state that both road closure to traffic and dedication removal are proposed. There were no concerns from public or utility operators. Bylaw 1982 was adopted on August 11, 2022.

A bylaw to close a highway to traffic and remove its dedication must be registered at Land Titles Office (LTO). Staff were informed that LTO has changed the registration requirements and bylaws must specifically include wording acknowledging removal of highway dedication. The proposed bylaw would amend Bylaw 1982 by adding text shown in red in **Attachment 1**. As all notices specifically stated both closure to all traffic and dedication removal, there is no need to advertise the amendment bylaw.

MK/RB

Attachments:

1. Road Allowance Closure and Dedication Removal Bylaw Amendment 1999

cc: Jane Murphy, Providence Living Society
2137 Comox Avenue, Comox BC V9M 1P

Planning File

Dev App\ 2021\ DVP\ DVP 21-3 2137 Comox Ave – Providence\ Reports\ 3-RCM_Amendment of Bylaw 1982_2137 Comox Avenue_02.02.2022.docx

TOWN OF COMOX

BYLAW 1999

A BYLAW TO AMEND

ROAD ALLOWANCE CLOSURE AND DEDICATION REMOVAL BYLAW 1982

WHEREAS the Council has the authority pursuant to Section 40 of the *Community Charter*, to close a portion of a highway to all traffic and remove the dedication of the highway,

AND WHEREAS Council intended, by adopting Road Allowance Closure and Dedication Removal Bylaw 1982, to close to traffic and remove the dedication as highway of the road area identified in that Bylaw,

AND WHEREAS Council wishes to amend that Bylaw in to clarify such intention,

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the “Road Allowance Closure and Dedication Removal Bylaw Amendment 1999”.

2. Amendments

Road Allowance Closure and Dedication Removal Bylaw 1982 is hereby amended by replacing section 2 in its entirety with the following text:

Road Closure and Dedication Removal

- (1) Attached to this Bylaw as Schedule “A” and forming part of this Bylaw is a reduced copy of the reference plan of highway closure (the “Road Closure Reference Plan”).
- (2) The Town hereby authorizes the closure to all traffic and **the removal of highway dedication** of approximately 762 square metres portion of highway connecting to Comox Avenue, which was dedicated as highway at the Victoria

Land Title Office by Plan 12050, Sections 1 and 2, Comox District (the “Closed Road”).

- (3) The Mayor and Chief Administrative Officer are authorized to execute all deeds of land, plans, agreements and other documentation necessary to effect this highway closure **to all traffic and highway dedication removal.**

3. Adoption

- (1) READ A FIRST, SECOND AND THIRD time this day of February, 2022;
- (2) ADOPTED this th day of , 2022

Mayor

Corporate Officer

Road Closure Reference Plan





TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: Feb 2, 2022

TO: Mayor and Council	FILE: 0340-50 / 2022
FROM: Jordan Wall, Chief Administrative Officer	DATE: Feb 2, 2022
SUBJECT: Exempt Staff Performance Review Policy Update	

Prepared by:

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) THAT Council amend Exempt Staff Performance Review Policy CCL-057
- 2) THAT Council rescind Council Policy CCL-029 Meritorious Service Pay be rescinded

ALTERNATIVES TO THE RECOMMENDATIONS

None identified

STRATEGIC PLAN LINKAGE

None identified

BACKGROUND

In 2021 Council adopted an exempt staff review policy for the first time. The performance review was intended to create, in conjunction with the adopted salary policy, benefit policy, strategic plan, and budget timeline policy, an overall intra-organization communications, incentive, and performance management system.

After completing the first year with this cycle a few minor changes are proposed to the Senior Staff Review policy as attached to this report. The proposed policy is intended to make the completion of the document less 'clunky' and provide a more natural flow to the final review. This is done by combining the Team Work and Contribution' with Other Departments 'Achievement Factors' as well as allowing for overall comments to be made on each 'Achievement Factor' rather than requiring specific comments on each subheading within the factor.

Further, additional language as been added into the Relationship Building section regarding actions taken to support Council's adoption of UNDRIP and dedication to reconciliation as well as adding in a factor to evaluate the employee's work in obtaining grants. All exempt staff in the Organization completed Working with Indigenous Peoples® training in 2021.

Performance Review Process

The performance review policy will continue to be tied to the salary policy by setting the expectations and conditions for when exempt staff have performed to the level required for forward movement on the salary scale.

The timing of the performance review is intended to align with adoption of the budget and strategic plan. This will likely mean that the dates detailed within the policy will need to be adjusted when a final budgeting timeline is created in the future. The intent of the process would be as follows:

Budget Creation → Strategic Plan formed from budget → Performance Goals set for exempt staff → monitoring of performance goals → Performance review completion + report out on progress from CAO to Council → Salary adjustments → Budget Creation

CCL-029 Meritorious Service Pay

With Council's adoption of a benefits policy, this policy is redundant and no longer needed. Meritorious Service Pay for union members will not be affected as it is included in the Collective Agreement between the Town and Local 556.

Completing the Review Form

- The main focus is on present performance and improving future results and not on old history.
- There are no surprises on either side.
- There are no interruptions.
- Staff understand the evaluation factors and performance criteria.
- The interview is a culmination of informal evaluation feedback over the past 12 months.
- The manager has good supporting observations, statistics and data to support his/her ratings.
- The interview is a two-way discussion rather than a “talking to” session.
- Strong performance is recognized and appreciated; weak performance is discussed and improvement ideas discussed.
- The manager coaches the employee on how to improve and on setting his/her annual goals.

Challenges to a Performance Review

- Insufficient performance information.
- Differing interpretations of review standards.
- Employees who feel their performance is much better than as observed by the manager.
- Employees who are overly sensitive to criticism.
- Employees who argue about low ratings.
- A recent critical incident that offsets performance over the year.
- Employees who work hard but don't perform well.
- Employees who are new in the job and who are not fully functional.
- Delivering bad news about performance.
- Managers who focus on the pay impacts of ratings.
- Managers who let their own ratings influence how they rate.
- Managers who enhance ratings to increase pay.
- Managers who say the wrong thing or misinterpret another's words and/or actions.
- Goals which change or are dropped during the year.

Performance Appraisal Policy

Employee Name: _____

Job Title: _____ Supervisor: _____

Review Year: _____ Date of Goal Setting: _____

Purpose: The purpose of the Performance Appraisal Policy and Process is to align individual work to achieve the organizations goals. It will help individuals perform to their highest potential, support individual development and growth, encourage meaningful communication between employees and supervisors and improve organizational performance, productivity and efficiency.

Job Description and Goals

Provide an overview of the job description...

...

Rate the performance in relation to the following specific criteria established in the Performance Planning phase:

1. Criteria: List Criteria One

Examples/Comments Mid-Year:

Examples/Comments Year-End:

2. Criteria: List Criteria 2

Examples/Comments Mid-Year:

Examples/Comments Year-End:

Continue as needed...

FOUR PERFORMANCE FACTORS

An employee's performance will be evaluated in four areas reflecting the Corporation's expectations for personal results, teamwork, self-development, and relationship building.

The five achievement factors are:

1. Individual achievement
2. Work team contribution
3. Self-development
4. Relationship building

These factors are defined below:

Factor	Definition	Examples
1. Individual Achievement	<ul style="list-style-type: none">• The employee performs well in his or her job.• The employee consistently achieves results in his or her work.	<ul style="list-style-type: none">• Produces a high volume of accurate and quality work.• Can be counted on to do his or her job well.• Communicates problems and issues that affect work.• Takes responsibility for his or her work.• Is accountable for work results.• Provides ideas improve fiscal responsibility• Suggests improvements or efficiencies to Town operations• Develops ideas which can lead to increased revenue for the Town• Pursues and monitors grant opportunities for the Town

<p>2. Departmental and Work Team Contribution</p>	<ul style="list-style-type: none"> • The employee makes it easier for others to do their jobs outside his or her department. • The employee helps employees and/or customers in other areas of Town. • The employee frequently takes on additional work beyond his or her regular job to achieve better results for Town. • The employee demonstrates initiative, creativity and innovative action. • The employee actively supports the work team and helps the team perform and achieve results. 	<ul style="list-style-type: none"> • Takes initiative to help another department. • Supports changes in work processes. • Suggests ideas to solve problems facing the team. • Contributes skills and expertise to the team. • Coaches other team members. • Cross trains in other positions on the team. • Covers for team members who are away • Helps other work teams. • Develops productive work relationships with employees in other departments. • Anticipates work needs in other areas of the Corporation.
<p>3. Self-Development</p>	<ul style="list-style-type: none"> • The employee develops new knowledge, skills and/or experience that makes them more valuable to Town. 	<ul style="list-style-type: none"> • Improves technical and work skills. • Completes a job related course, program or certificate. • Cross trains on another job. • Learns about other areas of the Town's business.
<p>4. Relationship Building</p>	<ul style="list-style-type: none"> • Builds and maintains positive and proactive relationships with Town stakeholders. 	<ul style="list-style-type: none"> • Encourages stakeholder support for Town programs. • Resolves issues quickly to build stakeholder trust in the Town. • Receives early warning of an issue because of regular contact with a stakeholder. • Considers items through the lens of UNDRIP, informed consent, and reconciliation.

1. Individual Achievement
Achievement of Results, Work Volume, Work Quality Planning, Problem Solving, Communications, Initiative, Originality and/or Creativity for the Town, Improvements in Business Process or Opportunities, Ideas for Improvement

2. Teamwork
Team Communications, Contributions to Team/Department Results, Cooperation with other Department Staff, Initiative for Helping Others, Taking on Additional Work to Help Other Departments.

3. Self Development

Improvement of Skills, Development of New Skills, Cross Training on Other jobs, Job Related Courses Taken

4. External Relations

Working Relationships with External Organizations, Public and Stakeholder Trust in Town Policies, Programs and Initiatives, Consideration of UNDRIP, Informed Consent and the Town's Commitment to Reconciliation with First Nations Communities

Supervisor Comments

Employee Comments

Date Final Review Completed: _____
Salary Step for Following Year: _____

Supervisor Signature

Employee Signature

Town of Comox – Administration

Subject: FW: Request Letter of Support for CVRD South Sewer Extension Project
Attachments: 20220118_BN_sewer extension south project_Comox.pdf

RECEIVED

Jan. 25, 2022

LOG: 22-024	REFER: --	AGENDA: RCM 02Feb22
FILE: 0400-04	ACTION: MR	

TOWN OF COMOX

From: Marc Rutten <mrutten@comoxvalleyrd.ca>

Sent: January 25, 2022 10:14 AM

To: Jordan Wall <jwall@comox.ca>

Cc: Russell Dyson <rdyson@comoxvalleyrd.ca>; Darry Monteith <dmonteith@comoxvalleyrd.ca>; Shelley Ashfield <sashfield@comox.ca>

Subject: Request Letter of Support for CVRD South Sewer Extension Project

Good morning Jordan,

This email is seeking support of the Comox Valley Regional District's (CVRD) Sewer Extension South Project to provide the communities of Royston and Union Bay with wastewater servicing and treatment by connecting to the CVRD's existing wastewater infrastructure. The CVRD will be applying to the Investing in Canada Infrastructure Program's Environmental Quality stream for grant funding to advance this important initiative.

There is a long history of concern regarding wastewater treatment practices in the unincorporated areas of the CVRD bordering Baynes Sound. Over the past two decades, several attempts to bring wastewater servicing to these areas have failed for a variety of reasons, such as cost to residents, or concern over the possibility of a sewage outfall into Baynes Sound.

We feel this latest proposal works to address previous concerns by leveraging partnerships to use existing CVRD wastewater infrastructure, thus removing the financial, social and regulatory hurdles involved in constructing a new wastewater treatment plant. Discharge of treated wastewater into the Strait of Georgia via the CVRD's existing outfall off Cape Lazo, well away from the rich shellfish growing area of Baynes Sound, also mitigates previous concerns about potential wastewater impacts to the marine environment.

We have attached a briefing note to provide you with additional information for your letter of support for the CVRD's grant funding proposal, which is due January 26, 2022. Please do not hesitate to contact Darry Monteith, Manager of Liquid Waste Planning (ph. 250-334-6012, email dmonteith@comoxvalleyrd.ca) should you require any further details to help inform this correspondence.

Marc Rutten, P. Eng.

General Manager of Engineering Services Branch

Comox Valley Regional District

Tel: 250-334-6080

Sewer Extension South Project
January 2022**ISSUE**

- Provincial support is required to implement a long-term wastewater management solution for the Comox Valley Regional District's (CVRD) south region.
- The CVRD is developing an application for grant funding under the Investing in Canada Infrastructure Program for the extension of sewer services south to Royston, Union Bay and K'ómoks First Nation south lands.
- The grant funding application is due by January 26, 2022 and support from impacted provincial agencies is being sought to strengthen the application.

BACKGROUND

- Poorly functioning septic systems in the communities of Royston and Union Bay continue to impact the environment including Baynes Sound's rich shellfish resources; the septic failure rate in some neighborhoods is estimated to be 50 per cent.
- The Sewer Extension South project aims to address longstanding wastewater management concerns by connecting these communities to existing Comox Valley Sewer Service infrastructure.
- An early 2020 Comox Valley Sewage Commission decision to accept wastewater from these communities presents a new path forward for regional wastewater management, offering a more cost-effective option for residents in the south and simplifying permitting and authorizations required for project implementation.
- K'ómoks First Nation is a long-standing partner on this project and the project will facilitate KFN in building capacity towards independent government and support progress towards reconciliation.
- This is a complex issue with multiple interests and impacts at both the local and provincial level. Key local interests are understood to be:
 - Opportunity to work collaboratively with K'ómoks First Nation and support local, provincial and treaty reconciliation
 - Cost sharing with Area A and KFN for new and existing conveyance and treatment infrastructure helping to reduce costs for all participants
 - Environmental protection of Baynes Sound for the benefit of all Comox Valley residents
- Sewer servicing is needed for these communities to resolve existing public and environmental health impacts from septic systems. Once serviced, growth can be expected to occur in accordance with the CVRD's Regional Growth Strategy where the majority of growth will continue to be directed to municipal areas.

KEY POINTS

- Wastewater management is an important and ongoing issue in Royston and Union Bay because of the high density of homes, poor ground conditions, aging onsite treatment systems and potential for growth in Royston, if and when that area is incorporated, and in Union Bay as a rural settlement node.

- Following a failed referendum in 2016 that proposed a separate treatment plant for the south, the CVRD has continued to consider cost effective options for the area.
- In spring 2020 and in exchange for a financial contribution towards its assets, the Comox Valley Sewage Commission agreed to receive wastewater from Royston, Union Bay and K'ómoks First Nation into the Comox Valley Sewerage Service, eliminating the need for a new outfall or impact to Baynes Sound and providing the community with a lower cost sewage treatment solution.
- A regional approach to wastewater management and environmental protection will benefit the entire Comox Valley and is in alignment with each of the CVRD Board's four strategic drivers.
- Project costs are high and senior government funding and partner contributions are needed to increase project affordability for residents in order to develop the local collection systems that are needed to move this project forward.
- CVRD staff are working to prepare a grant application for submission to the province by January 26, 2022.

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