



## TOWN OF COMOX

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

### ***REGULAR (INAUGURAL) COUNCIL MEETING*** **AGENDA FOR WEDNESDAY NOVEMBER 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.

Adoption of the Agenda

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**1. CALL TO ORDER:**

- a. [Call to Order by Corporate Officer](#)

**2. ADOPTION OF AGENDA:**

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

*That the November 2, 2022 Special Inaugural Council Meeting Agenda be Adopted.*

**3. OATHS OF OFFICE:**

- a. [Administration of Oaths of Office by Corporate Officer](#)

1. Mayor-Elect: Nicole Minions
2. Councillors-Elect: Steve Blacklock  
Ken Grant  
Chris Haslett  
Jonathan Kerr  
Jenn Meilleur  
Maureen Swift

**4. GOVERNANCE COMMITMENT:**

- (7) a. [Signing of Governance Commitment](#)

**5. INAUGURAL ADDRESS:**

- a. [Inaugural Address by Mayor Minions](#)



**6. COUNCIL APPOINTMENTS:**

(10)

a. [Council Appointments to Comox Valley Regional District](#)

1. *That the following be appointed to the Comox Valley Regional District Board and Comox Valley Recreation Commission: Ken Grant and Jonathan Kerr, with Maureen Swift and Nicole Minions as alternates.*
2. *That the following be appointed to the Comox-Strathcona Waste Management Board: Ken Grant and Jonathan Kerr, with Maureen Swift and Nicole Minions as alternates.*
3. *That the following be appointed to the Comox-Strathcona Regional Hospital Board: Jonathan Kerr and Ken Grant, with Nicole Minions and Maureen Swift as alternates.*
4. *That the following be appointed to the Comox Valley Sewage Commission: Jonathan Kerr, Ken Grant and Maureen Swift, with Jenn Meilleur, Steve Blacklock and Chris Haslett as alternates.*
5. *That the following be appointed to the Comox Valley Water Committee: Ken Grant with 2 voting units and Jonathan Kerr with 1 voting unit, and with Nicole Minions and Maureen Swift as respective alternates.*
6. *That the following be appointed to the Comox Valley Regional Parks and Trails Committee: Jenn Meilleur and Ken Grant, with Jonathan Kerr and Maureen Swift as alternates.*

b. [2022-23 Acting Mayor Roster](#)

*That the Acting Mayor Roster for 2022-23 be as follows:*

- Councillor Steve Blacklock:	<i>November and December 2022</i>
- Councillor Ken Grant:	<i>January and February 2023</i>
- Councillor Chris Haslett:	<i>March and April 2023</i>
- Councillor Dr. Jonathan Kerr:	<i>May and June 2023</i>
- Councillor Jenn Meilleur:	<i>July and August 2023</i>
- Councillor Maureen Swift:	<i>September and October 2023</i>

c. [2022-23 Signing Authority](#)

*That the following be appointed as having signing authority for the year 2022-23:*

*Mayor Nicole Minions  
Councillor Steve Blacklock  
Councillor Ken Grant  
Councillor Chris Haslett  
Councillor Dr. Jonathan Kerr  
Councillor Jenn Meilleur  
Councillor Maureen Swift  
Jordan Wall  
Clive Freundlich  
Shelly Russwurm*



d. [2022 Council and Committee Meeting Schedule](#)

*That the 2023 Regular Council and Committee meeting schedule be approved as outlined in the November 2, 2022 report from the Director of Corporate Services titled "2023 Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule".*

e. [Community Organization Board Appointments](#)

1. *That Jonathan Kerr be appointed to the Vancouver Island Regional Library Board.*
2. *That Maureen Swift be appointed to the Filberg Heritage Lodge and Park Association.*
3. *That Jonathan Kerr and Chris Haslett be appointed to the Nautical Days Committee.*
4. *That Steve Blacklock be appointed to the Comox Valley Community Justice Center.*
5. *That Jonathan Kerr be appointed to the Comox Valley Coalition to End Homelessness.*

f. [Community Organization Liaison Appointments](#)

1. *That Chris Haslett serve as liaison to the D'Esterre Seniors Center.*
2. *That Jenn Meilleur serve as liaison to the Comox Archives and Museum.*
3. *That Steve Blacklock serve as liaison to the Comox Business Improvement Area.*

**7. ELECTION RESULTS:**

(23) a. [2022 General Local Election Results](#)

*That the report titled "2022 Report of General Local Election Results" from the Chief Election Officer, as included in the November 2, 2022 Regular (Inaugural) Council Meeting agenda, be received and filed for information.*

**8. LATE ITEMS: NIL**

**9. REPORTS FROM MEMBERS OF COUNCIL: NIL**

**10. MEDIA QUESTION PERIOD: NIL**

**11. PUBLIC QUESTION PERIOD: NIL**

**12. RESOLUTION TO GO IN-CAMERA: NIL**

**13. RISE AND REPORT FROM IN-CAMERA:**



**ADJOURNMENT**



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CORPORATE OFFICER







TOWN OF  
**COMOX**

## ***GOVERNANCE COMMITMENT***

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We, as members of the Town of Comox Council, will:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- make decisions which we believe to be in the best interests of the citizens of the Town of Comox
- review the background information and advice made available to us by the chief administrative officer (CAO) on behalf of the administration prior to rendering a decision
- seek further input from our CAO when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Mayor or CAO for review, comment and follow-up (as appropriate)
- refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table
- refrain from any public or private criticism of our administration wherein individual employees are identified
- act as good stewards of the Town and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the corporation of the Town through annual or longer-term goals and priorities (Council's business plan), through the budget approval process and by agreeing to reasonable policies which reflect, in our view, the best interests of a majority of our citizens
- ensure that we formally evaluate the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment.

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Mayor: NICOLE MINIONS

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Councillor: STEVE BLACKLOCK

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Councillor: DR. JONATHAN KERR

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Councillor: KEN GRANT

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Councillor: JENN MEILLEUR


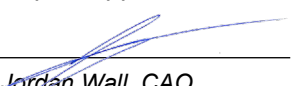
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Councillor: CHRIS HASLETT

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Councillor: MAUREEN SWIFT

<b>TO:</b>	Mayor & Council	<b>FILE:</b>	0550-01
<b>FROM:</b>	Shelly Russwurm, Director of Corporate Services	<b>DATE:</b>	November 2, 2022
<b>SUBJECT:</b>	2022-23 Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule		

Prepared by: <b>T. COX</b> Reception	Supervisor:  Shelly Russwurm, Dir. Corporate Services	Financial Approved:  Clive Freundlich, Fin. Director	Report Approved:  Jordan Wall, CAO
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**Recommendation(s) from the Chief Administrative Officer:**

*As per the recommendation of Mayor Elect Minions:*

1. That the following appointments be made to the Comox Valley Regional District boards, committees and commissions:
  - (a) Comox Valley Regional District Board and Comox Valley Sports Commission - Ken Grant and Jonathan Kerr with Maureen Swift and Nicole Minions as alternates;
  - (b) Comox-Strathcona Regional Waste Management Ken Grant and Jonathan Kerr with Maureen Swift and Nicole Minions as alternates;
  - (c) Regional Hospital Board Jonathan Kerr and Ken Grant with Nicole Minions and Maureen Swift as alternates
  - (d) Comox Valley Sewer Commission – Jonathan Kerr, Ken Grant, Maureen Swift with Jenn Meilleur, Steve Blacklock, and Chris Haslett as alternates;
  - (e) Comox Valley Water Committee – Ken Grant with 2 voting units and Jonathan Kerr with 1 voting unit, with and Nicole Minions and Maureen Swift as respective alternates; and
  - (f) Comox Valley Regional Parks and Trails Committee –Jenn Meilleur and Ken Grant with Jonathan Kerr and Maureen Swift as alternates
  
2. That Council approve the Acting Mayor Roster for the year 2022-23, as follows:
 

(a) Councillor Steve Blacklock:	November and December 2022
(b) Councillor Ken Grant:	January and February 2023
(c) Councillor Chris Haslett:	March and April 2023
(d) Councillor Dr. Jonathan Kerr:	May and June 2023
(e) Councillor Jenn Meilleur:	July and August 2023

*(f) Councillor Maureen Swift:*

*September and October 2023*

3. *That the following be appointed as having signing authority for the year 2022-23:*

- (a) Mayor Nicole Minions*
- (b) Councillor Steve Blacklock*
- (c) Councillor Ken Grant*
- (d) Councillor Chris Haslett*
- (e) Councillor Dr. Jonathan Kerr*
- (f) Councillor Jenn Meilleur*
- (g) Councillor Maureen Swift*
- (h) Jordan Wall*
- (i) Clive Freundlich*
- (j) Shelly Russwurm*

4. *That the 2023 Regular Council and Strategic Planning Committee meeting schedule be approved as outlined in the November 2, 2022 report from the Director of Corporate Services titled "2022-23 Council Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule".*

5. *That the following board appointments be made:*

- a. Jonathan Kerr be appointed to the Vancouver Island Regional Library Board*
- b. Maureen Swift be appointed to the Filberg Heritage Lodge and Park Association*
- c. Jonathan Kerr and Chris Haslett be appointed to the Nautical days Society*
- d. Steve Blacklock be appointed to the Comox Valley Restorative Justice Center*
- e. Jonathan Kerr be appointed to the Coalition to End Homelessness*

6. *That the following liaison appointments be made:*

- a. Chris Haslett serve as liaison to the D'Esterre Seniors Center*
- b. Jen Meilleur serve as liaison to the Comox Archives and Museum*
- c. Steve Blacklock serve as liaison to the Comox Business Improvement Association*

## **Purpose**

To obtain Council direction regarding Council appointments to the Comox Valley Regional District, to establish an acting mayor roster for the 2023 calendar year, identify and formalize individuals who have signing authority on behalf of the Town, and to establish Council's meeting schedule for the 2023 calendar year.

## **Strategic Plan Linkage**

Strong governance and administration is identified as one of the core services provided by Council. Meeting legislative requirements and adhering to Town policies when contemplating Council appointments to external organizations, designating signing authorities and formalizing a schedule of Council meetings contributes to an effective and efficient governing body.

## **Background**

### **1. Regional District Boards, Committees and Commissions**

Letters patent and provincial legislation establish that two members of Town Council be appointed as municipal directors to the CVRD board, which are to be appointed at pleasure by Council. These two appointees automatically become members of the Comox Strathcona

Waste Management Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Recreation Commission. Past practice with Town municipal directors is that the two alternates to the CVRD board regularly attend the regional hospital district and regional solid waste management board meetings.

The appointment of the two members of Council to the Comox Valley Water Committee combined have three voting units, meaning that one member must be assigned two voting units and the other member one voting unit.

The Town is a participant in the Comox Valley Sewerage Service, which requires the appointment of three members of Council. These members can be independent to those appointed to the CVRD board; however, past practice with the Town is to appoint the same two municipal directors as appointed to the CVRD board, and one additional member.

Earlier this year, Council consented to joining as a participant in a new Regional Parks and Trails Service. Council appointees to this new service can also be independent to those appointed to the CVRD board. Two members are required.

Past practice is for Council to appoint a single alternate appointee for each regular appointee; if Council wishes to appoint more than this number then Council is also required to establish a system to determine which alternate director is to act in the place of the absent director.

## 2. Acting Mayor Roster

A Councillor is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of Mayor is vacant. In past practice the Town of Comox has operated on a rotating schedule and one is proposed below:

<i><b>Councillor</b></i>	<i><b>Acting Mayor</b></i>
Councillor Steve Blacklock:	November and December 2022
Councillor Ken Grant	January and February 2023
Councillor Chris Haslett	March and April 2023
Councillor Dr. Jonathan Kerr	May and June 2023
Councillor Jenn Meilleur	July and August 2023
Councillor Maureen Swift	September and October 2023

Some Councils also operate under a Deputy Mayor system where one person is appointed to act as the Mayor permanently or over a longer period of time.

## 3. Signing Authority

Council, on an annual basis, designates individual members of Council as well as members of staff as signing authorities on behalf of the Town. Members of Council and staff (typically, municipal officers) designated as signing authorities ensure that Council Policy No. CCL – 023 Cheque Signing are met (Attachment 5). Signing authorities for November 2022 – October 2023 are recommended as follows:

<i><b>Council</b></i>	<i><b>Staff</b></i>
<i><b>Mayor Nicol Minions</b></i>	Jordan Wall, Chief Administrative Officer
<i><b>Councillor Steve Blacklock</b></i>	Clive Freundlich, Director of Finance
<i><b>Councillor Ken Grant</b></i>	Shelly Russwurm, Director of Corporate Services

**Councillor Chris Haslett**  
**Councillor Dr. Jonathan Kerr**  
**Councillor Jenn Meilleur**  
**Councillor Maureen Swift**

#### 4. 2023 Council Meeting Schedule

Section 125 of the *Community Charter* requires that Council meet regularly in accordance with their procedure bylaw.

Further, section 127 of the *Community Charter* requires that a schedule of the date, time and place of all regular Council meetings to be held during the year, be prepared and made

available to the public. The *Community Charter* also requires publishing a statutory notice at least once per year of the availability of the schedule.

While Council is being asked to approve the meeting schedule for the 2023 calendar year, it is always within Council's authority to propose additional meeting dates and/or to cancel meetings when needed. In addition, meetings will not be scheduled during the week of the annual Union of British Columbia Municipalities (UBCM) convention – September 18 – 22, 2023.

## 2023 COUNCIL AND COMMITTEE MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	1	2	3	4	5	6
MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	1	2	3	25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	31	1	2
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30	31	1	2	3	4	5	3	4	5	6	7	8	9
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6

All Regular Council and Strategic Planning Committee Meetings are held in Council Chambers, 1801B Beaufort Avenue, Comox, starting at 5:00 p.m.

Regular Council Meeting Day

Strategic Planning Committee

### Financial Implications

There are no significant costs associated with Council appointments to the various external committees. Costs associated with publishing a statutory notice in the newspaper, in this case,

notice of the availability of Council's 2023 meeting schedule, is captured in the current operating budget.

*Attachments (4):*

- 1. Council Policy No. CCL – 004 Council Appointments to Outside Agencies*
- 2. Council Policy No. CCL - 011 Principles of Effective Council Structure – Council Appointments to External Organizations*
- 3. Council Policy No. CCL – 023 Cheque Signing*
- 4. CVRD letter dated October 18, 2022 re: Inaugural Board Meeting*



## **TOWN OF COMOX**

1809 Beaufort Avenue Ph. 250 339-2202  
Comox BC V9M 1R9 Fx. 250 339-7110

### **POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO. CCL - 004</b>
<b>ESTABLISHED: DEC 20, 1995</b>	<b>LAST REVISED: APR 16, 2008</b>
<b>TITLE: COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES</b>	

As deemed appropriate, Council may appoint representatives to outside agencies.

All appointments to outside agencies are to be made by the Mayor and approved by Council.

In the case of the appointment of the Regional District Director and alternate, the appointments will be in accordance with Section 784 of the Local Government Act.



**TOWN OF COMOX**  
1809 Beaufort Avenue Ph. 250 339-2202  
Comox BC V9M 1R9 Fx. 250 339-7110

## **POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO. CCL - 011</b>
<b>ESTABLISHED: MAR 4, 2009</b>	<b>LAST REVISED:</b>
<b>TITLE: PRINCIPLES OF EFFECTIVE COUNCIL STRUCTURE – COUNCIL APPOINTMENTS TO EXTERNAL ORGANIZATIONS</b>	

### **POLICY STATEMENT:**

To meet the Town of Comox Council's objective of becoming an effective and efficient governing body, the Council structure for appointments to external organizations will be based on the following principles:

#### **1. COMMITTEE APPOINTMENT**

- (a) For the Town of Comox Council to appoint a member of Council to an external organization:
  - i. Clear expectations must be articulated;
  - ii. It must be in compliance with Council bylaws and policies;
  - iii. It shall be relevant to the Town of Comox Council's strategic plan and annual objectives; and
  - iv. It must be perceived by the Town of Comox Council to add value to the governance of the entity.
- (b) External organization appointments shall be on an annual basis.

#### **2. TERMS OF REFERENCE**

In the case of an external organization appointment, the external organization's terms of reference shall be received and accepted by the Council prior to the appointment.

#### **3. REPORTING**

- (a) The Town of Comox Council must receive all minutes of external organizations to which the Town of Comox Council appoints a representative;
- (b) A regular process of reporting to the Town of Comox Council must be established; and



- (c) Any recommendations requiring action or approval for action by the Town of Comox Council must first be considered by the Town of Comox Council.

#### **4. STAFFING**

The chief administrative officer may assign a staff person to act as a key contact between the Council and all external organizations to which the Council has appointed a representative.

#### **5. ROLE OF COUNCIL REPRESENTATIVE**

- (a) The Mayor of the Town of Comox shall recommend the representative of the Town of Comox Council to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;
- (b) The Town of Comox Council's representative will be expected to always reflect a municipal perspective on all issues before an external organization to which that Councillor has been appointed;
- (c) On any policy issues wherein a Town of Comox policy has not been articulated, or a change has been requested, the Council's representative will report back to the Town of Comox Council and request direction;
- (d) The Town of Comox Council's representative will be expected to function within the policies and resolutions of the Town of Comox Council

#### **6. ROLE OF EXTERNAL ORGANIZATION CHAIR**

Shall provide a request in writing supported by a resolution of the external organization to seek support from the Comox Council on matters.

#### **7. LEGAL REQUIREMENTS**

All committees of the Comox Council shall be established and operate in compliance with all applicable legislation.



## **TOWN OF COMOX**

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### **POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO. CCL – 023</b>
<b>ESTABLISHED: &lt; 2003</b>	<b>LAST REVISED: MAY 7, 2003</b>
<b>TITLE: CHEQUE SIGNING</b>	

1. All cheques will be signed by one elected official and one staff person in accordance with the authorization of the signing authorities set out annually by Council.
2. The only exceptions to the above is that if all of the elected officials with signing authority are out of Town at the same time or, if a cheque is needed urgently and none are available to sign the cheque within a reasonable time, then the cheque may be signed by two staff officials of the Town with signing authority.
3. A record of all cheques signed by staff only will be provided.

**RECEIVED**

File: 530.01

October 18, 2022

18Oct22

**TOWN OF COMOX**

Sent via email only: russwurm@comox.ca

Shelly Russwurm  
Corporate Officer  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

LOG: 22-311	REFER:	AGENDA:  RCM 02Nov22
FILE: 0530-30/20	ACTION: MR	

o - cfile 0530-30/2022-23  
Copies - Council  
-JW/LP

Dear Ms. Russwurm:

**Re: Notice of Inaugural Meeting**

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 15, 2022

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Town of Comox Council must make the following appointments:

- Two directors and alternate directors from its mayor and council to the CVRD Board;
- three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission; and,
- two members and at least two alternate members to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 15, 2022.

As directors to the CVRD Board, the Town of Comox appointments are automatically members of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Recreation Commission (note: Sewage Commission and Regional Parks and Trails Committee appointments are made separately as identified above).

Further, the council appointments to the board may also be named to any standing or select committees, such as the Committee of the Whole.

If the Town of Comox appoints more than one alternate director, please advise of the system established to determine which alternate director is to act in the place of the absent director.

### **Weighted Voting**

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, two Town of Comox directors have five votes each on weighted matters (see Appendix A).

In addition, voting at the Water Committee follows CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. The Town of Comox currently has three votes, to be split between two directors: one with two votes and one with one vote.

Please confirm the assignment of directors and weighted votes for the Water Committee effective November 15, 2022 to ensure the committee meeting in December can be conducted in accordance with the above-mentioned bylaw and policies.

Weighted voting for the Water Committee in 2023 will be determined early in the new year based on the previous year's consumption values. A follow-up letter will be sent to the Town advising if any further action is required to assign weighted votes to committee members.

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration (Appendix B). I would appreciate a response by November 9, 2022 in order for us to prepare for our inaugural meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

***L. Dennis***

Lisa Dennis  
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength  
Appendix B – Sample resolution

cc: R. Dyson, Chief Administrative Officer  
J. Martens, General Manager of Corporate Services

## APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

### Comox Valley Regional District

(incorporated February 15, 2008)

Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister <sup>1</sup>	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
<b>City:</b>			
Courtenay	28,420	4	19
<b>Town:</b>			
Comox	14,806	2	10
<b>Village:</b>			
Cumberland	4,447	1	3
<b>Electoral Areas:</b>			
A (Baynes Sound / Denman Island )	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
<b>Totals:</b>	72,445	10	51

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

## APPENDIX B

### SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 15, 2022:

**Comox Valley Regional District Board of Directors and Comox Valley Water Committee:**

Name	CVRD Board Votes	Water Committee Votes
	5 votes	2 votes
	5 votes	1 vote

**Alternate Regional District Directors:**

Councillors \_\_\_\_\_

**Sewage Commission:**

Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_;

Alternates: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

**Regional Parks and Trails Committee:**

Councillors \_\_\_\_\_, and \_\_\_\_\_;

Alternates: \_\_\_\_\_, and \_\_\_\_\_.



Meeting: Nov 2, 2022



# TOWN OF COMOX

## 2022 GENERAL LOCAL ELECTION DETERMINATION OF OFFICIAL ELECTION RESULTS

Estimated Voter Turnout: 28.5%

	Mail Ballot Voting		Advance Polls October 5/8/10/12		General Vote Total October 15		Total Valid Ballots Cast		Result
<b>BALLOTS CAST:</b>	58		1717		1637		3,412		
<b>Councillor</b>									
MEILLEUR, Jenn	36	62.1%	939	54.7%	962	58.8%	1,937	56.8%	Elected
GIBSON, Peter	24	41.4%	626	36.5%	534	32.6%	1,184	34.7%	
BLACKLOCK, Steve	30	51.7%	973	56.7%	919	56.1%	1,922	56.3%	Elected
SWIFT, Maureen	25	43.1%	964	56.1%	775	47.3%	1,764	51.7%	Elected
KERR, Jonathan	45	77.6%	1294	75.4%	1268	77.5%	2,607	76.4%	Elected
HASLETT, Chris	22	37.9%	724	42.2%	665	40.6%	1,411	41.4%	Elected
DAVIS, Don	15	25.9%	410	23.9%	336	20.5%	761	22.3%	
DONALDSON, Kealy	19	32.8%	524	30.5%	546	33.4%	1,089	31.9%	
GRANT, Ken	26	44.8%	903	52.6%	787	48.1%	1,716	50.3%	Elected
RUBY, S	26	44.8%	390	22.7%	334	20.4%	750	22.0%	
<b>School Trustee</b>									
LESLIE, Susan	23	39.7%	690	40.2%	683	41.7%	1,396	40.9%	Elected
BALDWIN, Randi	9	15.5%	213	12.4%	204	12.5%	426	12.5%	
TRILL, Vicky	8	13.8%	379	22.1%	319	19.5%	706	20.7%	

**Notes:**

Percentages are based on **percent of total ballots cast** and will not necessarily add to 100.

Estimated Eligible Voters - 11,978

This determination of the official election results was made by the Chief Election Officer on Tuesday October 18, 2022 at 4:00 p.m. and is based on the ballots accounts as prepared by the Chief Election Officer.

  
Chief Election Officer






# TOWN OF COMOX

## 2022 GENERAL LOCAL ELECTION

### 2022 TOTAL BALLOT ACCOUNT

Total number of valid votes cast: 3,412

(1) Number of ballots received for use		4,600
(2) Ballots without objection	3,412	
(3) Ballots accepted subject to objection under S. 140	- 0	
(4) Ballots rejected without objection	- 0	
(5) Ballots rejected subject to objection under S. 140	- 0	
(6) Spoiled ballots that were replaced under S. 118	21	
(7) <b>Number of ballots given to the electors</b> (2+3+4+5+6)	3,433	
(8) Unused ballots	1,167	
(9) Number of ballots added under S.127(3)	-	
(10) Number of ballots not accounted for	-	
(11) <b>TOTAL</b> (7+8+9+10) NOTE: No. 1 & No. 11 must agree.		4,600

  
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Presiding Election Official