



## TOWN OF COMOX

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

### **COMMITTEE OF THE WHOLE MEETING AGENDA FOR WEDNESDAY MARCH 11, 2020**

*We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'*

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

Call to Order: 4:15 p.m.

Adoption of the Agenda

#### 1. DELEGATIONS:

- (3) a. [Housing Needs Assessment - Alana Mullaly](#)

#### 2. MINUTES OF MEETINGS: NIL

#### 3. DEPARTMENT REPORTS: NIL

#### 4. STAFF REPORTS:

- (4) b. [Building Capacity - Human Resources](#)

*That the potential new positions included in the financial plan be filled in the following priority order and timeline:*

<i>Priority</i>	<i>Position</i>	<i>Est. Start Date</i>
1	Communications/Legislative Coordinator	June 2020
2	Land Use Planner (Planning Department)	June 2020
3	Human Resources Coordinator	September 2020
4	Parks Planner/Coordinator	January 2021

- d. [Budget - Updated Capital and Special Projects List](#)

*Information to be provided at the meeting.*

#### 5. CORRESPONDENCE: NIL

ADJOURNMENT

  
CORPORATE OFFICER





# REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX  
1809 Beaufort Avenue Ph: (250) 339-2202  
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LOG: 20-032	REFER:	AGENDA: COW 11MAR20
FILE: 6410-01	ACTION: MR	

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

O - Cfile

Name(s) of person(s) speaking: Copies - Council / AK / MK / Lia  
Sarah Ravlic of Gather Planning and Engagement and  
Neil Lovitt of Turner Drake and Partners Ltd.

Organization you are representing: Comox Valley Regional District and member munis

Primary purpose of Organization: local government Number of members: \_\_\_\_\_

Mailing address: 770 Harmston Avenue

City: Courtenay Postal Code: V9N 0G8

Contact name: Alana Mullaly Email: amullaly@comoxvalleyrd.ca

Phone: 250-334-6051 Fax: \_\_\_\_\_

Subject matter:

To present the findings of the regional housing needs assessment project.

Specific request of Council, if any (i.e., letter of support, funding):

Requested meeting and date: CoW, March 11, 2020 AV equipment required: \_\_\_\_\_

Date of application: February 3, 2020 Signature of applicant: \_\_\_\_\_  
(or print name) Alana Mullaly, CVRD

**Please Note:**

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 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 Committee of the Whole, 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.

**RECEIVED**

**Feb. 3, 2020**

*Council and Committee of the Whole 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.*

**TOWN OF COMOX**



**TOWN OF COMOX**  
**COMMITTEE OF THE WHOLE MEETING**

STAFF REPORT

Meeting Date: March 11, 2020

<b>TO:</b> Mayor and Council	<b>FILE:</b> 2735-20
<b>FROM:</b> Al Kenning, Chief Administrative Officer	<b>DATE:</b> March 6, 2020
<b>SUBJECT:</b> Building Capacity – Human Resources	

Prepared by:  <i>Al Kenning, CAO</i>	Supervisor:  	Financial Approved:  <i>Clive Freundlich, Fin. Director</i>	Report Approved:  <i>Al Kenning, CAO</i>
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**Recommendation(s) from the Chief Administrative Officer:**

It is recommended that the potential new positions included in the financial plan be filled in the following priority order and timeline:

Priority	Position	Est. Start Date
1	Communications/Legislative Coordinator	June 2020
2	Land Use Planner (Planning Department)	June 2020
3	Human Resources Coordinator	September 2020
4	Parks Planner/Coordinator	January 2021

**Purpose**

The purpose of this report is to provide more information about the duties to be undertaken by each of these positions, and to provide a priority and timeline for filling each of them.

**Background**

Under the heading ‘Building Capacity’, the 2020 – 2024 Financial Plan includes the following new positions in 2020 and 2021:

- 2020: (1) Communications/Legislative Coordinator  
 (2) Human Resources Coordinator  
 (3) Parks Planner/Coordinator

- 2021: (4) Land Use Planner (Planning Department)

Position Descriptions

The duties/responsibilities of each of these positions can be summarized as follows:

- 1) Communications/ Legislative Coordinator
  - a. Preparation of communications plans and public engagement strategies
  - b. Website design and management
  - c. Social Media profile management
  - d. Writing public information articles and releases

- e. Coordinating Town responses to queries and correspondence
  - f. Assembling FOIPPA responses
  - g. Assistance in preparing Council agendas
  - h. Drafting policies related to Corporate Office, Council, and Administration
- 2) Human Resources Coordinator
- a. Assistance with the Hiring Process and ‘Onboarding’
  - b. Coordination of staff training needs and safety programs
  - c. Development and administering personnel policies
  - d. Coordinating employee benefits and assistance programs
  - e. Coordinating responses to employee issues re: harassment, bullying, etc.
  - f. Administration of the Collective Agreement, aiding compliance
- 3) Parks Planner/Coordinator
- a. Responding to Development Proposals/Referrals re: Park and Trail amenities, Tree Removals, Landscape Design, and Irrigation plans
  - b. Parks Maintenance Priorities and Policies
  - c. Coordinate asset purchases (e.g., vehicles, park equipment, playground equipment)
  - d. Assist Parks Superintendent re: public events, budget, financial control, crew supervision
  - e. Assist Parks Superintendent with coordination, planning, and implementation of park improvements (e.g., trailway, dog parks, playground, etc.)
- 4) Land Use Planner (Planning Department)
- a. Environmental planning (Climate Change policies)
  - b. Assist in Development processing (reduce backlog)
  - c. Zoning and Subdivision Bylaw updates
  - d. North East Comox development plan implementation
  - e. Housing Policy research and development

The Town of Comox, its Council and its employees are facing increasingly complex challenges reflecting the more complicated world we live in. Also, issues that in the past were not considered a local priority are becoming more important to Comox residents and the elected representatives. The Town’s current lean staffing structure is not equipped to handle this new workload and level of expectation.

Recommended Priority and Hiring Schedule

Based on my evaluation of the organization’s and community’s needs, I believe the positions should be brought on in the following priority and timeline:

<b>Priority</b>	<b>Position</b>	<b>Est. Start Date</b>
1	Communications/Legislative Coordinator	June 2020
2	Land Use Planner (Planning Department)	June 2020
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