

TOWN OF COMOX

CONSOLIDATED BYLAW NO. 1960

(Consolidated to October 22, 2025)

Please note: This is a consolidated bylaw prepared for
Convenience only and is not a certified copy.

Consolidated to include the following bylaws:

Bylaw No.	Adopted	Name	Purpose
1960.01	Oct 22, 2025	Council Procedure Amendment Bylaw No. 1960.01	To amend the delegation procedures in relation to development applications

**A BYLAW TO ESTABLISH PROCEDURES FOR THE ORDER AND CONDUCT OF
COUNCIL AND COUNCIL COMMITTEE MEETINGS**

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TOWN OF COMOX

BYLAW NO. 1960

A BYLAW TO ESTABLISH PROCEDURES FOR THE ORDER AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS Section 124 of the Community Charter prescribes that Council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business;

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

PART I -- INTRODUCTION

1. Title

This Bylaw may be cited as the "Comox Council Procedure Bylaw No. 1960, 2020".

2. Definitions

In this Bylaw, unless the context otherwise requires,

- (a) "Acting Mayor" means the Council member appointed by Council resolution, responsible for acting in the place of the Mayor, when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
- (b) "Agenda" means the list of items and order of business for any meeting of Council or Council Committee.
- (c) "Consent Agenda" means a portion of a meeting that lists items of business that are routine in nature and do not require substantial discussion and/or debate.
- (d) "Corporate Officer" means the Corporate Officer for the Town of Comox, as appointed under section 148 of the *Community Charter*.
- (e) "Council" means the Council of the Town of Comox.
- (f) "Council Chambers" means the regular meeting place of Council, located at 1801B Beaufort Avenue, Comox, British Columbia.
- (g) Council Committee" means a Select or Standing Committee of Council

established in accordance with the *Community Charter*, or any other committee, task force, commission, authority or board.

- (h) “In-Camera Meeting” means a meeting or portion of a meeting that is closed to the public.
- (i) “Inaugural Meeting” means the Regular Council Meeting at which the Members elected at the most recent general local election are sworn in.
- (i) “Member” means the Mayor or a Councillor, or another person appointed to a Council Committee.
- (j) “Mayor” means the elected mayor of the Town of Comox.
- (k) “Participate Electronically” means participation in a Council or a Council Committee meeting, by a member, through the use of audio, audiovisual, electronic or other communication facilities, that
 - (i) enables all members to hear and speak with each other, and
 - (ii) enables the public to hear the member participating electronically during that part of the meeting that is open to the public.
- (l) “Public Notice Posting Place” means the notice board located inside Comox Town Hall (main level) and the notice board immediately outside the main door of the Comox Town Hall.
- (m) “Regular Council Meeting” means a regularly scheduled Council Meeting.
- (n) “Special Council Meeting” means a Council meeting other than a Regular Council Meeting.
- (o) “Strategic Planning Committee” means a Council Committee composed solely of all members of Council.
- (p) “Town” means the Town of Comox.
- (q) “Town Hall” means the Comox Town Hall, located at 1809 Beaufort Avenue, Comox, British Columbia.
- (r) “Town Website” means the information resource found at <http://comox.ca>.

3. Application of the Rules of Procedure

- (1) The provisions of this Bylaw govern the proceedings of Council and Council Committee meetings.

- (2) In cases not provided for under this Bylaw, the *Community Charter* or the *Local Government Act*, the most recent edition of the Robert's Rules of Order Newly Revised apply to the proceedings of Council and Council Committee meetings to the extent that those Rules are applicable in the circumstances.

4. Suspension of the Rules of Procedure

The rules of procedure contained in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by a unanimous vote of the members present.

PART II -- COUNCIL MEETINGS

5. Inaugural Meeting

- (1) Following a general local election, the first Regular Council Meeting must be held on the first Wednesday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

6. Special Council Meetings

- (1) The Mayor may call a Special Council Meeting in his or her discretion.
- (2) Two or more Council members may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Council members may themselves call a Special Council Meeting if,
 - (a) within 24 hours after receiving a request under subsection (2), no arrangements are made by the Mayor for a Special Council Meeting to be held within the next 7 days, or
 - (b) both the Mayor and the Acting Mayor are absent or otherwise unable to act.
- (4) If a Special Council Meeting is called under subsection (3), the Council members calling the meeting or the Corporate Officer must sign the notice of meeting in place of the Mayor.

7. Time and Location of Meetings

- (1) All Council meetings normally take place within Council Chambers.

- (2) Despite subsection (1), and subject to subsection (3), Council may meet at a place other than Council Chambers.
- (3) Where a Council meeting is to be held at a place other than Council Chambers, the Corporate Officer will post a notice as to the alternate location at the Public Notice Posting Place.
- (4) Regular Council Meetings must
 - (a) be held in accordance with the schedule of meetings, as approved by Council; and
 - (b) adjourn within three (3) hours on the day scheduled for the meeting, unless Council resolves to proceed beyond that time.
- (5) Despite subsections (1) and (4), the Corporate Officer may, in consultation with the Mayor and the Chief Administrative Officer, cancel, postpone or reschedule a Regular Council Meeting, and establish a different day, time or place for that meeting.

8. Schedule and Notice of Meetings

- (1) Council will prepare annually a schedule of the dates, times and places of Regular Council meetings and any regularly scheduled Strategic Planning Committee meetings.
- (2) The schedule of meetings shall be made available to the public by posting it at the Public Notice Posting Place by January 2 of each year.
- (3) Notice of the availability of the schedule of meetings shall be published annually on or before December 31 in accordance with section 94 of the *Community Charter*.
- (4) Where revisions are necessary to the schedule of meetings in accordance with subsection 7(5), the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a meeting.

9. Notice of Special Council Meetings

- (1) Except where notice of a Special Council meeting is waived by unanimous vote of all Council, a notice of the date, time and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by
 - (a) posting a copy of the notice at the Public Notice Posting Place, and
 - (b) providing one copy of the notice for each Council member.

- (2) The notice under subsection (1) shall state the Agenda of the meeting, unless closed to the public, and be signed by the Mayor or the Corporate Officer.

10. Designation of Member to Act in Place of Mayor

- (1) At the Inaugural Meeting and from time to time as required, Council must, from amongst its members, designate one or more Councillors, by Council resolution, to serve on a permanent or rotating basis as Acting Mayor.
- (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and Acting Mayor are absent or otherwise unable to act,
 - (a) the Corporate Officer shall call the meeting to order; and
 - (b) Council members present must choose, by Council resolution, a Councillor to preside at the Council meeting.
- (4) The member designated under subsection (1) or subsection (3)(b) has the same powers and duties as the Mayor in relation to the applicable matter.

11. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the *Community Charter [Meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed]*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter [application of rules to other bodies]*.
- (4) Despite subsection (1), the Mayor or the Acting Mayor may expel or exclude from a Council meeting a person in accordance with subsection 23(8) of this Bylaw.

12. Minutes of Meetings

- (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and

- (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) The names of members Participating Electronically shall be recorded in the minutes.
- (3) The results of each vote on a motion shall be recorded in the minutes, including the name of any member of Council who voted in the negative on any question.
- (4) Subject to subsection (5), and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* the minutes of the proceedings of Council must be open for public inspection at Town Hall during its regular office hours.
- (5) Subsection (4) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [Meetings that may or must be closed to the public]*.

13. Electronic Meetings and Electronic Participation in Meetings

- (1) A Special Council Meeting may be conducted by means of electronic or other communication facilities, provided
 - (a) the notice under section 9 [Notice of Special Meetings] includes notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public; and
 - (b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.
- (2) A member of Council or of a Council Committee, who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may Participate Electronically, provided
 - (a) the member is unable to be present at Council Chambers for reasons due to absence from the Town or health reasons, or with permission of Council;
 - (b) the member is able to provide their own audio, audiovisual, electronic or other communication facilities;
 - (c) the communication facilities enable the meeting's participants to hear, or watch and hear, each other; and

- (d) except for any part of the meeting that is closed to the public, the communication facilities enable the public to hear, or watch and hear, the participation of the member.
- (3) No more than three members of Council or of a Council Committee may Participate Electronically at any one time during any meeting
- (4) A member Participating Electronically is deemed to be present in the meeting as though they were physically present.
- (5) The Mayor or Acting Mayor, who is presiding at a Regular Council Meeting, must not Participate Electronically. If the Mayor or Acting Mayor requests to Participate Electronically,
 - (a) the Corporate Officer must call the meeting to order; and
 - (b) Council must choose, by Council resolution, a member to preside at the meeting.
- (6) A member Participating Electronically must inform the presiding member when they join and leave the meeting.
- (7) A member who is Participating Electronically by audio communication means only must vote by audibly stating either “in favour” or “opposed”.
- (8) If communication is lost to one or more members Participating Electronically during a meeting,
 - (a) Council may choose to call a recess until a communication link can be reestablished, and
 - (b) if a communication link cannot be reestablished after five (5) minutes
 - (i) the member Participating Electronically will be deemed to have left the meeting, and
 - (ii) if there is no longer a quorum of members remaining, the presiding member shall call for a motion to recess or adjourn the meeting.

PART III -- COUNCIL PROCEEDINGS

14. Calling Meeting to Order

- (1) As soon after the scheduled time for a Council meeting as the Mayor is present, the Council meeting shall be called to order.

- (2) Where the Mayor is not present after five (5) minutes, the Acting Mayor shall take the Chair and call the meeting to order.
- (3) If a quorum of Council is present, but neither the Mayor nor the Acting Mayor is present after five (5) minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer shall call to order the members present; and
 - (b) the members present shall choose, by Council resolution, a member to preside at the meeting until the Mayor or Acting Mayor arrives.

15. No Quorum

- (1) If there is no quorum of Council present within ten (10) minutes of the scheduled time for a Council meeting, the Corporate Officer shall
 - (a) call to order the members present,
 - (b) record the names of the members present, and those absent, and
 - (c) adjourn the meeting.
- (2) If a quorum ceases to exist during a Council meeting, and a quorum cannot be re-established within ten (10) minutes, the presiding member, or the Corporate Officer if the presiding member is no longer in attendance, shall call for a motion to adjourn the meeting.

16. Agenda

- (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the Agenda.
- (2) Submissions of Agenda items by Council members or the public shall, subject to Council policy as amended from time to time, be made to the Corporate Officer by 12:00 p.m. on the Wednesday prior to the meeting.
- (3) The Corporate Officer shall make the agenda available to the members of Council and the public by 4:00 p.m. on the Friday prior to the Meeting.
- (4) Council must not consider any matter not listed on the Agenda unless introduction and approval of the matter is provided by unanimous resolution of Council, at the time allocated on the Agenda for such matters.

17. Consent Agenda Items

- (1) A Consent Agenda contains items that do not typically require discussion or debate.

- (2) Items listed in the Consent Agenda are considered for approval in one motion without discussion or debate, unless a member of Council requests that the item be excluded from the Consent Agenda.
- (3) If an item is excluded from the Consent Agenda by Council, it will be considered as an agenda item under the appropriate section, at Council's discretion and without resolution, to discuss such items in more detail or to provide a motion on the item excluded.
- (4) Items in the Consent Agenda may include, but are not limited to:
 - (a) minutes from Council Committees and the Comox Valley Regional District meetings; and
 - (b) correspondence, including petitions.

18. Order of Proceedings and Business

- (1) The agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below:
 - (a) Introduction and Approval of Late Items
 - (b) Adoption of Agenda
 - (c) Delegations
 - (d) Adoption of Minutes
 - (e) Council Committee Minutes/Reports
 - (f) Consent Agenda
 - (g) Unfinished Business
 - (h) Special Reports
 - (i) Bylaw Adoptions
 - (j) New Business
 - (k) Notices of Motion
 - (l) Correspondence
 - (m) Late Items – those permitted under subsection 16(4)
 - (n) Reports from Members of Council on matters relevant to Town business

- (o) Media Question Period
 - (p) Public Question Period
 - (q) Resolution to go In-Camera
 - (r) Rise and Report from In-Camera Meeting
 - (s) Adjournment
- (2) Particular business at a Council meeting shall in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

19. Delegations

- (1) An individual or a delegation may address Council at a meeting provided written submission has been received by the Corporate Officer in accordance with subsection 16(2).
- (2) The Mayor may refuse to schedule a delegation on an agenda if
 - (a) the matter is in respect of, or proposes to address a matter that is the subject of, an application for a zoning or official community plan amendment; (Section 19(1)(2)(a) replaced, Bylaw 1960.01, October 22, 2025)
 - (b) the matter is regarding any item listed in section 90 of the *Community Charter [Meetings that may or must be closed to the public]*;
 - (c) the matter is related to a request for access to information under the *Freedom of Information and Protection of Privacy Act*;
 - (d) the matter is outside the legal authority or jurisdiction of the Town;
 - (e) the Mayor considers the matter to be frivolous; or
 - (f) any other matter in accordance with Council policy, as amended from time to time.
- (3) The Mayor's decision in subsection (2) can be appealed in writing to the Corporate Officer, and will be included in the next Council meeting agenda for Council consideration. A two-thirds vote of Council is required to allow delegations in accordance with this section.

20. Council Meeting Adjournment

A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same

motion.

PART IV -- RULES OF DEBATE

21. Voting at Meetings

- (1) Each Council member has one vote on any motion or question.
- (2) Each Council member present at the time of a vote must vote on a matter, and, if a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- (3) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the presiding member shall put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member shall put the matter to a vote by asking for those in favour and, subsequently, those opposed;
 - (c) when the presiding member is putting the matter to a vote under subsections (a) and (b), a member shall not
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under subsection (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under subsection (b), a member shall not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative ("Carried") or the negative ("Defeated").

22. Points of Order

- (1) In accordance with section 132 of the *Community Charter [Authority of*

presiding member], the presiding member at a Council meeting must preserve order and, subject to an appeal by a Council member, decide points of order that may arise.

- (2) The presiding member shall apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this Bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (3) When the presiding member is required to decide a point of order, the presiding member must cite the applicable rule or authority if requested by another Council member.
- (4) If a Council member appeals a decision of the presiding member under subsection (3), the question as to whether the presiding member is to be sustained must be immediately put by the presiding member and decided without debate.
- (5) On the question as to whether the chair is to be sustained under subsection (4),
 - (a) the presiding member may not vote on the motion,
 - (b) the motion passes in the affirmative if the votes are equal, and
 - (c) the presiding member must be governed by the result.
- (6) If the presiding member refuses to put the question under subsection (4),
 - (a) Council must immediately appoint another member to preside temporarily,
 - (b) that other member must proceed in accordance with subsection (4), and
 - (c) a motion passed under this subsection is as binding as if passed under subsection (4).

23. General Rules of Conduct and Debate

- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members shall address the presiding member by that person's title of Mayor, Acting Mayor or Your Worship.
- (3) Members shall address other non-presiding members by the title Councillor.

- (4) No member shall interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the chair must call on the member who, in the chair's opinion, first spoke.
- (6) Members who are called to order by the chair
 - (a) must immediately stop speaking, and
 - (b) may explain their position on the point of order.
- (7) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of the presiding member, or
 - (ii) if the member is explaining a material part of a previous speech

without introducing a new matter;

- (b) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of the presiding member.

24. Motions Generally

- (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- (2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with the unanimous consent of Council.
- (4) A Council member may make only the following subsidiary motions, when Council is considering a question:
 - (a) to refer to Council Committee,
 - (b) to amend;
 - (c) to lay on the table,
 - (d) to postpone indefinitely,
 - (e) to postpone to a future meeting,
 - (f) to adjourn.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

25. Notice of Motion

- (1) Any Council member who, during a meeting, wishes to bring any new matter before Council, other than a point of order, may do so by way of a motion.
- (2) If any member present at the time such a motion is presented, and before debate on the motion commences, calls for notice of motion, then the motion shall be placed on the agenda of the next Regular Council meeting.
- (3) If, during a meeting, a Council member wishes to give notice his or her intention to move a motion at a future meeting:
 - (a) the Council member must first deliver to the Mayor, the Chief

Administrative Officer and the Corporate Officer, either before or during the meeting, a written notice of motion;

- (b) the notice of motion must set out all of the details of the motion;
- (c) the notice of motion must stipulate the date of the meeting at which the Council member intends to move the motion;
- (d) the presiding officer may require that the Council member, or the Corporate Officer, read aloud the notice of motion; and
- (e) if acknowledged by the presiding member, the Corporate Officer shall add the motion to the agenda for the meeting as indicated in subsection (c).

26. Amendments Generally

- (1) Amendments must be strictly relevant to the main motion and not alter in a material way, or be contrary to, the principle embodied in the main motion.
- (2) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (3) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (4) A proposed amendment must be reproduced in writing by the mover if requested by a member.
- (5) A proposed amendment must be decided before the main motion being considered is put to a vote.
- (6) Only one amendment to an amendment can be considered at any one time.
- (7) Subject to section 26, an amendment that has been defeated by a vote of Council cannot be proposed again.

27. Reconsideration by a Council Member

- (1) Subject to subsection (5), a Council member may, at the same Council meeting, move to reconsider a matter that, other than to postpone indefinitely, has been taken.
- (2) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (3) A motion to reconsider shall only be made by a Council member who voted with the prevailing side.

- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter [Mayor may require council reconsideration of a matter]*,
 - (c) been acted on by an officer, employee, or agent of the Town.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

28. Reconsideration by the Mayor

- (1) Without limiting the authority of a council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
 - (a) the Mayor may only initiate a reconsideration under this section
 - (i) at the same Council meeting as the vote took place, or
 - (ii) within the 30 days following that meeting, and
 - (b) a matter may not be reconsidered under this section if
 - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Council, or
 - (ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, Council
 - (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

PART V -- BYLAWS

29. Reading and Adopting Bylaws

- (1) Before a bylaw is adopted by Council, it must be given three readings, all of which may be given at one Council meeting.
- (2) Any amendment to a proposed bylaw shall be made by a motion of Council after the proposed bylaw has received second reading and before it receives third reading. If the proposed bylaw has been amended, the motion at third reading shall be "That the bylaw be given third reading as amended".
- (3) Subject to section 477 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (4) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 477 and 480 of the *Local Government Act* [adoption procedures for official community plan and municipal zoning bylaw], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the proposed bylaw passed third reading.

30. Signing Bylaws

After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Town's records for safekeeping and endorse upon it:

- (a) the Town's corporate seal,
- (b) the dates of its readings and adoption, and
- (c) the date of Ministerial approval or approval of the electorate if applicable.

PART VI -- COUNCIL COMMITTEE MEETINGS

31. Council Committee Recommendations:

Council may take any of the following actions in connection with a recommendation it receives from Council Committees:

- (a) agree or disagree with the recommendation,
- (b) amend the recommendation,
- (c) refer the recommendation back to Council Committee, or
- (d) postpone consideration of the resolution.

32. Council Committee Proceedings

For certainty, the rules and procedures of the Council under sections 14 to 28, except section 17, of this Bylaw shall be observed by Council Committees, so far as possible and unless otherwise specified in this Bylaw.

33. Strategic Planning Committee Meetings

- (1) Council appoints all Council members to the Strategic Planning Committee.
- (2) The Strategic Planning Committee may meet on an as needed basis, in the same manner as prescribed in section 6 [Special Council Meetings] or as regularly scheduled by resolution of Council.
- (3) Where meetings of the Strategic Planning Committee are regularly scheduled, a meeting may be cancelled by the Mayor for any reason or by the Corporate Officer for lack of agenda items.
- (4) The Strategic Planning Committee has no decision making authority.

34. Strategic Planning Committee Presiding Member and Quorum

- (1) The presiding member of Strategic Planning Committee meetings shall be
 - (a) the Mayor or Acting Mayor, or
 - (b) chosen by the Strategic Planning Committee from amongst its members.
- (2) The quorum of the Strategic Planning Committee is the majority of Council members.

PART VII -- GENERAL

35. Severance

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

36. Repeal or Amendment

(1) This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].

(2) The Comox Council Procedure Bylaw, 2009 is hereby repealed.

37. Adoption

Read a FIRST TIME this 5th day of August , 2020

Read a SECOND TIME this 5th day of August , 2020

Read a THIRD TIME this 5th day of August , 2020

Notice of the proposed repeal of the Comox Council Procedure Bylaw, 2009 and substitution with this Bylaw, in accordance with sections 94 and 124(3) of the *Community Charter*, given this 19th and 26th day of August , 2020

ADOPTED this 2nd day of September , 2020

MAYOR

CORPORATE OFFICER