

# INFORMATION REPORT

<b>TO:</b>	Chair and Members of the Governance Review Sub-Committee
<b>COMMITTEE DATE:</b>	April 25, 2019
<b>SUBJECT/REPORT NO:</b>	Best Practices in Other Municipalities – Council Meeting Times; Breaks and Adjournments (CL19001) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janet Pilon (905) 546-2424 Ext. 4304
<b>SUBMITTED BY:</b>	Janet Pilon Acting City Clerk Office of the City Clerk
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

In consideration of Changing the Time of Council Meetings, Council requested that staff research the times of Council Meetings in other municipalities.

Staff were also directed at the March 25<sup>th</sup> Governance Review Sub-Committee meeting to report back on best practices in other municipalities with respect to Breaks and Adjournments and to consult with Senior Leadership and Human Resources, with respect to Breaks and Adjournments.

## INFORMATION

As these requests with respect to the best practices in other municipalities overlap, the information has been contained in one Information Report for the Committee's consideration.

The following provides the Committee with the best practices in other municipalities with respect to whether their Council meetings are livestreamed, if they permit delegations at their Council meeting; the time of their Council meetings; procedures in place for an adjournment hour (curfew); unfinished business; going beyond the curfew; length of meetings and health breaks:

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

## **City of Burlington**

Meetings are livestreamed and they have delegations at their Council meetings.

### **20. Regular Meetings**

- 20.1 Regular meetings of Council will be held in the Council Chambers of Burlington City Hall at 426 Brant Street, **commencing at 6:30 p.m. on Mondays** according to the calendar set annually and approved by Council. If the said Monday is a holiday, the meeting will be held on the following business day.

### **25. Meeting Recess**

- 25.1 Council may, after ninety minutes of consecutive deliberation, recess for a period deemed appropriate by the Chair.

### **26. Adjournment Hour**

- 26.1 All meetings will adjourn when Council, or Committee have completed all business listed on the agenda, or at 10 p.m., which ever is earlier.
- 26.2 Where the business before Council or Committee has not been completed by the adjournment hour, a motion may be passed by two-thirds vote of the members present to proceed beyond the hour of 10 p.m. to continue any unfinished business.
- 26.3 Notwithstanding section 26.2 above, no meeting will proceed beyond the hour of 10:30 p.m.
- 26.4 Unless decided otherwise prior to the adjournment of the meeting, any unfinished business will be discussed at the next scheduled Council meeting.

## **City of Windsor**

Meetings are livestreamed and they have delegations at their Council meetings.

### **Date and Time of Regular Meetings, Standing Committee Meetings and Committees of Council**

- d) All regular meetings of Council shall **commence at 6:00 o'clock p.m.**

### **3.5 Adjournment Hour/All Meetings**

- a) All regular Council meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or upon the arrival of the hour of 11:00 p.m.
- b) In the event the business before Council has not been completed at the hour of 11:00 p.m., then Council by unanimous vote of all the members present may approve an extension of the meeting to the hour of 12:00 midnight. At 12:00 midnight the unfinished business shall be deferred to the next regular meeting of Council, unless a resolution of Council to re-convene the Council Meeting to another day and time prior to the next regular meeting of Council is adopted by majority vote.

## **City of Mississauga**

Meetings are livestreamed and they have delegations at their Council meetings.

### **REGULAR MEETINGS**

- 5. Regular meetings of the Council **shall be held at 9:00 a.m.** on two week intervals, or such other time and/or interval as determined by the Clerk. (300-16)
- 8. A Motion passed by a majority of the Members present is required to continue a meeting of Council or of a Committee past 11:00 p.m. local time.

### **UNFINISHED BUSINESS, COMMITTEES**

- 83. Unless otherwise directed by the Committee, an item of business not disposed of by a Committee, shall be placed on the Agenda of the next regular meeting of Council, under the heading “Unfinished Business”.

## **City of London**

Meetings are livestreamed and they don't have delegations at their Council meetings.

### **3.2 Annual Schedule of Meetings - qualifications**

When setting the annual schedule of meetings:

- (b) Unless otherwise decided by Council, regular meetings of Council shall be held:

- (i) Twice monthly wherever possible, on Tuesdays, **commencing at 4:00 PM;** and,

#### **11.10 Adjournment - extension - maximum - permissible**

The Council shall always adjourn at 11:00 PM if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting. *(also applies to their Standing Committees Section 33.8)*

#### **11.11 Motion to proceed beyond 11:00 PM - qualifications**

A motion to proceed beyond the hour of 11:00 PM shall:

- (a) not be amended;
- (b) not be debated; and
- (c) always be in order, except when a member is speaking or the members are voting.

#### **15.10 Adjournment – 11:00 PM - extension - requirements**

No in closed session of Council shall extend beyond 11:00 PM unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting. *(also applies to their Standing Committees Section 38.9)*

### **21.0 UNFINISHED BUSINESS**

- 21.1 Repeated - until disposed of Items in the Agenda which have not been disposed of by the Council shall be repeated in each subsequent Agenda until disposed of by the Council.

## **City of Vaughan**

Meetings are livestreamed and they don't have delegations at their Council meetings.

### **6.0 COUNCIL - CONDUCT OF BUSINESS 6.1 COUNCIL MEETING TIME**

Unless otherwise provided by a Resolution of Council, a meeting of Council **shall be held at 1:00 p.m.** on the dates established and adopted by Council.

## **4.2 LENGTH OF MEETINGS**

- (1) Meetings scheduled to commence at either 11:00 am or 1:00 pm and which are in session at 6:01 pm will be adjourned unless otherwise determined by a vote of two thirds of the Members.
- (2) Meetings which are scheduled to commence at 7:00 p.m. and which are in session at 12:01 a.m. the following day will be adjourned unless otherwise determined by a vote of two thirds of the Members present.

## **City of Ottawa**

Meetings are livestreamed and they don't have delegations at their Council meetings.

### **1. REGULAR MEETINGS**

- (1)
  - (a) Subject to this section, the regular meetings of the Council **shall be held at 10:00 a.m.** on the second and fourth Wednesday in each month in each year unless otherwise changed by Council;
  - (b) A meeting shall adjourn at 7:00 p.m. If the City Council meeting is not finished by 7:00 p.m., it will automatically reconvene the following Friday morning, in the same week, at 10:00 a.m.
  - (c) Despite clause (b), Council can extend the meeting time beyond 7:00 p.m. by simple majority vote.
  - (d) Despite Subsection 8(1)(a), the time and date of individual regular meetings may be varied by the Mayor;

### **19. UNFINISHED BUSINESS - QUORUM LOST**

- (1) If during the course of a meeting a quorum is lost, then the meeting shall stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Mayor shall then announce;
- (2) If, in the Mayor's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting;
- (3) If during the course of a Special Meeting of the Council a quorum is lost, or a quorum is not present when required to enable the Special Meeting to start,

or resume, then the meeting shall stand adjourned, not ended, to convene or reconvene at such time and place as the Mayor shall then announce;

- (4) The Clerk shall give notice of any meeting so adjourned and to be reconvened by telephone, electronic mail or as is otherwise practical within the time available;
- (5) Prior to adjourning a meeting under this section, the Mayor may recess the meeting to determine if a quorum can be found.

## **Town of Aurora**

Meetings are livestreamed and they have delegations at their Council meetings.

### **e) Schedule of Meetings**

- ii) All Council Meetings will generally be held on the second and fourth Tuesday of each month **at 7 p.m.** and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.
- iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least twenty (20) minutes prior to the scheduled time of the meeting.

## **9. Duties of the Chair**

- xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;

## **39. Adjournment**

- a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour. The Resolution must include a proposed time for adjournment of the Meeting.

## **City of Kingston**

Meetings are livestreamed and they have delegations at their Council meetings.

### **Regular meetings of Council**

4.2 Regular meetings of Council take place on the first and third Tuesday of every month **at 7:30 p.m.**

### **Section 13 – Motions Relating to Conduct During Deliberations cont'd**

#### **Motion to recess**

13.12 The Chair may suggest a recess of the meeting or an adjournment to another day, for example, to obtain information needed by the meeting. To have effect, this suggestion must be moved and seconded, and passed by a majority of members present.

13.13 A member may move a motion to recess at any time during a meeting, but not so as to interrupt a speaker or during a vote.

13.14 A motion to recess is debatable.

13.15 The chair may recess or adjourn a disorderly meeting that cannot be brought to order, without the need for a vote.

#### **Motion to continue past 11 p.m.**

10.11 A motion carried by a two-third vote of the members present and voting will extend the meeting.

10.12 At 10:45 p.m. the Mayor will ask if Council wishes to proceed beyond 11:00 p.m. A motion put forward must stipulate that the purpose of the extension is to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time. This motion is not debatable.

10.13 After a Motion has been passed to extend the council meeting, if a member of Council wishes to defer debate on an item to the next meeting of Council, a Motion put forward and duly seconded for such a deferral must immediately be forthcoming. No debate will be allowed and the majority of Council will decide.

10.14 If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 10:55 p.m. Council will move directly to by-laws.