

## Best Practices of Other Municipalities – Council Meeting Times; Breaks and Adjournments

Municipality with Population	Time - Council Meetings	Meetings Livestreamed	Delegations at Council	Recess (Break)	Adjournment Hour (curfew)	Extend the Adjournment hour (curfew)	Extension requires what type of vote	Procedure for Unfinished Business
York Region 1,192,600	9:00 a.m.	Yes	Delegations are encouraged to attend a Committee meeting, unless the item is going directly to Council or is urgent	No set time for breaks, however, they do break for lunch	No	N/A	N/A	N/A
City of Brampton 593,638	9:30 a.m.	Yes	Delegations are permitted only for business already on the agenda, new business is routed to the appropriate Standing Committee	Recess is 10 minutes after 2.5 hours unless unanimous consent to continue	11:55 p.m.	Requires a motion to extend	Majority	<p>Yes, as follows: (a) a motion to adjourn the meeting to another date and time has been passed; and (b) in the case of a meeting of the council, all the by-laws arising out of business dealt with by the council at that meeting to the time of the proposed adjournment have been presented and dealt with by the council; and (c) in the case of a meeting of the council, a confirming by-law of the proceedings of that meeting up to the time of the proposed adjournment has been presented and dealt with by the council.</p> <p>(4) The items on the agenda for a meeting adjourned before all items have been dealt with, shall be placed on the agenda for the next meeting.</p>
Durham Region 670,000	9:30 a.m.	Yes	Yes	No	No	N/A	N/A	N/A

<b>City of Vaughan 323,000</b>	1:00 p.m.	Yes	No	No	No	N/A	N/A	N/A
<b>City of Kingston 123,000</b>	7:30 p.m. (Closed Session takes place prior to the 7:30 p.m. start time)	Yes	Yes, a maximum of 3 delegations	No	Yes, 11:00 p.m.	Yes	2/3 Majority	Yes, Council will consider the time sensitive items, and at 10:55 p.m. Council will move directly to the by-laws, the remaining unfinished business will be deferred to the next meeting.
<b>City of Ottawa 1,000,000</b>	10:00 a.m.	Yes	No	No	7:00 p.m.	Yes	Majority	Council reconvenes the following Friday morning, in the same week at 10:00 a.m.
<b>Peel Region 1,400,000</b>	9:30 a.m.	Yes	Yes	They are to break at Noon for lunch for half an hour, however, practically, they don't interrupt the flow of the meeting and the break can take place anytime from noon to 1:30 p.m.	3:30 p.m.	Yes	Majority	Council can defer any unfinished business to the next meeting
<b>City of Toronto 2,731,570</b>	9:30 a.m.	Yes	No	Yes they break at 12:30 p.m. and reconvene at 2:00 p.m. for lunch and recess at 6:00 p.m. each day		Yes	2/3 Majority	Yes, If there is unfinished business at the end of the last scheduled meeting day, the Council meeting continues on the following day or can fix a time to hold a reconvened meeting before the next regular Council meeting.
<b>District of Muskoka 60,599</b>	3:00 p.m.	Yes	Yes, a maximum of 3 delegations	No	No	N/A	N/A	N/A

<b>City of London 383,800</b>	4:00 p.m.	Yes	No	They are to break at 6:30 p.m. for dinner, however, they usually don't interrupt the flow of the meeting and continue until the agenda has been completed	11:00 p.m.	Yes	2/3 Majority	Council defers any unfinished business to the next meeting
<b>Chatham-Kent 105,000</b>	6:00 p.m. (Closed Session is held at 4:00 p.m.)	Yes	Yes	Between Closed and Open Sessions	10:00 p.m.	Yes, up to an hour	Majority	Council defers any unfinished business to the next meeting
<b>Halton Region 570,000</b>	9:30 a.m.	Yes	Yes	Usually around Noon for lunch for 20 minutes if they have a lot of unfinished business, if not, they can work through in order to complete the agenda	11:30 p.m.	N/A	2/3 Majority	N/A
<b>City of Burlington 205,960</b>	6:30 p.m.	Yes	Yes	Council may after ninety minutes of consecutive deliberation, recess for a period deemed appropriate by the Chair	10:00 p.m.	Yes, to complete the agenda	2/3 Majority	Council defers any unfinished business to the next meeting
<b>City of Windsor 233,763</b>	6:00 p.m. (Closed Session is held at 4:00 p.m.)	Yes	Yes	No	11:00 p.m.	Yes, to extend to 12:00 midnight	Unanimous	All unfinished business is deferred to the next regular meeting, unless a motion to reconvene on another day is adopted by majority vote.

<b>City of Greater Sudbury 160,000</b>	6:00 p.m. (Closed Session is held at 4:00 p.m.)	Yes	Yes	Yes, at 8:00 p.m. (health break) and require a motion to go beyond 3 hours of meeting time	9:00 p.m.	Yes	2/3 Majority to proceed past 3 hours	They just updated their Procedural By-law as they were not getting to their by-laws in certain meetings, so a provision has been added that would require Council to deal with any Addendum items and by-laws prior to the adjournment of the meeting
<b>City of Mississauga 828,854</b>	9:00 a.m.	Yes	Yes	No	11:00 p.m.	No	N/A	All items not disposed of shall be placed on the Agenda of the next regular meeting, under the heading of "Unfinished Business"
<b>Town of Aurora 13,888</b>	7:00 p.m.	Yes	Yes	Yes, 10 minutes after 2 hours have passed since the last break	10:30 p.m.	Yes	Majority	N/A