



THE CITY OF
CALGARY
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COUNCIL POLICY

Policy Title: Council Breaks and Meal Times

Policy Number: CC007

Report Number: Procedure Bylaw 44M2006 Section 91(1) (2) (3) (4) (5)

Approved by: City Council

Effective Date: 2003 and amended in 2006

Business Unit: City Clerk's Office

BACKGROUND

Whereas it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Council Committee Meetings and to establish Standing Committees, Council adopted the Procedure Bylaw 30M2002 Section 87(1) in 2003, subsequently superseded by Procedure Bylaw 44M2006 91(1) (2) (3) (4) and (5) in 2006 to regulate recesses during regular meetings.

PURPOSE

The purpose of this policy is to provide guidelines to regulate meal times and breaks during Council and Council Committee meetings.

POLICY

RECESS

According to the Procedure Bylaw 44M2006:

91(1) Every Regular Meeting shall recess without a motion for:

- (a) seventy five (75) minutes at 12:00 (noon);**
- (b) for thirty (30) minutes at 3:15 p.m.; and**
- (c) for seventy five (75) minutes at 6:00 p.m.**

(2) Every Regular Standing Policy Committee (SPC) Meeting shall recess without a motion for:

- (a) sixty (60) minutes at 12:00 (noon);**
- (b) for thirty (30) minutes at 3:15 p.m.; and**
- (c) for sixty (60) minutes at 6:00 p.m.**



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PROCEDURE

CHANGING TIME OF RECESS

- (3) A two thirds (10) Vote is required to change the time of recess as given in subsection (1).
- (4) No meeting shall be scheduled during the recess period in subsections (1)(a) and (1)(c) unless an additional one (1) hour recess is scheduled before or after that meeting.
- (5) Notwithstanding subsection (1), a motion to recess may be made at anytime and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.

See Procedure Bylaw 44M2006 for further reference.

AMENDMENTS

Procedure Bylaw 30M2002 Section 87(1) superseded by Procedure Bylaw 44M2006 Section 91(1) (2) (3) (4) (5).