

2026 City Council and Committee Meeting Schedule

ISSUE

City Council is required to annually hold an organizational meeting in September, with the exception of an election year, and at that organizational meeting, Council shall establish, in part, the dates, times and places for regularly scheduled meetings of Council and Council Committees for the following year. This report sets out the recommended 2026 schedule.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the 2026 Council and Committee meeting schedule as set out in Appendix 1, be approved.

BACKGROUND

Bylaw No. 9170, [The Procedures and Committees Bylaw, 2014](#) [the Bylaw], provides for an organizational meeting to be held each year as part of City Council's Regular Business meeting in September (November in the year of a general election).

At the organizational meeting, Council shall establish dates, times and places for regularly scheduled meetings of Council and Council Committees.

A Council and Council Committee meeting calendar is generated annually for approval by City Council. Recent schedules have provided for one scheduled regular business and public hearing meeting of Council in every month; a scheduled Governance and Priorities Committee (GPC) meeting in every month; scheduled Standing Policy Committee (SPC) meetings in every month (except July); and scheduled Special/Joint GPC meetings held quarterly.

Effective 2023, the Bylaw was updated to reflect the following changes:

- Regularly scheduled Council meetings shall be held on Wednesdays, except where otherwise determined by Council at an organization meeting.
- Every Regular Business Meeting shall commence at 9:30 a.m. and shall adjourn by 5:00 p.m. (with a possible 5:30 p.m. time extension).
- Every Regular Public Hearing Meeting shall commence at 6:00 p.m. and shall adjourn by 9:00 p.m. (reconvene at 1:00 p.m. on the following day).
- Regularly scheduled Council Committee meetings shall be held on Tuesdays and Wednesdays, except where otherwise determined by Council at an organization meeting.

DISCUSSION/ANALYSIS

Appendix 1 to this report outlines a meeting calendar similar to the standard scheduling previously followed. Key elements include:

- Strategic Planning session in January, April, and October;
- No meetings the first week of January to allow for preparation and circulation of agendas by Administration and the City Clerk's Office over the holiday season;
- Regular business and public hearing meetings of Council in all months;
- GPC meetings in all months;
- Quarterly Special/Joint GPC meetings in March, June, September and December;
- SPC meetings in all months, except July;
- Regular meeting of Council to deal with the Business Plan and Budget (three days reserved);
- No meetings the third week of April (SUMA Convention); and
- No meetings the beginning of June (FCM Conference).

IMPLICATIONS/CONSIDERATIONS

There are no financial, privacy, legal, social, or environmental implications or considerations identified.

NEXT STEPS

The 2026 City Council and Committee meeting schedule is to be considered by Council Regular Business meeting held on September 24, 2025. Once the schedule is approved, it will be posted to the City's website and circulated to all Boards and Commissions.

APPENDICES

1. 2026 Council and Committee Meeting Calendar Option

Report Approval

Written by: Shellie Bryant, Deputy City Clerk
Reviewed and Approved by: Adam Tittlemore, City Clerk