

## Staff Report

Council Meeting Date: August 11, 2025

Subject: CLKS-2025-25 – 2026 Regularly Scheduled Council Meetings

Report from: Devan Acton, Administrative Assistant/Deputy Clerk

Attachments: 2026 Arran-Elderslie Council Meeting Schedule & 2026  
Schedule of Council Meetings and Statutory Holidays

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### **Recommendation**

Be It Resolved that Council hereby receives Report CLKS-2025-25 – 2026 Regularly Scheduled Council Meetings for information.

And further approves the cancellation of the regular Council meeting scheduled for Monday, October 26, 2026, due to the municipal election taking place on that day.

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### **Background**

The Procedural By-law stipulates that, unless otherwise specified, regular meetings of Council will be held on the second and fourth Monday of the month, commencing at 9:00 a.m., and that they will be held in the Council Chambers at the Municipal Administration Office.

There is provision that only one (1) meeting will be held in each of the months of July, August and December on the second Monday of the month. If the regularly scheduled date falls on a holiday, the by-law stipulates that the meeting shall be moved to the next available day following the holiday.

As 2026 is a municipal election year, this schedule also reflects the key 2026 election-related dates.

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### **Analysis**

With 2026 being a Municipal Election year, the electoral timeline includes the following important dates:

- May 1 – Nomination Period Opens
- August 21 – Nomination Period Closes
- October 26 – Election Day
- November 14 – End of the 2022-2026 Council Term
- November 23 – Inaugural meeting of the new Council

The Procedure By-law permits Council to adjust the schedule of regular meetings where it is deemed practical to do so. In 2026, the municipal election is scheduled for Monday, October 26, 2026 which coincides with a regularly scheduled Council meeting.

In recognition of the significance of Election Day and to support both voter participation and ensure administrative capacity, Council may wish to consider adjusting the meeting schedule accordingly.

### **Options for Consideration**

#### 1. Cancel the October 26, 2026 Council Meeting

Confirm the cancellation of the Monday, October 26, 2026 Council meeting in recognition of the importance of Election Day.

#### 2. Reschedule the Meeting to an Alternate Date

Consider rescheduling the meeting to Monday, November 2, 2026 to avoid conflict with Election Day.

Staff recommends proceeding with Option 1, which involves cancelling the Council meeting scheduled for October 26, 2026.

Should there be a need, the Mayor retains the ability to call a special meeting of Council, or a majority of Council may, upon petition to the Clerk, also call a special meeting of Council, as provided for in the Municipal Act, 2001.

The meeting schedule will be posted on the Municipality's website to assist the public in knowing when Council is scheduled to meet.

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### **Link to Strategic/Master Plan**

#### 6.5 Engaging People and Partnerships

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

There are no financial or staffing implications from this report.

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Approved by: Emily Dance, Chief Administrative Officer