

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: September 8, 2025
Report Code: CR-25-110
Subject: 2026 Council and Committee Meeting Calendar

Recommendations:

THAT in consideration of Staff Report CR-25-110 respecting 2026 Council and Committee Meeting Calendar, City Council approves the 2026 Council and Committee meeting calendar as attached to the report.

Highlights:

- There are 77 Council, Board and Committee meetings proposed for 2026.
- The 2026 Council and Committee meeting calendar has been developed with consideration given to accommodating the 2026 Municipal Election.
- Between July 2024 and June 2025, staff presented 307 reports to Council and Committee.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Board and Committee By-law](#)

Background:

Each year, City Council approves the Council and Committee meeting calendar for the following year. Early approval of the calendar of meeting dates provides Council, Board and Committee members, staff, the public, and the media with advance notice of all meeting dates.

Analysis:

2026 Council and Committee Meeting Calendar Highlights

Attached is a draft of the 2026 Council and Committee meeting calendar. While reviewing the calendar, staff wish to highlight the following:

- Where possible, Regular Council meetings have been scheduled on the second and fourth Mondays of the month.
- A Special Council meeting to review the multi-year capital plan has been scheduled for June 2026.
- Semi-annual meetings with the Owen Sound Police Service Board have been scheduled in June and December, in keeping with the Protocol Agreement.
- A summer hiatus is included in the month of August.
- Municipal Election Day is October 26, 2026.
- River District Election Day is November 9, 2026.
- Several Special Council meetings are scheduled in November and December 2026 for the purpose of education and training of Council members following the election.
- No committee meetings have been scheduled after the Municipal Election in anticipation of possible changes to the committee structure, pending a review report to be presented in November 2025.
- Major municipal conferences have been noted in the legend.
- Meetings of Boards that Council members are appointed to are noted in the legend.
- Community organization committees that Council members are appointed to are not included in the legend because they do not meet on set schedules.
- The River District Board meetings are set in accordance with their Constitution and noted on the calendar because City staff act as the administrator and liaison.
- Grey County Council meeting dates/times have been avoided.

A similar number of Regular Council meetings is being proposed for 2026 compared to 2022, the last year in which a Municipal Election was held. The chart below provides the number of Regular Council meetings each year since 2022.

Year	Number of Regular Meetings
2022	19
2023	20
2024	21
2025	20
2026	18 (proposed)

In addition to the 20 Regular meetings scheduled in 2025, Council has held 6 Special Meetings, for a total of 26 Council meetings over the course of the year. In 2026, 4 Special meetings have been scheduled, and 9 orientation sessions.

Committee meetings proposed in the 2026 calendar follow a similar schedule to 2025. In 2025, Committee of Adjustment was moved from the third Thursday of each month to the fourth Tuesday; staff are recommending that Committee of Adjustment meetings be held on the first Tuesday of the month to balance staff workloads. The proposed 2026 calendar is attached to this report and is described in the chart below.

Committee	Day of Month	Time
Community Services	3 rd Wednesday	5:30 p.m.
Corporate Services	2 nd Thursday	5:30 p.m.
Operations	3 rd Thursday	5:30 p.m.
Tom Thomson Art Gallery Advisory	1 st Wednesday, quarterly	2:00 p.m.
Service Review Implementation Ad Hoc	2 nd Wednesday, bi-monthly	9:00 a.m.
Committee of Adjustment	1 st Tuesday	3:00 p.m.

There are currently 77 Council, Board and Committee meetings scheduled for 2026.

Staff Time and Reports

This section includes statistics for Council’s awareness. In 2020, staff that regularly attend Council, Board and Committee meetings began tracking the number of hours spent at these meetings.

Below is a chart that outlines staff hours at meetings for 6 members of the Strategic Leadership Team (excluding Fire Chief), as well as the City Clerk and the Deputy Clerk. Each person on this list dedicated time equivalent to between one and four weeks of full-time work to attending meetings. This chart does not include the time of other staff that attend meetings on a less frequent basis, or the substantial time spent in meeting preparation or follow-up.

Staff Hours at Meetings*

Year	Monthly Average	Yearly Total
July 2020 – June 2021	62 hours	740 hours
July 2021 – June 2022	59 hours	703 hours
July 2022 – June 2023	62 hours	746 hours
July 2023 – June 2024	59 hours	708 hours
July 2024 – June 2025	62 hours	743 hours

*Staff included = City Manager, Directors (4), Senior Manager of Strategic Initiatives & Operational Effectiveness, City Clerk, and Deputy Clerk.

The number of staff reports written for Council, the River District Board, and City Committees is tracked through eScribe, the City’s agenda management software. The chart below shows the number of reports prepared by staff.

Staff Reports

Year	Monthly Average	Yearly Report Total
July 2020 – June 2021	32	385
July 2021 – June 2022	29	348
July 2022 – June 2023	27	321
July 2023 – June 2024	28	337
July 2024 – June 2025	26	307

The volume of time and effort related to meetings and reports reinforces the value of having a summer meeting hiatus. The summer meeting hiatus will be particularly important in 2026 as the Clerk’s staff prepare for the Municipal Election.

Financial Implications:

None.

Communication Strategy:

The approved calendar will be circulated to Mayor and Council, staff, and the media. Orientation dates will be included in the 2026 municipal election candidate information guide.

The full-year calendar will be accessible to the public on the City’s [Council and Committees webpage](#).

Council agendas will be posted on the City’s website by 4:30 p.m. on the Wednesday prior to a Regular meeting, and Committee agendas will be posted 72 hours prior to the meeting.

Consultation:

Strategic Leadership Team, Deputy Clerk, Committee and Executive Support Coordinator

Attachments:

Draft 2026 Council and Committee Meeting Calendar

Recommended by:

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.