

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: September 22, 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:

1. The 2026 Council and Committee meeting calendar as attached to the report;
2. Shortening the 2026 budget amendment period from 30-days to 25-days; and
3. Shortening the over-ride of the Mayor's veto period, if required, from 15-days to 14-days.

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	18
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.

Committee	Day of Month	Time
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.

Response to Requests from September 8, 2025 Council Meeting

Staff presented [Report CR-25-099](#) respecting strong mayor powers at the July 21, 2025 Council meeting. This report outlined the proposed 2026 budget cycle and Council passed a resolution which included:

- Direction to add a Special Meeting on January 19, 2026 to review the Mayor’s budget;
- Shortening the budget amendment period from 30-days to 29-days; and
- Shortening the over-ride of the Mayor’s veto period, if required, from 15-days to 11-days.

When Report CR-25-099 was drafted, the date of the Rural Ontario Municipal Association Conference (ROMA) was not confirmed.

The 2026 Council and Committee meeting calendar was presented at the September 8, 2026 Council meeting. The 2026 calendar included the January 19, 2026 Special meeting and the date of the 2026 ROMA Conference. Based on feedback from that meeting, attached to this report is a revised calendar with the Special Meeting being held on Friday, January 16, 2026 rather than Monday, January 19, 2026. Moving this meeting requires an adjustment to the 2026 budget cycle that was presented on July 21, 2025. The revised process is noted below with changes highlighted in yellow.

Date	Milestone	Citation
December 22, 2025	<p>Mayor’s Budget Tabled – Distributed to Council and Clerk; posted publicly; media advisory issued.</p> <p>NOTE: The budget is not tabled at a formal meeting of Council.</p>	s. 284.4(2): Starts 30-day Council amendment window
January 16, 2026	<p>Budget Meeting – Council may propose amendments by resolution (simple majority vote). Amendments must be made at a public meeting.</p>	Falls within 30-day amendment window
Planned Action:	<p>Staff recommend that Council formally shorten the 30-day amendment period to conclude on January 16, 2026 (25-days)</p>	Permitted under O. Reg. 530/22, s. 7(4)
January 26, 2026	<p>Veto Deadline – Last day for the Mayor to veto amendments, with rationale.</p>	s. 284.4(4): Veto due 10 days after amendment – O. Reg. 530/22, s. 7(6)
February 9, 2026	<p>Council Meeting – Any vetoes presented to Council; Council may vote to override the Mayor’s veto with 2/3 majority.</p>	O. Reg. 530/22, s. 7(10): Starts 15-day override period
Planned Action:	<p>Staff recommend that Council shorten the 15-day override period to conclude February 9 which will be a Regular Council meeting (from 15 days to 14 days).</p>	Permitted under O. Reg. 530/22, s. 7(11)
Final Outcomes	<p>If no amendments are proposed, or if all proposed amendments are accepted by the Mayor without veto, the budget will be deemed adopted on January 16, 2026. If there are amendments to which Mayor issues vetoes and those vetoes are not overridden by Council, the</p>	s. 284.16(4-6)

budget reflecting the Mayor’s original submission with the vetoed amendments removed or modified—will be deemed adopted on January 29, 2026. If Council overrides any of the Mayor’s vetoes by a two-thirds vote, the budget will be deemed adopted on February 9, 2026, incorporating the overridden amendments.

The recommendation in this staff report includes a request for approval of the shortened budget amendment period and the over-ride of the Mayor’s veto period to give effect to the changes noted in the chart above.

In addition to rescheduling the budget meeting, Council asked staff to explore whether the interval between meetings could be shortened during the election period. Staff reviewed the options and determined that the only possible adjustment would be to move the September 28 meeting to October 5; however, this change is not recommended.

Preparing for and following up from a Council meeting requires significant time and resources, and the demands of the October election period do not allow staff to fully support both Council business and the administration of a well-run election. Keeping the final pre-election meeting on September 28 also helps to ensure a level playing field for all candidates leading into the voting period which begins October 16. The September 28 Council meeting will include recognition of members who are not seeking re-election. If an urgent matter arises during the election break, a Special Meeting can be called.

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.