

REQUEST FOR DECISION 048-2025

Title: Council & Committees of Council Meeting Schedule 2026
Date: 2025-12-02 – updated for Council 2025-12-16
Prepared by: Laura Morrison, Town Clerk & Manager of Administration
Contributors: Laura Yaroshevskaya, Administrative Assistant, Office of the CAO



SUMMARY

COUNCIL & COMMITTEES OF COUNCIL MEETING SCHEDULE 2026

The purpose of this RFD is for Council to review the proposed meeting dates for Council meetings and Advisory Committees of Council for 2026, as attached. It is understood that changes may be required throughout the year.

It was discussed at COW meeting on December 2nd, that we had some tentative dates for council to attend Police Advisory Board orientation and strategic planning in early January. These have been confirmed and have been added to the calendar.

Other updates include:

- Source Water Protection Advisory Committee dates updated
- Planning Advisory Committee times updated
- NSFM Conference dates for spring and fall added.

DRAFT MOTION:

That Council adopt the 2026 Council & Advisory Committees of Council Meeting Schedule as attached to RFD 048-2025.

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1) CAO COMMENTS

The CAO supports the recommendation of staff.

2) LEGISLATIVE AUTHORITY

- Municipal Government Act
- Policy #110-002, Council & Committee Proceedings Policy

3) STAFF RECOMMENDATION

Staff recommends that Council accept the 2026 Council and Advisory Committees of Council meeting schedule as detailed within this RFD, with the understanding that throughout the year there may be the requirement to adjust scheduled meetings

4) REFERENCES AND ATTACHMENTS

- [Policy#110-001 Committees of Council Policy](#)
- Council & Advisory Committee Meetings Schedule 2026 (*attached*)

5) DISCUSSION

Municipal Government Act, Section 19(2), states that Council members must be notified at least three days in advance of council meetings, and the clerk is to give at least two days' public notice of the meetings.

A long-term forecast of Council and Advisory Committees of Council meetings supports a more strategic view of scheduling.

Regular Town Council, Committee of the Whole and Committees of Council meeting dates for 2026 are recommended as detailed in the attachment to this RFD.

Frequency of Meetings:

- | | |
|---|----------------------------|
| • Committee of the Whole | Monthly |
| • Special Budget Committee of the Whole | Bi-annually |
| • Town Council | Monthly |
| • Accessibility Advisory Committee | At least four times a year |

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• Audit Committee	At least four times a year
• Equity & Anti-Racism Committee	At least four times a year
• Planning Advisory Committee	Monthly
• Regional Emergency Management Advisory Committee	Quarterly
• RCMP Advisory Board	Quarterly
• Source Water Protection Advisory Committee	Quarterly
• Town & Gown Committee	Quarterly
• Council Policy Review Task Force	As required

There are regular annual conferences which are taken into consideration and any adjustments that may need to be made once all the dates are known, will be made.

• May 19-22	ITGA Annual Conference
• June (dates unavailable)	NSFM Spring Workshop
• June 10-12	AMANS Spring Conference
• October 13-16	AMANS Fall Conference
• November (dates unavailable)	NSFM Fall Conference

January & September COW dates have been moved to the second week of the month to enable more time for staff report preparations after vacations & holidays. Subsequently Town Council meetings for those months are pushed back to the fourth Tuesday of the month.

For the last few years, the June COW has also been moved to the second week due to the International Town & Gown conference being held in first week of June, however, for 2026 this conference takes place in May and no adjustments are required.

Two Special COW Budget meetings are scheduled for February and March.

It is recognized there may be times when topics on the agenda require more time for discussion than is scheduled at the regular COW meeting. To allow for this without having people stay past the scheduled time, a place holder has been included on Wednesday evenings immediately following the Tuesday COW, to be used as an overflow meeting to address any items that were time restricted. They may not be required but this way council, staff and the public will be aware of them and can plan around them.

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Council Policy Review Task Force meetings are not pre-scheduled but on an 'as and when required' basis.

External Committees

External Committees can be added if the dates of the meetings are known. At this time we do not have that information.

6) FINANCIAL IMPLICATIONS

N/A

7) REFERENCES TO COUNCIL STRATEGIC PLAN

Inclusive Community: Build a safe and inclusive community and be a leader in meaningful engagement, through:

- 1) *Inclusivity:* Nurture a sense of belonging for all.
- 2) *Engagement:* Listen and provide opportunities for the community to participate.

The meeting schedule is posted on our website in advance to allow members of the public to plan to attend and/or participate.

8) COMMUNICATION REQUIREMENTS

Meetings will be published on the website.

9) ALTERNATIVES

While the purpose of this calendar is to provide plenty of advance notice to council, staff and members of the public, there may be the requirement to adjust based on unforeseen scheduling conflicts that arise. These will be dealt with on a case-by-case basis.

Council Meetings		
Meeting	Time	Frequency
Committee of the Whole (COW)	8:30am - 11:30am <i>(12:30pm if required and agreed)</i>	Monthly <i>(1st Tuesday of the month except January & September - 2nd Tuesday of the month)</i>
COW Overflow (if required)	6:00pm - 8:00pm	Monthly as required <i>(Wednesday immediately following COW)</i>
Town Council	6:30pm - 8:30pm	Monthly (3rd Tuesday of the month except January & September - 4th Tuesday of the month)
Special Budget COW	8:30am - 1:30pm	At least bi-annually
Committees of Council Meetings		
Accessibility Advisory Committee (AAC)	4:30pm - 5:30pm	At least 4 times per year <i>(Mondays)</i>
Audit Committee	9:00am - 11:00am	At least 4 times a year <i>(Fridays)</i>
Council Policy Review Task Force	12:30pm - 2:30pm	As required <i>(Fridays)</i>
Equity & Anti-Racism Advisory Committee	4:30pm - 5:30pm	At least 4 times a year <i>(Mondays)</i>
Planning Advisory Committee (PAC)	6:30pm - 8:30pm	Monthly <i>(second Thursday of the month)</i>
RCMP Advisory Board	10:00am - 12:00pm	Quarterly <i>(Tuesdays)</i>
Regional Emergency Management Advisory Committee (REMAC)	10:00am - 11:30am	Quarterly <i>(Mondays)</i>
Source Water Protection Advisory Committee	2:30pm - 4:00pm	Quarterly <i>(Wednesdays)</i>
Town and Gown Committee	1:00pm - 3:00pm	Quarterly <i>(Mondays)</i>
Please note: Above are regular timings. Scheduling may be modified by Committee.		

JANUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 New Year's Day Stat	2	3
4	5 RCMP Board Orientation	6	7 All day RCMP Strategic Planning Session	8 6:30pm - 8:30pm Planning Advisory (PAC)	9	10
11	12	13 8:30am - 11:30am COW	14 6:00pm - 8:00pm COW Overflow (if required)	15	16	17
18	19 10:00am - 11:30am (REMAC)	20	21	22	23	24
25	26	27 6:30pm - 8:30pm Town Council	28	29	30 9:00am - 11:00am Audit Committee	31

FEBRUARY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 8:30am - 11:30am COW	4 6:00pm - 8:00pm COW Overflow (if required)	5	6	7
8	9 4:30pm - 5:30pm Accessibility Advisory (AAC)	10	11	12 6:30pm - 8:30pm Planning Advisory (PAC)	13	14
15	16 Heritage Day Stat	17 6:30pm - 8:30pm Town Council	18	19	20	21
22	23 4:30pm - 5:30pm Equity & Anti- Racism	24 8:30am - 1:30pm Special Budget COW	25	26	27	28

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 8:30am - 11:30am COW	4 6:00pm - 8:00pm COW Overflow (if required)	5	6	7
8	9	10	11 2:30pm - 4:30pm Source Water Advisory (SWPAC)	12 6:30pm - 8:30pm Planning Advisory (PAC)	13	14
15	16	17 6:30pm - 8:30pm Town Council	18	19	20	21
22	23	24 8:30am - 1:30pm Special Budget COW	25	26	27	28
29	30	31	1	2	3	4

APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2 6:30pm-8:30pm Special Town Council	3 Good Friday Stat	4
5 Easter Sunday	6 Easter Monday Stat	7 8:30am - 11:30am COW	8 6:00pm - 8:00pm COW Overflow (if required)	9 6:30pm - 8:30pm Planning Advisory (PAC)	10	11
12	13 4:30pm - 5:30pm Equity & Anti- Racism	14 10:00am - 12:00pm RCMP Advisory Board	15	16	17	18
19	20 10:00am - 11:30am Regional Emergency (REMAC)	21 6:30pm - 8:30pm Town Council	22	23	24 9:00am - 11:00am Audit Committee	25
26	27 1:00pm - 3:00pm Town and Gown	28	29	30	1	2
			NSFM Spring Conference			

MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
					NSFM SPRING CONF.	
3	4	5	6	7	8	9
		8:30am - 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
10	11	12	13	14	15	16
	4:30pm - 5:30pm Accessibility Advisory (AAC)		2:30pm - 4:30pm Source Water Advisory (SWPAC)	6:30pm - 8:30pm Planning Advisory (PAC)		
17	18	19	20	21	22	23
	Victoria Day Stat	International Town and Gown Association (ITGA) Conference				
24	25	26	27	28	29	30
		6:30pm - 8:30pm Town Council				
31	1	2	3	4	5	6

JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

SPRING AMANS CONFERENCE

8:30am - 11:30am
COW

2:30pm - 4:30pm
Source Water
(SWPAC)
6:00pm - 8:00pm
COW Overflow (if
required)

6:30pm - 8:30pm
Planning Advisory
(PAC)

6:30pm - 8:30pm
Town Council

9:00am - 11:00am
Audit Committee

JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 Canada Day Stat	2	3	4
5	6 4:30pm - 5:30pm Equity & Anti- Racism	7 8:30am - 11:30am COW	8 6:00pm - 8:00pm COW Overflow (if required)	9 6:30pm - 8:30pm Planning Advisory (PAC)	10	11
12	13	14 10:00am - 12:00pm RCMP Advisory Board	15	16	17	18
19	20 10:00am - 11:30am Regional Emergency (REMAC)	21 6:30pm - 8:30pm Town Council	22	23	24	25
26	27	28	29	30	31	1

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 Civic Holiday	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 Labour Day Stat	8 8:30am - 11:30am COW	9 2:30pm - 4:30pm Source Water Advisory (SWPAC) 6:00pm - 8:00pm COW Overflow (if required)	10 6:30pm - 8:30pm Planning Advisory (PAC)	11	12
13	14 4:30pm - 5:30pm Accessibility Advisory (AAC)	15 10:00am - 12:00pm RCMP Advisory Board	16	17	18	19
20	21	22 6:30pm - 8:30pm Town Council	23	24	25 9:00am - 11:00am Audit Committee	26
27	28 1:00pm - 3:00pm Town and Gown	29	30 Truth & Reconciliation Day	1	2	3

OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5 4:30pm - 5:30pm Equity & Anti- Racism	6 8:30am - 11:30am COW	7 6:00pm - 8:00pm COW Overflow (if required)	8 6:30pm - 8:30pm Planning Advisory (PAC)	9	10
11	12 Thanksgiving Day	13	14	15	16	17
		FALL AMANS CONFERENCE				
18	19 10:00am - 11:30am Regional Emergency (REMAC)	20 6:30pm - 8:30pm Town Council	21	22	23	24
25	26	27	28	29	30 9:00am - 11:00am Audit Committee	31

NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 8:30am - 11:30am COW	4 6:00pm - 8:00pm COW Overflow (if required)	5	6	7
		NSFM FALL CONFERENCE				
8	9	10	11 Remembrance Day Stat	12 6:30pm - 8:30pm Planning Advisory (PAC)	13	14
15	16	17 6:30pm - 8:30pm Town Council	18	19	20	21
22	23	24	25	26	27	28
29	30 1:00pm - 3:00pm Town and Gown	1	2	3	4	5

DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
		8:30am - 11:30am COW	6:00pm - 8:00pm COW Overflow (if required)			
6	7	8	9	10	11	12
		10:00am - 12:00pm RCMP Advisory Board	2:30pm - 4:30pm Source Water Advisory (SWPAC)	6:30pm - 8:30pm Planning Advisory (PAC)		
13	14	15	16	17	18	19
	4:30pm - 5:30pm Accessibility Advisory (AAC)	6:30pm - 8:30pm Town Council				
20	21	22	23	24	25	26
					Christmas Day	Boxing Day
27	28	29	30	31	1	2