



To: COUNCIL
Meeting Date: 10/14/2025
Subject: Proposed 2026 Council and Standing Committee Meeting Schedule
Submitted By: Jennifer Shaw, City Clerk
Prepared By: Michael Oliveri, Acting Deputy City Clerk
Report No.: 25-037-CRS
File No.: C11
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 25-037-CRS Proposed 2026 Council and Standing Committee Meeting Schedule be received;

AND THAT the 2026 Council and Committee meeting schedule attached as Appendix A to this report be approved.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to provide Council with a proposed 2026 Schedule of Meetings.

The proposed schedule ensures the public is informed in advance of upcoming meetings for the year and allows staff to plan efficiently for Council meetings.

Key Findings

The Council for the City of Cambridge is required to set a Schedule of Meetings prior to each new year. Based on available key performance indicators, public participation has increased with virtual meetings and hybrid meeting practices will continue to provide further opportunities for accessible engagement with the public.

Financial Implications

Financial implications are not anticipated as a result of establishing the 2026 Schedule of Meetings of Council. Staff will advertise all meetings on the City's website in advance of all meeting dates and on the City's calendar. The approved Schedule of Meetings will also be posted to the City's website.

STRATEGIC ALIGNMENT:

Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

Core Service

Program: Council Services

Core Service: Council Support

By establishing a schedule of meetings for the year ahead, Council ensures effective and efficient operation for the City and provides clear direction to staff. Regular meetings of Council enable decisions to be made by those elected and provide for transparent and accessible information to the public.

The proposed schedule aligns with the City's Governance and Leadership goals, ensuring effective and efficient meeting management and providing a solid foundation to advance City business.

BACKGROUND:

The proposed 2026 Schedule of Meetings, as presented in Appendix 'A', outlines the schedule of all Council and Committee meetings for 2026, with the exception of Council Workshops that are scheduled as required and Strong Mayor Budget meetings which are scheduled separately.

ANALYSIS:

The proposed Schedule of Meetings for 2026 incorporates Regional Council and Committee meetings, all Council meetings, statutory holidays, and March Break.

Council members may require time from the office to attend conferences throughout the year. Staff have taken into account the following two conferences when developing the proposed meeting schedule:

- Federation of Canadian Municipalities Conference (FCM) – June 4–7, 2026
- Association of Municipalities of Ontario (AMO) – August 16-19, 2026

Where a matter of urgency requires a decision of Council at any time during the year, an Emergency or Special Council meeting may be arranged at the call of the Mayor in consultation with the City Clerk.

A break for all Council and committee meetings is proposed to begin after the September 15, 2026 Public Meeting. This break will primarily serve as time for staff to undertake necessary work in preparation for the Municipal and School Board Election scheduled for October 26, 2026.

The inaugural Council meeting for the upcoming term of council is scheduled to be held on November 17, 2026. Council Orientation is scheduled to take place from November 23-27, 2026, further dates may be scheduled on an as needed basis.

Meeting Times:

Staff are proposing that meeting times be maintained for the 2026 Council Schedule. Currently, Closed Session is scheduled for 5:30 p.m. (when needed) with Council beginning at 6:30 p.m. Statutory Public Meetings are also proposed to maintain their start time of 6:30 p.m.

EXISTING POLICY / BY-LAW(S):

The City's Procedure By-law 23-035 is in effect.

Section 238(2) of the *Municipal Act*, 2001, provides that every municipality have a procedure by-law for governing the calling, place and proceedings of meetings. The proposed 2026 Schedule of Meetings reflects the need to call for meetings.

FINANCIAL IMPACT:

Council's Procedure By-law 23-035 requires notice for meetings of council within 72 hours of the meeting. Setting a schedule for annual meetings provides assistance to Council to help meet the requirements of the by-law. Further, an annual schedule provides notice to the public for meetings. The only financial impact for the proposed 2026 Schedule of Meetings is printing costs, which is funded through the Clerk's Operating Budget and is a necessary expense to continue forwarding City business.

PUBLIC VALUE:

Engagement:

The proposed 2026 Schedule of Meetings provides the opportunity to inform and engage the public. Upon approval of the Schedule of Meetings, staff will post all meetings on the City Meeting Calendar, ensuring that the public has a point of reference for upcoming meeting dates. The meeting agendas are posted on the City Meeting Calendar the week prior to the meeting. Public involvement is encouraged through the City's Delegation Request Form and guide that is also posted on the City's website. Statutory Public Meetings under the Municipal Act, 2001 and the Planning Act, 1990 provide further opportunity for public involvement by way of statutory notices provided via postal mail and notice on the City's website.

It is essential that the public be provided with a wide range of methods that encourages active involvement in the decision-making process before Council.

ADVISORY COMMITTEE INPUT:

The proposed 2026 Schedule of Meetings only reflects meetings of Council. Citizen Advisory Committees establish their meeting schedules for the new year individually with the guidance of their staff liaison.

Staff did not consult advisory committees when setting the proposed 2026 Schedule of Meetings of Council as, pursuant to the Procedure By-law, these meetings are required to be set by Council.

Advisory Committees will schedule their meetings around the approved 2026 Schedule of Meetings of Council to ensure there are no conflicts for staff and Council representatives that support and work with the City's advisory committees.

PUBLIC INPUT:

The proposed 2026 Schedule of Meetings is reflective of the meetings of Council over the last several years. The City has anticipated the continuation of hybrid meetings to provide the public with the opportunity to participate in Council meetings both in-person and virtually, which will continue to offer greater flexibility and increased public participation.

INTERNAL / EXTERNAL CONSULTATION:

Upon Council approval of the proposed 2026 Schedule of Meetings, staff will ensure the schedule is added to the City's meeting calendar and that all staff and Council receive meeting invitations for the 2026 meetings.

As agendas serve as notice of meetings, agendas and the City's website will continue to reflect the hybrid meeting structure of meetings of Council.

CONCLUSION:

The setting of the 2026 Schedule of Meetings provides Council, staff, and the public with the opportunity to participate in the public process of Council meetings and provides increased accessibility to City meetings. Moreover, the recommendation strives to establish meetings that are efficient for moving City business forward and assist Council in effective meeting management.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

General Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 25-037-CRS Appendix A – 2026 Schedule of Council and Standing Committee Meetings