



Information Memo

To: Council-In-Committee Meeting
Date: October 15, 2025
Division: Corporate Services
Department: Legislative Services
Ward: All Wards
Subject: Council and Committee meeting schedule

Recommendation(s):

That the Information Memo regarding the 2026 Council and Committee schedule be received as information; and

That Council approves the 2026 Council and Committee meeting schedule as outlined within the discussion section of this report.

Background

Norfolk County Council schedules its Council and Committee meetings on an annual basis with the schedule running from January to December. The schedule is established to meet the needs of Council and Staff while working around identified scheduling conflicts. This is done to allow adequate time to prepare and circulate agendas for both statutory requirements and sufficient Council review, and for public circulation.

Discussion:

On an annual basis, Clerks staff propose the Council and Committee meeting calendar for the upcoming year.

As outlined in the Procedural By-law (Section 4.3(d) and (e)), meetings shall be moved from their regular Tuesday to the next day (Wednesday) as follows:

- a) Where such Tuesday may be a holiday, the Council shall meet on the business day next following the regular day of the meeting and at the same time as specified in Section 4.3(a) above, or on another date as may be deemed practicable.
- e) When the Norfolk County Fair commences on a Tuesday in October, any meeting scheduled on such Tuesday shall meet on the business day next following the

regular day of the meeting and at the same time as specified in Section 4.3(a) above, or on another date, as may be deemed practicable.

The proposed 2026 Council and Committee meeting schedule is as follows and as 2026 is an election year, the meeting dates are built around the election to provide flexibility and continuation of business and include ceremonies around the inauguration of the new Council:

January 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, January 6th, 2026	3:00pm
Council-in-Committee	Tuesday, January 13th, 2026	1:00pm
Budget Committee (Levy Operating Budget)	Wednesday, January 21st, 2026	9:30am
Budget Committee (Levy Operating Budget)	Thursday, January 22nd, 2026	9:30am
Council	Tuesday, January 27th, 2026	1:00pm

February 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, February 3rd, 2026	3:00pm
Council-in-Committee	Tuesday, February 10th, 2026	1:00pm
Council Workshop	Tuesday, February 17th, 2026	9:30am
Council	Tuesday, February 23rd, 2026	1:00pm

March 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, March 3rd, 2026	3:00pm
Council-in-Committee	Tuesday, March 10th, 2026	1:00pm
Council	Tuesday, March 24th, 2026	1:00pm

April 2026

Meeting	Date	Time
Public Hearings Committee	Wednesday, April 8th, 2026 <i>*Meeting has been moved to accommodate the Easter statutory holiday</i>	3:00pm
Council-in-Committee	Tuesday, April 14th, 2026	1:00pm
Council Workshop	Tuesday, April 21st, 2026	9:30am
Council	Tuesday, April 28th, 2026	1:00pm

May 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, May 5th, 2026	3:00pm
Council-in-Committee	Tuesday, May 12th, 2026	1:00pm
Council	Tuesday, May 26th, 2026	1:00pm

June 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday June 2nd, 2026	3:00pm
Council-in-Committee	Thursday, June 11th, 2026 <i>*This meeting has been moved to accommodate the AMCTO conference</i>	1:00pm
Council Workshop	Tuesday, June 16th, 2026	9:30am
Council	Tuesday, June 24th, 2026	1:00pm

July 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, July 7th, 2026	3:00pm
Council-in-Committee	Tuesday, July 14th, 2026	1:00pm
Council	Tuesday, July 28th, 2026	1:00pm

August 2026

Meeting	Date	Time
No meetings in August 2026		

September 2026

Meeting	Date	Time
Public Hearings Committee	Wednesday September 2nd, 2026 *This meeting has been moved to accommodate the Labour Day statutory holiday	3:00pm
Council-in-Committee	Tuesday, September 8th, 2026	1:00pm
Council Workshop	Tuesday, September 15th, 2026	9:30am
Council	Tuesday, September 22nd, 2026	1:00pm

October 2026

Meeting	Date	Time
Public Hearings Committee	Wednesday, October 7th, 2026 *This meeting has been moved to accommodate the Norfolk County Fair and Horse Show	3:00pm
Council	Wednesday October 14, 2026 *This meeting has been moved to accommodate the Thanksgiving statutory holiday	

November 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, November 2nd, 2026	3:00pm
Council Inauguration	Tuesday, November 17th, 2026	6:00 pm
Council	Tuesday, November 24th, 2026	1:00pm

December 2026

Meeting	Date	Time
Public Hearings Committee	Tuesday, December 1st, 2026	3:00pm
Council-in-Committee	Tuesday, December 8th, 2026	1:00pm
Council	Tuesday, December 15th, 2026 <i>*this meeting has been moved to accommodate the Holiday break</i>	1:00pm
Budget Committee	Thursday, December 10 th , 2026	9:30am

Financial Services Comments:

There are no direct financial implications associated with this information memo.

Planning for 2027 budgets will be finalized once 2026 budgets are complete. Currently a Budget Committee meeting is recommended to be scheduled for December 10, 2026, however changes to regular budget timelines will likely need to be made in order to accommodate the 2026 municipal election. Any changes will be communicated with Council as they are available.

Conclusion:

With approval of the Council meeting dates for 2026, greater transparency and public notice of meeting dates will be realized.

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Heidy VanDyk, General Manager, Corporate Services
William Tigert, County Clerk
Tracey Rodrigues, Deputy County Clerk,

Prepared By:
Ethan Burnett,
Clerks' Assistant