

Town of Whitby Staff Report

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Report Title: 2026 Council, Committee, and Public Meetings Schedule

Report to: Committee of the Whole

Date of meeting: June 2, 2025

Report Number: CLK 07-25

Department(s) Responsible:

Office of the Town Clerk

Submitted by:

C. Harris, Director, Legislative
Services/Town Clerk

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

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Services/Deputy Clerk

1. Recommendation:

That Council approve the 2026 Council, Committee, and Public Meetings Schedule appended to this Report as Attachment 1.

2. Highlights:

- The proposed 2026 Council, Committee, and Public Meetings schedule continues the four-week meeting cycle originally introduced in 2024, where possible, consisting of two Committee of the Whole Meetings, generally followed by a Public Meeting or Statutory Holiday (no meetings scheduled), followed by a Regular Council meeting. However, due to the 2026 Municipal Election the meeting cycle has been condensed in September and in November/December.
- As the 2026 municipal election is on October 26, 2026, the final Council meeting of the 2022-2026 Term of Council is scheduled for September 28, 2026 and the Inaugural Meeting of the 2026-2030 Term of Council is scheduled for November 16, 2026.
- Dates for consideration of the 2027 budget have not been included on the 2026 Council, Committee, and Public Meetings schedule. It is anticipated that presentation of the 2027 budget by the Mayor will occur between January 1,

2027 and February 1, 2027 in accordance with section 7 of [Ontario Regulation 530/22](#) under the Municipal Act, 2001.

3. Background:

Subsection 8.7 of [Procedure By-law # 8081-24](#) requires Council to adopt a schedule for its meetings to be held in the following year. The Town Clerk is responsible for publishing the meeting schedule on the Town's website.

4. Discussion:

The 2026 Council, Committee, and Public Meetings schedule generally continues the four-week meeting cycle introduced in 2024 for Committee of the Whole, Public Meetings, and Council Meetings. In the four-week cycle, Committee of the Whole Meetings are scheduled on the first and second weeks. In the third week of the cycle, either a Public Meeting is scheduled or there is no meeting. Week four of the cycle is then the Regular Council meeting to consider the recommendations stemming from the week one and week two Committee of the Whole meetings.

Moving to a four-week schedule has provided the following benefits:

- Council is provided with a two-week period to consider discussion, debate, and recommendations from Committee of the Whole Meetings prior to making decisions at Regular Council Meetings.
- Staff are provided with additional time to respond to requests for information at Committee of the Whole Meetings, including preparing memorandums for Council's information and consideration.
- The public is provided with additional time to submit correspondence regarding matters being considered at Council.

No meetings are scheduled during the weeks of Family Day, March Break, the Ontario Good Roads Association annual conference, Easter Monday, Victoria Day, and Thanksgiving. Further no meetings are scheduled in July and August and during the December holiday break. A meeting is scheduled on Monday during the week for the National Day for Truth and Reconciliation due to that public holiday falling on a Wednesday in 2026.

As is past practice, in instances where time-sensitive reports require urgent consideration, reports may be presented directly at Regular Council Meetings or the Mayor may call Special Council Meetings, including meetings during July and August. Further, in accordance with subsection 8.8 of the [Procedure By-law](#), the date, time, and location of regular meetings of Council may subsequently be amended by consent of Mayor, and the Clerk shall note the change on the Town's website and shall give notice of the revised date, time and/or location to all Members and the public in accordance with Section 8.9 and Section 8.10 of the by-law.

2026 Municipal Election Considerations

In consideration of the 2026 municipal election on October 26, 2026, the final Council meeting of the 2022-2026 Council term will be on September 28, 2026.

The Inaugural Meeting of the new term of Council is scheduled for November 16, 2026 in accordance with subsection 6(1) of the Municipal Election Act and section 230 of the Municipal Act.

As the last cycle of Committee of the Whole and Regular Council meetings (September 21, 2026 and September 28, 2026) take place after Nomination Day for the 2026 municipal election which is August 21, 2026, there are restrictions prescribed on Council in accordance with Section 275 of the Municipal Act for these meetings if it can be determined that there is the possibility of less than three-quarters of the Members of the outgoing Council being on the incoming Council. This is referred to as the 'Lame Duck' period.

There are two different scenarios provided for in the Municipal Act when a lame duck situation could be in effect:

1. After nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; and,
2. After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.
(**Note:** This situation will not present itself since there are no Council meetings scheduled after voting day until the inaugural meeting of the 2026-2030 Council.)

For Whitby Council, three-quarters of the outgoing Council is seven of the nine current members.

The acts of Council that are restricted under the Municipal Act during a lame duck period are as follows:

- the appointment or removal from office of any officer of the municipality;
- the hiring or dismissal of any employee of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and,
- making any expenditures or incurring any other liability which exceeds \$50,000 (unless the disposition or liability was included in the 2025 budget adopted by Council).

Despite these provisions, Council is not prohibited from delegating authority to another person or body to exercise any authority of a municipality and nothing prevents Council from taking action in the event of an emergency.

Policy G 020, Delegation of Powers and Duties, provides that during the duration of a 'Lame Duck Council' the CAO has the emergency power to make any expenditure or incur any other liability which exceeds \$50,000. Further, if Council were in a lame duck situation, there are no restrictions on receiving reports for information or continuing with regular Town business if such business does not fall within the restricted acts noted above. As Nomination Day approaches, should a lame duck situation occur, the Clerk will provide more detailed information to Council and Staff in this regard.

2027 Budget Dates

Dates for the 2027 budget have not been included on the 2026 Council, Committee, and Public Meetings schedule. It is anticipated that presentation of the 2027 budget by the Mayor will occur between January 1, 2027 and February 1, 2027 in accordance with section 7 of [Ontario Regulation 530/22](#) under the Municipal Act, 2001. Subsequent consideration of the budget by Council will occur after presentation of the budget in accordance with the regulation.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

The 2026 Council, Committee, and Public Meetings schedule will be published on the Town's website. Upcoming meetings are shared with the public through the website calendar and through the Town's social media channels. Additionally, the schedule will be shared with candidates running in the 2026 Municipal Election.

7. Input from Departments/Sources:

The Senior Leadership Team was consulted when developing the 2026 Schedule and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.

8. Strategic Priorities:

Publishing the 2026 Council, Committee, and Public Meetings schedule in advance allows Staff to inform and engage the community about upcoming meetings. This supports Strategic Pillar 4 in the Community Strategic Plan: Whitby's Government – Accountable & Responsive.

9. Attachments:

Attachment 1 – 2026 Council, Committee, and Public Meetings Schedule