

Town of Whitby

Staff Report

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Report Title: 2027 Council, Committee, and Public Meetings Schedule

Report to: Committee of the Whole

Date of meeting: April 13, 2026

Report Number: CLK 04-26

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:

K. Narraway, Sr. Manager, Legislative Services/Deputy Clerk

1. Recommendation:

That Council approve the 2027 Council, Committee, and Public Meetings Schedule appended to this report as Attachment 1.

2. Highlights:

- The 2026-2030 Term of Council begins with the Inaugural Meeting of Council on Monday, November 16, 2026.
- Council has previously approved meeting dates after the 2026 municipal election through to the end of 2026 through [Report CLK 07-25](#) adopted at the Regular Council Meeting on June 23, 2025. These meetings include the Inaugural Meeting on November 16, 2026, Public Meetings on November 23, 2026, Committee of the Whole Meetings on November 30, 2026 and December 7, 2026, and a Regular Council Meeting on December 14, 2026.
- As reported to Council through Report CLK 07-25, it is anticipated that presentation of the 2027 budget by the Mayor for the 2026-2030 Term of Council will occur in January 2027 in accordance with [Section 7 of Ontario Regulation 530/22](#). Due to the 2026 municipal election, the 2027 budget is not scheduled to be approved prior to the end of the year. Following the election, Financial Services will bring forward a report on the timelines for the 2027 budget process.

The proposed 2027 Council, Committee, and Public Meetings Schedule reserves availability in February and March 2027 for budget meetings.

3. Background:

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

In the 2022 municipal election year, Council adopted the 2023 meeting schedule in May 2022, prior to the election. Adopting the 2027 meeting schedule now will allow the meeting schedule to be shared with candidates for Town Council when they file their nominations. The incoming Council would retain the authority to adjust the schedule as they see fit.

4. Discussion:

The proposed 2027 Council, Committee, and Public Meetings Schedule continues the four-week meeting cycle introduced in 2024 consisting of two Committee of the Whole Meetings, generally followed by Public Meetings or a Statutory Holiday (no meetings scheduled), followed by a Regular Council Meeting.

No meetings are scheduled during the weeks of Family Day, March Break, the Ontario Good Roads Association annual conference, Easter Monday, Victoria Day, Labour Day, Thanksgiving, and the December holiday period. Special Council meetings are booked as holds in July and August to address any urgent business requiring Council consideration.

In instances where time-sensitive reports require urgent consideration outside of the approved schedule, reports may be presented directly at Council Meetings or the Mayor may call Special Council Meetings. 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 of Council and to the public in accordance with Section 8.9 and Section 8.10 of the by-law.

Orientation sessions for the 2026-2030 Term of Council have been scheduled between November 2026 and March 2027, however these dates are not included on the 2027 Council, Committee, and Public Meetings Schedule. These dates will be shared with all candidates who file a nomination for a position on Town Council.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

The 2027 Council, Committee, and Public Meetings Schedule will be added to the Town's website and meeting management software. Additionally, the Schedule will be shared with candidates who file a nomination for a position on Town Council. Lastly,

upcoming Council, Committee, and Public Meetings will be shared on the Town's social media channels.

7. Input from Departments/Sources:

The Senior Leadership team was consulted in the development of the 2027 Council, Committee, and Public Meetings Schedule. Additionally, the Commissioner of Financial Services/Treasurer has reviewed the proposed timing for presentation of the 2027 budget, and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.

8. Strategic Priorities:

Publishing the 2027 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 – 2027 Council, Committee, and Public Meetings Schedule