



Report to Council

Department: Office of the CAO
Division: Legal and Legislative Services
Date: September 15, 2025
Prepared by: Joe Malandruccolo, Director, Legal & Legislative Services/Clerk
Report Number: Legal and Legislative Services-2025-17
Subject: 2025 Regular Council Meeting Dates
Number of Pages: 4

Recommendation(s)

That Legal & Legislative Services Report-2025-17 entitled 2026 Regular Council Meeting Dates prepared by Joe Malandruccolo, Director, Legal and Legislative Services/Clerk dated September 15, 2025 be received, and

That the dates for the 2026 Regular Council Meetings proposed herein be approved.

Purpose

The purpose of this report is to establish dates for the 2026 Regular Council Meetings.

Background and Discussion

Section 3.2.1 of the Procedural By-Law No. 2159 states that Regular Meetings of Council shall be held or hosted at 33 Talbot Street South, Essex, Ontario on the first and third Mondays of each month commencing at 6:00 PM, unless otherwise decided by a majority of Members.

Section 3.2.2 of the Procedural By-law 2159 states that when a Regular Meeting falls on a Monday that is a Civic or Public Holiday, or on a day when Town Hall is closed for business, the Regular Meeting shall be held on the next following date that is not a public holiday or on a date agreed to by Council. For greater certainty, Council shall not hold a Regular Council Meeting or a Special Meeting on Remembrance Day, unless an emergency meeting of Council has been called.

Section 3.2.3 of the Procedural By-Law No. 2159 states further that, when deemed necessary, Council may, by resolution, alter the time, date and location of any Regular Meeting approved under Section 3.2.1 or Section 3.2.2.

The final Regular Council Meeting of the current year is scheduled for December 15, 2025. The Municipal Offices will be closed for the holidays commencing at day's end on Tuesday, December 23, 2025, and will re-open on Friday, January 2, 2026. Due to the timing of the deadline for agenda items and the timing of the return of various staff to the office from the holiday season, it is recommended that Council defer the scheduling of the first Regular Council Meeting of 2026 to January 12, 2025.

The 2026 Association of Municipalities of Ontario (AMO) Annual Conference is currently scheduled from Sunday, August 16, 2026, until Wednesday, August 19, 2026. In an effort to allow members of Council to attend this conference, it is recommended that the meeting be moved to the second Monday of August, being August 10, 2026. Due to the timing of the AMO Conference and Council members returning from the conference and the deadline for agenda items, it is recommended that only one meeting be held in August.

The *Municipal Elections Act* states that a municipal election shall be held in 2026 and voting day is to be the fourth Monday of October, being October 26, 2026. The *Municipal Elections Act* further states that the new term of Council shall commence on November 15, 2026. While the Procedural By-Law states that the Inaugural Meeting of the newly-elected Council shall be held on the first Monday in December in each regular municipal election year, it is proposed that the

date of the inaugural meeting be moved to November 16, 2026 to coincide with *the Municipal Elections Act*.

The final 2026 Regular Council meeting is scheduled for December 14, 2026. This is to account for Christmas holidays and planned staff absences.

Therefore, the proposed dates for the 2026 Regular Council Meetings are as follows:

- Monday, January 12, 2026
- Monday, February 2, 2026
- Tuesday, February 17, 2026 (moved to allow observation of Family Day)
- Monday, March 2, 2026
- Monday, March 16, 2026
- Tuesday, April 7, 2026 (moved to allow observation of Easter Monday)
- Monday, April 20, 2026
- Monday, May 4, 2026
- Tuesday, May 19, 2026 (moved to allow observation of Victoria Day)
- Monday, June 1, 2026
- Monday, June 15, 2026
- Monday, July 6, 2026
- Monday, July 20, 2026
- Monday, August 10, 2026 (moved to allow attendance at AMO Conference)
- Tuesday, September 8, 2026 (moved to allow observation of Labour Day)
- Monday, September 21, 2026
- Monday, October 5, 2026
- Monday, October 19, 2026
- Monday, November 2, 2026 (Final meeting of current Term of Council)
- Monday, November 16, 2026 (Inaugural Meeting of Council)
- Monday, December 14, 2026 (One meeting to account for Christmas holidays)

Financial Impact

There is no financial impact associated with this report.

Consultations

Kate Giurissevich, Chief Administrative Officer

Shelley Brown, Deputy Clerk

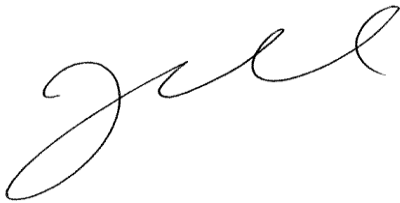
Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	2026 Regular Council Meeting Dates - Legal and Legislative Services-2025-17.docx
Attachments:	
Final Approval Date:	Sep 9, 2025

This report and all of its attachments were approved and signed as outlined below:



Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Sep 8, 2025 - 2:39 PM



Kate Giurissevich, Chief Administrative Officer - Sep 9, 2025 - 2:13 PM