

DATE OF MEETING NOVEMBER 17, 2025

AUTHORED BY JESSICA VANDERHOEF, STENO COORDINATOR

SUBJECT 2026 COUNCIL AND COMMITTEE KEY DATE CALENDARS

OVERVIEW

Purpose of Report

To present the 2026 Council and Committee Key Date Calendars for Council’s approval.

Recommendation

That Council approve the 2026 Council and Committee Key Date Calendars as presented in Attachments ‘A’ through ‘H’ of the Staff Report titled “2026 Council and Committee Key Date Calendars”, dated 2025-NOV-17.

BACKGROUND

Prior to December 31st of each year, a key date calendar for Council Meetings and Public Hearings for the upcoming year is prepared in accordance with “Council Procedure Bylaw 2018 No. 7272”. Under Section 127 of the *Community Charter* (the *Charter*), a schedule of the date, time and place of Regular Council Meetings must be made available to the public, and under Section 94 of the *Charter*, notice must be given of its availability.

In accordance with the Section 46.1 of the “Council Procedure Bylaw 2018 No. 7272”, the Corporate Officer establishes a regular schedule of meetings for the committees, including the dates, times and locations, and provides the required notice of the schedule. Historically, staff have presented committee meetings schedule to Council to ensure Council members are generally available to attend applicable committee meetings on the proposed meeting dates.

The 2026 Key Date Calendars for the Design Advisory Panel (DAP) and Board of Variance (BOV) have been prepared and reviewed by the Planning Department to ensure cohesiveness between the various meetings. The DAP calendar has been set in accordance with the “Design Advisory Panel Mandate and Objectives” document. The BOV calendar has been set in accordance with the “Board of Variance Bylaw 2015 No. 7213”.

DISCUSSION

COUNCIL KEY DATE CALENDAR

Regular Council Meetings and Public Hearings are held in the Shaw Auditorium, Vancouver Island Conference Centre. Public Hearings are livestreamed on the City’s website, and Regular Council Meetings are recorded, livestreamed on the City’s website, and broadcast on Rogers/Shaw TV. Meetings are conducted in a hybrid format where members have the option to join in person or

electronically via Zoom in accordance with Section 26 of the “Council Procedure Bylaw 2018 No. 7272”.

The 2026 Council Key Date Calendar (Attachment ‘B’) was developed as follows:

- Public Hearings will be held on the third Thursday of the month at 7:00 p.m.
- Regular Council Meetings will be held on the first and third Mondays of the month at 4:30 p.m. to proceed in camera, and reconvene open portion at 7:00 p.m.
- Where a meeting falls on a statutory holiday or occurs during the week of the Union of British Columbia Municipalities (UBCM) Convention, Association of Vancouver Island and Coastal Communities (AVICC) Convention or Federation of Canadian Municipalities (FCM) Conference, the meeting will be moved forward to the following Monday
- There are no Council Meetings in August

There is opportunity to revise the calendar throughout the year. Regular Council Meetings may be cancelled, or the date, time and location may be changed in accordance with “Council Procedure Bylaw 2018 No. 7272”. In addition, Special Council Meetings may be scheduled when needed. Where revisions are made, notice must be given, and the calendar updated.

There are 18 Regular Council Meetings, two (2) Special Council Meetings, one (1) Inaugural Council Meeting, and 11 Public Hearings scheduled for 2026. The following table identifies dates where a meeting deviates from the Bylaw, an alternate day is suggested, or a meeting of note is included.

Date	Rationale
February 23 rd	Regular Council Meeting moved forward one week due to statutory holiday on February 16 th
March 23 rd	Regular Council Meeting moved forward one week to reduce the length of time between meetings due to statutory holidays in April and to ensure Consent Items from committee meetings will come forward to Council in a timely manner
April 13 th	Regular Council Meeting moved forward one week due to statutory holiday on April 6 th
May 11 th	Special Council Meeting scheduled directly prior to the GPC meeting for the purpose of adopting the Financial Plan Bylaw prior to May 15 th
May 25 th	Regular Council Meeting moved forward one week due to statutory holiday on May 18 th
June 22 nd	Regular Council Meeting moved forward one week to accommodate the Statement of Financial Information (SOFI) report prior to June 30 th
June 25 th	Special Council Meeting (Public Hearing) Meeting moved forward one week due to meeting room availability at the VICC
July 27 th	Special Council Meeting scheduled to reduce the length of time between meetings due to the August break.
September 24 th	Special Council Meeting (Public Hearing) moved forward one week due to UBCM.
November 9 th	Inaugural Council Meeting
December 14 th	Regular Council Meeting moved back one week due to proximity of holidays on December 21 st and in anticipation of absences

Once the calendar is approved by Council, public notice will be provided, and meeting Outlook calendar invitations will be distributed to Council and staff. |

COMMITTEE KEY DATE CALENDARS

The 2026 committee meeting schedules have been prepared based on the terms of reference, 2025 schedules, general local election year schedules and in consultation with the staff liaisons. The following key date calendars are attached:

- Governance and Priorities Committee (GPC) meetings will be held on Mondays, alternating from Regular Council Meetings from 1:00 p.m. to 5:00 p.m. (Attachment ‘C’)
- Finance and Audit Committee (F&A) meetings will be held on Wednesdays, once a month until the 2026 general local election, from 9:00 a.m. to 12:00 p.m. (Attachment ‘D’)
- Advisory Committee on Accessibility and Inclusiveness (ACAI) meetings will be held on select Wednesdays, every two months until the 2026 general local election, from 4:00 p.m. to 6:00 p.m. (Attachment ‘E’)
- Public Safety Committee (PS) meetings will be held on select Wednesdays, every two months, until the 2026 general local election, from 4:00 p.m. to 6:00 p.m. (Attachment ‘F’)
- Mayor’s Leaders’ Table (MLT) meetings will be held on select Fridays and a quarterly basis from 8:30 a.m. to 10:30 a.m. until the 2026 general local election (Attachment ‘G’)
- Design Advisory Panel (DAP) meetings will be held every second and fourth Thursday of the month, except for August, from 5:00 p.m. to 7:00 p.m. (Attachment ‘H’)

The Governance and Priorities Committee and Finance and Audit Committee will continue to meet in a hybrid format to allow for both in person and electronic participation. Meetings will be held in the Shaw Auditorium, Vancouver Island Conference Centre, unless otherwise noted.

The Advisory Committee on Accessibility and Inclusiveness, Public Safety Committee, Mayors’ Leaders’ Table, and Design Advisory Panel will continue to meet in a hybrid format to allow for both in person and electronic participation. Meetings will be held in the Boardroom, Service and Resource Centre.

The District 68 Sports Field and Recreation Committee (SFRC) has been included as a meeting type on the combined Meeting Schedule (Attachment ‘A’); however, no meeting dates have been scheduled at this time. In accordance with the committee’s terms of reference, this committee will meet twice a year, and notices will be posted regarding these meetings.

The following table identifies dates where a meeting deviates from the typical schedule, an alternate day is suggested, or a meeting of note is included.

Date	Rationale
June 25 th (DAP)	Design Advisory Panel Meeting scheduled meeting time adjusted to 4:00 p.m. to 6:00 p.m. to accommodate the Special Council Meeting (Public Hearing) commencing at 7:00 p.m. on the same date
September 23 rd (F&A)	Finance and Audit Committee Meeting moved forward one week due to UBCM

September 24 th (DAP)	Design Advisory Panel Meeting scheduled meeting time adjusted to 4:00 p.m. to 6:00 p.m. to accommodate the Special Council Meeting (Public Hearing) commencing at 7:00 p.m. on the same date
October 14 th (PS)	No Public Safety Meeting scheduled due to the Advanced Voting Day and staffing capacity.
November 20 th , 25 th and 27 th (sF&A)	Special Finance and Audit Committee Meetings for Annual Budget Sessions
December 2 nd and 4 th (sF&A)	Special Finance and Audit Committee Meetings for Annual Budget Sessions
December 9 th (F&A)	Finance and Audit Committee Meeting moved one week earlier to ensure recommendations can be included on the December 14 th Regular Council Meeting under Consent Items
December 24 th (DAP)	No Design Advisory Panel Meeting scheduled due to Holidays

BOARD OF VARIANCE CALENDAR

The Board of Variance (BOV) calendar is provided for information as Attachment 'I'; however, it does not need to be adopted by Council. The BOV will continue to meet in person.

The following table identifies dates where a meeting deviates from the typical schedule, an alternate day is suggested, or a meeting of note is included.

Date	Rationale
January 15 th (BOV)	Board of Variance Meeting moved forward two weeks due to the statutory holiday on January 1 st and the conflicting DAP meeting scheduled for January 8 th

COMBINED KEY DATE CALENDAR

The 2026 Meeting Schedule (Combined Calendar) is provided in Attachment 'A' and includes all aforementioned meeting types for convenience.

OPTIONS

1. That Council approve the 2026 Council and Committee Key Date Calendars as presented in Attachments 'A' through 'H' of the Staff Report titled "2026 Council and Committee Key Date Calendars", dated 2025-NOV-17.
 - The advantages of this option: Approving the 2026 Council and Committee Key Date Calendars is in accordance with "Council Procedure Bylaw 2018 No. 7272", Section 127 of the *Community Charter* and "Design Advisory Panel Mandate and Objectives".
 - The disadvantages of this option: Council may wish to alter its meeting schedule.
 - Financial Implications: The cost to book the Vancouver Island Conference Centre is increased 3% annually.
2. That Council provides alternative direction regarding the 2026 Council and Committee Key Date Calendars.

- The advantages of this option: Council may wish to select different meeting dates.
- The disadvantages of this option: Proposed meetings have been booked with the Vancouver Island Conference Centre and alternative dates may not be available.
- Financial Implications: Financial implications would vary depending on the direction provided.

SUMMARY POINTS

- In accordance with “Council Procedure Bylaw 2018 No. 7272”, the 2026 Council Key Date Calendar must be adopted before December 31st of each year.
- If the calendar is approved by Council, public notice will be given in accordance with Sections 94 and 127 of the *Community Charter*.
- Regular Council Meetings have been scheduled on the first and third Mondays of the month with exceptions noted. Public Hearings will be held on the third Thursday of the month.
- Council Meetings and Public Hearings are held in the Shaw Auditorium of the Vancouver Island Conference Centre. Council meetings are held at 4:30 p.m. to proceed In Camera and reconvene their open portion at 7:00 p.m. Public Hearings are held at 7:00 p.m.
- Committee and Board of Variance Calendars are provided and will be published to inform the public of forthcoming meeting dates.

ATTACHMENTS:

- Attachment A: 2026 Meeting Schedule (Combined Calendar)
- Attachment B: 2026 Council Key Date Calendar
- Attachment C: 2026 Governance and Priorities Committee Key Date Calendar
- Attachment D: 2026 Finance and Audit Committee Key Date Calendar
- Attachment E: 2026 Advisory Committee on Accessibility and Inclusiveness Key Date Calendar
- Attachment F: 2026 Public Safety Committee Key Date Calendar
- Attachment G: 2026 Mayor’s Leaders’ Table Key Date Calendar
- Attachment H: 2026 Design Advisory Panel Key Date Calendar
- Attachment I: 2026 Board of Variance Key Date Calendar

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