



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Robert Auger, Director Legislative Services & Clerk

**Date to Council:** Tuesday, August 12, 2025

**Report Number:** LCS-2025-23

**Subject:** Council Meetings in 2026

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### Recommendations

It is recommended:

**That** the following dates in 2026 which would normally be considered for regular council meeting dates **be withdrawn from consideration:**

- July 14, 2026
- August 25, 2026
- October 27, 2026; and
- December 22, 2026

**And that** the proposed 2026 Council Meeting Calendar be approved with notice of the Regular Council Meeting dates **to be posted** to the Town's website.

### Background

The Council and Committee Meetings Calendar is prepared annually by the Legislative & Clerk Services Department. The Department also works in partnership with the Essex-Windsor Solid Waste Authority (EWSWA) and the Technology & Client Services Department on the preparation of the annual EWSWA Collection Calendar.

The EWSWA Collection Calendar is a useful reference guide for Tecumseh residents for refuse, white goods, and organic collection dates, as well as recycling collection days. The EWSWA Collection Calendar also contains the dates for the Regular Council Meetings, along with other Town events and activities.

This report outlines potential conflicts of Council Meetings with other municipal business, events, and activities and offers suggested resolutions to the noted conflicts. Resolution of these conflicts is proposed in this report to prepare accurate and complete calendars for the coming 2026 calendar year.

## Comments

Regular Council Meetings are held on the second and fourth Tuesday of each month in accordance with By-Law No. 2023-076 which governs the proceedings of Council and its Committees (Procedural By-Law). The Procedural By-Law also permits the alteration of these meetings and that will be discussed later in this report.

Council has traditionally reduced the number of meetings held in the summer months to attend conferences. This proposed schedule also reduces two meeting dates, one in October and one in December, which will be outlined below. The 2026 Council meeting schedule will provide members greater flexibility to attend municipal related business or events.

Typically, in a nonelection year, a Regular Council meeting would be scheduled for the fourth Tuesday in October. Next year, Voting Day for the 2026 Municipal and School Board Elections is Monday, October 26, 2026. The Legislative Services Department is responsible for conducting the Municipal Elections and the preparation of meeting agendas. Accordingly, as per section 55 (4.1) of the *Municipal Elections Act*, on Tuesday, October 27, 2026, the election results must be certified/declared by the Clerk to the public on the Town's website or another electronic format.

In September, Labour Day is on September 7, 2026, which falls later in the month than previous years. As a result, the calendar has been adjusted for Regular Council meetings to be scheduled for Tuesday, September 15 and 29.

Typically, in a nonelection year, a Regular Council meeting would be scheduled for the second and fourth Tuesday in October. Given the schedule changes in September, it is recommended to have the October 13 meeting moved to October 20, 2026 to assist Administration in preparing reports for this meeting. In addition, Voting Day for the 2026 Municipal and School Board Elections is Monday, October 26, 2026. The Legislative Services Department is responsible for conducting the Municipal Elections and the preparation of meeting agendas. Accordingly, as per section 55 (4.1) of the *Municipal Elections Act*, on Tuesday, October 27, 2026, the elections results must be declared by the Clerk to the public on the Town's website or another electronic format.

Further, the calendar reflects the Inaugural meeting for the new Council-elect to be held on Tuesday, November 17, 2026. More details on the Inaugural meeting will be shared on the Town's website and the new Council elect closer to the date.

It has also been corporate practice to hold only one meeting date in the month of December and it is therefore recommended to cancel the December 22 meeting.

In conclusion, the withdrawal of the following Regular Council Meeting dates for consideration in 2026 is recommended:

- July 14, 2026
- August 25, 2026
- October 27, 2026
- December 22, 2026

The proposed 2026 Council Meeting Calendar is presented in Attachment 1 of this report.

## **Special Council Meetings**

Special Meetings of Council are held in public session for a specific purpose.

## **Standing Committees**

The Personnel Committee and the Policies and Priorities Committee meet at the call of the Chairperson.

## **Notice**

The *Municipal Act*, 2001 (the "Act") requires a Council to adopt a Procedural By-Law to govern the calling, place, and proceedings of meeting and to provide for public notice of meetings. Section 4.3(b) of the Procedural By-law provides the following notice to be given for alteration of a meeting date:

"Notice of the alteration shall be posted on the Town's website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice."

While the Act does not provide for a specified notice to be given for the alteration of a Regular Council or Committee meeting, the Town's Notice By-Law No. 2003-06 states:

“...reasonable notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice.”

Council has declared alterations to meeting dates and times at a Regular Council Meeting in advance of each calendar year. The public is informed of the Council meeting schedule on the Town’s website on the [calendar webpage](#), as well as through Town’s social media platforms Facebook, Instagram and Twitter.

The agendas and minutes of Regular Council Meetings contain the next meeting date and time.

Information about regular meeting dates of Council and its Committees is also contained in the EWSWA Collection Calendar, along with other special events taking place in the Town throughout the calendar year.

## Consultations

Technology & Client Services

## Financial Implications

There are no financial implications associated with this report.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable ☒

Website ☒

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Jennifer Alexander, AOMC, MPA  
Deputy Clerk & Manager Legislative Services

Reviewed by:

Robert Auger, LL.B.  
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	2026 Council, Committee and Holiday Calendar