



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Katherine Hebert, County Clerk

Date: Wednesday, October 1, 2025

Subject: Approval of the County Council Meeting Schedule for 2026

Report #: 2025-1001-LLS-R50-KH

Purpose

The purpose of this Administrative Report is to seek approval from County Council for the proposed 2026 Essex County Council Meeting Schedule.

Background

Annually, and prior to the end of the current year, County Council considers an Administrative Report which sets out a proposed meeting schedule for the following calendar year. By-law 2024-26 (the "**Procedure By-law**"), being the Procedure By-law approved by County Council, sets out the criteria for drafting the County Council meeting schedule.

Discussion

In accordance with Section 3.2 of the Procedure By-law, the proposed County Council Meeting Schedule for 2026 (the "**Meeting Schedule**") is being presented for review and approval by Council, and a copy of which is attached as **Appendix A** to this Report.

Although there are some meetings scheduled to take place on weeks where holidays also fall during 2026, it is not recommended that the County deviate from its usual schedule of the 1st and 3rd Wednesdays of each month, as provided for in Section 3.2.4 of the Procedure By-law. Those weeks are annotated on **Appendix A** for Council's ease of reference.

Notwithstanding the comments above, for the months of January, July, and August only one meeting is scheduled, as is typical every year, due to conflicts with holidays and members of Council and/or Administration having vacations. Despite that recommendation, it is anticipated that some

additional special meetings may be required from time to time, and may be called on an as-needed basis.

It is proposed that the start time of County Council meetings remain at 6:00 PM, with Closed Meetings taking place primarily on the same dates and prior to Regular Meetings. Calendar invitations will be sent out to Members of Council for the Regular Meeting dates identified, and for tentative Closed Meeting holds.

County Administration will make every effort to schedule County Council training sessions, and any other County Council business on the prescribed dates already designated for Council meetings, being the 1st and 3rd Wednesdays of each month. Further, County Administration will avoid scheduling conflicts with the typical Council meeting dates for the lower-tier municipalities.

Notable Important Dates

While some of these dates are scheduled on typical meeting dates and are included on the Appendix A meeting schedule, others fall outside of that schedule and are also important to note. Those dates are as follows:

- Nomination Day (2026 Municipal Election) – August 21, 2026
- Final Meeting of the Current Term of Council – October 21, 2026
- Election Day (2026 Municipal Election) – October 26, 2026
- County Council Operational Orientation – November 4, 2026
- Outgoing Warden’s Banquet - November 5, 2026
- Inaugural Meeting and Warden’s Election – November 18, 2026
- Orientation Day for Regional Municipal Councils – November 25, 2026
- Budget Deliberations – December 2, 2026
- County Council Procedural Orientation – December 9, 2026

Financial Implications

Expenditures for 2026 County Council meetings will be accommodated for in the 2026 budget.

Consultations

In the preparation of this report the following were consulted:

- Sandra Zwiers, CAO
- David Sundin, Director, Legislative and Legal Services
- Crystal Sylvestre, Manager, Records and Accessibility/Deputy Clerk
- Melissa Ryan, Director, Financial Services/Treasurer

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing “Team Essex County” for Results <input type="checkbox"/> Advocating for Essex County’s Fair Share	<input type="checkbox"/> Being an Employer with Impact <input checked="" type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness	<input type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive Report Number 2025-1001-LLS-R50-KH, Approval of the County Council Meeting Schedule for 2026, and approve the proposed Schedule as outlined in **Appendix A** attached to this Report; and,
 That this Administrative Report and **Appendix A** be circulated to the Clerks and CAOs of the lower-tier municipalities as information.

Approvals

Respectfully Submitted,

Katherine Hebert

Katherine Hebert, County Clerk

Concurred With,

David Sundin

David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Proposed 2026 Essex County Council Meeting Schedule