



The Corporation of the City of Courtenay

Staff Report

To: Council
From: Deputy Corporate Officer
Subject: 2026 Council Meeting Calendar

File No.: 0570-01
Date: October 15, 2025

PURPOSE:

To seek Council approval of the 2026 Council Meeting Calendar.

BACKGROUND:

Prior to December 31 each year, Council is required to adopt the annual meeting calendar for the following year, including dates and times.

In 2025, Council meetings including regular, special, in camera, and public hearing meetings took place on Wednesdays, with 42 meetings in the calendar year.

	2022	2023	2024	2025	2026 (Proposed)
Regular Council Meetings	20	22	21	21	20
Special Open Council Meetings	4	4	2	1	As Arising
In Camera Council Meetings	11	15	12	17	**15
Public Hearings	6	1	2	1	**2
Committee of the Whole Meetings	0	2	0	2	3
Total # of Meetings	41	44	37	42	40
Total Hours	80	101	97	*100	N/A

* Estimate based on the average meeting length

** Estimate

DISCUSSION:

The 2026 Council Meeting Calendar (Attachment 1) proposes that Council meetings continue to be held on Wednesdays at 4:00 PM in the Civic Room at the Comox Valley Regional District (CVRD) administration building located at 770 Harmston Avenue, Courtenay BC, unless otherwise posted. This is consistent with Council Procedure Bylaw No. 2730. The City has access to the CVRD Civic Room every Wednesday starting at 2 pm. Committee and commission meetings, board meetings, and workshops are not included in the annual council meeting calendar. In camera meetings are typically held following the public portion of the Council meeting.

The 2026 calendar is drafted to accommodate annual events such as the Association of Vancouver Island and Coastal Communities (AVICC) AGM & Convention (April 2026), Federation of Canadian Municipalities (FCM) Conference (June 2026), and Union of British Columbia Municipalities (UBCM) Convention (September 2026).

LEGISLATIVE CHANGES – IMPACT ON PUBLIC HEARINGS:

Following the approval of Bill 44, a public hearing is no longer required for proposed zoning bylaws under specific circumstances. A public hearing is unnecessary if there is an official community plan in place for the area to be rezoned, the proposed bylaw aligns with that plan, its primary goal is to promote a development that includes residential elements, and for mixed-use projects, the residential component must comprise at least 50% of the total gross floor area of all buildings and structures. While this legislation has significantly reduced the number of public hearings held - dropping from six (6) in 2022 to only one (1) in 2023, two (2) in 2024, and one (1) in 2025 - it's important to note that this change has a negligible impact on the total meeting time hours as the public hearings typically only consider one or two items and are short in duration.

Historical data and the effects of new legislation indicate that the number of public hearings in 2026 will likely continue to be very low. Public hearings can be scheduled as needed in accordance with the Council Procedure Bylaw No. 2730, 2013.

GENERAL ELECTION:

2026 is a municipal election year, which requires some changes to the usual Council schedule. General Voting Day for the 2026 Municipal Election is scheduled for October 17, 2026. As Advance Voting is scheduled for October 7 and 14 from 8 am to 8 pm, no Council meetings are proposed for October. The final Regular Council meeting before the election is proposed for September 23, 2026, as the following Wednesday, September 30, is observed as the National Day for Truth and Reconciliation. If a meeting is required between September 23 and the end of October, staff will work with Council to schedule a special meeting.

The Inaugural Council Meeting is proposed for Wednesday, November 4, 2026. This will require a procedure bylaw amendment since the bylaw still states that the inaugural meeting will be held on the first Monday of November.

To decrease barriers to attendance, advance notice of the Council Orientation day-time sessions is being provided, with dates reflected in the 2026 Council Meeting Calendar. These sessions are scheduled for October 28–30 and December 10–11, 2026, allowing candidates to effectively incorporate these events into their schedules. This proactive approach is designed to enhance participation among elected officials. Additional orientation days will be arranged for early 2027. Furthermore, all election candidates will receive a copy of the 2026 Council Meeting Calendar and Council Orientation Calendar when they submit their nomination packages, facilitating efficient planning.

PROFESSIONAL DEVELOPMENT:

New for the 2026 Council Calendar, are proposed Professional Development days, set aside as placeholders for workshops, lunch-and-learns, or other training opportunities intended to support Council's ongoing learning and provide awareness on emerging municipal issues. They are in the Council schedule to provide advance notice to Council, and greater efficiency in scheduling.

ENHANCED CALENDAR LEGEND:

The following new items will now be reflected in the 2026 Council Meeting Calendar identified in the calendar legend:

1. Election (General Voting Day) – October 17, 2026
2. Professional Development – January 21, February 18, March 18, April 22, May 20, June 17, July 15, and December 16, 2026

FINANCIAL IMPLICATIONS:

There are no anticipated financial implications as total expected meetings are consistent with prior years.

ADMINISTRATIVE IMPLICATIONS:

There are no significant administrative implications as the 2026 Council Meeting Calendar proposes to be similar to the 2025 Council Meeting Calendar.

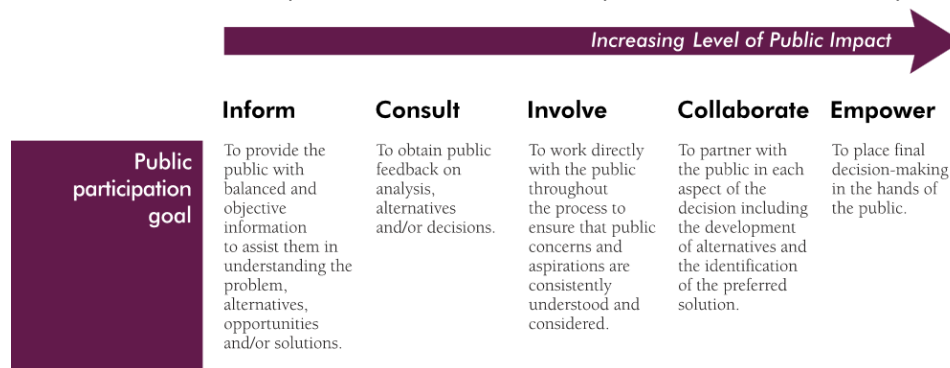
PUBLIC ENGAGEMENT:

Notice will be provided in accordance with the Council Procedure Bylaw No. 2730, 2013, and Section 127 of the *Community Charter*:

Community Charter: Notice of Council Meetings (Section 127(1)(b))

127(1)(b) (b) give notice of the availability of the schedule in accordance with section 94 [public notice] at least once a year

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



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OPTIONS:

1. THAT Council approve the 2026 Council Meeting Calendar, AND THAT Council direct staff to draft a bylaw to allow the inaugural Council meeting to take place on the first Wednesday in November following a general municipal election.
2. THAT Council make the following amendments to the 2026 Council Meeting Calendar: [meeting amendments listed here]

THAT Council approve the meeting calendar as amended, AND THAT Council direct staff to draft a bylaw to allow the inaugural Council meeting to take place on the first Wednesday in November following a general municipal election.
3. THAT Council refer the 2026 Council Meeting Calendar to staff with alternative direction.

ATTACHMENTS:

1. 2026 Council Meeting Calendar

Prepared by: Rayanne Matthews, Deputy Corporate Officer

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Kate O'Connell, Director of Corporate Services

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)