



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Administration & Operations

**Date:** April 13, 2026

**Department:** Administration

**Topic:** 2026 Fall Meeting Schedule

**Purpose:** To recommend changing the Committee/Council meeting schedule for the 2026 fall months of October and November in order to accommodate for the Municipal and School Board Election.

**Background:** Upon consideration with the upcoming election this fall staff have reviewed the fall meeting schedule and have proposed reducing the October and November schedule to better accommodate the election cycle, lame duck, preparation for advanced voting, election day, inaugural meeting and council training.

Following discussion with the CAO and Port GM, October is proposed to have a combined meeting for all Committees that need to address any pertinent items on October 13. Additionally, the council meeting would be shifted to November 4, which has been past practice in previous terms. A council meeting cannot take place on the 4<sup>th</sup> Monday of the month due to the election. Having it on the following Wednesday provides time for the Clerk's Department to confirm all necessary election details following election day to wrap up the official results.

For the month of November, as with previous terms, there are only council meetings to address items and if needed, special council meeting. This provides time for staff to organize and prepare for the inaugural meeting, meet with the newly elected officials and begin training.

If Council wishes to have a final Port meeting before the election, option 2 has been included for consideration. However, if option 1 is selected, necessary reports from all committees would be addressed at the combined meeting or council depending on timing.

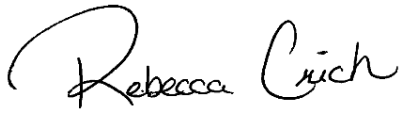
All changes have been reviewed and discussed with the CAO and Port GM.

**Policy Implications:** A resolution of Council is needed to change the meeting schedule.

**Strategic Plan Implications:** N/A

**Financial Considerations:** N/A

**Recommendation:** That Committee recommends that Council approve Option 1 for the updated 2026 Fall meeting schedule as attached.



---

Clerk



---

CAO