



STAFF REPORT

TO: JOHN THOMAS, CHIEF ADMINISTRATIVE OFFICER
FROM: RONI-LEE ROACH, EXECUTIVE SECRETARY
SUBJECT: 2026 MEETING SCHEDULE
MEETING DATE: TUESDAY NOVEMBER 4TH, 2025

PURPOSE

The purpose of this report is to provide the 2026 Meeting Schedule for Council review. This report outlines current legislative requirements, various conferences and conventions that require Council attendance and details on other municipal activities and events scheduled.

BACKGROUND

Section 127 of the Community Charter requires Council to prepare at least once a year, a schedule of the dates, times and places of Regular Council meetings. Further, the Town of Lake Cowichan's Procedure Bylaw No. 1093-2023, Section 7.1 requires that the meeting schedule must be available to the public by posting it at the Public Notice Posting Places and by publishing it in accordance with Section 94 of the Community Charter.

Staff has previously undertaken the drafting of the meeting schedule with Council considering this request at its December Regular Meeting of Council with a request for approval of the placement of the advertisement in the last two (2) consecutive newspaper postings of the calendar year.

Based on the information available at the time of drafting this report, it appears that:

- a. Council would need to determine the date of the 2026 Public meeting and venue; whether Centennial Hall or Council Chambers;
- b. If Council wishes to recess its sessions for the month of August;

- c. Change the Committee of the Whole meeting in October to the 6th of October OR the 20th of October, as the delegation from Ohtaki will be visiting Lake Cowichan;
- d. Changing the time of Advisory Planning Commission meetings from 4:00 pm to 3:00 pm in consultation with the Commission members; and
- e. Cancelling the Advisory Planning Commission meeting for December 24th OR change the meeting to December 17th.

Options for Council Consideration

Option 1 – Approve the 2026 Council Regular meeting schedule as presented [attachment 1].

Option 2 – Approve the 2026 Council Regular meeting schedule [with amendments as follows – state amendments]

Option 3 – Refer back to staff.

IMPLICATIONS

- a. **Financial:**
Minimal – cost of advertising in the Lake Cowichan Gazette.
- b. **Policy/Legislation:**
The scheduling of meetings is legislated through the Community Charter and the Town’s Procedure Bylaw.
- c. **Strategic Priority:**
Supports providing the public with the schedule of meetings and assists Council with its scheduling needs and requirements.
- d. **Sustainability:**
N/A
- e. **Communication:**
Posting on the Town’s Public Notice Posting Places; including the local newspaper and social media and Town Website allows for proper notification to the residents and visitors to the Town.
- f. **Staffing Implication:**
Additional staffing time will be required to support this important and statutory work.

The Town is obligated to ensure compliance with legislation. Council direction is required to clarify the appropriate governance model going forward. Staff recommend Option 1 as a **practical and timely path** to meet legislative requirements.

Recommendation

That the Committee recommend that Council approve the 2026 Council Regular meeting schedule as presented; and

That the Committee recommend that staff be directed to finalize the 2026 meeting calendar, as amended, for distribution.

Signed:

Roni-Lee Roach

Roni-Lee Roach
Executive Secretary

Concurrence:

John T

John Thomas
Chief Administrative Officer

Attachment 1
Regular Meeting Notice

Attachment 2
2026 Calendar



TOWN OF LAKE COWICHAN

NOTICE

Regular Meeting Dates - 2026

Please note that the dates for regular meeting of Council of the Town of Lake Cowichan for 2026 are as follows:

- January 27th
- February 24th
- March 24th
- April 28th
- May 26th
- June 23rd
- July 28th
- September 22nd
- October 27th
- November 24th
- December 22nd

The start time for the above scheduled meetings is 5:00 pm and the meetings will be held at Council Chambers located at 39 South Shore Road, Lake Cowichan (Municipal Hall).

* A special meeting of Council is scheduled for May 12th, 2025. Additional special meetings may be called as Council deems them necessary.

Dated this 12th day of November, 2025.

John Thomas,
Chief Administrative Officer

2026

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST - RECESSED

SUN	MON	TUE	WED	THU	FRI	SAT
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 24th to 26th, 2026

AVICC - Victoria, BC

June 4th to June 7th, 2026

Federation of Canadian Municipalities - Edmonton, Alberta

October 11th to 15th, 2026

Delegation of Students/ Adults coming from Ohtaki, Japan

OCTOBER 17TH, 2026 CIVIC MUNICIPAL ELECTIONS

September 14th to 18th, 2026

Union of BC Municipalities Conference - Vancouver, BC

Office will be closed on the following dates:

New Year's Day - Thursday, January 1st

Family Day - Monday, February 16th

Good Friday - Friday, April 3rd

Easter Monday - Monday, April 6th

Victoria Day - Monday, May 18th

Canada Day - Wednesday, July 1st

BC Day - Monday, August 3rd

Labour Day - Monday, September 7th

Truth & Reconciliation Day - Wednesday, September 30th

Thanksgiving - Monday October 12th

Remembrance Day - Wednesday, November 11th

Christmas Day - Friday, December 25th

Boxing Day - Monday, December 28th (in lieu for 26th)

Committee of the Whole - 2nd Tuesday

Regular Council - 4th Tuesday

Advisory Planning Commission - 4th Thursday

Special Meetings - As Listed

Parcel Tax Review - April 14th @ 4:45 pm

Special Meeting of Council - May 12th @ 4:30 pm

Financial Bylaw Approvals - May 12th

Annual General Meeting - June 23rd @ 4:30pm

Public Meetings - Council Chambers @ 6:30 pm

May 4th, 2026

39 South Shore Road, PO Box 860

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