
District of Lantzville
REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 26, 2025

SUBJECT: 2026 Council Meeting Schedule

PURPOSE

To establish Council's meeting schedule for the 2026 calendar year.

RECOMMENDATION

THAT the 2026 Council Meeting Schedule be approved as attached to the November 26, 2025, staff report; AND FURTHER THAT staff be authorized to publish notice of availability of the schedule.

COMMITTEE RECOMMENDATION N/A

ALTERNATIVES AND IMPLICATIONS

1. Propose alternate meeting dates, amend the schedule and approve the amended schedule; implication is potential conflicts with other events.
2. Postpone consideration to another meeting; implication is the meeting schedule will not be available as early for meeting planning, posting and public information.

BACKGROUND/RELEVANT HISTORY

Section 125 of the *Community Charter (CC)* requires that a Council must meet regularly in accordance with their procedure bylaw. Section 127 of the *CC* requires that a schedule of the date, time and place of all regular Council meetings to be held during the year, be prepared and made available to the public. The *CC* also requires publishing a statutory notice (newspaper and on the District's bulletin board) at least once per year of the availability of the schedule, which is also published on the District's website.

Council Procedure Bylaw No. 141, 2020, as amended, provides that:

- meetings must be held in the Municipal Hall unless Council passes a motion to hold a meeting elsewhere within or outside the boundaries of the District.
- Council must by resolution establish annually a schedule whereby regular Council meetings,
 - are held on two Wednesdays of each month except where Council has established a different day and except in December when one meeting will be held and in August when no meetings will be held;
 - are called to order at 6:00 pm and adjourn by 9:30 pm unless there is 2/3 majority to proceed beyond that time.
- regular Council meetings may be cancelled by Council resolution, or postponed to a different day, time and place by the Mayor, provided that the Corporate Officer is given at least two working days' written notice.
- when revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as reasonably possible, post a notice on the bulletin board of any revisions to the date, time and place or cancellation of a regular meeting. The amended schedule is also posted on the District's website.

The Council Procedure Bylaw enables Council to hold Special Council meetings and post notice at least 24 hours before a Special Council meeting unless called to address an urgent matter and notice is waived by unanimous vote.

The Council Procedure Bylaw also refers to holding Committee of the Whole [COTW] meetings and posting notice at least 24 hours before a COTW meeting is held. Recommendations from COTW meetings must be considered by Council at a future Council meeting as decisions cannot be made at a COTW meeting.

ATTACHMENT

1. Draft 2026 Council Meeting Schedule
2. Draft 2026 Committee Meeting Schedule

ANALYSIS/RATIONALE

The attached draft 2026 Council Meeting Schedule:

- Follows the two regular meetings per month, no meetings in August, and one meeting in December per the Council Procedure Bylaw
- Meetings for consideration of the Financial Plan in November and December to be determined after the election
- Does not conflict with other scheduled events that Council may consider attending, e.g., Association of Vancouver Island and Coastal Communities Conference (April 24-26, 2026, in Victoria); Union of BC Municipalities Convention (September 14-18, 2026, in Vancouver); and Federation of Canadian Municipalities Convention (June 4-7, 2026, in Edmonton, AB).
- Note that there are two meetings during school break (March 16-27) on March 18 and 25.

As 2026 is an election year, the last meeting of this Council is on September 9th. The election is on October 17, 2026. Following the election, there is a judicial review period of 9 days required before newly elected officials can be sworn in as per *Sections 147(1) and 148(3) of the Local Government Act*. The Inaugural Meeting of the new Council will be on November 4th.

Regardless of the schedule approved by Council at this time, it is always within Council's authority to, at a later date, propose additional special Council meeting dates or to cancel regular Council meetings, or for the Mayor to postpone regular Council meetings to a different day, time or place. For this reason, Council members are requested to keep all Wednesday evenings available in case there are additional meetings scheduled.

Establishing an annual schedule of Council meetings and publishing the schedule is a statutory requirement. It would be timely for planning purposes and public information to approve the 2026 schedule at this time. Staff recommend approval of the attached schedule. If approved, the attached schedule will be advertised and posted.

For Council's information, a proposed schedule of Committee Meetings for 2026 is also attached. Due to the election, the Committee Meetings are only scheduled until July 2026. After the election, the new Council will determine the Committees and appoint the new members of the public as needed. A lesser frequency of Committee Meetings is also proposed given the experience from 2025, as some Committee Meetings were too frequent and had to be cancelled throughout the year.

The Parks and Trails Select Committee is scheduled bi-monthly as the majority of the work directed by Council was completed in 2025.

However, if Council wishes to alter any of the proposed Committee Meetings, a motion to make these changes can be initiated.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

Consistent with the District’s Public Participation Policy and Council Procedure Bylaw.

3. Resources

Staff time will be required to publish, in addition to the statutory notice in a newspaper, the availability of the schedule on the District’s bulletin board and website, and to update office calendars and the meeting calendar on the District’s website.

4. Financial/Budget Implications

If Council approves the 2026 schedule, staff will publish the availability of the schedule twice in the newspaper (cost of advertising is funded within the current operating budget).

Prepared by:

Approved for submission to Council:

 Delcy Wells, Director of
 Corporate Administration

 Prab Lashar, Interim Chief
 Administrative Officer

Date: November 18, 2025

Date: November 18, 2025

REVIEWED WITH:			
<input checked="" type="checkbox"/> Corporate Administration	<input type="checkbox"/> Fire Rescue	<input type="checkbox"/> Public Works/Engineering	<input type="checkbox"/> RCMP
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Committee:
<input type="checkbox"/> Other:			
COUNCIL AGENDA INFORMATION:			
Meeting Type	Date	Agenda Item #	
Regular	November 26, 2025		
Closed (In-Camera)			
Special			

File: 0530.01