



Town of Newmarket
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2026 Meeting Schedule and Restricted Acts in a Municipal Election Year

Staff Report to Council

Report Number: 2025-40

Department(s): Legislative Services

Author(s): Simon Granat, Legislative Coordinator

Meeting Date: September 8, 2025

Recommendations

1. That the report entitled 2026 Meeting Schedule and Restricted Acts in a Municipal Election Year dated September 8, 2025 be received; and,
2. That the 2026 Committee of the Whole and Council Meeting Schedule (**Attachment 1**) be adopted; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to seek Council's adoption of the 2026 Committee of the Whole and Council Meeting Schedule (Attachment 1). This report also provides information on how staff schedule Advisory Committee and Board meetings in a municipal election year and outlines the Restricted Acts After Nomination Day as per the Municipal Act, 2001).

Background

Council required to adopt its meeting schedule annually

The Town of Newmarket's Procedure By-law states that Council and Committee of the Whole meetings shall be held in accordance with the schedule adopted by Council, except when otherwise directed by a resolution of Council or Committee. On September 16, 2024 Council adopted the [2025 Council and Committee of the Whole Meeting Schedule](#).

Advisory Committee and Boards have fewer meetings in last quarter of a Municipal Election year

The Council-approved [Committee Administration Policy](#) (CORP. 3-02) states, “during a Municipal election year, meetings shall be cancelled where possible in the last quarter”. This provision was introduced in 2015 for Legislative Services to manage its limited resources during a Municipal Election year. Advisory Committees and Boards may meet during the fourth quarter to consider time-sensitive or statutory matters, if required.

Restricted Acts only apply if fewer than 7 members of the current Council do not register as candidates for the 2026 term of Council

Section 275 of the Municipal Act, 2001 outlines situations that may arise where Council’s acts are restricted. These restrictions are colloquially known as, “lame duck” provisions. In Newmarket’s case, Restricted Acts are triggered if the new council will include fewer than 7 members of the outgoing council.

The Restricted Acts can apply in two scenarios:

1. Between Nomination Day (August 21, 2026) and before voting day (October 26, 2026) based on the nominations to the new Council that have been certified and any acclamations made to the new Council; or,
2. Between October 26, 2026 and November 15, 2026, if fewer than 7 members of the current Council are not re-elected or acclaimed.

If fewer than 7 members of the outgoing Council will form part of the incoming Council, as per subsection 275(3) of the Municipal Act, 2001 Council is restricted from the following:

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality which has a value exceeding \$50,000; and,
- d. Making any expenditures or incurring any liability which exceeds \$50,000 in the election.

Provisions (c) and (d) do not apply if the dispositions of expenditures were previously approved in the budget by August 21, 2026 (Nomination Day). Council is not restricted from taking all necessary and appropriate actions in the event of an emergency.

Delegated authority already provided to the Chief Administrative Officer

In May 2018, Council amended the Delegation By-law to provide the Chief Administrative Officer (CAO) with the authority to dispose of any real or personal property which has value of over \$50,000 and make an expenditures or incur other

liability exceeding \$50,000. Should the CAO use their delegated authority under these provisions, it will be reported as part of the Town's annual Accountability and Transparency Information report to be published in 2027.

In addition, Council has previously delegated the authority to staff to appoint or dismiss employees below the level of Chief Administrative Officer. These hiring and dismissal practices are exercised through Human Resources policies and the Administration By-law.

Discussion

Attachment 1 outlines the draft meeting schedule. Variations in the schedule include:

- There is a two week break in March due to March break.
- Special Council meeting dates are scheduled on July 13, and August 10 as a placeholder for public hearing matters, if required.
- At the time of writing this report, the Association of Municipalities of Ontario (AMO) conference date has not been publicized. This conference occurs annually in August.
- The final Council meeting before the election is September 21, 2026.
- A Special Council meeting is scheduled for November 9, 2026. A similarly timed meeting was held four years ago. This meeting can accommodate public hearing matters, and other business that may arise.
- The Inaugural meeting for the 2026 to 2030 Council Term is scheduled for November 16, 2026. Tentative orientation dates are scheduled for November 23 and November 30, 2026.

Newmarket Council and Committee of the Whole meetings continue to be livestreamed and archived on the Town's website. This allows anyone to watch meetings at their convenience. Closed captioning is available for both livestreamed and archived videos. This accessibility feature has been available since 2018.

Consultation

The Strategic Leadership Team (SLT) and the Operational Leadership Team (OLT) were consulted on this report.

Conclusion

The Town's Procedure By-law requires Council to approve their annual meeting schedule. This report proposes a 2026 Council and Committee of the Whole meeting calendar similar to previous election year meeting schedules. Advisory Committee and Board meetings will be reduced in the fourth quarter 2026 as per the Town's Committee Administration Policy.

Council Priority Association

This report aligns with the following Council Priority: Customer-first Way of Life

Human Resource Considerations

N/A

Budget Impact

N/A

Attachments

Attachment 1 – Town of Newmarket 2026 Meeting Schedule

Approval for Submission

Kiran Saini, Manager, Legislative Services/Deputy Clerk

Lisa Lyons, Director, Legislative Services/Town Clerk

Esther Armchuk, Commissioner, Corporate Services

Report Contact

For more information on this report, contact info@newmarket.ca.