

2026 Municipal Key Dates

JANUARY

- Update payroll for new Basic Personal Amount
- Update levy and process tax bills
- Post new tax rates and fees
- Publish Budget
- Prepare HST filing
- Start Audit compilation
- Fiscal Year begins – January 1
- By January 31: Appoint Assessment Commissioner
- Within 14 days of appointment: Advise Municipal Assessment Agency (MAA)
- Adopt and publish Public Meeting Schedule for the year (may be done in Dec 2025)
- January 31: A council seat becomes vacant if a councillor is still indebted for taxes 31 days after December 31.

FEBRUARY

- Complete Disclosure Statements (due by March 1)
- Mail tax bills
- Submit CEEP final reports (for previous year's projects)
- Complete Disclosure Statements
- WHSCC submission due February 28
- T4 and T4A slips due February 28
- Continue Audit compilation

MARCH

- Advise councillors of outstanding taxes/fees
- Send financials to auditor
- Decide on public auction (if required)
- Begin legal investigation for auction
- March 31:
 - Council reviews Disclosure Statements in closed session (within 30 days)
 - Submit Canada Community-Building Fund (CCBF) Annual Expenditure Report (Audited) to MACA

MAY

- Canada Community Building Fund payment received
- Engage Engineer if required for MCW
- Send unpaid tax reminders
- Conduct Audit progress check-in

JUNE

- Before June 1: Audit must be completed and adopted by Council
- By June 30:
 - Submit Adopted & Audited Financial Statements to Department
 - Submit Audit, TRS, and TRP to MACA
- Publish Adopted Financial Statements and Auditor's Report as per Section 292
- Prepare for summer student employment

APRIL

- Municipal Operating Grant (MOG) payment received
- Explore MCW projects
- Consider CEEP applications for the year
- Prepare TRS and TRP reports for June submission



JULY

- Summer student work placements ongoing (July–August)
- Complete CEEP applications
- Council to appoint Auditor (if required)
- Review unpaid tax accounts for next steps

AUGUST

- Submit HST filing for first half of 2026
- Deadline to appoint Auditor

OCTOBER

- Municipal Operating Grant (MOG) payment received
- Submit Budget to Committee
- Complete MYCW applications
- Complete Capital Investment Plan

NOVEMBER

- Canada Community Building Fund payment received
- Submit Budget to Council for adoption
- Submit Heritage Canada Grant Proposal (for Canada Day 2027 celebrations)
- Deadline: Notify councillors of status of tax accounts

SEPTEMBER

- Begin Budget process
- Capital Works application deadline

DECEMBER

- By December 1: Budget must be adopted by Council
- By December 31:
 - Submit Budget to MACA (within 30 days of adoption)
 - Pass Resolution for tax charges for next fiscal year
 - Annual Disclosure Statements completed

ONGOING

- Respond to ATIPP Requests (as received)
- Respond to Conflict-of-Interest Complaints (as received)
- Respond to Code of Conduct Complaints (as received)
- By-election must be held within 3 months of a council vacancy
- Funding Programs – Submissions ongoing: SAG, MYCW, Active Living, CEDP, IET, TCAR, etc.

- Check with Municipal Finance for confirmation of transfer timing
 - Municipal Operating Grants (MOGs): Received April and October
 - Gas Tax Payments: Received May and November