



Mayoral Direction to Staff

(Part V1.1 of the Municipal Act, 2001)

Decision Number: MDI-001-2025
Date: September 12, 2025
Subject Matter: To Provide Direction to Staff to Prepare the 2026 Operating and Capital Budgets Including User Pay Budgets

Under the Authority: Part VI.1 (Special Powers and Duties of the Head of Council) of the Municipal Act, 2001, Sections 284.3 (Direction to Municipal Employees) & 284.4 (In Writing) the Reeve may direct municipal employees in writing to:

- a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and
- b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.

The Reeve has directed the Senior Management Team to:

- 1. Prepare the draft 2026 Operating and Capital Budgets, including User Pay Budgets, that generally conforms with the budget and business planning processes and best practices utilized by the Township in previous years, save and except where Part VI.1 of the Municipal Act supersedes such practices and processes;
- 2. Prepare said 2026 Budgets to achieve an overall increase of no more than 7.5%;
- 3. Present the proposed 2026 Budgets to Council by no later than Friday, December 12, 2025, which will commence the 30-day period allotted to Council under subsection 7(3) of O. Reg. 530/22 to pass a resolution amending the proposed budget;
- 4. Respond to Budget questions from Members of Council in writing and reply by copying all Members of Council and appropriate staff;
- 5. This Mayoral Direction to Staff takes effect on the date stated below and remains in effect until modified or revoked.

Dated this 12th day of September, 2025.

Paul Heffer, Reeve