

Office of the Mayor
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

Attn: CAO Matthew Grant and Treasurer Ellen Hamel, Town of Greater Napanee

RE: Directive for 2026 Municipal Budget

October 23, 2025

Dear CAO Grant and Treasurer Hamel,

In line with section 284 of Ontario's *Municipal Act* and Section 7 of O Regulation 530/22, I am providing you with my expectations for the 2026 Municipal Budget for the Town of Greater Napanee in the form of this Budget Directive. The Directive includes expectations for the Town's Tax Supported Operating, Tax Supported Capital and Rate Supported (Utilities) budgets.

As Mayor of Greater Napanee, I expect that you will work with the Senior and Corporate Leadership Teams to draft and deliver a budget that prioritizes affordability for residents in recognition of the economic uncertainty our country is facing.

With the above in mind, I am directing staff to prepare a budget that focuses on the following core goals:

- Present the budget in January 2026 to ensure the Town has time to learn the full financial impact of OPP funding, which may require the Town to increase taxes by approximately 3% before any municipal needs have been met.
- Reduce the solid waste special levy to reflect any cost savings realized due to provincial legislation removing recycling from municipal jurisdiction.
- Restrict all new net tax-supported investments to the municipality's core business areas, with a particular focus on services related to transportation and public safety.
- Limit the number of new multi-year funding commitments related to the purchase of capital assets.
- Make every effort to maximize the use of existing resources and ensure the budget does not include requests for any new full-time equivalent employees.
- Recognize increasing expectations from the community to invest in new recreation and cultural opportunities and partnerships and do so in a way that does not rely on new funding from taxpayers.

- Develop and implement a plan to address the Town's unfunded capital burden through non-taxation revenue sources.
- Do not use the Town's Annual Capital Funding allocation, currently at \$1,220,000, to artificially reduce the Town's operating budget obligations.

I would also like to ensure that the Town delivers the budget in a way that prioritizes transparency for residents. With that in mind, I am also directing staff to outline the Town's operational and capital needs in advance of the 2026 budget deliberations. This will involve publicly delivering information reports to Council and including non-recommended but necessary investments within staff budget presentations.

I look forward to reviewing the 2026 Budget with my Council colleagues and deciding as a collective body where and how public finances and assets should be allocated.



Mayor Terry Richardson
Town of Greater Napanee

