
**THE CORPORATION OF THE TOWN OF GREATER NAPANEE
MAYORAL DIRECTION NO. 2025-02**

Direction to Staff Regarding the 2026 Budget Process

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the *Municipal Act, 2001* Sections 284.3 & 284.4 (Direction to Employees) for the purposes of performing the duties under Part VI.1 the Mayor may direct Staff to:

- (a) undertake research and provide advice to the head of council and city council on policies and programs of the City 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.

Under Section 284.16 of the Act and section 7 of O. Regulation 530/22, the Mayor shall, on or before February 1 of each year, prepare a proposed budget for the municipality.

I, Terry Richardson, Mayor of the Town of Greater Napanee hereby direct the Chief Administrative Officer and the Treasurer to:

1. Prepare the 2026 Budget in accordance with past practices;
2. Present the draft operating, capital, and utilities budget (herby referred to as the "Budget" to the Mayor by October 1, 2025 for distribution by the Mayor to Council by November 1, 2025;
3. Provide the Mayor with periodic updates on the Draft 2026 Budget;
4. Compile feedback from the public and members of Council, and provide such feedback to the Mayor in order to be considered in the development of the Mayor's 2026 Budget content directive; and
5. That the proposed draft Budget is to be presented to each member of Council, the Clerk, and the public no later than November 1, 2025; and
6. This Direction shall take effect on July 30, 2025 and remains in effect unless and until it is revoked or amended in writing by the Mayor.



Terry Richardson, Mayor
Dated: July 30, 2025