

MAYORAL DIRECTIVE

Number: MDIR-25-01

Subject: Preparation of the Annual Budget

I, Mario Zanth, Mayor of the City of Clarence-Rockland, pursuant to the authority granted under Part VI.1 of the Municipal Act, 2001 and Ontario Regulation 530/22 and 580/22, hereby direct the Chief Administrative Officer, Treasurer, Clerk and all Directors to proceed as follows for the preparation of the Draft Annual Budget for the Fiscal Year 2026.

Details of Directive:

1. Prepare a comprehensive draft budget that aligns with the City's strategic priorities, approved master plans, operational requirements and long-term financial sustainability objectives.
2. Use of Debt in the Capital Budget
 - a. Debt financing shall be used only for strategic development projects that support long-term growth, economic development, or essential infrastructure renewal.
 - b. Debt shall not be used to fund routine maintenance, lifecycle replacement, or non-strategic capital expenditures.
 - c. All proposed debt-funded projects must clearly demonstrate alignment with the City's strategic plan and financial sustainability principles.
3. The Treasurer shall present a consolidated draft budget to the Mayor for review no later than October 31, 2025.
4. The Clerk shall prepare an Agenda for the Budget Committee Meeting which shall include the consolidated draft budget as reviewed by the Mayor.
 - a. The Budget Committee Meeting Agenda shall be published at least seven (7) days prior to the meeting date.
 - b. The Budget Committee shall convene on November 17, 2025 at 6:00 p.m. and if necessary, reconvene on November 18, 2025 at 6:00 p.m. to conclude deliberations.
5. Following the Budget Committee's review, the Treasurer shall amend the draft budget in accordance with the Mayor's direction, should the Mayor choose to accept any recommendations brought forward by the Committee.
6. The Final Mayor's Budget shall be presented to Council at the December 10th Regular Council Meeting.

Effective Date: October 28th, 2025

Signature of Mayor:

