



CITY OF BRANTFORD

MAYORAL DIRECTION 3-2025

Direction to Employees (Chief Administration Officer, City Treasurer or Designates)

I, Kevin Davis, Mayor of the City of Brantford, pursuant to the powers extended to the head of council under Part VI.1 of the *Municipal Act, 2001*, in accordance with section 284.3 and 284.16 hereby direct staff regarding the 2025 budget process as follows:

1. Prepare a draft City Services Budget for 2026 to confirm year 3 of the 2024-2027 Multi-Year Budget in accordance with the Multi-Year Budget Policy (FP-017); and
2. Periodically brief the Mayor throughout the 2026 draft City Services Budget confirmation process; and
3. Present a report outlining the plan for Public Engagement along with the process to confirm year 3 of the 2024-2027 Multi-Year Budget in September 2025; and
4. Conduct an enhanced Public Engagement Process throughout the month of October; and
5. Schedule a meeting and publish an agenda of the Estimates Committee on November 24, 2025 to receive the results of the enhanced Public Engagement; and to consider the confirmation of the 2026 draft City Services Budget for the purpose of Council to make recommendations to the Mayor on the confirmation of the draft 2026 City Services Budget; and
6. Schedule a meeting and publish an agenda of the Estimates Committee on December 1, 2025 to consider the confirmation of the 2026 Local Boards Budgets for the purpose of Council to make recommendations to the Mayor on the confirmation of the draft 2026 Local Boards Budgets; and
7. Schedule an additional meeting of the Estimates Committee on December 3, 2025, if needed; and
8. Schedule a Special City Council meeting immediately preceding the Finance Committee meeting on December 10, 2025 for the purpose of adopting the Estimates report and recommendations on the draft 2026 budgets to the Mayor; and

9. At the conclusion of the Estimates process, provide the Mayor with the final 2026 draft City Services Budget and Local Boards Budgets for confirmation, including all recommendations of the Estimates Committee. After reviewing and considering the final 2026 draft City Services Budget and Local Boards Budgets for confirmation, the Mayor will submit a Proposed Budget to Members of Council, the Clerk and the public on or before January 9, 2026; and
10. Schedule a Special City Council meeting on January 20, 2026 for Council to consider any amendments to the Mayor's Proposed Budget; and
11. Inform Council it is the Mayor's Intention to avoid vetoing changes proposed by Councillors provided that all proposed amendments are provided to the Mayor in writing by January 16, 2026.

This direction takes effect on 06/25/25 and remains in effect until modified or revoked.

Original Signed by the Mayor

Kevin Davis
Mayor

Original Signed by the Deputy Clerk

Emma Vokes
Deputy City Clerk