

**Date: October 21, 2025**

**To: Bryan Martin, CAO/Clerk-Treasurer**

**From: Ethel LaValley, Mayor**

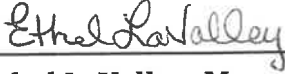
**Subject: Direction Regarding Preparation of the 2026 Municipal Budget**

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**Under the authority granted by Sections 284.3 and 284.16 of the *Municipal Act, 2001*, I hereby direct that the CAO/Clerk-Treasurer, or his designate:**

- 1. Prepare a draft budget for the 2026 budget year following the practices and processes consistent with those used in the 2023 and 2024 budget cycles, and in accordance with *By-law 221-659 — Budget and Financial Controls Policy*, taking into consideration the 2025 Financial Strategy.**
- 2. Present the staff-recommended budget to Council for consideration no earlier than February 2, 2026, at a meeting chaired by the member of Council appointed as HR, PR, and Administration Committee Chair.**
- 3. Bring forward to Council any other required decisions with financial implications prior to February 2, 2026, with related budget implications to be finalized during the adoption of the 2026 budget.**
- 4. Provide periodic briefings to the Mayor regarding the progress of the staff budget as requested.**

**Dated this 21<sup>st</sup> day of October, 2025**

  
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**Ethel LaValley, Mayor**