



CITY OF BRANTFORD

MAYORAL DIRECTION 01-2023

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 as follows:

1. Prepare a draft City budget for the period 2024-2027, following practices and processes that generally conform with the Multi-Year Budget Policy (FP-017) and the 2024-2027 Budget Strategy that was approved by Council through Report 2023-399; and
2. Periodically brief the Mayor throughout the 2024-2027 draft City budget development process; and
3. Schedule meetings and publish agendas of the Estimates Committee in January 2024 for the purpose of Council providing recommendations on the draft City Budget; and
4. At the conclusion of the Estimates process, provide the Mayor with the final draft City Budget, including all recommendations of the Estimates Committee. After reviewing and considering the final draft City Budget the Mayor shall submit a Proposed Budget to Members of Council, the Clerk and the public on or before Feb 1, 2024; and
5. Schedule a Special City Council meeting in February 2024 for Council to consider any amendments to the Mayor's Proposed Budget.

This delegation takes effect on November 1st, 2023 and remains in effect until modified or revoked.

Original Signed by the Mayor

Kevin Davis
Mayor

Original Signed by the Clerk

Chris Gauthier
City Clerk