



CITY OF BRANTFORD

MAYORAL DIRECTION 01-2024

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 2025 to confirm year 2 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 2025 draft City Services Budget confirmation process; and
3. Present a report outlining the process to confirm year 2 of the 2024-2027 Multi-Year Budget at the September 11, 2024 Finance Committee; 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 18, 2024 to receive the results of the enhanced Public Engagement; and to consider the confirmation of the 2025 draft City Services Budget for the purpose of Council to make recommendations to the Mayor on the confirmation of the draft 2025 City Services Budget; and
6. Schedule a meeting and publish an agenda of the Estimates Committee on November 20, 2024 to consider the confirmation of the 2025 Local Boards Budgets for the purpose of Council to make recommendations to the Mayor on the confirmation of the draft 2025 Local Boards Budgets; and
7. At the conclusion of the Estimates process, provide the Mayor with the final 2025 draft City Services Budget and Local Boards Budgets for confirmation, including all recommendations of the Estimates Committee. After reviewing and considering the final 2025 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 December 20, 2024; and
8. Schedule a Special City Council meeting on January 8, 2025 for Council to consider any amendments to the Mayor's Proposed Budget; and
9. 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 at least three days prior to the Special City Council meeting on January 8, 2025.

This direction takes effect on 08/21/2024 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