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**Mayoral Direction****MDIR-2025-002****To direct staff to prepare the 2026 Budget**

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Whereas the Mayor has the authority to make certain decisions under Part VI. 1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001 (“Act”); and

Whereas Section 284.3 (Directions to Municipal Employees), the Mayor is assigned the power to direct staff in writing; and,

Whereas Section 284.16 of the Municipal Act and Section 7 of the Ontario Regulation 530/22, the Mayor shall, on or before February 1 of each year prepare a proposed budget for the Township and provide a proposed budget to Council for its consideration.

I, Jennifer Coughlin, Mayor of the Township of Springwater hereby direct the Director of Finance or designate to:

1. Prepare a draft Budget and Business Plan and 10-year Capital Plan for the period of 2026-2027, following practices and processes that generally conform with the budget and business planning processed used in the past.
2. Set the 2026 Budget activity dates based on the following schedule:

<b>Budget Activity</b>	<b>Dates</b>
Tabling of Mayor’s Proposed Budget	October 24, 2025
Presentation of Operating and Capital	November 5, 2025
One-on-One Council Meeting with staff	Week of November 10, 2025
Service Partner Budget Presentations to Council	November 19, 2025
Mayor’s Budget Deemed to be Adopted	December 18, 2025

3. Brief the Office of the Mayor on the progress of the draft budget and business plan, as requested.
4. Obtain public feedback on the Mayor’s proposed budget throughout the process.

**This mayoral direction shall come into effect this 19<sup>th</sup> day of June, 2025 and remains in effect until modified or revoked.**

**Dated this 19<sup>th</sup> day of June, 2025**

**Original Signed By**

Jennifer Coughlin,  
Mayor

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