
Direction to Staff Regarding the 2026 Budget Process
Specifically: Revision of Schedule

In accordance with section 284.16 of the Municipal Act, 2001, and section 7 of Ontario Regulation 530/22, the Mayor shall, on or before February 1 of each year, prepare a proposed budget for the municipality, provide the proposed budget to Council for its consideration, and make the proposed budget available to the public.

Pursuant to Section 284.3 of the Municipal Act, 2001, I, Brant Burrow, Mayor of the Township of Elizabethtown-Kitley, hereby direct the Chief Administrative Officer and/or Director of Finance as follows:

Having consulted with the Director of Finance, and in an effort to ensure that Council and the public have the highest quality financial data available for 2026 budget deliberations, I am revising the schedule outlined in my initial directive (DIR-2025-01) to be such that I will now consider the draft 2026 budget prepared in accordance with DIR-2025-01 in January 2026 (*instead of November 2025*) and will subsequently table it as the Mayor's Draft Budget for public feedback and engagement by the end of that same month.

For further clarity, the above noted change in schedule is the only revision to my original directive (DIR-2025-01); all other aspects of the original directive still remain in effect.

Having been filed with the Clerk, this Directive takes effect immediately (December 12, 2025), and remains in effect unless and until it is subsequently revoked by myself in writing and filed with the Clerk, or until such time as the 2026 Budget is deemed adopted – whichever transpires first.



Brant Burrow
Mayor