

**THE CORPORATION OF THE TOWNSHIP OF CENTRAL FRONTENAC**  
**MDI-2025-02 MAYORAL DIRECTIVE**  
**TO STAFF REGARDING THE 2026 BUDGET**

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To: The Chief Administrative Officer/Clerk

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Sections 284.3 and 284.4 (Direction to Employees) the mayor may direct municipal employees to:

- a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and
- b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.

I, Frances Smith, Mayor of the Township of Central Frontenac, direct the Chief Administrative Officer/Clerk and the Treasurer as follows:

- 1. Prepare a preliminary draft of the 2026 Operating and Capital Budget, adhering to established practices and processes from previous years, with an overall levy increase not exceeding 5.5%;
- 2. The CAO/Clerk and the Treasurer are instructed to provide periodic updates to the Mayor on the progress of the 2026 draft Budget;
- 3. The proposed draft Budget shall be made available to all Members of Council and Staff by November 20, 2025, and to the Public by November 28, 2025;
- 4. This Direction shall take effect on November 3rd, 2025, and remains in effect unless and until it is revoked or amended in writing by the Mayor.

5.

November 3, 2025  
Date:

Frances L Smith  
Frances L Smith, Mayor

*Per O. Reg. 530/22, a copy of this form was received by the CAO/Clerk on:*

November 3, 2025  
Date:

Cathy MacMunn  
Cathy MacMunn CAO/Clerk