



Mayoral Direction

Mayoral Instrument: 2025-005
Issue Date: September 23, 2025

Legislative Authority

Section 284.16 of the *Municipal Act, 2001*, S.O. 2001 (the “Act”) assigns the head of Council the powers and duties with respect to proposing and adopting a budget. Section 284.3 of the Act allows the head of Council to direct municipal employees in writing to carry out duties related to the exercise of powers or performance of duties.

Decision/Direction

I, Sandy Shantz, Mayor of the Township of Woolwich, direct the Chief Administrative Officer and the Director of Financial Services/Treasurer to:

1. Present updated annual grant applications and funding requests from local boards and committees to Council on **October 7, 2025**.
2. Prepare a preliminary staff draft of the operating and capital budgets and review fees and charges on **November 4, 2025**, for initial public and Council input, with the following priorities:
 - a. Infrastructure maintenance and renewal, with an emphasis on roads;
 - b. Financial sustainability, including building reserves, limiting the use of debt, preparing for future growth and reviewing alternate sources of revenue; and
 - c. Community building, including affordable housing and recreation opportunities.
3. Support me in developing the Mayors Budget to be proposed on **January 6, 2026**, based public and Council feedback.
4. Convene budget meetings in January for Council to consider the Mayor’s Budget and allow for any Council amendments within the required 30-day timeframe when the Woolwich budget will be deemed adopted (unless shortened by Council).

This Mayoral Direction shall come into effect on September 23, 2025.

Signature on file

Sandy Shantz, Mayor