



# The Corporation of the Town of Cobourg

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## Mayoral Directive

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Directive Number: DIR-2025-003

Date: July 22, 2025

Subject: To direct staff to prepare the 2026 Operating and Capital Budget

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Under the authority of Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001 Sections 284.3 & 284.4 (Direction to Employees) the Mayor may direct staff:

I, Mayor Lucas Cleveland, hereby direct staff, in accordance with subsections 284.3 and 284.16 of the Municipal Act, 2001 (the “Act”), the Mayor hereby directs the Chief Administrative Officer and the Director, Corporate Services and Treasurer to:

1. Prepare a Draft Staff prepared 2026 Operating and Capital Budget as per previous budget cycles that conforms with the budget and business planning processes and best practices utilized by the Town Staff in previous years with a target levy not to exceed 5% to be presented to the Mayor no later than November 1, 2025.
2. Using the feedback gathered by the ‘Community Led Budget Task Force’ established and led pursuant to Mayoral Directive DIR-2025-001, using the guidelines principles and recommendations, the Mayor will engage with CAO and Treasurer and Directors to generate the Final Draft 2026 Operating and Capital Budget combining both documents (Staff and Consultant led).
3. Using the Final Draft 2026 Operating and Capital Budget, create an engagement plan led by Corporate Communications Team and that such a strategy be provided to the Mayor for approval prior to implementation.
4. That the proposed Final Draft 2026 Operating and Capital Budget be provided to each Member of Council, the Town Clerk, and the public with the goal of December 1, 2025 and no later than December 15, 2025.

This Directive takes effect on July 22, 2025, and remains in effect unless and until it is revoked in writing by the Mayor in writing and filed with the Town Clerk.

Sincerely,

*Original signed and filed with the Town Clerk*

Mayor, Lucas Cleveland