



## **Town of Renfrew Mayoral Decision MDE-2025-006**

Being a Mayoral Decision to establish a Budget Committee.

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.8 (Powers re committees):

The Mayor has decided as follows:

1. That the Mayor establish a Budget Committee existing exclusively of all members of Council.
2. That the Mayor will be assigned Chair, with the Reeve or other member of council resuming the chair position in the absence thereof, in accordance with the Town's Procedural By-Law 44-2025, as amended or replaced from time to time.
3. That the Terms of Reference for the committee are established as attached hereto in Appendix A to this Mayoral Decision.
4. That the governance of the proceedings of the Committee fit within the definition of "Standing Committee" as defined in the Town's Procedural.
5. That the proposed budget be provided to the Mayor no later than 45 days after receipt of the draft budget prepared by Staff.
6. That this Mayoral Decision serves as the written notice required under the Municipal Act, 2001.



# Renfrew

Signed and Sealed by:

Tom Sidney, Mayor

Dated: July 18, 2025

## Appendix A - Town of Renfrew Budget Committee Terms of Reference

### **Mandate**

The Budget Committee is mandated to provide advice and recommendation to the Mayor and Staff for annual budget preparations in accordance with the mandatory responsibilities of the Mayor under the authority: Part VI.1 (Special Powers and Duties of Head of Council), Section 284.16 of the Municipal Act, 2001.

### **Membership**

Membership of the Budget Committee shall consist of all members of Council, with the Mayor assigned to Chair, with the Reeve or other member of council resuming the chair position in the absence thereof, in accordance with the Town's Procedural By-Law 44-2025, as amended or replaced from time to time.

### **General Responsibilities**

The Budget Committee shall:

- Provide recommendations to the Mayor in support of the Mayor's Proposed Budget;
- Develop the annual budgets in accordance with any relevant Mayoral Decisions and consider any directions issued by the Mayor;
- Provide guidance and recommendations during budget discussions to help achieve the desired tax and user rate targets;
- Ensure that all budget recommendations comply with applicable legislation, municipal policies, and financial best practices;
- Collaborate with municipal departments and external stakeholders as necessary to support informed budget development;
- Receive presentations from each Department to support the analysis of the annual Operating, Capital, and Water/Wastewater budgets, in preparation for the Budget mandate provided by the Mayor;
- Host a public budget meeting to receive input from members of the public and community organizations on the proposed budget;
- Operate in an advisory capacity, with no authority to approve or amend budgets independently of Council or the Mayor.

## Meetings

The Budget Committee will meet at the call of the Chair, Chief Administrative Officer (CAO), and/or Town Clerk. Proceedings of the Committee shall be conducted in accordance with the Town's Procedural By-law No. 44-2025, as amended or replaced from time to time.

Agendas will be posted publicly in accordance with applicable requirements. Meeting minutes will be recorded and circulated in accordance with the Town's Procedural By-law and will be attached to a Regular Council agenda for formal adoption.

The Budget Committee shall provide advice and recommendations to the Mayor for consideration. The Mayor will review and may revise the draft budget based on input received. Once considered, the draft budget will become the Mayor's Proposed Budget. Direction in the form of a Mayoral Decision will instruct staff to present the Proposed Budget to Renfrew Town Council in accordance with the timelines and requirements set out in Section 284.16 of Part VI.1 (Special Powers and Duties of Head of Council) of the *Municipal Act, 2001*.

All members of the Budget Committee shall abide by the rules and obligations outlined in the *Municipal Conflict of Interest Act*, the Council Code of Conduct, and all other applicable Town by-laws and policies.