Renfrew

Town of Renfrew
Mayoral Decision MDE-2026-05

Being a Mayoral Decision to establish a Budget Committee.

Under the authority of Part VI.1 (*Special Powers and Duties of the Head of Council*) of the *Municipal Act, 2001*, specifically section 284.8, the Mayor may exercise the following authority:

Section 284.8 – Establishment or Dissolution of Committees and Appointment of Committee Chairs and Vice-Chairs

The purpose of this Mayoral Decision is to:

Establish a Budget Committee consisting exclusively of all members of Council to provide review of the Draft Budget, receive public comment, and provide recommendations prior to proposing the 2027 Budget.

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 another member of Council resuming the Chair position in the absence there of, in accordance with the Town's Procedural By-Law.

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 By-Law.

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5. That a draft budget with recommended changes be provided to the Mayor no later than December 18, 2026, with any extensions provided through a subsequent mayoral decision.

6. This Mayoral Decision is issued pursuant to Part VI.1 of the *Municipal Act*, 2001 and shall be provided to the Clerk in accordance with applicable legislative requirements.

7. That this Mayoral Decision takes effect on the date of issuance.

8. Any amendment to or revocation of this Mayoral Decision shall be issued in writing and assigned a revised decision number or amendment reference.

Signed and Sealed by:



Jason Legris, Mayor
Dated: November 17, 2026

Internal:
Date Received: _____
Date Circulated to Council: _____
Date Posted Publicly: _____
Clerk Initials: _____

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, and another member of council resuming the chair position in the absence there of, in accordance with the Town's Procedural By-Law.

General Responsibilities

The Budget Committee shall:

- Provide recommendations to the Mayor in support of the Mayor's Proposed Budget;
- Develop an annual budget 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 staff to support the analysis of the annual Operating, Capital, and Water/Wastewater budgets;
- Host public budget meetings to receive input from members of the public and community organizations on the draft 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.

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. Once received, the draft budget will become the Mayor's Proposed Budget. Direction in the form of a Mayoral Direction (MDI) 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.