

APPENDIX A

Authority: Section 284.3(b) of the *Municipal Act, 2001*

**TOWN OF OAKVILLE**  
**MAYORAL DIRECTION MDI 2024 - 001**

The Mayor directs the Chief Administrative Officer and Commissioner, Corporate Services and Treasurer to:

1. Prepare a balanced 2025 annual budget based on the following:
  - a. Preparing an operating budget with spending levels predicated on an overall tax levy increase of up to 4.00% to accommodate priorities from the Council Strategic Plan and the use of Performance Based Program Based budgeting methodology to identify efficiencies;
  - b. Advising the Oakville Public Library to prepare its budget submission to the town based on an overall increase not to exceed 5.5% inclusive of growth-related impacts;
  - c. Preparing the capital budget and 9-year forecast predicated on ensuring long-term financial sustainability and the continuance of the capital levy;
    - i. Incorporating estimates for the Downtown Cultural Hub based on refinement of details including timing and estimated costs;
  - d. Maintaining frontline town services and increasing user fees in line with the User Fee Policy; and
  - e. Input from consultation with the Budget Committee and Public.
2. Prepare the 2026 and 2027 operating budget forecasts and identify the impact of a target overall tax levy increase in line with the Consumer Price Index.
3. Prepare a schedule for the 2025 budget process that incorporates additional consultation opportunities, in a timetable that aligns with legislation and allows the budget to be adopted before the start of the fiscal year, generally in accordance with the attached Schedule A.

Date:

**Rob Burton**

**Mayor**

# Budget Approval Process

**Legend:**  
All Blue – Council  
Blue border – Budget Committee  
Gold border – public consultation  
Green border – staff consultation

