PRESCOTT
EST 1784
THE FORT TOWN

2026 Operational Budget

January 25, 2026

Topics

- Expenses
- Fees & Revenue
- Property Taxation
- Overall Operational Budget
- Water and Wastewater Budgets

Expenses

- **Expenses**
  - Administration
  - Protective Services
  - Transportation
  - Environmental
  - Health Services
  - Social Services
  - Parks & Recreation
  - Planning and Development

Expense

- **Salaries & Benefits**
  - CUPE & Non-Union salary increase is 4% for 2026 based on the collective agreement settled in 2025
  - Non-Union Pay Equity review process currently underway to be completed in early 2026 with results unknown at this time
  - Employee benefits renewal decrease of $49,414 due to going out to market for competitive bids
  - Canada Pension Plan
    - Maximum Canada Pension Plan Contributions will increase by $216.35 which is a 4.9% increase from 2025
    - New Canada Pension Plan 2 contribution to a maximum of $416.00 which is a 5.1% increase from the 2025
  - Employment Insurance
    - Maximum Employment Insurance Contributions will increase by $63.83 which is a 4.2% increase from 2025

Expense

- **Liability & Property Insurance**
  - 2025/2026 increase was $12,500 or 3.84%
  - Assuming 5% increase for 2026
  - **Increase from 2025 Budget to 2026 Budget $16,900**

- **Joint Services**
  - **Increase 6.2% or $41,370**
    - Paramedic Services - $24,241
    - Ontario Works Program - $3,456
    - Children's Services - $12,607
    - Community Housing - $1,066

- **Public Health**
  - **Increase of 36.9% or $31,361**
  - This is due to a rebalancing of the municipal levies across the amalgamated health units

Expense

- **Community Grant Allocation**
  - Tied to 1% of prior year property tax increase which will be **an increase of $3,537** resulting in a total allocation of $68,217.

- **Waste Collection Contract**
  - was adjusted in 2025 to reflect the economic challenges with the loss of recycling contacts for local collectors. The full year affect will be an **increase of $42,345.**

- **Ontario Provincial Police**
  - Will be $1,347,799 as per billing statement
  - **Increase of $133,565** from 2025 or 11% (which was the capped amount)

- **2026 Election**
  - Expected to cost $24,000 which has been added to expenses as well as to revenue with a transfer from the election reserve in the same amount

Administrative Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Council	180,524	174,702	183,668	3,144	Salary Increase $2,800	5,100
Administration	985,062	1,001,611	1,040,836	55,774	Heritage notices $5,000, Audit Fees $8,000, Software Licenses $10,000, Salary Increase $26,400, Staff Activities $5,000	-
Taxation	619,296	642,627	728,954	109,658	Includes 1% increase dedicated to infrastructure $68,217, Moved Transfer to Reserve from St. Lawrence Lodge to here $93,821	665,638
2026 Election	-	-	24,000	24,000	Offset by Transfer from Reserve	-
Total	**1,784,882**	**1,818,940**	**1,977,458**	**192,576**		**670,738**

Protective Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Fire	819,210	704,559	864,777	45,567	Full Year of Fire Truck Debenture $32,000, Salary increase $11,000	30,000
Police	1,247,184	1,254,339	1,378,799	131,615	OPP Increase $133,565	-
Bylaw	89,747	89,575	106,037	16,290	Animal Control Contract $4,700, Weekend (Summer) and overnight enforcement (Winter) $12,000	-
Building	249,316	261,274	271,464	22,148	Building Inspection Large Projects $15,000, Salary Increase $4,500	-
Emergency	5,000	1,918	5,000	-		**-**
Total	**2,410,457**	**2,311,664**	**2,626,077**	**215,620**		**30,000**

Transportation Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Operations	955,096	968,312	967,500	12,604	$29k Salary increase, less $14k in training to below	-
Roads - Paved	520,443	347,019	476,359	(44,084)	Decrease in OCIF Funding offset	-
Bridges	16,465	15,244	16,700	235		-
Roads - Traffic	546,909	556,931	591,245	44,336	Repairs and Mtce increase, $14,000 in training from above	104,900
Sidewalks	74,000	15,304	74,000	-		12,500
Roads - Winter	146,750	158,511	157,322	10,572	$5k Salt, $6k Overnight Snow Removal (Total - 4 x $12k)	-
Sidewalks - Wint	37,398	37,398	35,876	(1,522)		-
Parking Lots	1,700	1,308	1,400	(300)		-
Street Lighting	153,300	131,574	159,400	6,100	Electricity $10,100 less $4,000 reduction in maintenance	-
River Route	176,621	182,637	191,769	15,148	Assumes 5% increase in expense	-
Total	**2,628,682**	**2,414,239**	**2,671,771**	**43,089**		**117,400**

Environmental Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Storm Sewers	69,300	56,061	68,300	(1,000)		43,300
Waste Collection	137,100	155,438	180,200	43,100	Increase to collection fee July 1, 2025, full year affect, assumes 2% increase	2,000
Waste Disposal	105,400	99,306	101,300	(4,100)	Assumes 2% increase	-
Waste Diversion	21,400	25,494	21,400	-		4,700
Total	**333,200**	**336,298**	**371,200**	**38,000**		**50,000**

Health Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Public Health	85,000	85,000	116,361	31,361	Based on Levy Notice	-
Paramedic	317,010	328,919	341,251	24,241	Based on Draft JSC Budget	-
Cemetery	36,000	32,590	36,000	-		-
Total	**438,010**	**446,509**	**493,612**	**55,602**		**-**

Health Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Ontario Works	134,296	132,226	137,750	3,454	Based on JSC Draft Budget	-
St. Lawrence Lodge	619,525	619,525	256,922	(362,603)	2026 Levy Decrease $28,547, Moved Transfer to Reserve in Property Taxes $93,821, Moved Debt Payment/Reserve to SRC $159,035, $81,200 decrease in revenue for Debt Payment	-
Children's Services	81,651	81,651	94,259	12,608	Based on JSC Draft Budget	-
Community Housing	165,636	165,441	166,702	1,066	Based on JSC Draft Budget	-
Total	**1,001,108**	**998,843**	**655,633**	**(345,475)**		**-**

Recreational Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Rec - Culture	316,087	301,369	327,551	11,464	Library $7,900, $3,500 Community Grants 1% of property taxes	25,000
Parks	593,034	641,310	598,389	5,155		24,200
Rec - Programs	226,077	259,119	281,057	54,980	Summer programming same as 2025 and move from 1 PT to FT	-
Walker House	133,192	141,528	145,102	11,910	2 Days per week support	1,750
Marina	367,611	337,593	364,189	(3,422)		81,575
Pool	87,745	84,733	90,000	2,255		2,100
LBCC	63,615	60,881	67,075	3,460		-
SRC-ACCC	987,999	1,038,386	1,187,585	199,586	Moved $159,035 from St. Lawrence Lodge Debt Payment	459,035
Library	213,908	216,290	222,037	8,129		-
Museum	66,915	63,877	69,690	2,775		-
Total	**3,056,183**	**3,145,085**	**3,354,675**	**298,492**		**593,660**

Planning and Economic Dev Services Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Planning	43,750	44,540	45,000	1,250	Shared Planner	-
Ec Dec/Tourism	393,746	437,046	432,117	38,371	To support the continuation of community events and development	-
Total	**437,496**	**481,586**	**477,117**	**39,621**		**-**

Total Expenses

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer to Reserves
Administrative	1,784,882	1,818,940	1,977,458	192,576		670,738
Protective	2,410,457	2,311,664	2,626,077	215,620		30,000
Transportation	2,628,682	2,414,239	2,671,771	43,089		117,400
Environmental	333,200	336,298	371,200	38,000		50,000
Health	438,010	446,509	493,612	55,602		-
Social	1,001,108	998,843	655,633	(345,475)		-
Parks & Rec	3,056,183	3,145,085	3,354,675	298,492		593,660
Planning/Dev	437,496	481,586	477,117	39,621		-
Total	**12,090,018**	**11,953,164**	**12,627,542**	**537,524**		**1,461,798**

Fees and Revenue

- **Fees and Revenue**
  - Administration
  - Protective Services
  - Transportation & Environmental
  - Health & Social Services
  - Parks & Recreation
  - Planning & Development

Revenue

Ontario Municipal Partnership Fund (OMPF)

- The OMPF is the Province's main general assistance grant to municipalities.
- The program primarily supports northern and rural municipalities across the province. Its objectives are to:
  - recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances
  - support areas with limited property assessment
  - assist municipalities that are adjusting to year-over-year funding changes
- Announced in fall 2024 that the total funding for OMPF will increase from $550 million to $600 million in 2026
- In 2026 Prescott will receive $1,923,100 as an OMPF Grant which is **an increase of $185,400** from 2025

Revenue

Other Revenues

- Interest on High Interest Savings Account is decreasing as the Bank of Canada rate decreases

- Outstanding Property Taxes Receivables are increasing

- 2026 Election is expected to cost $24,000 which has been added to expenses as well as to revenue with a transfer from the election reserve in the same amount

Administration Revenue

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
OMPF	1,737,700	1,737,700	1,923,100	185,400	As per notice	-
Marriage License	5,700	7,922	7,950	2,250		-
Lottery License	9,200	9,950	10,000	800		-
Admin Fees	10,000	86,588	10,000	-		-
Dividends	60,000	60,854	61,000	1,000		-
Interest	100,000	47,550	75,000	(25,000)	Interest rate decreasing	-
Death Cert	1,700	1,340	1,400	(300)		-
Oaths	600	580	600	-		-
Tax Interest	110,000	139,711	145,000	35,000	Outstanding taxes increasing	-
Tax Certificates	2,500	3,550	3,600	1,100		-
Town Hall Rent	500	5,707	15,000	14,500	Senior Support Services Rental	-
2026 Election	-	-	24,000	24,000	From reserves to offset expense	24,000
Total	**2,037,900**	**2,021,451**	**2,276,650**	**238,750**		**24,000**

Protective Services Revenue

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Fire	114,000	104,409	116,500	2,500		30,000
Police	43,250	48,743	6,500	(36,750)	Grant Ended	-
Bylaw	27,475	20,986	28,225	750		-
Building	264,500	256,311	272,600	8,100		-
Provincial Off	11,823	18,021	10,778	(1,045)	Based on JSC Draft Budget	-
Total	**461,048**	**445,086**	**434,603**	**(26,445)**		**30,000**

Revenue

Ontario Community Infrastructure Fund (OCIF)

- The Ontario Community Infrastructure Fund is going through a redesign which started in 2022
  - In 2022 Provincial Government increased the OCIF Funding envelope from $200 million to $400 million
- This grant is used for annual repaving projects, and in 2022 and 2023 a portion was used to fund the Bridge Rehabilitation Project. The surplus from 2025 will be added to the 2026

Year	Funding	Change from Prior Year
2021	267,026	-
2022	548,790	+281,764
2023	475,860	-72,930
2024	496,763	+20,903
2025	472,943	-23,820
2026	425,859	-47,084

- The grant allocation for 2026 will be $425,859 which is $47,084 less than 2025

Transportation & Environmental Services

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Roads	477,943	481,536	432,459	(45,484)	Decrease in OCIF Funding offset by decrease in expense	-
Parking Lots	5,000	10,024	12,200	7,200	Parking space rentals	-
River Route	145,121	147,828	149,350	3,898		-
Waste Collection	194,565	187,548	206,000	11,435	Bag Tag Increase July 1, 2025	-
Recycling	-	15,333	-	-		-
Total	**822,629**	**842,269**	**799,678**	**(22,951)**		**-**

Health & Social Services Revenue

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Cemeteries	36,000	36,000	36,000	-	Increase contribution from Town of $6,000	-
St. Lawrence Lodge	81,200	92,902	-	(81,200)	Debt Payment and Offsetting Revenue ended in 2025	-
Total	**117,200**	**128,902**	**36,000**	**(81,200)**		**-**

Parks & Recreation Revenues

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Walker House	89,000	92,902	83,300	(5,700)	Change in accounting for user fees offset by decrease in expense	-
Rec – Programs	25,000	29,845	25,000	-		-
Marina	367,611	390,235	392,320	24,709	Based on 2025 revenue	-
Pool	5,250	5,877	5,900	650	Based on 2025 revenue	-
LBCC	16,900	14,522	65,160	48,250	New regular rental in 2026	-
ACCC	590,000	601,525	623,100	33,100	Based on 2025 revenue +3%	-
Library	213,908	222,173	222,037	8,129	Town subsidy increase $7,900	-
Museum	4,990	4,800	4,800	(190)	Based on 2025 revenue	-
Total	**1,312,659**	**1,368,122**	**1,421,607**	**108,948**		**-**

Planning & Development Revenues

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Planning & Dev	8,000	12,300	12,250	4,250		-
Ec Dev/Tourism	62,000	64,192	61,000	(1,000)		-
Total	**70,000**	**76,492**	**73,250**	**3,250**		**-**

Total Fees & Revenue not including Property Taxes

	2025 Budget	2025 Projection	2026 Budget	Budget to Budget Higher / (Lower)	Notes	Transfer from Reserves
Administration	2,037,900	2,021,451	2,276,650	238,750		24,000
Protective	461,048	445,086	434,603	(26,445)		30,000
Transportation	822,629	842,269	799,678	(22,951)		-
Health & Social	117,200	128,902	36,000	(81,200)		-
Parks & Rec	1,312,659	1,368,122	1,421,607	108,948		-
Planning & Ec Dev / Tourism	70,000	76,492	73,250	3,250		-
Total	**4,821,436**	**4,882,072**	**5,041,788**	**220,352**		**54,000**

Property Taxation

- Assessment Change Year over Year
- Tax Ratios
- Taxes by Property Class

Assessment Change

- 2013-2016 Property Taxes were based on the 2012 Current Value Assessment
- 2017-2020 Property Taxes are based on the 2016 Current Value Assessment
- Planned reassessment for 2021 was deferred by the Province and no new date has been set
- No natural growth in assessment values in 2021, 2022, 2023, 2024, 2025, 2026
- Only growth in assessment comes from new construction and renovations which are assessed at 2016 values

Assessment Change

	2025	2026	Change
Residential	268,224,800	269,530,500	1,305,700
Multi-Residential	22,482,000	21,698,800	(783,200)
New Multi-Residential	2,991,000	2,991,000	-
Commercial – Occupied	50,705,000	50,366,500	(338,500)
Commercial – Exc Land	343,300	343,300	-
Commercial – Vac Land	1,164,300	1,073,400	(90,900)
Industrial – Occupied	6,542,800	6,542,800	-
Industrial – Exc Land	112,400	112,400	-
Industrial – Vac Land	714,800	714,800	-
Pipelines	1,224,000	1,224,000	-
Payment-In-Lieu (Other Governments)	9,582,400	9,582,400	-
Exempt	28,399,000	28,318,000	(81,000)
Total	392,485,800	392,497,900	12,100

Tax Ratios

	2025 Tax Ratios	Minimum	Maximum	Revenue Neutral	2026 Recommendation
Residential	1.000000	1.000000	1.000000	1.000000	1.000000
Multi-Residential	1.504757	1.000000	1.504757	1.504757	1.504757
New Multi-Residential	1.100000	1.000000	1.100000	1.100000	1.100000
Commercial	1.894162	0.600000	1.894162	1.894162	1.894162
Industrial	2.630000	0.600000	2.630000	2.630000	2.630000
Pipelines	1.377180	0.600000	1.377180	1.377180	1.377180

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Municipal Taxes by Property Class

With 3.95% property tax increase and no change in Education Tax Rate = 3.40% overall increase	2025 Municipal	2025 Municipal & Education	2026 Municipal	2026 Municipal & Education	$ Change	% Change	Tax Ratio
Residential	4,339,576	4,751,958	4,537,027	4,949,408	197,450	4.16%	1.000000
Multi-Residential	525,704	558,903	549,624	582,823	23,919	4.28%	1.504757
New Multi-Residential	52,972	57,548	55,382	59,959	2,410	4.19%	1.100000
Commercial – Occupied	1,536,025	2,053,218	1,605,914	2,051,164	69,889	3.53%	1.894162
Commercial – Exc Land	7,329	10,350	7,662	10,683	333	3.22%	1.325913
Commercial – Vac Land	22,915	32,361	23,957	33,403	1,043	3.22%	1.325913
Industrial – Occupied	277,050	334,943	289,656	347,549	12,606	3.76%	2.630000
Industrial – Exc Land	3,094	4,083	3,234	4,224	141	3.45%	1.709500
Industrial – Vac Land	19,674	25,964	20,569	26,859	895	3.45%	1.709500
Pipelines	27,140	37,911	28,375	39,146	1,235	3.26%	1.377180
Payments in Lieu	398,240	398,240	411,081	411,081	12,841	3.22%	
Total	**7,209,719**	**8,193,537**	**7,532,482**	**8,516,300**	**322,763**	**3.94%**	

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Property Tax Change by Class

	2025 Median Current Value Assessment	2026 Median Current Value Assessment	Value % Change	Total 2025 Taxes	Total 2026 Taxes	$ Change	% Change
Single Family Home	158,000	158,000	0.00%	2,785.62	2,901.37	115.75	4.16%
Residential Condo Unit	152,000	152,000	0.00%	2,679.84	2,791.19	111.35	4.16%
Apartment Building	1,231,000	1,231,000	0.00%	31,707.29	33,064.27	1,356.25	4.28%
Small Office Building	152,000	152,000	0.00%	5,973.14	6,184.05	210.91	3.53%
Small Retail Commercial	207,000	207,000	0.00%	8,134.47	8,098.17	287.23	3.53%
Standard Industrial	659,400	659,400	0.00%	33,724.56	34,995.00	1,270.44	3.77%

Budget Overview

- Budget Overview
- Budget Status

Budget Overview

	2026 Budget	Notes	Reserves
Revenues			
Fees and Revenue	5,041,788		54,000
Base Property Taxation	6,811,479		
Payments-In-Lieu and Supplemental Taxes	464,353		
1% Property Tax Increase dedicated to Infrastructure	68,217	Dedicated to Infrastructure Reserve	
3.55% Property Tax Increase for inflation	241,705		
Total Revenue	**12,627,542**	**Overall Tax Increase 3.94%**	**54,000**
Total Expenses	**12,627,542**		**1,461,798**

Current Budget Status

The Draft 2026 Draft Operational Budget as it is currently constructed results in a 4.55% increase to municipal property taxes which translates to an **overall 3.94% increase** when education taxes are included (education tax rate did not change from 2025 to 2026)

- Overall Property Tax Increase of $309,922 of 3.94%
  - OPP Policing Increase $133,565
  - Joint Services Levy Increase $41,369
  - Health Unit Levy Increase $31,361
  - St. Lawrence Lodge Levy Decrease ($28,547)
  - 1% Dedicated to Infrastructure Reserve $68,217
  - Other inflationary items $63,957

Water & Wastewater Budget

- Water Budget
- Wastewater Budget

Water Budget

- The Water Budget is made up of two components
- Water Treatment – starts at the water intake pipe in the St. Lawrence through the water treatment plant and stops at the treated water leaving the treatment plant
- Water Distribution – starts the pipes receiving the treated water leaving the water treatment plant, includes the watermains in the roads, water tower and water hydrants
- Water revenues are required to cover the cost of operating and replacement of the of the water system without property tax subsidization
- Any surplus is placed into reserve to support capital projects for water

2026 Water Budget

	Total	Water Treatment	Water Distribution	Notes	Transfer from to Reserves
Revenue		58%	42%		
Water Charges	1,435,239	832,439	602,800	Assumes 3.5% increase at July 1	
Interest	3,200	1,600	1,600		
Occupancy Charges	1,800	900	900		
Total Revenue	**1,440,239**	**834,939**	**605,300**		
Expenses					
Salaries / Allocation	353,552	100,750	252,802		
Supplies & Services	986,904	702,024	284,880		
Reserve Contribution	99,783	32,165	67,618		99,783
Total Expenses	**1,440,239**	**834,939**	**605,300**		**68,628**

Wastewater Budget

- The Wastewater Budget is made up of two components
- Wastewater Collection – runs from the lot line of each property and includes the sanitary sewer pipes in the ground, wastewater pumping stations, and the sanitary sewer manholes
- Wastewater Treatment Plant – starts at the end of the wastewater collection lines enters the plant and ends with the pipe leading into the St. Lawrence River that discharges treated wastewater
- Wastewater revenues are required to cover the cost of operating and replacement of the of the wastewater system without property tax subsidization
- Any surplus is placed into reserve to support capital projects for wastewater

2026 Wastewater Budget

	Total	Wastewater Treatment	Wastewater Collection	Notes	Transfer from to Reserves
Revenue		68.75%	31.25%		
Water Charges	1,835,008	1,261,568	573,440	Assumes 3.5% increase at July 1	
Interest	82,593	82,593	-		
Occupancy Charges	1,800	-	1,800		
EC Share	94,431	94,431	-		
Total Revenue	**2,013,832**	**1,438,592**	**575,240**		**-**
Expenses					
Salaries / Allocation	174,236	80,868	93,368		
Supplies & Services	1,531,598	1,194,333	337,265		
Reserve Contribution	307,998	163,391	144,607		307,998
Total Expenses	**2,013,832**	**1,438,592**	**575,240**		**307,998**

Water & Wastewater Budget Overview

	2026 Budget	Notes	Reserves
Revenues			
Water	1,440,239		-
Wastewater	2,013,832		-
Total Revenue	**3,454,071**	**Rate Increase of 3.5% at July 1, 2026**	**-**
Expenses			
Water	1,440,239		99,783
Wastewater	2,013,832		307,998
Total Expenses	**3,454,071**		**407,781**

2026 Operational Budget – Next Steps

- January 26, 2026 – Council will receive and review the Draft 2026 Operational Budget – This will start a 30-day review period. During this period Council can propose amendments to the budget by resolution.
  - January 27, 2026 – February 23, 2026 – Members of Council will submit questions and / or amendments regarding the Draft 2026 Operational Budget for review and contemplation at the Council meeting of February 9, 2026.
  - February 9, 2026 – Council will review and contemplate any questions and / or amendments to the Draft 2026 Operational Budget.
  - February 10, 2026 – February 17, 2026 – Members of Council will submit questions and / or amendments regarding the Draft 2026 Operational Budget for review and contemplation at the Council meeting of February 23, 2026.
  - February 23, 2026 – Council will review and contemplate any questions and / or amendments to the Draft 2026 Operational Budget.

- February 25, 2026 – March 7, 2026 – The Mayor will have a 10-day period from the end of the initial review period, to veto any amendments to the Draft 2026 Operational Budget that were passed by Council resolution in the initial review period.

- March 8, 2026 – March 23, 2026 – Council will have a 15-day period from the end of the veto period to override any vetos to the Draft 2026 Operational Budget that were passed by the Mayor by a two-thirds of all council members vote to override the veto (5 of 7 members of Council). This could be done at the Council meeting of March 16, 2026, or by calling a special Council meeting on or before March 23, 2026.