

**Mayor's Directive**  
**Issued under O. Reg. 530/22 (Strong Mayor Powers)**  
**Directive #2**  
**Date: September 18 2025**  
**To: Chief Administrative Officer (CAO)**  
**Subject: Mayor–CAO Working Relationship**

**Purpose**

This directive formalizes the working relationship between the Mayor and the Chief Administrative Officer (CAO) under the strong mayor framework. It is intended to ensure clarity, accountability, and consistency in Township administration, while preserving Council's statutory role.

**Authority**

This directive is issued pursuant to:

- *Municipal Act, 2001*, s. 224 – Role of Council.
- *Municipal Act, 2001*, s. 224(d.1) – Role of the Head of Council to provide leadership to Council and to officers and employees of the municipality through the CAO.
- *Municipal Act, 2001*, s. 229 – Responsibilities of the Chief Administrative Officer.
- *Municipal Act, 2001*, s. 270 – Accountability and transparency policies.
- *Municipal Act, 2001*, s. 284.8 – Duties of the Head of Council to exercise strong mayor powers to advance prescribed provincial priorities.
- *O. Reg. 530/22*, ss. 2(1)–(2) – Mayoral authority to direct staff through the CAO and determine the meeting agenda.
- *Township of Killaloe, Hagarty and Richards Procedural By-law No. 16-2023*, ss. 18–22 – Rules regarding agenda preparation, circulation, and correspondence.

**Directive**

**1. Reporting Relationship**

- The CAO's primary reporting relationship is to the Mayor, consistent with s. 224(d.1) and s. 229, with respect to administration, staff management, and implementation of provincial priorities and Council-approved decisions.
- For clarity: Nothing in this directive alters Council's statutory role under s. 224 of the *Municipal Act, 2001*.

## 2. Correspondence and Communications

- Pursuant to O. Reg. 530/22, s. 2(1), the CAO shall direct all formal correspondence and administrative updates through the Mayor.
- The CAO shall not copy, blind-copy, or forward such correspondence to members of Council unless expressly authorized by the Mayor.
- This requirement applies to internal communications (emails, memos, reports) and external communications (letters, notices, inquiries).
- All Members of Council will continue to receive timely and complete information necessary to perform their statutory decision-making role, through agenda reports, committee discussions, and requests in accordance with the Procedural By-law and the Municipal Act, 2001.
- These correspondence requirements shall be carried out in a manner consistent with s. 270, ensuring accountability and transparency.

## 3. Implementation of Directions

- The CAO shall ensure the timely execution of Mayoral directives under O. Reg. 530/22, Council resolutions under the Municipal Act, 2001, and all other statutory responsibilities, subject to applicable by-laws and legislation.

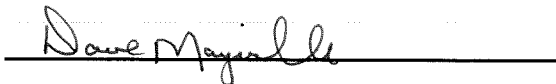
## 4. Collaboration and Respectful Conduct

- In keeping with s. 270 of the Municipal Act, 2001, the Mayor and CAO shall maintain open, professional, and respectful dialogue to promote accountability and transparency.
- Issues requiring policy direction are to be referred to Council; matters of administration remain within the CAO's authority under s. 229, subject to this directive.

## 5. Compliance

- The CAO is expected to comply fully with this directive. Non-compliance may be addressed through measures available under the Municipal Act, 2001, and O. Reg. 530/22, including the Mayor's authority to direct staff and manage administrative functions.

Effective Date: This directive takes effect immediately and remains in force until amended or revoked.



**Dave Mayville, Mayor**  
**Township of Killaloe, Hagarty and Richards**