

Mayor's Directive

Issued under O. Reg. 530/22 (Strong Mayor Powers)

Directive #3

Date: September 18 2025

To: Chief Administrative Officer (CAO) / Clerk-Treasurer

Subject: Agenda Management and Handling of Correspondence

Authority

This directive is issued pursuant to the following provisions:

- *Municipal Act, 2001*, s. 224 – Role of Head of Council (to lead Council and preside over meetings).
- *Municipal Act, 2001*, s. 229 – Responsibilities of the Chief Administrative Officer.
- *Municipal Act, 2001*, s. 284.8 – The head of council shall exercise the powers and duties of the head of council under this part in the manner that the head of council considers necessary or desirable to advance the prescribed provincial priorities.
- *O. Reg. 530/22*, s. 2(2) – Authority of the Mayor to determine the agenda of Council meetings.
- Township of Killaloe, Hagarty and Richards Procedural By-law No. 16-2023, ss. 18, 19, 22 – Agenda preparation, circulation, and correspondence.

Directive

1. Agenda Management

- The Mayor retains the authority to determine the agenda of Council meetings, pursuant to *O. Reg. 530/22*, s. 2(2).
- The CAO shall prepare and provide draft agendas to the Mayor for review, amendment (if required), and approval prior to circulation.
- Items requested by Members of Council for inclusion on an agenda must be submitted to the Mayor through the CAO. Such requests will be reviewed and considered by the Mayor, in consultation with the CAO, in accordance with By-law No. 16-2023.
- Once approved by the Mayor, the agenda shall be deemed final and distributed by the CAO/Clerk in accordance with the timelines and procedures set out in By-law No. 16-2023.
- For clarity, under *O. Reg. 530/22*, s. 2(2), the Mayor's authority to determine the agenda of Council meetings is not subject to amendment or repeal by Council resolution or by-law.
- The CAO shall not seek or require Council's approval in matters of agenda preparation or correspondence handling, except as expressly directed by the Mayor.

2. Correspondence Handling

Circulation

- The CAO/Clerk shall ensure that all correspondence received by the Township is circulated in writing to all Members of Council and included in the published agenda package, in accordance with By-law No. 16-2023.
- All correspondence included in the agenda package shall also be made available to the public in accordance with the *Municipal Act, 2001*, and Township policy.

Reference During Meetings

- During Council meetings, correspondence shall be acknowledged by noting the sender and subject.
- At the discretion of the Mayor, the CAO/Clerk may read aloud a brief summary (sender and topic only). The full text remains available in the published agenda package for Council and the public.

Safeguards

Correspondence shall not be read aloud if it:

- Contains defamatory, improper, or offensive content;
- Is repetitive or has already been addressed;
- Falls outside the jurisdiction of the Township.

3. Purpose

- To uphold transparency while ensuring meetings remain efficient, respectful, and focused on municipal business.
- To balance Council's right to receive and consider correspondence with the need to prevent misuse of meeting time for political purposes.

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



Dave Mayville, Mayor
Township of Killaloe, Hagarty and Richards