

Mayor's Directive
Issued under O. Reg. 530/22 (Strong Mayor Powers)
Directive #4
Date: September 18 2025
To: Chief Administrative Officer (CAO)
Subject: In Camera Agenda Management

Authority

This directive is issued pursuant to the following provisions:

- Municipal Act, 2001, s. 224 – Role of the 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. 239 – Rules governing closed meetings of Council.
- 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, s. 2(2) – Authority of the Mayor to determine the agenda of Council meetings, including open and closed sessions.
- Township of Killaloe, Hagarty and Richards Procedural By-law No. 16-2023 – Rules regarding agenda preparation, circulation, and closed meeting procedures.

Directive

1. Mayor's Authority Over Closed Session Agendas
 - The Mayor shall determine the content of in camera (closed session) agendas, consistent with O. Reg. 530/22, s. 2(2).
 - Staff may recommend items for closed session consideration, but no item shall appear on the agenda without the Mayor's approval.
2. Compliance with the Municipal Act
 - Only matters falling within the permitted exceptions in s. 239 of the Municipal Act may be placed on a closed session agenda.
 - The specific subsection of s. 239 shall be cited for each closed session item.

3. Procedure for Entry into Closed Session

- The CAO/Clerk shall prepare the necessary motion for Council to pass in open session before proceeding in camera.
- The Mayor shall state the reason and relevant section of the Act before the vote.

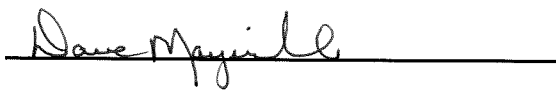
4. Circulation and Confidentiality

- Draft in camera agendas shall be circulated by the CAO/Clerk to Members of Council and the Mayor in accordance with the Township's Procedural By-law.
- All closed session materials shall remain confidential and shall not be released to the public except as required by law.

5. Record-Keeping and Reporting Back

- The CAO/Clerk shall maintain accurate records of the time in and out of closed session and the general nature of the matter discussed.
- Upon resumption of open session, the Mayor shall provide a report-back to the public summarizing the general nature of the discussion and confirming whether any direction was given.

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

A handwritten signature in cursive script, reading "Dave Mayville", is written over a solid horizontal line.

Dave Mayville, Mayor
Township of Killaloe, Hagarty and Richards