

## **Mayor's Directive**

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

**Directive #6 – Handling of Correspondence at Council Meetings (Amendment to Directive #3)**

**Date: September 30, 2025**

**To: Chief Administrative Officer (CAO)**

**Subject: Handling of Correspondence at Council Meetings**

### **Applicability**

This directive applies to all meetings of Council — Regular, Special, and Committee of the Whole.

### **Amendment Statement**

This directive is issued as an amendment to Directive #3 (Agenda Management and Handling of Correspondence, dated September 18, 2025).

- All provisions of Directive #3 respecting agenda management remain in full force and effect.
- The provisions of Directive #3 relating to correspondence handling during Council meetings are hereby revoked and replaced with the direction set out below.

### **Directive**

Effective immediately, correspondence addressed to Council will no longer be read aloud in whole or in part during Council meetings.

All correspondence received by the CAO/Clerk shall continue to be:

- Properly filed with the Clerk in accordance with Procedural By-law 16-2023, section 22.1.
- Included in the Council agenda package under the correspondence section as required by Procedural By-law sections 18.2(c) and 19.1(11).
- Made part of the official public record, as provided in section 22.2 of the Procedural By-law.

At meetings, correspondence shall be:

- Noted as received into the record, without oral reading.
- Addressed as a single package under the correspondence section of the agenda, rather than reviewed or discussed item by item.

This approach improves efficiency and protects valuable meeting time while ensuring full transparency, since all correspondence remains circulated to Council, included in the agenda package, and part of the public record.

For clarity, should Council in the future adopt a procedural by-law requiring oral reading of correspondence, such a provision would be inoperative to the extent that it conflicts with this directive, which has been issued under O. Reg. 530/22 (Strong Mayor Powers).



#### Rationale

- Municipal Act, 2001, s. 238(2): Municipalities must adopt a procedural by-law. The Township's by-law requires circulation and recording of correspondence but does not require oral reading.
- s. 228(1)(a): The Clerk must record, without note or comment, the resolutions, decisions, and proceedings of Council. Reading aloud is not required and may introduce commentary.
- Strong Mayor Framework (ss. 226.1–226.16 and O. Reg. 530/22): The Mayor directs administrative practices, including how agenda items are presented and received.

#### This change:

- Increases efficiency and protects time for deliberation and decision-making.
- Preserves full transparency because all correspondence remains in the agenda package and public record.
- Aligns with the intent of the Strong Mayor framework, which is to remove administrative inefficiencies while respecting Council's oversight role.

#### Implementation & Clerk's Role

##### The CAO/Clerk shall:

- Ensure all correspondence is included in the agenda package, circulated to Council, and filed in the public record.
- At meetings, simply note that correspondence has been received, without reading names, subject matter, or contents aloud.
- Present correspondence collectively as a package under the agenda, not item by item.
- Follow this process exclusively, notwithstanding any contrary request, motion, or direction from individual Councillors or Council collectively.

#### Authority

This directive is issued under the authority of the Municipal Act, 2001 and O. Reg. 530/22 (Strong Mayor Powers).



**Dave Mayville, Mayor**

**Township of Killaloe, Hagarty and Richards**