


<p><b>Title:</b> COUNCIL – CHIEF ADMINISTRATIVE OFFICER COVENANT</p> <p><b>Policy No:</b> 1007</p> <p><b>Approval:</b> Council</p> <p><b>Effective Date:</b> <u>July 9, 2013</u></p> <p><b>Supersedes Policy No:</b> (None)</p>	 <p><b>MUNICIPAL DISTRICT OF GREENVIEW NO. 16</b></p> <p><i>“A Great Place to Live, Work and Play”</i></p>
<p><b>Policy Statement:</b> The Municipal District of Greenview No. 16 (Greenview) will utilize a Council - Chief Administrative Officer Covenant to formalize the relational protocols and a code of conduct to support mutual respect for the other's functions and duties.</p>	
<p><b>Purpose:</b> : The purpose of the Covenant is to commit both parties to seek clarity in their relationship to the other and to undertake to conduct their respective roles appropriately.</p>	

**Regulations:**

1. The Covenant will be presented for signature by both parties at the time of:
  - a. The first Regular Council meeting following a general election, and
  - b. The recruitment of a new Chief Administrative Officer.
  
2. The Covenant is attached to this Policy as Schedule A.

Approved: 13.07.413

Council - Chief Administrative Officer Covenant

We, as members of Council, will:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities; and;
- make decisions which we believe to be in the best interests of the citizens of Municipal District of Greenview No. 16; and;
- review the background information and advice made available to us by the organization prior to rendering a decision; and;
- seek further input when we are unsure of the issues or uncertain as to the preferred course of action; and;
- refer any complaints, either written or verbal; about the decisions of Council or the actions of the organization, to the Chief Administrative Officer for review, comment and follow-up as appropriate; and;
- refrain from making any commitments on behalf of Council to individual citizens or groups other than a commitment to take the request to Council or the Chief Administrative Officer for response; and;
- seek to participate actively in the decision making process; and;
- refrain from any public or private criticism of our organization wherein individual employees are identified; and;
- act as good stewards for the Municipal District of Greenview No. 16; and;
- as public servants acting for our citizens to show ethical conduct; and;
- provide effective leadership through guiding the corporation and the municipality through the approved strategic directions and goals, and the priorities set in annual budgets, and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens; and;
- ensure that we formally evaluate the performance of the Chief Administrative Officer at least once annually and involve the Chief Administrative Officer in this process so as to ensure a full understanding of Council's candid assessment.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Reeve

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Councillor

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Councillor

Council - Chief Administrative Officer Covenant

I, the Chief Administrative Officer, will:

- conduct myself as your chief policy advisor in an honest and ethical manner; and;
- ensure that the Reeve and Councillors are accorded respect in all of my personal and public comments; and;
- provide advice on all issues which is professionally sound, ethical, legal, and in accordance to the policies and resolutions of Council; and;
- guide the actions of the organization so that they are in accordance with the policies and resolutions of Council; and;
- act only on the will of Council as a whole as established by the resolutions, policies and bylaws of the Council of Municipal District of Greenview No. 16; and;
- forward any complaints or concerns of Council to the appropriate department and individual, so that reasonable and prompt follow-up is assured; and;
- ensure that Council is made aware of the full picture with regard to each issue, at least to the extent that the organization is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your Chief Administrative Officer; and;
- seek to ensure that Council is aware of any key issues as they arise and therefore mitigate the problems associated with surprises; and;
- maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives, of the Provincial and Federal governments; and;
- admit to any mistakes of substance made by myself or my staff and take corrective action; and;
- listen carefully to the concerns of Council vis-a-vis my performance and seek to improve any deficiencies on an ongoing basis; and;
- ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Chief Administrative Officer