

Title: Council-CAO Covenant

Policy No: 1007

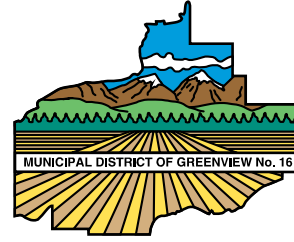
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Department: CAO Services

Review Date: November, 2022



Legal References:

Municipal Government Act, R.S.A 2000, Chp. M-26

Cross References:

Bylaw 07-548 – Authority of the Chief Administrative Officer
Policy 1010 – Councillor Orientation

Purpose: The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other’s functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 1.2. **Council** means the Reeve and Councillors of the Municipal District of Greenview No 16 and who continue to hold office.
- 1.3. **Covenant** means the Council-CAO Covenant outlined in herein.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Senior Leadership Team (SLT)** means the directors and the CAO.

2. POLICY STATEMENT

- 2.1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 2.2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
- 2.3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.
- 2.4. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

3. PROCEDURE

- 3.1. The Covenant shall be reviewed by all parties following a general municipal election and at the annual Organizational Meeting.
- 3.2. The Covenant shall be reviewed and signed by all parties:
 - A) At least once (1) annually; and
 - B) When there is new member added to Council for any reason.

4. COUNCIL RESPONSIBILITIES

- 4.1. Council members shall be responsible for ensuring their behaviour conforms to the Covenant during all formal and informal meetings, during the regular course of business, and shall be implemented in their public and private discourse.

5. CAO RESPONSIBILITIES

- 5.1. The CAO shall be responsible for ensuring their behaviour conforms to the Covenant during all formal and informal meetings, during the regular course of business, and shall be implemented in their public and private discourse.

6. APPENDIX

- 6.1. The Covenant is attached to this policy as Schedule A.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Schedule 'A'

Council – Chief Administrative Officer Covenant

1. Purpose

- 1.1. The purpose of this Council-CAO covenant is to formalize the relational protocols and to promote respect for each others' functions. A Council-CAO covenant commits both parties to seek clarity in the relationship, as well as emphasize the responsibility of their respective roles.

2. Principles

- 2.1. An effective municipal organisation establishes clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 2.2. Establishing a Council-CAO Covenant commits both parties to seek clarity in the relationship and to seriously undertake administration within their respective roles.
- 2.3. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.
- 2.4. The Covenant shall be reviewed and signed by all parties:
 - A) At least once (1) annually; and
 - B) When there is new member added to Council for any reason.
- 2.5. The Covenant is developed for the Reeve, Council Members, and the CAO to sign for added authority.
- 2.6. Council's direct contact with Administration shall be through CAO Services with SLT being a secondary point of contact.

3. Relationship Building

- 3.1. Recognising that the relationship between Council and the CAO is paramount in the effective governance of Greenview, Council and the CAO jointly agree to hold relationship building meetings.
- 3.2. Council, the CAO, and SLT shall annually hold a minimum of two (2) meetings to discuss the status of the organisation, the Council-Administration relationship, and will generally focus on the following:
 - A) Overall health and future dynamics impacting the organisation;
 - B) General concerns regarding the organisation;
 - C) Current relationship between Council and Administration;

- D) General inquiries relating to the operation of departments;
- E) Concerns related to municipal policies and programs; and
- F) The parties shall refrain from discussing:
 - i) Hiring and dismissal of staff;
 - ii) Individual staff performance; and
 - iii) Formal matters more appropriate for discussion at Council Meetings.

3.3. It is understood that the informal meeting is to foster a positive relationship and not to conduct Council business, give direction, overstep the role of the respective parties, or contravene the democratic process.

Council Responsibilities

4. Ethics

- 4.1. Act as good stewards for Greenview.
- 4.2. Demonstrate ethical conduct as public servants.
- 4.3. Respect the apolitical nature of the CAO and treat their advice and reports with respect.
- 4.4. Respect the apolitical nature of SLT and treat their advice and reports with respect.
 - A) Councillors shall not knowingly or willingly interfere in Administration's work and shall coordinate concerns through the CAO Services and SLT.

5. Governance

- 5.1. Carry out the responsibilities set out in the Municipal Government Act and other applicable legislation.
- 5.2. Adhere to Greenview bylaws and policies in all areas of municipal governance.
- 5.3. Make decisions which are believed to be in the best interest of Greenview residents.
- 5.4. Review the background information and advice provided by Administration prior to rendering a decision.
- 5.5. Seek further input from SLT when there is uncertainty regarding an issue or recommended course of action.
- 5.6. Refer written or verbal complaints about Council decisions to the CAO for review, comment and follow-up action as appropriate.
- 5.7. Refer written or verbal complaints about actions of Greenview to the CAO for review, comment and follow-up action as appropriate.
- 5.8. 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 CAO for response.

- 5.9. Actively participate in the decision-making process.
- 5.10. Lead the municipality through the approved strategic directions, goals, and priorities set in the annual budget, and by agreeing to policies which reflect the best interests of Greenview residents.
- 5.11. Accept the CAO and Administration's advice as being in the perceived interest of the community and the organisation.
- 5.12. Councillors will respectfully listen to comments in response to questions posed at Council Meetings and will ensure that the CAO is accorded a respectful audience.
- 5.13. Internal requests for information to Administration shall first be directed to CAO Services.
- 5.14. Council acknowledges that Administration will introduce counterpoints and alternative viewpoints as part of their advisory role, and such advice should be treated with respect.
- 5.15. When possible, make information requests through CAO Services in advance of Council Meetings so as to allow Administration time to research answers.

6. Performance Evaluation

- 6.1. Ensure a thorough and detailed performance evaluation of the CAO is conducted at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment. Therefore, Council as a collective body shall:
- A) Provide two (2) weeks notice to the CAO and all members of Council that a formal evaluation will be occurring to allow parties time to prepare;
 - B) Provide the CAO with a written assessment from Council; and
 - C) Allow the CAO the opportunity to respond to the performance evaluation by providing a written response letter that will be shared with all members of Council.

Chief Administrative Officer Responsibilities

7. Ethics

- 7.1. Ensure the conduct of the CAO as chief policy advisor is honest, ethical, and impartial.
- 7.2. Ensure that the Reeve and Councillors are accorded respect in all personal and public comments.
- 7.3. Admit to any mistakes of substance made individually or on behalf of staff, and take corrective action as required.

8. Governance

- 8.1. Abide by the Municipal Government Act and other applicable legislation.

- 8.2. Adhere to and ensure the adherence of Greenview bylaws and policies in all areas of municipal governance.
- 8.3. Provide advice on all issues which is professionally sound, ethical, legal, and in accordance with the policies and resolutions of Council.
- 8.4. Guide the actions of the organisation so that they conform to the policies and resolutions of Council.
- 8.5. Act only on the will of Council as a whole as established by resolution, bylaw, or policy.
- 8.6. Forward Council complaints or concerns to the appropriate department for follow-up.
- 8.7. Acknowledge that Council and the CAO work as a team to solve issues, and to this pursuit ensure that:
 - A) Council is made aware of issues as they arise;
 - B) Council is provided the most recent and complete information; and
 - C) Council has access to decision options, as well as the CAO's recommended approach.
- 8.8. Ensure Council is aware of issues as they arise in order to mitigate acute problems.
- 8.9. Maintain a current understanding of applicable provincial and federal legislation as well as relevant programs, policies, and initiatives.
- 8.10. Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

9. Performance Evaluation

- 9.1. Listen carefully to the concerns of Council regarding performance management and seek to improve any deficiencies on an ongoing basis.