



Title: Council-CAO Covenant	Policy No.: 39-01
Section: 01	Page No.: 1 of 4
	<i>E</i>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To secure Council’s approval of a Council-CAO Covenant.
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Policy Statement and Guidelines:	
<p>1. OBJECTIVE:</p> <p>1.1 The intention of this Policy is to lay out the expectations, roles and responsibilities that Council has of the Chief Administrative Officer and vice-versa.</p> <p>1.2 Essential to move forward with governance issues and to build an understanding of the continuity of Council and Chief Administrative relationship.</p> <p>2. DEFINITION:</p> <p>2.1 “Chief Administrative Officer” is the person appointed by Council as the Chief Administrative Officer pursuant to Sections 207- 210 of the <i>Municipal Government Act</i>.</p> <p>2.2 “Council” means the Reeve and Councillors of the County for the time being elected pursuant to the provisions of the <i>Local Authorities Election Act</i> whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the <i>Municipal Government Act</i>.</p> <p>3. GUIDELINES:</p> <p>3.1 An effective organization demonstrates clarity and trust in the relationship between the Council and its Chief Administrative Officer.</p> <p>3.2 Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.</p>	

Title: Council-CAO Covenant	Policy No.: 39-01
Section: 01	Page No.: 2 of 4
	<i>E</i>

Policy Statement and Guidelines:	
4. PROCEDURES:	
4.1	The Covenant will be accepted in principle and endorsed by Council and be seen as an appendix to the Chief Administrative Officer’s contract.
4.2	<i>Schedule “A”</i> : <u>Council Covenant</u> identifies the expectations, roles and responsibilities that Council will undertake in its respective role.
4.3	<i>Schedule “B”</i> : <u>Chief Administrative Officer Covenant</u> identifies the expectations, roles and responsibilities that the Chief Administrative Officer will undertake in his/her respective role.
4.4	The Council-CAO Covenant as described within the Schedules be authorized for the Reeve, Council members and Chief Administrative Officer to sign for added authority.
4.5	The Council-CAO Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
4.6	The Council-CAO Covenant shall be provided for information annually during the scheduled Performance Appraisal of the Chief Administrative Officer.
4.7	The Council-CAO Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

	Date	Resolution Number
Approved	August 22, 2013	# 861-13 - Page # 10772
Amended		



COUNCIL COVENANT

DATE:

MOTION NUMBER:

WE, the undersigned members of the SMOKY LAKE COUNTY COUNCIL, shall

- Carry out our responsibilities as set out in the *Municipal Government Act*, and other applicable Legislation; and in the Bylaws and Policies of Smoky Lake County, to the best of our abilities.
- Make decisions which we believe to be in the best interests of the citizens of Smoky Lake County and the Municipality as a whole.
- Review the background information and advice made available to us by the administration prior to rendering a decision.
- Seek further input from our Chief Administrative Officer when we are unsure of the issue or direction to be taken.
- Refrain from making any commitments on behalf of the Council to individual citizens or groups.
- Refrain from any public or private criticism of our administration wherein individual employees are identified.
- Act as good stewards of the County and as public servants of our citizens through ethical conduct.
- Provide effective leadership through guiding the corporation of the County through annual or longer term goals, priorities and plans, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.
- Ensure that we formally evaluate the performance of the Chief Administrative Office on an annual basis and involve the Chief Administrative Officer in this process to ensure a full understanding of the Council's assessment.
- We agree to respect the apolitical nature of the office of the Chief Administrative Officer and to receive his/her advice as being in the perceived best interests of the community and/or organization. We will respectfully listen to comments in response to questions posed at Council meetings and will ensure that the Chief Administrative Officer is accorded a respectful audience.
- We will not bypass the Chief Administrative Officer in our search for information and will coordinate any questions / concerns relative to the jurisdiction of the administration through the office of the Chief Administrative Officer.
- We agree to respect the apolitical nature of our senior staff and will treat their advice and reports with respect. We will not knowingly or willfully interfere with their work and will coordinate concerns through the office of the Chief Administrative Officer.

Signatures:

Councillor, Division 1: _____

Councillor, Division 2: _____

Councillor, Division 3: _____

Councillor, Division 4: _____

Councillor, Division 5: _____



CHIEF ADMINISTRATIVE OFFICER COVENANT

DATE:

MOTION NUMBER:

I, THE CHIEF ADMINISTRATIVE OFFICER, will

- Conduct myself as Council's chief policy advisor in an honest and ethical manner.
- Ensure that all Councillors are accorded respect in all of my personal and public comments.
- Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance with the policies and objectives of Council.
- Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- Act on the will of Council as a whole as established by the Resolutions, Policies and Bylaws of Council.
- Forward any complaints or concerns of Council to the appropriate department and/or individual so that Reasonable and prompt follow-up is assured.
- Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as recommendation, when appropriate.
- Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- Maintain a current understanding of applicable legislation as well as relevant programs, policies and initiatives of other levels of government.
- Admit to mistakes of substance made by myself or my staff and take corrective action.
- Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis.
- Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.
- Abide by the *Municipal Government Act* as well as the Bylaws and Policies of the County to the best of my abilities.

Signature:

Chief Administrative Officer:
