

Council Policy



Policy Name: Council and Chief Administrative Officer Covenant

Policy No.: LEG-090

Effective Date: February 8, 2011

STATEMENT:

Council and Chief Administrative Officer for the Regional Municipality of Wood Buffalo will be responsible and held accountable to work in a cooperative and collaborative manner.

PURPOSE AND OBJECTIVE:

The purpose of this Policy is to outline covenants to be adhered to by Council and Chief Administrative Officer.

RESPONSIBILITIES:

01.01 Council for the Regional Municipality of Wood Buffalo will:

- (a) carry out responsibilities as set out in the applicable legislation to the best of their abilities;
- (b) make decisions which are believed to be in the best interests of the citizens;
- (c) review the background information and advice made available by Administration prior to rendering a decision;
- (d) seek further input from Chief Administrative Officer (CAO) when unsure of the issues or uncertain as to the preferred course of action;
- (e) refer any concerns or complaints, either written or verbal, about decisions of Council or actions of Administration, to CAO for review, comment and follow-up (as appropriate);
- (f) refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or CAO and to respond appropriately;
- (g) seek to participate actively in the decision-making process as it occurs at Council table, make decisions at the table and not away from the table;
- (h) refrain from any public or private criticism of Administration wherein individual employees are identified;
- (i) act as good stewards of the Municipality and as public servants of the citizens through ethical conduct;

- (j) provide effective leadership through guiding the Municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect the best interests of a majority of the citizens; and
- (k) formally evaluate the performance of CAO at least once annually and involve CAO in this process so as to ensure a full understanding of Council's candid assessment.

01.02 Chief Administrative Officer to:

- (a) conduct himself as Council's chief policy advisor in an honest and ethical manner;
- (b) ensure that Mayor and Councillors are accorded respect in all personal and public comments;
- (c) provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council;
- (d) guide the actions of Administration so that they are in accordance with the policies and objectives of Council;
- (e) act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council;
- (f) forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured;
- (g) ensure that Council is made aware of the full picture with regard to each issue at least to the extent that Administration is aware of such information and ensure that Council has access to the reasonable decision options as well as CAO's recommendation;
- (h) seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises;
- (i) maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Federal and Provincial governments;
- (j) engage other orders of government administratively on matters of concern to Council;
- (k) admit to any mistakes of substance made by himself or Administration and take corrective action;
- (l) listen carefully to the concerns of Council regarding performance and seek to improve any deficiencies on an ongoing basis; and
- (m) ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be assessed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date: February 8, 2011

Revision Approval Dates:
Review Due: February, 2014

Policy Manager: Legislative and Legal Services
Department Contact: Chief Legislative Officer

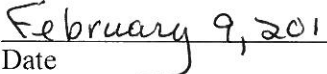
Legal References:
Cross References: Promise of Performance



Mayor



Chief Legislative Officer



Date