



Council / Chief Administrative Officer Covenant - Policy #011

Date of Approval by Council:	January 29, 2025
Resolution Number	20250022

Signature of Approval of CAO: K. R. R.

Purpose

This policy establishes an agreement between members of Council of the Village of Andrew and the Chief Administrative Officer (CAO).

WE, AS MEMBERS OF COUNCIL, WILL:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- make decisions which we believe to be in the best interests of our citizens
- review the background information and advice made available to us by the administration prior to rendering a decision
- seek further input or information by asking direct questions in a professional manner when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Chief Administrative Officer for review, comment and follow-up (as appropriate)
- refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or Chief Administrative Officer and to respond appropriately
- seek to participate actively in the decision-making process
- refrain from any public or private criticism of our Council wherein individual Councillors are identified
- act as good stewards of the Municipality and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the municipal corporation through annual or longer term goals and priorities, 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 Officer at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment
- admit to any mistakes of substance made individually or as a collective, and take corrective action

I, The CAO WILL:

- conduct myself as your chief policy advisor in an honest and ethical manner
- ensure that the Mayor and 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 to 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 only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- address promptly any complaints or concerns of Council to the appropriate department and 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 my recommendation as the CAO
- seek to ensure that Council is aware of key issues as they arise and thus avoid the problems associated with surprises
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments
- admit to any mistakes of substance made by myself or my staff and take corrective action
- listen carefully to the concerns of Council regarding 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.

BETWEEN

VILLAGE OF ANDREW COUNCILLORS

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

AND

CHIEF ADMINISTRATIVE OFFICER

Name: _____

Signature: _____