

 TOWN OF KYLE	MANUAL – General Government	POLICY # - 256-2020
	SECTION: Council	Original effective Date: October 14, 2020
POLICY/PROCEDURE	TITLE: Council – Administrator Covenant	Last Review Date:
		APPROVED BY:

POLICY

The Council of the Town of Kyle upon election or bi election shall read, sign and abide by the Council – Administrator Covenant.

The Administrator shall sign and abide by the Council – Administrator Covenant.

PROCEDURE

- 1) Each Councillor shall read the covenant and sign thereby agreeing to its contents. Each Councillor will receive a copy of the signed covenant.
- 2) Each new Councillor as elected through a bi election will read and sign the covenant thereby agreeing to its contents. Each new Councillor will receive a copy of the signed covenant.
- 3) The Administrator will sign that section of the covenant and thereby agree to its contents.
- 4) The original covenant will be filed with the minutes of Council for that meeting.
- 5) A copy of the covenant will be placed in each Councillor’s and the Administrator’s personnel file.

Council – Administrator Covenant

WE, As Members of the Town of Kyle 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 the citizens of our jurisdiction

Review the background information and advice made available to us by the Administrator prior to rendering a decision

Seek further input from our Administrator 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 the Council or the actions of administration, to the Administrator for review, comment and follow-up (as appropriate)

Refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or Administrator and to respond appropriately

Seek to participate actively in the decision – making process as it occurs at the Council table; make decisions at the table and not away from the table

Refrain from any public or private criticism of our administration wherein individual employees 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 corporation of the municipality through annual or longer term goals and priorities (the Council’s Official Community Plan), 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 Administrator at least once annually and involve the Administrator in this process to ensure a full understanding of the Council’s candid assessment.

Signatures:

Mayor ; _____

Councillor: _____

Councillor: _____

Councillor: _____

Councillor: _____

Councillor: _____

Councillor: _____

I, THE ADMINISTRATOR WILL:

Conduct myself as your chief policy advisor in an honest and ethical manner

Ensure that the Mayor and Councilors 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 bylaws of Council

Act only 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 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 your Administrator

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 the applicable legislation as well as relevant programs, policies and initiatives of other levels of government

Admit any 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.

Signature:

Administrator: _____