

**THE COUNCIL – CAO COVENANT**

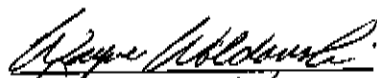
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**WE, AS MEMBERS OF COUNCIL, WILL:**

- 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 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 CAO 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 the Council or CAO and to respond appropriately
- Seek to participate actively in the decision-making process
- 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 servant of our citizens through ethical conduct
- Provide effective leadership through guiding the corporation and the municipality 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 CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment.

**Signatures:**

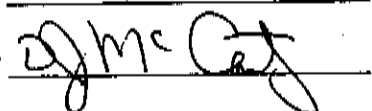
Reeve  
(CEO)



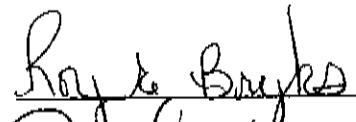
Councillor



Councillor



Councillor



Councillor

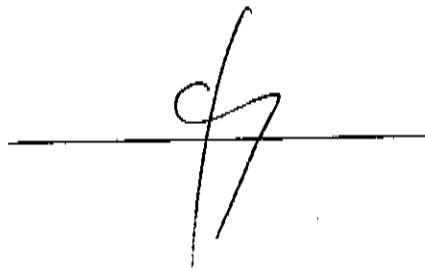


## **I, THE CHIEF ADMINISTRATOR OFFICER WILL:**

- Conduct myself as your chief policy advisor in an honest and ethical manner
- Ensure that the Chief Elected Official 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
- 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 CAO
- 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 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 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:**

CAO

A handwritten signature in black ink is written over a horizontal line. The signature is stylized and appears to be a cursive or semi-cursive script.