



Council—CAO Covenant

WE, as Councillors of the Council of the Town of Grand Bay-Westfield 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 administration prior to rendering a decision
- Seek further input from our CAO 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 CAO 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 CAO 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 Town and as public servants of our citizens through ethical conduct
- Provide effective leadership through guiding the corporation of the Town through annual or longer term goals and priorities (the Council's Business 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 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:

Mayor: [Signature]

Councillor: [Signature]

Councillor: [Signature]

Councillor: [Signature]

Councillor: [Signature]

Councillor: [Signature]

Councillor: _____



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I, John Enns-Wind, the Chief Administrative Officer 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.
- Promote the Town of Grand Bay-Westfield's Vision, Mission and Values.
- According to the strategic direction adopted by Council:
 - Cultivate economic prosperity by developing a strong foundation for sustainable growth,
 - Cultivate a strong quality of life through progressive initiatives that are fiscally responsible,
 - Develop organizational capacity and maintain fiscal responsibility,
 - Cultivate sustainable infrastructure and services,
 - Cultivate a green community promoting sustainable practices.
- 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 high profile and public relations function in the community and province demonstrating a personal commitment to the Town's values.
- Serve as an effective liaison with Community Organizations and Provincial and Local Governments.
- Maintain a constant awareness of new trends and developments in the municipal leadership field.
- Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government.
- 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.



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- 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