

Elected officials balance input from the community to broaden their perspective while focusing on the community wide benefits

Elected officials support the decisions of the group once they are made, notwithstanding personal views

Elected officials represent and voice constituents' views, even when they conflict with their own opinions.

The meeting environment encourages the participation of all elected officials, not only those who speak most frequently or the loudest.

The decision-making process is transparent, and accountable.

Each elected official has a voice, and uses it, in the decision-making process.

1 - DECISION MAKING (1) ad

Please describe how Council/the Board is

performing in the following areas.

Elected officials consider evidence and advice with an open-mind before coming to decisions.

Decisions are consistent with the interests of the community.

Decisions are made using the best evidence available.

Elected officials understand and act according to their requirements under the relevant statutes.

Elected officials encourage ethical behaviour through their communication and actions.

Elected officials and staff adhere to the Code of Conduct.

Please describe how Council/the Board is performing in the following areas.

2 - ETHICS AND RESPONSIBILITY 120

Elected officials follow their own policies and bylaws.

Elected officials proactively manage any potential conflicts of interest/or bias.

Elected officials embrace, value and act on diverse perspectives.

Elected officials follow a process to address disagreements and restore communication between parties.

Elected officials conduct themselves appropriately on social media.

The Mayor/Chair and CAO communicate effectively with one another.

Council/the Board responds to communication from the community (including requests for action etc) effectively.

Concerns from the public are channeled to the appropriate department.

Elected officials understand and adhere to communication protocols and best practices.

Communication from elected officials is consistent and reliable.

Elected officials conduct themselves respectfully and professionally with one another in public forums.

Elected officials conduct themselves respectfully and professionally with one another in closed meetings/outside of public view.

Please describe how Council/the Board is performing in the following areas.

3 - COMMUNICATION @

Materials for meetings are appropriate and facilitate rather than impede decision-making (i.e. size of meeting packets)

Elected officials arrive at meetings with an open mind and change their minds if warranted by new facts.

Elected officials are focused on the task at hand during meetings.

Attendees arrive prepared for meetings, having read their materials.

Debate in meetings amongst elected officials is focused on strategy, not operational concerns.

Elected officials use meeting time effectively.

There is a climate in meetings that encourages questions and clarification of misunderstandings.

performing in the following areas.

4 - MEETINGS @

Please describe how Council/the Board is

Meetings remain on-schedule and accountable to the agenda

Meetings encourage rather than impede good decision-making.

Any inappropriate conduct in meetings is swiftly addressed.

The workload is shared evenly amongst elected officials.

Elected officials provide effective performance feedback to the CAO through established processes and protocols.

The role of the Mayor/Chair is clearly understood

Elected officials demonstrate an understanding of the role of Council/the Board, and the CAO.

Elected officials stay at the policy (vs operational) level in its discussions and decision making.

Please describe how Council/the Board is performing in the following areas.

5 - ROLE CLARITY @

Administration stays at the operational (vs policy) level in its discussions and decision making.

Elected officials have reasonable and realistic expectations of the role of administration.

Elected officials follow a protocol for engaging with management and staff.

A range of viewpoints are considered when acting on the strategic priorities.

The group's progress towards its strategic goals is monitored and evaluated.

Elected officials act in accordance with their strategic priorities.

Elected officials effectively discuss strategic topics.

Please describe how Council/the Board is performing in the following areas.

6 - STRATEGIC ALIGNMENT @

The group's strategic plan is useful in guiding Council/Board work.

Council/Board meetings are focused on the priorities reflected in the strategic plan.

Elected officials use the strategic plan to guide decision-making.

The relationship between Council/the Board and the community is strong.

The relationship between the Council/Board and key regional contacts is positive.

The relationship between Council/the Board and the business community are positive.

The relationship between Council/the Board and other levels of government are positive.

Elected officials interact effectively with administration outside of meetings open to the public.

Please describe how Council/the Board is performing in the following areas.

7-RELATIONSHIPS <sup>1</sup>

Elected officials are respectful of administration in formal meetings open to the public.

Council/the Board and management work well together to accomplish tasks and fulfill their responsibilities.

The relationship between elected officials and the CAO is effective in empowering both parties to fulfill their duties and responsibilities.

