

# **City Manager's Office**

## **2017 Budget Briefing Note**

### **Description**

The City Manager connects the values and priorities of Council with the administrative resources, operations, and alignment needed to meet those priorities. The City Manager acts as the primary agent of Council by establishing vision and corporate strategies for producing results; aligning people to the vision; motivating and inspiring people to overcome challenges and producing the change needed to achieve results.

### **Programs/Services Offered**

- The City Manager's Office supports the City Manager in:
  - Leading the implementation of City Council decisions;
  - Facilitating responsiveness and access in all areas of programs, services and policy development;
  - Providing leadership by working to maintain the integrity of the organization;
  - Promoting and advancing Council direction to other levels of government and external organizations;
  - Providing advice and information to Council, staff and senior management.
- Supports the corporation's governance structure and processes;
- Provides policy and strategic advice to the City Manager and Council in key areas and activities, including upper-tier legislation and its implications on City operations;
- Supports the City Manager and Council with intergovernmental relations including participation in provincial, national and international municipal associations such as: the Association of Ontario Municipalities (AMO), the Federation of Canadian Municipalities (FCM), the Mayors and Regional Chairs of Ontario (MARCO), the

Regional Chief Administrative Officers (CAOs), the Ontario Municipal Benchmarking Initiative (OMBI), and provincial and federal ministries, etc.;

- Legislative Agenda – review and quality control;
- Supports Council, Finance and Economic Development Committee, Audit Committee, Member Services Sub-Committee, and the French Language Services and Accessibility Advisory Committees;
- Supports and advances the City Manager's community relations;
- Proactively supports relations with Council and key stakeholders; and
- Provides leadership in the strategic management of key corporate projects.