

ROLE - CITY OF OTTAWA COUNCILLOR

Representation of ward interests, citizens, issues

- Meet with ward residents, gain familiarity with local issues/concerns about existing and proposed City services directions and changes.
- Attend community association meetings and keep up-to-date with ward issues, needs and concerns.
- Communicate Council decisions concerning services/programs/issues to ward residents, either through attendance at meetings, preparation of newsletters or other communication vehicles.
- Provide assistance, direction and information to ward residents on access or use of City services.
- Obtain the assistance of City staff in resolving and addressing unique or particular issues or concerns raised by ward residents.

Policy and City Program/services direction and approval

- Chair/attend public consultation meetings to explain and obtain feedback on service proposals and directions affecting City of Ottawa citizens.
- Review meeting agendas, staff studies and proposals on a wide range of programs and issues ranging from infrastructure development/maintenance, social assistance, emergency and protective services (police, fire, ambulance), recreation and city planning and development.
- Develop positions and motions to influence the direction of policy/programs/services; determine level of support amongst citizens and colleagues, refine proposals and present and justify these at Committees of Council and Council meetings.
- Assist in setting broad planning and service directions for the current and future needs of the City of Ottawa by reviewing and ultimately voting on the Official Plan, Visions and Directions and on the expenditure of funds for studies/assessments to evaluate the need for certain programs, projects and initiatives.
- Participate in setting City budget and determining service fees and tax levels as well as service/program levels to balance the provision of services to City of Ottawa citizens with the maintenance of acceptable fee/taxation levels to pay for programs/services.

Representation on Committees of Council/Boards

- Chair/serve as member of City Committees of Council/Boards (e.g. Library Board, Police Services Board).
- Review, evaluate staff proposals, studies and recommendations concerning City services/programs.
- Integrate local/ward concerns/issues with overall City-wide service/program needs and influence the direction of services to meet the needs of the majority of citizens.

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Management of office staff and budget

- Hire, direct and evaluate the work of an Assistant
- Manage office budget of \$, approve expenditures related to duties of office
- Determine the need for acquisition of services to assist with duties of office

Role of Council and the Head of Council as per the *Municipal Act, 2001*

Role of council

224. It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224.

Role of head of council

225. It is the role of the head of council,

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings;
- (c) to provide leadership to the council;
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225.