



**SUBJECT: City Manager's 2021 objectives**

**TO: Corporate Services, Strategy, Risk & Accountability Cttee.**

**FROM: City Manager's Office**

Report Number: CM-08-21

Wards Affected: All

File Numbers: 155-03-01

Date to Committee: July 5, 2021

Date to Council: July 13, 2021

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### **Recommendation:**

Direct the City Manager to work closely with the Executive Director of Strategy, Risk and Accountability to refine and revise the existing City Manager objectives from the Vision to Focus Plan (July 2019 version) as outlined in appendix A to city manager's office report CM-08-21; and

Direct the City Manager to report back to the Corporate Services, Strategy, Risk and Accountability Committee in Q3 of 2021 with a final set of City Manager 2021/22 objectives for consideration and approval.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Increase economic prosperity and community responsive city growth
- Support sustainable infrastructure and a resilient environment

This report serves primarily as a transmittal report bringing to committee the 2021/22 City Manager objectives and a high-level summary of Council outcomes/decisions organized chronologically by council standing committee (Appendix A to report CM-08-21). This report is aligned with Vision to Focus (V2F) as the City Manager has direct responsibility for specific V2F objectives as well as accountability overall for the ongoing strategic management of the corporation.

## **Background and Discussion:**

Appendix A to report CM-08-21 outlines a set of high-level business objectives and work priorities that will help guide the City Manager's organizational effectiveness efforts over the next 18 months. The document will be used as a roadmap by the City Manager to help focus on important corporate goals and related strategic actions that directly contribute to Council's key outcomes over the next 18 months. The document is intended to be an integrating tool, one that assists Council and senior management to move forward as a cohesive leadership team.

The document is designed to inform and align with the corporate strategic planning process (25-year strategic plan updated May 2021 and Vision to Focus – V2F 4-yr strategic action plan to be updated Q3 2021).

The 2021/22 City Manager objectives are provided in draft at this time and are outlined in Appendix A – Table 1. Committee will note that the City Manager performance objectives are not all encompassing of Council's strategic priorities for the simple reason that corporate strategic management is a responsibility that is embraced and shared by the entire Burlington leadership team. The City Manager also welcomes the further input of Council on the refinement and revision of the 2021/22 objectives prior to reporting back on a final version in Q3 2021.

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## **Financial Matters:**

Not Applicable

## **Climate Implications**

Not Applicable

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## **Engagement Matters:**

The City Manager has consulted at a high level with the leadership team in preparing this report and will continue to work closely with the group and specifically the Executive Director of Strategy, Risk and Accountability, to refine and revise the existing V2F objectives (i.e., enhance related KPIs) for inclusion in the updated V2F plan. The 2021/22 objectives will also serve to assist Council in the completing the annual performance evaluation process for the City Manager.

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**Conclusion:**

Staff recommend the adoption of the recommendations contained within City Manager's office report CM-08-21.

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Respectfully submitted,

Tim Commisso

City Manager

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**Attachments:**

Appendix A 2021/22 City Manager objectives and key Council outcomes

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer, and the Executive Director of Legal Services & Corporation Council.