



Municipal Lead

The role of a Municipal Lead is three-fold. First, they have a role within their own municipality to coordinate the annual Data Call and act as a resource for OMBI; second as a member of the Management Committee they are responsible to oversee the administration and management of OMBI; and third, the Municipal Lead is responsible to facilitate, lead and direct expert panels.

Municipal Lead Responsibilities

Within their own Municipality

- Provide a leadership role championing OMBI efforts
- Communicate OMBI information internally to their Expert Panel leads / contacts, and other relevant parties
- Ensure timely and proper data collection in accordance with policies and procedures established by the OMBI Management Committee, including appropriate allocation of program support costs and other costing protocols
- Ensure adherence to OMBI policies on data sharing and public reporting
- Review their municipality's annual OMBI results for reasonableness and variance from prior years, and in relation to comparable municipalities, or ensure this occurs elsewhere in the organization
- Coordinate OMBI data collection with other performance measurement initiatives within their municipalities (MPMP, FCM Quality of Life)
- Coordinate or provide assistance for the use of OMBI information in other municipal planning and resource-allocation processes such as budgets, strategic plans or program reviews
- Provide analysis and reporting on case studies or other priorities directed by their CAO / City Manager
- Monitor and provide progress reports to their CAO / City Manager on OMBI process (e.g., participation in Expert Panels) and provide advice or recommendations as appropriate

OMBI Management Committee

- Participate as an active voting member of the OMBI Management Committee and sub-committees



- Receive recommendations from Program Office as presented
- Provide direction to Program Office on work plan, special projects, etc.
- Monitor work plan for completeness
- Assist and facilitate the sharing of any information, data, business practices and processes between OMBI partners to support service improvement and be a focal point for inter-municipal communication as well as interaction between different Expert Panels as necessary

Municipal Lead at the OMBI Management Committee

- Assist, provide guidance and facilitate as necessary, the work of specific Expert Panels assigned to each municipal lead and represent the overall position of the OMBI Management Committee and the OMBI Board
- Work closely with Expert Panel representatives to develop / clarify data definitions, appropriateness of indicators and development of meaningful influencing factors for each measure
- Bring forward OMBI issues identified by their respective Expert Panel or within their municipality for discussion at Management Committee
- Facilitate consistency across different Expert Panels by encouraging common approaches or lessons learned
- Work with Expert Panels on content for various reports, i.e. Executive Report, Public Report