

Council-Elect meets in formal session this day at 1:05 o'clock p.m., at Willistead Manor, 1899 Niagara Street, Windsor, Ontario.

**Members Present:**

Mayor-Elect Dilkens  
Councillor-Elect Borrelli  
Councillor-Elect Bortolin  
Councillor-Elect Elliott  
Councillor-Elect Francis  
Councillor Gignac  
Councillor-Elect Holt  
Councillor Kusmierczyk  
Councillor Marra  
Councillor Payne  
Councillor Sleiman

**Members Absent:**

None

**Presentations**

**Welcoming Remarks from the Chief Administrative Officer, Helga Reidel**

Helga Reidel, Chief Administrative Officer, appears before the Council-Elect, and provides welcoming remarks, and introduces the Corporate Leadership Team (CLT):

- Mario Sonogo, City Engineer;
- Onorio Colucci, Chief Financial Officer and City Treasurer;
- Shelby Askin-Hager, City Solicitor;
- Jelena Payne, Community Development and Health Commissioner;
- Valerie Critchley, City Clerk.

**City Council Roles and Responsibilities and Departmental Overview/update Office of the City Clerk - City Clerk, Valerie Critchley**

Valerie Critchley, City Clerk, appears before the Council-Elect, and provides an overview of City Council roles and responsibilities, and includes an overview of the *Municipal Act*, transparency of government – conduct of meetings; Privacy, *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the role of Council, the role of the head of Council, the role of administration, “notice” provisions; definition of meetings (open and closed meetings).; *Municipal Conflict of Interest Act*, direct interest, indirect interest, deemed interest, exceptions, duty of disclosure, alleged contravention and penalties for contravention.

The meeting recesses at 2:05 o'clock p.m.

The meeting reconvenes at 2:20 o'clock p.m.

**Departmental Overview/Update – CAO’s Office**

**Chief Administrative Officer, Helga Reidel**

Helga Reidel, Chief Administrative Officer, appears before the Council-Elect and provides an overview of the role of Chief Administrative Officer, including By-law Number 218-2002 being a “by-law respecting the Chief Administrative Officer”, working with city administration, and an overview of the various employee groups, the performance reporting calendar, multi-year performance management reporting calendar, and significant projects (some of the significant projects as of October 2014).

**Departmental Overview/Update – Office of the City Solicitor**

**Wira Vendrasco, Deputy City Solicitor**

Wira Vendrasco, Deputy City Solicitor, appears before the Council-Elect on behalf of City Solicitor Shelby Askin-Hager, and provides an overview of the services provided by the legal services division, provincial offenses, Risk Management and Insurance, and the Purchasing Department.

**Departmental Overview/Update – Office of the City Engineer**

**Mario Sonogo, City Engineer**

Mario Sonogo, City Engineer, appears before the Council-Elect and provides an overview of their departmental structure, key areas and contacts and key statistical information.

**Departmental Overview/Update – Office of the Chief Financial Officer & City Treasurer**

**Onorio Colucci, Chief Financial Officer & City Treasurer**

Onorio Colucci, Chief Financial Officer & City Treasurer, appears before the Council-Elect and provides an overview of the departmental structure, including key areas and contacts.

**Departmental Overview/Update – Office of Community Development and Health Services**

**Jelena Payne, Community Development and Health Commissioner**

Jelena Payne, Community Development and Health Commissioner, appears before the Council-Elect and provides an overview of their departmental structure, including “governance” in terms of: the *Municipal Act 2001*, the *Housing Services Act*, the *Day Nurseries Act*, *Ministry of Community and Social Services Act* and *Ontario Works Act*; programs and services offered; key statistics; key projects and initiatives; overview of partners; funding; and success stories.

**Closing Remarks**

**Helga Reidel, Chief Administrative Officer**

Helga Reidel, Chief Administrative Officer, appears before the Council-Elect and provides closing remarks and provides a brief overview of upcoming orientation sessions that are being further scheduled.

**Adjournment**

Accordingly, the meeting is adjourned at 4:00 o'clock p.m.

**MAYOR-ELECT**

**CITY CLERK**

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**DEPUTY CITY CLERK/SENIOR MANAGER OF COUNCIL SERVICES**