

## **The Corporation of the City of Windsor**

### **Mayoral Decision MD 25-2024**

#### **To give written notice regarding Finance Committees of Council**

WHEREAS City Administration has undertaken an initial review of budget pressures as they work towards preparing the 2025 budget; and,

WHEREAS the preliminary review suggests budget pressures could be significantly higher than inflation before any reductions are considered; and,

WHEREAS much work will need to be done to bring this budget in line with inflation; and,

WHEREAS section 284.8 of Part VI.1 of the *Municipal Act*, S.O. 2001, c. 25 provides that the head of Council has the authority to establish committees, the power to appoint chairs, and the power to assign functions to committees;

THEREFORE I, Drew Dilkens, Mayor of the City of Windsor have decided as follows:

1. That the following committees be established for the purposes of undertaking an extensive review of the municipal operating budget in each service area with the goal of identifying savings including service delivery adjustments for inclusion in the 2025 budget:
  - (a) *Finance Committee – Corporate and Community Services,*
  - (b) *Finance Committee – Economic Development and Engineering,*
  - (c) *Finance Committee – Finance and Social Services.*

2. That the **“Finance Committee – Corporate and Community Services”** be comprised of the following members of Council:

- Councillor Jo-Anne Gignac
- Councillor Renaldo Agostino
- Councillor Mark McKenzie
- Councillor Kieran McKenzie

CLT assigned resource: Ray Mensour, Commissioner of Community and Corporate Services and,

That **Councillor Jo-Anne Gignac** be appointed **Chair** of the **“Finance Committee – Corporate and Community Services”**.

3. That the **“Finance Committee – Economic Development and Engineering”** be comprised of the following members of Council:

- Councillor Jim Morrison
- Councillor Gary Kaschak
- Councillor Fred Francis

CLT assigned resources: Jelena Payne, Commissioner of Economic Development; and David Simpson, Commissioner of Infrastructure Services and,

That **Councillor Jim Morrison** be appointed **Chair** of the **“Finance Committee – Economic Development and Engineering”**.

4. That the **“Finance Committee – Finance and Social Services”** be comprised of the following members of Council:

- Councillor Fabio Costante
- Councillor Ed Sleiman
- Councillor Angelo Marignani

CLT assigned resources: Janice Guthrie, Commissioner of Finance; and Andrew Daher, Commissioner of Human and Health Services and,

That **Councillor Fabio Costante** be appointed **Chair** of the **“Finance Committee – Finance and Social Services”**.

5. That these Finance Committees shall work closely with City Administration and that the Committee Chairs have all reasonable resources required to undertake this work.

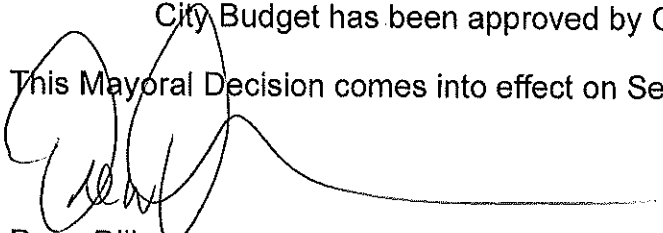
6. That the City Clerk and/or designate(s) shall support these committees.

7. That the Terms of Reference for these committees are established as attached as *Appendix A* to this Mayoral Decision

8. That these committees provide recommendations for budgetary adjustments to be included in 2025 operating budget.

9. This decision shall remain in effect until it is revoked or modified in writing in accordance with Part VI.1 of the *Municipal Act*, or until such time as the 2025 City Budget has been approved by City Council.

This Mayoral Decision comes into effect on September 10, 2024.

A handwritten signature in black ink, appearing to read 'Drew Dilkens', with a long horizontal line extending to the right.

Drew Dilkens,  
Mayor, City of Windsor  
Dated: September 10, 2024

## APPENDIX A to Mayoral Decision 25-2024

### TERMS OF REFERENCE

#### **Applicable to:**

1. Finance Committee – Corporate and Community Services,
2. Finance Committee – Economic Development and Engineering,
3. Finance Committee - Finance and Social Services.

#### **Mandate:**

The Finance Committees are established to provide advice and recommendations to the Mayor and City Administration in preparation of the 2025 budget, in accordance with the mandatory responsibilities of the Mayor under the following authority: Part VI.1 (Special Powers and Duties of Head of Council), Section 284.16 of the Municipal Act, 2001.

Specifically, these three committees are established for the purposes of undertaking an extensive review of operations in each service area with the goal of making recommendations for savings including service delivery adjustments for inclusion in the 2025 budget.

#### **Composition:**

Finance Committee members will be appointed by Mayoral Decision. The Mayor may attend any meetings in an ex-officio capacity. Each committee shall have a Chair that is established and named by Mayoral Decision.

#### **Term of Appointments and Committee:**

Each Finance Committee shall remain in effect in accordance with the Mayoral Decision.

#### **Duties:**

The following represent the general activities of the Finance Committees:

1. To review assigned departmental operating budgets to find operational efficiencies and service delivery models that reduce the overall operating budget immediately and/or over time;

2. To work with senior city administration to understand the impacts of any decisions on the Corporation and its' residents;
3. To recommend cost savings from assigned departments to the Mayor for inclusion in the 2025 budget;
4. To adhere to and meet the timelines as outlined in the Mayoral direction.

**Resources:**

The Finance Department will attend the meetings of the Finance Committees and will provide support in the form of advice and information to the Committees.

The City Clerk and/or designate(s) shall ensure that agendas are prepared and published and shall attend all committee meetings to take minutes and provide procedural advice.

The CAO and Corporate Leadership Team (CLT) will also provide advice and recommendations/information to the Finance Committees. Each committee will be assigned at least one CLT member.

Other departmental staff may be invited to Finance Committee meetings to provide comment on specific initiatives being considered.

**Timing of Meetings:**

Meetings will be held on set dates/times as may be determined by the Chair in advance and in consultation with committee members and administration.

**Location of Meetings:**

All meetings will be held in Room 204, 350 City Hall Square West, unless otherwise stipulated by the City Clerk based on room availability.

**Meetings:**

Each Finance Committee shall hold an initial kick-off meeting, followed by as many additional meetings as the Committee members feel necessary to undertake a thorough review of assigned departments. All meetings will be scheduled at the call of the Chair.

The Chair shall ensure, through the City Clerk or designate, that agendas are circulated to members and on the City website at least 24 hours in advance of each meeting date, with the understanding that a supplementary package(s) might also be required for circulation prior to or on the actual meeting date(s).

No meeting shall proceed without quorum of the Members assigned to that Committee. No sub-committees or working teams shall be permitted.

**Procedures:**

Procedures for the formal business meetings of the Finance Committees shall be governed by By-law 98-2011 as amended, being “a by-law to provide rules governing the proceedings of Windsor City Council meetings and its committees and the conduct of its members”.

**Closed meetings:**

Finance Committees shall be permitted to hold close meetings only in accordance with the *Municipal Act, 2001*, S. 239.

**Reporting Structure:**

The Finance Committees shall provide advice and recommendations to City Administration and the Mayor. The Mayor will consider the recommendations of the Committees in the development of the Mayor's proposed budget. The Mayor will present his proposed budget to City Council in accordance with the timelines and requirements set out by Section 284.16 of Part VI.1 (Special Powers and Duties of Head of Council) of the *Municipal Act, 2001*.

**Terms of Reference:**

Any changes proposed to these Terms of Reference may be made by Mayoral Decision.