



## **Essex County Council Regular Meeting Minutes**

**Wednesday, April 17, 2024**

**6:00 PM**

**Council Chambers, 2nd Floor**

**360 Fairview Avenue West**

**Essex, Ontario N8M 1Y6**

**<https://video.isilive.ca/countyofessex/live.html>**

- Council:
- Michael Akpata, Deputy Mayor, Town of LaSalle
  - Joe Bachetti, Deputy Warden / Deputy Mayor, Town of Tecumseh
  - Tracey Bailey, Mayor, Municipality of Lakeshore
  - Sherry Bondy, Mayor, Town of Essex
  - Kimberly DeYong, Deputy Mayor, Town of Kingsville
  - Chris Gibb, Deputy Mayor, Town of Amherstburg
  - Hilda MacDonald, Warden / Mayor, Municipality of Leamington
  - Gary McNamara, Mayor, Town of Tecumseh
  - Crystal Meloche, Mayor, Town of LaSalle
  - Michael Prue, Mayor, Town of Amherstburg
  - Dennis Rogers, Mayor, Town of Kingsville
  - Rob Shepley, Deputy Mayor, Town of Essex
  - Larry Verbeke, Deputy Mayor, Municipality of Leamington
  - Kirk Walstedt, Deputy Mayor, Municipality of Lakeshore
- Administration:
- Allan Botham, Director, Infrastructure & Planning Services
  - Jayne Brooks Keller, Administrator, Sun Parlor Home
  - Adam Craig, CEO and Chief Librarian, Essex County Library
  - Jeanie Diamond Francis, Manager, Community Services
  - Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk / Interim Clerk
  - Justin Lammers, Chief, Essex-Windsor EMS
  - Don McArthur, Manager, Communication and Organizational Development
  - Melissa Ryan, Director, Financial Services/Treasurer

David Sundin, County Solicitor / Interim Director,  
Legislative and Community Services  
Crystal Sylvestre, Coordinator, Legislative and  
Community Services  
Sandra Zwiers, Chief Administrative Officer  
Dee Blais, Administrative Assistant to the CAO

1. **Closed Meeting**

A Closed Meeting was held at 5:30 PM on April 17, 2024.

**111-2024**

**Moved By** Kimberly DeYong

**Seconded By** Chris Gibb

That Council move into a closed meeting pursuant to Section 239 (2) (f) and (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**Carried**

**113-2024**

**Moved By** Kimberly DeYong

**Seconded By** Dennis Rogers

That Essex County Council adjourn, and rise from the April 17, 2024  
Closed meeting at 6:15 PM.

**Carried**

2. **Moment of Reflection**

3. **Singing of 'O Canada'**

4. **Land Acknowledgement Statement**

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

**5. Recording of Attendance**

Warden MacDonald and members of Council attended the meeting at the Essex County Civic Centre, Council Chambers.

**6. County Warden's Welcome and Remarks**

Warden MacDonald acknowledged that it was National Volunteer Week and offered gratitude and praise to all of the volunteers of Essex County who give freely of their time and talents in the interest of helping others.

The Warden also invited all residents to review the County of Essex website for information on the next phases of the County Road 42 and 43 improvements as well as to engage in the opportunity to provide feedback into the County's Transportation Master Plan. The Transportation Master Plan would serve as a guide to manage and enhance the County's road network over the next three decades.

**7. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

**8. Adoption of Regular Meeting Minutes**

Minutes of the April 3, 2024 Essex County Council Regular Meeting.

**114-2024**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That the minutes of the April 3, 2024 Regular Meeting of Essex County Council be adopted as presented. (Voted by Show of Hands)

**Carried**

**9. Delegations and Presentations**

**115-2024**

**Moved By** Gary McNamara

**Seconded By** Michael Prue

That the delegation regarding the Pathway to Potential program be permitted to make a presentation to County Council. (Voted by Show of Hands)

**Carried**

**9.1. Pathway to Potential**

Charmaine Valbuena, Social Planning Coordinator and Stephen Lynn, Social Policy and Planning Human & Health Services, City of Windsor, and Chris Loreto, Managing Partner and Nabiha Chowdhury, Senior Consultant, StrategyCorp. Inc. provided a presentation regarding Pathway to Potential (P2P) Renewed Strategy and seeking approval for the Pathway to Potential Strategy.

Chris Loreto and Nabiha Chowdhury joined the meeting virtually from a remote location.

Stephen Lynn and Charmaine Valbuena attended the delegation in person.

Chris Loreto explained that the refreshed P2P plan includes an updated vision, mission, values, and three goals that will guide Pathway to Potential's work over the next four years: Strengthening Priority Neighbourhoods, Advancing Affordable Regional Programs, and Measuring Regional Impact. Under the three goals, there are 10 initiatives, 29 action items, and 26 deliverables.

Following the approval of the new Strategy, the P2P team will begin preparing for the circulation and implementation of the Strategy and launch an RFP process for community agencies to deliver the Neighbourhood Programs.

County Council will be provided with Annual Impact Reports on the Strategy's progress.

**116-2024**

**Moved By** Gary McNamara

**Seconded By** Joe Bachetti

That the order of the agenda be amended to bring forward Agenda Item 12.1, from Sandra Zwiers, Chief Administrative Officer. (Voted by Show of Hands)

**Carried**

10. **Communications**

**10.1. Correspondence**

**118-2024**

**Moved By** Larry Verbeke

**Seconded By** Chris Gibb

That the correspondence listed on the Regular Agenda for April 17, 2024, be received and any noted action approved. (Voted by Show of Hands)

**Carried**

**10.1.1 Association of Municipalities of Ontario (AMO)**

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO Calendar, [Education Events](#)
- AMO President's Update (Attached)

**10.1.2 Federation of Canadian Municipalities (FCM)**

FCM, [News Releases](#)

**10.1.3 Local Authority Services (LAS)**

- LAS [Event Calendar](#)
- LAS [Blog Newsletter](#)

**10.1.4 Great Lakes and St. Lawrence Cities Initiative (GLSLCI)**

- Upcoming [Events Calendar](#)
- Conference and [Annual General Meeting, Montreal, Quebec May 15-17, 2024](#)

**10.1.5 Windsor-Essex Regional Chamber of Commerce (WERCC)**

- April 2, 2024, [New and Exciting Things in the Community](#)

**10.1.6 Western Ontario Warden's Caucus (WOWC)**

- March 2024 Newsletter, [Monthly Update](#)

**10.1.7 Town of Shelburne**

March 25, 2024 Resolution from the Town of Shelburne RE Eradication of all forms of racism especially Islamophobia and antisemitism.

**10.1.8 City of Guelph**

April 4, 2024 Letter Guelph City Council Resolution to Support the Decision of the Ontario Energy Board (OEB) to End the Subsidization of Fossil Gas

**10.1.9 Township of Asphodel Norwood**

March 26, 2024 Letter RE Public Health Ontario Labs Closures

**10.2. Resolutions**

There were no resolutions for consideration for April 17, 2024

**11. Consent Agenda**

**119-2024**

**Moved By** Crystal Meloche

**Seconded By** Dennis Rogers

That the recommendations in the Administrative Reports listed as items 11.1 and 11.2 on the Consent Agenda for April 17, 2024, be approved. (Voted by Show of Hands)

**Carried**

**11.1. Summary of Outstanding Reports for April 17, 2024**

Report number 2024-0417-LCS-R13-KH, Summary of Outstanding Reports for April 17, 2024, from Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

**11.2. Essex County Accessibility Advisory Committee (ECAAC)**

Minutes of the March 7, 2024 Essex County Accessibility Advisory Committee Meeting.

**12. Reports and Questions**

**12.1. Pathway to Potential (P2P) Windsor-Essex Poverty Reduction Strategy 2024-2028**

Report Number 2024-0417-CAO-R06-SZ, Pathway to Potential (P2P) Windsor-Essex Poverty Reduction Strategy 2024-2028, dated April 17, 2024, from Sandra Zwiers, Chief Administrative Officer

**117-2024**

**Moved By** Crystal Meloche

**Seconded By** Kimberly DeYong

That Essex County Council receive report 2024-0417-CAO-R06-SZ Pathway to Potential (P2P) Windsor-Essex Poverty Reduction Strategy 2024-2028 for information. (Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke and Kirk Walstedt

**Carried**

### **12.2. Public Access Defibrillator (PAD) Mapping**

Report number 2024-0417-EMS-R06-JL, Public Access Defibrillator (PAD) Mapping, dated April 17, 2024 from Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Chief Lammers provided Council with data regarding sudden cardiac arrest and the opportunity for the public to support the Public Access Defibrillator (PAD) mapping project.

Chief Lammers encouraged all businesses to register their devices using the PulsePoint database. PulsePoint logs information regarding the location, hours of availability and the persons responsible for maintenance of the devices. The PulsePoint database is available to call operators at the Ambulance Communication Centres. Access to this information during an emergency could help save a life with early intervention.

#### **120-2024**

**Moved By** Crystal Meloche

**Seconded By** Chris Gibb

That Essex County Council receive report number 2024-0417-EMS-R06-JL Public Access Defibrillator (PAD) Mapping, for information purposes. (Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke and Kirk Walstedt

**Carried**

### **12.3. Appointment of a Deputy Treasurer, Amy Wolters**

Report number 2024-0417-FIN-R09-MR, Appointment of a Deputy Treasurer, Amy Wolters, dated April 17, 2024 from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan explained that the addition of a second Deputy Treasurer would allow for broader coverage across different

financial tasks, with each Deputy Treasurer focusing on specific areas that contribute to the enhancement of financial practices and reduce risk for the Corporation.

**121-2024**

**Moved By** Kirk Walstedt

**Seconded By** Gary McNamara

That Essex County Council receive report number 2024-0417-FIN-R09-MR, as information, and approve the appointment of Amy Wolters as a Deputy Treasurer of the Corporation of the County of Essex. (Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke and Kirk Walstedt

**Carried**

**12.4. Appointment of a Deputy Clerk, Sandra Zwiers**

Report number 2024-0417-LCS-R14-KH, Appointment of a Deputy Clerk, Sandra Zwiers, dated April 17, 2024, from Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

Katherine Hebert explained that with the recent retirement of the former Director, Legislative and Community Services/Clerk, while recruitment is still underway, the County is in a position where there is only one designated individual who is authorized to carry out the legislated duties of the Clerk. In consideration of this, and to ensure that the County of Essex has adequate redundancy to avoid any potential risk to the municipality a second appointed individual is a prudent measure.

Prior to having a designated Deputy Clerk in 2020, past Chief Administrative Officers had been appointed for this purpose. That is the recommendation at the present time, to appoint the County's current CAO, Sandra Zwiers as a second Deputy Clerk for those circumstances that may arise where there is an absence or inability to perform the statutory duties of the Clerk under the Act, by the existing Deputy Clerk.

**122-2024**

**Moved By** Gary McNamara

**Seconded By** Sherry Bondy



That Essex County Council receive report 2024-0417-LCS-R14-KH as information, and approve the Appointment of the Chief Administrative Officer, Sandra Zwiers, as a Deputy Clerk for the Corporation of the County of Essex. (Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke and Kirk Walstedt

**Carried**

13. **Unfinished Business**

14. **New Business**

**14.1. Public Reporting of Closed Meeting**

A Closed Meeting was held prior to the Regular meeting of Council on April 17, 2024, pursuant to Section 239 (2) (f) and (k) of the Municipal Act, 2001, as amended.

During the closed meeting, County Council was presented with information regarding a negotiated Designated Service Provider and Funding Agreement with the City of Windsor.

Resulting from that presentation, Council considered the following recommendation:

**123-2024**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That Essex County Council authorize the Warden and the Interim Clerk to execute a Designated Service Provider and Funding Agreement between the City of Windsor and the County of Essex, and that a By-law be brought forward at a future meeting of Council confirming same. (Voted Electronically)

In Favour (11): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers and Larry Verbeke

Opposed (3): Tracey Bailey, Rob Shepley and Kirk Walstedt

**Carried**

15. **Adoption of By-Laws**

**124-2024**

**Moved By** Larry Verbeke  
**Seconded By** Joe Bachetti

That By-laws 2024-17 through 2024-19, having been read a first, second and third time, be finally passed and enacted. (Voted Electronically)

In Favour (12): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley and Larry Verbeke

Opposed (2): Tracey Bailey and Kirk Walstedt

**Carried**

**15.1 By-law Number 2024-17**

Being a By-law to Appoint Amy Wolters as Deputy Treasurer for the Corporation of the County of Essex

**15.2 By-law Number 2024-18**

Being a By-law to Appoint Sandra Zwiers as a Deputy Clerk for the Corporation of the County of Essex

**15.3 By-law Number 2024-19**

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for April 17, 2024

**16. Notice of Motion**

Crystal Meloche brought forward the following Notice of Motion:

Whereas the intersections at Martin Lane and Front Road, and Victory and Front Road are owned by the County of Essex, but located within the Town of LaSalle;

And Whereas Front Road has seen an increase in traffic volume, which volume will only further increase with the new developments on Martin Lane;

Be It Resolved that Council support Mayor Meloche and Deputy Mayor Akpata in their efforts to introduce a motion at County Council requesting a traffic control study at the intersections of Martin Lane and Front Road, as well as at Victory and Front Road, to assess the requirement for traffic signalization, to assist not only with the traffic flow but also with pedestrian safety.

**17. Adjournment**

**125-2024**

**Moved By** Kimberly DeYong

**Seconded By** Chris Gibb

That the Essex County Council meeting for April 17, 2024 be adjourned at 7:24 PM.

**Carried**

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Hilda MacDonald  
Warden, County of Essex

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Katherine Hebert  
Manager, Records and Accessibility/Deputy Clerk

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Date Signed