



Essex County Council, Regular Meeting Minutes

Wednesday, November 6, 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
 - 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
- Absent:
- Crystal Meloche, Mayor, Town of LaSalle
- Administration:
- Jerry Behl, Manager, Transportation Planning and Development
 - Rebecca Belanger, Manager of Planning Services
 - Dee Blais, Administrative Assistant to the CAO
 - 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
 - Ziad Fatallah, Deputy Chief, Planning & Physical Resources, EWEMS
 - Katherine Hebert, County Clerk
 - Justin Lammers, Chief, Essex-Windsor EMS
 - Darrel Laurendeau, Director, Information Technology

Don McArthur, Manager, Communication and Organizational Development
Kyla Pritiko, Director, Human Resources
Melissa Ryan, Director, Financial Services/Treasurer
David Sundin, Director, Legal and Legislative Services
Crystal Sylvestre, Coordinator, Legislative and Community Services
Karyn Templin, Manager, Design & Construction
Sandra Zwiers, Chief Administrative Officer

1. Closed Meeting

There was no Closed Meeting scheduled for November 6, 2024.

2. Moment of Reflection

2.1. Remembrance Day

A video tribute was shared ahead of November 11, Remembrance Day.

Canadians recognize Remembrance Day at the 11th hour, of the 11th day of the 11th month, every year. Remembrance Day provides the opportunity to recall those who have served our nation.

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.

Crystal Meloche was absent.

6. County Warden’s Welcome and Remarks

Warden McDonald reflected on the significance of wearing poppies during Veterans’ Week and Remembrance Day to honour those who courageously served our Country. Special mention was given to Second World War Veteran, Charles Davis, who at 102-years-old has honoured his fallen comrades for 80 years; including returning to France in the summer of 2024 to pay tribute.

Warden McDonald urged everyone to wear poppies with pride and to honour veterans by upholding the same commitment to their fellow citizens that they have shown.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

Minutes of the Essex County Council, Regular Meeting dated October 16, 2024

292-2024

Moved By Chris Gibb

Seconded By Dennis Rogers

That the minutes of the October 16, 2024 Regular Meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

Carried

9. Delegations and Presentations

293-2024

Moved By Rob Shepley

Seconded By Gary McNamara

That the delegation from Hemson Consulting Ltd. be permitted to make a presentation to Council.

(Voted by show of hands)

Carried

9.1. Hemson Consulting Ltd.

Stefan Krzeczunowicz, Associate Partner, Hemson Consulting Ltd. provided a presentation regarding a County of Essex Development Charges Background Study and By-law.

(Considered with item 12.1 Update on the County Development Charges Study and By-law)

Stefan Krzeczunowicz presented an introduction to the Development Charges (DC) Background Study and By-law process. Stefan explained that DCs were typically imposed on new developments to fund infrastructure costs, ensuring "growth pays for growth."

It was highlighted that funding mechanisms are available under legislation and other arrangements. The presentation outlined the requirements of the Development Charges Act when implementing DCs, including a background study, public consultation, and a by-law with a maximum lifespan of 10 years.

Services typically funded by DCs were reviewed and outlined, as was the process for assessing growth-related capital needs for the County as a whole.

The presentation concluded with a tentative schedule on the process following the completion of the Background Study.

294-2024

Moved By Kimberly DeYong

Seconded By Larry Verbeke

That Reports and Questions item 12.1 Update on the County Development Charges Study and By-law be considered with item 9.1 on the agenda.

(Voted by show of hands)

Carried

10. Communications

10.1. Correspondence

296-2024

Moved By Chris Gibb

Seconded By Michael Prue

That the correspondence listed on the Regular Agenda for November 6, 2024, be received and any noted action approved.

(Voted by show of hands)

Carried

10.1.1 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: TIAO Finalists, FREE Marketing Opportunities, OMCA + MORE!](#)

10.1.2 Association of Municipalities of Ontario (AMO)

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO [Calendar](#)

10.1.3 Hydro One

2024-10-24 Letter from Hydro One RE Longwood to Lakeshore Project, October 2024 Update

10.1.4 Town of Tillsonburg

2024-10-11 Resolution RE Continued Funding Support, Southwest Community Transit

10.1.5 Invest WIndsorEssex

- [Events Calendar](#)
- [Recent News](#)

10.1.6 Windsor Essex County Health Unit

- WECHU [News Releases](#)

10.2. Resolutions

There were no resolutions for November 6, 2024

11. Consent Agenda

297-2024

Moved By Gary McNamara

Seconded By Rob Shepley

That the administrative reports listed under 11.1 and 11.2 on the consent agenda for November 6, 2024, be received.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

11.1. Summary of Outstanding Reports

Report number 2024-1106-LCS-R35-KH, Summary of Outstanding Reports, dated November 6, 2024, from Katherine Hebert, County Clerk

11.2. 2024 Procurement Activity Review

Report number 2024-1106-FIN-R22-SP, 2024 Procurement Activity Review, dated November 6, 2024 from Sandy Pillon, Manager, Procurement Services

12. Reports and Questions

12.1. Update on the County Development Charges Study and By-law

Report number 2024-1106-IPS-R29-RB, Update on the County Development Charges Study and By-law, dated November 6, 2024 from Rebecca Belanger, Manager Planning Services

(Considered with item 9.1 Delegation from Hemson Consulting Ltd.)

Rebecca Belanger advised that Hemson Consulting Ltd. was retained to lead the Development Charges Study project based on projected growth over the next 10 years.

It was anticipated the study would be complete by Spring 2025.

295-2024

Moved By Joe Bachetti

Seconded By Kimberly DeYong

That Essex County Council receive report number 2024-1106-IPS-R29-RB, Update on the County Development Charges Study and By-law as information.

(Voted Electronically)

In Favour (10): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, and Larry Verbeke

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

Carried

12.2. Adoption of the Official Plan for the County of Essex

Report number 2024-1106-IPS-R30-RB, Adoption of the Official Plan for the County of Essex, dated November 6, 2024, from Rebecca Belanger, Manager, Planning Services

Rebecca Belanger presented the final County Official Plan (OP) and associated By-law 2024-45 to County Council for adoption. Rebecca noted that a meeting with the Ministry of Municipal Affairs and Housing (MMAH) had been held on October 22, 2024 where very minor changes were made to align the OP with the updated Provincial Planning Statement (PPS 2024), including typographical adjustments and additional definitions.

298-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That Essex County Council receive report number 2024-1106-IPS-R30-RB, Final County Official Plan for Adoption and direct that the associated By-law 2024-45 be presented during the appropriate time on the agenda for approval.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.3. Pre-Budget Discussion

Report number 2024-1106-FIN-R20-MR, Pre-Budget Discussions, dated October 16, 2024 from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan provided an update on development of the 2025 proposed budget and outlined high level changes to the budget schedules.

The report also highlighted efforts to enhance budget transparency and facilitate more informed decisions by clearly identifying levy-funded, reserve-funded, and other sources of funding in the new template. Council would receive a copy of the budget on November 7, 2024 to begin their review and the proposed budget would be available to the public on the County's website on November 14, 2024.

299-2024

Moved By Rob Shepley

Seconded By Gary McNamara

That Essex County Council receive report number 2024-1106-FIN-R21-MR, 2025 Pre-Budget Discussion as information.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.4. Staffing Requests, 2025 Budget

Report number 2024-1106-HR-R01-KP, Staffing Requests, 2025 Budget, dated November 6, 2024 from Kyla Pritiko, Director, Human Resources

Kyla Pritiko provided information on four new staff positions, extended shift hours, and the transition from a co-op to an articling student resource, ahead of the 2025 budget process.

The report provides background on the staffing requests and outlines the review process, highlighting that these additions aim to meet operational demands, enhance service delivery, and align with strategic goals.

300-2024

Moved By Chris Gibb

Seconded By Michael Akpata

That Essex County Council approve in principle the hiring of the following positions/additional hours so that they may be included in the 2025 budget deliberation process:

1. Essex Windsor EMS- Logistics Technician
2. Essex Windsor EMS- Manager, Employee Wellness
3. Information Technology- Business Analyst
4. Infrastructure & Planning Services- Planning Division Co-op Student
5. Sun Parlor Home- Additional four (4) hours per day (1460 hours annually) for the Food Service Worker Position

And further, that Essex County Council authorize administration to transition from a Legal Co-op Student to an Articling Student in 2026.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.5.2025 State of Good Repair Program Report

Report Number 2024-1106-IPS-R27-KT, 2025 State of Good Repair Program Report, dated November 6, 2024, from Karyn Templin, Manager, Design and Construction

Karyn Templin presented the annual report regarding the State of Good Repair (SOGR) Program. The report detailed the County's ongoing efforts to maintain and improve its infrastructure, focusing on roadways, bridges, culverts, and other key assets within the Essex County Highway Network.

The 2025 SOGR Program is designed to optimize capital funding and address increased demand on infrastructure due to rising traffic volumes and wear and tear. The program included both major and minor rehabilitation works as well as full replacement projects with an emphasis on cost-effective strategies to extend the lifespan of assets and avoid costly future repairs.

Discussion included whether it was necessary to pre-approve the Early Release program so close to the annual budget review.

301-2024

Moved By Kimberly DeYong

Seconded By Michael Prue

That Essex County Council receive for information Report Number 2024-1106-IPS-R27-KT being the State of Good Repair Program Report, having an estimated value of \$20,648,830.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

302-2024

Moved By Gary McNamara

Seconded By Sherry Bondy

That the projects recommended in Appendix 6.0, as the 2025 Early Release Program, having an estimated value of \$2,015,000, be pre-approved for the 2025 Budget, and advanced for early release.

(Voted Electronically)

In Favour (5): Joe Bachetti, Sherry Bondy, Gary McNamara, Rob Shepley, and Larry Verbeke

Opposed (8): Michael Akpata, Tracey Bailey, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Michael Prue, Dennis Rogers, and Kirk Walstedt

Lost

12.6.2026 Pre-Budget Approval, Emergency Medical Services Vehicles

2024-1106-EMS-R11-ZF, 2026 Pre-Budget Approval, Emergency Medical Services Vehicles, dated November 6, 2024 from Ziad Fatallah, Deputy Chief, Planning and Physical Resources

Ziad Fatallah provided Council with an overview of the report seeking for pre-budget approval to order seven ambulances for delivery in late 2026. This advance order would allow EWEMS the

opportunity to maintain the vehicle replacement schedule as planned and avoid costly repairs and maintenance to aging units.

303-2024

Moved By Sherry Bondy

Seconded By Tracey Bailey

That Essex County Council approve report number 2024-1016-EMS-R11-ZF, Essex Windsor EMS 2026 Pre-Budget Vehicle Procurement Approval to proceed with the order of seven (7) Crestline Coach Ltd. Type III ambulances with a total purchase price of \$2,033,066.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.7. Intersection Safety Review

Report number 2024-1106-IPS-R26-JB, Intersection Safety Review, dated November 6, 2024 from Jerry Behl, Manager, Transportation Planning and Development

Jerry Behl provided Council with an outline of the safety review that was conducted for the intersection of County Road 9 and Alma Street in Amherstburg. The review found that while the intersection does not meet the criteria for a traffic signal or all-way stop based on traffic volume; its collision history and traffic distribution warranted safety improvements. The recommendation was made to install a temporary traffic signal, with a feasibility study to follow in the spring to assess permanent solutions such as a traffic signal or roundabout.

304-2024

Moved By Chris Gibb

Seconded By Michael Prue

That Essex County Council receive report number 2024-1106-IPS-R26-JB, Intersection Safety Review-County Road 9 and Alma Street as information; and,

That Council direct Administration to install a temporary traffic signal at the intersection of County Road 9 and Alma Street; and

That the projected funding gap of \$25,000 be funded from the Rate Stabilization reserve.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.8. Emergency Medical Services Vehicle Maintenance and Repair Contract

Report number 2024-1106-EMS-R12-ZF-JL, Emergency Medical Services Vehicle Maintenance and Repair Contract, dated November 6, 2024 from Ziad Fatallah, Deputy Chief, Planning and Physical Resources

Ziad Fatallah advised Council that Essex-Windsor EMS issued an RFP for vehicle repair and maintenance services for its fleet, which includes ambulances and emergency vehicles. The goal was to establish a formal contract with reliable service providers to ensure vehicle upkeep and minimize service disruptions. MSJ Automotive Services Ltd. was selected as the primary provider, with Reaume Chevrolet Buick GMC as the secondary provider.

305-2024

Moved By Kimberly DeYong

Seconded By Chris Gibb

That Essex County Council approve report number 2024-1106-R12-EMS-ZF, EMS Fleet Vehicle Maintenance and Repair RFP Results, and authorize entering into a contract with MSJ Automotive Services as the primary service provider and Reaume Chevrolet Buick GMC as the secondary service provide.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

13. Unfinished Business

There were no items of unfinished business to be considered for November 6, 2024

14. New Business

14.1. Phragmite Mitigation Update

Michael Akpata requested an update from Administration regarding the County's strategy to mitigate Phragmite in the Region.

Sandra Zwiers notified Council that the subject had been brought forward at the local CAO's meeting and an update is pending from the local Weed Inspectors group shortly.

14.2. County Council Group Email

At the October 16, 2024 meeting of Essex County Council, Sherry Bondy brought forward the following Notice of Motion:

That Essex County Council ask administration to create a joint email address for all members of county council that aligns with our strategic plan in working together as a team for our residents.

Whereas the collective email shall include the Clerk and CAO so members of the public are able to share opinions and provide feedback to council as a whole.

Considerable discussion took place regarding the necessity and workflow of the most appropriate approach to this request.

306-2024

Moved By Sherry Bondy

Seconded By Rob Shepley

That Essex County Council ask administration to bring a report back on the feasibility of creating a distribution list for all members of county council that aligns with our strategic plan in working together as a team for our residents.

Whereas the distribution list shall include the Clerk and CAO so members of the public are able to share opinions and provide feedback to council as a whole.

(Voted Electronically)

In Favour (8): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Michael Prue, Dennis Rogers, and Rob Shepley

Opposed (5): Tracey Bailey, Hilda MacDonald, Gary McNamara, Larry Verbeke, and Kirk Walstedt

Carried

15. Adoption of By-Laws

307-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That By-laws 2024-45 and 2024-49 be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

15.1. By-law Number 2024-45

Being a by-law to adopt the Official Plan for the County of Essex

15.2. By-law Number 2024-49

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for November 6, 2024

16. Notice of Motion

16.1. Delegation of Approval Authority for Planning

Mayor Dennis Rogers introduced the following Notice of Motion:

To request that the County administration bring forward a report regarding the delegation of its approval authority for plans of subdivision and plans of condominium to the local municipalities.

And further request that the county administration consult with the administration of each local municipality.

And further request that administration outline in its report which two tier municipalities in Ontario have delegated this authority to the local level.

17. Adjournment

208-2024

Moved By Kimberly DeYong

Seconded By Michael Prue

That the Essex County Council meeting for November 6, 2024 be adjourned at 8:13 PM.

(Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine J. Hebert,
County Clerk

Date Signed