



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

**Wednesday, December 4, 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
  - 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, Legislative and Legal Services
  - Crystal Sylvestre, Coordinator, Legislative and Community Services
  - Sandra Zwiers, Chief Administrative Officer
  - Michelle Bishop, General Manager, ESWA

Dee Blais, Executive Assistant to the CAO  
Steffan Brisebois, Manager of Finance and Administration  
Heidi McLeod, CMA, CA, Manager of Accounting/Deputy  
Treasurer

**1. Closed Meeting**

A Closed Meeting was held at 4:00 PM on December 4, 2024.

**352-2024**

**Moved By** Rob Shepley

**Seconded By** Chris Gibb

That Essex County Council move into a Closed Meeting pursuant to Section 239 (2) (c), (d), (f) and (k) of the Municipal Act, 2001, to consider the following matters:

1. A Delegation from the Vokes Leadership Group under Open Meetings Exception 239(2)(d) labour relations and employee negotiations;
2. Report number 2024-1204-LCS-R42-DMS under Open Meetings Exception 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
3. Report number 2024-1204-LCS-R45-DMS under Open Meetings Exceptions Section 239 (2):
  - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
  - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
  - (k) a 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. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.; and
4. Report number 2024-1204-HR-R03-KP, under Open Meetings Exception 239(2)(d) labour relations and employee negotiations.

(Voted by show of hands)

**Carried**

**359-2024**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That Essex County Council adjourn, and rise from the December 4, 2024  
Closed Meeting at 4:41 PM

(Voted by show of hands)

**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 County of Essex Administration Building, Council Chambers.

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

Warden MacDonald expressed gratitude to all members of the community that are working and volunteering to brighten the holiday season across Essex County. The Warden commended County of Essex staff for their efforts to support charities and participate in local parades and community events.

**7. Disclosure of Pecuniary Interest**

**7.1. Michael Akpata, OPP Annual Billing Statement Increase**

I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA.

**7.2. Michael Akpata, Next Generation 911 and Contracting for PSAP Services**

I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA.

**7.3. Michael Akpata, By-law Number 2024-55**

I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA.

**8. Adoption of Regular Meeting Minutes**

**360-2024**

**Moved By** Larry Verbeke

**Seconded By** Chris Gibb

That the minutes of the November 20, 2024, meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

**Carried**

**9. Delegations and Presentations**

**361-2024**

**Moved By** Gary McNamara

**Seconded By** Rob Shepley

That Michelle Bishop, General Manager, and Steffan Brisebois, Manager, Finance and Administration, Essex-Windsor Solid Waste Authority, be permitted to make a presentation to County Council, regarding the 2025 EWSWA Budget.

(Voted by show of hands)

**Carried**

**9.1. Essex-Windsor Solid Waste Authority**

Michelle Bishop, General Manager, and Steffan Brisebois, Manager, Finance and Administration, Essex-Windsor Solid Waste Authority, provided a presentation to County Council regarding the Essex-Windsor Solid Waste Authority 2025 Budget

Michelle Bishop outlined the purpose and approval process for the EWSWA budget noting that the budget must be approved by both the City of Windsor and County of Essex Councils.

The proposed budget included a 4.1% increase in municipal assessments, amounting to \$615,410, and a Green Bin Program budget of \$3,743,400, which supported the program's launch in fall 2025. Municipal waste tonnage was projected to decrease due to

the new program, with the associated cost reductions partially offsetting the budget increase.

Michelle highlighted that the EWSWA Board approved the 2025 Operational Plan and Budget on November 5, 2024. The plan included incremental increases in municipal waste management fees, aligned with the Authority's long-term objective of achieving a balanced budget by 2027. The Green Bin Program would operate on a full cost-recovery model to ensure sustainable funding for expanded services.

Kirk Walstedt, Deputy Mayor, Municipality of Lakeshore left the meeting at 6:28 pm.

**362-2024**

**Moved By** Gary McNamara

**Seconded By** Rob Shepley

That the Council of the County of Essex approve the 2025 Essex-Windsor Solid Waste Authority budget and 4.1% increase to the 2024 total municipal assessment of \$15,009,970 based on a fixed cost allocation calculated on population and a Total Waste Management Fee of \$43.00 per tonne fee for refuse delivered for disposal. The overall 2025 assessment to the City of Windsor and the County of Essex municipalities will be \$15,519,170.

That the Council of the County of Essex approve the 2025 Essex-Windsor Solid Waste Authority Green Bin Program budget representing a total cost of \$3,743,400, with the costs to be assessed to the City of Windsor and the County of Essex.

(Voted Electronically)

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

**Carried**

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

Members of the Essex County Accessibility Advisory Committee (ECAAC) provided Council with an overview of the Committee's efforts throughout 2024.

***(Corresponding report: Consent Agenda item 11.3 Accessibility Initiatives Annual Compliance Review)***

**363-2024**

**Moved By** Tracey Bailey

**Seconded By** Michael Prue

That the Essex County Accessibility Advisory Committee members, be permitted to make a presentation to Council.

(Voted by show of hands)

**Carried**

Essex County Accessibility Advisory Committee (ECAAC) Vice-Chair Debbie Alexander, along with members Sherri Currie, Rachel Jewell and Diana Kirkbride provided Council with an overview of the ECAAC's activities and advocacy efforts throughout 2024.

ECAAC Council representative, Kimberly DeYong, expressed gratitude to staff and Council for their continued support of the Committee's work.

**10. Communications**

**10.1. Correspondence**

**364-2024**

**Moved By** Dennis Rogers

**Seconded By** Chris Gibb

That the correspondence listed on the Regular Agenda for December 4, 2024, be received and any noted action approved.

(Voted by show of hands)

(Michael Akpata did not vote due to Conflict on item 10.1.7.)

**Carried**

**10.1.1 Great Lakes St. Lawrence Cities Initiative (GLSLCI)**

[Making Waves Newsletter](#)

**10.1.2 Tourism Windsor Essex Pelee Island (TWEPI)**

[W.E. Keep You Informed: Holiday Social Time, We're Hiring, FREE Marketing Opportunities + MORE!](#)

**10.1.3 Fair Share of Provincial and Federal Government Financial Support**

- Township of Essa

**10.1.4 Amend the Ontario Building Code to include Affordable Housing**

- Township of Papineau-Cameron
- Municipality of Wawa

**10.1.5 Promptly Resume Property Assessment Cycle**

- Municipality of Callander
- Town of Grimsby
- Municipality of Wawa

**10.1.6 Amending the Municipal Elections Act**

- Township of North Glengarry
- Town of Tecumseh

**10.1.7 OPP Annual Billing Statement Increase**

- Township of Clearview

Michael Akpata declared a conflict on this item. (I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA.)

**10.1.8 Excess Soil Regulation Amendments**

- Township of Puslinch

**10.1.9 City of Toronto**

Resolution regarding amendments to Part XII of the Highway Traffic Act contained in Bill 212.

**10.1.10 Redistribution of Land Transfer Tax and GST**

- Township of Wawa

**10.2. Resolutions**

There were no resolutions for consideration for December 4, 2024

**11. Consent Agenda**

**365-2024**

**Moved By** Crystal Meloche

**Seconded By** Michael Akpata

That the recommendations in the Administrative Reports listed as items 11.1 through 11.4 on the Consent Agenda for December 4, 2024, be received and approved.

(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**

**11.1. Summary of Outstanding Reports for December 4, 2024**

Report number 2024-1204-LCS-R38-KH, Summary of Outstanding Reports for December 4, 2024

**11.2. Advancement of Truth and Reconciliation Program**

Report number 2024-1204-LCS-R41-DM Advancement of Truth and Reconciliation Program, dated December 4, 2024 from Don McArthur, Manager, Communication and Organizational Development

**11.3. Accessibility Initiatives Annual Compliance Review**

Report number 2024-1204-LCS-R40-KH, Accessibility Initiatives Annual Compliance Review, dated December 4, 2024 from Katherine Hebert, County Clerk

**11.4. Essex County Administration Building: Access Control, Safety and Security**

Report number 2024-1204-CAO-R12-SZ, Essex County Administration Building: Access Control, Safety and Security, dated December 4, 2024, from Sandra Zwiers, Chief Administrative Officer

**12. Reports and Questions**

**12.1. Delegation Policy – Review and Update**

Report number 2024-1204-LCS-R43-KH, Delegation Policy – Review and Update, dated December 4, 2024, from Katherine Hebert, County Clerk



Katherine Hebert presented updates to the Delegation Policy to modernize and align it with current Council procedures and best practices. The updated Policy incorporated recent discussions and accountability goals.

Discussion included discontinuing the practice of voting for scheduled Delegations to present. The Clerk indicated that would be amended in the policy and in Council procedures. It was further discussed and clarified that late Delegations and those not previously approved by the Clerk for the Agenda would continue to require Council's approval to speak based on a 2/3 majority vote.

**366-2024**

**Moved By** Crystal Meloche

**Seconded By** Gary McNamara

That Essex County Council receive report 2024-1204-LCS-R43-KH as amended, Delegation Policy – Review and Update as information and that proposed changes to 1995-004 Delegations at County Council Policy be approved as presented in the Updated Policy attached as Appendix B.

(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**

**367-2024**

**Moved By** Joe Bachetti

**Seconded By** Michael Prue

That Policy 1995-004 reflect a 5-minute time limit for Delegations.

(Voted Electronically)

In Favour (6): Joe Bachetti, Sherry Bondy, Hilda MacDonald, Gary McNamara, Michael Prue, and Larry Verbeke

Opposed (8): Michael Akpata, Tracey Bailey, Kimberly DeYong, Chris Gibb, Crystal Meloche, Dennis Rogers, Rob Shepley, and Kirk Walstedt

**Lost**

### **12.2.Accountability and Transparency Policy Review and New Closed Meeting Policy**

Report number 2024-1204-LCS-R39-KH, Accountability and Transparency Policy Review and New Closed Meeting Policy, dated December 4, 2024 from Katherine Hebert, County Clerk

Katherine Hebert presented updates to the County's Accountability and Transparency Policy and introduced a new Closed Meeting Policy to enhance governance and public trust. The proposed changes modernized the language of the Accountability and Transparency Policy to align it with current Council practices and improve its logical structure.

The new Closed Meeting Policy provided clear guidelines for conducting meetings in closed session, ensuring alignment with legislative requirements and best practices emphasizing proper notice, meaningful public resolutions and transparency.

#### **368-2024**

**Moved By** Sherry Bondy

**Seconded By** Gary McNamara

That Essex County Council receive report number 2024-1204-LCS-R39-KH, Accountability and Transparency Policy Review and Update and New Closed Meeting Policy;

That amendments to the Accountability and Transparency Policy be adopted as presented; and

That the Closed Meeting Policy be approved and that the associated by-law be adopted.

(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.Funding of Conferences Held Locally Policy – Review and Update**

Report number 2024-1204-LCS-R42-KH, Funding of Conferences Held Locally Policy – Review and Update, dated December 4, 2024 from Katherine Hebert, County Clerk

Katherine Hebert explained the changes and updates to the County's Request for Funding of Conferences Held Locally Policy, which aim to modernize the criteria and align it with current fiscal realities and the County's Strategic Plan. Initially approved in 1995, the policy had seen limited requests for funding. The proposed updates included increasing funding thresholds and qualifying exhibitor booths as an eligible expense.

**369-2024**

**Moved By** Crystal Meloche

**Seconded By** Larry Verbeke

That Essex County receive report number 2024-1204-LCS-R42-KH, Funding of Conferences Held Locally Policy – Review and Update and that amendments to the Funding of Conferences Held Locally Policy be adopted as presented; and,

That the request for funding for an exhibitor booth and promotional materials for the Conference of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), which is to be held locally in June of 2025, be approved.

(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. Next Generation 911 and Contracting for PSAP Services**

Report Number 2024-1204-LCS-R44-DMS Next Generation 911 and Contracting for PSAP Services, dated December 4, 2024, from David Sundin, Director, Legislative and Legal Services/County Solicitor

*Michael Akpata declared a conflict on this item. – "I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA."*

David Sundin provided information for County Council regarding a contract for Public Safety Answering Point (PSAP) services. Since the 1990s, the County has contracted with service providers, including Bell Canada and the OPP, for 911 infrastructure and dispatch services. The most recent PSAP agreement, with the OPP, dated back to 2020 where Council had confirmed its intent to

continue these contracts for local municipalities in 2023. With the upcoming transition to an internet protocol-based 911 system in March 2025, Sundin recommended that the County renew its agreement with the OPP for Dispatch Services.

**370-2024**

**Moved By** Gary McNamara

**Seconded By** Joe Bachetti

That County Council receive Report Number 2024-1204-LCS-R44-DMS, Next Generation 911 and Contracting for PSAP Services as information; and

That the Warden and the Clerk be authorized to execute an Agreement with the OPP substantially in the form appended to this Report, and further that By-law 2024-55 be approved at the appropriate time confirming same.

(Voted Electronically)

In Favour (13): 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

Conflict (1): Michael Akpata

**Carried**

**12.5.2025 Asset Management Plan (AMP) Proposed Level of Service Discussion**

Report number 2024-1204-FIN-R24-HM 2025 Asset Management Plan (AMP) Proposed Level of Service Discussion, dated December 4, 2024 from Heidi McLeod, Manager, Accounting, Administration/Deputy Treasurer

Heidi McLeod outlined the proposed Levels of Service (LOS) for core and non-core infrastructure assets. The report emphasized the importance of maintaining current service levels across various departments, including roads, bridges, stormwater management, Sun Parlor Home, EMS, and the Essex County Library.

The proposed level of service focuses on preventive maintenance, rehabilitation, and gradual increases in capital reinvestment to maintain the County's infrastructure in good condition, ensuring long-term sustainability and minimizing future costs.

**371-2024**

**Moved By** Chris Gibb

**Seconded By** Michael Akpata

That Essex County Council approve report number 2024-1204-FIN-HM, 2025 Asset Management Plan (AMP) Proposed Levels of Service Discussion as information and direct Administration to align Proposed Levels of Service with current levels identified in the Discussion section for each department.

(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**

There were no items of Unfinished Business for December 4, 2024

**14. New Business**

**14.1. Public Reporting of Closed Meeting**

A Closed Meeting of Essex County Council was held at 4:00 PM, prior to the regular Council meeting this evening, pursuant to Section 239 (2) (c), (d), (f) and (k) of the Municipal Act, 2001, as amended for the following reasons:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(d) labour relations or employee negotiations;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) a 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.

Council received legal advice related to report number 2024-1204-LCS-R42-DMS, and provided direction to Administration regarding the indemnification of Members of Council.

Council also provided administration with direction and instruction to pursue negotiations related to the purchase of the "Additional

Required Lands” (as defined in Report 2024-1204-LCS-R45-DMS) on behalf of the County.

**372-2024**

**Moved By** Sherry Bondy

**Seconded By** Joe Bachetti

That Essex County Council authorize the purchase of the property described in the Report as the “Additional Required Lands”, and authorize the Warden and the Clerk to execute an Agreement of Purchase and Sale related to same, along with such further and other documents as are reasonably required to complete the purchase of the Additional Required Lands.

(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**

Further, Council considered a report with regard to a labour relations and employee negotiations matter as outlined in report 2024-1204-HR-R03-KP. As a result of discussions and deliberations, the following recommendation was before Council:

**373-2024**

**Moved By** Crystal Meloche

**Seconded By** Chris Gibb

That Essex County Council approve a 2% inflationary salary increase for all non-union employees of the County effective January 1, 2025, for the year 2025.

(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**

The Closed Meeting concluded at 4:41

**15. Adoption of By-Laws**

**374-2024**

**Moved By** Kirk Walstedt

**Seconded By** Rob Shepley

That By-laws 2024-54 through 2024-58, having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

In Favour (13): 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

Conflict (1): Michael Akpata

**Carried**

**15.1.By-law Number 2024-54**

Being a by-law to adopt 2024-17 Closed Meeting Policy for the Corporation of the County of Essex

**15.2.By-law Number 2024-55**

Being a By-law to Authorize the Execution of an Agreement for the Provision of Primary Public Safety Answering Point (PSAP) Services Between the Corporation of the County of Essex and His Majesty the King in Right of Ontario, as represented by the Minister of the Solicitor General on behalf of the Ontario Provincial Police (OPP)

*Michael Akpata declared a conflict on this item. - "I'm the OIC of Campus Police at the University of Windsor. I have obligations to the Windsor Police Service Board, as well under the CSPA."*

**15.3.By-law Number 2024-56**

Being a by-law to appoint a Deputy Clerk for the Corporation of the County of Essex, being Crystal Sylvestre

**15.4.By-law Number 2024-57**

A By-law to Authorize the Borrowing of Money to Meet Current Expenditures of The Council of the Corporation of the County of Essex for 2025

**15.5.By-law Number 2024-58**

Being a by-law to confirm the proceedings of the Regular and Closed Meetings of Essex County Council, for December 4, 2024

**16. Notice of Motion**

There were no Notices of Motion for December 4, 2024 brought forward.

**17. Adjournment**

**375-2024**

**Moved By** Kimberly DeYong

**Seconded By** Chris Gibb

That the Essex County Council meeting for December 4, 2024 be adjourned at 7:46 PM.

(Voted by show of hands)

**Carried**

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Hilda MacDonald,  
Warden, County of Essex

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Katherine J. Hebert  
County Clerk

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Date Signed