



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

**Wednesday, November 19, 2025**

**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, Councillor  
Joe Bachetti, Deputy Warden  
Tracey Bailey, Councillor  
Sherry Bondy, Councillor  
Kimberly DeYong, Councillor  
Chris Gibb, Councillor  
Hilda MacDonald, Warden  
Gary McNamara, Councillor  
Crystal Meloche, Councillor  
Michael Prue, Councillor  
Dennis Rogers, Councillor  
Rob Shepley, Councillor  
Larry Verbeke, Councillor  
Kirk Walstedt, Councillor

Administration: Rebecca Belanger, Manager, Planning Services  
Brady Boghean, Manager, Corporate Health and Safety  
Allan Botham, Director, Infrastructure & Planning Services  
Katherine Hebert, County Clerk  
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 / County  
Solicitor  
Crystal Sylvestre, Manager, Records and Accessibility / Deputy  
Clerk  
Sandra Zwiers, Chief Administrative Officer

**1. Closed Meeting**

There was no Closed Meeting held on November 19, 2025.

**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 encouraged residents and guests to participate in the great number of holiday events being held in the County.

Residents were also urged to offer their feedback to the County's 2026 Budget and the Transportation Master Plan, both available on the County's website for review and input.

**7. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

**8. Adoption of Regular Meeting Minutes**

**331-2025**

**Moved By** Gary McNamara

**Seconded By** Joe Bachetti

That the minutes of the November 5, 2025 Regular Meeting of Essex County Council be adopted as presented.

**Carried**

## **9. Delegations and Presentations**

### **332-2025**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That agenda item 12.1 Regional Economic Development - Service Delivery Review, be brought forward and considered in conjunction with the delegation from Invest Windsor Essex.

**Carried**

### **9.1. Invest Windsor Essex (IWE)**

Gordon Orr, Chief Executive Officer of Invest Windsor Essex (IWE) provided a presentation regarding the status of operations of Invest Windsor Essex.

The action items under each strategic direction identified in IWE's corporate strategic plan and activity road map for 2025 to 2028 were outlined. Gordon Orr expressed the IWE's commitment to using their expertise to attract diverse industries that will ensure economic prosperity to the community.

### **334-2025**

**Moved By** Crystal Meloche

**Seconded By** Larry Verbeke

That agenda item 12.2 Adoption of the Community Safety and Well-Being Plan, be brought forward and considered in conjunction with the delegation from the City of Windsor.

**Carried**

### **9.2. Community Safety and Well-Being Plan**

Michelle Oake, Project Lead, Human & Health Services; and Stephen Lynn, Manager, Social Policy and Planning, City of Windsor provided a presentation regarding the Community Safety and Well-Being Plan

The delegation provided Council with details of the Plan's strategies that adapt to the evolving needs of the community. The strategies were designed to reflect and grow to proactively address safety risks, ensure safer public spaces and foster a system of shared responsibilities.

**336-2025**

**Moved By** Dennis Rogers

**Seconded By** Kimberly DeYong

That Essex County Council recess until 7:30 PM.

**Carried**

**10. Communications**

**10.1. Correspondence**

**337-2025**

**Moved By** Gary McNamara

**Seconded By** Kimberly DeYong

That the correspondence listed on the Regular Agenda for November 19, 2025, be received and any noted action approved.

**Carried**

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

- [AMO Watchfile Newsletter](#)
- [AMO Policy Advocacy Updates](#)
- [AMO Education Workshops](#)
- [AMO Training Events](#)

**10.1.2 Essex-Windsor Solid Waste Authority (EWSWA)**

November 10, 2025 Memo RE Resolution 88-2025 of the EWSWA Board

- October 1, 2025 - Ministry of the Environment, Conservation and Parks RE Blue Box Collection from Industrial, Commercial and Institutional Sources
- November 4 2025 - Memo RE Recycling Program Transition Financial Information

**10.1.3 Ministry of Municipal Affairs and Housing (MMAH)**

October 30, 2025 - Update to Development Charges Act (Bill 17, the Protect Ontario by Building Faster and Smarter Act 2025)

**10.1.4 Western Ontario Wardens' Caucus (WOWC)**

[October Newsletter](#)

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

[7th Annual Holiday Gift Giving Guide](#)

**10.1.6 Town of Bradford West Gwillimbury**

October 27, 2025 Letter RE Removing HST/GST from New Homes to Support Housing Affordability

- Municipality of South Huron RE Support

**10.2. Resolutions**

There were no resolutions for consideration for November 19, 2025

**11. Consent Agenda**

**338-2025**

**Moved By** Joe Bachetti

**Seconded By** Larry Verbeke

That the recommendation in the Administrative Report listed as items 11.1 on the Consent Agenda for November 19, 2025 be approved and further that the information items listed as 11.2 through 11.4 on the said Consent Agenda be received.

**Carried**

**11.1. Summary of Outstanding Matters - November 19, 2025**

Report number 2025-1119-LLS-R58-R58, Summary of Outstanding Matters, dated November 19, 2025 from Katherine Hebert, County Clerk

**11.2. Windsor Essex Regional Community Safety and Well-Being System Leadership Table - Meeting Minutes**

Minutes of the Windsor Essex Regional Community Safety and Well-Being System Leadership Table, dated March 12, 2025

**11.3. Essex-Windsor Solid Waste Authority (EWSWA)**

Minutes of the Essex-Windsor Solid Waste Authority Board Meeting, dated September 10, 2025

**11.4. Essex County Library Board**

Minutes of the Essex County Library Board Meeting, dated September 24, 2025.

## 12. Reports and Questions

### 12.1. Regional Economic Development - Service Delivery Review

Report number 2025-1119-CAO-R11-SZ, Regional Economic Development - Service Delivery Review, dated November 19, 2025 from Sandra Zwiers, Chief Administrative Officer

***Considered with item 9.1 - Delegation from Invest Windsor Essex.***

Sandra Zwiers explained that after a statistical and consultative review, an analysis was performed on the risks and benefits of maintaining the County's relationship with IWE. The evidence supported that continuing a united regional front for economic development would be most beneficial as the region weathers unprecedented trade landscapes.

It was further recommended that the County expand their financial commitment to IWE beyond the typical 12-month funding model. A longer financial commitment would allow the organization the assurance of a stable financial footing to operate.

*Kirk Walstedt, Councillor left the meeting at 7:06 pm.*

#### **333-2025**

**Moved By** Tracey Bailey

**Seconded By** Gary McNamara

That Essex County Council receive report number 2025-1119-CAO-R11-SZ, Regional Economic Development - Service Delivery Review as information; and,

That Essex County Council support the continued delivery of economic development services by Invest Windsor-Essex; and,

That Essex County Council commits to a three-year funding model, with annual support held constant at the current rate of \$1,122,060, in support of achieving IWE's Strategic Plan (2025-2028).

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**

## **12.2. Adoption of Community Safety and Well-Being Plan**

Report number 2025-1119-LLS-R54-DMS. Adoption of Community Safety and Well-Being Plan, dated November 19, 2025, from David Sundin, Director, Legislative and Legal Services/County Solicitor

### ***Considered with item 9.2 - Delegation from the City of Windsor.***

David Sundin explained that the Community Safety and Well-Being Plan would be in place for the region covering 2026 to 2029. The Plan was developed through consultations with allied agencies and stakeholders. The CSWB Plan would be published and submitted to the Ministry of the Solicitor General following its review and adoption by the City of Windsor Council.

### **335-2025**

**Moved By** Kimberly DeYong

**Seconded By** Chris Gibb

That Essex County Council receive report 2025-1119-LLS-R54-DMS, Adoption of a Community Safety and Well-Being Plan; and,

That the Windsor Essex Community Safety & Well-Being Plan 2026 through 2029, appended to this report as Appendix A, be approved, and that By-law 2025-47 be adopted at the appropriate time; and,

That the Plan, once approved, be published and submitted to the Ministry of the Solicitor General.

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**

## **12.3. Comprehensive Emergency Management Plan 2025**

Report number 2025-1119-HR-R15-BB, Comprehensive Emergency Management Plan 2025, dated November 19, 2025 from Brady Boghean, Manager, Corporate Health and Safety

*Kirk Walstedt, Councillor joined the meeting at 7:35 pm.*

**339-2025**

**Moved By** Michael Akpata

**Seconded By** Gary McNamara

That Essex County Council receives report number 2025-1119-HR-R15-BB, Comprehensive Emergency Management Plan 2025 as information; and

That Essex County Council approve by-law 2025-48 at the appropriate time for the adoption of the 2025 County of Essex Emergency Management Plan (Appendix A) together with supporting documents (Appendices B through G).

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. Large Scale Industrial Grant Matching Program- Follow-up from Open House**

Report number 2025-1119-IPS-R27-RB, Large Scale Industrial Grant Matching Program- Follow-up from Open House, dated November 19, 2025 from Rebecca Belanger, Manager, Planning Services

Rebecca Belanger provided information for Council, noting that a non-statutory Public Information Centre (PIC) had been held to gather public input to the proposed Large Scale Industrial Grant Matching Program; and had also been available on the County website for review and comment.

The engagements brought forward comments regarding the minimum size criterion for program eligibility which had been reduced prior the PIC. The Program further includes a provision that allows Essex County Council the discretion to approve smaller-scale projects that may not meet the standard size threshold but demonstrate significant potential for job creation. The program would be monitored to ensure it is functioning and can be discontinued by County Council at any time.

*Kimberly DeYong, Councillor left the meeting at 7:48 pm.*

**340-2025**

**Moved By** Crystal Meloche

**Seconded By** Michael Prue

That Essex County Council receive report 2025-1119-IPS-R27-RB, Large Scale Industrial Grant Matching Program - Follow-up from Open House as information, and

That the Large Scale Industrial Grant Matching Program Guidelines appended to this report as Appendix A as well as the associated by-law 2025-51 be adopted at the appropriate time.

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

**Carried**

**12.5. Deferral of County Development Charges By-law**

Report number 2025-1119-FIN-R33-MR, Deferral of County Development Charges By-law, dated November 19, 2025, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan explained that the recently released Provincial Bill 60 had impacted the development of the County Development Charges By-law. The recommendation was to pause the process until the legislative process was complete to avoid passing a by-law that may need immediate edits.

*Kimberly DeYong, Councillor joined the meeting at 7:50 pm.*

**341-2025**

**Moved By** Crystal Meloche

**Seconded By** Chris Gibb

That Essex County Council receive report number 2025-1119-FIN-R33-MR, Deferral of Development Charges By-law, as information; and

Authorize Administration to use rate stabilization reserve funds, up to a maximum of \$5,000, to cover additional consultant costs associated with updating the Development Charges By-law in response to Bill 60 and related regulatory changes.

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

Opposed (2): Tracey Bailey, and Rob Shepley

**Carried**

**12.6.Road Rationalization Update**

Report number 2025-1119-IPS-R26-AB, Road Rationalization Update, dated November 19, 2025 from Allan Botham, Director, Infrastructure and Planning Services

Allan Botham outlined that since Council's direction of September 17, 2025, to proceed with the Hybrid Rationalization Model, consultations had resulted in the proposed outline found in the report.

Consultations were continuing with local municipal partners to arrive at a final report that would contain a recommended road network; general terms and conditions for transferring roads between tiers; a Connecting Link agreement template; and an implementation plan for County Council review in first quarter of 2026.

**342-2025**

**Moved By** Dennis Rogers

**Seconded By** Larry Verbeke

That Essex County Council receive report number 2025-1119-IPS-R26-AB, Road Rationalization Update for information; and

Direct Administration to continue with Step 3 of the Road Rationalization Study Timeline.

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 matters of Unfinished Business for consideration for November 19, 2025.

**14. New Business**

**14.1. Public Reporting of Closed Meeting**

Council met in a Closed Meeting at 5:00 PM on November 19, 2025 regarding four reports from Administration.

The reports were considered under the open meetings exceptions of the *Municipal Act, 2001 as amended* as follows:

- Pursuant to Section 239 (2)

(b) personal matters about an identifiable individual, including municipal or local board employees; and

(d) labour relations or employee negotiations;

Council received information related to report number 2025-1119-HR-R13-KP, Creating Consistency Between 35- and 40-Hour Work Weeks Among Non-Union Leadership Staff - Supplemental Information.

Council provided administration with direction and instruction to implement the recommendation outlined in the Report.

- Pursuant to Section 239 (2)

(d) labour relations or employee negotiations;

Council received information related to report number 2025-1119-HR-R14-KP, Follow-Up Report: Non-Union Employee Benefit Plan Enhancements.

Council provided administration with direction and instructions for implementation of the Option selected, as well as to have a Salary Market Review conducted for the non-union group in 2027.

- Pursuant to Section 239 (2)

(b) personal matters about an identifiable individual, including municipal or local board employees;

Council received information related to report number 2025-1119-R02-SPH-NS, Execution of Attending Physician Agreements.

Council provided the Warden and Clerk with direction and instructions to execute two Attending Physician Agreements for physicians retained to provide services at the Sun Parlor Long-Term Care Home.

- Pursuant to Section 239 (2)

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

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

Council received information related to Report Number 2025-1119-LLS-R57-DMS – Property Acquisition Proposal.

Council provided administration with direction and instruction to postpone this matter until such a time that Council has considered a report from Administration regarding level of service.

**14.2. Bill 68 Plan to Protect Ontario Act Schedule 3 amendments to the Conservation Authorities Act**

**343-2025**

**Moved By** Sherry Bondy

**Seconded By** Gary McNamara

That Essex County Council direct administration to send a letter to the Ministry of Environment, Conservation and Parks (MECP), in support of the lower-tier municipalities with jurisdiction over the Essex Region Conservation Authority (ERCA), outlining the importance of local administrative resources, board representation and maintaining existing relationships with the local conservation authority following the Minister's review under current proposed legislation; and

That said letter include copies of the letters received from the municipalities of Essex County; and,

That the letter be forwarded to the seven lower-tier municipalities, City of Windsor, Township of Pelee, ERCA, Local MPPs, Association of Municipalities of Ontario (AMO), and the Western Ontario Warden's Caucus (WOWC).

**Carried**

**15. Adoption of By-Laws**

*Councillors Rob Shepley and Tracey Bailey left the meeting at 8:00 pm.*

**344-2025**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That By-laws 2025-47 through 2025-52, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

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

**Carried**

**15.1. By-law Number 2025-47**

Being a By-law to approve and adopt the Windsor Essex Regional Community Safety and Well-Being Plan for the period of 2026 through to and including 2029 for submission to the Ministry of the Solicitor General

**15.2. By-law Number 2025-48**

Being a By-law to adopt a Comprehensive Emergency Management Program and Emergency Management Plan and to meet other Requirements under the Emergency Management and Civil Protection Act.

**15.3. By-law Number 2025-49**

Being a By-law to authorize the execution of an attending physician agreement between Dr. Julia Tracey and the Corporation of the County of Essex

**15.4. By-law Number 2025-50**

Being a By-law to authorize the execution of an attending physician agreement between Dr. Valerie Hill and the Corporation of the County of Essex

**15.5. By-law Number 2025-51**

Being a By-law to adopt a Large-Scale Industrial Development Grant Matching Program as a new Community Improvement Plan (CIP) Program for the Corporation of the County of Essex

**15.6. By-law Number 2025-52**

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex, for the Regular and Closed Meetings of November 19, 2025

**16. Notice of Motion**

There were no Notices of Motion for consideration for November 19, 2025.

**17. Adjournment**

**345-2025**

**Moved By** Kimberly DeYong

**Seconded By** Crystal Meloche

That the Essex County Council meeting for November 19, 2025 be adjourned at 8:13 PM.

**Carried**

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Hilda MacDonald,  
Warden, County of Essex

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Katherine Hebert,  
County Clerk

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Date Signed