



Essex County Council, Regular Meeting Minutes

Wednesday, August 14, 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
 - Mark Carrick, Councillor - Town of LaSalle (Alternate Member)
- Absent:
- Crystal Meloche, Mayor - Town of LaSalle
- 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, County Solicitor
Crystal Sylvestre, Coordinator, Legislative and
Community Services
Sandra Zwiers, Chief Administrative Officer
Dee Blais, Executive Assistant to the CAO

1. Closed Meeting

A Closed Meeting was held at 1:00 PM on July 22, 2024.

There was no Closed Meeting scheduled for August 14, 2024.

201-2024

Moved By Joe Bachetti

Seconded By Rob Shepley

That Council move into a closed meeting pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended for the following reason:

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried

202-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council adjourn, and rise from the July 22, 2024

Closed Meeting at 2:55 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.

Crystal Meloche was absent. Mark Carrick attended as an alternate member for the Town of LaSalle.

6. County Warden's Welcome and Remarks

Warden MacDonald welcomed everyone to the meeting and reflected on the great number of public events held throughout the County during the summer season.

The Warden encouraged all residents to participate in the We Check the Trails program; an online feedback mechanism to offer information about the trail system.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

Minutes of the July 17, 2024 Essex County Council, Regular Meeting

203-2024

Moved By Chris Gibb

Seconded By Dennis Rogers

That the minutes of the July17, 2024 Regular Meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

Carried

9. Delegations and Presentations

There were no Delegations scheduled for August 14, 2024.

10. Communications

10.1 Correspondence

204-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That the correspondence listed on the Regular Agenda for August 14, 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](#)

10.1.2 Town of Cochrane

Resolution regarding O.Reg. 391/21 Blue Box for 'Ineligible' Sources

10.1.3 Town of Bradford West Gwillimbury

Resolution regarding the request for creation of a province-wide long-service medal program for police and paramedics, modelled after the existing award for firefighters.

10.1.4 Call to Action to Meet the Deadline of an Accessible Ontario

Resolution RE Accessibility for Ontarians with Disabilities Act (AODA) and Deadline for an Accessible Ontario by 2025

- Prince Edward County
- City of Stratford

10.1.5 Township of Emo

July 5, 2024 Resolution RE Operational Budget Funding; and,
July 8, 2024 Resolution RE Request to Province of Ontario for New Provincial-Municipal Fiscal Framework

10.1.6 Resolutions Requesting the Province to Support Family Physicians

Various resolutions requesting the Province to Support Family Physicians

- Association of Municipalities of Ontario (AMO) and Ontario Medical Association (OMA)
- City of Toronto
- Township of Lucan Biddulph
- Township of Limerick
- Municipality of Wawa

10.1.7 Cost of Ontario Provincial Police Force

Resolutions regarding the reabsorption of cost of Ontario Provincial Police Force by the Province

- Municipality of Tweed
- Municipality of Wawa

10.1.8 Western Ontario Wardens' Caucus

- [July Newsletter](#)

10.1.9 Asset Retirement Obligations

Asset Retirement Obligations

- Municipality of Wawa
- Township of Larder Lake
- Town of Cobalt

10.1.10 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: New FedDev Grant Opportunities Open, OMCA Marketplace Coming To Windsor, Complimentary Content Marketing, Upcoming Fall Events & MORE!](#)

10.2 Resolutions

10.2.1 Town of Amherstburg

July 17, 2024 Town of Amherstburg Resolution regarding Phragmites Control

205-2024

Moved By Sherry Bondy

Seconded By Michael Prue

That Essex County Council receive and support the Town of Amherstburg resolution regarding phragmites control and bring the subject forward at the Regional CAO Meeting.

(Voted by show of hands)

Carried

11. Consent Agenda

206-2024

Moved By Larry Verbeke

Seconded By Michael Akpata

That the recommendation in the Administrative Report and minutes listed as items 11.1 through 11.4 on the Consent Agenda for August 14, 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, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Carried

11.1 Summary of Outstanding Reports

Report number 2024-0814-LCS-R24-KH, Summary of Outstanding Reports for August 14, 2024, from Katherine Hebert, Clerk

11.2 Essex County Accessibility Advisory Committee (ECAAC)

Minutes of the June 6, 2024 Essex County Accessibility Advisory Committee Meeting

11.3 Essex Windsor Solid Waste Authority (EWSWA)

Minutes of May 7, 2024 Essex Windsor Solid Waste Authority Board Meeting and the Essex-Windsor Residential Waste Diversion Annual Report 2023

11.4 Essex County Library Board (ECL)

Minutes of the June 26, 2024 Essex County Library Board Meeting

12. Reports and Questions

12.1 Proposed Reserve Management Policy

Report number 2024-0717-FIN-R16-MR, Proposed Reserve Management Policy, dated July 17, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan introduced the Reserve Management Policy that provides clear guidelines for managing reserves, aiding informed decision making and ensuring long term financial stability for the Corporation.

The policy includes direction for the establishment and classification of reserves and reserve funds, target levels for reserves along with strategies for reaching and maintaining these levels, and outlines the frequency and manner for which reporting and monitoring of reserve balances and usage will be brought forward for review.

The policy will be reviewed in accordance with the County's Policy and Procedures Governance Framework to ensure continued adherence to regulations.

207-2024

Moved By Tracey Bailey

Seconded By Sherry Bondy

That Essex County Council approve report number 2024-0814-FIN-R16-MR, Proposed Reserve Management Policy for the County of Essex and the accompanying By-law to Adopt a Reserve Fund Policy; and,

That Essex County Council approve the transfers of funds between the reserves and amalgamate reserves as indicated in Appendix B to coincide with the result in Appendix C.

(Voted Electronically)

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

Carried

12.2 Destruction of Records Policy Review and Update

Report number 2024-0814-LCS-R25-KH, Destruction of Records Policy Review and Update, dated August 14, 2024, from Katherine Hebert, County Clerk

Katherine Hebert explained that the proposed updates to the policy sought to improve compliance with industry standards, enhance record protection, and streamline destruction processes.

The report further recommends classifying the updated policy as an Administrative Policy rather than a Corporate Policy, which aligns with the County's Policy and Procedures Governance Framework, and the need for frequent amendments as the records management program develops and matures over time.

208-2024

Moved By Gary McNamara

Seconded By Chris Gibb

That Essex County Council receive and approve report number 2024-0814-LCS-R25-KH, Records Destruction Policy Review and Update; and

That amendments to the Records Destruction Policy 001-2005 be adopted as presented; and

That the Records Destruction Policy 001-2005 be deemed an Administrative Policy, with the Authority to make amendments to the policy delegated to the Senior Leadership Team and CAO, under the County of Essex Policy and Procedures Governance Framework.

(Voted Electronically)

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

Carried

12.3 Financial Projected Results of Operations for 2024

Report number 2024-0814*-FIN-R17-MR, Financial Projected Results of Operations for 2024. dated August 14, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan provided the report indicating that at the time of the report it was projected that the Corporation would end the 2024 fiscal year in a surplus position.

Key assumptions include stable winter control costs, favourable social services and housing expenses, and steady investment returns.

It was further noted that in accordance with Corporate policy, any surpluses would be allocated to the Rate Stabilization Reserve and deficits would be drawn from reserves.

209-2024

Moved By Joe Bachetti

Seconded By Kirk Walstedt

That Essex County Council receive report number 2024-0814-FIN-R17-MR, Financial Projected Results of Operations 2024 as information.

(Voted Electronically)

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

Carried

13. Unfinished Business

13.1 Resolution 196-2024 - Tecumseh School Safety Zones - Correction to July 17, 2024 Resolution

210-2024

Moved By Gary McNamara

Seconded By Sherry Bondy

That Council Resolution 196-2024 from the July 17, 2024 Regular Meeting of Essex County Council, be corrected to reflect the proper by-law number of 26-2002 as the By-law to be amended, rather than by-law 51-2023 which was incorrectly cited, thereby permitting that by-law 2024-38 on the August 14, 2024 agenda be appropriately considered.

(Voted Electronically)

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

Carried

13.2 Council and Committee Remuneration Policy Update

Verbal report from Sandra Zwiers, Chief Administrative Officer, regarding 2024-018 Council and Committee Remuneration Policy, resulting from the July 17, 2024 County Council resolution 194-2024 in relation to Alternate Members of Council pay.

Sandra Zwiers outlined the updates required to the policy as a result of the change in Alternate Member Remuneration that was passed at the July 17, 2024 Regular Meeting of County Council.

211-2024

Moved By Sherry Bondy

Seconded By Chris Gibb

That Essex County Council approve the amended 2024-018 Council and Committee Remuneration Policy, and that the approved policy be attached to previously approved By-law to Establish the Method for Calculating Remuneration for Members of County Council, Committees and Local Boards .

(Voted Electronically)

In Favour (11): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, and Mark Carrick

Opposed (3): Tracey Bailey, Michael Prue, and Kirk Walstedt

Carried

14. New Business

14.1 Public Reporting of Closed Meeting

A Closed Meeting of Essex County Council was held on July 22, 2024, pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended.

During the closed meeting, County Council was presented with information for education the members, and at the meeting, no member discussed or otherwise dealt with any matter in a way that materially advanced the business or decision-making of County Council.

As part of the education session, Council received a tour of the NextStar Energy Facility.

14.2 Sandwich St. and Lowes Sideroad Improvements

Notice of Motion introduced by Deputy Mayor Chris Gibb, on July 17, 2024, as follows:

Whereas the intersection of Sandwich St and Lowes Side Road requires improvements to ensure pedestrian and cyclist safety;

Be It Resolved that Council support Mayor Prue and Deputy Mayor Gibb in their efforts to introduce a motion at County Council requesting improvements and changes to the County Road 20 as it approaches the Sandwich St and Lowes Side Road intersection in an effort to improve pedestrian and cyclist safety.

Given local observations and changes in property usage in the area, the Town of Amherstburg is requesting;

1. That Administration of the County of Essex complete a review of traffic and pedestrian conditions at and near the intersection of County Road 20 and Lowes Side Road; and,
2. That the County of Essex consider a reduction in the posted speed limit along County Road 20 from Lowes Side Road and southerly approximately 500 metres; and,
3. That the County of Essex consider installing signage indicating pedestrians crossing at the County Road 20 at Lowes Side Rd intersection; and,
4. That the Administration communicate with the Town of Amherstburg, Infrastructure Services department as part of the review.

212-2024

Moved By Chris Gibb

Seconded By Michael Prue

That Administration of the County of Essex complete a review of traffic and pedestrian conditions at and near the intersection of County Road 20 and Lowes Side Road; and,

That the County of Essex consider a reduction in the posted speed limit along County Road 20 from Lowes Side Road and southerly approximately 500 metres; and,

That the County of Essex consider installing signage indicating pedestrians crossing at the County Rd 20 at Lowes Side Rd intersection; and,

That the Administration communicate with the Town of Amherstburg, Infrastructure Services department as part of the review.

(Voted Electronically)

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

Carried

15. Adoption of By-Laws

213-2024

Moved By Chris Gibb

Seconded By Michael Prue

That By-laws 2024-37 through 2024-39, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

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

Carried

15.1 By-law Number 2024-37

Being a By-law to adopt a Corporate Policy, Entitled "Reserve Management Policy", for the Corporation of the County of Essex

15.2 By-law Number 2024-38

Being a By-law to Amend By-law Number 26-2002, Being a By-law to Regulate Traffic and Parking on Highways within the Essex County Roads System - Schedule I

15.3 By-law Number 2024-39

Being a by-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Closed Meeting Held on July 22, 2024 and the Regular Meeting held August 14, 2024

16. Notice of Motion

There were no notices of motion for August 14, 2024.

17. Adjournment

214-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That the Essex County Council meeting for August 14, 2024 be adjourned at 6:50 PM.

(Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk