



Agenda - Essex County Council, Regular Meeting

Date: Wednesday, February 5, 2025
Time: 6:00 PM
Location: Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6
<https://video.isilive.ca/countyofessex/live.html>

Accessible formats or communication supports are available upon request. Contact Clerk's Office, clerks@countyofessex.ca, 519-776-6441 extension 1353

Pages

1. Closed Meeting

There is no Closed Meeting scheduled for February 5, 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

6. County Warden's Welcome and Remarks

7. Disclosure of Pecuniary Interest

8. Adoption of Meeting Minutes

Minutes of Essex County Council Regular meeting of November 28, 2024, and the Regular and Special meetings dated January 15, 2025.

Note: Consent Agenda item 11.5 outlines the correction to the November 28, 2024 minutes.

Recommendation:

Moved by _____

Seconded by _____

That Minutes of Essex County Council Regular meeting of November 28, 2024 be adopted as amended, and Minutes of the Regular and Special meetings dated January 15, 2025 be adopted as presented.

(Vote electronically)

9. Delegations and Presentations

9.1 ORH

To provide a presentation regarding the Essex-Windsor EMS 10-year Master Plan.

Note: To be considered with item 12.1 of Reports and Questions Report 2025-0205-EMS-R01-JL EWEMS Master Plan Results

Recommendation:

Moved by _____

Seconded by _____

That the order of business be amended so that agenda item 12.1 2025-0205-EMS-R01-JL, Essex-Windsor Emergency Medical Services Master Plan Results Report, be considered in conjunction with the ORH Delegation.

(Vote by show of hands)

10. Communications

10.1 Correspondence

Recommendation:

Moved by _____

Seconded by _____

That the correspondence listed on the Regular Agenda for February 5, 2025, be received and any noted action approved.

(Vote by show of hands)

10.1.1 Tourism Windsor Essex Pelee Island (TWEPI)

W.E. Keep You Informed: Last Call for Visitor Guide Sales, Best of Windsor Essex Nominations ON NOW, Win Cirque du Soleil tix & MUCH MORE!

10.1.2 Association of Municipalities of Ontario (AMO)

- AMO Watchfile Newsletter
- AMO Policy Updates
- AMO Calendar

10.1.3 Windsor Essex Regional Chamber of Commerce

- Chambers News
- 2025 Warden's Luncheon March 28, 2025

10.1.4 Invest Windsor Essex

Correspondence dated January 28, 2025 - Battery Boost Job Days Program, from Holly Connelly, Executive Liaison, IWE

49

10.1.5 Western Ontario Warden's Caucus

January Newsletter

50

10.1.6 City of Peterborough

January 21, 2025 RE Bill 242 Safer Municipalities Act, 2024

56

10.1.7 Windsor-Essex Regional Chamber of Commerce

January 28, 2025 - Newsletter WERCC

10.2 Resolutions

There are no resolutions for consideration for February 5, 2025.

11. Consent Agenda

Recommendation:

Moved by _____

Seconded by _____

That the recommendations in the Administrative Reports listed as items 11.1, 11.4 and 11.5, on the Consent Agenda for February 5, 2025, be approved and further that the Minutes presented as information listed as items 11.2 and 11.3 on the said Consent Agenda be received.

(Vote Electronically)

11.1	Summary of Outstanding Reports	59
	Report number 2025-0205-LLS-R06-KH, Summary of Outstanding Reports for February 5, 2025, from Katherine Hebert, County Clerk	
11.2	Windsor Essex Regional Community Safety and Well-being Systems Leadership Table - Minutes	63
	Minutes of the Windsor Essex Regional Community Safety and Well-being Systems Leadership Table meeting, dated June 12, 2024	
11.3	Essex-Windsor Solid Waste Authority	66
	Minutes of the Essex-Windsor Solid Waste Authority Board Meeting, dated November 5, 2024	
11.4	ROMA 2025 Delegation Update	78
	Report number 2025-0205-CAO-R02-SZ, ROMA 2025 Delegation Update, dated February 5, 2025 from Sandra Zwiers, Chief Administrative Officer	
11.5	Correction to the 2025 Budget	94
	Report number 2025-0205-FIN-R02-MR, Correction to the 2025 Budget, dated February 5, 2025 from Melissa Ryan, Director, Financial Services/Treasurer	

12. Reports and Questions

- 12.1 Essex-Windsor Emergency Medical Services Master Plan Results** 97
- Report number 2025-0205-EMS-R01-JL, Essex-Windsor Emergency Medical Services Master Plan Results, dated February 5, 2025 from Justin Lammers, Chief, Essex-Windsor EMS
- (to be considered with Agenda Item 9.1 Delegation from ORH)*
- Recommendation:**
Moved by _____
Seconded by _____
That Essex County Council receive report number 2025-0206-EMS-R001-JL, Essex-Windsor EMS Master Plan Update, for information.

(Vote Electronically)
- 12.2 Proposed Changes to Fees and Charges By-law for 2025** 136
- Report number 2024-0205-FIN-R03-MR, Proposed Changes to Fees and Charges By-law for 2025, dated February 5, 2025 from Melissa Ryan, Director, Financial Services/Treasurer
- Recommendation:**
Moved by _____
Seconded by _____
That Essex County Council approve report number 2025-0205-FIN-R03-MR, Proposed Revisions to Fees and Charges By-law for 2025, and direct administration to charge the updated deposits and fees from the date of approval of the By-Law.

(Vote Electronically)
- 12.3 Phragmites Control Across the County** 163
- Report number 2025-0205-IPS-R02-AB, Phragmites Control Across the County, dated February 5, 2025 from Allan Botham, Director, Infrastructure and Planning Services

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2025-0205-IPS-R02-AB, Phragmites Control Across the County as information.

(Vote Electronically)

12.4 Summary of Public Comments OPA 7 - 810 Mersea Road 4 169

Report number 2025-0205-IPS-R04-RB, Summary of Public Comments OPA 7 - 810 Mersea Road 4, dated February 5, 2025 from Rebecca Belanger, Manager, Planning Services

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2025-0205-IPS-R04-RB, Summary of Public Comments OPA 7 – 810 Mersea Road 4, as information and that By-law 2025-02 being a by-law to adopt Official Plan Amendment number 7 be approved at the appropriate time.

(Vote Electronically)

12.5 Leamington to Windsor Transit Funding 2025 172

Report number 2025-0205-IPS-R03-AB, Leamington to Windsor Transit Funding 2025, dated February 5, 2025 from Allan Botham, Director, Infrastructure and Planning Services

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council receive report number 2025-0205-IPS-R03-AB, for information.

(Vote Electronically)

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council direct Administration to establish a Regional Transit Working Group to engage all local municipalities regarding their interest in establishing regional

transit services in their communities; and

That Administration bring a follow up report to County Council summarizing the work of the Regional Transit Working Group later in 2025 and prior to the 2026 budget.

(Vote Electronically)

Recommendation:

Moved by _____

Seconded by _____

OPTION A

That County Council approve the funding of 50% of the 2025 net operating deficit costs of the LTW regional transit service up to a maximum of \$100,000 as follows:

- 2025 Budget Amendment – to be debated and considered at the February 19, 2025 Council Meeting

(Vote Electronically)

Recommendation:

Moved by _____

Seconded by _____

OR

OPTION B

That County Council approve the funding of 50% of the 2025 net operating deficit costs of the LTW regional transit service up to a maximum of \$100,000 as follows:

- Transfer from the Rate Stabilization Reserve

(Vote Electronically)

13. Unfinished Business

There is no unfinished business to consider for February 5, 2025.

14. New Business

14.1 New Hospital Update

During deliberations at the November 28, 2024 Essex County Council Meeting, discussion regarding the status of the progress of the New Regional Hospital resulted in an informal request for a delegation to be requested to attend a future meeting of County Council. The purpose will be to further discuss and update Council on progress and next steps. Administration received direction and made the request, however no scheduled delegation has been set at this time.

At the January 15, 2025 Regular meeting of Essex County Council, Councillor Bondy brought forward a Notice of Motion:

That Essex County Council request that representation from the new hospital committee attend County Council and explain where they are in the stage of the construction and share what health care services they will be offering in the first or second quarter of 2025.

Recommendation:

Moved by _____

Seconded by _____

That Essex County Council request that representation from the new hospital committee attend County Council and explain where they are in the stage of the construction and share what health care services they will be offering in the first or second quarter of 2025

(Vote Electronically)

15. Adoption of By-Laws

Recommendation:

Moved by _____

Seconded by _____

That By-laws 2025-01 and 2025-04 through 2025-05, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Vote Electronically)

15.1 By-law Number 2025-02

Being a By-law to adopt Official Plan Amendment Number 7 – 810 Mersea Road 4, to the County of Essex Official Plan

189

15.2	By-law Number 2025-04	226
	Being a By-law to Impose Fees and Charges by the Corporation of the County of Essex	

15.3	By-law Number 2025-05	252
	Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex Regular and Closed Meetings held February 5, 2025	

16. Notice of Motion

17. Adjournment

Recommendation:

Moved by _____

Seconded by _____

That the Essex County Council meeting for February 5, 2025 be adjourned at [Time] PM.

(Vote by show of hands)



Essex County Council, Regular Meeting Minutes

Thursday, November 28, 2024

9:00 AM

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
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
Diane Pouget, Councillor, Town of Amherstburg (Alternate Member)

Absent: Michael Prue, Mayor, Town of Amherstburg

Administration: Allan Botham, Director, Infrastructure & Planning Services
Jayne Brooks Keller, Administrator, Sun Parlor Home
Adam Craig, CEO and Chief Librarian, Essex County Library
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
Rebecca Belanger, Manager of Planning Services
Dee Blais, Administrative Assistant to the CAO
Jeanie Diamond Francis, Manager, Community Services
Heidi McLeod, CPA, CA, Manager, Accounting – Administration
/Deputy Treasurer

1. Call to Order

Warden MacDonald called the meeting to order at 9:00 AM.

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.

Michael Prue was absent. Diane Pouget attended as an alternate member for the Town of Amherstburg.

6. County Warden's Welcome and Remarks

Warden MacDonald welcomed Council, administration and guests to the 2025 Budget Deliberation meeting. The Warden opened by reflecting on the County of Essex Strategic Plan that calls for the County to be a regional champion delivering services for the success of local communities and residents.

The plan also calls for the County to be a powerhouse in public and private investment attraction by investing in quality infrastructure and creating conditions conducive to economic growth.

The Warden expressed gratitude to County staff that had built the proposed 2025 Budget in response to the strategic priorities set by Council and did so in a challenging economic environment while trying to maintain service levels.

7. Disclosure of Pecuniary Interest

7.1. Dennis Rogers - 2025 Budget - Community Services/Residential Services Homes

The county has a contract for meals on wheels for the Emergency shelter program.

My company provides these meals.

8. Communications

8.1. Correspondence

Items of correspondence in relation to the 2025 County of Essex Budget have been received, and are included here:

1. John and Suzanne
2. Vincenzo
3. Windsor-Essex Regional Chamber of Commerce

324-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That items listed as 9.1 Correspondence on the November 28, 2024 agenda, be received.

(Voted by show of hands)

Carried

8.2. Resolutions

There were no resolutions for consideration for November 28, 2024

9. Consent Agenda

There were no items of Consent to be considered for November 28, 2024

10. Reports and Questions

10.1. Chief Administrative Officer's Summary, 2025 County of Essex Budget

Sandra Zwiers, Chief Administrative Officer provided remarks regarding the development and planning of the 2025 County of Essex Budget

Sandra Zwiers thanked the Finance Team and the Senior Leadership Team for their efforts to prepare the proposed County of Essex 2025 Budget. Acknowledgment was also extended to County Council for guiding critical initiatives over the past year, including the Strategic Plan, Roadway Expansion Plan Funding Model, Asset Management Plan and Policy, Official Plan, Reserve Policy, and the initiation of the Development Charges Background Study.

The CAO emphasized that the budget integrated Council's goals into a roadmap for the next year, highlighting its role as a tool to allocate necessary resources to achieve strategic objectives.

The CAO noted that the 2025 Budget addresses significant affordability challenges, acknowledging ongoing inflationary pressures that have persisted post-pandemic. It was highlighted that since 2019, basic inflation has cumulatively increased by 18.7%, while the County's tax rate rose by only 12.82%, leaving a near 6% gap. With construction costs further driving capital spending pressures, the proposed budget recommends an increase to address these gaps responsibly. The CAO assured Council that administration had carefully evaluated operational and capital needs to develop a sustainable financial plan. The CAO concluded by thanking Council for their collaboration and commitment to advancing Essex County's goals, expressing confidence that this budget meets both present needs and future preparations.

10.2. 2025 Budget Overview, Treasurer's Report

Report Number 2024-1128-FIN-R24-MR, 2025 Budget Overview - Treasurer's Report, dated November 28, 2024 from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan outlined the multi-stage budget planning process, which included a post-2024 budget debrief, discussions with the Senior Leadership Team, and a formalized budget review.

Inflation and growth trends continued to challenge fiscal planning, with tax rate increases aimed at addressing service demands and infrastructure needs. Key highlights included operational and capital

expenditure breakdowns, reserve policy updates, and identified financial risks such as inflation and provincial funding constraints. A tax rate increase of 5.99% was proposed to align with rising costs, ensuring long-term stability and service delivery.

325-2024

Moved By Gary McNamara

Seconded By Kirk Walstedt

That Essex County Council receive the 2025 Budget package as information and for public deliberation.

(Voted Electronically)

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

Carried

326-2024

Moved By Diane Pouget

Seconded By Chris Gibb

That Essex County Council receive report number 2024-1128-FIN-R24-MR, 2025 Budget Overview- Treasurer's Report, as information and for public deliberation.

(Voted Electronically)

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

Carried

10.3. 2025 Budget, Community Services/Residential Services Homes

Jeanie Diamond-Francis, Manager, Community Services, provided a presentation of the Community Services/Residential Services Homes 2025 Budget Estimates.

327-2024

Moved By Joe Bachetti

Seconded By Chris Gibb

That the presentation for the proposed 2025 Community Services/Residential Services Homes budget be received and further that the 2025 Budget Estimates for Community Services/Residential Services Homes be Received and Approved.

(Voted Electronically)

In Favour (8): Joe Bachetti, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Rob Shepley, Larry Verbeke, and Diane Pouget

Opposed (5): Michael Akpata, Tracey Bailey, Kimberly DeYong, Crystal Meloche, and Kirk Walstedt

Conflict (1): Dennis Rogers

Carried

10.4. 2025 Budget, Sun Parlor Home

Jayne Brooks-Keller, Administrator, provided a presentation of the Sun Parlor Home 2025 Budget Estimates.

328-2024

Moved By Larry Verbeke

Seconded By Diane Pouget

That the presentation for the proposed 2025 Sun Parlor Home budget be received and further that the 2025 Budget Estimates for Sun Parlor Home be Received and Approved.

(Voted Electronically)

In Favour (9): Joe Bachetti, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, and Diane Pouget

Opposed (4): Michael Akpata, Kimberly DeYong, Crystal Meloche, and Kirk Walstedt

Absent (1): Tracey Bailey

Carried

10.5. 2025 Budget, Emergency Services

Justin Lammers, Chief Essex-Windsor Emergency Medical Services, provided a presentation of the Emergency Services 2025 Budget.

329-2024

Moved By Sherry Bondy

Seconded By Rob Shepley

That the presentation for the proposed 2025 Emergency Services budget be received and further that the 2025 Budget Estimates for Emergency Services be Received and Approved.

(Voted Electronically)

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget
Opposed (3): Michael Akpata, Kimberly DeYong, and Crystal Meloche

Carried

330-2024

Moved By Larry Verbeke

Seconded By Gary McNamara

That Essex County Council recess until 10:45 AM.

(Voted by Show of Hands)

Carried

The Warden reconvened the meeting at 10:45 AM and confirmed all Members were present.

10.6. 2025 Budget, Infrastructure and Planning Services

Allan Botham, Director, Infrastructure and Planning Services (IPS), provided a presentation of the 2025 Budget Estimates. Rebecca Belanger, Manager, Planning Services, provided information regarding the Planning Services budget;

331-2024

Moved By Kimberly DeYong

Seconded By Crystal Meloche

That the presentation for the proposed 2025 Infrastructure and Planning Services budget be received and further that the 2025 Budget Estimates for Infrastructure and Planning Services be Received.

(Voted Electronically)

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

Opposed (1): Tracey Bailey

Carried

332-2024

Moved By Crystal Meloche

Seconded By Gary McNamara

That the Infrastructure and Planning Services budget be revisited following all other departmental budget presentations.

(Voted Electronically)

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

Absent (2): Michael Akpata, and Kirk Walstedt

Carried

342-2024

Moved By Gary McNamara

Seconded By Tracey Bailey

That the Essex County Budget be adjusted to reduce the increase in the Levy Funded portion of the Roadway Expansion Program from \$1.5 million to \$750,000. (Line item D03-400-FX000X)

(Voted Electronically)

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

Opposed (1): Sherry Bondy

Carried

344-2024

Moved By Gary McNamara

Seconded By Tracey Bailey

That the Infrastructure and Planning Services Fleet Supplementary Schedule be accepted with a reduction in the amount of \$400,000 under line item D03-110-3899 such that the approved amount is \$550,000, as amended.

(Voted Electronically)

In Favour (11): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Crystal Meloche, Dennis Rogers, Rob Shepley, Kirk Walstedt, and Diane Pouget

Opposed (3): Hilda MacDonald, Gary McNamara, and Larry Verbeke

Carried

343-2024

Moved By Rob Shepley

Seconded By Kimberly DeYong

That the motion be amended to reflect that the Infrastructure and Planning Services fleet schedule be accepted with a reduction under line item D03-110-3899 in the amount of \$400,000, such that the approved amount is \$550,000.

(Voted Electronically)

In Favour (9): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Crystal Meloche, Dennis Rogers, Rob Shepley, and Kirk Walstedt

Opposed (5): Chris Gibb, Hilda MacDonald, Gary McNamara, Larry Verbeke, and Diane Pouget

Carried

345-2024

Moved By Dennis Rogers

Seconded By Kimberly DeYong

That the Infrastructure and Planning Services budget be revised to remove the County Administration building renovation under phase 4 being line item D03-410-3836 from the 2025 budget having a dollar value of \$2.0 Million.

And direct administration to apply these funds to budget line item D03-400-FX000X Roadway Expansion Program.

(Voted Electronically)

In Favour (8): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Opposed (6): Michael Akpata, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, and Diane Pouget

Carried

Moved By Crystal Meloche
Seconded By Michael Akpata

That the Infrastructure and Planning Services budget be revised to reduce the budget for CWATS from \$4.9 Million to \$4.1 Million and that no further projects be brought forward until the Transportation Master Plan is completed and presented to Council.

(Crystal Meloche withdrew the motion)

346-2024
Moved By Kimberly DeYong
Seconded By Crystal Meloche

That the Infrastructure and Planning Services budget be revised to pause projects D03-400-CW0059 and D03-400-CW0060 and that those reserve funds instead be applied to D03-400-CW0061, D03-400-CW0062, D03-400-CW0067 and D03-400-CW0065.

(Voted Electronically)

In Favour (3): Michael Akpata, Kimberly DeYong, and Crystal Meloche

Opposed (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget

Lost

347-2024
Moved By Chris Gibb
Seconded By Larry Verbeke

That the balance of the remaining 2025 Budget Estimates for Infrastructure and Planning Services be Received and Approved.

(Voted Electronically)

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget
Opposed (3): Michael Akpata, Kimberly DeYong, and Crystal Meloche

Carried

10.7. 2025 Budget, Essex County Library Board

Adam Craig, Chief Librarian/Chief Executive Officer, provided a presentation of the Essex County Library 2025 Budget Estimates.

333-2024

Moved By Tracey Bailey

Seconded By Sherry Bondy

That the presentation for the proposed 2025 Essex County Library Board budget be received and further that the 2025 Budget Estimates for Essex County Library Board be Received and Approved.

(Voted Electronically)

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget
Opposed (3): Michael Akpata, Kimberly DeYong, and Crystal Meloche

Carried

334-2024

Moved By Kimberly DeYong

Seconded By Chris Gibb

That Essex County Council recess until 12:30 PM.

(Voted by Show of Hands)

Carried

10.8. 2025 Budget, General Government Services

Melissa Ryan, Director, Financial Services/Treasurer, provided a presentation overview of the General Government Services 2025 Budget Estimates. Included in General Government 2025 Budget Estimates were the following presentations:

- David Sundin, Director, Legal and Legislative Services/County Solicitor to provide departmental and Council budgets;
- Melissa Ryan, Director, Financial Services/Treasurer, to provide departmental budget;
- Darrel Laurendeau, Director, Information Technology Services, to provide departmental budget;

- Kyla Pritiko, Director, Human Resources, to provide departmental budget.

335-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That the presentation for the proposed 2025 General Government budget be received and further that the 2025 Budget Estimates for General Government be Received and Approved.

(Voted Electronically)

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget
Opposed (3): Michael Akpata, Kimberly DeYong, and Crystal Meloche

Carried

10.9. 2025 Budget, External Commitments

Melissa Ryan, Director, Financial Services/Treasurer, provided a presentation of the 2025 External Commitments Budget Estimates.

336-2024

Moved By Dennis Rogers

Seconded By Chris Gibb

That Essex County Council direct Administration to prepare a detailed report in Q1 2025 regarding services provided by Invest WindsorEssex. The report would provide Council with information to determine its involvement in regional economic development and the service provision model.

(Voted Electronically)

In Favour (8): Michael Akpata, Tracey Bailey, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Crystal Meloche, Dennis Rogers, and Diane Pouget
Opposed (5): Joe Bachetti, Sherry Bondy, Rob Shepley, Larry Verbeke, and Kirk Walstedt
Absent (1): Gary McNamara

Carried

Moved By Larry Verbeke

Seconded By (there was no seconder on the motion)

That the presentation for the 2025 proposed External Commitments budget be received and, that the 2025 budget estimates for External Commitments be approved with an upper limit for line item 10-550-5120 Invest WindsorEssex being \$1,122,060 and subject to parity of contribution by the City of Windsor and the report returning to Council in Q1 2025.

No Vote Taken

337-2024

Moved By Tracey Bailey

Seconded By Sherry Bondy

That Essex County Council reduce the funding allocation to Invest WindsorEssex by 15% to \$953,750; and

That a letter be sent to the Board of Directors and the interim CEO advising them of the reduction.

(Voted Electronically)

In Favour (8): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Opposed (6): Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, and Diane Pouget

Carried

Discussion took place regarding representatives from the New Hospital Planning Committee attending a future County Council meeting as a delegation to provide an update on the status of the project and next steps. Sandra Zwiers confirmed she would reach out to make those arrangements for the new year

338-2024

Moved By Rob Shepley

Seconded By Sherry Bondy

That the Essex County budget be adjusted to reflect the 2025 contribution to the New Windsor Essex Hospital System Reserve to be the sum of \$6,040,000.

(Voted Electronically)

In Favour (5): Tracey Bailey, Sherry Bondy, Kimberly DeYong, Rob Shepley, and Kirk Walstedt

Opposed (9): Michael Akpata, Joe Bachetti, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Larry Verbeke, and Diane Pouget

Lost

339-2024

Moved By Kimberly DeYong

Seconded By Crystal Meloche

That Essex County Budget be adjusted to reduce MTE, Tax Appeals for Lower Tiers to the sum of \$10,000.

(Voted Electronically)

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

Opposed (1): Hilda MacDonald

Carried

340-2024

Moved By Tracey Bailey

Seconded By Joe Bachetti

That the Essex County Budget be adjusted to cease line item 10-550-5140 regarding the University of Guelph, Ridgetown for the 2025 budget year and going forward.

(Voted Electronically)

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

Opposed (1): Larry Verbeke

Carried

341-2024

Moved By Chris Gibb

Seconded By Diane Pouget

That the presentation for the 2025 proposed External Commitments budget be received and, that the balance of the remaining 2025 Budget Estimates for External Commitments be Received and Approved.

(Voted Electronically)

In Favour (7): Joe Bachetti, Chris Gibb, Hilda MacDonald, Gary McNamara, Dennis Rogers, Larry Verbeke, and Diane Pouget

Opposed (6): Michael Akpata, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Crystal Meloche, and Rob Shepley

Absent (1): Kirk Walstedt

Carried

348-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council send a letter to the Provincial government requesting a new fiscal review of municipally administered, Provincially mandated programs.

(Voted by Show of Hands)

Carried

349-2024

Moved By Larry Verbeke

Seconded By Dennis Rogers

That Essex County Council Approve as amended the overall proposed 2025 tax rate of ~~3.76%~~ **3.48%** and the final Net Operating requirement for the County of Essex in the amount of ~~\$140,275,380~~ **\$139,875,380**.

(Voted Electronically)

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

Carried

11. Unfinished Business

There were no items of Unfinished Business to be considered for November 28, 2024

12. New Business

There were no items of New Business to be considered for November 28, 2024

13. Adoption of By-Laws

350-2024

Moved By Diane Pouget

Seconded By Kirk Walstedt

That By-law 2024-53 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, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Diane Pouget

Carried

13.1. By-law Number 2024-53

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for November 28, 2024

14. Notice of Motion

There were no Notices of Motion for November 28, 2024

15. Adjournment

351-2024

Moved By Gary McNamara

Seconded By Rob Shepley

That the meeting of Essex County Council, for November 28, 2024 being the 2025 Budget meeting, be adjourned at 4:11 PM.

(Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk

Date Signed



Essex County Council Special Meeting Minutes

Wednesday, January 15, 2025

5:00 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: Katherine Hebert, County Clerk
David Sundin, Director, Legislative and Legal Services / County Solicitor
Crystal Sylvestre, Manager, Records and Accessibility / Deputy Clerk
Sandra Zwiers, Chief Administrative Officer
Rebecca Belanger, Manager, Planning Services

1. Call to Order

The Warden called the meeting to order at 5:06 pm.

2. Recording of Attendance

Warden MacDonald and members of Council attended the meeting in-person at the County of Essex Administration Building, Council Chamber

3. Indigenous Land Acknowledgement

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.

4. Disclosure of Pecuniary Interest

There were no conflicts of pecuniary interest declared.

5. County Warden's Welcome and Remarks

The Warden welcomed everyone to the Special Meeting of Essex County Council to hear information pertaining to a proposed Official Plan amendment affecting property on Mersea Road 4 in Leamington.

6. Official Plan Amendment - File number OPA-07, RE 810 Mersea Road 4, Municipality of Leamington

Essex County Council held a public meeting pursuant to Sections 17 and 22 of the Planning Act, R.S.O., 1990, as amended, for the purposes of amending the County of Essex Official Plan to amend Schedule "A1" and "A2" of the County's Official Plan to redesignate the property addressed as 810 Mersea Road 4, Municipality of Leamington, from "Secondary Settlement Area" to "Agricultural." This amendment has been requested in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

7. Introductory Remarks

Rebecca Belanger explained that the proposed Official Plan amendment would affect property on Mersea Road 4 in Leamington where the applicant is seeking to redesignate the property from secondary settlement area to agricultural.

The amendment had been requested in order to support the conversion of an existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

It was further explained that an application had been submitted to the Leamington Planning Department where it was deemed complete and there were no objections noted.

Any comments received today will be summarized in a future report to Council.

8. Delegations and Presentations

There were no delegations scheduled for January 15, 2025.

9. Communications

9.1 Correspondence

007-2025

Moved By Crystal Meloche

Seconded By Chris Gibb

That the correspondence listed on the agenda for January 15, 2025 Special Meeting, be received.

(Voted by show of hands)

Carried

9.1.1 Essex Powerlines

9.1.2 Essex Region Conservation Authority

10. Reports and Questions

10.1 Public Meeting to consider an Amendment to the County Official Plan- 810 Mersea Road 4, Municipality of Leamington, OPA #7

Report number 2025-0115-IPS-R01-RB, Public Meeting to consider an Amendment to the County Official Plan- 810 Mersea Road 4, Municipality of Leamington, OPA #7, from Rebecca Belanger, Manager, Planning Services, dated January 15, 2025

008-2025

Moved By Rob Shepley

Seconded By Gary McNamara

That Essex County Council receive report number 2025-0115-IPS-R01-RB, Statutory Public Meeting to hear comments on County OPA 7, and that pending comments received, consider the adoption of a By-law at a future meeting of Council.

(Voted by show of hands)

Carried

11. Adjournment

009-2025

Moved By Larry Verbeke

Seconded By Michael Prue

That the Essex County Council Special meeting for January 15, 2025 be adjourned at 5:14 PM.

Carried

Hilda MacDonald
Warden, County of Essex

Katherine J. Hebert
County Clerk

Date Signed



Essex County Council, Regular Meeting Minutes

Wednesday, January 15, 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: 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 / County Solicitor
Crystal Sylvestre, Manager, Records and Accessibility / Deputy Clerk
Sandra Zwiers, Chief Administrative Officer
Jeanie Diamond Francis, Manager, Community Services

1. Closed Meeting

A Closed Meeting was held at 3:00 PM on January 15, 2025.

001-2025

Moved By Rob Shepley

Seconded By Chris Gibb

That Essex County Council move into a Closed Meeting Pursuant to Section 239 (2) (b), (d) (f) and (k) of the Municipal Act, 2001, as amended for the following reasons:

- A Delegation from the Vokes Leadership Group, under Open Meetings Exception 239 (2)(d) labour relations or employee negotiations;
- Report number 2025-0115-LLS-R04-DMS, under Open Meetings Exception 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; (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.
- Report number 2025-0115-CAO-R01-SZ, under Open Meetings Exception 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees;

(Voted by Show of Hands)

Carried

006-2025

Moved By Chris Gibb

Seconded By Larry Verbeke

That Essex County Council adjourn and rise from the Closed Meeting of Essex County Council for January 15, 2025 at 4:58 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 welcomed everyone to the Regular Meeting of Essex County Council.

The Warden noted that the Essex County Homelessness Hub was operating a warming centre during the evening hours to receive residents in need of shelter from the cold.

The Warden thanked all County staff for their continual service to residents regardless of the weather.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

010-2025

Moved By Rob Shepley

Seconded By Dennis Rogers

That the minutes of the December 4, 2024 Regular Meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

Carried

9. Delegations and Presentations

9.1. Hotel Dieu Grace Hospital (HDGH)

Kevin Matte, Director of Outpatient Mental Health Services provided a presentation regarding County Intensive Supportive Housing Program

Kevin Matte provided Council with information pertaining to the HDGH outpatient mental health program and spoke in support of the continuation of the Intensive Supportive Housing.

It was further explained that the HDGH program relies on powerful partnerships with community treatment teams such as the Intensive Supportive Housing Program that provide care in the home to patients that benefit most from in place care.

9.2. Family Services Windsor Essex (FSWE)

Bryan Rock, Manager, Community Programs and Ciara Holmes, Acting Executive Director, provided a presentation regarding County Intensive Supportive Housing Program

Bryan Rock sent his regrets. Ciara Holmes provided Council with information pertaining to the services FSWE provides to County residents that are either precariously housed or unhoused.

It was noted that finding housing for their clients was one challenge but supporting those with additional requirements increases the challenge, such as those supported by the Intensive Supportive Housing Program. Ciara noted that discontinuing this program would result in greater reliance on other services.

9.3. South Essex Community Council (SECC)

Tim Friesen and Carolyn Warkentin, Executive Director provided a presentation regarding County Intensive Supportive Housing Program

Tim Friesen sent his regrets. Carolyn Warkentin provided information regarding the services provided by SECC and the highlighted the connections of the SECC programs to County support programs such as Intensive Supportive Housing Program.

It was further noted that the County Homelessness Hub work is critical to the system and the SECC relies on their relationship with the Hub to provide vital support to Essex County residents.

011-2025

Moved By Crystal Meloche

Seconded By Chris Gibb

That item 12.5 County Intensive Supportive Housing Program be considered following Item 9. Delegations.

(Voted by show of hands)

Carried

Note: Item 12.5 was considered immediately following the delegations. That matter continued to be considered through to approximately 8:15PM, at which time the regular order of business continued with item 10. Communications.

10. Communications

10.1. Correspondence

018-2025

Moved By Larry Verbeke

Seconded By Chris Gibb

That the correspondence listed on the Regular Agenda for January 15, 2025, be received and any noted action approved.

(Voted by show of hands)

Carried

10.1.1 Ministry of Municipal Affairs and Housing

Letter dated December 12, 2024 RE the proposed Municipal Accountability Act, 2024

10.1.2 Western Ontario Wardens Caucus (WOWC)

[November 2024 Newsletter](#)

[December 2024 Newsletter](#)

10.1.3 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: Happy Holidays!](#)

[W.E. Keep You Informed: Thank You For Celebrating With Us!
PLUS Visitor Guide Sales, Marketing Opportunities, We're
Hiring & MORE!](#)

10.1.4 Association of Municipalities of Ontario (AMO)

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

- AMO [Calendar](#)

10.1.5 Municipal Engineers Association (MEA)

Letter from MEA announcing the new Board of Directors for the 2024-2025 term

10.1.6 Windsor Essex Chamber of Commerce (WERCC)

[December 2024 Newsletter](#)

[WERCC announces New President and Chief Executive Officer](#)

10.1.7 Great Lakes and St. Lawrence Cities Initiative (GLSLCI)

[Making Waves Newsletter](#)

10.1.8 Windsor Regional Hospital (WRH)

Statement from WRH:

- RFP Issued for Construction Manager to complete New Windsor/Essex Acute Care Hospital's First Phase, Including Key Infrastructure and Facilities (Attached)
- [Ahead of schedule – proposals sought for Phase 1 of Windsor's New Acute Care Hospital](#) – Windsor Star
- [Windsor's Acute Care Hospital Project Ahead of Schedule](#) - CTV

10.1.9 Enable Municipalities to Charge Fees for use of Municipal Property by Gas Utilities

- City of Guelph
- City of Stratford

10.1.10 Ontario Deposit Return Program

- Town of Bradford West Gwillimbury
- City of Stratford

10.1.11 Solving the Crisis (Homelessness, Mental Health and Addiction)

- City of Stratford
- City of Waterloo

10.1.12 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: Secure Your Space in our 2025 Official Visitor Guide, Kitchener Food & Wine Show Exhibit Opportunity & More](#)

10.1.13 ProsperUs

January 14, 2025 - ProsperUs Ontario Budget Considerations 2025

10.2.Resolutions

There were no resolutions for consideration for January 15, 2025

11. Consent Agenda

Gary McNamara left the meeting at 8:13 pm.

019-2025

Moved By Chris Gibb

Seconded By Crystal Meloche

That the recommendation in the Administrative Report listed as item 11.1 on the Consent Agenda for January 15, 2025, be approved.

(Voted electronically)

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

Carried

11.1.Summary of Outstanding Reports for January 15, 2025

Report number 2025-0115-LLS-R02-KH, Summary of Outstanding Reports for January 15, 2025

12. Reports and Questions

12.1.Tri-Party Emergency Response Services Agreement

Report number 2025-0115-LLS-R03-DMS, Tri-Party Emergency Response Services Agreement, dated January 15, 2025 from David Sundin, Director, Legislative and Legal Services/County Solicitor

David Sundin explained that with the proposed agreement with the Red Cross and the City of Windsor, the County would deliver their obligations under the Emergency Management and Civil Protection Act (EMCPA). It was further remarked that having the Red Cross on

standby was more practical than the County owning and maintaining the required equipment.

020-2025

Moved By Tracey Bailey

Seconded By Kimberly DeYong

That Essex County Council receive Report Number 2025-0115-LLS-R03-DMS – Tri-Party Emergency Response Services Agreement and authorize the Clerk and the Warden to execute the Tri-Party Emergency Response Services Agreement.

(Voted Electronically)

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

Carried

12.2. County of Essex Delegation at the Rural Ontario Municipal Association Conference

Report number 2025-0115-CAO-R01-SZ County of Essex Delegation at the Rural Ontario Municipal Association Conference, dated January 15, 2025, from Sandra Zwiers, Chief Administrative Officer

Sandra Zwiers provided Council with information pertaining to Delegations that had been approved to be brought forward at the ROMA conference.

Three applications had been submitted and all three had been approved for the County to Delegate.

A Delegation to the MTO will seek funding the construction of grade-separated interchanges on County Road 22 at County Road 19 and Lesperance Road.

Meeting with the Ministry of Health will focus on advocating for the transfer of the operational responsibility for the Windsor Central Ambulance Communications Centre (CACC) allowing Essex-Windsor EMS to manage day-to-day decision-making under a performance agreement.

A joint delegation to the Ministry of Infrastructure with the Town of Tecumseh to advocate for funding support through the Housing-Enabling Core Servicing Stream (HECS). This funding would enable

critical transportation infrastructure improvements along County Road 19 (Manning Road), which is vital to unlocking new housing opportunities and supporting substantial population growth in the region.

Copies of presentation materials were provided to all members and a report would follow the event.

021-2025

Moved By Crystal Meloche

Seconded By Larry Verbeke

That Essex County Council receive report number 2025-0115-CAO-R01-SZ, ROMA Delegation as information.

(Voted electronically)

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

Carried

12.3.Canada Community Building Fund Surplus Allocations 2024

Report number 2025-0115-FIN-R01-MR, Canada Community Building Fund Surplus Allocations 2024, dated January 15, 2025, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan provided Council with the report outlining the allocation of the funds received under CCBF to the lower tier municipalities. The County portion would be placed in reserve for 2025.

022-2025

Moved By Joe Bachetti

Seconded By Sherry Bondy

That Essex County Council approve report number 2025-0115-FIN-R01-MR, CCBF Surplus Allocations 2024 and direct administration to distribute the surplus funds as outlined in Appendix A and authorize By-Law 2025-01 to redistribute administrative surplus funds received through the Canada Community Building Fund.

(Voted electronically)

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

Carried

12.4.Contact Council' Email Distribution Group

Report number 2025-0115-LLS-R01-KH DL, 'Contact Council' Email Distribution Group, dated January 15, 2025 from Katherine Hebert, County Clerk and Darrel Laurendeau, Director, Information Technology Services

Darrel Laurendeau provided the report outlining five communication options for Council's consideration. Procedures of other upper tier municipalities were reviewed and considered, and it was determined there are no consistent approaches.

Both Katherine Hebert and Darrel Laurendeau agreed that the option that recommended a web-based feedback form would be the best option for the County of Essex at the time.

023-2025

Moved By Sherry Bondy

Seconded By Rob Shepley

That Essex County Council receive report number 2025-0115-LLS-R01-KHDL Contact Council Email Distribution Group as information.

(Voted electronically)

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

Carried

024-2025

Moved By Dennis Rogers

Seconded By Kimberly DeYong

That Essex County Council direct administration to proceed with setting up a 'contact council' web-based contact form, as described in option 4 within the Administrative Report 2025-0115-LLS-R01-

KHDL Contact Council Email Distribution Group, which would include all members of County Council, the CAO and the Clerk.

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

Carried

12.5. County Intensive Supportive Housing Program

Report number 2025-0115-LLS-R05-DMS, County Intensive Supportive Housing Program, dated January 15, 2025, from David Sundin, Director, Legislative and Legal Services/County Solicitor

(Report amended to include supplementary information.)

David Sundin provided some background on the County's Intensive Supportive Housing Program. Noting that in 2022, the County and the City each began operating supportive housing programs that provided specialized supports to those individuals experiencing homelessness, more complex medical needs and/or mental health and/or addiction issues than the traditional Supportive Housing Program.

The City, as the Consolidated Regional Service Manager, had decided to fund the City's Intensive Supportive Housing Program differently than the County's Intensive Supportive Housing Program. The difference means that the City's Program receives approximately \$200,000 more per year from provincial funds than the County's Program does. The City's Program is also being sustained through a substantial contribution from the City's municipal tax base. The County's Program has not received any support from municipal taxes.

The contract with the current service provider of the Program is set to end on March 31, 2025, and the program itself, will be unable to continue unless there is a funding allocation from another source (i.e. County Tax dollars).

The informal RFI process uncovered a range of what would be required to run the program. Those ranges are approximately \$85 - \$115 per day (or \$120-\$390K annual County contribution). A formal RFP would be required to confirm these amounts.

Members of Council expressed support for the program generally and for those with complex needs to continue to get the care and housing they require. The concern is the lack of certainty in a service provider being able to sustain the level of care needed for the funding that is available at this time.

Considerable discussion took place with regard to the success of the traditional Housing with Supports program, and the need for continued funding of that program. Further, discussion took place regarding where the burden of financial responsibility of housing and homelessness ought to be borne.

012-2025

Moved By Tracey Bailey

Seconded By Joe Bachetti

That Essex County Council receive Report Number 2025-0115-LLS-R05 DMS – County Intensive Supportive Housing Program as 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

013-2025

Moved By Kirk Walstedt

Seconded By Rob Shepley

Essex County Council direct Administration to commence a formal procurement process within the allotted Provincial funding model with respect to an Intensive Supportive Housing Program in the County, report back to Council regarding the outcome of same and for further direction, and continue operating the existing County Intensive Supportive Housing Program in the meantime;

(Voted electronically)

In Favour (4): Tracey Bailey, Kimberly DeYong, Rob Shepley, and Kirk Walstedt

Opposed (10): Michael Akpata, Joe Bachetti, Sherry Bondy, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, and Larry Verbeke

Lost

Discussion took place regarding the financial, ethical and legal responsibilities of the County. Councillor Bondy discussed moving the motion as presented in the administrative report.

It was noted that there was a need to consult with the County Solicitor in a supplementary closed session on this matter under Open Meetings Exception 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; (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.

014-2025

Moved By Dennis Rogers

Seconded By Kimberly DeYong

That Essex County Council move into Closed Session at 7:25 PM.

(Voted by show of hands)

Carried

015-2025

Moved By Gary McNamara

Seconded By Kimberly DeYong

That Essex County Council adjourn and rise from the Closed Session at 8:00 PM.

(Voted by show of hands)

Carried

The Warden called the Regular Meeting of Essex County Council back to order at 8:00 PM.

016-2025

Moved By Sherry Bondy

Seconded By Joe Bachetti

Essex County Council direct Administration to commence a formal procurement process with respect to an Intensive Supportive Housing Program in the County, report back to Council regarding the outcome of same and for further direction, to pursue a short-term contract with a service provider until the RFP process concludes.

(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, Larry Verbeke, and Kirk Walstedt

Opposed (1): Rob Shepley

Carried

017-2025

Moved By Sherry Bondy

Seconded By Gary McNamara

That Council of the County of Essex request the Province of Ontario to increase the funding of the Homelessness Prevention Program so that municipalities can better support individuals in the community experiencing homelessness.

Whereas the County of Essex is not receiving enough provincial funds to support vulnerable residents in our community that are either homeless or a risk of homelessness.

Whereas it is the responsibility and jurisdiction of the Provincial government to provide social services to their communities and to end homelessness we need to prioritize, long-term housing solutions;

That the request be copied to the Minister of Municipal Affairs and Housing of Ontario, Paul Calandra, to the Leader of the Official Opposition, to all local Members of Provincial Parliament, to the Association of Municipalities of Ontario (AMO), and to the Western Ontario Warden's Caucus (WOWC); and further,

That Administration invite local MPPs to attend a Council meeting to discuss this matter further.

(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 matters of unfinished business for January 15, 2025

14. New Business

14.1 Public Reporting of Closed Meeting

A Closed Meeting of Essex County Council was held at 3:00 PM, prior to the regular Council meeting this evening, pursuant to Section 239 (2) (b), (d), (f) and (k) of the Municipal Act, 2001, as amended for the following reasons:

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

(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 a presentation related to labour relations and employee negotiations from the Vokes Leadership Group.

Council was also provided with information as part of Report number 2025-0115-LLS-R04-DMS which was in relation to a legal matter and ongoing negotiations.

Council further considered report number 2025-0115-CAO-R01-SZ, Staffing Update January 2025. Council received information and provided administration with direction and instruction related to a staffing matter.

The Closed Meeting concluded at 4:58 PM.

15. Adoption of By-Laws

024-2025

Moved By Larry Verbeke

Seconded By Chris Gibb

That By-laws 2025-01 and 2025-03, 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, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

15.1.By-law Number 2025-01

Being a By-law to amend By-law Number 34-2024, authorizing the allocation of Canada Community-Building Fund (CCBF) funds to the Lower Tier municipalities in the County of Essex, being the Towns of Amherstburg, Essex, Kingsville, LaSalle, and Tecumseh, and the Municipalities of Lakeshore and Leamington, in accordance with Section 5.3 of the Municipal Funding Agreement with the Association of Municipalities of Ontario, Canada Community-Building Fund (CCBF)

15.2.By-law Number 2025-03

Being a By-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Special, Regular and Closed Meetings held January 15, 2025.

16. Notice of Motion

Preamble:

During deliberations at the November 28, 2024 Essex County Council Meeting, discussion regarding the status of the progress of the New Regional Hospital resulted in an informal request for a delegation to be requested to attend a future meeting of County Council. The purpose will be to further discuss and update Council on progress and next steps. Administration received direction.

Sherry Bondy brought forward the following Notice of Motion:

That Essex County Council request that a representation from the new hospital committee attend County Council and explain where they are in the stage of the construction and share what health care services they will be offering in the first or second quarter of 2025.

17. Adjournment

025-2025

Moved By Kimberly DeYong

Seconded By Crystal Meloche

That the Essex County Council meeting for January 15, 2025 be adjourned at 8:38 PM.

(Voted by show of hands)

Carried

Hilda MacDonald
Warden, County of Essex

Katherine J. Hebert
County Clerk

Date Signed

Invest WindsorEssex Battery Boost Program – County of Essex Outreach

Outreach overview:

As part of Invest WindsorEssex's (IWE) **Battery Boost** program implementation strategy, IWE's Talent Attraction Specialist, Jessica McCarthy, is organizing **Job Days in each municipality across Essex County. The goal is to host two events in each municipality** by March 2026.

Battery Boost program overview:

Battery Boost is an innovative training program funded by Upskill Canada [powered by Palette Skills] and the Government of Canada. Administered by Invest WindsorEssex with delivery support from NextStar Energy, this program is designed to prepare participants for careers that include Product and Process Technicians in electric vehicle (EV) battery manufacturing. Visit webatteryboost.ca for further program information.

Opportunities promoted at Job Days:

1. **Battery Boost program:**
 - a. Accepting resumes and advising applicants on the application process.
 - b. Guiding participants on how to access the program for a direct pathway to a **Product Technician** role at NextStar Energy.
2. **Micro-Credentials:**
 - a. Providing information about the program and support for participants to secure roles within the EV Supply Chain.
 - b. Accepting resumes and advising on involvement opportunities.
3. **EVCareers:**
 - a. Offering guidance on how to apply for roles in the supply chain.
 - b. Highlighting available career opportunities in the sector.

Jessica McCarthy has contacted representatives from each municipality and is in the process of confirming event dates.

January 2025



Monthly Update

Your monthly news & updates

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WOWC Champions Strategic Priorities at ROMA 2025



ROMA 2025



The Western Ontario Wardens' Caucus (WOWC) continued to advocate strongly for critical regional priorities during the Rural Ontario Municipal Association (ROMA) 2025 Conference. Engaging in constructive dialogue with provincial government representatives from January 19 to 21, 2025, WOWC reaffirmed its commitment to addressing key regional issues facing Western Ontario.

Joining thousands of rural municipal colleagues in Toronto, WOWC members met for discussions with several Provincial Ministers and Opposition Parties. These meetings centered around WOWC's strategic priorities for 2025-2027 year, which include:

- Housing
- Infrastructure
- Workforce
- Mental Health, Addictions, and Homelessness

WOWC's delegations with the government included Hon. Lisa Thompson, Minister of Rural Affairs and Parliamentary Assistant Steve Pinsonneault as well as with Hon. Vijay Thanigasalam, Assoc. Minister of Housing.

The WOWC also met separately with MPP Marit Stiles, Leader of the Ontario NDP; Bonnie Crombie and the Ontario Liberal Party; and MPP Mike Schreiner, Leader of the Green Party of Ontario.

Ontario Pre-Budget Submissions 2025



ONTARIO PRE-BUDGET SUBMISSION 2025



Yesterday, the WOWC was in St. Thomas to present our Pre-Budget Submission to Parliamentary Assistant to the Minister of Finance, Zee Hamid.

Our recommendations were with respect to four envelopes of funding;

Eligible Development Charges Costs

- The WOWC requests that the Province of Ontario reinstate housing services and the cost of land as eligible development charges (DC) costs.

Homelessness Prevention Program (HPP) for Rural Areas

- Increased funding to the Homelessness Prevention Program

Permanent Funding for Mobile Crisis Response Teams (MCRT)

- The WOWC continues to recommend and request the permanence of these programs – through annualized funding and permanently-funded mental health officer positions – using a formula based on the number of calls, population size, and geographic area.

Social and Economic Prosperity Review

- WOWC municipalities collectively invest more than \$1.7 billion in three areas of provincial responsibility: housing, health, and social services. There is a substantial discrepancy between WOWC municipal investments and provincial grants across the three areas of provincial responsibility leading to a total funding gap of more than \$723 million.

Completion of New Energy Infrastructure in Southwestern Ontario



The Ontario government and Hydro One are celebrating the completion of construction on the Chatham to Lakeshore transmission line one year ahead of schedule. This new investment, valued at an estimated \$237 million, will increase the reliability and resiliency of the grid and bring 400 megawatts (MW) of clean and affordable electricity to the Windsor-Essex Region, enough energy to power the entire City of Windsor.

According to Ontario's Independent Electricity System Operator, electricity demand in the Windsor-Essex region is expected to more than double over the next 20 years, being driven largely by agricultural and industrial growth. A new transmission line provides certainty for growing industries, including the new Stellantis-LGES battery plant in Windsor.

Construction began in spring 2023 on the 49-kilometre, 230-kilovolt line between Chatham Switching Station in the Municipality of Chatham-Kent and the new Lakeshore Transformer Station in the Municipality of Lakeshore. By completing the project early, Hydro One was able to reduce the cost of the project by approximately \$30 million.

View the full [press release](#)

WOWC Chair to Take Leave of Absence



The Western Ontario Wardens' Caucus (WOWC) announces that Chair Mayor Amy Martin of Norfolk County will be taking a leave of absence from her role with the organization. This leave will allow Mayor Martin to focus on her candidacy for the riding of Haldimand-Norfolk in the upcoming provincial general election.

Mayor Martin's leave of absence will take effect immediately. During her absence, Vice-Chair Kevin Marriott, Warden of Lambton County, will assume the responsibilities of Chair.

"The WOWC Board thanks Mayor Martin for her work as Chair," stated Vice-Chair Marriott. "I look forward to building on the significant progress we've made together in addressing housing, infrastructure, workforce development, and the critical issues of mental health and homelessness across Southwestern Ontario."

The WOWC remains steadfast in advocating for the priorities outlined in its 2025-2027 Strategic Plan—housing, infrastructure, workforce development, and mental health, addictions, and homelessness—throughout the upcoming provincial election, ensuring these critical issues remain at the forefront of the conversation.

REGIONAL TOURISM ORGANIZATION 7



Tech Compass: Simplifying Technology for Tourism Operators

Since spring 2024, Tech Compass has been helping tourism businesses in Bruce, Grey, and Simcoe counties improve their operations by leveraging technology. The program provides tailored consultations, expert recommendations, and a detailed plan to guide businesses through effective digital solutions. The Tech Compass program is a collaboration of efforts between RTO7, [Community Futures South Georgian Bay](#) and [Rapid Software Design](#), and is funded by the Government of Canada through the [Federal Economic Development Agency for Southern Ontario](#).

Why Apply?

Technology plays a critical role in running a competitive tourism business. Tech Compass can help you:

Ontario Investing in the Success of Rural Communities

The Ontario government has announced new measures that continue its historic support for rural communities and residents at the 2025 annual Rural Ontario Municipal Association (ROMA) conference. These measures include a new Rural Economic Development Strategy announced by Minister of Rural Affairs Lisa Thompson, with \$10 million in annual funding in a new Rural Ontario Development Program aimed at supporting economic growth, workforce capacity and business development in rural communities.

Minister Thompson's announcement of a new Rural Economic Development Strategy is a key pillar in the government's plan to help rural communities address the challenges they are facing and take advantage of new opportunities. As part of this strategy, the government has replaced its previous Rural

Government investing in Ontario's Dairy Sector

The governments of Canada and Ontario are investing up to \$7.18 million through the Sustainable Canadian Agricultural Partnership (Sustainable CAP) in 70 projects across the province to enhance and modernize dairy processing capacity and food safety. The funding from this initiative, which is cost-shared by the dairy sector, is expected to generate approximately \$22 million in total capital investments, while reinforcing the supply of safe, high-quality Ontario milk on store shelves.

The Dairy Processing Modernization Initiative is over 90% subscribed and still accepting applications from cow, goat, sheep and water buffalo milk processors. Successful applicants can receive up to \$200,000 in cost-shared funding to enhance processing efficiency and food safety in their facilities. The funding can be used to help cover the costs of new or

- Run More Efficiently: Use tools to streamline your operations.
- Enhance Guest Experience: Meet customer expectations with modern technology.
- Stay Competitive: Stay ahead in an evolving industry.

William Sullivan, CEO of RTO7, explains:

"This program empowers local businesses to adopt new technologies, improve visitor experiences, and stay competitive in today's market."

Visit TechCompass.ca for more information

Economic Development Program with the new Rural Ontario Development Program and is doubling its funding to \$10 million annually over the next two years for a total of \$20 million.

The Enabling Opportunity: Ontario's Rural Economic Development Strategy focuses on three key areas:

- Safe and Strong Rural Communities
- Business Development and Attraction
- Growing the Rural Workforce

[View the full press release](#)

refurbished equipment, one-time training and more.

Sustainable CAP is a 5-year, \$3.5-billion investment by federal, provincial and territorial governments to strengthen competitiveness, innovation, and resiliency of Canada's agriculture, agri-food and agri-based products sector. This includes \$1 billion in federal programs and activities and a \$2.5-billion commitment cost-shared 60% federally and 40% provincially/territorially for programs designed and delivered by provinces and territories.

[View the full press release](#)

CFWO New Executive Director - Todd Copeland



Community Futures Western Ontario (CFWO) is proud to welcome Todd Copeland as its new Executive Director. Starting Monday, February 24, 2025, Todd will assume leadership of the organization, guiding the team that supports the network of Community Futures offices serving rural communities across Southwestern Ontario.

Todd brings a wealth of experience in economic development and small business support. Since November 2019, he has served as the General Manager of Community Futures Middlesex (CF Middlesex), following over two years as a Board Member and active contributor on the Executive and Loans Committees.

Effective February 24, 2025, Todd can be reached at:
Email todd@cfwo.ca



January 21, 2025

Peterborough - Kawartha MPP Dave Smith;
Honourable Doug Ford, Premier;
Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
Honourable Doug Downey, Attorney General;
Association of Municipalities of Ontario; and
Councils of each of Ontario's municipalities.

Subject: Bill 242, Safer Municipalities Act, 2024

The following resolution, adopted by City Council at its meeting held on January 13, 2025, is forwarded for your consideration.

Whereas:

- 1. A municipality's parks and open spaces are critical infrastructure that support a strong community, and the public's shared and safe use of the municipality's parks and open spaces is integral to ensuring that support.**
- 2. Ontario's municipalities are struggling to maintain their parks and open spaces for their shared and safe use by the public as a result of the increasing proliferation of encampments and illicit activities related thereto.**
- 3. Municipalities that enforce their standards regulating or prohibiting encampments in their parks and open spaces must have regard to the availability of shelter space for those who need shelter.**
- 4. On January 27, 2023, Justice Valente of the Ontario Superior Court of Justice rendered his judgment in *Waterloo (Regional Municipality) v. Persons Unknown and to be Ascertained* (2023), [2023] O.J. No. 417 (Waterloo Decision) which declared that the municipality's by-law violated section 7 of the *Charter* and was therefore inoperative insofar as it applied to prevent encampment residents from erecting temporary shelters on a site when the number of homeless individuals in the region exceeded the number of accessible shelter beds.**
- 5. The Waterloo Decision's analysis of the adequacy of shelter beds suggests an unworkable and unclear standard that goes beyond the number of shelter**

spaces and that includes the requirement to provide shelter spaces that must accommodate illicit drug use and other activities that could put shelter residents, workers and volunteers at risk. The result is that municipalities are impaired in their enforcement of their standards and have lost or are losing control of their parks and open spaces.

6. On December 12, 2024, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, introduced Bill 242, Safer Municipalities Act, 2024. Among its various initiatives, Bill 242 proposes to amend section 2 of the Trespass to Property Act by adding aggravating factors that must be considered in the court's determination of a penalty under that section. However, the key challenge is that a municipality's exercise of its rights at common law and under section 9 of the Trespass to Property Act to remove encampments from the municipality's parks and open spaces remains potentially subject to the unworkable and unclear standard for the adequacy of shelter space suggested by the Waterloo Decision.
7. In these circumstances, municipalities need provincial legislation that clearly defines a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.

Now therefore, be it resolved:

1. That the provincial government be respectfully requested to amend Bill 242 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
2. That, without limitation, Bill 242 provides that a municipality will have met the standard for shelter space for the purposes of the municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces:
 - a) despite the establishment and enforcement of shelter rules including rules that prohibit drug use and other activities that could put shelter residents, workers and volunteers at risk; and
 - b) if an official designated by the municipality is satisfied that the number of available shelter spaces is at least equal to the aggregate of the number of individuals actually seeking shelter and the number of individuals against whom the municipality is planning to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
3. That a copy of this resolution be sent to:

- a) Peterborough - Kawartha MPP Dave Smith;
- b) Honourable Doug Ford, Premier;
- c) Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
- d) Honourable Doug Downey, Attorney General;
- e) Association of Municipalities of Ontario; and to
- f) Councils of each of Ontario's municipalities.

Sincerely,



John Kennedy
City Clerk

cc:
City of Peterborough Council
City of Peterborough Staff



Summary of Outstanding Reports

Meeting Date: Wednesday, February 05, 2025

Report #: 2025-0205-LLS-R06-KH

Purpose

To provide County Council with a summary of outstanding reports and an estimated timeline for reporting back to Council on such matters.

In accordance with Procedure By-law 2024-26, Section 11.13.2., items listed have been requested by Council, by resolution during the current term of Council.

Summary Table

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2024-04-03	099-2024 Moved by Gary McNamara Seconded by Chris Gibb That Essex County Council direct Administration to consult with ERCA on the feasibility of reviewing and enhancing the Clean Water Green Spaces Program with an aim at achieving an accelerated rate of natural restoration in the County and provide a report back to Council; And, further that Essex County Council direct Administration to bring back a report and draft by-law/policy to meet the obligations of Section 270(1)7 of the Municipal Act with regard to the protection and enhancement of tree canopy.	In-Progress Rebecca Belanger (Further consultation required amending the expected completion date.)	TBD

Katherine Hebert, Clerk

Corporation of the County of Essex, Main Floor, Suite 201, 360 Fairview Ave. W., Essex, ON N8M 1Y6

Phone: 519-776-6441, ext. 1353, Email: khebert@countyofessex.ca

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2024-08-14	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.	Assigned Allan Botham	2025-04-16
2024-09-18	251-2024 Moved By Crystal Meloche Seconded By Sherry Bondy That Essex County Council direct administration to bring a report to council in advance of the annual AMO conference advising County Council on delegations with Ministers at the annual conference and materials be provided to Council.	Assigned Sandra Zwiers	2025-07-16
2024-09-18	253-2024 Moved By Michael Prue Seconded By Chris Gibb That County Administration prepare a report to review the rate of speed on County Road 46 at the intersection of County Road 19 Moved by Joe Bachetti Seconded by Gary McNamara <i>Pursuant to section 13.4.4 of the</i>	Assigned Allan Botham	2025-03-19

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
	<i>Procedure By-law, a Postponement of the matter, until such a time as the Administrative Report requested under resolution 253-2024 is presented for Council as follows:</i> That the rate of speed on County Rd 46 be reduced to 60km/hr leading into the intersection at County Rd 19; and, That signs be posted in both directions to notify drivers of the rate of speed.		
2024-10-02	Direction/Discussion by Admin on Agenda Item 12.1 – Road Safety Management Program The network screening is expected to be completed by November 2024, with design work for safety improvements potentially beginning in 2025. A report will be brought to Council in Spring outlining the analysis.	Assigned Jerry Behl	2025-04-16
2024-10-16	284-2024 Moved By Kirk Walstedt Seconded By Sherry Bondy That Essex County Council receive and support the correspondence and resolution from the Municipality of Lakeshore regarding Renaud Line and County Road 42. <i>[Resolution #306-09-2024 from Lakeshore: Be it resolved that the Council of the Municipality of Lakeshore request that the County of Essex complete a traffic review for the corner of Renaud Line Rd. and County Rd. 42; And that the follow-up report include data over the past 5 years relating to accidents, traffic volumes, and recommended improvements to improve traffic flows and safety.]</i>	Assigned Jerry Behl	2025-05-07

Meeting Date	Direction/Motion	Status/Action Taken	Anticipated Report/Completion
2025-01-15	016-2025 Moved By Sherry Bondy Seconded By Joe Bachetti Essex County Council direct Administration to commence a formal procurement process with respect to an Intensive Supportive Housing Program in the County, report back to Council regarding the outcome of same and for further direction, to pursue a short-term contract with a service provider until the RFP process concludes.	Assigned David Sundin	2025-03-19

Recommendation

That Essex County Council receive report number 2025-0205-LLS-R06-KH, Summary of Outstanding Reports as information.

Approvals

Respectfully Submitted,
Katherine Hebert
Katherine Hebert, Clerk

Concurred With,
Sandra Zwiers
Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer



**MEETING OF THE
WINDSOR ESSEX REGIONAL COMMUNITY SAFETY AND WELL-BEING
SYSTEMS LEADERSHIP TABLE**

MEETING MINUTES

WEDNESDAY, JUNE 12TH, 2024; 9:00AM TO 10:00AM

VISION: "A COMMUNITY WHERE EVERYONE FEELS SAFE, HAS A SENSE OF BELONGING, EQUITABLE ACCESS TO SERVICES AND OPPORTUNITIES, AND CAN HAVE THEIR NEEDS MET ACROSS WINDSOR AND ESSEX COUNTY"

In Attendance

Co-Chairs

Andrew Daher, Sandra Zwiers

Members

Jeanie Diamond-Francis, Jill Lawrence, Eric Nadalin, Jason Woods

Guest Speakers

Julie Fraser, Allison Prieur

Project Team

Amanda Alchin, Stephen Lynn, Michelle Oake

Regrets

Members

Kevin Blondin, Karel DeGraaf, Angela Ferguson, Bill Marra, Carolyn Warkentin, Joyce Zuk

Agenda Item	Highlights	Action/Update
Call to Order	1.1 Welcome - Sandra Zwiers, Co-Chair, Regional Systems Leadership Table (RSLT) Chief Administrative Officer, County of Essex, welcomed members. - It was announced that guest speakers, from Creative Momentum Consulting, would be joining the meeting at 9:45 am to share their progress towards Goal 7 under the "Financial Security & Economic Equity" Priority of the Windsor Essex Regional Community Safety & Well-Being Plan (the Plan). 1.2 Establish Quorum and Call to Order 6 members were present, establishing quorum. - The meeting was called to order at 9:06 am. 1.3 Approval of Today's Agenda Moved by: Andrew Daher Seconded by: Eric Nadalin - The Meeting Agenda for June 12, 2024, was approved. Carried. 1.4 Declaration of Conflicts of Interest - N/A	

	1.5 Approval of March 21st, 2024, Meeting Minutes Moved by: Andrew Daher Seconded by: Eric Nadalin The March 21, 2024 Meeting Minutes were approved. Carried.	
Matters of Discussion	2.1 Progress Updates: Ongoing WERCSWB Projects 2.1.1 Community Investment Fund - The RSLT was provided with an update regarding Goals 3, 4, and 7 being actioned through the Community Investment Fund. - Focusing on Goal 4, the RSLT were invited to the launch of the Plan's Neighbourhood Safety & Crime Prevention Walks Toolkit occurring on Thursday, June 27, 2024 at the Giovanni Caboto Club. 2.1.2 Building Safer Communities Fund (BSCF) - A discussion occurred regarding the call for proposals, which expanded funding through the BSCF to Windsor-Essex Children's Aid Society, Sandwich Teen Action Group, and an additional program through New Beginnings. - The Regional Crime Prevention Council held its first meeting in February and will be holding its second meeting on Friday, June 28, 2024. The goal of this second meeting is to draft a tangible, actionable plan to be executed within one year. 2.1.3 Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP) - SSNAPP will be hosting community engagement events and trauma training workshops throughout the rest of the year. 2.2 Council Report - To provide an update on the Plan, its progress, and timelines, a report appeared before Windsor City Council and was received for information by City Council on May 27, 2024. - A similar report will be received by the County of Essex Town Council in an upcoming meeting.	
Unfinished Business	3.1 RSLT Terms of Reference <i>Terms of Reference</i> have been disseminated for signature through DocuSign. Signing is still ongoing. <i>Terms of Reference</i> is a living document and will be amended shortly. 3.2 New Structure of RSLT Meetings 3.2.1 Future (ESN and PWLE) RSLT Members - In order to work towards Goal 2 of the Plan, which is to '[i]mprove representation and inclusion of priority populations in collaborative decision-	

	making processes for CSWB initiatives,’ an Expression of Interest was distributed publicly to expand the RSLT. A subcommittee was struck to evaluate applicants using a standard grading rubric. The RSLT discussed and agreed upon the selected applicants. • Discussion ensued regarding the honoraria policy (e.g., training opportunities) for these selected applicants.	ACTIONS • ESN and PWLE will be invited to future RSLT Meetings
New Business / Round Table Discussion	4.1 Good News • There are many projects coming to completion under the Plan. 4.2 Focused Discussion – WERCSWB Priority 1: Good Governance and Data • The first priority of the Plan is “Good Governance and Data.” The following topics were discussed: ○ Tangible (relevant, timely, and in-demand) actions that could be taken to achieve Goal 1.2. ○ A regional approach to actioning this goal and potential opportunities for future project partnership.	
Guest Presentation	5.1 Community Spotlight: Creative Momentum Consulting • Goal 7 under the “Financial Security & Economic Equity” Priority of the Plan was discussed to provide context: “Identify existing gaps in the social safety net for those facing income insecurity and poverty with a lens of equity and inclusion for priority populations.” • Creative Momentum Consulting, led a presentation on their project that would fulfil Goal 7 of the Plan, including their social service review, gap analysis, action planning, and implementation.	
Adjournment	6.1 Next Quarterly Meetings • September 11, 2024 (Cancelled) • December 11, 2024 (Virtual: 9:00 am – 10:00 am) 6.2 Meeting Adjourned • The meeting was adjourned at 10:01 am.	



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, November 5, 2024

Time: 4:00 PM

Location: Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak –Chair	City of Windsor
Fred Francis	City of Windsor
Jim Morrison	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Madison Mantha	Project Lead
Teresa Policella	Executive Assistant

City of Windsor Staff:

Jim Leether	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Community Services

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor
Mark Spizzirri	Manager of Performance Management and Business Case Development

1. Call to Order

The Chair called the meeting to order at 4:01PM.

The General Manager advised the Board that Anne-Marie Albidone, Manager of Environmental Services at the City of Windsor has officially retired. She acknowledged the mentorship Ms. Albidone provided. She welcomed Jim Leether in his new role as Manager of Environmental Services.

2. Motion to Move In-Camera

Moved by Fred Francis

Seconded by Gary McNamara

That the Board **move** into a closed meeting pursuant to Section 239 (2) (i) of the Municipal Act, 2001, as amended for the following reason:

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

**81-2024
Carried**

Moved by Gary McNamara

Seconded by Fred Francis

That the EWSWA Board **rise** from the Closed Meeting at 4:33 PM.

**84-2024
Carried**

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

Moved by Fred Francis

Seconded by Hilda MacDonald

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 11, 2024, be **approved and adopted**.

**85-2024
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

- A. Windsor-Essex County Health Unit dated September 16, 2024
Re: Windsor-Essex Food Strategy

The General Manager stated that the letter from the Windsor-Essex County Health Unit (WECHU) was received in late September. WEHCU staff had confirmed that the letter was to be brought forward to the Authority Board as information and that no action was required at this time.

Moved by Fred Francis

Seconded by Rob Shepley

That the Board **receive** the correspondence as information.

**86-2024
Carried**

- B. Landfill Liaison Committee Resolution 12-2024 dated
September 3, 2024 RE: Motion by Landfill Liaison Committee for
Board Discussion on Increasing Rate for Disposal of Contaminated
Soil at the Regional Landfill

The General Manager stated that Administration is requesting that the Board receive the correspondence as information. Supplemental information regarding this motion will be provided in the report for Agenda Item 8A.

Moved by Gary McNamara

Seconded by Fred Francis

That the Board **receive** the correspondence as information.

**87-2024
Carried**

7. Waste Diversion

- A. Refresh of EWSWA Logo in 2025

The Manager of Waste Diversion presented the report and recommended the Board approve the revised EWSWA logo design. Due to the blue box program being transitioned to producers, the Authority is no longer responsible for administering the Recycling program. The current logo which contains the "Mobius Loop" recycling symbol no longer reflects the Authority's identity. The refresh of the logo will coincide with the launch of the Green Bin Program. Pending the Board's approval of the refreshed logo, the Authority Administration is planning to reveal the new logo to the public in 2025.

Residents and stakeholders will be encouraged to "Grow Green" as this will lead to the launch of the new Green Bin program.

The Chair asked if there were any questions. No questions were asked.

Moved by Hilda MacDonald

Seconded by Gary McNamara

That the Board **approve** the recommended refresh design of the EWSWA logo as detailed in the report.

88-2024
Carried

8. Waste Disposal

- A. Motion by Landfill Liaison Committee for Board Discussion on Increasing Rate for Disposal of Contaminated Soil at the Regional Landfill

The Manager of Waste Disposal stated the report was prepared as a result of a motion brought forward by the Landfill Liaison Committee to increase the tipping fees for contaminated soil.

As part of the Technical Staff Committee review of the 2025 Operational Plan and Budget, consideration was given to the potential increase in revenue. The Technical Staff Committee concluded that a \$10 per tonne increase be included effective April 1, 2025 in the 2025 draft budget document. The effective date would provide customers with advance notice. The increase from \$40 to \$50 per tonne is included in the draft budget document for the Board's consideration.

The Chair asked if there were any questions. No questions were asked.

Moved by Fred Francis

Seconded by Michael Akpata

That the Board **receive** the report as information.

89-2024
Carried

9. Finance and Administration

- A. 2025 Green Bin Program Overview

The General Manager stated that the report was to provide additional information regarding the Green Bin Program costs included in the 2025 Draft Budget.

The report detailed the contracts that have been awarded to date related to the launch of the Green Bin Program. The tender for the Windsor Source Separated Organics Transfer Station will be issued by the end of 2024. This recommendation will be brought forward to the Board in the new year.

She referred to the table on page 23 of the agenda package that provided the estimated costs of the program and provided a detailed description of the costs included in the report.

The Chair asked if there were any questions. No questions were asked.

Moved by Fred Francis

Seconded by Jim Morrison

That the Board **receive** the report as information.

**90-2024
Carried**

B. Supplementary Information Re: 2025 Operation Plan and Budget Proposed Staffing Amendments

The General Manager presented the report of the proposed changes to existing staffing levels included in the budget document. She noted that due to the wind-up of the recycling program, there are some positions that are no longer required. Also, the 2025 Draft Budget recommends certain permanent and temporary positions to support the launch of the Green Bin Program.

The Chair asked if there were any questions. No questions were asked.

Moved by Gary McNamara

Seconded by Hilda MacDonald

That the Board **receive** the report as information.

**91-2024
Carried**

C. 2025 Budget Deliberation

The General Manager presented the comprehensive 2025 Operational Plan and Budget overview report.

The purpose of the report is to recommend approval of the 2025 expenditure budget estimates as well as the budget estimates related to non-municipal revenue. The report also recommends approval of a 4.1% increase to the 2024 base amount budgeted to the City of Windsor and the seven (7) County municipalities. This increase equates to \$615,410 and is comprised of two components. The first component is a \$1.00 increase on the tipping fee assessed on waste delivered for disposal. The tipping fee will increase from \$42.00 to \$43.00 per tonne. This increase is approximately \$112,370. The

other component is an increase in the fixed amount assessed to the municipalities based on population which equates to approximately \$503,040.

The General Manager explained that the budget document is reviewed by the Technical Staff Committee, which is comprised of both the City and County staff. In addition to the annual budget process, a 15-year forecast is also prepared and the Authority is on track to meet the deadline of achieving a balanced budget by 2027. In 2018, the Authority was not aware that a Green Bin Program was coming to the region. It was assumed that service levels would remain the same.

The General Manager stated the 15-year forecast document does not include the Green Bin Program. The document is presented to show that the Authority will still achieve the target of reaching a balanced budget by 2027 based on existing operations.

The General Manager referred to the revenue and expenditure tables on page 40 of the agenda package. She noted the large variances in specific revenue and expenditures due to the wind-up of the blue box program.

The General Manager referred to the table on page 41 of the agenda that provided the breakdown of the Municipal Assessment between municipalities. She noted there will be a reduction in tonnes of waste delivered for those municipalities that will be rolling out the Green Bin Program in 2025 which results in an increase of less than 4.1% for certain municipalities provided that those reductions in tonnes are realized.

The General Manager reviewed the risks that are built into the budget.

The largest risk is the unknown tipping fees coming from the Authority's largest waste hauler which delivers a large amount of greenhouse waste. The Authority has seen a drastic reduction in the amount of vines being delivered for disposal. She noted issues with leachate continue to be problematic at the landfill.

Mrs. MacDonald asked where are the vines being delivered.

The General Manager stated the vines are being delivered to the Ridge Landfill (Ridge) owned by Waste Connections. Waste Connections has invested in transfer trailers and they are consolidating the material at the farms and delivering the vines for disposal. Mr. McNamara asked if there are offsetting costs due to the vines.

The General Manager stated the offsetting costs such as the cost to landfill the material, management of leachate and host compensation still result in a net revenue.

The General Manager stated the budget also includes a \$10 increase per tonne for contaminated soil. This material is episodic in nature and revenue is based on the amount of material generated from local construction projects.

Another risk is the cost of operating the Non-Eligible Source recycling program. The Authority is still getting contacted to add customers to the routes. The Authority has committed to providing this service to the end of 2025.

The General Manager referred to the Appendix included in the budget document outlining options to increase revenue and reduce expenditures.

A potential revenue source would be an increase to the residential minimum flat fee for the 1st four loads of refuse under 100kg that are delivered to Authority public drop-off locations. The fee has remained unchanged since 2015. She indicated that municipally operated public drop-off facilities have varying minimum rates with some being higher than what's been proposed by Administration. Another option for savings would be to eliminate the printing of the municipal collection calendars. However, while this is an option, Administration does not recommend reducing Promotional and Educational (P&E) costs at this time due to the rollout of the Green Bin Program.

Mr. Francis asked what is Administration's recommendation regarding the increase to the residential minimum fee.

The General Manager suggested a \$1 or \$2 increase. Administration estimates that for every \$1 increase to the minimum fee rate, \$40,000 of revenue could be earned.

Mr. Francis asked if this would be for every load.

The General Manager stated that it would be for the 1st four loads of refuse under 100kg.

Mr. Francis motioned to amend the residential per load fee from \$5 to \$7 for the 1st four loads under 100kg.

Mr. Francis requested clarification on the targeted balance of funds to be held in the Rate Stabilization Reserve and asked if Administration had considered a larger contribution from the reserve.

The General Manager stated additional draws from the Rate Stabilization Reserve is an option that the Board could consider and further explained how the Rate Stabilization Reserve had been funded in the past and how the targeted balance was calculated. If the Authority starts reducing the Rate Stabilization Reserve now, there isn't a mechanism to build it back up to the required levels. She stated that there is a lot of risk built into the budget, if any of those episodic revenues do not materialize then further funding from the reserve will be required. If there isn't an increase this year, higher increases will be required in future years. The Authority has leveraged their reserves to

fund the Cell 5 development at the landfill, the cart distribution and to build the new organics transfer station. If the reserves are reduced too much and the Authority has unfavourable variances it will result in a cash flow issue. The deficit would then be split between the City and the County.

Mr. Francis asked why is at 24% and we want it at 15%.

The General Manager stated that is currently at 24% but will be 15% in 2027 once the expenditures for the Green Bin Program are included.

Mr. McNamara commented that the cost of printing the collection calendar is negligible. The benefit to the resident supersedes the cost.

The General Manager commented that the printing of the collection calendar is always a struggle as residents are passionate about the calendar. The calendars are also available online and on the Recycle Coach app, however, many residents still look for their calendar in the mail.

Mr. Morrison asked the cost to print the calendars.

The Manager of Finance provided the budget figure of \$77,000.

Discussion took place regarding disposal fees at other facilities and landfills.

The Chair asked about the option to reduce hours at Authority facilities. In particular the Windsor Public Drop-Off. What is the alternative for these customers?

The General Manager stated that the alternative is privately owned facilities and that residents cannot attend the Regional Landfill (RL) to dispose of waste, only recyclable materials. Vehicles must be at least 3,000 tonnes to be able to deliver waste to the RL. Windsor is open for extended hours to benefit residents and small IC&I customers.

Mr. Kaschak asked if a time study had been conducted to track the traffic by certain hours.

The General Manager stated the Authority does monitor traffic at various times of the day. Time studies have been completed in the past. The Authority adjusted its hours in Windsor years ago, however, did not receive significant revenue with the extended hours and after a year or so reduced the hours. The sites currently have reduced winter hours because residents don't attend the sites as often throughout the winter.

The Chair asked how the reverse osmosis (RO) system is working at the RL and if it has been deemed efficient.

The Manager of Waste Disposal stated the RO process is working well and seeing positive changes. There has been a positive response from the City of

Windsor (City). The City will accept the clean permeate. The Authority is still restricted on how much leachate can be delivered to the City. The Authority is seeing great benefits with only one plant but the Authority would need multiple plants to handle the amount of leachate generated.

Mr. Akpata asked if the proposed increase to the residential fee is per load.

The General Manager stated the motion is to increase the \$5 fee to \$7 for the 1st 4 loads under 100kg. There is a flat rate for loads under 100kg.

The Chair was concerned with a 40% increase. He proposed the increase from \$5 to \$6.

Mr. Francis commented that it is a user fee which reduces cost to the municipalities.

Mr. Morrison questioned what materials are collected curbside and believes that there is a discrepancy between municipalities on what can be collected curbside.

The General Manager stated that each municipality manages their own garbage collection contract and it is their discretion on what is collected curbside. Each municipality also decides if they want to participate in the white goods collection which is directly charged back to the municipality.

Mr. Morrison's concern is that residents will dump the garbage and not take it to the depot if hours are reduced.

The Chair called for a vote on the motion by Mr. Francis.

Moved by Fred Francis

Seconded by Gary McNamara

That the Fee Schedule be amended to increase the residential per load fee from \$5 to \$7 for the 1st loads under 100kg.

**92-2024
Carried**

Moved by Fred Francis

Seconded by Gary McNamara

1. **Approve** the 2025 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.
2. **Increase** the **Total Waste Management Fee** by \$1.00 per tonne to \$43.00/tonne from \$42.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.

3. **Increase the Fixed Cost Assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2021 Census Population	2025 Amount	2024 Amount	Difference
Windsor	229,660	\$5,865,270	\$5,591,890	\$273,380
Amherstburg	23,524	600,780	572,780	28,000
Essex	21,216	541,830	516,580	25,250
Kingsville	22,119	564,890	538,570	26,320
Lakeshore	40,410	1,032,010	983,920	48,090
Lasalle	32,721	835,660	796,710	38,950
Leamington	29,680	757,980	722,660	35,320
Tecumseh	23,300	595,050	567,320	27,730
Total	422,630	\$10,793,470	\$10,290,430	\$503,040

4. **Approve the Fee Schedule**, as amended, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increases outlined in the **Fee Schedule** for 2025.
5. **Approve** the Green Bin Program funding model for the City of Windsor and County of Essex at full cost recovery for the Program.
6. **Approve** the proposed staff enhancements as included in the 2025 Operational Plan and Budget.
7. That any resultant (deficit)/surplus from 2024 operations be contributed to or funded by the Rate Stabilization Reserve.
8. That any resultant (deficit)/surplus for 2025 be contributed to or funded by the Rate Stabilization Reserve.

**93-2024
Carried**

D. 2025 EWSWA Board Meeting Schedule

Moved by Gary McNamara

Seconded by Rob Shepley

That the Board **approve** the 2025 Essex-Windsor Solid Waste Authority Regular Meeting Schedule.

**94-2024
Carried**

10. New Business

No items were raised for discussion.

11. Other Items

No items were raised for discussion.

**95-2024
Carried**

12. By-Laws

A. By-Law 15-2024

Moved by Hilda MacDonald

Seconded by Rob Shepley

THAT By-Law 15-2024, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 5th day of November, 2024.

**96-2024
Carried**

13. Next Meeting Date

Tuesday, December 3, 2024

14. Adjournment

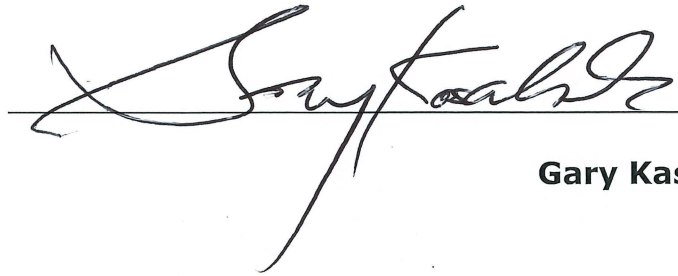
Moved by Fred Francis

Seconded by Rob Shepley

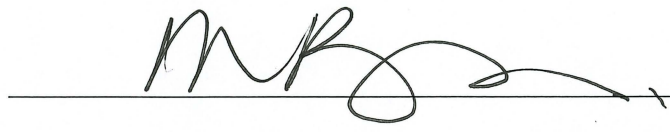
THAT the Board stand **adjourned** at 5:48 PM.

**97-2024
Carried**

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Date: Wednesday, February 5, 2025

Subject: ROMA 2025 Delegation Update

Report #: 2025-0205-CAO-R02-SZ

Purpose

To provide County Council with a summary of the advocacy efforts undertaken by the Corporation as part of the 2025 Rural Ontario Municipal Association (ROMA) Conference held in Toronto, Ontario from January 19th to the 21st.

Background

The Rural Ontario Municipal Association holds an annual conference to provide members an opportunity to collaborate, learn and advocate. A significant feature of the conference is the ability to directly interact with provincial Cabinet Ministers on many of the critical issues confronting rural municipalities. The ability to delegate in front of Cabinet Ministers (or their designates) is considered a highlight of the conference and involves advance approval and subject matter preparation.

The 2025 ROMA conference was well attended by over 2,000 municipal leaders, government officials, public servants, sponsors, exhibitors and media personnel.

Discussion

The Corporation submitted, and was approved for, four delegations at the 2025 ROMA Conference:

1) Ministry of Transportation – Roads to Prosperity

Unprecedented growth in our region is putting added pressure on all County services. Generational investments like the EV Battery Plant, Gordie Howe Bridge and new regional hospital are translating into a demand for housing

and population growth, the likes of which the County of Essex has not seen. The delegation to the MTO highlights a critical transportation artery linking planned housing to employment in the area of County Road 22 and 19. Relieving existing congestion and planning for housing growth necessitates the construction of grade separated intersections. The proposal aims to unlock developable lands in the region to achieve provincial housing targets.

The delegation (attached as **Appendix A**) was presented by the Warden, CAO, and Daniel Baggio to Minister Prabmeet Sarkaria.

2) Ministry of Health – Answering the Call

The current dispatch model for Windsor/Essex County involves the deployment of paramedic resources by a communication centre that is entirely separate from the management of the service. The County is seeking further discussion with the Province to explore a pilot project that would transfer the responsibility for the Windsor Central Ambulance Communications Centre to the County. The pilot is aimed at improving the integration, communication and value for money of the dispatch service while also providing an opportunity to advance efficiencies and better manage the increasing demand for EMS services within the growing region.

The delegation (attached as **Appendix B**) was presented by the Warden, CAO and Chief Lammers to Minister Sylvia Jones. Attending in support was Chief Greg Sage of the Ontario Association of Paramedic Chiefs.

3) Ministry of Infrastructure – MHIP CR19/CR22

The County of Essex and the Town of Tecumseh jointly applied for grant funding under the Housing-Enabling Core Servicing program seeking financial support for the widening of CR19 into its intersection with CR22. The capital works contained within this project would expand the corridor to better accommodate the increased traffic flows that will come from known residential and economic development in the area. The project also includes stormwater management works designed to address existing flooding issues and build overall resiliency to protect against future storm impacts.

The delegation (attached as **Appendix C**) was presented jointly by the Warden, Mayor of Tecumseh and CAOs of the County and Town of Tecumseh to Parliamentary Assistant Amarjot Sandhu.

4) Hydro One

Hydro One extended an invitation for interested municipalities to meet to discuss electrification projects in their region. The meeting provided an opportunity to meet executive staff and learn more about future Hydro One builds in our region.

The meeting was attended by CAO's of the County of Essex, Municipality of Leamington, Town of Kingsville, Town of Amherstburg, Town of Tecumseh and Municipality of Lakeshore. Also in attendance was the Director of Finance for the Municipality of Lakeshore and Councillor Gibb.

Financial Implications

Preparing for delegations at the ROMA Conference requires the resources of a number of departments: the operational department most impacted by the advocacy issue, the Communications Department, the CAO's office and the Warden. The Corporation is fortunate to have in-house expertise to manage the process and develop and create the deliverables. The cost of this work is absorbed in the daily running of the business.

The opportunity to advocate before a Minister is considered a privilege and while no financial commitments are secured from the Province during delegations, these opportunities open the door to the potential for new programs and financial supports from the Province, which can work to reduce pressures on the Corporation's tax base.

Consultations

N/A

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
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☒ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☒ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☒ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation
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Recommendation

That Essex County Council receive report number 2025-0205-CAO-R02-SZ, ROMA 2025 Delegation Update as information.

Approvals

Respectfully Submitted,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Roads to Prosperity
B	Answering the Call
C	MHIP CR19/CR22

County of Essex
ROMA Conference Delegation Submission
Sun, Jan 19 - Tues, Jan 21, 2025

1. Select the ministry you would like to meet with.

- Ministry of Transportation (MTO)
- Municipal Affairs and Housing Minister (MMAH)
- Treasury Board Secretariat (TBS)

2. Enter the full names and titles of delegates who will attend this meeting

- Sandra Zwiers, Chief Administrative Officer
 - szwiers@countyofessex.ca
 - 519-776-6441 ext. 1350
- Hilda MacDonald, Warden
- Daniel Baggio, Project Manager
 - dbaggio@countyofessex.ca
 - 519-791-7833

3. Provide an Issue Title to describe your concern

Roads to Prosperity

4. Provide an Issue Summary to describe your concern related to this ministry.

Transformational growth in Windsor and Essex County is being driven by generational investments but infrastructure funding for two interchanges is urgently required to ensure this region can accommodate thousands of new homes while maximizing opportunities for job creation and economic development.

Provide an Issue Background to describe your concern related to the issue above.

The Windsor-Essex region is on the cusp of historic economic growth, driven by transformative projects that promise to generate tens of thousands of jobs, inject hundreds of millions of dollars into government coffers, and ignite an unprecedented surge in residential, commercial and industrial growth. However, the full economic

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potential of these historic projects may not be realized without substantial provincial support for necessary infrastructure enhancements.

The construction of a \$5-billion electric vehicle battery plant, a new regional hospital and a new international border crossing have the potential to transform the regional and provincial economy, but significant infrastructure upgrades are urgently required to minimize traffic congestion and conflict with Essex County's agricultural centre and to ensure these projects promote rather than prevent continued residential, commercial and industrial growth.

The battery plant alone is projected to create 2,500 direct jobs, with estimates ranging from 14,000 to 21,000 indirect jobs, along with supply chain investments surpassing \$1 billion. Simultaneously, the construction of the new regional hospital, set to commence in 2026, is expected to generate over 11,000 jobs, contributing \$1.57 billion to the region's GDP and attracting top talent in health care. However, the existing infrastructure, mainly rural roads and congested arteries like County Road 22/E.C. Row Expressway, requires major upgrades to accommodate that explosive growth. Excessive traffic disruptions impeding additional growth and increased conflicts with the agricultural sector are anticipated without infrastructure upgrades.

Essex County strives to be a partner with the Province of Ontario in providing a safe and reliable road system "that connects smaller communities to larger centres; improves access to jobs and critical services; and supports an open and competitive business environment," as set out in *Connecting the Southwest: A Draft Transportation Plan for Southwestern Ontario* (2020).

The county has steadily and consistently been making major investments in its road network to accommodate growth, particularly in the area around the City of Windsor. It is currently expanding and enhancing County Road 42, a critical regional road that will carry increased traffic being generated by a new electric vehicle battery plant, as well as the planned new regional hospital and Gordie Howe International Bridge. Other enhancements to Essex County roads in the fast-growing area east of Windsor are nearing the construction stage and expected to be completed in the next few years.

At the same time, congestion during peak travel times is already bringing traffic to a standstill at two at-grade, signalized intersections on County Road 22 within three kilometres of the new electric vehicle battery plant. An environmental assessment has confirmed that the safe and efficient movement of traffic requires grade-separated interchanges where County Road 22 intersects with both County Road 19 and Lesperance Road.

The estimated cost of each project is \$105 million. The County is prepared to provide \$45 million for each project and could begin preparatory work, including the

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identification of land acquisition needs and the design and construction of a stormwater management solution, in 2025-2026 and 2026-2027 with the full construction of both interchanges to commence in 2028.

The total cost of these projects is significant and beyond the capacity of Essex County taxpayers to fund on top of other ongoing road improvements required based on the Regional Transportation study. The County's updated Asset Management Plan pegs the annual capital requirement for road segments at \$22,956,400 while the actual reinvestment is only \$10,521,600, generating an annual funding shortfall of \$12,434,800. The annual funding gap for all County of Essex assets has been calculated at \$27.3 million.

County Road 22 is the major thoroughfare connecting Windsor with the Town of Tecumseh and Municipality of Lakeshore. Between 30,000 and 40,000 vehicles travel this stretch of road from the border with Windsor through rapidly expanding County of Essex communities. Both the Town of Tecumseh and Municipality of Lakeshore are diligently taking steps to increase housing to meet provincial targets and support regional growth. They have completed or are in the process of finalizing secondary planning studies so that areas along the County Road 22 corridor can accommodate another 13,000 households in the near future. As well, both the Independent Electricity System Operator and natural gas industry are projecting growth and anticipating major expansions in this area.

Add to this the traffic from the EV battery plant, new hospital and border crossing, and the pressure on the intersections at County Road 22 and County Road 19 and County Road 22 and Lesperance Road will lead to traffic backups that compromise billions of dollars invested in economic growth and housing. The construction of interchanges before this happens is a worthwhile investment in the future of Windsor-Essex and Ontario. Essex County is prepared to do its fair share but requires significant assistance from the province to advance these projects that will benefit this region and the economy of Ontario as a whole.

The Ontario government has consistently shown its support for Windsor-Essex and expressed its belief that the region can leverage its skilled workforce, history of manufacturing excellence and proximity to the border to become a powerhouse that drives the provincial economy.

The County of Essex is seeking continued support to maximize the positive impact of the generational opportunities before it.



County of
Essex

Justin Lammers
Chief
Essex-Windsor Emergency Medical Services

Answering the Call

Essex-Windsor EMS Request of the Ministry of Health

ROMA Conference Submission, January 21, 2025

What we are requesting

Essex-Windsor EMS is requesting that the Ministry of Health direct the appropriate ministry staff to engage with Essex-Windsor EMS to negotiate the transfer of responsibility for the Windsor Central Ambulance Communications Centre (CACC) to the County of Essex for, at minimum, a five-year pilot project. This will require Essex-Windsor EMS to take over operational, day-to-day decision-making at the Windsor CACC under a performance agreement with the Ministry of Health.

Essex-Windsor EMS has achieved success diverting patients from emergency rooms, leveraging provincial support to pioneer innovative community paramedicine programs that treat patients when and where they need it. But considerably more success could be achieved in our rapidly growing region, and patient outcomes improved, with a more responsive and agile dispatching system.

With the cost of ambulances rising every year and a chronic shortage of paramedics, adding sufficient resources to ease systemic congestion in a region experiencing record growth like Windsor-Essex is neither economically feasible nor operationally attainable. Even if we had unlimited funding to add the 13 ambulances required to improve service levels in the face of growing demand, where are we going to recruit the additional 104 full-time Paramedics required to staff them when the province faces an annual shortage of 400 Paramedics?

What's required is not more and more resources but a reimagining of the way in which those resources are deployed in Windsor-Essex and the way in which those resources are optimized to leverage the success of groundbreaking community paramedicine programs and promote a wholistic approach to patient care.

Allowing Essex-Windsor EMS to take responsibility for the day-to-day deployment and decision-making at the Windsor Central Ambulance Communications Centre is a low-cost step that would have an immediate and appreciable impact on ambulance response



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times and the quality of health care in Windsor-Essex. It would improve patient flow and outcomes, minimize red tape, maximize flexibility and allow for the full integration of our regional health care network.

The model has proven successful in Niagara, Ottawa and Toronto and there is every reason to expect it will be successful in Windsor-Essex, which has a history of regional cooperation and success in the pioneering of innovative health care initiatives. It has been identified as the preferred solution by Operational Research in Health, the expert consultants working with Essex-Windsor EMS to update our 10-year Master Plan.

"The EMS operating environment in Ontario limits the autonomy of services to provide the right patient care at the right time. Changes to the wider system are required to enable EMS providers to become the 'gatekeepers' of the emergency and urgent healthcare system," ORH concluded after examining the current and future state of Essex-Windsor EMS.

"Greater autonomy and clinical development of 'treat and release,' 'treat and refer' and secondary clinical triage in the dispatch centre will lead to reductions in inappropriate ambulance response, introducing more appropriate patient care and reduced frontline ambulance requirements meaning greater efficiency for EMS and the wider healthcare system."

Why we are making this request

1. Historic growth

The population of Essex County rose 6.1 per cent from 2016 to 2021, from 181,530 people to 192,700, and the pace of growth is only expected to accelerate. Over the next 30 years, our population is forecast to grow to between 268,000 and 315,000 people. This amounts to an average of 2,300 to 3,900 additional residents per year, compared to an average of 1,040 over the past 15 years.

Of particular note from a health care perspective is that our population is aging and will increasingly require specialized, complex care. The fastest growing segment of our population over the next 30 years will be those 75 and over. Projections forecast 600 out of every 1,000 calls by 2030 will be for patients in that age category.

2. Ambulance Call Volumes

Call volumes are expected to rise by an average of 4.5 per cent per year from 2024 to 2030. This is higher than the 4 per cent average from 2021 to 2023 and the 1.7 per

cent average recorded from 2019 to 2023. Call volumes are presently around 65,000 and are forecast to be between 84,000 and 90,000 by 2030.

To maintain service levels in the face of that record growth, Essex-Windsor EMS would require 6 additional 24-hour shifts or 1,008 additional weekly ambulance hours. To improve response times to 75 per cent at the eight-minute threshold would require an additional 7 shifts for a total of 13 additional 24-hour shifts or 2,184 ambulance hours.

3. Investments and Escalating Costs

Since 2022, County budgets have included funding for 28 additional full-time Paramedics and two supervisors in the dispatch centre. These investments have resulted in an increase of more than 62,000 front-line service hours.

The cost per ambulance is just over \$1.3 million per year in 2025 dollars so the cost of adding 6 ambulances by 2030 to maintain service levels is just under \$8 million. The cost of adding 13 ambulances and hitting the eight-minute target 75 per cent of the time is estimated at \$17 million in 2025 dollars.

Over and above the \$1.3 million cost of each ambulance are some sobering logistical realities. Those costs do not include fuel nor repairs and maintenance nor the cost of additional uniforms and supervision. As well, the lead time for procuring ambulances is well over a year and the chances of recruiting enough Paramedics to actually staff those new ambulances are slim.

4. Proven Success

Essex-Windsor EMS has a proven track record of working with our regional partners to deliver quality health care to patients when and where they need it most. We mobilized during the COVID-19 pandemic to offer testing on farms and in long-term care homes and we mobilized to offer vaccinations to tens of thousands of people, including agricultural workers, residents of long-term care homes and marginalized populations, including the homeless.

We have achieved a notable decrease in diversion rates working with our regional partners delivering Mobile Integrated Healthcare programs, including our Community Assessment Triage Team, Mental Health and Addictions Response Team, Vulnerable Patient Navigator Program and our Community Paramedicine – Long Term Care Program.

We have also achieved some success in improving patient flow through the placement of two District Chiefs in the Central Ambulance Communication Centre, but those efforts would yield significantly more benefits, improving patient care and reducing the volume

and duration of Code Reds and Blacks, if Essex-Windsor EMS was responsible for dispatch.

Additionally, having leadership on-site that is responsible for both ends of the operation allows for integrated operations, improved resource allocation, consistency in quality, enhanced coordination with other agencies and data driven improvements.

5. The Current Situation

Windsor-Essex is surrounded by water on three sides, resulting in the unique situation that Essex-Windsor EMS is the only service dispatched by the Windsor Central Ambulance Communications Centre, which is overseen by the Southwest Field Office.

Currently, Essex-Windsor EMS creates the deployment plan that is ultimately approved by the Southwest Field Office, which has a limited ability to be flexible, to consider conditions in the field and to encourage innovative solutions. The closest ambulance to a scene is traditionally considered the best one to send but the closest ambulance is not always the most appropriate one.

This protocol doesn't take into account local circumstances, such as how long the paramedics in that ambulance have been working and whether it would be more effective for a community paramedic to respond. This leads to an over-prioritization of calls and an overreliance on ambulances that discourages the use of community paramedics while contributing to emergency room congestion.

Answering the Call: A Better Way Forward

Allowing Essex-Windsor EMS to take responsibility for the day-to-day deployment decision-making at the CACC would promote the situational awareness necessary for the optimization of precious regional health care resources.

It would allow for the real-time redeployment of resources as circumstances warrant and it would promote improved integration of emergency and community paramedic programs, ensuring patients receive the care they need when and where they need it and ensuring ambulances are on the road as much as possible responding to emergency calls.

We have achieved success at diverting patients from the emergency room since placing paramedic supervisors in the CACC but we could achieve considerably more success through a more streamlined approach that removes the existing silos and provides Essex-Windsor EMS the flexibility to make real-time decisions in response to the fluid situation on the ground.



**County of Essex and Town of Tecumseh
Delegation Submission: Housing-Enabling Core Servicing
Stream - County Road 19-22
ROMA Conference, Jan. 19, 2025 – 2:05 p.m.
Ministry of Infrastructure**

What we are requesting

The County of Essex, in collaboration with the Town of Tecumseh, is jointly undertaking a transportation infrastructure project that involves the expansion of County Road 19 (locally known as Manning Road), an arterial road located along the boundary of the Town of Tecumseh and the Municipality of Lakeshore, in the County of Essex.

Improvements are required to support local and regional development, facilitate connections to employment hubs and urban centers, and establish road links to future residential development zones, unlocking the potential for 3,300 new homes in five years.

County Road 19 (Manning Road) provides a vital connection from the City of Windsor/County East-West Highway (County Road 22 and EC Row Expressway) to Highway 401 and Highway 3. Road improvements are required to provide access/egress to the Manning Road Secondary Plan Area (MRSPA) residential development, referred to as MRSPA, located immediately west of this road corridor.

The Ontario Government recently announced the **Housing-Enabling Core Servicing Stream (HECS)**, with an investment of \$400 million over three years to help municipalities build, maintain and repair municipal roads, bridges and culverts. This fund will help growing communities unlock new housing opportunities and ensure communities have safe and reliable roadways and transit infrastructure and bring the province closer to its goal of building at least 1.5 million homes by 2031.

This collaborative project includes elements that are eligible for funding through the HECS funding program:

- Widening of County Road (CR19) from a two-lane asphalt rural road to a four-lane concrete

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urban roadway including a curb and gutter drainage system, streetlighting, on-road bike lanes and a multi-use trail;

- CR19 intersection improvements, including signalization and turning lanes;
- Implementation of additional northbound approaches and dedicated turning lanes to the existing signalized intersection at County Road 22 (CR22) and CR19;
- Enclosure of two existing roadside municipal drains; and
- All necessary stormwater management features to safely expand the roadway and satisfy regulatory requirements.

Project Benefits:

Substantial population growth is projected for this area, with an increase ranging from 68,000 to 115,000 people, far surpassing the historical growth rate. This initiative aligns with the County's goal of increasing new affordable housing units by 30% per the County of Essex Official Plan. It will directly support the increase of residential units within the Town of Tecumseh by 30% through the enabling of 3,300 homes in the next 5 years within the MRSPA residential development area. This road project will directly and immediately benefit MRSPA, as well as promote development and infill in nearby settlement areas expected to grow over the next 10+ years.

The road project will also serve to facilitate workforce and truck traffic movements to the new Nextstar battery plant, located 3 km from the CR19/CR22 intersection, and expected to start production in 2025 with a workforce of 2,500 people. It will also support access to the existing industrial/commercial nodes on three of the four corners of this interchange.

Expanding Road Capacity for Development Growth:

Traffic analysis has demonstrated that the CR22/CR19 intersection will not be able to accommodate the increased traffic associated with the planned residential development, especially during the morning and evening peak periods. This will lead to congestion and commuter frustration and it will hamper economic development in the area. The proposed improvements were part of the recommendations through the 2008 CR22/CR19 Environmental Assessment, and are essential components of a strategy to construct at least 3,300 new homes in this area over the next five years.

While a full interchange is ultimately required for the CR22/CR19 intersection, the staged improvements are foundational elements that will support our urgent need for housing and the eventual construction of an interchange and dramatically improve traffic flow in the meantime.

Regional Solution with Widespread Benefit:

CR19 is a highly used arterial road corridor that connects the urban centres of Tecumseh, Lakeshore and East Windsor to Highway 401 and Highway 3.

Provides System Resiliency:

Development and infill outside of the identified development area are anticipated to increase the background vehicular volumes along this corridor. Stormwater management facilities shall be designed to Regional Stormwater Guidelines that reflect the need to address major rain events that are beyond the 1 in 100-year rain event.

Addresses Safety:

The CR22/CR19 intersection reports the highest number of collisions of any intersection in the Essex County Road network. Improved south leg and signal timing will address conditions that are currently unsafe. The current road cross section has narrow shoulders with deeper municipal drainage swales on either side. A wider, urbanized roadway will provide safer conditions for the higher volume of traffic.

High Priority:

This project is the highest priority in the County's Capacity Expansion Program, which identifies expansion road projects that are required beyond the regular levied rehabilitation program.

Stormwater Sustainability:

Enclosure of the existing municipal drainage system is necessary, providing the platform to construct additional lanes and signalized intersections. Implementation of properly sized stormwater management ponds, while being integral to the road construction, will provide a system that is resilient to the impacts of climate change and will treat runoff prior to discharge into downstream systems. Current downstream flooding issues in residential and roadway areas, due to capacity constraints and ice/sediment build up, will be eliminated.

Fulfills Development Vision:

The Manning Road Secondary Plan envisions comprehensive and organized residential development adjacent to the project, and directly relies on Manning Road. The proposed MRSPA plan ensures that sound planning principles, urban design policies and factors such as land use, development intensity, servicing, mobility, and residential growth are facilitated. The proposed project enables this development.

Why we are making this request

- The Town of Tecumseh and Municipality of Lakeshore are preparing for the creation of 13,000 more housing units along CR22 to the east of these intersections, which will increase the traffic travelling to and from Windsor. Essex County has been preparing for this growth, but the addition of the Nextstar battery plant, the new border crossing and associated spinoff businesses have accelerated the timeline.
- More than 47,000 vehicles a day travel through the CR22/CR19 and CR22/Lesperance intersections, which are already failing during current peak traffic times.
- A daily average of 14,898 westbound vehicles travel on CR22 east of CR19, and an average of 18,981 vehicles travel westbound on CR22 east of Lesperance Road. These numbers are comparable to the daily average of 16,430 westbound vehicles on Highway 401 east of CR19, according to Streetlight Insight 2020 data.
- Fixing the CR22/CR19 intersection and widening CR19 simultaneously would achieve cost and project efficiencies and minimize economic and traffic disruptions.

What Essex County has done to move these projects forward

- An environmental assessment completed in partnership with the province in 2008 recommended a grade-separated interchange at the CR22/CR19 intersection as well as for the CR22/Lesperance Road intersection to the west.
- The county is working closely with the Town of Tecumseh to advance stormwater management work in preparation for upgrading the CR22 and CR19 intersection.
- Essex County is in the midst of spending \$105 million to expand and enhance the County Road 42 (CR42) corridor from just west of County Road 43 to just east of CR19. CR42 runs parallel to CR22 and provides access to the hospital and battery plant from the south.
- Essex County is committed to an ambitious program of road capacity improvements, spending over \$30 million per year. It is prepared to commit that annual spending to creating grade-separated interchanges on CR22 at CR19 as well as CR22/Lesperance Road, with phased preparatory work beginning in 2025-2026 and construction starting in 2028.

What will happen if the province does not fund these projects

- The County of Essex does not have the financial resources to undertake these projects, complete the current upgrade of CR42 and improve other critical links around Windsor in a timely way to meet the pace of housing development and the onset of the battery

plant production timelines. Our comprehensive capacity-building program is funded for the long-term and did not contemplate the need to accommodate the short term explosive industrial, commercial and residential growth realized through generational investments in the battery plant and Provincial housing targets.

- Facilitating a state of readiness for the planned 3,300 housing units and increased regional employment at the CR22/CR19 intersection will support business investment in this fast-growing area and alleviate extreme traffic congestion, failed intersections, high accident rates and delays anticipated without these improvements.



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA, Director, Financial Services/Treasurer

Date: Wednesday, February 5, 2025

Subject: 2025 Budget Correction

Report #: 2025-0205-FIN-R02-MR

Purpose

The purpose of this report is to inform County Council of an oversight in the final calculation of the 2025 County budget, specifically regarding the total levy requirement and the associated tax rate increase.

Background

The 2025 County budget deliberations took place on Thursday, November 28, 2024, during which Council reviewed the proposed budget and considered several motions affecting the levy amount and tax increase. At the conclusion of the deliberations, County Council approved Resolution #349-2024, establishing a total levy requirement of \$140,275,380 and a tax increase of 3.76%.

However, an approved motion (Resolution #344-2024) stating, "That the Infrastructure and Planning Services Fleet Supplementary Schedule be accepted with a reduction of \$400,000 under line item D03-110-3899, such that the approved amount is \$550,000, as amended," was inadvertently excluded from the final calculations referenced in Resolution #349-2024.

This report serves to notify Council of the oversight and seeks Council's direction to correct the minutes accordingly.

Discussion

The omission of resolution #344-2024, which would have reduced the total levy of \$140,275,380, by an additional \$400,000, has led to a discrepancy between the approved levy and the actual intended budget. Correcting this

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oversight will ensure that the levy requirement aligns with the Council's original intentions.

According to guidance from Parliamentarian, Jim Lochrie, this situation constitutes an error in the draft minutes that have not yet been formally adopted. To resolve this, the recommended course of action is as follows:

- Administration will provide a verbal outline of the error to Council members.
- Annotated draft minutes, with the correction highlighted, will be distributed for review.
- The Chair will seek consensus from Council to approve the correction to the minutes as noted.

With consensus of Council, the corrected minutes will be amended to reflect the following:

349-2024 Moved By Larry Verbeke Seconded By Dennis Rogers

That Essex County Council Approve as amended the overall proposed 2025 tax rate of ~~3.76%~~ 3.48% and the final Net Operating requirement for the County of Essex in the amount of ~~\$140,275,380~~ \$139,875,380.

This correction will ensure the levy dollar amount and tax rate increase are accurately reflected.

Financial Implications

Correcting the omission of Resolution #344-2024 will result in a \$400,000 reduction to the total levy requirement originally referenced, decreasing it from \$140,275,380 to \$139,875,380. This adjustment will also lower the proposed tax rate increase from 3.76% to 3.48%.

While this correction establishes the reduced levy requirement and reduced tax rate increase, the updated tax rate will not be finalized until the February 19, 2025, Council meeting, when the Tax Policy and By-law are presented for approval.

Consultations

- Katherine Hebert, County Clerk
- James Lochrie, B.Sc., CPP-T, Certified Professional Parliamentarian

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☐ Advocating for Essex County's Fair Share	☐ Being an Employer with Impact ☐ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0205-FIN-R03-MR, 2025 Budget Correction as information.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Date: Wednesday, February 5, 2025

Subject: Essex-Windsor EMS Master Plan Update

Report #: 2025-0205-EMS-R001-JL

Purpose

The following report is to provide Essex County Council with a summary of the findings and recommendations from the Essex-Windsor EMS (EWEMS) master plan update, conducted by Operational Research in Health (ORH).

Background

In 2019, Essex County Council received a 10-year Master Plan for EWEMS. The objective of that 10-year master plan was to forecast and project the needs of the service and the community, and to be used as a guiding document for the County of Essex and EWEMS moving forward. While most recommendations within the master plan were completed, in 2020, COVID-19 became the sole focus, and some recommendations remain incomplete.

In addition to COVID-19, our region has experienced historic growth, with quite robust growth anticipated in 2025 and beyond. In light of the above, Essex County Council approved funding to update the 10-year Master Plan to create a guiding document for the County of Essex and EWEMS to meet the needs of the community.

Discussion

In April of 2024, EWEMS contracted ORH to update the 10-year Master Plan, with a request of ORH to answer the following questions:

1. How has the service profile changed since the original review?
2. What will ambulance call volumes look like over the next five (5) years?
3. What is the optimum number of, and location of, stations to align with the geographical profile of population and call volumes?

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4. What are the frontline resource requirements (staffing and vehicles) to meet response time performance targets?
5. What are the support services staffing requirements to support frontline service delivery?
6. Is EWEMS service delivery aligned with best practices in other municipalities?
7. What is the impact on service delivery if operating under a Medical Priority Dispatch System (MPDS)?

EWEMS provided ORH with a list of stakeholders to solicit feedback, insights and data, including elected officials, CUPE 2974, other first responder organizations, local municipal partners, and healthcare systems partners. A Steering Committee was also created that included representation from the County of Essex and EWEMS, and meetings were held with the Steering Committee to provide regular updates. Additionally, ORH worked closely with the EWEMS Senior Leadership Team to clarify submitted data and to provide updates where necessary.

In regards to demand projections, an average annual call volume increase of 4.5% is projected for EWEMS from 2024 to 2030; this is 5.1% on average for the City of Windsor and 3.2% on average across the County of Essex. Population growth is the main driver of demand growth in the County of Essex, whereas demand rate changes are the main factor in Windsor.

A summary report, as presented to County Council by ORH, includes the following recommendations to maintain current response times:

1. Implement a hub and spoke model with a hub in Windsor. Investigate the potential for additional spokes in Windsor.
2. Increase full-time staffing by forty-four (44) with a further twenty-two (22) part-time staff. Employ four additional District Chiefs by 2030 to maintain the 19:1 ratio. Follow the staffing enhancements as outlined in the trajectory modelling.
3. Monitor demand increases and developments to understand whether any staffing enhancements need to be brought forward or held back.
4. Monitor offload delays as modelling showed historic increases have had a significant impact on EWEMS resourcing requirements.
5. Continue to advocate for the service-run MPDS model as this increases autonomy and unlocks potential efficiencies, such as reducing unnecessary ambulance responses via secondary triage in the communication centre, and reductions in transport rates.
6. Undertake further clinical investigation of “treat and release” and “treat and refer” initiatives to reduce unnecessary ambulance transport.

7. Investigate the need for a Service Delivery Review (SDR) to understand workflows and role portfolios in relation to best practices.

It is important to note that recommendation number two (2) speaks to the necessary full-time enhancements to maintain our current response times. As described in the attached summary report, additional enhancements are required to improve response times. However, if EWEMS is able to assume control of the Central Ambulance Communications Centre and replicate other provincial models, significantly fewer resources are needed.

Recommendation seven (7) speaks to investigating the need for an SDR to understand workflows and role portfolios in relation to best practices. As EWEMS aligns a new leadership team, with substantial growth and change on the horizon, it is important to ensure that the administrative side of the organization is operating as efficiently as possible.

Working with ORH, there is the ability to perform an SDR that will provide the following:

1. Documentary review of organizational structures and non-union job descriptions within those structures
2. Review of all organizational non-operational response-based Key Performance Indicators (KPIs) and current performance levels against them
3. Review the current role of digitalization in relation to support services and consider the implications of any future digital strategy over the next ten (10) years
4. Review the current budgetary position
5. Participate in stakeholder interviews with staff and managers across all support services and senior operational leadership team
6. Carry out a benchmarking exercise against appropriate other service providers to identify best practices
7. Consider the output of the operational modelling that has been conducted to factor in future-proofing existing structures, systems and processes
8. Outcome report with findings and recommendations

EWEMS accepts this Master Plan update as a guiding document to support the growth of EWEMS over the next five (5) years. The recommendations are considered relative to changes within the industry and community, relative to demographics, population, and local healthcare delivery. Most recommendations are quite extensive and will require new capital resources. Due to the current shortage of Paramedics within the Province of Ontario, along with supply chain constraints, EWEMS will continue to recruit and bring all recommendations for future enhancements to County Council as required.

Financial Implications

This report includes a recommendation to conduct a Service Delivery Review to understand workflows and role portfolios in relation to best practices in EMS. The cost of this review is estimated at \$55,000 (plus HST) and was not included in the 2025 budget. This expense would be equally shared between the County and the City, with each contributing \$27,500 (plus HST). County Administration recommends including this review in the draft 2026 Budget.

In addition to the Service Delivery Review, the recommendations outlined in this report, if pursued, would represent a significant financial investment. To maintain the current levels of service while accommodating the anticipated growth in the region, the total financial requirement over the next six years is projected at \$11,192,218. Of this amount, the County would be responsible for \$5,596,109, covering 50% of the initial cost in the first year of the additions and approximately 25% in subsequent years.

A detailed annual breakdown of the anticipated costs, based on the consultant's recommendations to maintain status quo, is provided in the chart below.

Year	Additional # of Vehicles	Total Cost of Vehicles	Additional Number of Staff	Total Cost of Staff	Total Annual Increase in Costs (Staff & Vehicles)	County Portion (50% in year of addition)	Comments
2025	2	792,158	8	1,383,271	2,175,429	1,087,715	Additional 12 Hour Shifts at LaSalle and Tecumseh
2026	2	792,158	8	1,383,271	2,175,429	1,087,715	Additional 12 Hour Shifts at Leamington and Dougall
2027	2	794,292	8	1,383,271	2,177,563	1,088,781	Additional 12 Hour Shifts at Amherstburg and temporarily at Kingsville (limited capacity in Essex)
2028	1	397,146	8	1,390,362	1,787,508	893,754	Hub opens, with 2 additional 12 hour shifts. All Additional shifts with the hub system will now start from the hub.
2029	1	397,146	8	1,390,362	1,787,508	893,754	Add two 12 hour shifts at the hub
2030	1	397,146	4	691,635	1,088,781	544,391	Add one 12 hour shift at the hub
Totals	9	3,570,047	44	7,622,172	11,192,218	5,596,109	
Notes:							
Costs for Ambulances are using 2026 quote (equipment= 2024 actuals and 2025 budgeted)							
Costs for Staff are using 2025 rates							
The County Portion is at 50% in the year of the increase. The following year the County Cost would shift down to 25%.							
The dollar amounts referenced above are for illustrative purposes only.							

Beyond maintaining the status quo, the consultant's analysis identifies the resources needed to achieve a 75% response rate for Priority 4 Non-Transport (P4NonT) calls within 8 minutes. The chart below details the

additional anticipated costs, in addition to the status quo above, to highlight potential costs of improving service should Council choose that direction. Implementing this enhanced service level over six years is estimated to require a total additional investment of \$15,292,577 with the County contributing \$7,646,289.

Year	Additional # of Vehicles	Total Cost of Vehicles	Additional Number of Staff	Total Cost of Staff	Total Annual Increase in Costs (Staff & Vehicles)	County Portion (50% in year of addition)	Comments
2028	2	794,292	8	1,390,362	2,184,654	1,092,327	2 additional 12 hr shifts Hub
2029	6	2,382,876	24	4,171,086	6,553,962	3,276,981	6 Additional 12 hr shifts Hub
2030	6	2,382,876	24	4,171,086	6,553,962	3,276,981	4 additional 12 hrs Hub; 12 hrs at Kingsville+Leamington
Totals	14	5,560,044	56	9,732,533	15,292,577	7,646,289	
Notes:							
Costs for Ambulances are using 2026 quote (equipment= 2024 actuals and 2025 budgeted)							
Costs for Staff are using 2025 rates							
The County Portion is at 50% in the year of the increase. The following year the County Cost would shift down to 25%.							
The dollar amounts referenced above are for illustrative purposes only.							

The discussion section above also emphasizes a recommendation for a hub-and-spoke model, which would entail land acquisition, design, construction, and related activities. However, the financial costs for these components are currently unknown, and no estimates are provided in this report due to the many variables involved, making speculation impractical.

It is important to note that this report is mainly for information purposes only. If EWEMS decides to move forward with any of the recommendations a follow-up report will be presented to Council. This subsequent report will outline the specific recommendations being advanced and provide detailed financial implications. The financial details included in this report are intended to provide context and illustrate the potential future impacts of the proposed recommendations.

Additionally, it is worth highlighting that the County is currently conducting a Development Charges study. If County Council decides to implement development charges for County services, the anticipated growth in EMS services could be included as an option in this framework and would be another revenue source.

Consultations

- Andrew Greggan, Operational Research in Health (ORH)
- Essex Windsor EMS Senior Leadership Team
- Melissa Ryan, Director, Financial Services/Treasurer
- Sandra Zwiers, Chief Administrative Officer

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☒ Scaling Sustainable Services through Innovation ☒ Focusing "Team Essex County" for Results ☒ Advocating for Essex County's Fair Share	☒ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☒ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☒ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0206-EMS-R001-JL, Essex-Windsor EMS Master Plan Update, for information.

Approvals

Respectfully Submitted,

Justin Lammers

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	EWEMS Master Plan Update



Updating the Master Plan (2025 to 2030)

Council Presentation

February 5, 2025

Background

Analysis and Benchmarking Highlights

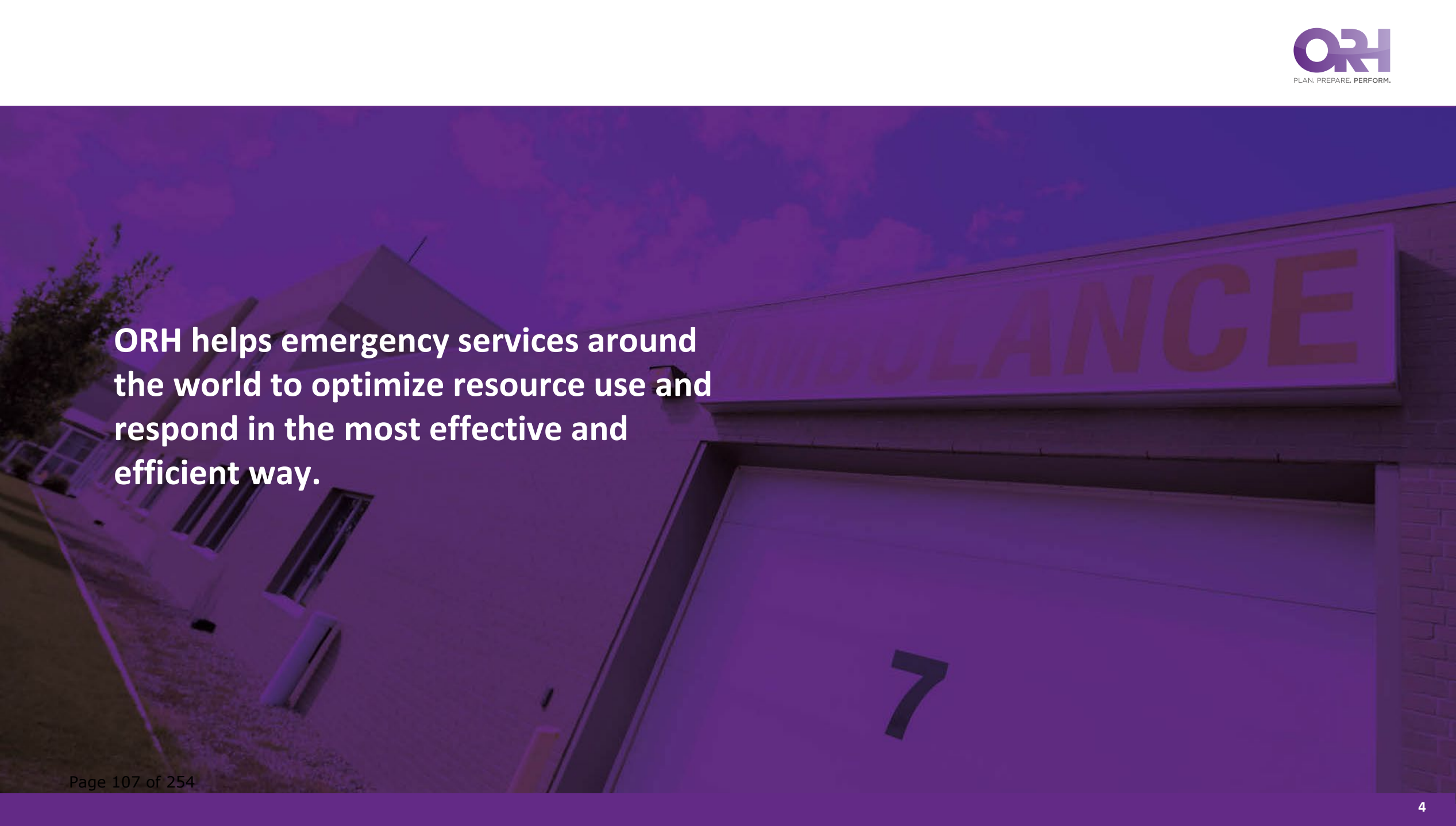
Demand Projections

Modelling Results

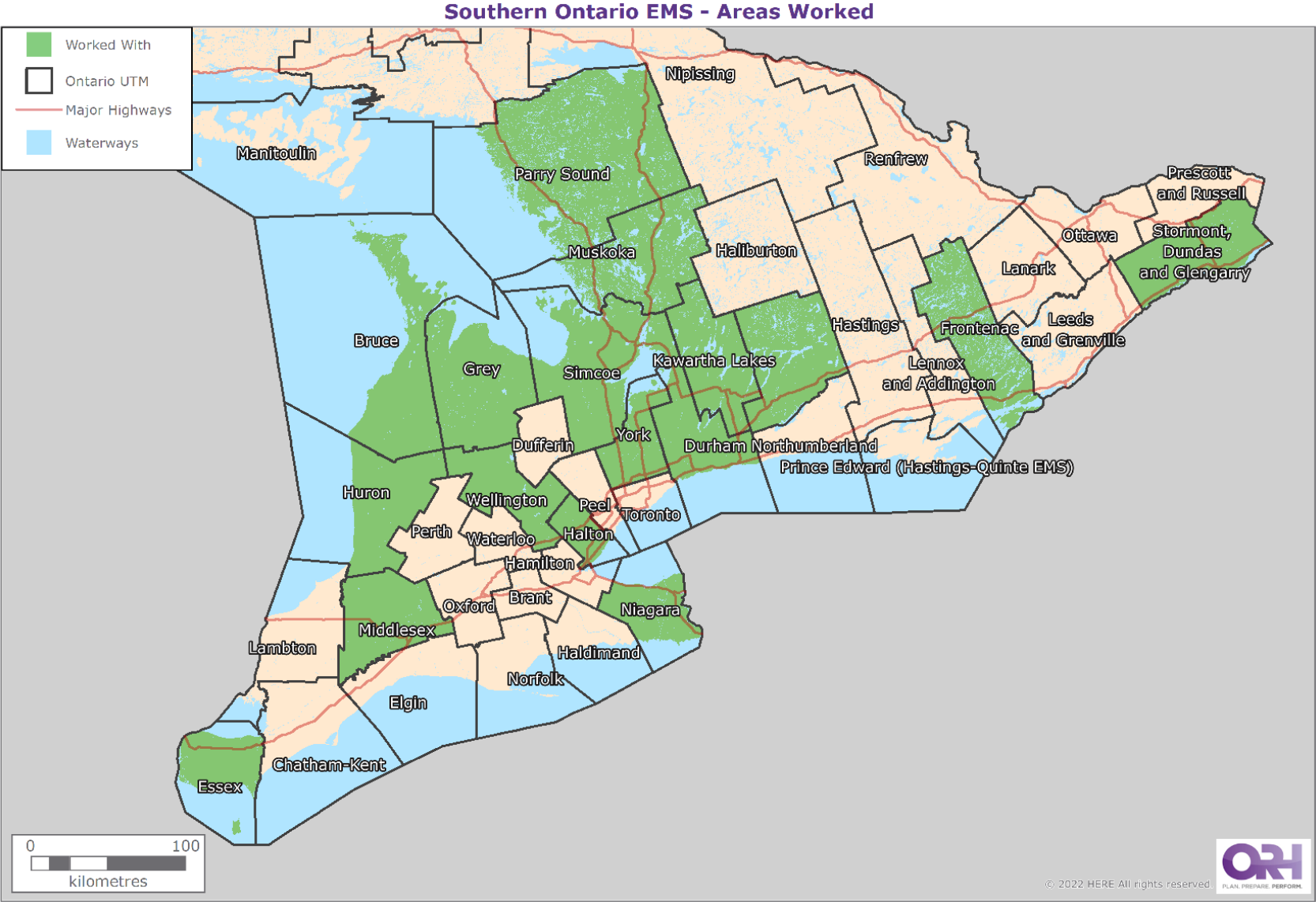
Recommendations



Background



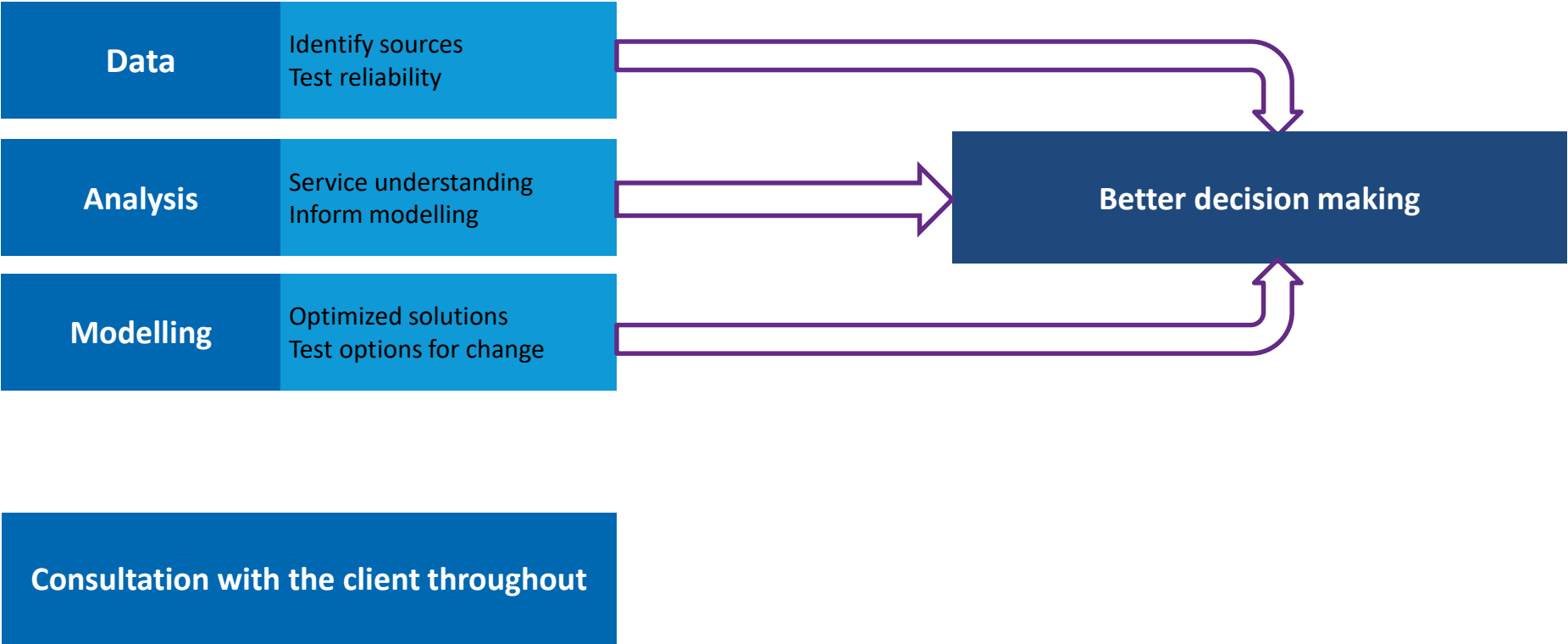
ORH helps emergency services around the world to optimize resource use and respond in the most effective and efficient way.



There is a need to reassess the capabilities of EWEMS relative to the needs of the County for the next five years (2025 to 2030) to inform service planning and ensure EWEMS is providing the right care at the right place and time.

The Master Plan update should answer the following questions:

- How has the service profile changed since the original review?
- What will ambulance call volumes look like over the next five years?
- What is the optimum number of, and location of, stations to align with the geographical profile of population and call volumes?
- What are the frontline resource requirements (staffing and vehicles) to meet response time performance targets?
- What are the support services staffing requirements to support frontline service delivery?
- Is EWEMS service delivery aligned with best practices in other municipalities?
- What is the impact on service delivery if operating under Medical Priority Dispatch System (MPDS)?

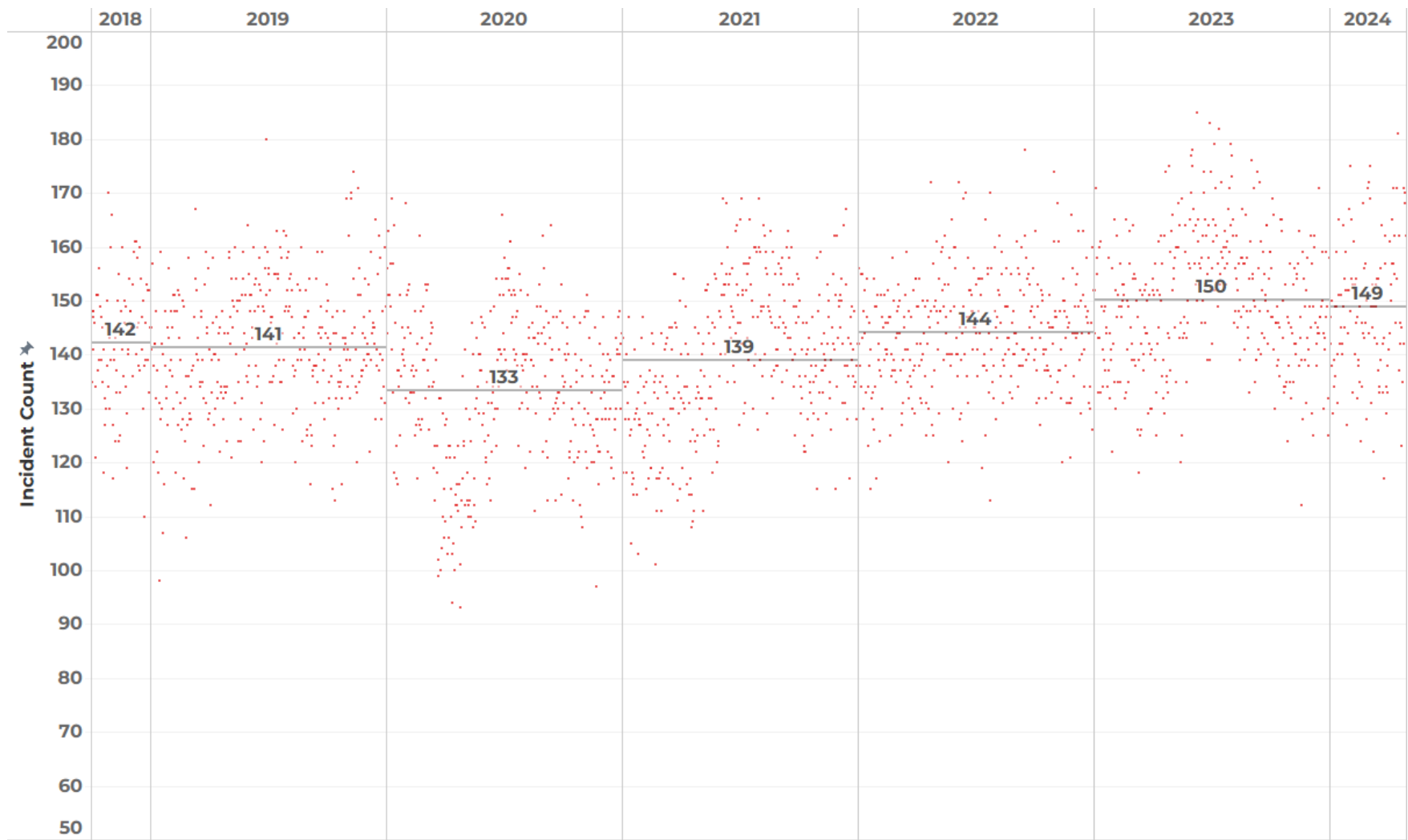




A paramedic in a green uniform stands next to an ambulance, holding a medical bag. The ambulance has 'PARAMEDIC' and 'Oxygen' visible on its side. The entire image is overlaid with a semi-transparent purple filter.

Analysis and Benchmarking Highlights

Daily Demand by Year

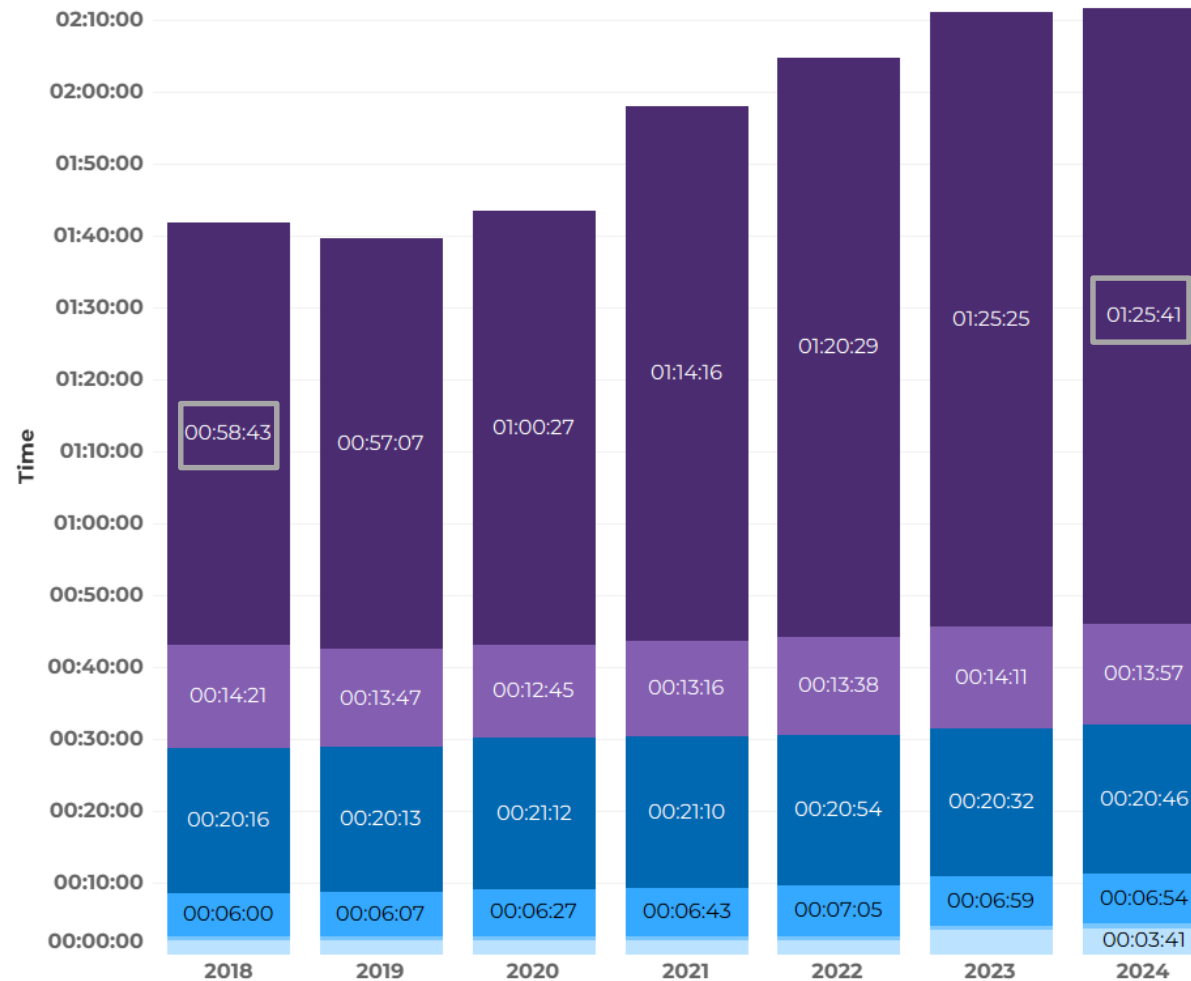


Demand serviced by EWEMS (irrespective of location)

- Annual increases return to expected growth after COVID impact

The ‘Demand’ monitored is the count of **incidents** undertaken by EWEMS

Call component averages by year

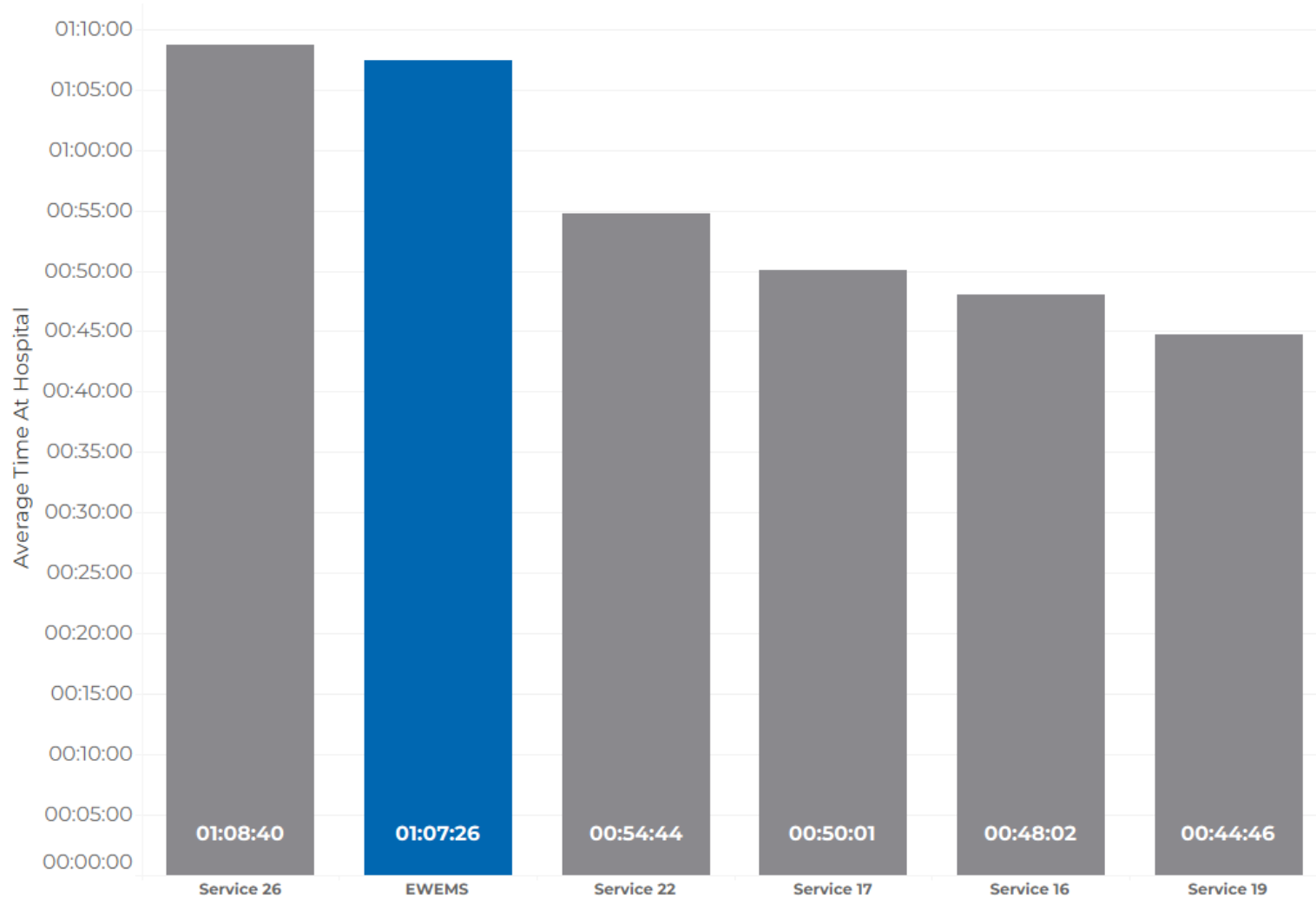


The time taken to service a call has risen, mostly in time at hospital (by around 25 minutes).

Call Components (Averages)

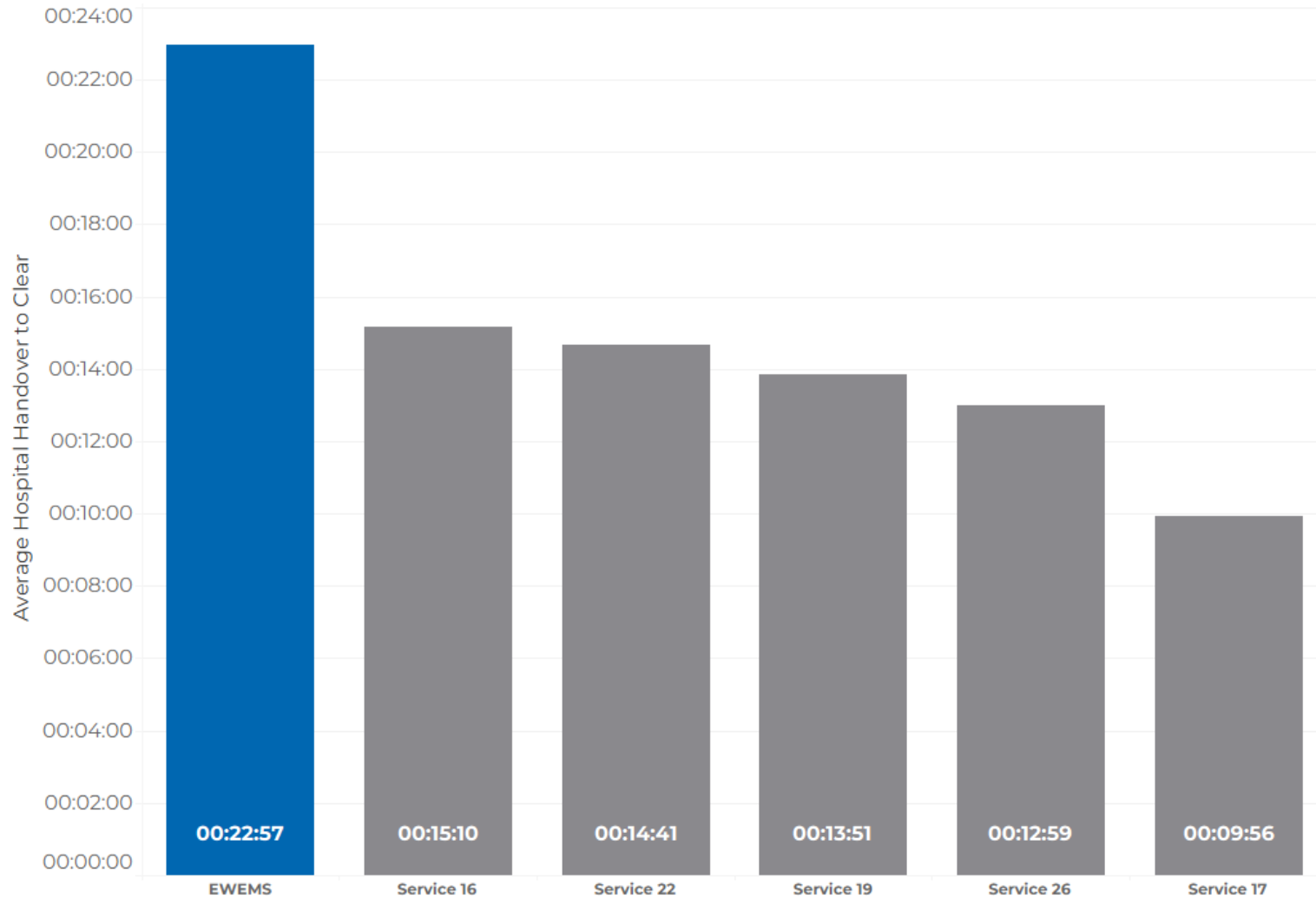
- Time at Hospital
- Time to Hospital
- Time at Scene
- Time to Scene
- Mobilisation Time
- Call Handling Time

Time at Hospital



EWEMS had the second highest average time at hospital.

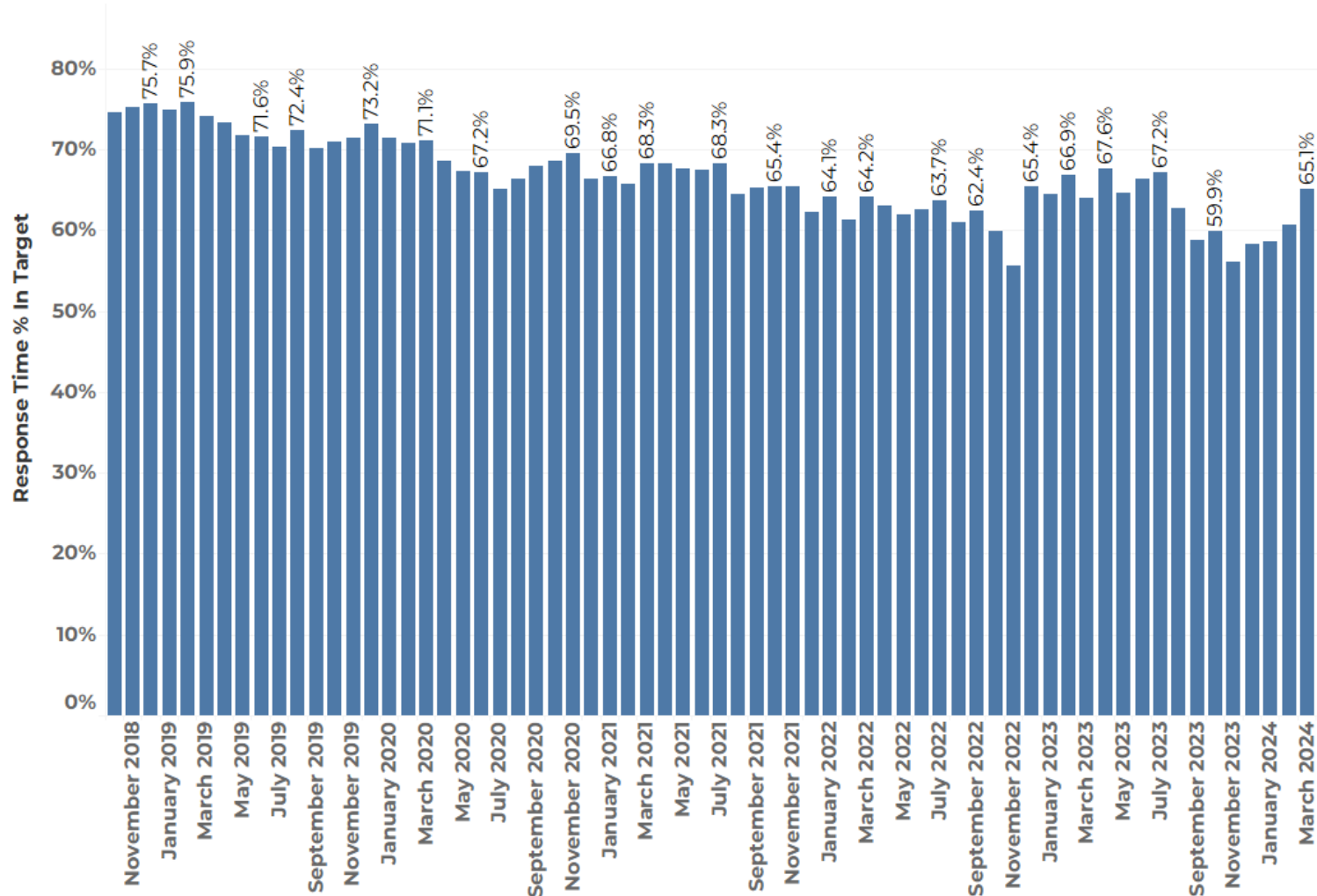
Handover to Clear



EWEMS has the highest handover to clear, in part driven by a policy change.

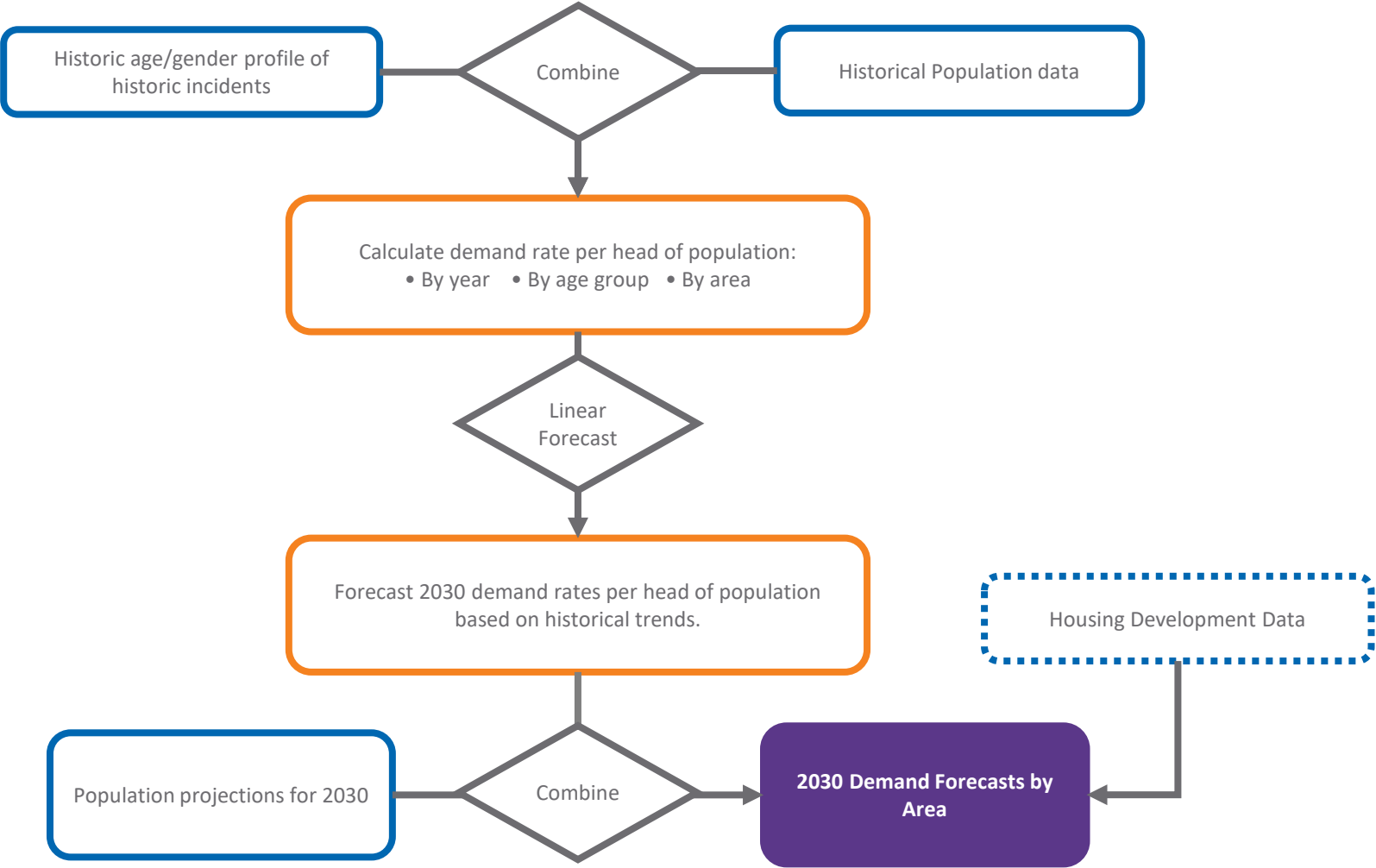
It should be noted that attempts to reduce this time may affect meal break completion, staff morale, fatigue and other productivity measures.

Percentage responded within 8 minutes – P4



8-minute P4 response performance fell from 75.9% to 56%, however over the last year this has improved to 65%.

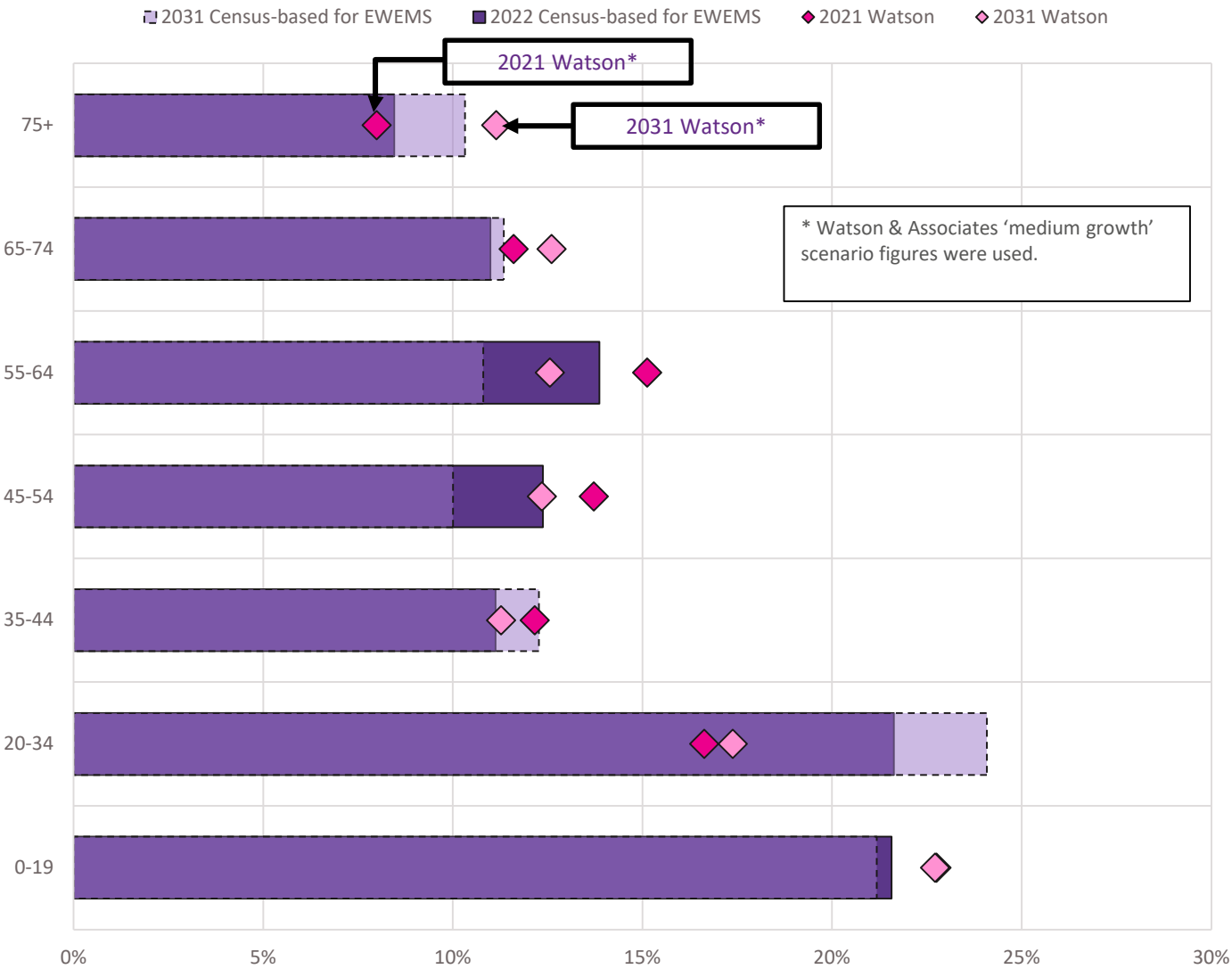
Demand Projections



There is a projected ageing population, particularly in the County, with large growth in the 20-34 age group in Windsor.

Lower Tier Municipality (LTM)	Population		Avg. Annual Change
	2021	2031	
Amherstburg	24,263	28,500	1.6%
Essex	21,889	24,200	1.0%
Kingsville	22,818	26,400	1.5%
Lakeshore	41,700	48,200	1.5%
LaSalle	33,755	39,600	1.6%
Leamington	30,629	36,300	1.7%
Tecumseh	24,030	29,200	2.0%
Windsor	236,962	289,768	2.0%
County	199,085	232,400	1.6%
Total	436,046	522,168	1.8%

Census-based Essex-Windsor Population Projections (Grouped)

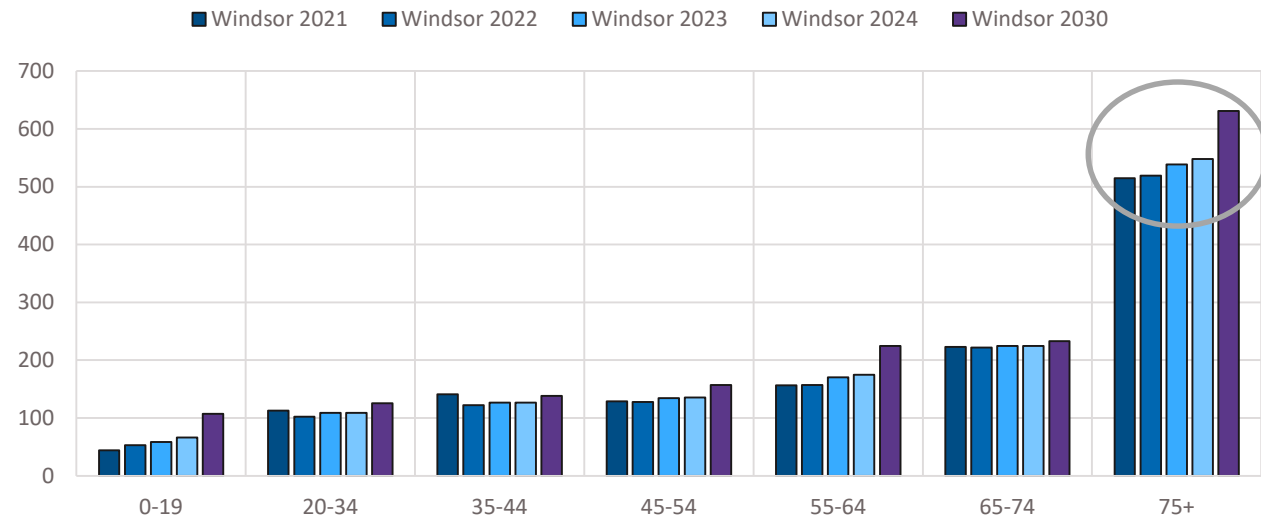


Demand Rate Trends

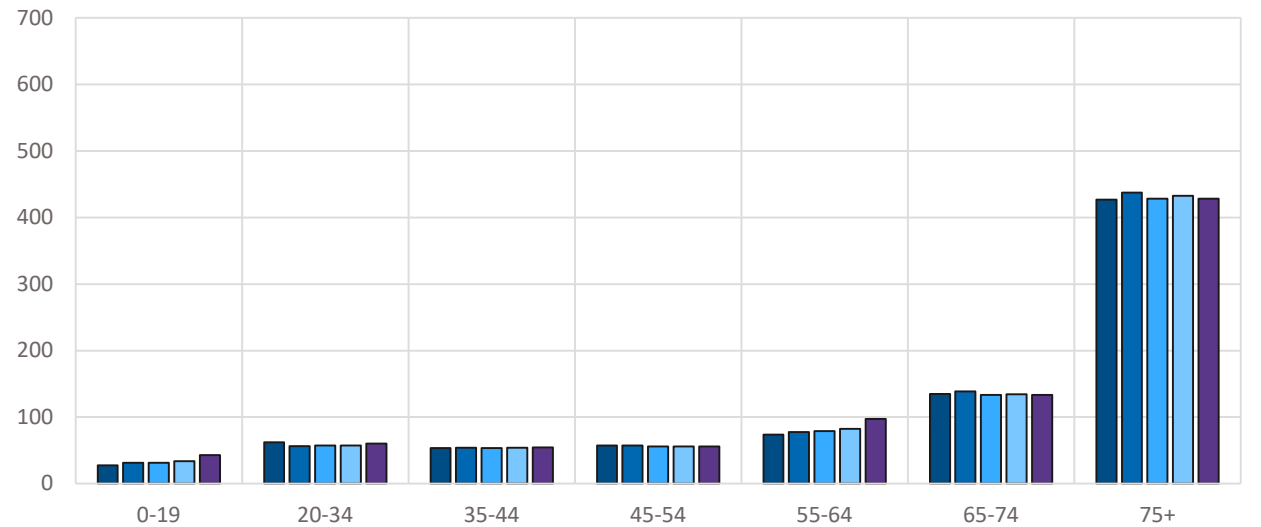
Most, but not all age groups experience increases in demand rates across the 2021-2024 sample.

The largest increase is in the 75+ age group in Windsor, where in 2030 it is projected that there will be more than 600 calls per 1,000 75+ person per year.

Demand Rates per 1,000: Windsor



Demand Rates per 1,000: County



A 4.5% average annual increase is projected.

Population growth is the main driver in County demand growth, with demand rate changes the main driver in Windsor.

Area	Average 2019-2023	Average 2021-2023	Average 2024-2030
Windsor	1.6%	4.2%	5.1%
County	1.9%	3.4%	3.2%
Average Growth on year	1.7%	4.0%	4.5%

Area	% due to Pop. Change	% due to Ageing	% due to Demand Rate Changes
Windsor	42.2%	2.2%	55.6%
County	61.7%	22.8%	15.5%
Average % impact	47.6%	7.5%	44.9%

Modelling Results

'Do Nothing' Scenario: 2030

Demand increased through to 2030, at 4.5% per year on average.

No other changes are made (no additional stations, resourcing or staffing), from the 2024 base position (with 2024 enhancements).

P4 8-minute response performance falls by almost 14 percentage points.

Ambulance utilization increases from 42% to 57%, meaning the nearest ambulance will be available only 43% of the time.

Do Nothing Scenario - 2030

LTM	P4NonT*			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Amherstburg	56.4%	88.1%	09:44	35.5%	62.4%	16:20
Essex	43.3%	78.0%	11:04	27.0%	45.7%	17:35
Kingsville	53.1%	88.6%	09:37	23.6%	54.5%	17:22
Lakeshore	25.9%	69.7%	12:58	13.1%	44.8%	18:18
LaSalle	30.8%	86.6%	10:56	14.5%	57.3%	15:56
Leamington	60.0%	88.2%	09:22	27.7%	63.3%	15:42
Pelee	41.4%	71.6%	11:35	44.9%	61.1%	08:27
Tecumseh	44.3%	86.2%	10:12	20.6%	55.8%	17:02
Windsor	54.1%	90.7%	09:06	21.4%	63.7%	15:46
Overall	51.1%	88.4%	09:34	22.4%	61.1%	16:28

Difference to Base

LTM	P4NonT*			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Amherstburg	-14.8%	-8.5%	02:03	-9.2%	-13.0%	02:58
Essex	-18.1%	-14.3%	02:42	-12.3%	-15.8%	03:47
Kingsville	-11.9%	-8.2%	01:42	-6.2%	-16.1%	03:57
Lakeshore	-16.4%	-18.3%	02:50	-7.0%	-17.6%	03:28
LaSalle	-14.4%	-9.8%	01:49	-3.7%	-11.4%	01:38
Leamington	-6.4%	-6.6%	01:14	-3.6%	-9.7%	02:50
Pelee	-1.7%	-1.2%	00:53	-15.3%	-16.7%	57:39
Tecumseh	-22.5%	-10.6%	02:23	-9.1%	-11.8%	02:53
Windsor	-13.9%	-7.2%	01:34	-2.4%	-7.0%	01:44
Overall	-13.9%	-8.1%	01:41	-3.7%	-8.5%	02:02

*P4NonT = Non-hospital transfer Priority/Code 4 calls

Maintain Performance by Lower Tier Municipality (LTM) in 2030

This requires 924 additional weekly ambulance hours (11 additional 12-hour shifts) by 2030.

This is equivalent to a 22% increase in ambulance hours, compared to a 30% increase in demand.

There is some small degradation in Kingsville, Pelee Island and Tecumseh; the majority of Municipalities improve.

This adds vehicles at:

- Dougall: 24x7
- Mercer: 24x7
- Amherstburg: 12x7
- Essex: 12x7
- Jefferson: 12x7
- Lakeshore: 12x7
- LaSalle: 12x7
- Leamington: 12x7
- Tecumseh: 12x7

Maintain Performance

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Amherstburg	74.8%	97.0%	07:25	47.5%	78.2%	12:53
Essex	63.7%	92.8%	08:08	41.4%	63.9%	13:27
Kingsville	64.8%	96.7%	07:54	29.3%	68.9%	13:32
Lakeshore	44.4%	89.4%	09:51	21.5%	65.8%	14:25
LaSalle	47.6%	97.4%	08:53	20.4%	72.3%	13:47
Leamington	68.8%	96.1%	07:52	33.2%	76.5%	12:21
Pelee	42.1%	73.1%	10:21	65.3%	82.7%	10:05
Tecumseh	66.2%	97.6%	07:48	28.9%	67.4%	13:42
Windsor	69.1%	98.3%	07:23	25.0%	71.4%	13:59
Overall	66.5%	97.1%	07:43	27.5%	71.3%	13:50

Difference to Base

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Amherstburg	3.6%	0.4%	-00:16	2.8%	2.7%	-00:29
Essex	2.2%	0.5%	-00:15	2.1%	2.4%	-00:21
Kingsville	-0.1%	0.0%	-00:01	-0.6%	-1.7%	00:07
Lakeshore	2.0%	1.4%	-00:17	1.4%	3.4%	-00:26
LaSalle	2.4%	1.0%	-00:14	2.3%	3.6%	-00:31
Leamington	2.5%	1.2%	-00:16	1.9%	3.4%	-00:30
Pelee	-0.9%	0.2%	-00:22	5.1%	4.9%	-00:43
Tecumseh	-0.5%	0.7%	-00:01	-0.8%	-0.1%	-00:27
Windsor	1.1%	0.4%	-00:08	1.2%	0.7%	-00:03
Overall	1.5%	0.6%	-00:11	1.4%	1.7%	-00:36

Station Capacities – Maintaining Performance in 2030

Though performance can be maintained, there are capacity challenges at the majority of stations.

This, along with operational reasons, led the modelling towards a hub and spoke scenario.

Station	Capacity	Peak Deployments (Amb+ERU+CATT)	Difference
Amherstburg	2	3	-1
Dougall	6	5	1
Essex	2	3	-1
Harrow	2	2	0
Jefferson	3	4	-1
Kingsville	6	3	3
Lakeshore	2	3	-1
Lasalle	3	3	0
Leamington	5	5	0
Mercer	6	7	-1
Pelee	1	1	0
Tecumseh	6	5	1

Hub and Spoke Scenarios – Maintaining Performance in 2030

A number of sites were tested as the potential hub:

- Two potential sites near the Acute Care Hospital
- Near to the current Dougall station
- In east LaSalle

There were not large performance differences; a hub in the vicinity of the ‘Mega Hospital’ site provides a feasible option to feed resources across spokes, currently at existing stations:

- Mercer
- Dougall
- Jefferson
- LaSalle
- Tecumseh
- Essex
- Lakeshore

This reduces capacity concerns at all stations, with the exception of Amherstburg. This site will either require expansion or alternative arrangements, as it is further from the hub than other sites.

Hub and Spoke: Maintaining Performance (2030)

With the more dynamic hub and spoke system, performance is maintained in 2030 and slightly improved compared to the traditional station model.

This keeps existing resources at their current stations, with all additional resources posted from the hub.

In future, there may be the opportunity to downsize existing stations to two-bay posts (without the same footprint requirements as a station).

Hub and Spoke

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Am herstburg	76.8%	97.6%	07:13	48.8%	79.8%	12:34
Essex	64.1%	93.5%	08:03	40.8%	64.6%	13:34
Kingsville	64.9%	96.8%	07:54	29.6%	69.0%	13:37
Lakeshore	45.5%	89.5%	09:46	22.0%	66.6%	14:13
LaSalle	54.9%	98.4%	08:21	25.5%	77.2%	13:06
Leam ington	68.3%	95.9%	07:55	33.1%	76.7%	12:22
Pelee	42.5%	73.0%	10:19	65.4%	82.6%	08:22
Tecum seh	75.3%	98.3%	07:07	31.5%	75.1%	13:07
Wind sor	71.5%	98.7%	07:11	26.7%	72.2%	13:45
Overall	69.0%	97.6%	07:30	29.3%	72.9%	13:32

Difference to LTM Maintained Position - Traditional Station System

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Am herstburg	1.9%	0.6%	-00:11	1.3%	1.6%	-00:19
Essex	0.4%	0.6%	-00:06	-0.6%	0.6%	00:07
Kingsville	0.1%	0.0%	-00:01	0.3%	0.2%	00:05
Lakeshore	1.1%	0.1%	-00:05	0.5%	0.9%	-00:12
LaSalle	7.3%	1.0%	-00:32	5.1%	4.9%	-00:41
Leam ington	-0.5%	-0.2%	00:02	-0.2%	0.2%	00:01
Pelee	0.3%	-0.1%	-00:02	0.1%	-0.1%	-01:43
Tecum seh	9.0%	0.7%	-00:41	2.6%	7.7%	-00:36
Wind sor	2.4%	0.4%	-00:12	1.7%	0.8%	-00:14
Overall	2.5%	0.5%	-00:12	1.8%	1.6%	-00:18

Hub and Spoke: Improving Performance (2030)

The modelling has focused on maintaining current performance through to 2030.

We have also modelled meeting 75% P4NonT (non-hospital transfer) in 8 minutes.

This would require the following shifts, on top of the maintaining performance position:

- 1,176 weekly hours (14 x 12-hour shifts)
- 12 of these would be based at the hub
- The remaining two would be two 12-hour day shifts located at Kingsville and Leamington

This is a total of 2,100 additional hours (25 x 12-hour shifts).

Hub & Spoke - Achieve 75% P4 8-minute Performance

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Am herstburg	84.3%	99.1%	06:28	57.5%	87.9%	10:59
Essex	68.8%	94.4%	07:33	47.7%	72.9%	11:48
Kingsville	65.7%	96.4%	07:50	32.1%	74.9%	12:15
Lakeshore	59.3%	95.7%	08:26	27.9%	80.6%	12:00
LaSalle	67.8%	99.8%	07:31	30.9%	88.0%	11:14
Leam ington	66.6%	94.5%	08:08	33.5%	77.7%	11:50
Pelee	42.1%	73.1%	10:17	66.8%	84.1%	09:53
Tecum seh	89.7%	99.9%	05:55	49.4%	90.5%	09:52
Windsor	77.1%	99.7%	06:45	31.2%	80.2%	11:46
Overall	75.1%	98.8%	07:00	34.3%	81.5%	11:49

Difference to Hub & Spoke Maintaining Performance Position

LTM	P4NonT			P3NonT		
	8 Mins	15 Mins	Mean	8 Mins	15 Mins	Mean
Am herstburg	7.5%	1.5%	-00:45	8.7%	8.2%	-01:35
Essex	4.8%	0.9%	-00:29	6.9%	8.3%	-01:46
Kingsville	0.8%	-0.4%	-00:03	2.5%	5.8%	-01:23
Lakeshore	13.8%	6.3%	-01:20	5.9%	13.9%	-02:13
LaSalle	12.9%	1.4%	-00:50	5.4%	10.8%	-01:52
Leam ington	-1.8%	-1.4%	00:14	0.5%	1.0%	-00:31
Pelee	-0.4%	0.1%	-00:02	1.4%	1.4%	01:32
Tecum seh	14.4%	1.6%	-01:12	17.8%	15.4%	-03:15
Windsor	5.6%	1.0%	-00:26	4.5%	8.0%	-01:59
Overall	6.1%	1.3%	-00:30	5.0%	8.6%	-01:43

A number of sensitivity modelling scenarios were also undertaken:

- Existing stations are generally well-located compared to theoretical optimal sites.
- East and West Windsor additional spokes would provide around a five percentage point improvement in P4 8-minute response performance in Windsor.
- If demand increased by 2.3% per year, three fewer 12-hour shifts would be required by 2030. If growth was higher, at 6.3%, seven further 12-hour shifts would be required.
- Incorporating residential development information for the County into the geographical demand distribution showed no significant changes to optimal site locations or response performance.
- The impact of the future Windsor Acute Care Hospital upon EMS performance depends highly upon offload delays at the new site compared to existing campuses.

We have modelled two MPDS scenarios (Ministry-led and Service-run MPDS), using information from other MPDS services.

MPDS itself changes patient categorization and enables greater prioritization, but it doesn't fundamentally change the outcome for the majority of patients (ambulance response and transport to hospital). By switching to MPDS alone, response performance is unlikely to fundamentally change.

EMS services with MPDS and control of the dispatch centre have the autonomy to use Mobile Integrated Health teams, greater clinical decision-making on scene, and clinicians in the dispatch centre to reduce transport rates and reduce unnecessary ambulance responses where clinically appropriate.

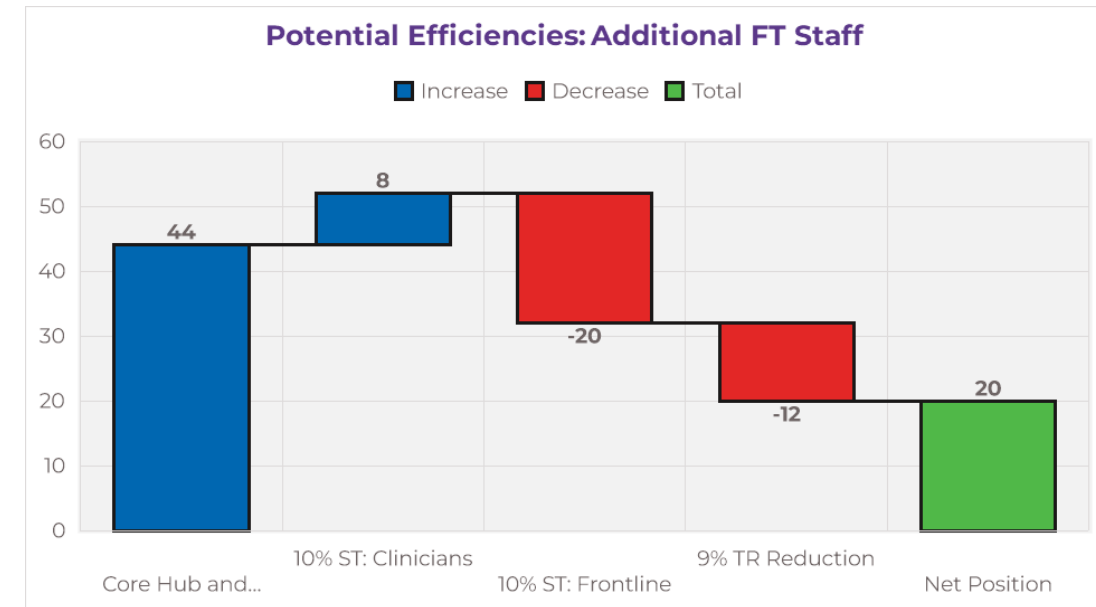
This approach is required to ensure that EMS is increasing efficiency in future, and providing the right care for the patient at the right time.

Service-run MPDS Commentary

The exact configuration and categorization of MPDS in Essex-Windsor is yet to be determined, and may differ from that modelled here.

Based on benchmarking other Service-run MPDS services, we modelled a 10% secondary triage rate (calls not requiring a response) and 9% reduction in transport rate.

If these could be achieved, including the requirement for clinicians in the control room, the additional requirement would reduce from 44 full-time frontline staff to 20.



This shows the potential benefit, however legislative and wider healthcare environment changes would need to be made to enable EWEMS to become the 'gatekeeper' for emergency and urgent care.

Recommendations

Key Recommendations



Implement a hybrid hub and spoke model, with a hub in the vicinity of the Acute Care Hospital site. Investigate the potential for additional spokes in Windsor.



Assuming performance is to be maintained, increase FT staffing by 44 with a further 22 PT staff (assuming a 0.5 PT ratio). Employ four additional DCs by 2030 to maintain the 19:1 ratio. To improve response times, further additional staffing would be required.



Monitor demand increases and developments to understand whether any staffing enhancements need to be brought forward or held back.



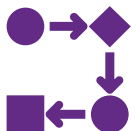
Monitor offload delays as modelling showed historical increases have had a significant impact on EWEMS resourcing requirements.



Continue to advocate for the Service-run MPDS model as this increased autonomy can unlock potential efficiencies, such as reducing unnecessary ambulance responses and reduced transport rates. This could lead to 24 fewer net new FT staff (+8 clinicians in control, - 32 frontline staff).



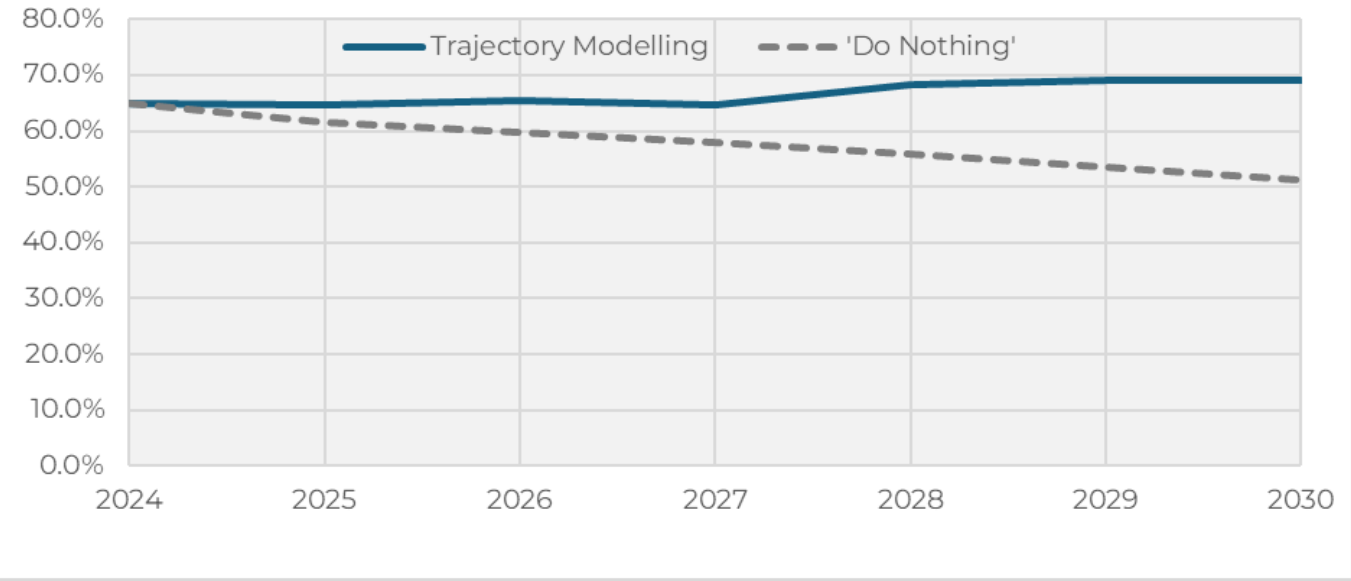
Undertake further clinical investigation of ‘treat and release’ and ‘treat and refer’ initiatives to reduce unnecessary ambulance transport.



Investigate the need for a Service Delivery Review to understand workflows and role portfolios in relation to best practices.

Recommended Trajectory

EWEMS-wide 8-minute P4NonT Response Performance



Year	Changes Made	Additional	
		Vehicles	FT Staff
2025	Additional 12-hour day shifts at LaSalle and Tecumseh	2	8
2026	Additional 12-hour day shifts at Leamington and Dougall	2	8
2027	Additional 12-hour day shifts at Amherstburg and temporarily at Kingsville (as limited capacity in Essex)	2	8
2028	Hub opens, with two additional 12-hour shifts (day/night). All additional shifts within the hub system now start from the hub	1	8
2029	Add two 12-hour shifts at the hub (day/night)	1	8
2030	Add one 12-hour day shift at the hub	1	4



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Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Melissa Ryan, CPA, Director, Financial Services/Treasurer

Date: Wednesday, February 5, 2025

Subject: Proposed Revisions to Fees and Charges By-law for 2025

Report #: 2025-0205-FIN-R03-MR

Purpose

To recommend amendments to the County of Essex Fees and Charges By-law.

Background

In accordance with the By-law, which establishes the fees and charges for the County of Essex, an annual review is undertaken by Administration to determine if there is a need to amend any of the approved fees and charges.

The fees and charges were last amended in February 2024. In 2024 some minor planning charges were updated and all other charges remained status quo.

Discussion

In conjunction with the development of the 2025 Budget, Administration was tasked with reviewing fees and charges applicable to each department/service area and to make recommendations for any revisions if deemed appropriate.

The recommended amendments are highlighted in By-law 2025-04 Schedules A-G and include proposed adjustments to fees for two (2) items: (1) an increase to the deposit required for a Work Permit by Infrastructure Services and (2) the establishment of a fee for Field Advertising/Billboard.

The proposed \$1,000 Work Permit deposit aligns County practices with those of local municipalities and addresses a longstanding gap in our fee structure. While the County currently charges permit fees to cover administrative

costs, the addition of a deposit creates a small but effective incentive for permit holders to complete their projects and call for the necessary inspections to recover their deposit.

Regarding the newly introduced \$450 fee for field advertising and billboard signage, this update reflects the evolution of signage to include more complex digital signs. These signs require additional review, as well as multiple site visits to ensure compliance. The permit will cover a three-year term, after which it will expire, requiring the applicant to renew. At that time, a review of the sign's location and output will be conducted. Given the increased labour involved, this updated fee more accurately reflects the resources required to manage these permits.

In summary, the proposed deposit and fee adjustments aim to ensure the County's fee structure remains equitable, reflective of the current operational landscape, and aligned with the principles of cost recovery for specialized services.

Financial Implications

As a non-profit municipality, fees and charges are recommended at rates that recover up to a maximum of actual costs incurred in accordance with the Municipal Act. The revenue generated by the imposition of the Corporation's Fees and Charges Bylaw are charged to the corresponding department's revenue budgets and used to offset operating costs.

Consultations

- Senior Leadership Team
- Heidi McLeod, Manager of Accounting – Administration / Deputy Treasurer

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☐ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council approve report number 2025-0205-FIN-R03-MR, Proposed Revisions to Fees and Charges By-law for 2025, and direct administration to charge the updated deposits and fees from the date of approval of the By-Law.

Approvals

Respectfully Submitted,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Schedules A to G to By-law 2025-04

Schedules to By-law 2025-04

Schedule A

Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
All	General Fee	N.S.F. Cheque Charge	Each	Require certified replacement cheque or cash	\$45	N/A	No
All	General Fee	Interest Charges	Per Month	1.5% per month., computed monthly (19.56% per annum)	1.5%	N/A	No
All	General Fee	Photocopies - black and white (maximum of 11" x 17")	Per copy	not applicable to internal printing costs	\$0.25	N/A	Yes
All	General Fee	Photocopies - Colour (maximum of 11 x 17)	Per copy	not applicable to internal printing costs	\$0.35	N/A	Yes
All	General Fee	CD/DVD Fee	Each	not applicable to internal departmental costs	\$10	N/A	Yes
All	General Fee	Fax Sent Fee	Each	Not applicable to internal printing costs	Cost Recovery	N/A	Yes
All	General Fee	Special Event / Training	Each	Not applicable to internal departmental costs	Cost recovery	N/A	Yes

Schedules to By-Law Number 2025-04

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Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
All	General Fee	Administrative Billing Fee	Each	Applicable to invoices recovering costs for damage to Corporate property as a result of a motor vehicle accident	\$150/billing	N/A	Yes

Schedule B

Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Council Services	Service Fee	Commissioning Documents	Each	No charge if document relates to County Business	\$20	N/A	Yes
Council Services	Application Fee	Municipal Freedom of Information Request and Personal Information Request	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$5	N/A	No
Council Services	Service Fee	MFIPPA - Records Search Time/ Record Preparation Time	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$7.50	N/A	No
Council Services	Copy Charge	MFIPPA - Copying Charges	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$0.20	N/A	No
Council Services	Service Fee	MFIPPA/PHIPA - Computer Programming Charge	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$15	N/A	No

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Council Services	Service Fee	MFIPPA/PHIPA-CD/DVD	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$10	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Copying Charges	Each	Colour copies up to 11"x 17" Black & white copies up to 11" x 17"	\$0.35 \$0.25	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Search time	per hour	Records Search Time/ Record Preparation Time	\$35	N/A	No
Council Services	Service Fee	County Flags	Each	Varying sizes	Cost Recovery	N/A	Yes

Schedule C

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Moving Permit	Event Specific - Single Trip Permit	each	single trip moving permit	\$150	\$-	No
Infrastructure Services	Moving Permit	Product Specific – Multiple Trips Permit	per product	multiple trips - one product	\$300	\$-	No
Infrastructure Services	Moving Permit	Blanket Permit – Annual Trips	each	multiple trips & product	\$300	\$-	No
Infrastructure Services	Moving Permit	Superload Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No
Infrastructure Services	Moving Permit	Expedited Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Moving Permit	Additional Fleet Vehicles Permit	per vehicle	Fee for each additional vehicle listed on a permit	\$30	\$-	No
Infrastructure Services	Moving Permit	Permit Amendments	each	Amendments to permits after processed	\$25	\$-	No
Infrastructure Services	Access Management	Altering an existing entrance fee	each		\$75	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Permanent) fee	each		\$250	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance crossing a Municipal Drain (Permanent) fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Temporary) fee	per entrance / yr.		\$150	\$1,000	No

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Access Management	Constructing a new entrance (Temporary Industrial) fee	per entrance / yr.		\$250	\$1,000	No
Infrastructure Services	Access Management	Paving an existing entrance (Residential) fee	each		\$75	\$500	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Single Lot) fee	per lot		\$500	\$1,000	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Multiple Lot) fee	per lot		\$450	\$1,000	No
Infrastructure Services	Access Management	Installation of private underground hydro service fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Installation of private storm sewer/drainage outlet or water supply across roadway fee	each		\$150	\$1,000	No

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Access Management	Construction of a public road intersection (design and inspection provided by a consulting engineer) fee	each		\$1,500	\$2,500	No
Infrastructure Services	Administration	Work Permit	each		\$150	\$1000	No
Infrastructure Services	Sign	All signs fees (initial permit)	each		\$150	\$-	No
Infrastructure Services	Sign	Annual signs fees (annual renewal)	each		\$100	\$-	No
Infrastructure Services	Sign	Installation of New Tourism Oriented Destination Signs (TODS) sign fee	each		\$500	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Sign	Annual TODS sign fee	each		\$350	\$-	No
Infrastructure Services	Sign	Encroachment of Wayfinding Sign fee	each		\$150	\$-	No
Infrastructure Services	Sign	Detour Route & Detour Sign Permit	each		\$450	\$-	No
Infrastructure Services	Sign	Field Advertising/ Billboard	each	Renew every 3 years	\$450	\$-	No
Infrastructure Services	Land Use	Setback Permit	each		\$150	\$1,000	No
Infrastructure Services	Transportation Planning	Fee for review of Transportation Impact Studies	each		\$500	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Transportation Planning	Encroachment Agreement	each	By-law required with specified terms.	Terms plus actual legal fees	\$-	No
Infrastructure Services	Transportation Planning	Fee for most current Traffic Data	each		\$50	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Traffic Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Accident Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Special Studies and Reports	each		\$250	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Transportation Planning Maps	each		\$50	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Building Services	Rental for Committee Room A	Per Hour		\$23.50 \$24.00	\$	Yes
Infrastructure Services	Building Services	Rental for Committee Rooms B, C, D, E and Cafeteria	Per Hour		\$47 \$48	\$	Yes
Infrastructure Services	Building Services	Rental for Committee Council Chambers (available only upon approval of CAO) and/or Building Manager	Per Hour		\$60 \$61.25	\$-	Yes
Infrastructure Services	Building Services	Flat Rate for Council Chambers and Committee Rooms by a Local County Municipality	All day rental	N/A	\$262.50	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Operations	Cost Recovery for Works Carried out by Maintenance & Operations	Per Hour or other if specified	Costs for services such as engineering, construction & maintenance activities, damage repair, etc billable to third parties	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes
Infrastructure Services	Operations	Cost Recovery for Roadway Signage Damage and/or Requests	Per Hour or other if specified	Costs for services related to repairing damage or establishing road closure or directional signage	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Operations	Cost Recovery for Damage to Traffic Signal Equipment	Per Hour or other if specified		OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

Schedule D

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Geographic Information Systems (GIS)	Printed Copy Fee	Printed County Road Map (32x25.5) fee	Each	colour printed map of County Roads (size)	\$10	\$-	Yes
Geographic Information Systems (GIS)	Printed Copy Fee	Aerial Photo fee (1km Tile)	Each	colour printed aerial photo (Electronic copy 1km Tile Tiff Image)	\$50/Tile + \$40	\$-	Yes
Geographic Information Systems (GIS)	Plotter Service Fee	Printing with Plotter Fee	Per Sq. Ft./Per Hr.	colour printing large drawings on plotter	\$3/sqft+ \$40/hr.	\$-	Yes
Information Technology	Service Charge	IT Services of staff contracted out	per hour	charge to external organizations	\$75 to \$150	\$-	Yes

Schedule E

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$3000 - up to 20 Lots/ Blocks/ Units	\$-	No
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$5000 - 21 to 50 Lots/ Blocks/ Units	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$7000 - more than 50 Lots/ Blocks/ nits	\$-	No
Planning	Peer Review Services	Environmental Assessment (EIA) Peer Review Services	Per Hour or as specified for cost recovery	Cost Recovery for works associated with the Review of EIAs by County Administration or consultants retained by the County to conduct peer review services	Fees commensurate with the level of effort required to conduct the review and the hourly rate of the environmental experts involved.	\$500 Deposit	No
Planning	Operations	Extension to Draft Plan of Subdivision Approval Process	Each	Cost Recovery determined by staff time and resources.	\$1000.00	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Operations	Change of Conditions-Redline amendment to draft plan (minor)	Each	Cost Recovery determined by staff time and resources.	\$1000.00	\$-	No
Planning	Operations	Change of Conditions-Redline amendment to draft plan (major)	Each	Cost Recovery determined by staff time and resources.	\$2000.00	\$-	No
Planning	Operations	Processing Part Lot Control Exemption Applications	Each	Cost Recovery determined by staff time and resources.	\$500.00	\$-	No
Planning	Application Fee	County Official Plan Amendment	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$2,000	\$-	No

Schedule F

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Training	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes
EMS	Service Fee	Public Access Defibrillator Program	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Ambulance Call Report (ACR)/Electronic Medical Record (EMR) Release	Each	Charge not applicable to requests from other health information custodians or law enforcement agencies.	\$75	\$-	No
EMS	Service Fee	Ambulance -2 Paramedics -private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No
EMS	Service Fee	Emergency Response Vehicle - 1 paramedic - private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$92.50	\$92.50	No
EMS	Service Fee	Bike Medics -2 bikes -2 Paramedics -private coverage	Per Hour	4 Hour Minimum (Mandatory hour required for pre and post preparation and travel is included in 4 hour minimum)	\$170	\$170	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Additional Paramedics - without vehicle - private coverage	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	No
EMS	Service Fee	Supervisor Coverage 1 Response Vehicle 1 Supervisor	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$110	\$110	No
EMS	Service Fee	ATV – KORA/Gator -2 Paramedics - private coverage - includes trailer and tow vehicle pickup and delivery	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Other Specialty EMS Equipment - private coverage	Per Hour or Daily Rate	To be determined on individual basis. One (1) hour preparation and clean up time plus travel time over the on-site coverage hours will be added to each invoice for every piece of equipment.	Variable	\$-	No

Schedule G

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Service Charge	Cable TV Fee	Per Connection		\$37.40	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Telephone Charges	Per Connection		\$28.82	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Service Charge	Long Distance Charges	Per Connectio n/Per Month	Long Distance Charges	\$5.65	\$-	Yes
Sun Parlor Home (SPH)	Installation Fee	Telephone Installation Fee	Per Connectio n		\$95	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Attendant Care Fee	Per Hour (4 hour minimum)		\$30	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Catering Charges	Per Hour		Cost Recovery	\$-	Yes



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng., Director, Infrastructure & Planning Services

Date: Wednesday, February 5, 2025

Subject: Phragmites Control Across the County

Report #: 2025-0205-IPS-R02-AB

Purpose

The purpose of this report is to provide information to County Council regarding the current and varied practices in the region to manage phragmites.

Background

In 2025 there is no doubt that phragmites, in particular, invasive phragmites remains and requires our attention. Invasive phragmites is “an aggressive plant that spreads quickly and out-competes native species for water and nutrients. It releases toxins from its roots into the soil to hinder the growth of and kill surrounding plants. While it prefers areas of standing water, its roots can grow to extreme lengths, allowing it to survive in relatively dry areas.” (Source: <https://www.ontario.ca/page/phragmites-fact-sheet>)

Invasive phragmites grows in stands that can be extremely dense with as many as 200 stems per square metre, so dense it crowds out other species, and can reach heights up to 5 metres. (Source: <https://www.ontario.ca/page/phragmites-fact-sheet>)

As noted in correspondence received from the Town of Amherstburg, “Phragmites significantly threatens our local ecosystems, waterways, and infrastructure.” (Refer to **Appendix 1**) A coordinated approach to Invasive Phragmites is appropriate.

After conducting some research, and attending a local chapter meeting of the Drainage Superintendents Association of Ontario (DSAO)—which includes all local Drainage Superintendents from Essex County and the City of Windsor, as well as local drainage engineers and contractors—Administration reports that:

1. Several Local Municipal Partners (LMP) actively manage and budget for phragmites control in roadside and municipal drains.
2. The Nature Conservancy of Canada (NCC) has become a champion in the fight to manage phragmites across Ontario, and
3. The Essex Region Conservation Authority is leading a local NCC initiative against phragmites.

Discussion

The approach, locally, is varied among the Region's municipalities. A number of municipalities, through their Drainage departments, have mapped phragmites and implemented annual programs of cutting and spraying. Others address concerns upon request or as needed. Table 1 provides a basic summary.

Table 1

Municipality	Description of Phragmites Activities
Town of Amherstburg	Map, spray and cut annually
Town of Essex	Map, spray and cut annually
Town of Kingsville	Map, spray and cut annually
Municipality of Lakeshore	Map, spray and cut annually
Town of LaSalle	Cut roadside areas, Cut municipal drains on request
Municipality of Leamington	Map, spray and cut annually
Town of Tecumseh	Cut roadside areas, Cut municipal drains on request
City of Windsor	Cut roadside areas on request (Parks Dept)
County of Essex	Spray and cut annually through LMP contracts

As owners and custodians of vast areas of land, NCC has considerable experience in fighting phragmites and become quite active in addressing phragmites in Ontario. As an example, NCC is currently working with 400

private landowners in Norfolk County on what is known as the Norfolk Private Lands program. The program has been running since 2019 and is continuing through March 2026 with over 400 participants, and over 80 sites. The initial work started in natural areas at Long Point and Turkey Point, and expanded from there.

NCC has now secured \$100,000 specifically for projects in Essex County through the Ontario Phragmites Action program (OPA). OPA is funded from the Ontario Ministry of Natural Resources, and implemented by a number of agencies including NCC. The Essex Region Conservation Authority has been named the lead agency, and will be supported by the NCC, and OPA in our region.

ERCA has and will continue to convene meetings of a working group with the purpose of bringing together phragmites partners on the local scale to: support a coordinated approach to phragmites control, identify existing actions, identify priorities moving forward, and identify funding opportunities.

The Manager of Operation & Maintenance, County of Essex, sits on this working group. The group will be supported by the NCC, and the Invasive Species Centre (ISC). NCC will continue discussions with other Associations with the intention of garnering/sharing/growing as much expertise as possible. Other Associations may include: the Ontario Vegetation Management Association (OVMA), Land Improvement Contractors Ontario (LICO) and Ontario Good Roads Association (OGRA).

A local effort against phragmites is already underway. The local working group will consider authoring Best Management Practices and facilitating coordination efforts. A coordinated working group may lead to such things as:

1. Regional Best Management Practices to combat phragmites;
2. Regional mapping;
3. Sharing of data and successes;
4. Workshops regarding herbicides and techniques;
5. Combined efforts toward regional funding applications; and
6. Genetic testing and herbicide selection.

The County of Essex will continue to participate in and support the working group led by ERCA. Administration will provide updates, or facilitate delegations from ERCA to County Council on an as needed basis.

NCC continues on a provincial scale to promote awareness of phragmites and the need for coordinated management at events such as ROMA, AMO, and the DSAO/LICO conferences.

Financial Implications

There are no financial implications resulting from this report.

Consultations

Preparation of this report included consultation with our Local Municipal Partners, ERCA and the NCC.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☒ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☐ Supporting Dynamic and Thriving Communities Across the County ☒ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0205-IPS-R02-AB, Phragmites Control Across the County as information.

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
Appendix I	Letter from the Town of Amherstburg Re: Phragmites Control Across the County



Town of Amherstburg
OFFICE OF THE MAYOR

Michael Prue, Mayor

July 17, 2024

County of Essex
360 Fairview Ave, W.
Essex, ON N8M 1Y6
VIA EMAIL: clerks@countyofessex.ca

Attn: Warden and Members of County Council

Re: Phragmites Control Across the County

On behalf of the Town of Amherstburg, I am writing to you pursuant to a resolution from our Town Council meeting on June 25th, 2024 to seek a collaborative approach to phragmites infestation across the County.

*"That the Mayor **BE DIRECTED** to send correspondence to County Council for a concerted effort to address phragmites across the County and investigate addressing phragmites on private property".*

Phragmites significantly threaten our local ecosystems, waterways, and infrastructure. Addressing this issue requires a unified effort from all municipalities within the County, as well as cooperation from private landowners.

We believe that a concerted and coordinated approach is essential to effectively manage and mitigate the impact of phragmites across our County. By working together, we can protect our natural environments and ensure the well-being of our communities.

Thank you for your attention to this matter.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg

Cc: Warden and Deputy Warden
County Council Members



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Rebecca Belanger, MCIP, RPP, Manager, Planning Services

Date: Wednesday, February 5, 2025

Subject: Summary of Public Comments OPA 7 – 810 Mersea Road 4

Report #: 2025-0205-IPS-R04-RB

Purpose

To summarize the comments received at the public meeting regarding the Official Plan Amendment (OPA) to amend the Secondary Settlement Area for the subject lands described as 810 Mersea Road 4, in the Municipality of Leamington and to recommend adoption of the associated by-law.

Background

The statutory public meeting was held at County Council on January 15th, 2025 which summarized the proposed application seeking to amend the County's Official Plan from Secondary Settlement Area to Agriculture in the County's OP and sought public and agency feedback.

In preparation for the public meeting, notice of the public meeting was posted on the property along with circulation to neighbours as required by the *Planning Act, R.S.O. 1990, c.P. 13*. The notice was also sent to all required agencies, the municipality and the applicant with the proposed opportunity that anyone interested would submit comments in writing and/or attend the public meeting.

Discussion

No comments from the public were received regarding Official Plan Amendment (OPA) No. 7. Correspondence was received from Essex Power and the Essex Region Conservation Authority that was summarized in the report to County Council January 15, 2025.

Financial Implications

There are no financial implications resulting from the approval of this Official Plan Amendment. The costs associated with advertising the Notice of Public Meeting are covered by the application fee paid by the Applicant.

Consultations

The Notice of Public Meeting was circulated to neighbours, agencies and other departments and a sign was posted on the property, in accordance with the requirements of the *Planning Act, R.S.O. 1990, c.P. 13* and associated regulations.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☒ Focusing “Team Essex County” for Results ☐ Advocating for Essex County’s Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0205-IPS-R04-RB, Summary of Public Comments OPA 7 – 810 Mersea Road 4, as information and that By-law 2025-02 being a by-law to adopt Official Plan Amendment number 7 be approved at the appropriate time.

Approvals

Respectfully Submitted,

Rebecca Belanger

Rebecca Belanger, MCIP, RPP, Manager, Planning Services

Concurred With,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Report to County Council, January 15 th , 2025 public meeting to consider, OPA 7, 810 Mersea Road 4, Municipality of Leamington https://coe-pub.escribemeetings.com/Meeting.aspx?Id=1eb2fd2b-66b9-45f0-8ade-b088f7008932&Agenda=Agenda&lang=English



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Allan Botham, P.Eng., Director, Infrastructure & Planning Services

Date: Wednesday, February 5, 2025

Subject: Leamington to Windsor Transit Funding 2025

Report #: 2025-0205-IPS-R03-AB

Purpose

The purpose of this Administrative Report is to recommend that Essex County Council allocate up to \$100,000 in support of 50% of the net operating deficit for the Leamington to Windsor Transit (LTW) for the period of April 1, 2025 to December 31, 2025. Additionally, the report recommends that the County of Essex support a regional transit working group with representation from County Administration, and all local municipal partners, to explore and develop a modest Regional Transit Service delivery model.

Background

In 2014, the County of Essex Official Plan (OP) established a policy framework to promote ongoing cooperation and the resolution of inter-municipal issues, including public transit. This commitment to transit was reaffirmed in Chapter 11 of the County of Essex Official Plan 2024 (Draft). The OP includes language supporting "the planning, design, and creation of a County-wide public transit system that integrates with existing transit services in the City of Windsor and Local Municipalities."

Regional transit aligns with all three goals and directions of the County of Essex Strategic Plan. It emphasizes uniting "Team Essex County" to drive shared priorities, serve the public effectively, and lead in regional governance while delivering quality public services. Additionally, it supports building a regional powerhouse by providing reliable infrastructure for partners and fostering dynamic, thriving communities.

After 85 years without regional transit, the Municipality of Leamington received funding toward operation of an inter-community service through the Community Transportation (CT) grant program, offered by the Ontario

Ministry of Transportation. At the time, regional transit was a public service asked for by many residents utilizing Leamington's own transit service, and a topic that had been discussed at the regional level in 2011. The Municipality of Leamington determined that creating a business plan and seeking provincial funding to launch the service was an effort worth pursuing.

In July of 2019, the Municipality of Leamington launched the Leamington to Windsor (LTW) intercommunity transit service with stops in Leamington, Essex and Kingsville. The LTW service currently provides three round trips per day Monday - Friday, and two round trips on Saturdays, along a route between Leamington and the City of Windsor (St. Clair College). Once riders arrive at the college, a transit hub for Transit Windsor, they are provided a free connector to ride anywhere Transit Windsor serves. In 2024 the route logged over 13,000 one-way rides. (please refer to Appendix II for additional information)

Leamington entered into an operating contract with Transit Windsor to provide the LTW transit service. The current funding model includes contributions from fares, Leamington tax dollars, and the CT grant.

The province has now taken a different approach in offering and supporting a transit program through the Ontario Transit Investment Fund. This new program will only support new or expanded transit services, rendering existing services ineligible.

Discussion

Due to the pending expiry (March 31, 2025) of provincial funding for the regional transit service, the Municipality of Leamington sent a letter, in October of 2025, to the County of Essex requesting:

1. County of Essex funding to help sustain the LTW regional transit service for the remainder of the 2025 fiscal year; and
2. Formal collaboration with the County of Essex and all local municipalities in the County of Essex, to consider establishing permanent regional transit services.

The Municipality of Leamington has exhausted all efforts to secure a provincial funding source and turned to local regional partners. The Towns of Essex and Kingsville have already committed to funding a portion of the LTW transit deficit, up to \$20,000 each. Without participation from the County of Essex, this regional transit service is likely to end when the CT program funding ends.

At the November 29, 2024 Regional CAOs meeting, there was consensus to seek County of Essex financial support to ensure the LTW service could continue past March 31st and through to Dec 31, 2025. Discussion identified the risks associated with discontinuing the service which included the impact to riders who might not otherwise have access to education, healthcare and economic resources throughout the region. While the LTW service requires immediate financial attention, it was identified that transit routes in LaSalle, Amherstburg and Tecumesh that feed into the City of Windsor should also be considered as part of a broader regional transit strategy at the County level.

Administration is currently working on an update to the Transportation Master Plan. Engagement with the Traffic Advisory Group and the public has indicated strong support for the County to increase transit routes in the region. Inter-urban regional transit is already in place to some degree, with routes servicing LaSalle, Amherstburg, Essex, Kingsville and Leamington.

Regional transit services significantly improve the quality of life for some of the most disadvantaged members of our population, including individuals facing transportation barriers, seniors, people with disabilities, youth attending post-secondary institutions, and those with low incomes. By enhancing accessibility for those without vehicles, it promotes social equity and offers critical support to seniors and individuals with disabilities.

County support of regional transit assists in achieving one of the goals set in the new Official Plan as well as aligning with the County of Essex Strategic Plan.

Supporting regional transit through the proposed gradual approach offers several advantages. It minimizes financial impacts, enables data-driven decision-making, and ensures resources are directed to high-demand areas effectively.

Financial Implications

The maximum allocation required to address a potential 2025 deficit for the Leamington to Windsor (LTW) regional transit route is \$100,000.

Administration proposes two options for funding this request:

Amendment to the 2025 Budget: Council may approve an amendment to the 2025 Budget to incorporate this allocation. Moving forward this amount would be included in the County Budget for Regional Transportation initiatives.

Utilize Rate Stabilization Reserve: Alternatively, the \$100,000 allocation could be funded from the Rate Stabilization Reserve, which is intended to offset unexpected or temporary financial impacts.

The Towns of Essex and Kingsville have each committed up to \$20,000 to help fund the LTW transit deficit. With these contributions, the County's support would ensure the continued operation of this regional service beyond the expiry of provincial funding on March 31, 2025. Without County participation, the LTW service is unlikely to continue.

Consultations

During the preparation of this report, consultations with the following individuals took place:
 CAOs of all Essex County municipalities,
 Robert Sharon, Director of Infrastructure Services, Municipality of Leamington

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☒ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☐ Advocating for Essex County's Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☐ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☒ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0205-IPS-R03-AB, for information.

AND

That Essex County Council direct Administration to establish a Regional Transit Working Group to engage all local municipalities regarding their interest in establishing regional transit services in their communities; and

That Administration bring a follow up report to County Council summarizing the work of the Regional Transit Working Group later in 2025 and prior to the 2026 budget.

AND

Consider adopting ONE of the proposed options listed below.

OPTION A

That County Council approve the funding of 50% of the 2025 net operating deficit costs of the LTW regional transit service up to a maximum of \$100,000 as follows:

- 2025 Budget Amendment – to be debated and considered at the February 19, 2025 Council Meeting

OR

OPTION B

That County Council approve the funding of 50% of the 2025 net operating deficit costs of the LTW regional transit service up to a maximum of \$100,000 as follows:

- Transfer from the Rate Stabilization Reserve;

Approvals

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Melissa Ryan

Melissa Ryan, CPA, Director, Financial Services/Treasurer

Respectfully Submitted,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
Appendix I	County of Essex Official Plan Language Regarding Transit
Appendix II	Supplemental Information regarding Regional Transit

County of Essex Official Plan Language Regarding Transit

The County of Essex Official Plan, approved by County Council in 2024, acknowledges the lack of public transit in the County of Essex, and commits the County to support the establishment of regional transit services. Specifically, Section D, Transit of Chapter 11, Transportation, includes the following:

The County shall support the planning, design, and creation of a County-wide public transit system that integrates with existing transit services in the City of Windsor and Local Municipalities, in collaboration with the City of Windsor, Local Municipalities, and other stakeholders, as appropriate.

All of Section 11.D Transit of the County of Essex Official Plan, is included below as Figure 1.

Figure 1 - Section 11D of County Official Plan

11.D – TRANSIT	
11.D.1	Public transit is recognized as an important investment in supporting the County's urban structure, economy, and transportation system planning, and is key to climate change mitigation.
11.D.2	The County recognizes that public transit is a sustainable modal option to connect communities and provide greater access to employment opportunities across the region, particularly for those individuals and households that do not have access to a private automobile.
11.D.3	The County shall support the planning, design, and creation of a County-wide public transit system that integrates with existing transit services in the City of Windsor and Local Municipalities, in collaboration with the City of Windsor, Local Municipalities, and other stakeholders, as appropriate.
11.D.4	In planning for transit, the County supports effective and integrated transit services that offer inter- and intra-regional connections, multi-modal connections, and is accessible to people of all ages and abilities.
11.D.5	The County shall encourage Local Municipalities to explore local transit feasibility where appropriate, and to identify local transit corridors as part of their local Official Plans.
11.D.6	The County shall encourage a pedestrian-friendly and barrier-free design for transit facilities, which may include, but is not limited to, providing covered bus shelters, suitable lighting, signage, street furniture, and shade trees.

The Final Draft of the County Official Plan makes dozens of value statements and policy directions regarding the importance of public transit, and of the importance of community connectivity. This statement, found in Chapter 3: One Future, sums it up nicely: *"The County's future includes expanding transit and shaping growth county-wide in a way that supports transit while new transit solutions are advanced at both the local and county level"*.

Additionally, the updating of the County Transportation Master Plan is currently underway and it is anticipated that the Transportation Master Plan for Essex County would include recommendations to add regional public transit services.

Leamington to Windsor Transit Service (LTW)

Background

Until 2019, the County of Essex had been void of any form of regional public transit service since the shutting down of the regional streetcar system that was discontinued in and around 1934 (a system which once connected Windsor with Amherstburg, Tecumseh, Essex, Kingsville and Leamington).

That changed in 2019 when the Municipality of Leamington submitted a grant application and was approved for an inter-community Community Transportation (CT) grant offered by the Province of Ontario through the Ministry of Transportation (MTO). As regional transit was a public service asked for by many residents utilizing Leamington's own transit service, and a topic that had been discussed at the regional level in the past (further information on previous discussions included below), the Municipality of Leamington determined that creating a business plan and seeking provincial funding to launch the service was an effort worth pursuing.

As the need for service was well established, and as there was significant provincial funding available, Leamington submitted a grant application on behalf of the Municipality of Leamington, the Town of Kingsville and the Town of Essex. Leamington subsequently received \$606,400 from the provincial government to operate the regional system over a 5-year period.

In July of 2019, the Municipality of Leamington launched the Leamington to Windsor (LTW) intercommunity transit service, with stops in Essex and Kingsville. The LTW service currently provides three round trips per day Mon-Fri, and two round trips on Saturdays, between Leamington, Kingsville, Essex, and the City of Windsor (St. Clair College). Once riders arrive at the college, they are provided a free connector to ride anywhere Transit Windsor serves, and St. Clair College is a transit hub for the City of Windsor. Leamington entered into an operating contract with Transit Windsor to provide the LTW transit service.

More details on the schedule, route and fees associated with the LTW are found below in Figure 1 and Figure 2.

Due to the pending expiry (March 31, 2025) of provincial funding for the regional transit service, the Municipality of Leamington sent a letter, in October of 2025, to the County of Essex requesting:

1. County of Essex funding to help sustain the LTW regional transit service for the remainder of the 2025 fiscal year; and

2. Formal collaboration with the County of Essex and all local municipalities in the County of Essex, to consider establishing permanent regional transit services.

Figure 1 - LTW Route Map

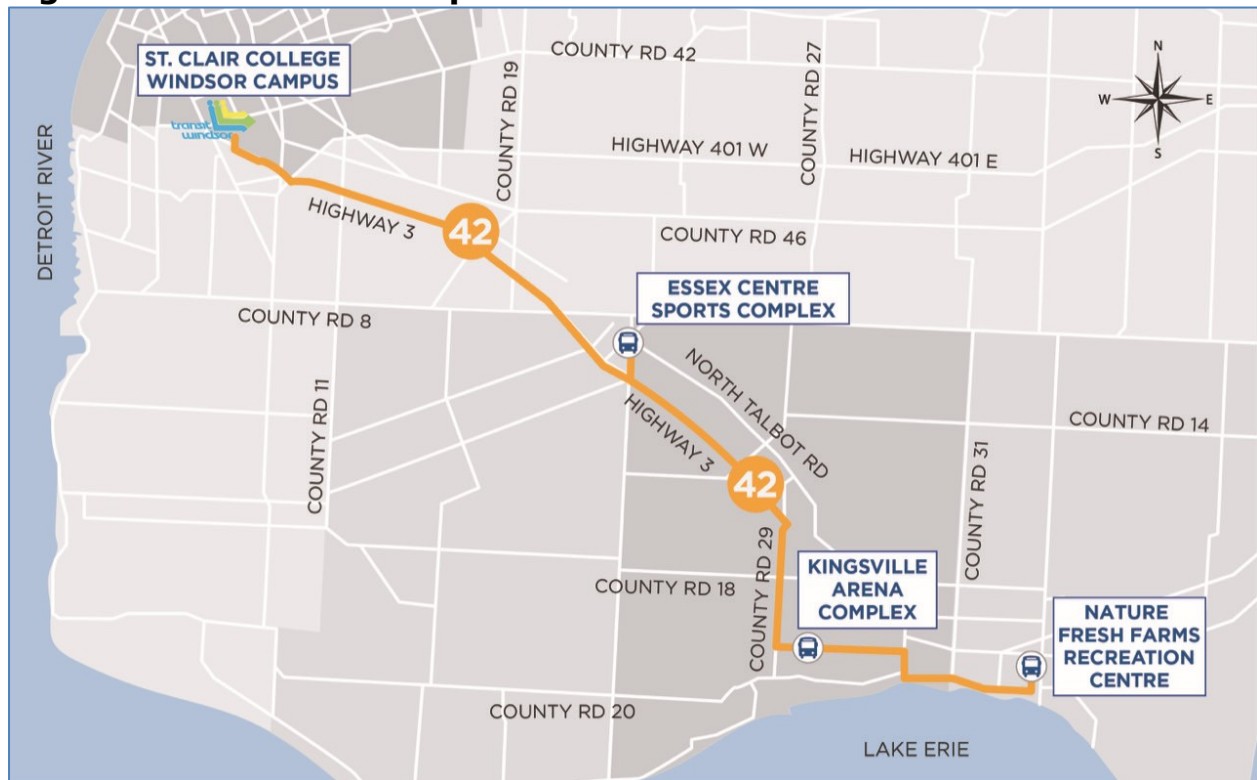


Figure 2 - LTW Schedule

Mon-Fri	Depart Windsor	Depart Essex	Depart Kingsville	Arrive Leamington	Depart Leamington	Depart Kingsville	Depart Essex	Arrive Windsor
Morning	5:15	5:40	6:05	6:25	6:30	6:50	7:15	7:40
Mid-Day	12:15	12:40	1:05	1:25	1:30	1:50	2:15	2:40
Evening	5:15	5:40	6:05	6:25	6:30	6:50	7:15	7:40
Saturday								
Morning	7:45	8:10	8:35	8:55	9:00	9:20	9:45	10:10
Evening	4:45	5:10	5:35	5:55	6:00	6:20	6:45	7:10

Leamington Information

In March of 2024 the MTO formally announced the Ontario Transit Investment Fund (OTIF), a new transit program touted at that time as a replacement for CT funding. That announcement had many CT recipients hoping OTIF was a potential financial lifeline for existing CT funded transit services. However, the new program guidelines were released in October of 2024 and noted that the provincial funding program is intended for new or expanded transit services and existing services are ineligible. As the LTW is currently in existence, this will render the service ineligible for new provincial funding.

The estimated total net deficit of the LTW Transit Service for the period of April 1, 2025 to December 31, 2025 is approximately \$172,000, or \$229,000 annually using anticipated 2025 costs. Total estimated annual costs for 2025 are \$334,000, less fare revenue of \$105,000, meaning the service recovers approximately 31% of gross costs through fare revenue, which on rural urban connector route such as this, is generally considered a healthy recovery of public transit costs through fares. This deficit consists of fare revenue collected less Transit Windsor direct costs only, and at this time Leamington absorbs all overhead costs of administrating the transit service. While yet to be negotiated, Transit Windsor costs are expected to rise further in 2026 as the cost to deliver transit services (capital and maintenance costs of buses, fuel costs and driver wages) are experiencing inflationary pressures.

Financial analysis for the 2025 operating year is included below in Figure 3.

Fares for the LTW and are considered 'high' when measured against typical public transit fare rates, but are necessary to sustain the service. The fares for the LTW are established as follows:

Same Day Fares

Round Trip \$15.00

One-Way \$10.00

Bus Passes

10 Ride Pass \$75.00

30 Day Pass \$250.00

Trip and ridership statistics for the LTW for the last 12 months where data is available is presented in Figure 4.

Figure 3 - LTW Financial Analysis

LTW Financial Analysis		2025 (Apr 1-Dec 31)	Annual (For Information Purposes)
Category			
Total Hours of Operation		2,032	\$ 2,709
2025 Cost per Hour		\$ 74.26	\$ 74.26
Operating Costs		\$ 150,880	\$ 201,170
Capital Surcharge		\$ 50,490	\$ 67,320
		\$ 201,370	\$ 268,490
Estimated Fuel Costs		\$ 48,750	\$ 65,000
Total Expected Costs		\$ 250,120	\$ 333,493
Estimated Fare Revenue		\$ 78,750	\$ 105,000
Net Deficit		\$ 171,370	\$ 228,493
2024/25 cost per hour including fuel		\$ 123	\$ 123

Figure 4

Ridership Statistics for the LTW, November 1, 2023 - October 30, 2024				
Month	Total Boarded	Trip Statistics		
Nov-23	1409	Round Trips per day, Monday-Friday		3
Dec-23	848	Round Trips per day, Saturday		2
Jan-24	1299	Round Trips per week		17
Feb-24	1233	Round Trips per year		884
Mar-24	1187			
Apr-24	1366	Hours per Round Trip		3.064
May-24	916	Total Hours		2,709
Jun-24	760			
Jul-24	796	Total Boarded		13,231
Aug-24	713	Total Trips (one way)		1,768
Sep-24	1324			
Oct-24	1380			
Total Boarded	13,231	Average Rider per Trip (one way)		7.5

While during the 5 and ½ years of operations, the LTW was able to meet all ridership targets established during the program creation phase, the transit service inevitably runs an operating deficit; public transit is a social service. To date, that deficit has been funded entirely by The Community Transit (CT) Grant Program and the Municipality of Leamington. However, CT

funding formally expires on March 31, 2025 and without a financial commitment from the County of Essex, this regional transit service will cease to exist as Leamington, Kingsville and Essex cannot fund the service on their own.

Previous examinations of regional transit in the County of Essex:

The most recent detailed examination of regional transit services in the County of Essex generally concluded on September 7, 2011 when Administrative report 2011-R022-ENG-0907-TRB, *County of Essex Transit Assessment Study*, was presented to Council, and Council resolved: "*the attached report be deferred until further discussions on the report had been completed with the local municipalities.*" – Res 186-11. No further reports were brought before County Council.

In 2011, consultation with the local municipalities was generally met with the opinion that the costs to initiate a regional transit system as proposed in the *County of Essex Transit Assessment Report, Phase 2*, August 2011, were too high. That report called for a \$4.8 million capital and operating investment in the first three years of the service in 2011 dollars (equivalent to \$6.4 million in 2024 dollars using the Bank of Canada inflation calculator), and ongoing annual costs of \$1.3 million (\$1.7 million in 2024 dollars) to implement the short-term Urban Connector plan as described below in Figure 5.

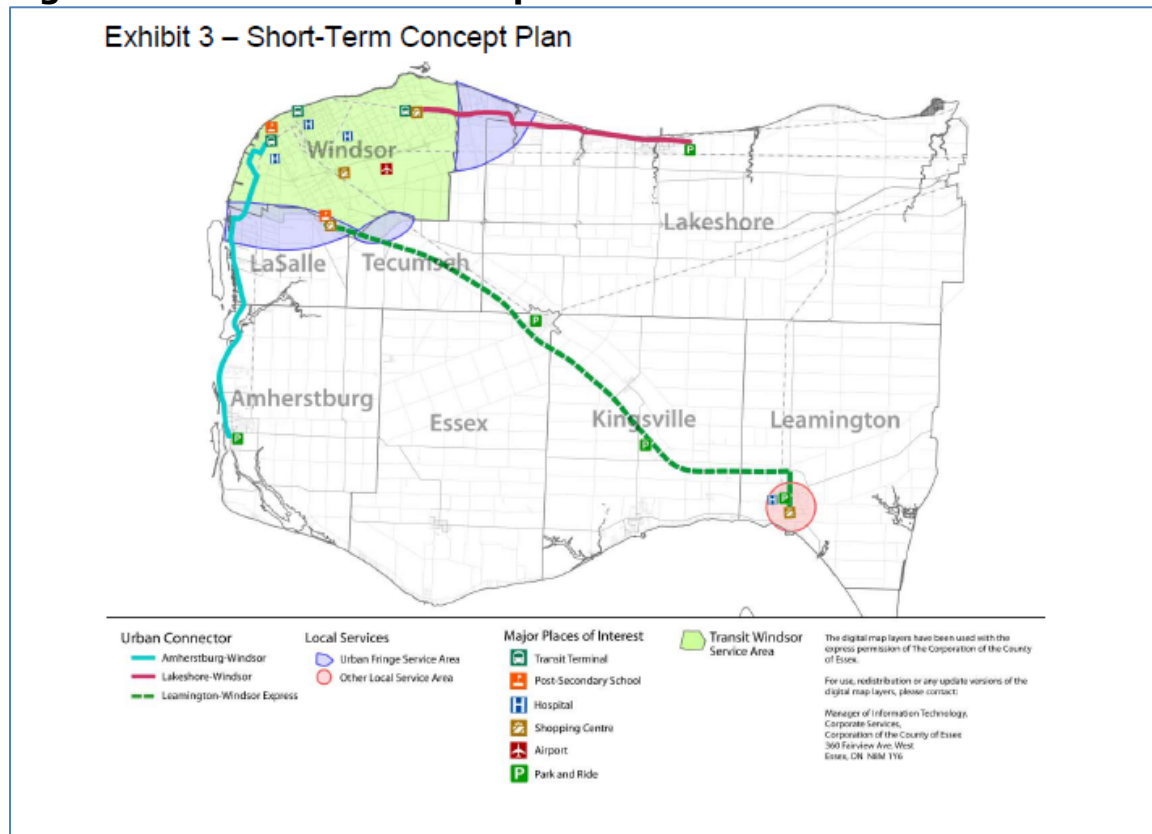
The report recommended considering four distinct types of transit service in Essex County in the long term, including Urban Connectors, County Connectors, Local Services and Rural Services. Exhibit 2 of the report summarized the four types of transit services.

Figure 5 - Types of Services

Exhibit 2 – Types of Services Identified	
Type of Service	Description/Objective
Urban Connectors	Connect between urban communities in the County and the City of Windsor and its urban fringe Fulfill the needs of work and student commuters
County Connectors	Provide warranted connections to and between urban communities in the County
Local Service	Maximize coverage in the urban area and connect to County and Urban Connectors
Rural Services	Provide connections between rural areas and the urban communities in the County, focused on providing access to necessary amenities and services

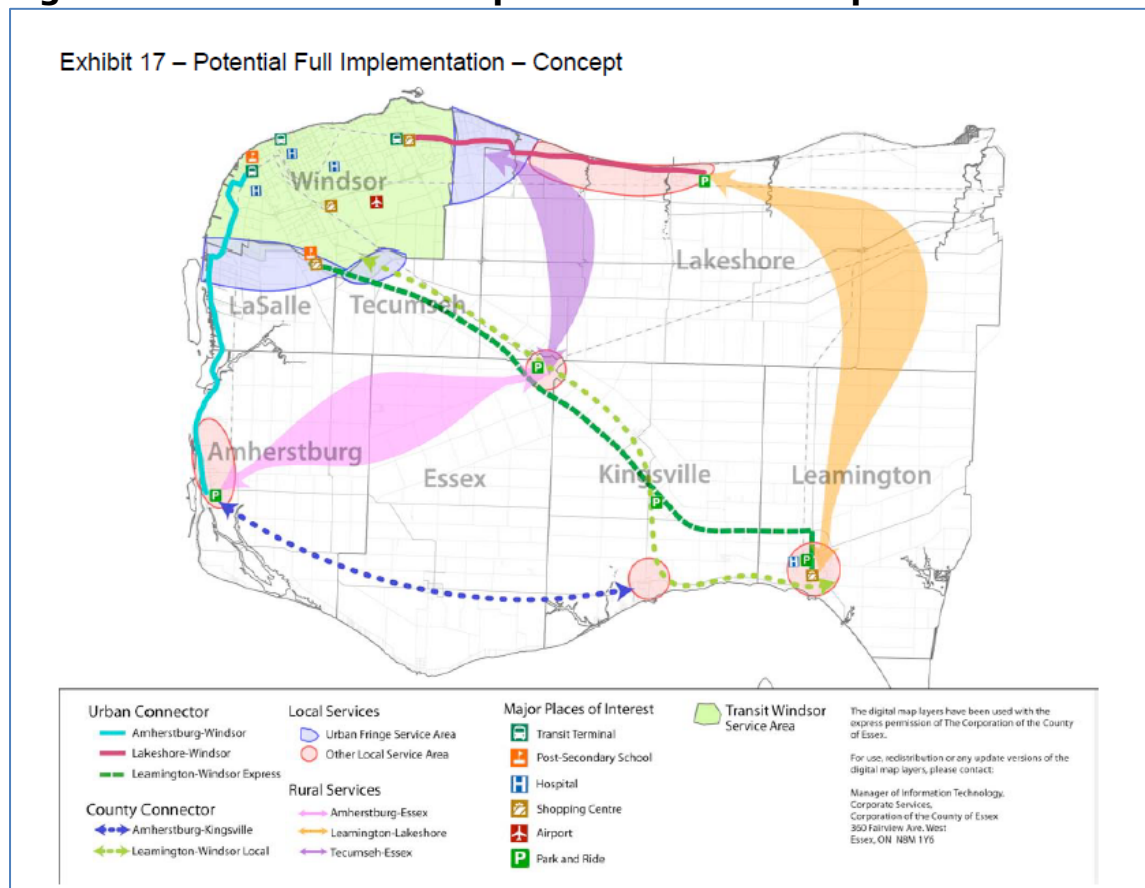
The 2011 Transit Assessment report further recommended staging the implementation of transit, with the short-term plan consisting of first establishing the Urban Connectors as illustrated in Figure 6 below. Figure 7 represents the full implementation concept. The full implementation concept was estimated to cost \$6.9 million annually in 2011 dollars (\$9.2 million in 2024 dollars).

Figure 6 - Short Term Concept Plan



It is a recognized challenge for County Council that the LTW regional transit system provides service to only 3 of the 7 Local Municipal Partners (LMP) at this time. However, rather than finding reasons not to fund the service, perhaps this can be considered a springboard into more regional transit services across the County, with other systems to be funded in the near future. Transit services are rarely launched to immediate mass ridership. Transit systems must be ingrained into the fabric of our communities and residents must come to view a transit service as a reliable alternative to automobile ownership and or use. This has been demonstrated by the steady increase in ridership on the LTW since inception, including an estimated 11% increase in ridership from the 2023 calendar year to the 2024 calendar year. The loss of this service would certainly erode public faith in the reliability of current and future local transit solutions and would be difficult to re-establish.

Figure 7 - Potential Full Implementation Concept



The LTW regional transit service improves the quality of life for some of the most disadvantaged people in our collective population, including residents currently experiencing transportation barriers, seniors, people with disabilities, youth attending post-secondary institutions, and persons living on low incomes. So many people have come to rely on the service, it would be a shame to wind it down at this time due to a lack of funding.

Additionally, Leamington is in the process of adding a transit stop in their local transit system within the Caldwell First Nation Reserve. As Leamington's local transit system connects to the LTW system, this will give Caldwell First Nation members living on reserve access to a regional transit system and to the City of Windsor, and will provide Caldwell First Nation youth living on reserve access to public transit in order to attend post-secondary institutions.

Beyond 2025, it is hoped that through the consultation with all local municipalities as discussed in this report, that regional transit services models could be developed across the County with a similar cost sharing

approach for the other communities. Furthermore, the Amherstburg and LaSalle transit services that connect their communities and the City of Windsor has the potential to be considered a regional service and fit into this proposed funding model.

Unlike the large capital and operating investments as suggested in the Genvar transit assessment report, it is reasonable to conclude that under the proposed model, the County of Essex could establish a system of Urban Connectors with similar service levels to the LTW, for all local municipalities in the County and connecting urban communities in the County with the City of Windsor, for less than \$500,000 annually (\$250,000 net cost per service * 3 urban connectors services * 50% County funding = \$375,000). More planning and analysis would be needed to determine service levels and reliable estimated annual costs, but the assumptions are reasonable for conceptualizing a plan at this time.

LTW Financial Proposal

The proposed cost sharing model for the partial 2025 operating year (Mar-Dec) includes the County of Essex funding 50% of the net operating deficit, and the remaining 50% of the deficit being borne by the local municipalities where the transit service is provided (Leamington, Kingsville and Essex).

The local municipalities will divide the remaining 50% net deficit of the service amongst themselves based on a proportion of community benefit as determined based on a percentage of ridership.

Specifically, for 2025, the proposed cost sharing model for the LTW is reflected in Figure 8 below.

Figure 8 - Proposed 2025 Funding Model

Proposed 2025 Funding Model		Apr 1 - Dec 31	Annual (For Information)	Notes:
Total estimated 2025 Net Deficit		171,370	228,493	
Funding Partner	Cost Sharing %			
County of Essex	50.00%	85,685	114,247	Pending Approval
Municipality of Leamington	32.50%	55,695	74,260	Council Approved
Town of Essex	8.75%	14,995	19,993	Council Approved
Town of Kingsville	8.75%	14,995	19,993	Council Approved
Total	100.00%	171,370	228,493	

The Town of Kingsville, the Town of Essex, and the Municipality of Leamington have included their share of the proposed funding model into their respective 2025 operating budgets. Actual cost obligations will be subject to actual costs incurred, but the County proportionate cost share will remain the same. As the service has been in operation for 5 and ½ years, estimated performance is reliable, but uncontrollable factors such as disproportionate fuel escalation or de-escalation costs, will impact final operating results. Leamington has committed to continue to oversee the operation of the service in 2025 and if approved by County Council, will invoice all contributing parties.



The Corporation of the County of Essex
By-Law Number 2025-02

**A By-law to adopt Official Plan Amendment Number 7 – 810
Mersea Road 4, to the County of Essex Official Plan.**

Whereas the *Planning Act* permits municipal Councils to adopt amendments to Official Plans in accordance with the procedure outlined in the *Planning Act* and related regulations;

And whereas the Council of the Corporation of the County of Essex supports amendments to the Official Plan as provided herein;

Now therefore the Council for the Corporation of the County of Essex, in accordance with the provisions of Sections 17 and 22 of the *Planning Act* hereby enacts as follows:

1. That Amendment Number 7 to the Official Plan for the County of Essex, consisting of the attached schedule, be and is hereby adopted;
2. That the Clerk is hereby authorized to notify the Ministry of Municipal Affairs and Housing of the approval of Amendment Number 7 to the Official Plan of the County of Essex; and
3. That this By-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second, and third time, and finally passed this Fifth day of February, 2025.

Hilda MacDonald, Warden

Katherine Hebert, Clerk

Clerk's Certificate

I, Katherine Hebert, Deputy Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2025-02** passed by the Council of the said Corporation on this **Fifth day of February, 2025.**

Katherine Hebert, Clerk
Corporation of the County of Essex

Amendment Number 7

To the Official Plan

for The Corporation of the County of Essex

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- Details of the Amendment
- "Schedule A1" Land Use Plan - County of Essex Official Plan"
- "Schedule A2" Settlement Structure Plan - County of Essex Official Plan"

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- Appendix 1 – January 15, 2025, Planning Report attached to the Amendment
- Appendix 2 - The minutes from the public meeting held to consider this Amendment

Amendment Number 7

To the Official Plan

for The Corporation of the County of Essex

STATEMENT OF COMPONENTS

PART "A" - THE PREAMBLE does not constitute part of this amendment.

PART "B" - THE AMENDMENT consisting of the following attached Schedule "A1" Land Use Plan and Schedule "A2" Settlement Structure Plan, constitutes Amendment Number 7 to the Official Plan for the County of Essex.

PART "C" - APPENDICES does not constitute part of this amendment. These appendices contain the background information and planning considerations associated with this amendment.

PART "A" - PREAMBLE

Purpose

The purpose of Official Plan Amendment No. 7 is to amend Schedule "A1" and "A2" of the County of Essex Official Plan to re-designate the property addressed 810 Mersea Road 4 in the Municipality of Leamington from "Secondary Settlement Area" to "Agricultural." (See Map 1 for the location of the subject lands.)

Basis of the Amendment

The owners of the subject lands have requested this amendment in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

With proper justification in accordance with policies outlined in Section 3.2.3.1: Local Comprehensive Review of the County Official Plan, alterations to a Settlement Area boundary may be permitted if the adjustment would maintain or reduce the aggregate amount of land within the Settlement Areas of the Municipality.

The County of Essex Comprehensive Official Plan Review has been completed. Following this, the Municipality of Leamington will complete a Local Comprehensive Review (LCR). It is the Municipality's intent that the 0.3 hectares of Settlement Area that will be removed through OPA No.7 will be reallocated to an appropriate location as determined through the LCR, resulting in a no net increase to the current land supply.

It is the opinion of the County of Essex that this amendment is appropriate and represents good planning. A Planning Justification Report provided by Robert Brown, MCIP, RPP, Oakview Land Use Planning, demonstrated that the amendment is consistent with the Provincial Policy Statement and conforms to the County of Essex Official Plan..

MAP 1

The subject lands to be re-designated 'Agricultural' and in accordance with Section 3.3, of the Official Plan



PART "B" - THE AMENDMENT

Details of the Amendment

The Official Plan for the County of Essex is amended as follows:

- 1) That Schedule "A1" Land Use Plan, as attached hereto and forming part of this amendment, is hereby amended by re-designating 810 Mersea Road 4 in the Municipality of Leamington to 'Agricultural' and as depicted on Schedule "A1".
- 2) That Schedule "A2" Settlement Area Structure Plan, as attached hereto and forming part of this amendment, is hereby amended by re-designating 810 Mersea Road 4 in the Municipality of Leamington to 'Agricultural' and as depicted on Schedule "A2".

Amendment to Schedule:

Schedule "A1" Land Use Plan - County of Essex Official Plan

The subject lands are re-designated 'Agricultural' and the Settlement Area boundary is revised.



Amendment to Schedule:

Schedule "A2" Settlement Structure Plan - County of Essex Official Plan

The subject lands are re-designated 'Agricultural' and the Secondary Settlement Area is revised.



PART "C" - APPENDICES

The following appendices do not constitute part of Amendment No. 7 but are included for information supporting the amendment.

APPENDIX 1 – January 15, 2025 Planning Report (attached).

APPENDIX 2 - The minutes from the public meeting held to consider this amendment are attached.



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Rebecca Belanger, MCIP, RPP, Manager, Planning Services

Date: Wednesday, January 15, 2025

Subject: 2025-0115-R01-RB Statutory Public Meeting to hear comments on County OPA 7, 810 Mersea Road 4

Report #: 2025-0115-IPS-R01-RB

Purpose

To provide County Council with information concerning a proposed amendment to the County of Essex Official Plan requested from Great Lakes Greenhouse Inc. (the "**Applicant**"). Further, pending public and/or agency comments received at this public meeting, to recommend that the associated amendment and by-law be advanced for approval as part of the upcoming County Council meeting.

Background

The Official Plan contains map schedules that depict the location of various permitted land uses and the settlement structure including Primary and Secondary Settlement Areas within the County.

The County is in receipt of an application for an Official Plan Amendment which proposes to amend Schedules "A1" and "A2" of the County Official Plan. The requested amendment would remove 0.3ha of the Secondary Settlement Area on the parcel of land located at 810 Mersea Road 4 to re-designate this land from Secondary Settlement Area to Agricultural (See Map 1 for the location of the subject lands in the Municipality of Leamington).

The owners of the subject lands have requested this amendment in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation. This re-designation is required to support a local OPA already adopted by the Municipality of Leamington which will enable the property to be rezoned to a site-specific Agricultural Zone. The local Official Plan Amendment was recently approved in response to the identified need demonstrated by the adjacent greenhouse

farm for additional farm worker housing. A concurrent Zoning By-law 97-24 was approved by Council on the 12th day of November, 2024 and will come into full force and effect upon final approval of Leamington OPA 27.



Discussion

A Planning Justification Report (the "**PJR**") was provided by the Applicant's planning consultant, Robert Brown, which includes a statement that the designation removal is consistent with the Provincial Planning Statement (the "**PPS**") and conforms to the County of Essex Official Plan. The removal of the settlement area lands will be added to the Leamington allocated "land bank" to be considered as part of the Leamington Official Plan review for potential designation in another location. The PJR from Robert Brown provides the following:

"The lands are designated Secondary Settlement area by the County of Essex Official Plan and Hwy 77 Corridor

Commercial District by the Leamington Official Plan. The lands are therefore considered Employment Area and subject to Section 1.3.2. However, since the proposed use is agricultural and the lands are surrounded by agriculture, consideration should be given to the policies of Section 2.3, Agriculture as well.

In order to consider the use of the property for Agricultural Section 1.3.2.4 states the following: "Planning authorities may permit conversion of lands within employment area to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

Comment: PPS has and continues to support a hierarchy of land use that places priority on the protection of farmland. More directly to the point of comprehensive review the County of Essex has undertaken background work as part of the County's Official Plan review process. Based on the County of Essex Growth Management Report prepared in 2023 by NPG Planning Solutions the Municipality of Leamington has an available Employment Area land supply of 238.45 ha (589.2 ac.). Over the 30-year time horizon that the report reviewed the Municipality will need, based on the high need scenario, 126.72 ha (313.1 ac.). This means the Municipality has an existing surplus of 111.73 ha (276 ac.) of Employment lands. The Growth Management report, under recommendation 6 concludes that no additional Employment lands are required. With this in mind it would be safe to conclude that the proposed removal of the 0.3 ha (0.76 ac.) subject parcel from the current designation will not have an impact on the 30-year supply of Employment lands. Therefore, this should demonstrate that Section 1.3.2.4 of the PPS has been addressed."

"The County Official Plan shows the subject property within a secondary settlement area. These areas are not generally to be the focus of growth but rather infilling and the rounding out of existing development. The subject property is 0.3 ha (0.76 ac.) and contains an existing dwelling. In consultation with the Municipality it was concluded that the small removal of lands from the secondary settlement area would not negatively impact on the development of the large area with the Hwy 77 Commercial Corridor or the future servicing plans."

Due to the timing of receipt of the County OPA application and Leamington OPA, both the current County Official Plan (in effect, 2014) as well as the adopted County OP (2024) were reviewed and considered in the context of this application. Further, both the prior PPS as well as the new PPS (2024) had to be addressed.

Financial Implications

There are no financial implications resulting from the approval of this Official Plan Amendment. The costs associated with advertising the Notice of Public Meeting are covered by the application fee paid by the Applicant.

Consultations

The notice of proposed County Official Plan Amendment was circulated to the local municipality and public agencies as required by the *Planning Act*. A sign was also posted on the subject lands and a notice was sent in the mail to residents within 120 metres of the subject lands as required. Notice of the

public meeting was also posted on the news section of the County's website. Comments were received from the Essex Region Conservation Authority (ERCA) which state:

"The above noted lands are subject to our Regulation under the Conservation Authorities Act (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Pelee Creek Drain.

We note that our office is providing further comments on this development under Leamington file PC-39-24. Comments were previously provided under Leamington files OPA 27 and ZBA 314. Our office has no objection to the County of Essex file OPA-07."

Comments were also received from Essex Power which state that the subject lands are not included within the Essex Power Lines Service Area.

There were no comments received from the public regarding this application.

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
☐ Scaling Sustainable Services through Innovation ☐ Focusing "Team Essex County" for Results ☐ Advocating for Essex County's Fair Share	☐ Being an Employer with Impact ☒ A Government Working for the People ☒ Promoting Transparency and Awareness	☐ Providing Reliable Infrastructure for Partners ☒ Supporting Dynamic and Thriving Communities Across the County ☐ Harmonizing Action for Growth ☐ Advancing Truth and Reconciliation

Recommendation

That Essex County Council receive report number 2025-0115-IPS-R01-RB, Statutory Public Meeting to hear comments on County OPA 7, and that pending comments received, consider the adoption of a By-law at a future meeting of Council.

Approvals

Respectfully Submitted,

Rebecca Belanger

Rebecca Belanger, MCIP, RPP, Manager, Planning Services

Concurred With,

Allan Botham

Allan Botham, P.Eng., Director, Infrastructure and Planning Services

Concurred With,

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
Appendix A	Proposed By-law and Official Plan Amendment No. 7
Appendix B	Planning Justification Report, Robert Brown
Appendix C	OPA-7 Notice of Public Meeting
Appendix D	OPA-7 ERCA Comments

AMENDMENT NUMBER 7
TO THE OFFICIAL PLAN FOR THE COUNTY OF ESSEX

AMENDMENT NUMBER 7 TO THE OFFICIAL PLAN
FOR THE COUNTY OF ESSEX

I, Katherine Hebert, Clerk of the County of Essex, certify that this is a/the original/duplicate original/certified copy of Amendment Number 7 to the Official Plan for the County of Essex.

Dated this day of , 2025

Katherine Hebert, Clerk

The Corporation of the County of Essex

By-Law Number 2025-02

**Being a By-law to adopt Official Plan Amendment Number 7
To the County of Essex Official Plan**

Whereas the Planning Act permits municipal Councils to adopt amendments to Official Plans in accordance with the procedure outlined in the Act and corresponding regulations; and

Whereas the Council of the Corporation of the County of Essex supports amendments to the Official Plan as provided herein;

Now therefore the Council for the Corporation of the County of Essex, in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990, hereby enacts as follows:

1. Amendment Number 7 to the Official Plan for the County of Essex, consisting of the attached schedule, is hereby adopted.
2. That the Clerk is hereby authorized to notify the Ministry of Municipal Affairs and Housing of the approval of Amendment Number 7 to the Official Plan for the County of Essex;
3. This By-law shall come into force and take effect on the day of the final passing thereof.

**Read a first, second and third time and Finally Passed this 15th
day of January, 2025.**

Hilda Macdonald, Warden

Katherine Hebert, Clerk

I, Katherine Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy of **By-law Number 2025-02** passed by the Council of the said Corporation on the **15th day of January, 2025.**

Katherine Hebert, Clerk
Corporation of the County of
Essex

AMENDMENT Number 7
TO THE OFFICIAL PLAN
FOR THE COUNTY OF ESSEX

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AMENDMENT Number 7
TO THE OFFICIAL PLAN
FOR THE COUNTY OF ESSEX

STATEMENT OF COMPONENTS

PART "A" - THE PREAMBLE does not constitute part of this amendment.

PART "B" - THE AMENDMENT consisting of the following attached Schedule "A1" Land Use Plan and Schedule "A2" Settlement Structure Plan, constitutes Amendment Number 7 to the Official Plan for the County of Essex.

PART "C" - APPENDICES does not constitute part of this amendment. These appendices contain the background information and planning considerations associated with this amendment.

PART "A" - PREAMBLE

Purpose

The purpose of Official Plan Amendment No. 7 is to amend Schedule "A1" and "A2" of the County of Essex Official Plan to redesignate the property addressed 810 Mersea Road 4 in the Municipality of Leamington from "Secondary Settlement Area" to "Agricultural." (See Map 1 for the location of the subject lands.)

Basis of the Amendment

The owners of the subject lands have requested this amendment in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

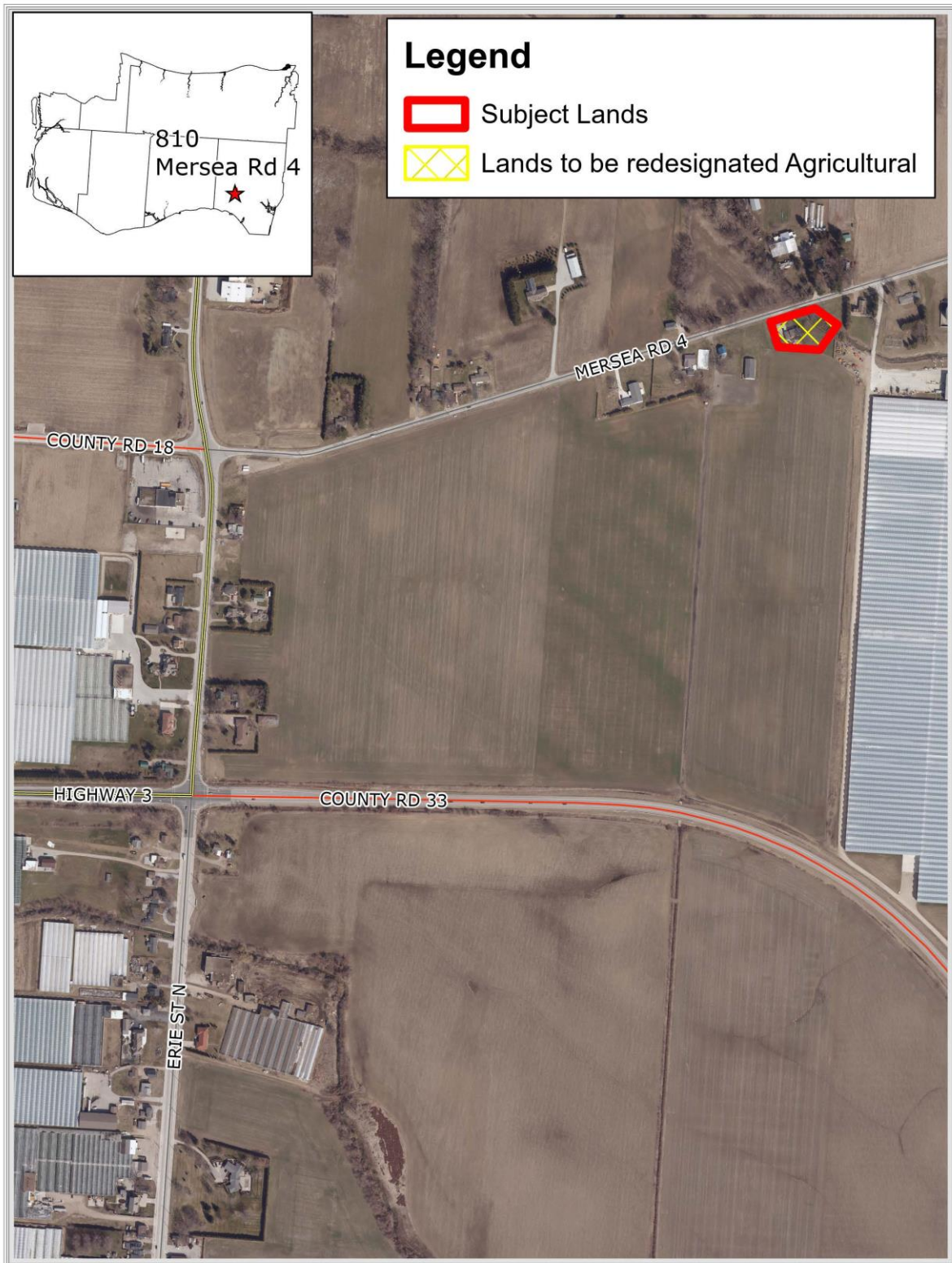
With proper justification in accordance with policies outlined in Section 3.2.3.1: Local Comprehensive Review of the County Official Plan, alterations to a Settlement Area boundary may be permitted if the adjustment would maintain or reduce the aggregate amount of land within the Settlement Areas of the Municipality.

The County of Essex Comprehensive Official Plan Review has been completed. Following this, the Municipality of Leamington will complete a Local Comprehensive Review (LCR). It is the Municipality's intent that the 0.3 hectares of Settlement Area that will be removed through OPA No.7 will be reallocated to an appropriate location as determined through the LCR, resulting in a no net increase to the current land supply.

It is the opinion of the County of Essex that this amendment is appropriate and represents good planning. A Planning Justification Report provided by Robert Brown, MCIP, RPP, Oakview Land Use Planning, demonstrated that the amendment is consistent with the Provincial Policy Statement and conforms to the County of Essex Official Plan.

MAP 1

The subject lands to be redesignated 'Agricultural' and in accordance with Section 3.3, of the Official Plan.



PART “B” - THE AMENDMENT

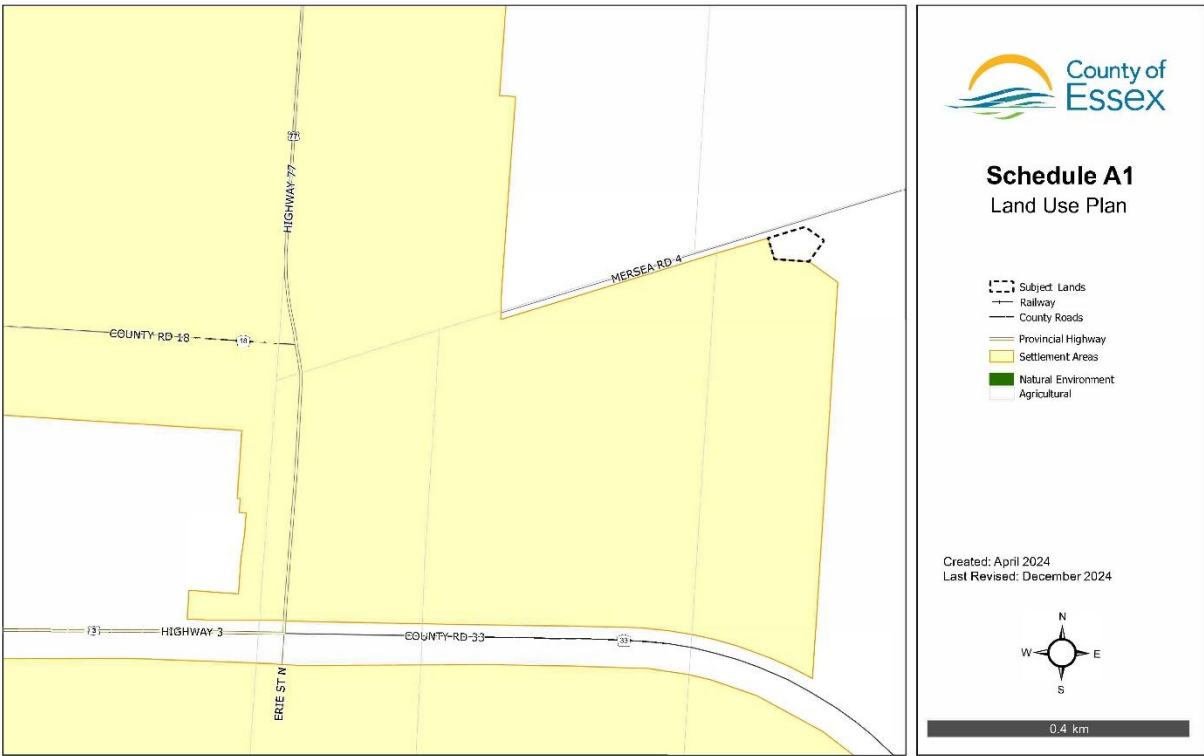
Details of the Amendment

The Official Plan for the County of Essex is amended as follows:

- 1. That Schedule “A1” Land Use Plan, as attached hereto and forming part of this amendment, is hereby amended by redesignating 810 Mersea Road 4 in the Municipality of Leamington to ‘Agricultural’ and as depicted on Schedule “A1”.
- 2. That Schedule “A2” Settlement Area Structure Plan, as attached hereto and forming part of this amendment, is hereby amended by redesignating 810 Mersea Road 4 in the Municipality of Leamington to ‘Agricultural’ and as depicted on Schedule “A2”.

**Amendment to Schedule:
Schedule “A1” Land Use Plan
County of Essex Official Plan**

The subject lands are redesignated ‘Agricultural’ and the Settlement Area boundary is revised.



**Amendment to Schedule:
Schedule "A2" Settlement Structure Plan
County of Essex Official Plan**

The subject lands are redesignated 'Agricultural' and the Secondary Settlement Area is revised.



PART "C" - APPENDICES

The following appendices do not constitute part of Amendment No. 7 but are included for information supporting the amendment.

APPENDIX 1 – January 15, 2025 Planning Report (attached).

APPENDIX 2 - The minutes from the public meeting held to consider this amendment are attached.



6 Royal Cres., PO Box 188
Pain Court, Ontario N0P 1Z0
(519) 809-4539
rbrown@oakviewlup.ca

Date: September 23, 2024

To: County of Essex, Planning Department

RE: Planning Justification Brief for
Proposed Application for Official Plan Amendment
810 Mersea Road 4, Pt. of Lot 242, Concession NTR,
Roll # 3706 640 000 03500

Author: Robert Brown, H. Ba, MCIP, RPP

Purpose

To provide an overview of the related land use planning considerations in support of a site-specific Official Plan amendment to:

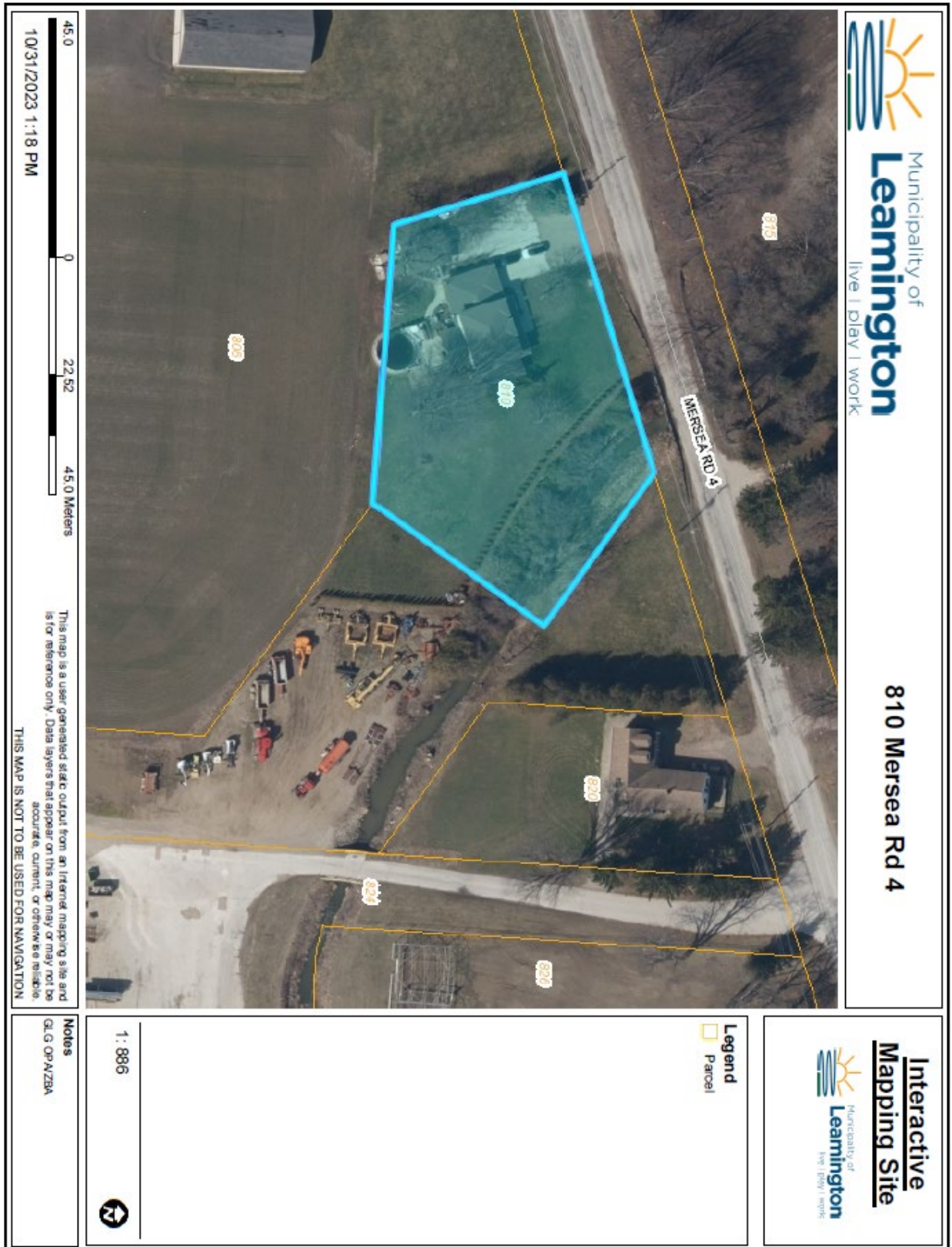
- i) redesignate the subject property from Secondary Settlement Area in the County of Essex Official Plan to Agriculture;

Background

Great Lakes Greenhouse (GLG) operates a total of 52.6 ha (130 ac.) of greenhouses growing a variety of vegetable crops both organic and conventional. The operation is located over a total of 70.5 ha (174.25 ac.) on the south side of Mersea Road 4, just east of Highway 77 and northeast of Leamington.

The property at 810 Mersea Road 4 (See Figure One) is a 0.3 ha (0.76 ac.) rural residential lot with an existing dwelling that was recently purchased because of its immediate proximity to the GLG operation. The intention is to convert the existing dwelling for worker housing.

FIGURE ONE



Planning Rationale

1) Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The lands are designated Secondary Settlement area by the County of Essex Official Plan and Hwy 77 Corridor Commercial District by the Leamington Official Plan. The lands are therefore considered Employment Area and subject to Section 1.3.2. However, since the proposed use is agricultural and the lands are surrounded by agriculture consideration should be given to the policies of Section 2.3, Agriculture as well.

In order to consider the use of the property for Agricultural Section 1.3.2.4 states the following: “Planning authorities may permit conversion of lands within employment area to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

Comment: PPS has and continues to support a hierarchy of land use that places prior on the protection of farmland. More directly to the point of comprehensive review the County of Essex has undertaken background work as part of the County’s Official Plan review process. Based on the County of Essex Growth Management Report prepared in 2023 by NPG Planning Solutions the Municipality of Leamington has an available Employment Area land supply of 238.45 ha (589.2 ac.). Over the 30-year time horizon that the report reviewed the Municipality will need, based on the high need scenario, 126.72 ha (313.1 ac.). This means the Municipality has an existing surplus of 111.73 ha (276 ac.) of Employment lands. The Growth Management report, under recommendation 6 concludes that no additional Employment lands are required. With this in mind it would be safe to conclude that the proposed removal of the 0.3 ha (0.76 ac.) subject parcel from the current designation will not have an impact on the 30-year supply of Employment lands. Therefore, this should demonstrate that Section 1.3.2.4 of the PPS has been addressed.

2) Official Plan – County of Essex,

The majority of Secondary Settlement Areas in the County are residential in nature, such as the shoreline areas in the Towns of Essex and Kingsville and the Municipality of Leamington. There are also several employment based Secondary Settlement Areas such as Smith Industrial Park in the Town of Amherstburg and Ruthven in the Town of Kingsville. Further still, there are examples of Secondary Settlement Areas that contain a mixture of uses such as the Hamlet of Cottam in the Town of Kingsville and the Hamlet of McGregor in the Towns of Amherstburg and Essex.

The County recognizes the diversity among the many different Secondary Settlements Areas and accordingly has established the following policy framework that recognizes this diversity:

- a) New development will be permitted to the boundaries of the Secondary Settlement Areas as shown on Schedule “A2” provided such development is consistent with the Provincial Policy Statement, the intent of this Plan, and the policies of the local Official Plan.

Comment: The intent is to remove the lands from the settlement area classification for the purpose of returning them to a higher prior use, agricultural..

- b) The local municipalities will be responsible for determining the hierarchy of Secondary Settlement Areas.

Comment: The Leamington Official Plan classifies the lands as Hwy 77 Corridor Commercial District.

- c) New development is encouraged on full municipal services unless there are interim servicing policies in the local Official Plan that are in effect at the time of approval of this Plan.

Comment: No new servicing is required as a result of the removal. The proposed use will require a new septic system and will continue to have municipal water.

- d) Expansions to the boundaries of a Secondary Settlement Area are not permitted. However, the County encourages local municipalities to undertake a Local Comprehensive Review in accordance with Section 3.2.3.1 that may result in the reduction of the boundaries in conjunction with the corresponding expansion of a Primary Settlement Area boundary. An amendment to this Plan and the local Plan shall be required to alter the boundary of any “Settlement Area”.

Comment: The County Official Plan shows the subject property within a secondary settlement area. These areas are not generally to be the focus of growth but rather infilling and the rounding out of existing development. The subject property 0.3 ha (0.76 ac.) and contains an existing dwelling. In consultation with the Municipality it was concluded that the small removal of lands from the secondary settlement area would not negatively impact on the development of the large area with the Hwy 77 Commercial Corridor or the future servicing plans.

- e) All types of land uses are permitted within the Secondary Settlement Areas designation subject to the specific land use policies of the local Official Plans.

Comment: Based on this an alternative approach to removal of the lands from the current designation would be to keep the subject lands within the Secondary Settlement Area and simply amend the Official Plan and zoning to permit the proposed agricultural development. This approach was successfully undertake several years ago in Chatham-Kent with the development of a large scale greenhouse on Employment lands in Chatham.

- f) In some cases Secondary Settlement Areas are unnamed and do not contain the basic elements that comprise a settlement area as defined by the PPS. The County encourages local municipalities to remove these areas from the land use schedule or permit no new development. County of Essex Official Plan 48 Adopted February 19, 2014 and Approved April 28, 2014.

Comment: N/A

- g) Secondary Settlement Areas, or portions thereof, that generally contain or are planned for non-employment uses, are subject to the following additional policies:
 - i. They shall not be the focus of growth or public or private investment in a municipality, and they should, at most, retain their existing historic development patterns. In the interest of clarity, the County Official Plan permits growth and investment in these Secondary Settlement Areas, provided the Primary Settlement Area(s) in the municipality remains the focus of growth.

Comment: Use of the lands for off-site worker housing development in the near future supports an existing agricultural use and viable greenhouse operation. It does not alter the historic development pattern and maintains the focus on Primary Settlement Area growth.

- ii. New development will generally be limited to infilling, redevelopment on existing lots of records, and limited residential intensification.

Comment: Use of the existing lot and dwelling will result in intensification of the existing residential use.

- iii. Residential intensification, outside of infilling, shall only occur on full municipal sewage services and municipal water services.

Comment: N/A

- h) Secondary Settlement Areas, or portions thereof, that generally consist of employment uses are subject to the following additional policies:

- i. Cost effective development patterns and those which reduce servicing costs are encouraged.

Comment: The subject lands are located on the outer edge of the designated area. Their removal is a neutral issue.

- ii. Land use patterns which may cause environmental, heritage preservation or public health and safety concerns shall be avoided.

Comment: The subject parcel is located in close proximity to the applicant's existing greenhouse operation and is well suited to the proposed use as workers can simply walk to work through the existing GLG facility.

- iii. New development shall not have a negative impact on traffic movement, turning movement or the overall function of a Provincial Highway or County Road.

Comment: One of the goals of the updated worker housing policy was to encourage that off-site worker housing be located in close proximity to the operations they service. This in turn reduces traffic as it reduces the need for vehicle transportation to and from the place of work and having less impact on local roads.

- iv. New development on private or partial sewage services and water services shall generally be limited to dry industrial uses.

Comment: The existing property will need an upgraded septic system but continue with the existing municipal water service.

- v. Local Official Plan policies will ensure the orderly and appropriate development of these areas.

Comment: A Local Official Plan amendment has been requested to permit the off-site worker housing and redesignate the lands to agricultural.

As the intent of the application is to return the lands to the Agricultural designation the County Official notes that the following uses are permitted within the "Agricultural" designation subject to the policies of this section:

- e) Accessory farm accommodation, in accordance with Section 3.3.3.5 of this Plan.

Section 3.3.3.5 Accessory Farm Accommodation is permitted for full time or seasonal farm help where:

- a) The size and/or nature of the farm operations makes the employment of such help necessary.
- b) Such additional dwellings do not have a significant effect on the tillable area of the farm or its viability.
- c) Permitted in the local Official Plan.
- d) The lands are appropriately zoned.

The subject property abuts the current GLG operation and will be incorporated as part of it. The use of the existing dwelling for off-site worker housing is better suited to long-term use of the property versus that of rural residential. This in turn would have less impact on the growth and expansion of a viable farming operation and continues to support the Agricultural protection goals of the applicable planning policy.

Conclusions

The County Official Plan, Leamington Official Plan and Provincial Policy Statement each note that removal of lands within an employment land classification such as the Hwy 77 Corridor Commercial District require that a local comprehensive review is undertaken to determine if removal will impact the long-term need.

The background work completed as part of the current County Official Plan review, specifically the results of the Growth Management Report (land needs) completed in 2023, paint a clear picture that the Municipality of Leamington has a surplus of employment lands. The subject parcel represents a minor removal in the northeasterly most corner of the secondary settlement area and should not negatively impact the supply of employment lands over the 30-year planning horizon.

To that end the requested approval represents good land use planning and should be considered consistent with the direction of the County of Essex in this area of land use.

Prepared by:



Robert Brown, H, Ba, MCIP, RPP
Principal Planner
Oakview Land Use Planning



**NOTICE OF COMPLETE APPLICATION AND
PUBLIC MEETING**
Official Plan Amendment - File Number OPA-07
810 Mersea Road 4
Municipality of Leamington

Take Notice

Essex County Council will hold a public meeting on **Wednesday, January 15, 2025, at 5 p.m., in Council Chambers in the Essex County Administrative Building, located at 360 Fairview Avenue West, in Essex,** to consider a proposed Official Plan Amendment to the County of Essex Official Plan, under the provisions of Sections 17 & 22 of the Planning Act, R.S.O. 1990.

The Purpose

The County has received an application which seeks to amend Schedule "A1" and "A2" of the County's Official Plan to redesignate the property addressed as 810 Mersea Road 4, Municipality of Leamington, from "Secondary Settlement Area" to "Agricultural." (See map below.) This amendment has been requested in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

Members of the public who wish to participate during the public meeting and provide their comments directly to Council on the Official Plan Amendment must register with the Clerk's Office to be a delegate no later than 5 p.m. on Friday, January 10, 2025. Delegations will be limited to five minutes.

To register as a delegate, please complete the online form at the following link:

<https://eforms.countyofessex.ca/Council-Services/2025-01-15-Planning-Mtg-OPA-7-Delegation>

Alternatively, you can scan the QR code below:



Your application to participate as a delegate will be reviewed and you will be notified by the Clerk if your request has been approved. Only registered and confirmed delegates may bring forward presentations or information to be considered as part of the public meeting.

Members of the public who wish to attend the meeting in person, but not present to Council are still required to register. One registration per person is required.

To register as an attendee, but not speak before Council, please complete the online form at the following link:

<https://eforms.countyofessex.ca/Council-Services/1-Essex-County-Council-Meeting-Public-Registration>

Alternatively, you can scan the QR code below:



Members of the public who want to watch the meeting can view the livestream on the County of Essex website:

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

Your Input is Important

Any person may participate in the public meeting and/or provide written or verbal representation. If you are unable to participate in the meeting, you may provide written comments by submitting them to the address or email below. Please include your mailing address with your written comments.

By Mail: Rebecca Belanger, MCIP, RPP, Manager, Planning Services, County of Essex, 360 Fairview Avenue West, Essex, ON, N8M 1Y6

By Email: rbelanger@countyofessex.ca

If you wish to be notified of County of Essex Council's decision regarding the proposed Official Plan Amendment, you must make a written request to Rebecca Belanger, MCIP, RPP, Manager, Planning Services, at the address or email shown above and the request must include the name and mailing address to which the notice should be sent.

If a person or public body would otherwise have an ability to appeal the decision of the County of Essex Council to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Essex Council before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Essex before the proposed Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

A copy of the report, including the proposed Official Plan Amendment and supporting material, will be available on the County of Essex Council Calendar on Thursday, January 9, 2025 at <https://events.countyofessex.ca/meetings>.

Notice of Collection

Personal information collected as a result of this public meeting is collected under the authority of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Planning Act*, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests and through the County of Essex website. Questions regarding the collection, use and disclosure of this personal information may be directed to the Clerk, Essex County Administrative Building; 360 Fairview Avenue West, Essex, ON, N8M 1Y6.





planning@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

December 17, 2024

Rebecca Belanger

Manager, Planning Services

County of Essex

360 Fairview Avenue West, Suite 302

Essex, Ontario N8M 1Y6

Dear Ms. Belanger:

RE: Application for Official Plan Amendment OPA-07

810 MERSEA 4 RD

ARN 370664000003500: PIN: 750970112,

Applicant: GLG ORGANICS INC

The County of Essex has received an application which seeks to amend Schedule "A1" and "A2" of the County's Official plan to redesignate the property addressed as 810 Mersea Road 4, Municipality of Leamington, from "Secondary Settlement Area" to "Agricultural." This amendment has been requested in order to support the conversion of the existing dwelling on the property to worker housing for the neighbouring greenhouse operation.

The following is provided as a result of our review of OPA-07.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Pelee Creek Drain.

We note that our office is providing further comments on this development under Leamington file PC-39-24. Comments were previously provided under Leamington files OPA 27 and ZBA 314.

Ms. Belanger
December 17, 2024

FINAL RECOMMENDATION

Our office has **no objection** to County of Essex file OPA-07.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Alicia Good
Watershed Planner
/ag





The Corporation of the County of Essex

By-Law Number 2025-04

A By-law to Impose Fees and Charges by the Corporation of the County of Essex.

Whereas the Council of the Corporation of the County of Essex adopted By-Law 2024-10 on February 21, 2024, which established a schedule of fees and charges imposed by the Corporation of the County of Essex:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board;
- c) for the use of its property including property under its control; and
- d) for the processing of applications made in respect of planning matters;

And Whereas By-law 2024-10 requires the annual review and adjustment, if required, of fees and charges;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) **That** fees and charges as provided for in Schedules A through G, attached hereto and forming part of this By-law, shall be imposed and charged for the services, activities and use of property as indicated in said Schedules A through G.
- 2) **That** By-law 2024-10 and all other by-laws deemed contrary to this by-law are hereby repealed.
- 3) **That** specific fees and charges, determined within agreements approved by Essex County Council, do not form part of this By-law.

- 4) **That** this by-law be reviewed annually to adjust fees and charges as required.
- 5) **That** By-law 2025-04 be given three readings, and shall come into force and take effect after the final passing.
- 6) **That** notwithstanding the date of passing of this By-law, this By-law shall come into force and take effect on January 1, 2025.

Read a first, second and third time and Finally Passed this Fifth day of February, 2025.

Hilda MacDonald, Warden

Katherine J. Hebert, Clerk

Clerk's Certificate

I, Katherine J. Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2025-04** passed by the Council of the said Corporation on this **Fifth day of February, 2025.**

Katherine J. Hebert, Clerk
Corporation of the County of Essex

Schedules to By-law 2025-04

Schedule A

Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
All	General Fee	N.S.F. Cheque Charge	Each	Require certified replacement cheque or cash	\$45	N/A	No
All	General Fee	Interest Charges	Per Month	1.5% per month., computed monthly (19.56% per annum)	1.5%	N/A	No
All	General Fee	Photocopies - black and white (maximum of 11" x 17")	Per copy	not applicable to internal printing costs	\$0.25	N/A	Yes
All	General Fee	Photocopies - Colour (maximum of 11 x 17)	Per copy	not applicable to internal printing costs	\$0.35	N/A	Yes
All	General Fee	CD/DVD Fee	Each	not applicable to internal departmental costs	\$10	N/A	Yes
All	General Fee	Fax Sent Fee	Each	Not applicable to internal printing costs	Cost Recovery	N/A	Yes
All	General Fee	Special Event / Training	Each	Not applicable to internal departmental costs	Cost recovery	N/A	Yes

Schedules to By-Law Number 2025-04

Page 2

Department/ Section	Type of Fee	Name of Fee	Unit	Description/ Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
All	General Fee	Administrative Billing Fee	Each	Applicable to invoices recovering costs for damage to Corporate property as a result of a motor vehicle accident	\$150/billing	N/A	Yes

Schedule B

Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Council Services	Service Fee	Commissioning Documents	Each	No charge if document relates to County Business	\$20	N/A	Yes
Council Services	Application Fee	Municipal Freedom of Information Request and Personal Information Request	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$5	N/A	No
Council Services	Service Fee	MFIPPA - Records Search Time/ Record Preparation Time	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$7.50	N/A	No
Council Services	Copy Charge	MFIPPA - Copying Charges	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$0.20	N/A	No
Council Services	Service Fee	MFIPPA/PHIPA - Computer Programming Charge	per 1/4 hour	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$15	N/A	No

Schedules to By-Law Number 2025-04

Page 4

Department	Type of Fee	Name of Fee	Unit	Description/Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Council Services	Service Fee	MFIPPA/PHIPA-CD/DVD	Each	Legislative Authority - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) - Ontario Regulation 823	\$10	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Copying Charges	Each	Colour copies up to 11"x 17" Black & white copies up to 11" x 17"	\$0.35 \$0.25	N/A	No
Council Services	Service Fee	Personal Health Information requests under the Personal Health Information Protection Act (PHIPA) – Search time	per hour	Records Search Time/ Record Preparation Time	\$35	N/A	No
Council Services	Service Fee	County Flags	Each	Varying sizes	Cost Recovery	N/A	Yes

Schedule C

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Moving Permit	Event Specific - Single Trip Permit	each	single trip moving permit	\$150	\$-	No
Infrastructure Services	Moving Permit	Product Specific – Multiple Trips Permit	per product	multiple trips - one product	\$300	\$-	No
Infrastructure Services	Moving Permit	Blanket Permit – Annual Trips	each	multiple trips & product	\$300	\$-	No
Infrastructure Services	Moving Permit	Superload Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No
Infrastructure Services	Moving Permit	Expedited Moving Permit	each	Fee is charged as opposed to the normal permit fee	\$500	\$-	No

Schedules to By-Law Number 2025-04

Page 6

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Moving Permit	Additional Fleet Vehicles Permit	per vehicle	Fee for each additional vehicle listed on a permit	\$30	\$-	No
Infrastructure Services	Moving Permit	Permit Amendments	each	Amendments to permits after processed	\$25	\$-	No
Infrastructure Services	Access Management	Altering an existing entrance fee	each		\$75	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Permanent) fee	each		\$250	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance crossing a Municipal Drain (Permanent) fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Constructing a new entrance (Temporary) fee	per entrance / yr.		\$150	\$1,000	No

Schedules to By-Law Number 2025-04

Page 7

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Access Management	Constructing a new entrance (Temporary Industrial) fee	per entrance / yr.		\$250	\$1,000	No
Infrastructure Services	Access Management	Paving an existing entrance (Residential) fee	each		\$75	\$500	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Single Lot) fee	per lot		\$500	\$1,000	No
Infrastructure Services	Access Management	Closing-in a County-owned roadside ditch (Multiple Lot) fee	per lot		\$450	\$1,000	No
Infrastructure Services	Access Management	Installation of private underground hydro service fee	each		\$150	\$1,000	No
Infrastructure Services	Access Management	Installation of private storm sewer/drainage outlet or water supply across roadway fee	each		\$150	\$1,000	No

Schedules to By-Law Number 2025-04

Page 8

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Access Management	Construction of a public road intersection (design and inspection provided by a consulting engineer) fee	each		\$1,500	\$2,500	No
Infrastructure Services	Administration	Work Permit	each		\$150	\$1000	No
Infrastructure Services	Sign	All signs fees (initial permit)	each		\$150	\$-	No
Infrastructure Services	Sign	Annual signs fees (annual renewal)	each		\$100	\$-	No
Infrastructure Services	Sign	Installation of New Tourism Oriented Destination Signs (TODS) sign fee	each		\$500	\$-	No

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Sign	Annual TODS sign fee	each		\$350	\$-	No
Infrastructure Services	Sign	Encroachment of Wayfinding Sign fee	each		\$150	\$-	No
Infrastructure Services	Sign	Detour Route & Detour Sign Permit	each		\$450	\$-	No
Infrastructure Services	Sign	Field Advertising/ Billboard	each	Renew every 3 years	\$450	\$-	No
Infrastructure Services	Land Use	Setback Permit	each		\$150	\$1,000	No
Infrastructure Services	Transportation Planning	Fee for review of Transportation Impact Studies	each		\$500	\$-	Yes

Schedules to By-Law Number 2025-04

Page 10

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Transportation Planning	Encroachment Agreement	each	By-law required with specified terms.	Terms plus actual legal fees	\$-	No
Infrastructure Services	Transportation Planning	Fee for most current Traffic Data	each		\$50	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Traffic Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for Historical Accident Data	each		\$150	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Special Studies and Reports	each		\$250	\$-	Yes
Infrastructure Services	Transportation Planning	Fee for copies of Transportation Planning Maps	each		\$50	\$-	Yes

Schedules to By-Law Number 2025-04

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Building Services	Rental for Committee Room A	Per Hour		\$23.50 \$24.00	\$	Yes
Infrastructure Services	Building Services	Rental for Committee Rooms B, C, D, E and Cafeteria	Per Hour		\$47 \$48	\$	Yes
Infrastructure Services	Building Services	Rental for Committee Council Chambers (available only upon approval of CAO) and/or Building Manager	Per Hour		\$60 \$61.25	\$-	Yes
Infrastructure Services	Building Services	Flat Rate for Council Chambers and Committee Rooms by a Local County Municipality	All day rental	N/A	\$262.50	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Operations	Cost Recovery for Works Carried out by Maintenance & Operations	Per Hour or other if specified	Costs for services such as engineering, construction & maintenance activities, damage repair, etc billable to third parties	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes
Infrastructure Services	Operations	Cost Recovery for Roadway Signage Damage and/or Requests	Per Hour or other if specified	Costs for services related to repairing damage or establishing road closure or directional signage	OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost Per Unit	Deposit Per Unit	Subject to HST
Infrastructure Services	Operations	Cost Recovery for Damage to Traffic Signal Equipment	Per Hour or other if specified		OPSS 127 Rates for equipment plus County Rates for labour plus actual cost of material	\$-	Yes

Schedule D

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Geographic Information Systems (GIS)	Printed Copy Fee	Printed County Road Map (32x25.5) fee	Each	colour printed map of County Roads (size)	\$10	\$-	Yes
Geographic Information Systems (GIS)	Printed Copy Fee	Aerial Photo fee (1km Tile)	Each	colour printed aerial photo (Electronic copy 1km Tile Tiff Image)	\$50/Tile + \$40	\$-	Yes
Geographic Information Systems (GIS)	Plotter Service Fee	Printing with Plotter Fee	Per Sq. Ft./Per Hr.	colour printing large drawings on plotter	\$3/sqft+ \$40/hr.	\$-	Yes
Information Technology	Service Charge	IT Services of staff contracted out	per hour	charge to external organizations	\$75 to \$150	\$-	Yes

Schedule E

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$3000 - up to 20 Lots/ Blocks/ Units	\$-	No
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$5000 - 21 to 50 Lots/ Blocks/ Units	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Application Fee	Plan of Subdivision / Condominium Fee	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$7000 - more than 50 Lots/ Blocks/ nits	\$-	No
Planning	Peer Review Services	Environmental Assessment (EIA) Peer Review Services	Per Hour or as specified for cost recovery	Cost Recovery for works associated with the Review of EIAs by County Administration or consultants retained by the County to conduct peer review services	Fees commensurate with the level of effort required to conduct the review and the hourly rate of the environmental experts involved.	\$500 Deposit	No
Planning	Operations	Extension to Draft Plan of Subdivision Approval Process	Each	Cost Recovery determined by staff time and resources.	\$1000.00	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Planning	Operations	Change of Conditions-Redline amendment to draft plan (minor)	Each	Cost Recovery determined by staff time and resources.	\$1000.00	\$-	No
Planning	Operations	Change of Conditions-Redline amendment to draft plan (major)	Each	Cost Recovery determined by staff time and resources.	\$2000.00	\$-	No
Planning	Operations	Processing Part Lot Control Exemption Applications	Each	Cost Recovery determined by staff time and resources.	\$500.00	\$-	No
Planning	Application Fee	County Official Plan Amendment	Each	Under Authority of Section 51 of the Planning Act, R.S.O. 1990, tariff of fees for processing applications made in respect of planning matters.	\$2,000	\$-	No

Schedule F

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Training	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes
EMS	Service Fee	Public Access Defibrillator Program	Per Hour	Training to external organizations *4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Ambulance Call Report (ACR)/Electronic Medical Record (EMR) Release	Each	Charge not applicable to requests from other health information custodians or law enforcement agencies.	\$75	\$-	No
EMS	Service Fee	Ambulance -2 Paramedics -private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No
EMS	Service Fee	Emergency Response Vehicle - 1 paramedic - private coverage	Per Hour	4 hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$92.50	\$92.50	No
EMS	Service Fee	Bike Medics -2 bikes -2 Paramedics -private coverage	Per Hour	4 Hour Minimum (Mandatory hour required for pre and post preparation and travel is included in 4 hour minimum)	\$170	\$170	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Additional Paramedics - without vehicle - private coverage	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$80	\$80	No
EMS	Service Fee	Supervisor Coverage 1 Response Vehicle 1 Supervisor	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$110	\$110	No
EMS	Service Fee	ATV – KORA/Gator -2 Paramedics - private coverage - includes trailer and tow vehicle pickup and delivery	Per Hour	4 Hour minimum (Mandatory hour required for pre and post preparation and travel – included in 4 hour minimum)	\$170	\$170	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
EMS	Service Fee	Other Specialty EMS Equipment - private coverage	Per Hour or Daily Rate	To be determined on individual basis. One (1) hour preparation and clean up time plus travel time over the on-site coverage hours will be added to each invoice for every piece of equipment.	Variable	\$-	No

Schedule G

Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Basic Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Accommodation Fee	Semi-Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Day	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Accommodation Fee	Private Accommodation Fee	Per Month	Rate set by Ministry of Health and Long Term Care under the Long Term Care Homes Act and adjusted annually (July 1).	Provincial Rate	\$-	No
Sun Parlor Home (SPH)	Service Charge	Cable TV Fee	Per Connection		\$37.40	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Telephone Charges	Per Connection		\$28.82	\$-	Yes

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Department	Type of Fee	Name of Fee	Unit	Description / Special Notes	Cost per Unit	Deposit per Unit	Subject to HST
Sun Parlor Home (SPH)	Service Charge	Long Distance Charges	Per Connectio n/Per Month	Long Distance Charges	\$5.65	\$-	Yes
Sun Parlor Home (SPH)	Installation Fee	Telephone Installation Fee	Per Connectio n		\$95	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Attendant Care Fee	Per Hour (4 hour minimum)		\$30	\$-	Yes
Sun Parlor Home (SPH)	Service Charge	Catering Charges	Per Hour		Cost Recovery	\$-	Yes



The Corporation of the County of Essex

By-Law Number 2025-05

A By-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Regular and Closed Meetings held February 5, 2025.

Whereas pursuant to Section 5(1) of the *Municipal Act, 2001*, c.25 as amended, the powers of a municipality shall be exercised by its Council;

And whereas pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers, and privileges pursuant to Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

And whereas it is deemed expedient that the proceedings of the Council of the Corporation of the County of Essex, at these meetings be confirmed and adopted by By-law;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) That the actions of the Council of the Corporation of the County of Essex in respect of all recommendations in reports of committees, all motions and resolutions and all other action passed and taken by the Council of the Corporation of the County of Essex, documents, and transactions entered into during the Regular and Closed Meetings held February 5, 2025, is hereby adopted and confirmed as if the same were expressly embodied in this By-law;
- 2) That the Warden and proper officials of the Corporation of the County of Essex are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of the Corporation of the County of Essex during the said Regular and Closed Meetings held February 5, 2025, referred to in Section 1 of this By-law; and

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- 3) That the Warden and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by the Council of the Corporation of the County of Essex during the said Regular and Closed Meetings held February 5, 2025 referred to in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the County of Essex to all such documents.

This By-law shall come into force and take effect after the final passing thereof.

Read a first, second and third time and Finally Passed this Fifth day of February, 2025.

Hilda MacDonald, Warden

Katherine J. Hebert, Clerk

Clerk's Certificate

I, Katherine J. Hebert, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2025-05** passed by the Council of the said Corporation on this **Fifth day of February, 2025.**

Katherine Hebert, Clerk
Corporation of the County of Essex