



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

**Wednesday, July 16, 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  
Michael Prue, Councillor  
Dennis Rogers, Councillor  
Rob Shepley, Councillor  
Larry Verbeke, Councillor  
Kirk Walstedt, Councillor

**Absent:**

Crystal Meloche, Councillor

**Administration:**

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  
Rebecca Belanger, Manager, Planning Services

**1. Closed Meeting**

A Closed Meeting was held at 4:30 PM on July 18, 2025.

Michael Akpata, Councillor joined the meeting at 6:30 pm.

Rob Shepley, Councillor joined the meeting at 6:32 pm.

**195-2025**

**Moved By** Chris Gibb

**Seconded By** Tracey Bailey

That Essex County Council proceed into a Closed Meeting pursuant to Section 239 (2) (b), (c), (e), (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;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**Carried**

**203-2025**

**Moved By** Michael Prue

**Seconded By** Chris Gibb

That Essex County Council adjourn and rise from the Closed Meeting of Essex County Council for July 16, 2025 at 5:07 PM.

**Carried**

**2. Moment of Reflection**

**3. Singing of 'O Canada'**

**4. Land Acknowledgement Statement**

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

## **5. Recording of Attendance**

Warden MacDonald and members of Council attended the meeting at the County of Essex Administration Building, Council Chambers.

Crystal Meloche was absent.

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

Warden MacDonald announced that July 16, 2025 marked the 233<sup>rd</sup> anniversary of the proclamation that divided Upper Canada into 19 counties, including the County of Essex.

The Warden congratulated the Essex-Windsor Solid Waste Authority (EWSWA) on the launch of the Green Bin program. This program would distribute nearly 120,000 green bins to homes in Essex, Lakeshore, LaSalle, Tecumseh and Windsor. Green bins would roll out to other local municipalities in 2026. This new initiative would promote a greener, more sustainable future and result in less waste being trucked to the regional landfill thereby preserving its life.

The Essex County Library was commended for their efforts towards an internal fundraiser that purchased hundreds of personal care items to benefit the less fortunate in Essex County. The items were being distributed to Residential Services Homes across the County.

The Warden applauded the Residential Services Homes team on their efforts to activate an overnight program at the Essex County Homelessness Hub in Leamington. This program would provide comfort to those in the region who need it most.

Finally, the Warden welcomed Natasha Sheeler to the County of Essex as the new Administrator of Sun Parlor Home and Director of Community Services.

## **7. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

**8. Adoption of Regular Meeting Minutes**

**204-2025**

**Moved By** Rob Shepley

**Seconded By** Sherry Bondy

That the minutes of the June 18, 2025 Regular Meeting of Essex County Council be adopted as presented.

**Carried**

**9. Delegations and Presentations**

**9.1 Land Leased Rent Increases at Hidden Creek Condominiums Against the Landlord Tenant Act**

Reg Major, Town of Essex (McGregor) resident, to make a presentation regarding Land Leased Rent Increases at Hidden Creek Condominiums Against the Landlord Tenant Act, and in relation to Correspondence Item 10.1.3 Town of Essex Letters dated June 23, 2025 and June 27, 2024

Reg Major provided a verbal presentation, indicating that he is now aware that the matter at hand is not within the County's jurisdiction, and will take the time allocated to discuss affordable housing in relation to land leased communities. It was noted that the County's Strategic Plan does hold as one of its Values to 'Champion' with enthusiastic advocacy for County interests. Land Leased Communities are no longer affordable, and something needs to be done to bring costs back down to affordable levels. It was further noted that Anthony Leardi, MPP Essex, delivered a letter to residents, which outlined some options for residents to find resolutions to their complaints.

**10. Communications**

**10.1 Correspondence**

Councillor Bondy wished to speak with regard to the correspondence items listed under 10.1.3. It was noted by the member that residents of these communities need help to advocate for change, and that realtors need to be aware of the rules surrounding the assignment of tenancy when there is a sale of a property of this type.

**205-2025**

**Moved By** Larry Verbeke

**Seconded By** Dennis Rogers

That the correspondence listed on the Regular Agenda for July 16, 2025, be received and any noted action approved.

**Carried**

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

- [AMO Watchfile Newsletter](#)
- [AMO Calendar - Education Events](#)

**10.1.2 Great Lakes and St. Lawrence Cities Initiative (GLSLCI)**

- SAVE THE DATE: GLSLCI 2025 Ontario Regional Meeting: Tuesday, November 13, 2025, Oakville, ON
- Making Waves Newsletter

**10.1.3 Town of Essex**

- Correspondence from Town of Essex Mayor, Sherry Bondy to Sandra Zwiers, CAO County of Essex RE Rental Rates in Land Leased Communities dated June 23, 2025
- Correspondence from Town of Essex to Province RE Rental Rates in Land Leased Communities dated June 27, 2024

**10.1.3.1 Anthony Leardi, Member, Provincial Parliament**

July 15, 2025 - Email and Correspondence from Anthony Leardi, Member, Provincial Parliament RE Land Lease Communities

**10.1.4 Tourism Windsor Essex County Pelee Island (TWEPI)**

W.E. Keep You Informed:

- [AGM Recap, TIAO Awards of Excellence, & MUCH MORE!](#)
- [Gordon Orr Announcement](#)

**10.1.5 Windsor Essex Chamber of Commerce (WERCC)**

[The Latest News and Updates](#)

**10.1.6 Windsor Essex Community Housing Corporation (WECHC)**

2024 Annual Report

**10.1.7 Invest Windsor Essex**

[News Release - Gordon Orr announced as Chief Executive Officer](#)

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

Newsletter

- [June 2025](#)

**10.2 Resolutions**

There were no resolutions for consideration for July 16, 2025

**11. Consent Agenda**

Michael Akpata, Councillor left the meeting at 6:27 pm.

Rob Shepley, Councillor left the meeting at 6:27 pm.

**206-2025**

**Moved By** Gary McNamara

**Seconded By** Joe Bachetti

That the recommendations in the Administrative Reports listed as items 11.2 through 11.4, on the Consent Agenda for July 16, 2025, be approved and further that the minutes listed as item 11.1 on the said Consent Agenda be received.

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Michael Prue, Dennis Rogers, Larry Verbeke, and Kirk Walstedt

**Carried**

**11.1 Essex County Library Board (ECL)**

Essex County Library Board Regular Meeting Minutes of April 30, 2025

**11.2 Summary of Outstanding Reports for July 16, 2025**

Report number 2025-0716-LLS-R34-KH, Summary of Outstanding Reports, dated July 16, 2025 from Katherine Hebert, County Clerk

**11.3 Q2 2025 - Quarterly Procurement Report**

Report number 2025-0716-FIN-R19-SP, Q2 2025 - Quarterly Procurement Report, dated July 16, 2025 from Sandy Pillon, Manager, Procurement and Compliance

## **12. Reports and Questions**

### **12.1 Windsor to Lakeshore Transmission Project – ERO Submission**

Report number 2025-0716-CAO-R05-SZ, Windsor to Lakeshore Transmission Project – ERO Submission, dated July 16, 2025 from Sandra Zwiers, Chief Administrative Officer

Sandra Zwiers provided a summary of the Windsor to Lakeshore Transmission Project and noted the importance of collaboration throughout the process.

Members of Council thanked the CAO for the County's proactive involvement, communication and initiative with this project, in support of advancing the economic interests of the region.

#### **207-2025**

**Moved By** Gary McNamara

**Seconded By** Tracey Bailey

That Essex County Council receive report number 2025-0716-CAO-R05-SZ, Windsor to Lakeshore Transmission Project – ERO Submission as information and direct administration to prepare a letter of support and submit it to the Environmental Registry of Ontario on behalf of the County of Essex.

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

**Carried**

### **12.2 Update to Key Financial Governance Policies**

Report number 2025-0716-FIN-R16-MR, Update to Key Financial Governance Policies, dated July 16, 2025 from Melissa Ryan, Director, Financial Services/County Treasurer

Melissa Ryan provided a detailed summary with regard to the changes incorporated into the three financial policies included for review. It was noted that the updates related primarily to modernizing language, updating procedures to align with best

practice, and amending the procedures where needed to reflect operational practices.

**208-2025**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That Essex County Council receive report number 2025-0716-FIN-R16-MR, Update to Key Financial Governance Policies; and

That Council approve the Capital Financing and Debt Policy, as attached in Appendix A; and

That Council approve the Investment Policy, as attached in Appendix B; and

That Council approve the updated Commodity Price Hedging Policy, attached as Appendix C.

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

**Carried**

**12.3 2025 Canada Community Building Fund (CCBF) Allocation**

Report number 2025-0716-FIN-R17-MR, 2025 Canada Community Building Fund (CCBF) Allocation, dated July 16, 2025 from Melissa Ryan, Director, Financial Services/County Treasurer

Melissa Ryan provided an overview of the annual CCBF allocation. The allocation method, based on Census data, will continue, and funds will be distributed by the County, with 80 percent of the total amount being split among the seven lower tiers, and 20 percent being retained by the County.

**209-2025**

**Moved By** Gary McNamara

**Seconded By** Rob Shepley

That Essex County Council approve report number 2025-0716-FIN-R17-MR, 2025 Canada Community Building Fund (CCBF) Allocation and accompanying By-law.

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

**Carried**

#### **12.4 Planning Services Division Annual Report 2024**

Report number 2025-0716-IPS-R15-RB, Planning Services Division Annual Report 2024, dated July 16, 2025 from Rebecca Belanger, Manager, Planning Services

Rebecca Belanger recounted the details of the activities of the Planning Services Division. There are several completed approvals for the period, with several others in progress. Further, County Planning has provided comments with regard to initiatives related to the County's Strategic Plan and actively worked toward the recently approved County Official Plan.

County Planning continues to work toward improved service delivery by consulting with the Essex County Home Builders Association, and is further implementing *Cloud Permit*, which will streamline the application and approval process for subdivisions and condominiums County-wide. This implementation alone, has improved regional collaboration and communication practices considerably. It was noted that services in relation to environmental impact assessments, broad services such as long-range planning, general planning applications, and special projects, consultations and inquiries, are all managed concurrently.

#### **210-2025**

**Moved By** Larry Verbeke

**Seconded By** Kimberly DeYong

That Essex County Council receive report number 2025-0716-IPS-R15-RB, Planning Services Division Annual Report 2024 for information.

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

**Carried**

### **13. Unfinished Business**

There were no matters of unfinished business for July 16, 2025.

### **14. New Business**

#### **14.1 Public Reporting of Closed Meeting**

Essex County Council met in a Closed Meeting at 4:30PM today, pursuant to Section 239 (2) (b), (c), (e), (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;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- As permitted, and pursuant to Section 239 (2) (b), (e), and (f) of the Municipal Act, 2001, Council received information related to report number 2025-0716-EMS-R05-JL, EMS Response Briefing – June 22, 2025.
- Council further considered report number 2025-0716-FIN-R18-MR, Insurance Update, under the Open Meetings exception Section 239 (2) (b) and (f), where they received the Report as information.
- Council then, as permitted, and pursuant to Section 239 (2)(e), (f), and (k) of the Municipal Act, 2001, received information related to report number 2025-0716-LLS-R31-DMS – Settlement of Claim, Relate to Land Acquisition. Council provided Administration with direction and instruction related to settlement of an outstanding claim.
- Subsequently, and pursuant to Section 239 (2)(f) and (k) of the Municipal Act, 2001, Council received information related to Report Number 2025-0716-LLS-R32-DMS – Negotiation of Cost Sharing Agreement. As a result of discussions and

deliberations, the following recommendation was before Council:

**211-2025**

**Moved By** Rob Shepley

**Seconded By** Gary McNamara

That Essex County Council authorizes the Warden and the Clerk to execute a Cost Sharing Agreement in substantially the same form as appended to Report Number 2025-0716-LLS-R32-DMS, and further authorizes the Warden and the Clerk to execute such further and other agreements as may be required to give effect to the said Cost Sharing Agreement.

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

**Carried**

**15. Adoption of By-Laws**

**212-2025**

**Moved By** Chris Gibb

**Seconded By** Michael Prue

That By-laws 2025-29 and 2025-30 be given three readings, and having been read a first, second and third time, be finally passed and enacted.

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

**Carried**

**15.1 By-law Number 2025-29**

Being a By-law to Authorize the Allocation of Funds to the Lower Tier Municipalities in the County of Essex, being the Towns of Amherstburg, Essex, Kingsville, LaSalle, Tecumseh and the Municipalities of Lakeshore and Leamington, in Accordance with Section 5.3 of the Agreement with the Association of Municipalities of Ontario, Canada Community-Building Fund

**15.2 By-law Number 2025-30**

Being a By-law to confirm the proceedings of the Council of of the Corporation of the County of Essex, Regular and Closed Meetings, held on July 16, 2025.

**16. Notice of Motion**

There were no Notices of Motion brought forward on July 16, 2025.

**17. Adjournment**

**213-2025**

**Moved By** Rob Shepley

**Seconded By** Gary McNamara

That the Essex County Council meeting for July 16, 2025 be adjourned at 6:51 PM.

**Carried**

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Hilda MacDonald,  
Warden, County of Essex

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Katherine Hebert,  
County Clerk