



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

**Wednesday, December 1, 2021**

**4:00 PM**

**<https://video.isilive.ca/countyofessex/live.html>**

Council:

- Gary McNamara, Warden, Mayor, Town of Tecumseh
- Joe Bachetti, Deputy Mayor, Town of Tecumseh
- Tracey Bailey, Deputy Mayor, Municipality of Lakeshore
- Tom Bain, Mayor, Municipality of Lakeshore
- Marc Bondy, Mayor, Town of LaSalle
- Aldo DiCarlo, Mayor, Town of Amherstburg
- Hilda MacDonald, Mayor, Municipality of Leamington
- Crystal Meloche, Deputy Mayor, Town of LaSalle
- Leo Meloche, Deputy Mayor, Town of Amherstburg
- Richard Meloche, Deputy Mayor, Town of Essex
- Gord Queen, Deputy Mayor, Town of Kingsville
- Nelson Santos, Deputy Warden, Mayor, Town of Kingsville
- Larry Snively, Mayor, Town of Essex
- Larry Verbeke, Deputy Mayor, Municipality of Leamington

Administration:

- Mike Galloway, Chief Administrative Officer
- Paula Beattie, Manager, Budget and Administration
- Jerry Behl, Manager, Transportation Planning
- Mary Birch, Director of Council & Community Services/Clerk
- Allan Botham, Director, Infrastructure & Planning Services/County Engineer
- Jayne Brooks Keller, Administrator - Sun Parlor Home
- Peter Bziuk, Manager Construction Services
- Kristie Cronin, Director of Human Resources
- Jeanie Diamond Francis, Manager, Community Services
- Robin Greenall, CEO/Chief Librarian, Essex County Library
- Katherine Hebert, Deputy Clerk
- Bruce Krauter, Chief, Essex Windsor EMS
- Don McArthur, Manager, Communication and Organizational Development

Crystal Sylvestre, Council and Community Services  
Administrative Assistant  
Sandra Zwiers, Director of Financial Services/Treasurer  
Daniel Baggio, Project Manager, Infrastructure Services  
Rebecca Belanger, Manager, Planning Services  
Danielle Dunlop, Manager, Administration, EWEMS  
Justin Lammers, Deputy Chief Professional Standards,  
EMS  
Ryan Lemay, Deputy Chief Operations, EWEMS  
Daniel Newman, Manager, Operations

**1. Closed Meeting**

There was no Closed meeting scheduled for December 1, 2021.

**2. Moment of Reflection**

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

**4. Land Acknowledgement Statement**

We begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

To recognize the land is an expression of gratitude to those whose territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island.

**5. Recording of Attendance**

Warden McNamara attended the meeting virtually from the Essex County Civic Centre, Council Chambers. All other members of Council participated in the meeting virtually, via video conferencing from alternate remote locations.

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

McNamara welcomed the members of County Council, Administration and members of the public and delivered the following greeting:

"Good afternoon and welcome.

Our annual Budget meeting is our most important meeting of the year and certainly the one to which I most look forward.

The leaders of our seven local municipalities gather to discuss our strategic priorities and lay the foundation for realizing our shared vision of a vibrant, progressive, caring municipality that puts the needs of its residents first.

I would like to thank CAO Mike Galloway for the incredible work he and his team have done in preparing this Budget while at the same time dealing with the ongoing impacts of COVID-19.

Mike started as CAO in the midst of this pandemic, when many employees were still working from home, and it has been a pleasure to watch County of Essex employees coalesce under his leadership with a sense of dedication and common purpose.

We will hear from Mike when we kick off our deliberations in a few minutes and we will also receive an overview from Sandra Zwiers, our Director of Finance/Treasurer.

Building a Budget like this for a corporation this size, one that addresses the needs of today while planning for the future, is a monumental task. But, year after year, Sandra and her hard-working team deliver for the County of Essex and our residents. I thank them for that.

I look forward to our deliberations this evening and, please, get your vaccine or your booster shot as soon as you are eligible.

Let's stay focused on vaccines and not variants. We all have a role to play when it comes to keeping our community safe."

**7. Disclosure of Pecuniary Interest**

Hilda MacDonald and Aldo DiCarlo both disclosed conflicts with the Essex County Library budget.

**8. Adoption of Regular Meeting Minutes**

November 17, 2021 Essex County Council - Regular Meeting Minutes

**241-2021**

**Moved By** Gord Queen

**Seconded By** Larry Verbeke

That the minutes of the November 17, 2021 Regular Meeting of Essex County Council, be adopted as presented.

**Carried**

**9. Delegations and Presentations**

There were no delegations scheduled for the December 1, 2021 meeting.

## **10. Communications**

### **10.1 Correspondence**

**242-2021**

**Moved By** Tom Bain

**Seconded By** Nelson Santos

That the correspondence listed on the Regular Agenda for December 1, 2021, be received and any noted action approved.

**Carried**

#### **10.1.1 Township of Amaranth**

Resolution RE Federal and Provincial Funding for Rural Infrastructure Projects.

#### **10.1.2 Municipality of Chatham-Kent**

Resolution RE Development of a Federal and Provincial Homelessness Task Force

#### **10.1.3 Municipality of Chatham-Kent**

Resolution RE Vaccine Passport Program

#### **10.1.4 Town of Kingsville**

Resolution - Supporting County Council correspondence to Ministry of Infrastructure seeking accelerated high speed internet program.

#### **10.1.5 Township of Lake of Bays**

Resolution RE Increased COVID-19 Funding

#### **10.1.6 Town of LaSalle**

Resolution - COVID-19 Testing Requirement at Land Border

#### **10.1.7 City of Windsor**

Resolution - Approving Windsor Essex Regional Community Safety and Well-Being Plan.

#### **10.1.8 Association of Municipalities of Ontario (AMO)**

November 18, 2021 - [AMO Watchfile Online](#)

#### **10.1.9 Association of Municipalities of Ontario (AMO)**

November 25, 2021 - [AMO Watchfile Ontario](#)

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

November 25, 2021 - AMO is Pleased to Support the City of Bramptons' Anti-Black Racism Conference for Municipalities:  
[Best Practices & Developing Partnerships 2021](#)

**10.2 Resolutions**

There were no resolutions for consideration for December 1, 2021.

**11. Consent Agenda**

**243-2021**

**Moved By** Marc Bondy

**Seconded By** Leo Meloche

That the recommendation in the Administrative Report listed as item 11.1, on the Consent Agenda for December 1, 2021, be approved.

**Carried**

**11.1 Approval of Invoices – Legal/Consulting Services**

Report number 2021-1201-CAO-R011-MG, Approval of Invoices - Legal/Consulting Services, dated December 1, 2021 from Mike Galloway, CAO.

**12. Reports and Questions**

**12.1 Chief Administrative Officer's Summary - 2022 County of Essex Budget**

Mike Galloway, Chief Administrative Officer to provide remarks regarding the development and planning of the 2022 County of Essex Budget.

Mike Galloway provided opening remarks to the budget meeting. Mr. Galloway outlined that the proposed budget was developed with an understanding of affordability, sound financial stewardship and planning for the future. He expressed confidence that the proposed budget allowed the County to continue to provide excellent service and programs despite economic pressures and a global pandemic.

Mr. Galloway offered appreciation to all County staff involved in the preparation of the draft budget and expressed gratitude to County Council for their continued support.

**12.2 County of Essex - 2022 Budget Review, Treasurer's Report**

Report Number 2021-1201-FIN-R016-SZ, County of Essex - 2022 Budget Review, Treasurer's Report, dated December 1, 2021, from Sandra Zwiers, Director of Financial Services/Treasurer.

Presentation of the County of Essex 2022 Budget Overview, Treasurer's Report

Sandra Zwiers delivered the 2022 Budget Review for the County of Essex. She began her presentation by thanking the Manager of Budget and Administration, Financial Analysts, Department Heads and other team members who worked diligently to prepare the 2022 proposed budget.

Ms. Zwiers outlined the guiding principles, process and timeline used to create the proposed budget. She provided a high-level overview of the departmental budgets and explained that the proposed 1.73% increase maintained the longstanding goal of keeping increases below inflation, which is higher than it has been in recent years. She further explained that the increase was largely related to external commitments.

Ms. Zwiers also reported that the County had received the highest credit rating available at 'AA with a stable outlook' from Standards and Poors; and advised that the positive rating allowed the County to continue its pay as you go approach to the budget.

**256-2021**

**Moved By** Nelson Santos

**Seconded By** Aldo DiCarlo

That Essex County Council receive the 2022 Budget package as information and for public deliberation.

**Carried**

**12.3 2022 Budget - Community Services/Housing with Supports**

Jeanie Diamond-Francis, Manager, Community Services, to provide a presentation of the Housing with Supports/Community Services 2022 Budget Estimates.

Jeanie Diamond-Francis provided an overview of the Community Services / Housing with Supports department budget, noting specifics on initiatives, projects, achievements and challenges during 2021. Ms. Diamond-Francis advised that the proposed budget would provide for the operations of the Housing with Supports Program to support an average of 226 residents.

**244-2021**

**Moved By** Hilda MacDonald

**Seconded By** Larry Snively

That the presentation for the proposed 2022 Community Services/Housing with Supports budget be received and further that the 2022 Budget Estimates for Community Services/Housing with Supports be approved.

**Carried**

**12.4 2022 Budget - Sun Parlor Home (SPH)**

Jayne Brooks-Keller, Administrator, to provide a presentation of the Sun Parlor Home 2022 Budget Estimates.

Jayne Brooks-Keller expressed gratitude for the continued support of Council and administration through the extraordinary challenges the COVID-19 pandemic had presented to Long-Term Care. Ms. Brooks-Keller highlighted the accomplishments and challenges of each division of service within the Sun Parlor Home.

Discussion included financial impacts to operations and funding opportunities experienced in 2021 and forecasts for 2022. Members of Council praised the efforts of the Sun Parlor Home staff for their continued diligence and professionalism while serving their residents.

**245-2021**

**Moved By** Hilda MacDonald

**Seconded By** Gord Queen

That the presentation for the 2022 proposed Sun Parlor Home budget be received and further that the 2022 Departmental Budget Estimates for Sun Parlor Home be approved.

**Carried**

**12.5 2022 Budget - Emergency Services**

Bruce Krauter, Chief Essex-Windsor Emergency Medical Services, to provide a presentation of the Emergency Services 2022 Budget.

Chief Bruce Krauter provided Council with the proposed budget presentation for Emergency Services. The divisions of Emergency services include Emergency Medical Services, Community Paramedicine for Long Term Care and Emergency Management

Coordination. The divisions were segregated based on funding streams.

Chief Krauter explained the capital and operating budget estimates that were developed with a focus on patient and paramedic safety. He also outlined various opportunities being explored to improve the pre-hospital health care system through ongoing collaborations with a number of community partners.

Council supported and commended Chief Krauter and all staff of Emergency Services as they continue to navigate the pandemic and other pressures impacting the community.

**246-2021**

**Moved By** Crystal Meloche

**Seconded By** Aldo DiCarlo

That the presentation for the 2022 proposed Essex-Windsor Emergency Medical Services and Emergency Management Coordination budgets be received and further that the 2022 Departmental Budget Estimates for Essex-Windsor Emergency Medical Services and Emergency Management Coordination be approved.

**Carried**

**12.6 2022 Budget - Infrastructure Services**

**12.6.1 2022 Infrastructure Rehabilitation Program**

Report number 2021-1201-ISD-R024-PB-JB, 2022 Infrastructure Rehabilitation Program, dated December 1, 2021, from Peter Bziuk, Manager, Design and Construction and Jerry Behl, Manager, Transportation Planning and Development.

Peter Bziuk provided the informational report regard the 2022 State of Good Repair Program. The program included roads, bridges, culverts and paved shoulders. Mr. Bziuk explained the delivery of the program was consistent with the goals of County of Essex 2017 Asset Management Plan and outlined the accomplishments of the program achieved in 2021. Mr. Bziuk stated the 2022 program included 11 km of paved shoulder to align with 46 km of road rehabilitation, two bridge rehabilitations, two large culvert replacements and six engineering assignments.

Discussions included specific areas of concern and the work schedule pertaining to them. Council discussed contributions to reserves and it was confirmed that proposed contributions were sufficient to support the work.

### **12.6.2 2022 Budget - Infrastructure Services**

Mike Galloway, Chief Administrative Officer, to provide a presentation of the Infrastructure Services 2022 Budget Estimates.

Mike Galloway introduced the new Director of Infrastructure and Planning, Allan Botham.

Allan Botham provided Council with the budget overview for the Infrastructure Services Department. Mr. Botham explained the department had completed a service review during 2021 and the recommendations were in the process of being reviewed. The service review results along with other studies were used to develop the 2022 budget.

Mr. Botham outlined the financial challenges to the department highlighting higher than normal inflationary prices of construction materials. He also pointed out current projections indicate the department will end the year with a small surplus due to increased recoveries.

#### **247-2021**

**Moved By** Marc Bondy

**Seconded By** Richard Meloche

That the presentation for the 2022 proposed Infrastructure Services budget be received; and

That the 2022 Rehabilitation Program, as presented be approved with highlighted projects as early release projects; and

That the Paved Shoulders Program be approved, and advanced as early release projects to coincide with the Rehabilitation Program; and

That the 2022 Departmental Budget Estimates for Infrastructure Services be approved.

**Carried**

### **12.7 2022 Budget - Essex County Library Board**

**12.7.1 Essex County Library Board Minutes**

Minutes of the Essex County Library Board, dated October 27, 2021, Nelson Santos, Chair. (Resolution 21/66 - Approves ECLB Proposed 2022 Budget).

**248-2021**

**Moved By** Nelson Santos

**Seconded By** Larry Verbeke

That the Essex County Library Board minutes dated October 27, 2021 be received.

**Carried**

**12.7.2 2022 Budget - Essex County Library Board**

Robin Greenall, Chief Librarian/Chief Executive Officer, to provide a presentation of the Essex County Library 2022 Budget Estimates.

Robin Greenall provided an overview of the Essex County Library service and provided background on the goals and objectives of 2021. Ms. Greenall outlined the accomplishments of 2021 and explained how the 2022 budget would continue to build on the goals with an additional objective of returning to full service post-pandemic.

Ms. Greenall advised Council that the Essex Library Board had approved the budget estimates that allow for slight changes to the organization to create efficiencies and improve service.

**249-2021**

**Moved By** Joe Bachetti

**Seconded By** Gord Queen

That the presentation for the 2022 proposed Essex County Library Board budget be received and further that the 2022 Budget Estimates for the Essex County Library Board be approved.

**Carried**

**12.8 2022 Budget - General Government Services**

Sandra Zwiers, Director, Financial Services/Treasurer, to provide a presentation of General Government Services 2022 Budget Estimates.

Sandra Zwiers explained the departments under General Government Services included the CAO's office, Council Services, Administrative and Financial Services, Legal Counsel, Communications, Human Resources. and Planning. She noted that Legal Counsel was new to the grouping and Planning would be considered under Infrastructure Services beginning in 2022.

Ms. Zwiers outlined the various accomplishments of each division through 2021. She explained the proposed budgets for each division including goals planned and staffing requirements for each.

**250-2021**

**Moved By** Larry Snively

**Seconded By** Crystal Meloche

That the presentation for the 2022 proposed General Government budget be received and further that the 2022 Departmental Budget Estimates for General Government including Council Services, Administration and Finance, Human Resources and Planning Services be approved.

**Carried**

**12.9 2022 Budget - External Commitments**

Sandra Zwiers, Director, Financial Services/Treasurer, to provide a presentation of the 2022 External Commitments Budget Estimates.

Sandra Zwiers began her presentation by clarifying that the proposed budget for external commitments had been divided into two categories: legislated (obligatory) or non-legislated (discretionary) obligations.

Legislated obligations included financial contributions to regional services such as property assessment, social housing and services, and public health. Non-legislated obligations included partnerships with community partners and other financial obligations previously approved by County Council.

A special note was provided that the Windsor Essex County Health Unit (WECHU) board had approved their budget since the writing of this report and the actual obligation of the County was \$3,178,205. Ms. Zwiers explained that mitigation funding received for COVID related health service expenses was not accrued in the presentation. Council agreed to amend the proposed 2022 allocation for the WECHU to the amount which had been approved by their Board.

Also highlighted in the County's contributions to non-legislated obligations included a decrease in funding for TWEPI as a result of a completed project and the planned increase of 0.5% in contributions to the new Windsor Essex Hospital System.

Richard Meloche and Leo Meloche requested a report outlining Social Service costs in detail. Ms. Zwiers explained the detailed report would be included in the City of Windsor proposed budget presentation on December 13, 2021. Ms. Zwiers agreed to obtain a copy for County Council.

Warden McNamara indicated that new information had revealed that the \$200,000 allocated to SWIFT may not be required in 2022 since funding was expected to be provided through an updated Provincial program.

In light of that information, Sandra Zwiers recommended maintaining the \$200,000 SWIFT commitment in the budget and increasing the draw from the Rate Stabilization Reserve by \$200,000 as a one-time withdrawal. The result of the two amendments to the External Commitment budget reduced the proposed County Levy from an increase of 1.73% to 1.56%.

**251-2021**

**Moved By** Nelson Santos

**Seconded By** Marc Bondy

That the External Commitments budget estimate for the Windsor Essex County Health Unit be amended to reflect their actual 2022 budget request from the County, being \$3,178,205 with the increase to be funded from reserves.

**Carried**

**252-2021**

**Moved By** Crystal Meloche

**Seconded By** Nelson Santos

That the presentation for the 2022 proposed External Commitments budget be received and further that the 2022 Budget Estimates for External Commitments be approved, as amended.

An amendment to the main motion was proposed by Mr. Queen.

**253-2021**

**Moved By** Gord Queen

**Seconded By** Leo Meloche

That the \$200,000 allocation for SWIFT – WOWC Broadband Initiative/Fibre identified in the External Commitment Budget be funded as a one-time withdrawal from the Rate Stabilization Reserve.

The main motion (252-2021) was voted on and **Carried**.

**Carried**

### **12.10 2022 Budget - Net Operating Requirements**

Sandra Zwiers, Director, Financial Services/Treasurer, Reporting of the 2022 Net Operating Requirement for the County of Essex

Sandra Zwiers stated that, based on the approved departmental 2022 proposed budget estimates Council had approved throughout the evening, the 2022 Net Operating Requirements for the County of Essex would be \$116,476,170, resulting in a tax rate increase of 1.56% or \$7.61 per \$100,000 of assessment.

#### **254-2021**

**Moved By** Tracey Bailey

**Seconded By** Crystal Meloche

That the 2022 Net Operating requirement for the County of Essex be approved in the amount of \$116,476,170.

**Carried**

### **12.11 2021 Standard and Poors - Essex County Credit Rating**

Report number 2021-1201-R015-FIN-SZ, 2021 Standard and Poors - Essex County Credit Rating, dated December 1, 2021, from Sandra Zwiers, Director of Financial Services/Treasurer

#### **255-2021**

**Moved By** Tom Bain

**Seconded By** Leo Meloche

That Essex County Council receive the 2021 County of Essex Credit Rating report as information.

**Carried**

## **13. Unfinished Business**

There was no Unfinished Business brought forward at the December 1, 2021 meeting.

**14. New Business**

**14.1 Adopt a Highway**

Leo Meloche requested information regarding the County's participation in the Adopt a Highway program. Allan Botham indicated the County had participated in this program 15-20 years ago. Mr. Botham agreed to review the program and report back to Council with his findings.

**15. Adoption of By-Laws**

**257-2021**

**Moved By** Larry Verbeke

**Seconded By** Crystal Meloche

That By-law 2021-35, having been read a first, second and third time, be finally passed and enacted.

**Carried**

**15.1 By-law Number 2021-35**

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex, for the December 1, 2021 meeting.

**16. Notice of Motion**

There were no notices of motion presented.

**17. Adjournment**

That the Essex County Council meeting for December 1, 2021 be adjourned at 8:35 PM.

**258-2021**

**Moved By** Richard Meloche

**Seconded By** Marc Bondy

**Carried**

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Gary McNamara

Warden - County of Essex

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Mary Birch

Director of Council and Community Services/Clerk