



**Essex-Windsor Solid Waste Authority  
Regular Board Meeting  
MINUTES**

**Meeting Date:** Wednesday, July 9, 2025  
**Time:** 4:00 PM  
**Location:** Essex County Civic Centre  
Council Chambers, 2<sup>nd</sup> Floor  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6

**Attendance**

**Board Members:**

Gary McNamara –Chair	County of Essex
Hilda MacDonald	County of Essex
Rob Shepley	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak –Vice Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor

**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:**

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Brian Lima	Executive Director, Operations/Deputy City Engineer

**County of Essex Staff:**

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Director, Legislative and Legal Services
Claire Bebbington	Deputy County Solicitor, Legislative and Legal Services

**Absent:**

Drew Dilkens	City of Windsor (Ex-Officio)
Michael Akpata	County of Essex
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 4:00 PM.

**2. Motion to Move In-Camera**

Moved by Rob Shepley

Seconded by Kirk Walstedt

That the Board move into closed meeting pursuant to Section 239 (2) (f), (k) of the Municipal Act, 2001, as amended for the following reasons:

- (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.

**60-2025  
Carried**

Moved by Kirk Walstedt

Seconded by Jim Morrison

**That** the EWSWA Board **rise** from the Closed Meeting at 4:09 PM.

**63-2025  
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 Hilda MacDonald

Seconded by Gary Kaschak

**That** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated June 3, 2025, be ***approved and adopted***.

**64-2025  
Carried**

**5. Business Arising from the Minutes**

No items were raised for discussion.

## 6. Correspondence

- A. June 26, 2025 e-mail from Charles O'Hara – Director, Resource Recovery Policy Branch Environmental Policy Division, Ministry of the Environment, Conservation and Parks Re: Proposed Amendments to the Resource Recovery and Circular Economy Act, 2016 and Planning for Small IC&I Collection

Moved by Hilda MacDonald  
Seconded by Kieran McKenzie

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

**65-2025  
Carried**

## 7. Delegations

- A. Brent Langille, B.Sc., P.Geo., QP<sub>ESA</sub>, Senior Technical Director / Principal, RWDI  
Presentation - Regional Landfill: Leachate Management

Mr. Langille was in attendance to present the Regional Landfill: Leachate Management presentation. The General Manager noted that some of the same information is also contained in the report related to Agenda Item 8A.

Upon conclusion of the presentation, discussion took place regarding the current status of leachate management, the impact of greenhouse vines on leachate management and the financial implications of a permanent leachate treatment plant.

Further, discussion took place regarding the timeline for construction and Ministry of the Environment approvals.

## 8. Waste Disposal

- A. Regional Landfill Reverse Osmosis Leachate Treatment Plant  
Status and Next Steps

In conjunction with the presentation, the purpose of the report was to provide the Board with information regarding the Reverse Osmosis (RO) Leachate Treatment Pilot Plant operation and recommendations for next steps. The report provided details of efforts made to date with regard to long-term permeate management and provided recommendations for next steps towards a long-term full-scale facility.

Moved by Rob Shepley  
Seconded by Kieran McKenzie

- **That** the Board **receive** the information contained in this report.
- **That** the Board **approve** proceeding with the permeate polishing pilot study in collaboration with Rochem Americas Inc.
- **That** the Board **approve** proceeding with a Concentrate Management Plan.
- **That** the Board **direct** Administration to report back with a procurement strategy for the development of a long-term leachate management facility.
- **Brent left at 5:18 pm**

**66-2025  
Carried**

## **9. Waste Diversion**

### **A. 2025 Green Bin Program: Promotion & Education (P&E) Update**

The Manager of Waste Diversion provided a Green Bin Program P&E update. To ensure consistent messaging, she recommended that the Board direct Administration to provide a Green Bin Program Campaign Summary to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities so that the document would be placed on Council agendas as correspondence.

Delivery of the Green Bins will commence the week of July 21, 2025 to approximately 120,000 single-family homes across the Essex-Windsor Region and will continue through early October. The delivery schedule is available on the Authority's website, [www.ewswa.org](http://www.ewswa.org). Residents are encouraged to download the Recycle Coach app, as notifications regarding the program will be sent via the app.

Authority staff have been meeting with all municipal partners regarding the launch of the Green Bin program. Authority staff have also been actively attending various events throughout the region.

The Chair asked if there were any questions.

Kieran McKenzie commented that the campaign has been very effective and commended Administration on a job well done.

Mr. Morrison also commented that the campaign has been a very comprehensive program.

Mr. Kaschak commended the team and is proud to have been a part of the social media rollout event today.

Moved by Gary Kaschak  
Seconded by Rob Shepley

- **That** the Board **receive** this report as information.
- **That** the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

**67-2025  
Carried**

## **10. Finance & Administration**

### A. 2025-2026 EWSWA Insurance

The Manager of Finance provided the Board an update on the Authority's comprehensive insurance program renewal for the period of July 1, 2025 to June 30, 2026.

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

Moved by Kirk Walstedt  
Seconded by Hilda MacDonald

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

**68-2025  
Carried**

### B. 2025 Six-Month Update – IC&I Tipping Fee & Tonnage

The Manager of Finance provided an update on the 2025 Industrial, Commercial and Institutional (IC&I) six-month tipping fee revenue and tonnages, as the 2025 Budget is anticipated to be negatively impacted due to the reduction in tonnage of greenhouse vines. He noted that Administration will continue to monitor and provide an update at a future meeting.

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

Moved by Kieran McKenzie  
Seconded by Gary Kaschak

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

**69-2025  
Carried**

### C. Procurement Policy EW-008 Revision

The Manager of Finance stated that the purpose of the report was to recommend that the existing Procurement Policy EW-008 ("Policy") be revised to include sections and wording that clarify and strengthen the Authority's legal

position when procuring for Goods and Services and when disposing of surplus assets. The revision also includes the adoption of a "Buy Canadian" policy.

The Chair asked if there were any questions.

Mr. Morrison asked how much the Authority procures from the United States (US) and if there are significant purchases that will have to be made from the United States.

The General Manager stated that the Authority procures most services locally, but some operating materials are purchased from US vendors due to lack of availability or cost. She provided examples of previous purchases from the US. She stated that for some items, it may be possible to obtain the products from within Canada. However, it will be difficult to purchase specialized or heavy equipment in Canada, as there are no Canadian companies with manufacturing facilities within Canada.

There were no further questions.

Moved by Jim Morrison

Seconded by Rob Shepley

**That** the Board **approve** the revised Procurement Policy EW-008.

**70-2025**  
**Carried**

## **11. New Business**

No items were raised for discussion.

## **12. Other Items**

The General Manager acknowledged that Project Manager, Madison Mantha, has resigned as she is relocating to Guelph. She noted that Ms. Mantha assisted with the wind-up of the Blue Box program, roll out of the Green Bin Program as well as other projects. She thanked Ms. Mantha for all of her contributions.

Ms. Mantha thanked everyone for the acknowledgment and noted that there is so much opportunity for this region.

On behalf of the Board, the Chair wished Ms. Mantha all the best.

### 13. By-Laws

A. By-Law 13-2025

Moved by Gary Kaschak

Seconded by Hilda MacDonald

**That** By-Law 13-2025, 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 9<sup>th</sup> day of July, 2025.

**71-2025  
Carried**

### 14. Next Meeting Dates

Wednesday, August 13, 2025

Wednesday, September 10, 2025

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

### 15. Adjournment

Moved by Rob Shepley

Seconded by Kirk Walstedt

**THAT** the Board stand **adjourned** at 5:41 PM.

**72-2025  
Carried**

All of which is respectfully submitted.



**Gary McNamara**  
**Chair**



**Michelle Bishop**  
**General Manager**