



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

Meeting Date: Wednesday, September 10, 2025

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 McNamara –Chair	County of Essex
Michael Akpata	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
Mark 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
Natalie Byczynski	Project Manager
Teresa Policella	Executive Assistant

City of Windsor Staff:

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

County of Essex Staff:

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

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex
Tom Marentette	Manager of Waste Disposal
Mark Spizzirri	Manager of Performance Management and Business Case Development

1. Call to Order

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

2. Motion to Move In-Camera

Moved by Michael Akpata

Seconded by Mark McKenzie

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.

**73-2025
Carried**

Moved by Mark McKenzie

Seconded by Jim Morrison

That the EWSWA Board *rise* from the Closed Meeting at 4:29 PM.

**77-2025
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 Rob Shepley

Seconded by Kirk Walstedt

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated July 9, 2025, be ***approved and adopted***.

**78-2025
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There are no items for discussion.

7. Delegations

There were no delegations.

8. Waste Disposal

A. Tender Award for the Regional Landfill Gas Collection System Expansion

The General Manager presented the report recommending that the Essex-Windsor Regional Landfill Gas Collection System Expansion Contract be awarded to 2044970 Ontario Inc. o/a All Season Excavating at a cost of \$518,136.70 plus HST.

She referred to the drawing and explained the history of the Regional Landfill gas collection system.

The recommendation includes provisional work for the installation of two (2) additional extraction wells. The total cost of the project exceeds the budget by \$99,437.70, which will be funded from the Regional Landfill Reserve.

The Chair asked if there were any questions.

Kieran McKenzie asked if there was an opportunity for partnerships or advocacy to be able to utilize the energy or methane gas, and would the Authority want to see this happen.

The General Manager referred to the Project Manager.

The Project Manager replied yes, the Authority plans to evaluate onsite electricity generation and subsequent sale to the grid or scrubbing for subsequent line injection into the regional gas network. The decision will ultimately be based on cost and will consider the quality and quantity of gas collected, the cost structure for electricity/RNG and the infrastructure required. It may prove more beneficial to reuse the gas onsite directly (as a fuel) or indirectly to generate electricity for the landfill. All options will be fully evaluated.

Kieran McKenzie asked if the Board would be provided with a subsequent report regarding the opportunities. The Project Manager confirmed there would be a subsequent report.

There were no further questions.

Moved by Mark McKenzie

Seconded by Gary Kaschak

That the Board **award** RFT 2025-07-28 for the Regional Landfill Gas Collection System Expansion Contract to 2044970 Ontario Inc. o/a All Season Excavating, with an upset limit in the amount of \$518,136.70 (plus HST) and that the Chair

and General Manager be authorized to enter into an agreement in accordance with the tender documents.

**79-2025
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 provide a Green Bin Program 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.

Mr. Morrison commented that the campaign has been well done. He asked what happens if residents are not compliant with the Green Bin Program.

The Manager of Waste Diversion, stated that there are requirements in the contracts with Miller Waste Systems (Miller), which include assisting the Authority to support participation by issuing OOPs and Gold Star program stickers. Additionally, to assist in mitigating contamination, when a collection truck driver pulls up to a resident's home, there are cameras on the truck, so that the driver can see what has been placed in the bin. If contamination is high, Miller will flag this in their system and place an OOPs sticker on their Green Bin. This system will then put that home on a flag list for the next collection so that the driver has to visually confirm there is no set-out issue before servicing. If that home does now comply, then the home is removed from next week's flag list. If the issue continues, a supervisor will follow up with the homeowner, and if they choose to continue not to comply, the EWSWA can remove them from the Green Bin Program list. This is essentially the process for the County, the Manager asked if the City of Windsor's Manager of Environmental Services, Jim Leether, wanted to add anything for the City contract. Mr. Leether stated the City would basically follow the same approach and noted they would potentially geotarget homes in an area that predominantly did not participate.

The Manager of Waste Diversion noted that the Authority has a Gold Star program in addition to the OOPs sticker. Miller is obligated to issue a certain number of stickers. She noted that some residents will see this as a negative, but some will see this as positive.

Mark McKenzie asked if the Authority has reached out to local stores to ensure the liner bags they carry are approved for the program. The Manager of Waste Diversion stated that the Authority issued a letter to advise retailers on which type of bags should be stocked. Home Hardware, a long-time partner of the

Authority, specifically asked which type of bags they should carry. She noted that a "Bags Do Matter" Campaign will also be issued.

Mark McKenzie asked what the plan is for residents who have moved to the area from other countries. The Manager of Waste Diversion stated that a draft welcome letter has been prepared to provide to municipalities to give to residents when onboarding them to the area.

Mark McKenzie also asked if there is an opportunity to include this information in local MPP newsletters.

The Manager of Waste Diversion stated that this is something that the Authority could pursue. She noted that the Authority attended an event organized by MPP Andrew Dowie.

Mark McKenzie thanked Administration and staff for their hard work.

Mr. Kaschak noted that the report stated there are 600 residents that have refused a bin and participation in the program. He asked if the Board could be provided a report on where the refusals are coming from.

The Manager of Waste Diversion stated that the Authority has a list that can be shared with Mr. Leether's team.

Mr. Shepley asked if there is no green bin being set out, will we be looking at the garbage collector?

The General Manager noted that this is a concern, however, the municipalities have separate and distinct garbage collection contracts. The City of Windsor will have synergies because they have the same collector for both the green bin and garbage. The Authority does not have the ability to ask the garbage collector in the municipalities not to pick up garbage if they have not set out a the green bin.

Mr. Shepley asked if the 600 residents who refused bin delivery had called ahead of delivery.

The Manager of Waste Diversion stated that it was a combination of residents calling ahead of delivery or refusing delivery at the curb. Authority staff are equipped to talk to the resident about the program. She noted many of the refusals are seniors stating that they don't generate a lot of waste.

The Chair commended the Manager of Waste Diversion and staff. He noted that a lot of hard work has been done by the Authority, and we need to continue to address the messaging.

Moved by Mark McKenzie
Seconded by Kieran McKenzie

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.

**80-2025
Carried**

B. Circular Materials Response Re: Single Stream Recycling

A report was provided outlining ongoing discussions held with Circular Materials regarding concerns stemming from the change from a dual-stream recycling system to a single-stream recycling system effective January 1, 2026, for all Eligible Sources in the City of Windsor and the seven County of Essex municipalities.

There were no questions.

Moved by Mark McKenzie

Seconded by Kieran McKenzie

- **That** the Board **receive** this report for information and direct Administration to report back on the outcomes of the meetings referenced in this report at a future meeting
- **That** the Board **direct** Authority Administration to provide the information included in this report to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County municipalities, to be included as information to municipal staff and councils.

**81-2025
Carried**

C. Non-Eligible Source Recycling Program Update

The General Manager provided an update on the Non-Eligible Source (NES) Blue Box Recycling Program in Essex-Windsor. As directed by the Ministry of the Environment, Conservation and Parks (MECP), the Essex-Windsor region transitioned the Blue Box program to an Extended Producer Responsibility (EPR) model on August 28, 2024. The EPR did not include NESs, such as municipal buildings, business improvement areas, not-for-profits, post-secondary institutions and other IC&I facilities.

The Authority and Ontario municipalities have been advocating to the MECP to reconsider their position regarding the inclusion of NESs in the program. In response to these requests, on June 4, 2025, the MECP proposed amendments to allow continued service to small businesses. In response to the MECP amendments, Circular Materials (CM) provided a limited "Service Proposal". It is unclear what assumptions CM used. The Authority participated in a meeting

with the Regional Public Works Commissioners of Ontario (RPWCO) Waste Sub-Committee to draft a response to CM, identifying areas of concern. The Authority is currently awaiting financial information from CM.

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

Moved by Mark McKenzie
Seconded by Gary Kaschak

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

82-2025
Carried

10. Finance & Administration

A. Six-month Operations Financial Review – January to June 2025

The Manager of Finance provided a six-month financial review of operating costs and revenue for January to June 2025. He noted an unfavourable variance of \$1.23 million in revenue due to a significant decrease in the amount of Industrial, Commercial and Institutional (IC&I) tonnages due to the reduction of greenhouse vines and other growing medium media delivered to the Regional Landfill for disposal. Administration will include a complete 2025 financial projection as part of the 2026 Operational Plan and Budget, scheduled to be presented at the November Board meeting.

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

Moved by Rob Shepley
Seconded by Kirk Walstedt

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

83-2025
Carried

11. New Business

No items were raised for discussion.

12. Other Items

Mr. Morrison asked if the recruitment has begun for the upcoming retirement of the Manager of Waste Disposal.

The General Manager stated that the job posting has been posted on several websites, such as the County of Essex and the Association of Municipalities of Ontario (AMO). The County of Essex Human Resource department is assisting with the recruitment.

The General Manager introduced Natalie Byczynski, Project Manager who replaced Madison Mantha.

13. By-Laws

A. By-Law 14-2025

Moved by Gary Kaschak

Seconded by Rob Sshepley

That By-Law 14-2025, being a By-law to Authorize the Execution of an Agreement with 2044970 Ontario. o/a All Season Excavating for the Regional Landfill Gas Collection System Expansion with an upset limit in the amount of \$518,136.70.

**84-2025
Carried**

B. By-Law 15-2025

Moved by Gary Kaschak

Seconded by Rob Shepley

That By-Law 15-2025, 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 10th day of September, 2025.

**85-2025
Carried**

14. Next Meeting Dates

Tuesday, October 7, 2025

Tuesday, November 4, 2025

Tuesday, December 2, 2025

15. Adjournment

Moved by Michael Akpata

Seconded by Jim Morrison


THAT the Board stand **adjourned** at 5:29 PM.

**86-2025
Carried**

All of which is respectfully submitted.



Gary McNamara
Chair



Michelle Bishop
General Manager