



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

**Meeting Date:** Tuesday, January 7, 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
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
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 Leather	Manager of Environmental Services

**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)
Mark McKenzie	City of Windsor
Mark Spizzirri	Manager of Performance Management and Business Case Development

**1. Call to Order**

The General Manager called the meeting to order at 4:04 PM.

**2. Board Composition for 2025**

The General Manager welcomed returning Board Member, Kirk Walstedt. She thanked Board Member Fred Francis for his contributions to the Board in 2024. Mr. Francis will return to the Board in 2026.

**3. Election of Chair and Vice Chair for 2025**

The General Manager stated that per the agreement between the City of Windsor (City) and the County of Essex (County) that created the Authority, the positions of Chair and Vice Chair rotate between the City and the County on a yearly basis. She noted that for 2025, the Chair will be a County of Essex Board member and the Vice Chair will be a City of Windsor Board member.

In the event there are more than one nominee for each position, all Board members will vote by ballot.

The General Manager called for any declarations of pecuniary interest in regard to the elections of the Chair and Vice Chair. None were noted.

The General Manager called for nominations for the position of Board Chair.

Board Member Rob Shepley nominated Board Member Gary McNamara for Board Chair.

The General Manager called three (3) additional times for nominations for the position of Board Chair. There were no other nominations.

The General Manager asked Mr. McNamara if he would stand for the position of Board Chair.

Mr. McNamara accepted the nomination as Board Chair.

The General Manager declared Mr. McNamara as Chair for 2025.

The General Manager asked for a motion for the nominations for Chair to be closed.

Moved by Rob Shepley

Seconded by Kirk Walstedt

**That** Gary McNamara is named as Board Chair for the period ending December 31, 2025.

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**1-2025  
Carried**

The General Manager called for nominations for Vice Chair.

Board Member Jim Morrison nominated Board Member Gary Kaschak for the position of Vice Chair.

The General Manager called three (3) additional times for nominations for the position of Board Vice Chair. There were no other nominations.

The General Manager asked Mr. Kaschak if he would stand for the position of Board Vice Chair.

Mr. Kaschak accepted the nomination of Board Vice Chair.

The General Manager declared Mr. Kaschak as Vice Chair for 2025.

The General Manager asked for a motion for the nominations of Vice Chair to be closed.

Moved by Kieran McKenzie  
Seconded by Michael Akpata

**That** Gary Kaschak is **named** as Board Vice Chair for the period ending December 31, 2025.

**2-2025  
Carried**

#### **4. Motion to Move In-Camera**

Moved by Gary Kaschak  
Seconded by Kieran McKenzie

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

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**3-2025  
Carried**

Moved by Rob Shepley  
Seconded by Kirk Walstedt

**That** the EWSWA Board **rise** from the Closed Meeting at 4:42 PM.

**6-2025  
Carried**

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## 5. 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.

## 6. Approval of the Minutes

Moved by Rob Shepley

Seconded by Gary Kaschak

**That** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated November 5, 2024, be **approved and adopted**.

**7-2025  
Carried**

## 7. Business Arising from the Minutes

No items were raised for discussion.

## 8. Waste Diversion

- A. Source Separated Organics Hauling at the Essex-Windsor Solid Waste Authority Facilities

The General Manager presented the report and recommended the Board approve the execution of the extension provision included within the existing contract with 1869096 Ontario Limited (operating as Canadian Transfer Essex Waste Depot (CT)) for the hauling of refuse to the Essex-Windsor Regional Landfill (RL) from the Windsor Transfer Station (TS1) and Transfer Station 2 (TS2) in Kingsville for a period of 5 years. Further, that the Board approve the amendment of the existing refuse hauling contract to include the provision of Source Separated Organics (SSO) hauling services from the Essex-Windsor Solid Waste Facilities to Seaciff Energy (Seaciff) located at 1200 Mersea Road 1 in Leamington, Ontario, or to another processing facility as directed by the Authority under the same terms and conditions of the base contract.

She explained that the Authority must retain a service provider to haul SSO material from Authority facilities to Seaciff. Since CT is currently transferring waste for the Authority, Administration engaged in discussions with CT to amend the hauling contract for refuse from its sites to include the hauling of SSO from the Authority's new SSO Transfer to Seaciff.

She noted that amending the contract with CT will offer synergies with refuse hauling and eliminate the need for a short-term contract. CT provides excellent service and the Authority is pleased with their work.

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The General Manager asked if there were any questions. No questions were asked.

Moved by Kieran McKenzie

Seconded by Hilda MacDonald

1. THAT the Board **approve** the recommendation to execute the extension provisions included within the contract for refuse hauling to the Essex-Windsor Regional Landfill from the Windsor Transfer Station (TS1) and the Kingsville Transfer Station (TS2) with 1869096 Ontario Limited (operating as Canadian Transfer Essex Waste Depot) for the period of January 1, 2029 to December 31, 2033 per the original contract terms and agreement.
2. And further, THAT the Board **approve** the amendment of the existing refuse hauling contract to include the provision of Source Separated Organics hauling services from Essex-Windsor Solid Waste Facilities to Seaclyff Energy located at 1200 Mersea Road 1 in Leamington, Ontario, or to another processing facility as directed by the Authority under the same terms and conditions of the base contract.

**8-2025  
Carried**

#### B. Promotion & Education Plan for the 2025 Green Bin Program Launch

The Manager of Waste Diversion provided an update on the Promotion and Education (P&E) Program Plan for 2025 that Administration has developed to prepare Essex-Windsor for the Green Bin Program launch the week of October 21, 2025. This comprehensive plan will inform, engage, and connect local residents and partners to the launch of the Green Bin Program.

The report identified a number of communication campaigns that will be rolled out in 2025 through multiple media strategies and partnerships (e.g., municipal) including:

- Campaign 1: Grow Green in 2025 - This campaign will be initiated with the reveal of the new EWSWA Logo and ask partners and residents to go green in 2025 with the Authority.
  - Campaign 2: Grow Green with the Green Team - The Green Team, a group of diverse Green Superheroes selected to help engage residents in the program and lighten the conversation around the program will be launched in Q2 (e.g., annual Earth Day event).
  - Campaign 3: Bin Roll-out - The key message here is that the "Bins are coming!" and advise residents on when their Green Bin Kit will be delivered to their home.
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- Campaign 4: Green Bin Launch: "How to be ready" - The key message is that the Green Bin Collection Program starts the week of October 21, 2025 for Phase 1 municipalities and many pieces of information on how residents can be ready for collection will be shared.
- Campaign 5: How Are We Doing?/Prep for Winter – This will provide feedback on Green Bin participation and opportunities to improve participation and/or usage of the program and provide tips for the winter.

Mr. Shepley asked if this information is being included in the 2025 collection calendar.

The Manager of Waste Diversion confirmed this information will be included in the 2025 calendars. She also noted that information for Phase 2 municipalities will also be included.

Mr. McKenzie asked if any groups inquired or expressed interest in participating in the public education.

The Manager of Waste Diversion stated no organizations have yet to reach out. The Authority is looking at a partnership with the migrant community and the Multicultural Council of Windsor to assist with language translation.

Mr. McKenzie believes that apprehension from residents is anticipated. He asked what type of message would assist with apprehension.

The Manager of Waste Diversion stated that Campaign #2 will focus on debunking any myths or apprehension regarding pests, cold weather situations and odours. The Authority will produce videos on how to use the system successfully. The Authority benchmarked other municipalities and it has been advised that apprehension should be addressed. The Authority will be working alongside the City of Windsor to align with their transition to bi-weekly garbage collection as well as looking for ambassadors to assist with P&E.

Mr. Kaschak asked if P&E will be conducted in grade schools.

The Manager of Waste Diversion stated that school education is not part of the first year of the rollout of the program. The Authority will reach out to teachers to engage with their students.

Mr. Kaschak asked if it has been decided which items will be accepted in the green bin.

The Manager of Waste Diversion stated that the items have been identified in order to award the processing contract.

There were no further questions.

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Moved by Kieran McKenzie  
Seconded by Gary Kaschak  
**That** the Board **receive** the report as information.

**9-2025  
Carried**

## **9. Waste Disposal**

### A. Board Appointment to the Landfill Liaison Committee for 2025

The Chair called for nominations to appoint a Board member to the Regional Landfill Liaison Committee.

Rob Shepley nominated Board member Kirk Walstedt.

The Chair called for other nominations.

There were no other nominations.

The Chair asked Mr. Walstedt if he accepted the nomination.

Mr. Walstedt accepted the nomination.

Moved by Rob Shepley  
Seconded by Hilda MacDonald

**That** the Board appoint Kirk Walstedt, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one-year term for 2025.

**10-2025  
Carried**

### B. Regional Landfill Dozer Purchase

The Manager of Waste Disposal presented the report regarding the acquisition of a new Dozer to be utilized at the Regional Landfill. He recommended the acquisition be made through a Buying Group which will result in a discount off the list price of the Dozer. Additionally, he recommended the Authority enter into a MARC agreement with the supplier of the Dozer. Purchasing through a Buying Group is permitted per the Authority's Procurement Policy

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

Moved by Jim Morrison  
Seconded by Kirk Walstedt

1. **That** the Board **approve** the acquisition of the New Dozer through the Buying Group at a cost of \$1,511,089.20, plus applicable taxes.

2. **That** the Board **approve** the Authority entering into a MARC Agreement with the supplier of the New Dozer for a period of five (5) years or 12,000 hours (whichever occurs first), at a pre-tax rate of \$46.87 per hour.

**11-2025  
Carried**

## **10. Finance and Administration**

### A. Approval Status of the 2025 EWSWA Budget

The Manager of Finance and Administration provided an update on the EWSWA 2025 Operational Plan and Budget approval process. On November 5, 2024, the Authority Board approved the 2025 recommendations.

As a part of the budget approval process, the Budget is referred to the County of Essex and the City of Windsor and their Councils for their consideration. On December 4, 2024, Administration attended Essex County Council to present the 2025 Budget, address questions and seek approval. Essex County Council resolved to approve the Authority's budget. Authority Administration will attend City of Windsor Council on January 27, 2025 to present the 2025 Budget.

Moved by Rob Shepley

Seconded by Hilda MacDonald

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

**12-2025  
Carried**

## **11. New Business**

### A. Collection Calendar

In light of the recent issues with garbage collection in the Town of Essex during the holidays, Mr. Shepley requested that the Authority share the municipal collection calendar development process and provide a possible solution to ensure that this would not happen again.

The General Manager stated that this was an unfortunate situation because it was during the holiday season but was pleased that the Town of Essex was able to work with the contractor to provide a solution. She noted that the Authority does not have any legal right to deal with the contractor as the waste collection contract is between the municipality and the contractor, not the Authority. She referred to the Manager of Waste Diversion to explain the development process of the collection calendars.

The Manager of Waste Diversion provided a detailed explanation of the process that is guided by a Letter of Understanding (LOU) and a standardized data collection form. The process is led by the Authority's Communications

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Coordinator. She noted that the Letter of Understanding was developed approximately 5 years ago as a result of timeline issues with some municipalities and to eliminate errors.

The Manager of Waste Diversion outlined the design process of the calendars:

- The first draft is sent to the municipal lead to verify yard waste, recycling and waste collection dates as well as any municipal information (i.e. Council dates) that the municipalities provided.
- The second draft is sent to the municipal lead in early October. As the first and second drafts are prepared, municipalities are working with their collection contractor.
- The third draft is sent to the municipal lead the second week of December. Municipalities are provided 3-4 weeks to review the last draft.

Although the collection dates are provided by the municipality, in an attempt to identify how the error occurred Administration discussed the situation with the municipality and after a review of the process, noted opportunities to ensure correct information is received. A suggestion to the municipalities is to have the contractor sign off on the final draft of the calendar. It was also noted that the Authority requests 3-4 revisions/drafts but actually 5-9 revisions are received.

While this process has been successful for many years and most municipalities for the 2024 calendar, as a result of the recent issues, Administration is reviewing the current process and looking for opportunities to enhance it to reduce staff resources and publication errors. Administration will be meeting with its municipal partners in the coming weeks to discuss opportunities that will form the 2026 calendar process. She noted that all municipalities should review the 2025 collection calendars upon receipt and before they are distributed to residents.

Mr. Shepley thanked Administration for the excellent description of the process. He appreciates the Authority for extending hours to receive the garbage.

The Chair asked if there were any further questions or new business. No further questions were asked.

## **12. Other Items**

No other items raised for discussion.

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### 13. By-Laws

#### A. By-Law 1-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

**That** By-Law 1-2025, Being a By-Law to **authorize** the Extension of an Agreement between the Essex-Windsor Solid Waste Authority and 1869096 Ontario Limited, operating as Canadian Transfer, for Refuse Hauling to the Essex-Windsor Regional Landfill from the Windsor Transfer Station (TS1) and the Kingsville Transfer Station (TS2) for the period of January 1, 2029 to December 31, 2033, and further, **amend** the existing Refuse Hauling contract to include the provision of Source Separated Organics.

**13-2025  
Carried**

#### B. By-Law 2-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

**That** By-Law 2-2025, Being a By-Law to **authorize** the acquisition of a New Dozer through the Buying Group at a cost of \$1,511,089.20, plus applicable taxes, and further, enter into a MARC Agreement with the supplier of the New Dozer for a period of five (5) years or 12,000 hours (whichever occurs first), at a pre-tax rate of \$46.87 per hour.

**14-2025  
Carried**

#### C. By-Law 3-2025

Moved by Hilda MacDonald

Seconded by Jim Morrison

**That** By-Law 3-2025, 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 7<sup>th</sup> day of January, 2025.

**15-2025  
Carried**

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**14. Next Meeting Dates**

Tuesday, February 4, 2025  
Tuesday, March 4, 2025  
Tuesday, April 1, 2025  
Tuesday, May 6, 2025  
Tuesday, June 3, 2025  
Wednesday, July 9, 2025  
Wednesday, August 13, 2025  
Wednesday, September 10, 2025  
Tuesday, October 7, 2025  
Tuesday, November 4, 2025  
Tuesday, December 2, 2025

**15. Adjournment**

Moved by Kieran McKenzie  
Seconded by Rob Shepley  
**THAT** the Board stand **adjourned** at 5:36 PM.

**16-2025  
Carried**

All of which is respectfully submitted.



**Gary McNamara  
Chair**



**Michelle Bishop  
General Manager**

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