



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

**Meeting Date:** Tuesday, February 4, 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
Heather Girard	Administrative 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
Claire Beddington	Deputy County Solicitor
David Sundin	Solicitor/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 Chair called the meeting to order at 3:57 PM.

**2. 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.

**3. Approval of the Minutes**

Moved by Kirk Walstedt

Seconded by Hilda MacDonald

**That** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated January 7, 2025, be **approved and adopted**.

**17-2025  
Carried**

**4. Business Arising from the Minutes**

No items were raised for discussion.

**5. Waste Diversion**

A. Tender Award for Windsor Source Separated Organics Transfer Station Retrofit

The General Manager presented the report and recommended that the Board award the request for tender to TCI Titan Contracting Inc. (**TCI Titan**). The tender closed January 16, 2025, and in total, five (5) bids were received with the lowest bid submitted by TCI Titan. A large increase over the expected budget of approximately \$800,000 was observed. She expressed that Administration used the engineering consultant (Stantec) to form the 2025 budget estimate.

The General Manager reminded the Board of the approved funding strategy. She noted that funds were earmarked within the Equipment Replacement Reserve for the replacement of recycling equipment however due to the windup of the recycling program, the equipment is considered surplus. The funds are to be redirected to fund the retrofit project. The balance of the costs will be funded by a loan from Authority reserves and repaid over a 20-year period. As a result of the additional cost, the annual loan repayment amount is estimated to increase by \$40,000 per year however the impact will not be realized until 2026.

The General Manager noted that bids did come in higher than budget however, all submissions were within 2-3% of the lowest bid. She added that Administration worked with Stantec to identify the reasons for the cost differential and the rationale was primarily caused by a lack of competition within the mechanical subcontractor bid item.

The General Manager indicated that the procurement policy allows Administration to enter into discussions with the lowest bidder to negotiate the terms of the Contract. As part of the negotiations, Administration will seek to identify potential cost savings with TCI Titan. She expressed and acknowledged that the costs are high.

The General Manager spoke to some cost-saving measures which included pausing on building the Essex SSO Transfer Station building. This original recommendation for constructing the Essex SSO Transfer Station building came from EXP's SSO Collection Strategic Plan report. Administration's rationale for postponing the project is attributable to having enough capacity to accept the program tonnages at the new Windsor facility with no significant impact on any contractual obligations between EWSWA and SSO curbside collection contractor (Miller Waste Systems).

The General Manager restated Administration's recommendation.

The Chair asked if there were any questions.

Mr. Morrison asked about the mechanical subcontractor and why there is no competition. Further, he asked what percentage of the costs made up the mechanical subcontracting portion and if Administration could look to identify further savings.

The General Manager expressed that the portion represented a significant amount, and further noted the general lack of skilled trades available in certain areas. Further, the General Manager explained that Administration had requested TCI Titan review the scope of work and identify any additional cost savings. Any savings would be brought back to the Board for information once more information is available.

Mr. Morrison expressed concern regarding the tight timeline and he does not want to hold up the approval for this project.

The General Manager noted that Administration is requesting that the Board approve the recommendation to award the RFT to TCI Titan and that any price adjustments would be brought back to the Board for information.

Mr. Kaschak agreed that TCI Titan was a good company to work with. He asked if the Authority is still taking red box material collected from the curb and delivering the material to the fibre building or are the recycling trucks combining the two stream materials. He asked what was happening with the material recovery facility (MRF) buildings.

The Manager of Waste Diversion responded that the fibre MRF building is now decommissioned and any materials arriving from the Non-Eligible Source program are being deposited in the container building. This fibre building will purely be an SSO transfer station building.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

**That** the Board **award** the Request for Tender 2024-11-18 for the Source Separated Organics Transfer Station Retrofit to TCI Titan Contracting Inc. with an upset limit in the amount of \$4,516,709.44 (plus HST) and that the chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

**18-2025  
Carried**

## **6. Waste Disposal**

### **A. Regional Landfill Remaining Lifespan**

The Manager of Waste Disposal presented the report regarding the remaining lifespan of the Regional Landfill. He spoke to the report noting that the original landfill was designed to accept waste for approximately 25 years from the time the Regional Landfill began accepting waste. He highlighted that waste diversion efforts have greatly prolonged the projected lifespan with the anticipated closing date being 2040.

The Manager of Waste Disposal spoke to the Regional Landfill's design and expressed that new technologies have aided waste compaction levels. He noted that the higher compaction also contributed to the added life of the landfill.

He brought attention to select graphs and charts located within the report. He concluded by expressing that the 2040 closure date does not take into consideration the impact of the new green bin program and/or an increase in the region's population. This report presents no financial implications.

Mr. McKenzie acknowledged Administration's efforts to divert waste and assist with prolonging the life of the landfill. He asked if there is anything the Authority is not doing and what might be the next things the Authority can do to extend the life of the Regional Landfill.

The Manager of Waste Disposal explained that other diversion methods could be expanded. The example provided was the recycling of mattresses as he explained, the waste material type is problematic for landfilling operations. Another notable way to expand the life of the landfill is by educating the public on best diversion practices. He reiterated that all recycling efforts preserve the life of the landfill.

The Manager of Waste Diversion added that communication about diversion may result in behavioural changes. The launch of the Green Bin program should aid in the efforts to promote waste diversion. She anticipates the Green Bin promotion and education campaigns should aid in promoting diversion keep waste out of the landfill.

Mr. Morrison asked if Administration is comfortable with extending the anticipated 2040 closing date of the landfill. He wondered how the organic efforts would impact the closing date.

The General Manager stated that the landfilling tonnages have fluctuated more over recent years. She highlighted that the Regional Landfill received fewer vines in 2024 than in past years. Adding that the Green Bin participation levels will be more challenging in 2025 however, tonnages will be better understood in 2026 given the program rollout dates. She expressed that the landfill closing date is a moving target and Administration will bring new figures forward to the Board when Administration is prepared to do so.

Mr. Akpata joined the meeting at 4:22 pm.

The Chair expressed that if the population in the region continues to grow the anticipated 2040 closing date may still reign true but did agree that the Green Bin program will help divert landfill tonnages thereby prolonging its life.

There were no further questions.

Moved by Rob Shepley

Seconded by Kirk Walstedt

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

**19-2025  
Carried**

#### B. Operational Update: Reverse Osmosis Plant at the Regional Landfill

The Manager of Waste Disposal presented an update on the Reverse Osmosis Plant at the Regional Landfill. The Reverse Osmosis leachate treatment plant at the Essex-Windsor Regional Landfill began full-scale operation in April 2024 with Rochem providing technical assistance as needed. Operational improvements and targets for 2025 were discussed. A permeate retention pond was built for the purpose of holding more capacity.

The long-term leachate plan is to discharge permeate to the stormwater system eliminating the current need to truck and treat the leachate. The Authority has retained the contractor RWDI to assist with this project.

There was no financial impact as the costs were included in the 2024 and 2025 operational budgets. He brought the Board's attention to the financial chart highlighting that permeate trucking and treating will continue until the Ministry

of Environment and Parks approves the discharge to the stormwater system. The Windsor pollution control agreed to accept more permeate loads at the plant.

Mr. Shepley asked if in the future the Authority will need a larger plant.

The Manager of Waste Disposal stated that in order to meet the current leachate volumes, multiple larger plants would need to be considered. He expressed that potentially two (2) 75,000 Gal units would be needed to manage the current leachate volumes. The existing plant is smaller at only 50,000 Gal.

Mr. Shepley acknowledged that Regional Landfill continues to produce leachate so he believes it is a wise investment.

The Manager of Waste Disposal reminded the Board that the Regional Landfill is estimated to produce leachate for an estimated 100-years based on the contaminating life span reports performed at closed landfills 2 and 3.

There were no further questions.

Moved by Hilda MacDonald

Seconded by Rob Shepley

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

**20-2025  
Carried**

## **7. Finance and Administration**

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

The Manager of Finance and Administration presented the approval status of the EWSWA 2025 budget. The budget was fully approved by the Windsor City Council at the January 27, 2025 meeting.

Moved by Gary Kaschak

Seconded by Michael Akpata

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

**21-2025  
Carried**

## **8. New Business**

No new business presented.

## **9. Other Items**

No other items raised for discussion.

## 10. By-Laws

### A. By-Law 4-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

**That** By-Law 4-2025, Being a By-Law to **authorize** the Execution of an Agreement with TCI Titan Contracting Inc. for the Source Separated organics Transfer Station Retrofit with an upset limit in the amount of \$4,516,709.11 (plus HST).

**22-2025  
Carried**

### B. By-Law 5-2025

Moved by Rob Shepley

Seconded by Kieran McKenzie

**That** By-Law 5-2025, 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 4<sup>th</sup> day of February, 2025.

**23-2025  
Carried**

## 11. Next Meeting Dates

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

## 12. Adjournment

Moved by Gary Kaschak

Seconded by Michael Akpata

**THAT** the Board stand **adjourned** at 4:34 PM.

**24-2025  
Carried**

All of which is respectfully submitted.



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**Gary McNamara**  
**Chair**



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