



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

**Meeting Date:** Tuesday, March 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
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Gary Kaschak – Vice Chair	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
Mark Spizzirri	Manager of Performance Management and Business Case Development

**County of Essex Staff:**

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Solicitor/Interim Director, Legislative and Community Services

**Absent:**

Drew Dilkins	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex
Kirk Walstedt	County of Essex
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor

## 1. Call to Order

The Chair called the meeting to order at 4:00 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 Michael Akpata

Seconded by Gary Kaschak

**That** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated February 4, 2025, be **approved and adopted**.

**25-2025  
Carried**

## 4. Business Arising from the Minutes

No items were raised for discussion.

## 5. Waste Diversion

### A. Circular Materials Notice Re: Single-Stream Recycling

The General Manager presented the report regarding the correspondence received from Circular Materials (CM) on October 10, 2024, regarding the change from a dual-stream recycling system to a single-stream recycling system effective January 1, 2026, for all Eligible Sources (ES) in the City of Windsor (City) and seven County of Essex (County) municipalities.

Due to the lack of response or sense of urgency by CM regarding the Authority's concerns, Administration is recommending a letter signed by the General Manager, Chair and Vice Chair be issued to the CM President and Board of Directors. A draft letter that refers to the regulations is attached to the report.

The following are concerns raised by Authority Administration that have not yet been resolved:

- The timing of the single-stream launch may confuse residents with the Green Bin Program launch and cart roll-out.
- How will Circular Materials address capacity issues in households that normally require more than one cart to set out their recycling? Will loose cardboard be allowed alongside the 95G cart? CM has confirmed that

their collection contractor, GFL, will not be collecting loose cardboard at the curb. This is a significant issue.

- What is the plan to reuse/recycle currently used recycling boxes/carts that may not be compatible with the new 2026 program? CM has stated that the bins are not their assets so it is their position that the communications regarding what to do with them is not their responsibility and further they should not be communicating on something that is not theirs. Administration is looking for a definitive answer on how they will support the Authority so the bins are not disposed of in the Regional Landfill.

The Chair asked if there were any questions.

Mr. Kaschak stated he is in support of the letter being sent to CM.

Mr. Morrison commended Administration for moving forward with this. He asked if there is anyone at the provincial level or AMO that could help with this.

The General Manager noted that the Ministry of Environment and Conservation and Parks (MECP) has tasked the Resource Productivity and Recovery Authority (RPRA) with the responsibility of enforcing the program per the regulations. She noted that the Chair and Vice Chair also suggested reaching out to the local MPPs. She noted that some of the issues may not get resolved but ultimately CM is required to pick up the material, per the regulation. If there is no resolution, residents will need to call and say that their material is not being picked up. She noted that a 95-gallon cart may be good for most residents but for anyone who puts out a lot of material, it may not be sufficient. The material will need to be packed properly. CM has stated that they are responsible for the program and therefore they can operate the way they want.

Mr. Morrison noted the frustration and to advocate the best we can.

Mr. Akpata asked why is CM making this difficult.

The General Manager responded that it comes down to cost. It is the Authority's understanding that GFL was the only bid in the region in response to CM's collection RFP. GFL's bid included moving to 95-gallon automated collection in 2026. The single-stream process causes less wear and tear on vehicles and is more efficient resulting in cost savings.

The Manager of Waste Diversion noted that CM has been challenging to work with on this single-stream collection change. The Authority's letter may encourage CM to approach GFL to pick up all the material. The Authority won't be backing down on addressing uncollected material and if enough calls are received from residents, the Authority will push additional communications to residents to contact CM.

The Chair commented that it has taken decades to work with residents to recycle properly. He will have a difficult time if they leave material at the curb. This region has been an example for the province on how recycling should be done and hopefully, we will receive support from other jurisdictions.

Mr. Kaschak commented that the inconsistencies across the province do not help.

The Manager of Waste Diversion noted that the communications department at CM has been the most receptive. They understand the importance of onboarding the residents. She indicated possibly forming a working group to assist and encourage residents to continue to recycle.

There were no further questions.

Moved by Gary Kaschak  
Seconded by Rob Shepley

**That** the Board **receive** this report as information and **direct** Administration to issue formal communication co-signed by the Authority Chair, Vice-Chair and General Manager to Circular Materials requesting a timely resolution to all outstanding concerns regarding recycling program changes being implemented on January 1, 2026.

**26-2025  
Carried**

#### B. Non-Eligible Recycling Program Update

The Manager of Waste Diversion provided an update to the Board on the Non-eligible Source Recycling (NES) program. She explained the approach that Administration intends to utilize to facilitate discussions and ultimately assist the Board in deciding whether to continue providing the service beyond December 31, 2025.

Authority Administration will prepare a detailed analysis of the existing program. The findings will be presented to the Board at a future meeting. Upon completion of the evaluation, a recommendation will be brought forward on how to proceed in 2026.

As outlined in the report, the following steps will be taken and data gathered in the following areas:

Step 1: Secure Processing Capacity with the Current Processor HGC

Step 2: Collection Options and Analysis

Step 3: Data

Step 4: Program Parameters

### Step 5: NES at Authority Depots

Both the 2024 and 2025 costs will form part of the financial analysis. The City will provide 2024 actual costs shortly.

The Chair asked if there were any questions.

Mr. Kaschak commented that we don't want to leave these goods at the road but cost is key.

Moved by Rob Shepley

Seconded by Jim Morrison

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

**27-2025**  
**Carried**

### C. Annual Municipal Calendar Development Process Update

The Manager of Waste Diversion provided an update on the new "enhanced" development process of the 2026 municipal collection calendars.

In January, a thorough review of the process was conducted. A meeting was also held with municipal partners to address their concerns. As a result of this meeting, the following enhanced process was developed. The Manager of Waste Diversion described the new process that includes increasing the timeline from 4 to 8 months and a two-stage development process with sign-offs by municipalities at each stage. There are no financial implications at this time. She noted that more staff time will be required and staff resources will be monitored.

The Chair asked if there were any questions.

Mr. Morrison stated that he received emails from residents that the City collection calendar had the wrong information.

The Manager of Waste Diversion responded that the Authority's Communications Coordinator shared this information with the City and is working with City staff to have this corrected.

Mr. Shepley commented that he appreciates all the work at the Authority has put into this process.

There were no further questions.

Moved by Rob Shepley

Seconded by Gary Kaschak

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

**28-2025**

**Carried**

## **6. Waste Disposal**

### **A. Budget Update: Cell 5N Construction at the Regional Landfill**

The Manager of Waste Disposal stated the purpose of the report was to request the Board's approval for an increase in the upset limit for the Cell 5 North Construction project to cover additional costs due to unexpected increases in estimated sand and unusable soil quantities. Although the project is not expected to be completed until approximately July 2025, the project will exceed the original upset limit that was previously approved by the Board.

The original quantities for procurement were overseen by WSP (Engineering Consultant), however, it is noted that the quantities provided within the Tender were estimates, which may not have accurately reflected the actual quantities at the start of the project. The Authority has requested WSP provide a detailed estimate of the project's final cost including all work to date and anticipated future work. The Manager of Waste Disposal referred to Table 1 on page 30 of the agenda package which included a financial summary of the significant variances to the tender prices which resulted in a difference of \$1,146,826, excluding HST. There are no financial implications to the 2025 budget. As part of the 2026 Operating Plan and Budget, Administration will attempt to provide cost saving measures and other revenue generating strategies to reduce the financial impact associated with the increased cost of the project.

The Chair asked if there were any questions.

Mr. Morrison asked if the contractor was absorbing any of the costs and if the contractor should have conducted testing.

The Manager of Waste Disposal responded that soil boring tests were conducted by WSP. The contractor is under obligation to build according to the specifications. The quantity of unusable material has to be trucked somewhere and there is a cost associated with this. The contractor is not guaranteed what is in the ground.

Mr. Morrison commented that this will affect the budget in 2026. He asked if the forecasted 4.1% annual increase in the municipal assessment would be in jeopardy.

The General Manager responded that while Administration would have preferred knowing the volume of unusable material at the onset of the project, the cost would likely still be the same because the contractor is paid based on the number of cubic metres of material moved. As for the financial implication, the cost of cell development is spread out over the remaining useful life of the landfill. The figures are based on the estimated cost for the remaining cells to be developed through 2040. This will impact 2026 through 2040 as estimates are prepared. The final financial implications will be determined once the cell is

complete and all costs have been finalized. When there is a cell development, a survey is completed and the beginning and end of the project in order to determine actual quantities. Some savings may be realized at the end of the project when the final survey is completed.

Further discussion took place regarding the uncertainty of the material found during the excavation of large areas of land. Even with sampling in place, it is often difficult to be certain of the nature of the material being excavated.

Moved by Gary Kaschak

Seconded by Rob Shepley

That the Board **approve** the request for an increase in the upset limit for the Regional Landfill, Cell 5 North Construction (Tender Contract 9-2024) with a revised upset limit from \$12,035,300 (plus HST) to \$13,182,126 (plus HST).

**29-2025  
Carried**

## **7. Finance and Administration**

### **A. Appointment of External Auditor 2025 to 2029**

The Manager of Finance presented the report and recommended that the Board approve the reappointment of KPMG LLP (KPMG) as the Authority's external auditor for a five-year term commencing on January 1, 2025.

He noted that KPMG is also the external auditor for both the County and the City. Further, since the Authority's financial statements are consolidated with the County and the City, utilizing the same auditor provides efficiencies during the audit process and cost-savings. KPMG was also reappointed as the County's auditor.

The actual cost of audit fees of \$17,000 for 2025 will result in a \$2,000 unfavourable variance compared to the \$15,000 estimate presented in the 2025 Operational Plan and Budget.

Moved by Rob Shepley

Seconded by Jim Morrison

**That** the Board **approve** the reappointment of KPMG LLP as the Essex-Windsor Solid Waste Authority external auditor for a five-year term commencing on January 1, 2025.

**30-2025  
Carried**

## **8. New Business**

No new items were presented.

## 9. Other Items

No other items raised for discussion.

## 10. By-Laws

### A. By-Law 6-2025

Moved by Gary Kaschak

Seconded by Michael Akpata

**That** By-Law 6-2025, Being a By-Law to **reappoint** KPMP LLP as the Essex-Windsor Solid Authority External Auditor for a five-year term commencing January 1, 2025.

**31-2025  
Carried**

### B. By-Law 7-2025

Moved by Gary Kaschak

Seconded by Jim Morrison

**That** By-Law 7-2025, 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 March, 2025.

**32-2025  
Carried**

## 11. Next Meeting Dates

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 Rob Shepley

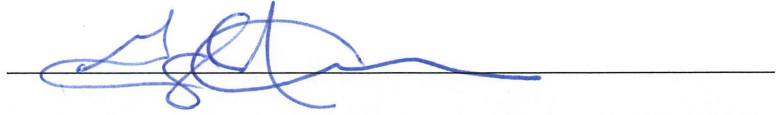
Seconded by Jim Morrison

**THAT** the Board stand **adjourned** at 5:04 PM.

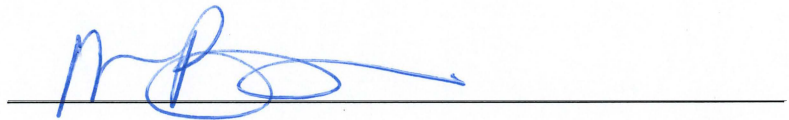
**33-2025  
Carried**



All of which is respectfully submitted.



**Gary McNamara**  
**Chair**



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