



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

**Meeting Date:** Tuesday, May 6, 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
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:**

Jim Leether	Manager of Environmental Services
Mark Spizzirri	Manager of Performance Management and Business Case Development

**County of Essex Staff:**

David Sundin	Director, Legislative and Legal Services
Claire Bebbington	Deputy County Solicitor, Legislative and Legal Services

**Absent:**

Drew Dilkens	City of Windsor (Ex-Officio)
Kirk Walstedt	County of Essex
Michael Akpata	County of Essex
Mark McKenzie	City of Windsor
Tony Ardovini	Deputy Treasurer Financial Planning
Melissa Ryan	Director of Financial Services/Treasurer

**1. Call to Order**

The Chair called the meeting to order at 4:03 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 Kieran McKenzie

Seconded by Gary Kaschak

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

**34-2025  
Carried**

**4. Business Arising from the Minutes**

No items were raised for discussion.

**5. Waste Diversion**

- A. Green Bin Program: Promotion & Education Plan Update – Campaign 2 (Verbal Report)

The Manager of Waste Diversion provided an update on Campaign 2: Grow Green with the Green Bin...& the Green Team. Campaign 2 was successfully launched at the recent Earth Day event held at Malden Park. She thanked Board Member Morrison for kicking off the campaign at the event's opening ceremony.

Residents were submerged in the colour Green through many activities such as:

1. EWSWA Tent that educated the public on all aspects of the Green Bin Program (GPB) program in 2025;
2. Superhero face mask painting experience;
3. Superhero colouring;
4. Green Bin Sort Game;
5. Photo Op with the Green Team (Interactive cut-outs);

6. Resources and other prizes for participating at the EWSWA Booth;
7. "Green Bin It to Win It!" for a chance to win various prizes;
8. Live Touch and Feel of the new Green Bin and Kitchen Catcher where many were intrigued by the new gravity lock feature.

Approximately 2,000 touch points were achieved through these activities which does not include the passer byes who also saw the Green Bin Program (GBP) messaging. While this event did attract exceptionally high visitors from Windsor, visitors from County municipalities were also identified through tent walk throughs and discussions on the GBP in their municipality.

This event has officially kicked off the Authority's community engagement efforts that will carry the Authority through to launch.

Next on the agenda is to onboard new staff that will help Grow the region Green at municipal events, pop-ups, schools, libraries, summer camps, etc. as well as preparing for Campaign 3 that will launch in July- The Bins ARE COMING!

The Authority is currently working with the County municipalities. The Authority has met with all municipalities and plans are in order. The Authority will also be meeting with the City of Windsor.

The Chair asked if there were any questions.

Kieran McKenzie commented that the roll-out on Earth Day was well done. He likes the esthetic of the marketing campaign and believes residents will be engaged.

Mr. Morrison commented it was a great day and a good chance to speak with residents.

Moved by Rob Shepley  
Seconded by Hilda MacDonald

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

**35-2025  
Carried**

#### B. 2024 Essex-Windsor Residential Waste Diversion Report

The Manager of Waste Diversion provided a summary of the report. The overall waste diversion rate for 2024 decreased to 30.6%. This figure represents residential tonnes diverted from the Landfill. The decline was primarily due to reduced yard waste tonnage. She further highlighted other materials compared to prior year results.

She noted that obtaining data for the report was unique this year due to the Blue Box transition to producers. The Authority reached out to Circular Materials and they advised that they were not required to provide tonnage figures as there is no regulatory obligation for them to provide this information.

The Chair asked if there were any questions.

Mr. Kaschak was concerned about Circular Materials not providing data and statistics.

The Manager of Waste Diversion noted that the Authority was surprised that the response from Circular Materials was that they were not obligated to provide this information. This is a concern among municipalities and has been discussed at network meetings.

Discussion took place regarding CM's obligations under the new Producer led program and agreed that the Authority's concerns should be raised with the local MPPs.

Mr. Morrison commented that there will be no statistics for the entire year for the 2025 report. He asked if we will just look at how much material was delivered to the RL.

The General Manager stated that the Authority will closely monitor the tonnage information it does have access to, such as the new Green Bin program, the leaf and yard waste program and traditional waste delivered to the landfill for disposal to identify any significant variances to pre-Transition. A waste audit will be conducted once both phases of the Green Bin program are rolled out and compare to previous reports.

Moved by Rob Shepley

Seconded by Gary Kaschak

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

**36-2025**  
**Carried**

#### C. Green Bin Program Cart Maintenance Contract Award

The Manager of Waste Diversion presented the report that recommended the Board approve a two-year contract with IPL North America Inc. (IPL) for the Ongoing Maintenance and Distribution Program for the Green Bin Program at a cost of \$29.50 per service request, exclusive of HST and subject to an annual CPI adjustment. Administration is seeking to execute the contract contained within the original RFP that was awarded to IPL.

The Green Bin Program requires residents to use the cart provided to participate in the program which ensures that material can be collected by the automated collection vehicle. Timely maintenance and repairs of the carts is

essential to maintain the success of the program. Administration considered using in-house services but identified that significant staff resources would be required to develop policies, custom software systems, procedures, and to recruit and train staff.

Administration is recommending IPL do the maintenance due to the unknown number of requests and the challenge to repair the carts within a 5-day window. IPL is reputable and experienced in programs like this. She noted that other municipalities are struggling with asset tracking.

The 2025 Operational Plan Budget included the cost to engage IPL to provide the service at the cost per service provided in the RFP, therefore, there are no financial implications at this time.

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

Moved by Jim Morrison

Seconded by Hilda MacDonald

1. **That** the Board **approve** the execution of the Provisional Services item titled Ongoing Maintenance and Distribution Program, as outlined in the Request for Proposal (RFP) and included in the contract for the supply and initial distribution of Green Carts and Kitchen Containers under the Green Bin Program previously awarded to IPL North America Inc., at a cost of \$29.50 per service request, exclusive of HST, where this unit cost shall be adjusted in accordance with CPI only and shall be calculated each year.
2. And further, that the Board **approve** a two (2) year contract term for these Provisional Services, where the Authority reserves the right to extend the term in one-year (1) extensions or portions of a year thereof which shall be negotiated by both Parties such that the term of the Provisional Services does not extend past that of the Base Services, and such extensions shall be under the same terms and conditions as contained within the executed contract.

**37-2025  
Carried**

## **6. Waste Disposal**

### **A. Tender Award for the Supply of One (1) 4 Wheel Drive Utility Tractor**

The Manager of Waste Disposal presented the report recommending the award of the tender for one new Massey Ferguson Model 6713 Utility Tractor to Advantage Farm Equipment Ltd. at a cost of \$121,655, plus applicable taxes. The tractor will be used to maintain grass cutting at the Regional Landfill, closed Landfill No. 2 and closed Landfill No. 3. The existing 2011 Kubota has reached the end of its useful life. Maintaining regular grass cutting is an important operational and regulatory requirement.

The public tender closed in April and three compliant bids were received. Advantage Farm Equipment Ltd. submitted the lowest bid at \$121,655, well below the budgeted amount of \$160,000.

The Chair asked if there were any questions.

Mr. Morrison asked if the tractors are manufactured in the United States or Canada and if there are procurement policies in place to buy Canadian. He noted that this would cause a risk to the Authority's reputation.

The General Manager stated that a supplemental email can be provided to the Board on where the tractors are manufactured. She noted that a procurement policy regarding buy Canadian is not currently in place. She is aware that the City of Windsor (City) and County of Essex (County) are currently working on updating their policies. She noted that the Authority procurement policy mirrors that of the County, therefore once a new policy is approved by the County, an updated Authority policy will be prepared.

The General Manager advised the Board that the RFT did stipulate where equipment was built. The RFT stipulated that the equipment had to be of a certain weight, size and horsepower.

Mr. Kaschak commented that we will have to look at this moving forward. He noted that he is willing to move forward with the report today as all suppliers were Canadian and local.

Kieran McKenzie asked to what extent does the Board have to give in terms of updating the current procurement policy and documents.

The General Manager stated a review of the procurement policy is already on the Authority's agenda for this summer. She indicated to Mr. McKenzie that he can still bring forward a motion.

Kieran McKenzie stated that he would like to bring forward a motion at the appropriate time.

The Chair stated to bring forward a resolution under New Business.

There was no further discussion.

Moved by Rob Shepley

Seconded by Kieran McKenzie

**That** the Board **approve** the purchase of one Massey Ferguson 6713 Utility Tractor from Advantage Equipment Ltd. at a cost of \$121,655.00 plus applicable taxes.

**38-2025  
Carried**

## 7. Finance and Administration

### A. 2024 Financial Statements and Auditors Report

The Manager of Finance provided a summary of the Authority's financial statements. KPMG has issued an "unmodified" audit opinion meaning the financial statements present fairly.

He further provided a summary of the final operating deficit compared to budgeted figures for 2024. The final 2024 operating deficit amounted to (\$567,530), representing a favourable variance of \$965,980 from the 2024 projected deficit of (\$1,533,510) included in the 2025 Operating Plan and Budget.

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

Moved by Kieran McKenzie  
Seconded by Hilda MacDonald

**That** the Board **approve** this report, the 2024 financial statements and the associated auditors' report.

**39-2025  
Carried**

### B. 2025 EWSWA Asset Management Plan

The Manager of Finance provided a summary of the 2025 EWSWA Asset Management Plan (AMP). The Authority's AMP will form part of the City of Windsor (City) and County of Essex's (County) 2025 AMP.

New for 2025 was a condition assessment of the Authority's buildings. These findings have been included in the updated AMP calculations. Overall, the Authority's assets remain in good to very good condition.

The 2025 AMP also provides separate details on the condition of the RL. The condition of the RL has been assessed as "Poor" due to the percentage of airspace remaining over the total estimated airspace of the landfill. As airspace continues to be depleted, the condition of the RL will continue to decrease.

The Authority is proposing that the proposed level of services remain in "Good" condition.

There are no financial implications to the 2025 Operational Plan and Budget. Proposed service levels will form part of the 2026 Operational Plan and Budget.

The Chair asked if there were any questions.

Mr. Morrison asked how long will the landfill last and are we staying on track for the useful life of the landfill.

The General Manager stated a report was provided at a previous Board meeting regarding air space at the RL. Air space is closely monitored and based on current tonnages. The expected lifespan of the landfill is 2040. It is expected that tonnages will decrease due to the rollout of the Green Bin Program. The landfill was originally expected to close in 2022. Conserving air space will continue and Administration will continue to communicate to the Board.

Mr. Morrison commended Administration on extending the life of the landfill.

There were no further questions.

Moved by Rob Shepley  
Seconded by Kieran McKenzie

**That** the Board **approve** the 2025 Essex-Windsor Solid Waste Asset Management Plan and;

**That** the proposed funding strategy for the 2025 AMP be considered during the development of the 2026 Operating Plan and Budget and be brought forward to the Board for consideration.

**40-2025  
Carried**

#### C. January to March 2025 – Three Month Operating Financial Review

The Manager of Finance provided a summary of the three-month operations financial review.

He highlighted the following:

- A slight increase of \$7,370 in municipal fee revenue due to the increase in the tipping fee rate.
- A significant decrease of \$232,935 in Industrial/Commercial/Institutional revenue. This decrease was contributed to a large volume hauler delivering fewer tonnes of both refuse and greenhouse vines than anticipated.
- There were no significant operating expenditures identified for the first quarter.

He noted that it was contemplated in the 2025 budget that tonnages were expected to decrease.

The Chair asked if there were any questions.

Mr. Shepley asked if the decrease in vines is due to the increase in tipping fees and are being delivered elsewhere.

The General Manager stated that as a result of the increased tipping fees for vines, less material is being received for disposal but is still being disposed of in landfills and not through a diversion program. The Authority is aware that some material is being landfilled in a private Ontario landfill and some material is being delivered across the border.

Mr. Shepley asked if the leachate is being treated where the vines are being delivered.

The General Manager stated that to their knowledge the leachate is being treated properly

Kieran McKenzie asked how is the reduction of this material is affecting the processes and the chemical concerns of sending and treating the leachate at the pollution control plant.

The General Manager stated that in discussions with the City of Windsor that the work that the Authority has been doing is resulting in a better chemistry. The Reverse Osmosis (RO) system is providing clean water. She referred to the Manager of Waste Disposal to provide an update on the operational side.

The Manager of Waste Disposal noted that the barometer is monitored by the levels at the pump stations. As the backlog of leachate is reduced, it seems that we will be back to normal levels. The Authority is making strides and have spent a lot of capital to add additional aerators. He noted that RO system has been working 24/7.

There were no further questions.

Moved by Gary Kaschak

Seconded by Jim Morrison

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

**41-2025**  
**Carried**

#### D. Recipients of the 2024 Employee Excellence Awards

The General Manager was pleased to report that four Authority employees were acknowledged as part of the County of Essex Employee Excellence awards.

Moved by Hilda MacDonald

Seconded by Rob Shepley

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

**42-2025**  
**Carried**

## 8. New Business

The following motion was brought forward by Board Member Kieran McKenzie.

Moved by Kieran McKenzie  
Seconded by Gary Kaschak

**That** Administration provide a report to the Board on the implications of adopting and opportunities of adopting a "Buy Canadian" policy.

**43-2025  
Carried**

## 9. Other Items

No other items were raised for discussion.

## 10. By-Laws

### A. By-Law 8-2025

Moved by Rob Shepley  
Seconded by Gary Kaschak

**That** By-Law 8-2025, Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Advantage Equipment Limited for the supply of one (1) Four-Wheel Drive Utility Tractor at a cost of \$121,655.00 plus applicable taxes.

**44-2025  
Carried**

### B. By-Law 9-2025

Moved by Rob Shepley  
Seconded by Gary Kaschak

**That** By-Law 9-2025, 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 6<sup>th</sup> day of May, 2025.

**45-2025  
Carried**

## 11. Next Meeting Dates

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**

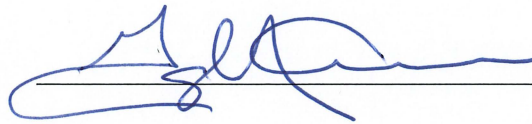
Moved by Rob Shepley

Seconded by Kieran McKenzie

**THAT** the Board stand **adjourned** at 5:15 PM.


**46-2025  
Carried**

All of which is respectfully submitted.



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**Gary McNamara  
Chair**



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**Michelle Bishop  
General Manager**