



October 8, 2026

BY EMAIL

Essex-Windsor Solid Waste Authority
Board of Directors
360 Fairview Avenue West, Suite 211
Essex, ON N8M 3G4
Email: tpolicella@ewswa.org

Re: EWSWA Board Meeting Minutes

At its Regular Council Meeting held on September 8, 2026, Council supported the enclosed Regular Board Meeting Minutes from the Essex-Windsor Solid Waste Authority dated July 7, 2026.

Council accordingly passed the following resolution:

R26-09-413

Moved By Councillor Verbeek
Seconded By Councillor Matyi

That a letter be sent to the EWSWA Board to support the request made by one of their members to have the executive summaries of the environmental monitoring reports forwarded regularly by EWSWA to the EWSWA Board.

Carried

We trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,



A handwritten signature in black ink, appearing to read "jml", positioned above the printed name.

Joseph Malandruccolo
Director, Legal and Legislative Services/Clerk
jmalandruccolo@essex.ca



Essex-Windsor Solid Waste Authority

Regular Board Meeting

MINUTES

Meeting Date: Tuesday, July 7, 2026

Time: 4:00 PM

Location: County of Essex Administration Building
360 Fairview Avenue West, St. Clair Room, 2nd Floor
Essex, Ontario N8M 1Y6

Attendance

Board Members:

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Gary McNamara – Vice Chair	County of Essex
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex

EWSWA Staff:

Michelle Bishop	General Manager
Steffan Brisebois	Manager of Finance & Administration
James Bryant	Manager of Waste Disposal
Cathy Copot-Nepszy	Manager of Waste Diversion
Natalie Byczynski	Project Manager
Teresa Policella	Executive Assistant

City of Windsor Staff:

Stacey McGuire	Acting Executive Director of Operations
Lorie Gregg	Executive Director, Financial Planning/Deputy Treasurer
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Jim Leether	Manager of Environmental Services (City of Windsor)

County of Essex Staff:

Melissa Ryan	Director of Financial Services/Treasurer
David Sundin	Director, Legislative and Legal Services

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Fred Francis	City of Windsor
Tony Ardovini	Deputy Treasurer Financial Planning (City of Windsor)

1. Call to Order

The Chair called the meeting to order at 4:04 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 meeting, it would be noted at that time.

3. Approval of the Minutes

Moved by Gary McNamara
Seconded by Rob Shepley

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated May 5, 2026, be ***approved and adopted***.

**36-2026
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Correspondence

- A. Letter from Town of Essex dated May 6, 2026
Re: Regional Green Bin Program - Resolution R26-05-189.

The General Manager advised that the correspondence was provided for the Board's information. She noted that a Notice of Motion, similar in nature, was brought forward by County of Essex Council and previously discussed by the Board and included on the previous meeting agenda. She further noted that she will be meeting with the Chief Administrative Officer of the Town of Essex to review the information and discuss the matter further. Administration will direct the Town of Essex to the relevant Board agenda and supporting materials to provide additional context and background information. The Chair asked if there were any questions from Board members. No questions were raised.

Moved by Michael Akpata
Seconded by Hilda MacDonald

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

**37-2026
Carried**

6. Delegations

There were no delegations for July 7, 2026.

7. Waste Disposal

A. Hazardous Gas Monitoring System – Regional Landfill

The Manager of Waste Disposal reported that a Request for Tender (RFT) was issued for the replacement of the landfill gas monitoring system, but only one bid was received. Under the Authority's Procurement Policy, Administration was permitted to negotiate with the sole bidder. Although efforts were made to reduce the project scope and costs, the final price remained above the approved budget. The proposal also includes ongoing semi-annual calibration and maintenance costs. As a result, Administration recommended funding the capital project from reserves and incorporating future maintenance expenses into annual operating budgets.

Mr. Morrison questioned the significant difference between the budgeted amount and the tendered cost. The Manager of Waste Disposal explained that the existing gas monitoring system is very old, has reached the end of its useful life, and contains sensors, control panels, and other components that are no longer reliable or serviceable. Mr. Morrison also asked whether reissuing the tender would be beneficial. Administration noted that three companies inspected the site, but only one submitted a bid, and the original supplier, Honeywell, no longer supports the current system, limiting available alternatives.

In response to questions about risks and lifespan, the Manager of Waste Disposal advised that the new system can be maintained through regular preventative servicing and sensor replacement. Suppliers typically provide advance notice when equipment support or replacement parts are being phased out.

The General Manager explained that the gas monitoring system was originally installed as part of the landfill's original construction approximately 30 years ago. When the current \$100,000 budget was established, Administration did not anticipate that a full system replacement would be required. She emphasized that the system is a critical life-safety component that protects staff and visitors from hazardous landfill gases.

Kieran McKenzie asked whether the project was related to the methane capture initiative. The General Manager clarified that the gas monitoring system replacement is separate from the methane capture project. The monitoring system detects hazardous gases, triggers alarms, alerts staff and can automatically activate building ventilation when necessary.

Mr. Akpata asked whether any value could be recovered from the obsolete equipment through repurposing or donation. The Manager of Waste Disposal

advised that outdated equipment is disposed of appropriately and that reusable components are salvaged where possible, although very few parts from the existing system can be reused.

Moved by Gary McNamara
Seconded by Kieran McKenzie

That the Board **authorize** the Authority to enter into a service agreement with Hetek Solutions Inc. to replace the existing hazardous gas monitoring system at the Essex-Windsor Regional Landfill, for a total of \$300,244.35, excluding applicable taxes, to be funded up to \$100,000 by the Equipment Replacement Reserve, and \$200,244.35 by the Rate Stabilization Reserve.

That the Board **approve** entering into a Managed Service Agreement with Hetek Solutions Inc. for semi-annual calibration and preventative maintenance of the hazardous gas monitoring system at the Essex-Windsor Regional Landfill, commencing in 2026 and concluding in 2031, for a total amount of \$44,755.65.

38-2026
Carried

B. Reverse Osmosis Plant Status and Delegation of Authority

The Manager of Waste Disposal presented an update on the Authority's leachate management strategy, explaining that leachate is currently hauled to the Lou Romano Water Reclamation Plant for treatment. To establish a more sustainable long-term solution, Administration is pursuing on-site treatment using reverse osmosis (RO) technology.

A three-stage pilot RO treatment system is currently operating at the landfill, separating leachate into approximately 85% clean water and 15% concentrated residual material. Administration is working to increase processing capacity to approximately 100 US gallons per day. While there are currently no regulatory requirements specific to PFAS treatment, the proposed system would further improve treated water quality and reduce reliance on trucking, lowering transportation risks and minimizing impacts from potential treatment plant shutdowns.

Administration reviewed project finances and concluded that, despite the significant upfront capital investment, the on-site treatment facility will generate long-term savings compared to the ongoing costs of hauling and treating leachate off-site. Given the timing of the upcoming municipal election, Administration is seeking limited delegated authority to advance specific project components.

In response to questions from Mr. Shepley regarding Ministry of the Environment and Parks (MECP) approval, the Manager of Waste Disposal advised that Administration is seeking authority only to proceed to the stage of

obtaining a Letter of Concurrence from the MECP, which would indicate a reasonable likelihood of approval. He emphasized that project costs would be incurred in stages rather than requiring full funding upfront.

Kieran McKenzie asked how the completed facility would appear to the public. The Manager of Waste Disposal explained that the discharge outlet would resemble a typical municipal stormwater infrastructure and that the treatment facility would look like existing landfill buildings. He added that preliminary discussions with the Essex Regional Conservation Authority (ERCA) and the Town of Essex have been positive and that additional approvals will be required.

In response to Kieran McKenzie's questions regarding monitoring, regulatory oversight and contingency plans in the event the system does not operate as intended, the Manager of Waste Disposal explained that the MECP will establish standards and monitoring requirements through the Environmental Compliance Approval process. Administration will develop operating, monitoring, contingency, and emergency response plans to ensure compliance and address any operational issues. The General Manager noted that environmental monitoring reports are currently reviewed by the Landfill Liaison Committee, which includes representatives from the Authority, Town of Essex, MECP, residents, and consultants. Kieran McKenzie suggested that perhaps an executive summary of the reports could be provided to the Board. The General Manager added that if the system is not operating properly, the RO system can be turned off promptly.

Mr. Morrison questioned the assumptions associated with tipping fee revenue from greenhouse vine waste, a major source of leachate. The Manager of Waste Disposal explained that while greenhouse vines contribute significantly to leachate production, leachate is generated from many waste streams and will continue to require treatment for more than 100 years, even if waste acceptance stopped today. The General Manager added that previous contaminating lifespan studies confirmed long-term leachate treatment requirements would be required at Landfills No. 2 and No. 3 for more than a century and transportation costs are expected to increase significantly when leachate hauling contracts are renewed. Regardless of revenue sources, the Authority remains obligated to treat leachate both environmentally and financially responsible.

Administration also highlighted that treatment costs at the Water Reclamation Plant remain a significant expense and that the proposed RO system offers environmental benefits by reducing contaminant concentrations, including PFAS.

In response to a question from Mrs. MacDonald, the General Manager confirmed that the permanent treatment facility will use the same technology as the pilot plant but will be approximately twice the size and treatment capacity.

Moved by Gary McNamara
Seconded by Rob Shepley

That the Board **receive** this report as information and:

That the Board **delegate** approval authority to the General Manager and the Manager of Finance and Administration, to execute a purchase agreement with Rochem Americas Inc. for the supply of a full-scale reverse osmosis leachate treatment plant, including issuance of a Purchase Order and payment of the initial deposit, subject to receipt of the MECP Letter of Concurrence and consultation with the Authority's Solicitor; and

That the Board **delegate** approval authority to the General Manager and the Manager of Finance and Administration, to execute agreements related to the Balance of Plant detailed design, including awarding and entering into a Professional Services Agreement with the successful proponent through the Authority's competitive procurement process; and

That Administration be **directed** to advance regulatory submissions and technical studies that are required to secure all applicable approvals; and

That Administration be **directed** to undertake all necessary administrative and contractual actions required to maintain the project schedule and ensure readiness for construction in 2027; and

That Administration be limited in its delegated authority to those items that are consistent with the scope, budget, and procurement processes outlined in this report, be subject to all applicable policies, by-laws, and financial controls of the Authority; and further

That Administration report back to the Board at the earliest opportunity following the appointment of the new Board.

**39-2026
Carried**

8. Waste Diversion

- A. Green Bin Program Promotion and Education Activities Report
2020-2025 - County of Essex Council Notice of Motion Re: Green
Bin Program Statistics and Public Education

The Manager of Waste Diversion presented the Green Bin Program and Education Activities Report 2020-2025, which was prepared in response to a motion from Essex County Council.

She highlighted the increased collaboration between the Authority and various municipal working groups and partnerships. As part of these efforts, Board

resolutions are now circulated to municipal clerks to ensure municipalities remain informed about Authority initiatives, projects, and decisions.

The report also reviewed the 2025–2026 Green Bin Program (GBP) promotion and education initiatives, emphasizing the importance of evaluating current outreach activities and measuring their effectiveness. Administration is working to improve performance metrics and reporting processes to better track outcomes and assess the success of collaborative education and promotion efforts in the future.

The Manager of Waste Diversion noted that the activities and accomplishments outlined in both reports were funded through previously approved Authority budgets. As a result, there are no immediate financial implications, as the related costs have already been incorporated into the 2026 Operational Plan and Budget.

Moved by Hilda MacDonald
Seconded by Rob Shepley

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

That the Board **direct** Authority Administration to provide the Green Bin Program Promotion and Education Activities Report 2020-2025 - County of Essex Council Notice of Motion RE: Green Bin Program Statistics and Public Education, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

**40-2026
Carried**

9. Finance & Administration

A. 2026/2027 EWSWA Insurance

The Manager of Finance provided an update on the Authority's insurance renewals, advising that AON successfully secured full insurance coverage for the coming year. Coverage levels remain consistent with those carried in the previous year, and the schedule of policies and premiums was provided in the report. He reported that overall insurance premiums have decreased compared to the previous year, resulting in a favourable budget variance of approximately \$17,800.

In response to a question from Kieran McKenzie regarding the premium reduction, the Manager of Finance explained that AON attributed the savings primarily to the removal of the recycling component from the Authority's operations, which lowered the organization's overall risk profile. Additional savings were achieved through the environmental liability policy, where an insurer offered a three-year renewal term, resulting in more favourable premium pricing.

The Chair asked about the Authority's historical insurance claims. The General Manager explained that the Authority experienced a significant loss of its fibre processing building due to a fire in 2005. At that time, the Authority operated facilities that presented a higher fire risk, making insurance more difficult and expensive to obtain. She noted that following the closure and removal of the fibre processing operations, the Authority's risk profile improved significantly, leading to increased competition among insurers and more favourable insurance coverage terms and premium costs.

Moved by Kieran McKenzie
Seconded by Jim Morrison

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

41-2026
Carried

B. Restricted Acts of the Board after Nomination Day

The General Manager presented a report regarding the use of delegated authority during the upcoming municipal election period. She noted that Administration has implemented a similar approach during previous elections to ensure continuity of operations.

The General Manager explained that either the City or Essex County Council could enter a lame-duck period during the election, during which certain decision-making powers may be restricted. Consequently, limited delegated authority may be necessary to allow urgent operational matters and time-sensitive decisions to proceed without delay.

She noted that the Board has already delegated authority for two significant capital projects:

- The purchase of an additional landfill compactor; and
- The Reverse Osmosis (RO) leachate treatment system project.

At present, Administration does not anticipate requiring any further delegated authority. However, should an emergency or other urgent matter arise during the election period, delegated authority may be needed to address it promptly.

The General Manager emphasized that any actions taken under delegated authority would be reported to the incoming Board at its first meeting following the election, ensuring transparency and accountability.

Moved by Gary McNamara
Seconded by Kieran McKenzie

That the Board of the Essex-Windsor Solid Waste Authority, provisional upon City of Windsor Council, Essex County Council or the Board of the Essex-Windsor Solid Waste Authority being subject to the restricted acts of Council set out in Section 275 (3) of The Municipal Act, 2001, S.O. 2001 c.25, following nomination day, **delegate** approval authority to the General Manager for the period August 21, 2026 to the date of first meeting of the newly appointed Board, to approve unbudgeted expenditures or liabilities exceeding \$50,000.

And further that the General Manager report to the Essex-Windsor Solid Waste Authority Board any use of this delegated authority at the first scheduled meeting of the Board.

**42-2026
Carried**

10. New Business

- The General Manager provided an update on a recent site visit by MPP Andrew Dowie, describing the visit as very positive. She reported that MPP Dowie showed significant interest in the Authority's operations and was particularly engaged by the innovative projects and technologies currently being implemented at the landfill site. During the tour, MPP Dowie received information on several Authority initiatives and expressed appreciation for the operational improvements and technological advancements being pursued. The General Manager noted that he indicated an interest in receiving future updates, particularly as the Reverse Osmosis (RO) leachate treatment project continues to advance.
- The General Manager reported that Administration has temporarily suspended tipping fees for double-axle trailers being used for storm clean-up activities following recent storm events. She advised that this temporary measure has been communicated through the Authority's Customer Service team and coordinated with the City of Windsor and County of Essex municipalities. The fee waiver is intended to assist residents and municipalities by reducing disposal costs and facilitating the prompt removal of storm-related debris and supporting efficient clean-up efforts in a timely manner.

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 7-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

That By-Law 7-2026, being a By-law to authorize a Service Agreement with Hetek Solutions Inc. to replace the existing hazardous gas monitoring system at the Essex-Windsor Regional Landfill and approve entering into a Managed Service Agreement with Hetek Solutions Inc. for semi-annual calibration and preventative maintenance of the hazardous gas monitoring system at the Essex-Windsor Regional Landfill.

**43-2026
Carried**

B. By-Law 8-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

That By-Law 8-2026, being a provisional upon City of Windsor Council, Essex County Council or the Board of the Essex-Windsor Solid Waste Authority being subject to the restricted acts of Council set out in Section 275 (3) of the Municipal Act, 2001, S.O. 2001 c.25, following nomination date, delegate approval authority to the General Manager for the period August 21, 2026 to the date of first meeting of the newly appointed Board, to approve unbudgeted expenditures or liabilities exceeding \$50,000.

**44-2026
Carried**

C. By-Law 9-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

That By-Law 9-2026, 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 7th day of July, 2026.

**45-2026
Carried**

13. Next Meeting Dates

Wednesday, August 12, 2026
Tuesday, September 1, 2026
Tuesday, October 6, 2026
Tuesday, November 3, 2026 – 2027 Budget deliberation
Tuesday, December 1, 2026

14. Adjournment

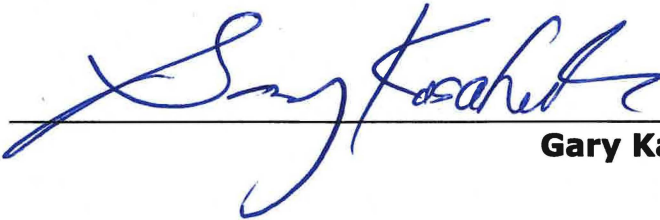
Moved by Jim Morrison

Seconded by Rob Shepley

THAT the Board stand ***adjourned*** at 5:05 PM.

46-2026
Carried

All of which is respectfully submitted.



Gary Kaschak
Chair



Michelle Bishop
General Manager