



## Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

**Meeting Date:** Wednesday, April 15, 2026  
**Time:** 3:00PM  
**Location:** County of Essex Administration Building  
St. Clair Room, 2<sup>nd</sup> Floor  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6

Meeting will be held in person for Board Members and staff. Media representatives and interested members of the general public are invited to attend in person.

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<b>3. Approval of the Minutes</b>	
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<b>4. Business Arising from the Minutes</b>	
<b>5. Correspondence</b>	
There are no correspondence for April 15, 2026.	
<b>6. Delegations</b>	
There are no delegations for April 15, 2026.	
<b>7. Waste Disposal</b>	
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**11. Other Items**

- A. EWSWA Employee Retirement – Cat Griffin

**12. By-Laws**

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Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for April 15, 2026.

**13. Next Meeting Dates**

- Tuesday, May 5, 2026
- Tuesday, June 2, 2026
- Tuesday, July 7, 2026
- Wednesday, August 12, 2026
- Tuesday, September 1, 2026
- Tuesday, October 6, 2026
- Tuesday, November 3, 2026
- Tuesday, December 1, 2026

**14. Adjournment**



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

**Meeting Date:** Tuesday, February 3, 2026

**Time:** 4:00 PM

**Location:** County of Essex Administration Building  
Council Chambers, 2<sup>nd</sup> Floor  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6

**Attendance**

**Board Members:**

Gary Kaschak –Chair	City of Windsor
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor
Fred Francis	City of Windsor
Hilda MacDonald	County of Essex
Michael Akpata	County of Essex (arrived at 4:15 PM)
Rob Shepley	County of Essex

**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
James Bryant	Manager of Waste Disposal
Natalie Byczynski	Project Manager
Teresa Policella	Executive Assistant

**City of Windsor Staff:**

Tony Ardovini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Stacey McGuire	Acting Executive Director of Operations
Lorie Gregg	Executive Director, Financial Planning/Deputy Treasurer

**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)
Gary McNamara – Vice Chair	County of Essex
Jim Morrison	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 4:00 PM. She assumed the position of Chair for the purpose of the election.

**2. Board Composition for 2026**

The General Manager welcomed returning Board Member, Fred Francis. She thanked Board Member Kirk Walstedt for his contributions to the Board in 2025.

**3. Election of Chair and Vice Chair for 2026**

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 in 2026, the Chair will be a City Board member, and the Vice Chair will be a County Board member.

In the event there is more than one nominee for each position, all Board members will vote by ballot, which will be counted by the General Manager and Executive Assistant.

The General Manager called for any declarations of pecuniary interest regarding 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 Kieran McKenzie nominated Board Member Gary Kaschak.

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

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

Mr. Kaschak accepted the nomination as Board Chair.

The General Manager declared Mr. Kaschak as Chair for 2026.

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

Moved by Fred Francis

Seconded by Mark McKenzie

**That** Gary Kaschak is named as Board Chair for the period ending December 31, 2026.

**1-2026  
Carried**

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

Board member Rob Shepley nominated Board Member Gary McNamara. Mr. Shepley noted that he emailed Mr. McNamara today to ask if he would stand for Vice Chair. Mr. McNamara confirmed he would. Board Member MacDonald also nominated Mr. McNamara.

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

The General Manager stated that she received written confirmation from Mr. McNamara that he would stand as Board Vice Chair.

The General Manager declared Mr. McNamara as Vice Chair for 2026.

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

Moved by Fred Francis

Seconded by Rob Shepley

**That** Gary McNamara is named as Board Vice Chair for the period ending December 31, 2026.

**2-2026  
Carried**

#### **4. 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 that it would be noted at that time.

#### **5. Approval of the Minutes**

Moved by Kieran McKenzie

Seconded by Mark McKenzie

**That** the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated December 2, 2025, be ***approved and adopted***.

**3-2026  
Carried**

#### **6. Business Arising from the Minutes**

No items were raised for discussion.

## 7. Correspondence

There were no correspondences for February 3, 2026.

## 8. Delegations

There were no delegations for February 3, 2026.

## 9. Waste Disposal

### A. Board Appointment to Landfill Liaison Committee for 2026

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

Fred Francis nominated Kieran McKenzie.

The Chair called for other nominations.

There were no further nominations.

The Chair asked Kieran McKenzie if he accepted the nomination.

Kieran McKenzie accepted the nomination.

Moved by Fred Francis

Seconded by Mark McKenzie

**That** the Board **appoint** Kieran McKenzie, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one (1) year term for 2026.

**4-2026  
Carried**

### B. Tender Award for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station

The Manager of Waste Disposal presented the report recommending the tender award for the Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food and Organic Waste Transfer Station be awarded to Clean Harbors Energy and Industrial Services Corp. at a cost of \$165.00 per hour. There are no financial implications as funds for these services are included in the 2026 Operational Plan and Budget.

Moved by Fred Francis

Seconded by Hilda MacDonald

**That** the Board **approve** and **award** the Request for Tender for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station to Clean Harbors Energy and Industrial Services Corp., at the hourly rate of \$165.00 per hour with an estimated total annual contract price of \$84,480 (plus applicable taxes), for the period of March 1, 2026 to December 31, 2028, with an option to renew the contract for 2 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract..

**5-2026  
Carried**

C. Backhoe Fire Insurer's Assessment and Backhoe Purchase Update

The Manager of Waste Disposal provided an update on the outcome of the insurer's assessment of the 2019 backhoe that was damaged by a fire. The Authority's insurance company confirmed that the damaged backhoe is considered a total loss due to extensive fire damage, and the unit would need to be replaced. The cause of the fire was deemed "undetermined". The insurer issued a cash settlement of \$110,000 for the unit, less the Authority's deductible of \$25,000, resulting in a net payment of \$85,000 being received.

To avoid operational delays, in consultation with the General Manager, the Board Chair and Vice Chair, a municipal buying group (Local Authority Services) was leveraged for the purchase of a Caterpillar 420F2 Backhoe from Toromont Caterpillar. The new backhoe amounted to \$233,000 (excluding tax). As a result of higher than projected proceeds from the loss of the existing backhoe, the Equipment Replacement Reserve (ERR) resulted in a \$47,900 favourable variance. The new backhoe will be funded from the Authority's Equipment Replacement Reserve.

Kieran McKenzie questioned whether there would be an impact on the Equipment Replacement Reserve at the end of the fiscal year. The Manager of Waste Disposal advised that no impact is anticipated as the backhoe was due to be replaced and included in the 2026 Operational Plan and Budget.

Moved by Kieran McKenzie  
Seconded by Mark McKenzie

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

**6-2026  
Carried**

D. New Federal Landfill Methane Regulations

The Manager of Waste Disposal presented the report regarding the new federal landfill methane regulations. It was noted that the first regulatory requirement will be an assessment of methane generated in 2025 using the Landfill Methane Model Tool published by the federal government. Discussions are underway with Comcor, the Authority's contractor, which maintains the Regional Landfill methane collection system, regarding investments required to meet compliance. The federal government has indicated that funding opportunities may be available. Any such opportunities identified will be brought forward to the Board.

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

Moved by Mark McKenzie  
Seconded by Rob Shepley

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

**7-2026**  
**Carried**

**10. Waste Diversion**

A. Tender Award for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor)

The Manager of Waste Diversion presented the report recommending that the tender award for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) be awarded to Recycling Makes Cents Ltd. It was noted that the current contract with Recycling Makes Cents (RMC) is set to expire, and all available extensions have been exhausted. RMC is the current contractor for this program and has held this contract for multiple years.

The price per stop has increased by \$2, which is billed directly to the municipality. The collection price per unit for refrigerants from an Authority depot has increased \$2/unit for a total price of \$35,596, which may cause an unfavourable variance as the 2026 budget included an estimate of \$35,000.

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

Moved by Fred Francis  
Seconded by Mark McKenzie

1. **That** the Authority **award** RFT 2025-12-09 to Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) for the bid of \$25 per stop and enter into a contract for the term commencing April 1, 2026 and ending March 31,

2029, with options to renew the contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract.

2. **That** the Authority **award** RFT 2025-12-09 to Recycling Makes Cents Ltd. for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Essex-Windsor Regional Landfill for the bid of \$22 per unit and enter into a contract for the term commencing April 1, 2026 and ending March 31, 2029, with options to renew the contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract.

**8-2026  
Carried**

- B. Tender Award for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations

The Manager of Waste Diversion presented the report recommending that the tender award for the provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority locations be awarded to Quantum Lifecycle Partners LP (Quantum). It was noted that the current contract with Quantum is set to expire, and all available extensions have been exhausted.

Quantum met the compliance requirements of the RFT and submitted the highest bid, as this program generates revenue. The estimated value of this contract is \$105,700, compared to the 2026 budget estimate of \$60,000, resulting in a potential favourable variance.

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

Moved by Rob Shepley  
Seconded by Kieran McKenzie

**That** the Board **award** RFT 2025-12-08 for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations to Quantum Lifecycle Partners LP for the term from March 4, 2026 until March 3, 2029 with options to renew the contract for three (3) additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract..

C. Green Bin Program – 2026 Promotion & Education Plan

The Manager of Waste Diversion provided an update on the 2026 Green Bin Program and Education (P&E) Plan. This plan will support the rollout to Phase 2 municipalities while continuing education efforts for Phase 1 municipalities. She referenced a slide outlining the quarterly campaigns, noting that each will focus on a different topic such as seasonal tips, debunking myths, bin delivery and collection.

There are financial implications associated with this report, as the cost to develop and roll out this Green Bin P&E Plan was included in the 2026 Operational Plan and Budget.

Discussion took place regarding resident feedback, communications, and program costs related to the Green Bin Program.

Mark McKenzie and Kieran McKenzie praised the communication campaign for effectively addressing resident concerns and debunking myths. The Manager of Waste Diversion noted that resident feedback has been incorporated into updated communications.

Mr. Shepley reported high volumes of questions in the Town of Essex, with ongoing confusion about program costs and the misconception that residents can avoid charges by not using the program.

The General Manager reminded the Board that service levels are set by the City and the County, and municipalities determine how to recover costs. The estimated \$3/week cost was communicated in July 2024.

Mr. Francis supported the General Manager's explanation. He emphasized that taxation decisions rest with municipalities, not the Authority. Opting out of the program would ultimately cost taxpayers far more, particularly if a new landfill were needed. From the City's perspective, the rollout has been smooth with strong participation, especially in Ward 1, which he represents. He commended the Authority's communication and execution of the program.

Mark McKenzie raised concerns about confusion related to the donated Glad bags and suggested exploring other partnerships for future phases. The Manager of Waste Diversion confirmed the Glad donation saved approximately \$100,000 and agreed to explore additional partnership opportunities.

Kieran McKenzie stressed clearer communication of long-term landfill life benefits.

Mrs. MacDonald highlighted differences in the City versus the County responses and warned that social media can distort messaging.

Moved by Mark McKenzie  
Seconded by Hilda MacDonald

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

**10-2026  
Carried**

D. 2026 Green Bin Program – Promotion & Education Campaign 1

The Manager of Waste Diversion provided an update on Campaign 1 for the Green Bin Program P&E. To ensure consistent messaging, she recommended that the Board direct Administration to provide a Green Bin Program Campaign Summary to the Clerk’s Department at the City of Windsor, County of Essex and seven (7) County Municipalities so that the document be placed on Council agendas as correspondence.

Campaign 1 of the 2026 P&E will focus on winter tips, feedback from collectors and continue to educate residents on what can be placed in the Green Bin. She noted that there are no financial implications with this report as the cost to develop and roll out this P&E plan for the Green Bin Program was included in the 2026 Operational Plan and Budget.

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

Moved by Mark McKenzie  
Seconded by Fred Francis

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

**That** the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk’s Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

**11-2026  
Carried**

## **11. Finance & Administration**

A. Approval Status of the 2026 EWSWA Budget

The Manager of Finance and Administration presented the approval status of the EWSWA 2026 budget. The budget was fully approved by Windsor City Council at the January 26, 2026 meeting.

Moved by Fred Francis  
Seconded by Hilda MacDonald

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

**12-2026**

**Carried**

B. Staffing (Verbal report)

The General Manager welcomed James Bryant as the new Manager of Waste Disposal, noting that he joins the Authority from the Essex Region Conservation Authority. She also acknowledged that the outgoing Manager of Waste Disposal, Tom Marentette, will remain for a transition period before his upcoming retirement, and expressed appreciation for his continued support during this time.

The General Manager introduced Stacey McGuire, Acting Executive Director of Operations for the City of Windsor, noting that she will serve on the Authority's Technical Staff Committee. She also introduced Lorie Gregg, Executive Director of Financial Planning/Deputy Treasurer for the City of Windsor, who will assume Tony Ardovini's responsibilities upon his retirement later this year. The General Manager noted Ms. Gregg's prior experience with the Authority's budget, as the Authority's former auditor.

**12. New Business**

Kieran McKenzie acknowledged the passing of Hilary Payne, former City of Windsor CAO and Councillor, noting his more than 40 years of dedicated public service and his contributions to the Authority Board.

The General Manager acknowledged Mr. Payne's service on the Authority Board, noting that he began serving on the Authority Board in 2012 as the alternate member for Mayor Eddie Francis, and became a full-time member in 2014. He also served as both Chair and Vice Chair. She highlighted his professionalism, preparedness, and respectful manner, as well as his willingness to engage with staff. On behalf of the Authority Board, she expressed condolences to his family.

**13. Other Items**

No items were raised for discussion.

**14. By-Laws**

A. By-Law 1-2026

Moved by Michael Akpata

Seconded by Mark McKenzie

**That** By-Law 1-2026, being a By-Law to **authorize** an Agreement with Clean Harbors Energy and Industrial Services Corp. for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station.

**13-2026**  
**Carried**

B. By-Law 2-2026

Moved by Michael Akpata  
Seconded by Mark McKenzie

**That** By-Law 1-2026, being a By-Law to **authorize** an agreement with Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) and for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Essex-Windsor Regional Landfill.

**14-2026**  
**Carried**

C. By-Law 3-2026

Moved by Michael Akpata  
Seconded by Mark McKenzie

**That** By-Law 3-2026, Being a By-Law to **authorize** an agreement with Quantum Lifecycle Partners LP for the Provision of Containers for Electrical and Electronic Equipment Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations.

**15-2026**  
**Carried**

D. By-Law 4-2026

Moved by Michael Akpata  
Seconded by Mark McKenzie

**That** By-Law 4-2026, 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 3<sup>rd</sup> day of February, 2026.

**16-2026**  
**Carried**

**15. Next Meeting Dates**

Tuesday, March 3, 2026  
Wednesday, April 15, 2026  
Tuesday, May 5, 2026  
Tuesday, June 2, 2026  
Tuesday, July 7, 2026  
Wednesday, August 12, 2026  
Tuesday, September 1, 2026  
Tuesday, October 6, 2026

Tuesday, November 3, 2026 – 2027 Budget deliberation  
Tuesday, December 1, 2026

**16. Adjournment**

Moved by Hilda MacDonald  
Seconded by Kieran McKenzie

**THAT** the Board stand ***adjourned*** at 5:16 PM.

**17-2026  
Carried**

All of which is respectfully submitted.

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**Gary Kaschak**  
**Chair**

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



## Essex-Windsor Solid Waste Authority Administrative Report

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority

**From:** Catharine Copot-Nepszy, Manager of Waste Diversion

**Meeting Date:** Wednesday, April 15, 2026

**Subject:** Phase 1 Green Bin Program – Preliminary Update

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### Purpose

The purpose of this report is to provide the Board with a preliminary update on the Phase 1 Green Bin Program and to request that the Board direct Authority Administration to provide this report, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

### Background

Due to Ontario's Food and Organic Waste Policy Statement that was published in 2018, both the County of Essex ("County") and the City of Windsor ("City") directed the Authority to implement a Regional Food and Organic Waste Management Program (Green Bin Program). To support this request, Authority Administration designed a regional program that aligned with the tendering of each municipality's waste collection contract and met legislative requirements. As a result, the regional Green Bin Program launched in two phases. Phase 1 included the City of Windsor ("City") and the following municipalities in the County of Essex ("County"): Essex, Lakeshore, LaSalle, and Tecumseh, which launched the week of October 21, 2025. Phase 2 includes Amherstburg, Kingsville, and Leamington and is scheduled to launch the week of November 2, 2026.

### Discussion

This report presents an overview of preliminary data from Phase 1 of the Green Bin Program. Data from Phase 2 is not included, as the program is scheduled to launch in November 2026.

Additionally, the Promotion and Education (P&E) program information is excluded as the information is included in the 2025 Essex-Windsor Residential Waste

Diversion Annual Report (Agenda Item 8B). Administration will provide a comprehensive report detailing the 2025 P&E at a future date in 2026.

### **Participation and Program Data Information Highlights:**

Administration is pleased to share highlights from the preliminary Green Bin Phase 1 data. Since the commencement of the Green Bin delivery phase on July 20, 2025, and the launch of weekly Green Bin collection beginning the week of October 20, 2025, Administrative staff have been actively monitoring program performance. This has included the ongoing measurement of collected tonnages and other data, as shown further in this report.

The information presented has been compiled from multiple data sources, including Authority software systems (Geoware, Citywide, Bindel, and others), City service data (311), and reporting provided by program contractors, notably Miller Waste Systems Inc. (Miller).

### Key Assumptions and Administrative Challenges:

As expressed, the data being presented is preliminary. Some assumptions were made to present the data, either due to systems not being fully functioning and/or other factors encountered at the time of launch. A reminder that this is a brand-new program for the Authority and for the Region that over 119,000 homes have access to weekly. Some factors and challenges Administration faced when providing the preliminary data include:

- Risks of human error from:
  - o Managing large sets of data from different information systems;
  - o Contractors' staff potentially missing or neglecting to record stop counts at the time of collection;
  - o Staff errors due to learning and working with new systems, etc.
- Variable conditions affecting data due to resident set-out frequency, traffic, weather, etc.
- Varying start times when residents begin participating due to behaviour changes or initial cart delivery timelines;
- Seasonal fluctuations that affect residents' participation and
- Other operational challenges faced by the Authority's contractors as they serviced thousands of homes.

In the waste industry, it is understood that a major curbside collection program start-up, such as this regional Green Bin Program, takes many months for contractors and residents to settle into regular routines, let alone years to mature and reach significant participation rates. Moreover, unique to a Green Bin Program are the seasonal impacts that residents will experience, which in turn affect their usage and set-out behaviours.

The County municipalities collection occurs from Tuesday to Friday each week, with each day being a different municipality. Authority systems track the collection data and tonnages by each participating municipality. The data provides Administration with the necessary information to accurately track each municipality's tonnage separately.

Finally, the reporting timeframes for the shared data vary by section due to data availability and efforts to provide up-to-date data. For example, many sections report data for the two Green Bin Stages: Delivery and Collection. The Delivery Stage ran from July 20, 2025, to October 18, 2025, and the Collection Stage ran from October 20, 2025, to March 20, 2026 (approximately five months), where data was available. Therefore, due to data availability, the Customer Service Request (CSR) Support section only has access to data for the Collection Stage up to March 11, 2026.

#### **A. Eligible Address List - Households that have access to the Green Bin Program**

Administration initially formed the County municipal address list using the Municipal Property Assessment Corporation (MPAC) codes and weighed the property type against the program's eligibility criteria. City Administration compiled its list using the same approach.

Since this time, Administration has leveraged its municipal partners to review the County address list and provide comments should there have been any discrepancies from what was presented in the MPAC list. The address list is updated annually however requests for address additions can be made by way of the municipal partners or the resident. These requests are thoroughly reviewed by the municipality and the Authority to ensure they meet program criteria. Similarly, the City updates and approves its Eligible Address List.

The eligible address list count is presented in table 1.0 below.

Table 1.0 Eligible Address List Count

	Eligible Address List *as of 02/05/2026	Expressed as a percentage
County of Essex: Phase 1	43,363	36%
City of Windsor	75,741	64%
Region: Phase 1	119,363	100%

**B. Green Bin Material Tonnes Collected**

This section speaks to the amount of Green Bin material that has been collected curbside from eligible households. This collected material is scaled and delivered to the Food Waste and Organic Transfer Station (FWO-Transfer Station) onsite at the Windsor location for pre-screening and consolidation. When ready, the consolidated material is shipped to Seaclyff Energy Corp. Inc. (Seaclyff), where it is processed using anaerobic digestion to create renewable energy and digestate (fertilizer).

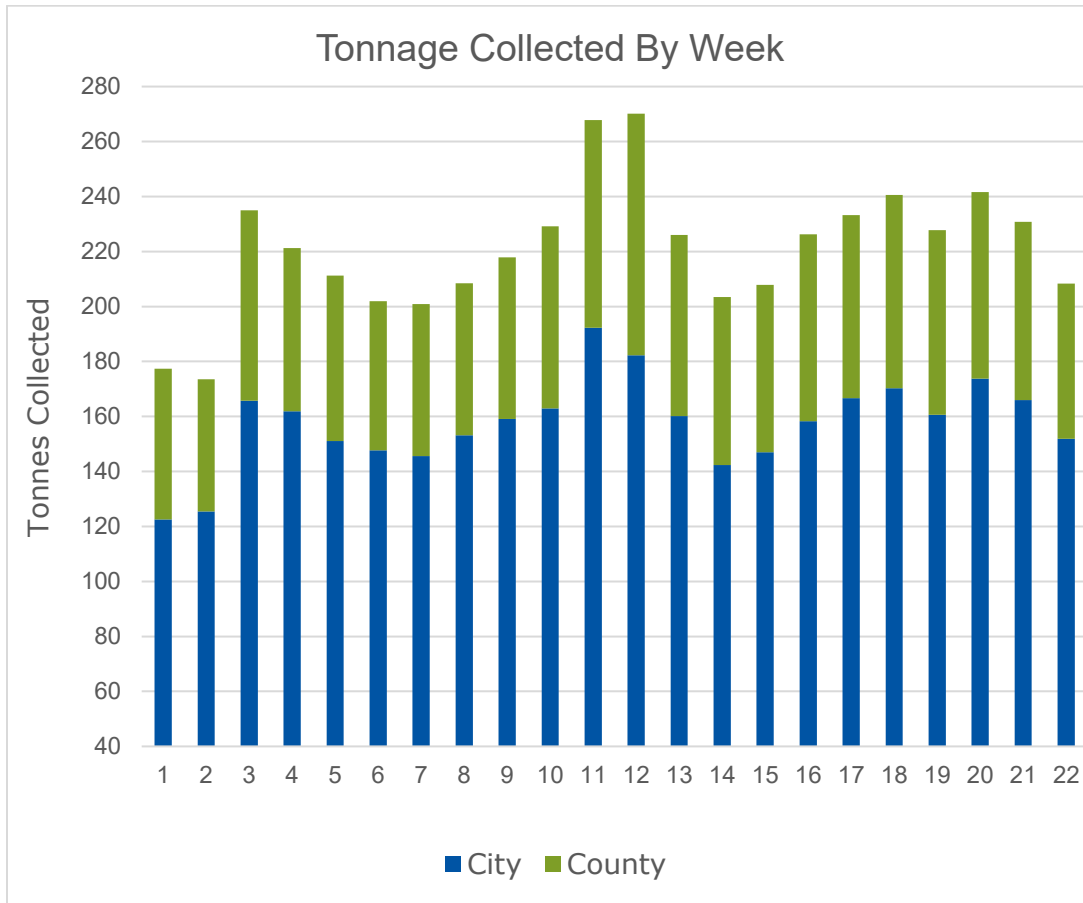
Data from the Collection Stage (22 weeks) indicates that on average, 75 collection trucks per week deliver collected Green Bin material to the FWO-Transfer Station. On average, 47 collection trucks per week deliver for the City’s collection, while 28 collection trucks per week are delivered for the County’s collection.

The tonnages are presented in the table below:

Table 2.0 Tonnes of Green Bin material collected for County municipalities and the City for the first 5 months of this new program.

	Eligible Address List	Total Tonnes	Percent of Tonnes
Essex	8,410	208	15%
Lakeshore	15,168	425	31%
LaSalle	8,478	433	31%
Tecumseh	11,307	327	23%
County- Phase 1 Only	43,363	1,394	29%
City	75,741	3,467	71%
Region	119,104	4,861	100%

Figure 3.0 Tonnes collected weekly in the City and the County over the 22 weeks



Start-up: Weeks 1 (October 20, 2025) & 2

It’s important to highlight that an average of 175 tonnes per week were collected for both weeks 1 and 2, reinforcing that residents were well-informed and properly equipped for the start-up of this new program.

Week 1-10 (2025) versus Week 11-22 (2026)

Further, for the first 10 weeks in 2025, the Region collected on average 200 tonnes per week, where the County averaged 57 tonnes per week, and the City averaged 144 tonnes per week. During the first 10 weeks, the targeted average tonnes per week (200 tonnes per week) for the new program were met.

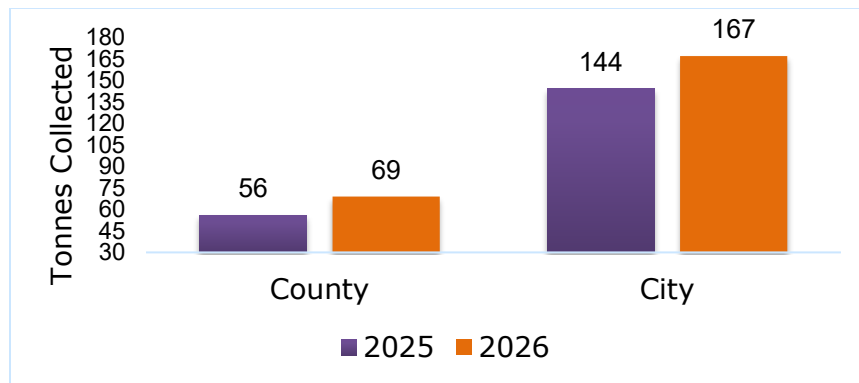
Further review of the last 10 weeks shows that the regional program collected an average of 236 tonnes per week. An average of 69 tonnes per week had been collected by the County, and an average of 167 tonnes per week for the City, for the last 10 weeks, again surpasses the 2026 target. This reveals that the Region

and its municipalities all increased their tonnage collected from the first 10 weeks by 15% in tonnage over the last 10 weeks of this new program.

Table 4.0 Average (Avg.) tonnes per week comparison for the first 10 weeks and the last 10 weeks by municipality.

	Avg. Tonnes/Week (Week 1-10)	Avg. Tonnes/Week (Week 11-22)	Percent Increase in Avg. Tonnes/Week
Tecumseh	13	16	19%
Lakeshore	18	21	14%
Essex	9	11	18%
LaSalle	19	22	14%
County-Phase 1	56	69	19%
City	144	167	14%
Region-Phase 1	200	236	15%

Figure 5.0 Comparison of the average tonnes collected per week for the first 10 weeks (2025) and the last 10 weeks (2026) over the 5-month Collection Stage.



### C. Preliminary Green Bin Impact on Residential Garbage Collection

The data presented in Table 6 shows the three-year trend of curbside garbage collected by municipalities from October 20 to March 20 in periods 2023 to 2024, 2024 to 2025 and 2025 to 2026 [launch of the Green Bin Program].

Table 6.0 Garbage and Green Bin Tonnes for the same 5-month timeframe (approximately October 20 to March 20) annually.

	Garbage 2023/2024 Tonnes	Garbage 2024/2025 Tonnes	Garbage 2025/2026 Tonnes	Garbage Difference [2024/5 -2025/6 Tonnes]	Green Bin 2025/2026 Tonnes
Essex	2,548	2,546	2,271	(275)	208
Lakeshore	4,615	4,643	4,139	(504)	425
LaSalle	3,390	3,463	2,980	(483)	433
Tecumseh	2,294	2,362	1,989	(373)	327
County	12,847	13,013	11,379	(1,634)	1,394
City	19,679	19,809	13,767	(6,043)	3,467
Region	32,526	32,822	25,146	(7,677)	4,861

Phase 1 municipalities that have access to the Green Bin Program during the 2025/2026 timeframe show a significant decrease in garbage tonnage, where garbage tonnage decreases are similar to Green Bin tonnage increases for this same period.

Further, the City's decrease in garbage tonnes is significantly higher than County municipalities, which may reinforce the positive impact that deprioritizing garbage collection has on diversion.

Finally, the City's decrease in garbage is significantly higher than its Green Bin tonnage, unlike other municipalities where these tonnages are similar. This variance may be a result of the garbage frequency change, which is influencing residents to divert materials to other programs, such as the recycling program. For example, Niagara Region (2021) published the results of their move to a biweekly garbage program, where the Region saw a significant decrease in garbage tonnage and increases in its Blue Box and Green Bin (which included leaf and yard waste) programs. Other waste management program changes implemented by

municipalities that also help to augment diversion include garbage limits, clear bags, bag tags, etc.

Best practices in residential municipal waste management confirm that prioritizing waste diversion collection program frequencies more than garbage collection frequency leads to higher diversion. The City adopted this approach with the start of the Green Bin, by moving its residential garbage collection to a biweekly program to deprioritize disposal practices and increase diversion. To monitor the impact of the Green Bin Program, a review of both garbage and Green Bin trends is important across all municipalities in the Region. This is an important consideration, as all County municipalities continue to provide weekly garbage collection, with responsibility for the design and administration of garbage collection programs resting with each individual municipality.

## **Program Usage**

### **1. Participation**

During the Collection Stage, the Authority, City, and Miller have been focused on providing a top-quality service to residents for this voluntary program to ensure residents' experiences were positive and encourage participation. The data shared in this report confirms that the Authority, City and Miller are in constant communication, monitoring and evaluating metrics to ultimately maintain its current user base and attract new users to the program beyond supporting daily launch challenges across thousands of households, all parties have been and continue to navigate through many challenges to gather accurate participation data for Phase 1. Specifically, Green Bin set-out by each address over a two-week waste collection cycle, which is a standard reporting approach in the waste industry, is being reviewed. This approach will allow the Region to compare the current program against past curbside audits, namely the 2022/2023 Curbside Waste Audit. Through this process, it has been noted that there are households that have variation in set-out, which can be attributed to any, if not all, of the following: weather, lower food waste generation, work, (snowbirds) travel, etc.

Overall, what can be highlighted is that there is a regular weekly set-out of the Green Bin by many addresses in Phase 1. This regular participation has, in turn, negatively (lower tonnes) affected curbside garbage tonnes, as residents only have “dry” materials left to dispose of once they start using the Green Bin Program. Data also suggests that since the start, there has been a constant increase in program users. The Authority, City, and Miller will continue to work closely together to monitor the use of this program and will work to get this data to the Authority Board through the one-year report.

## **2. Green Bin Material Composition**

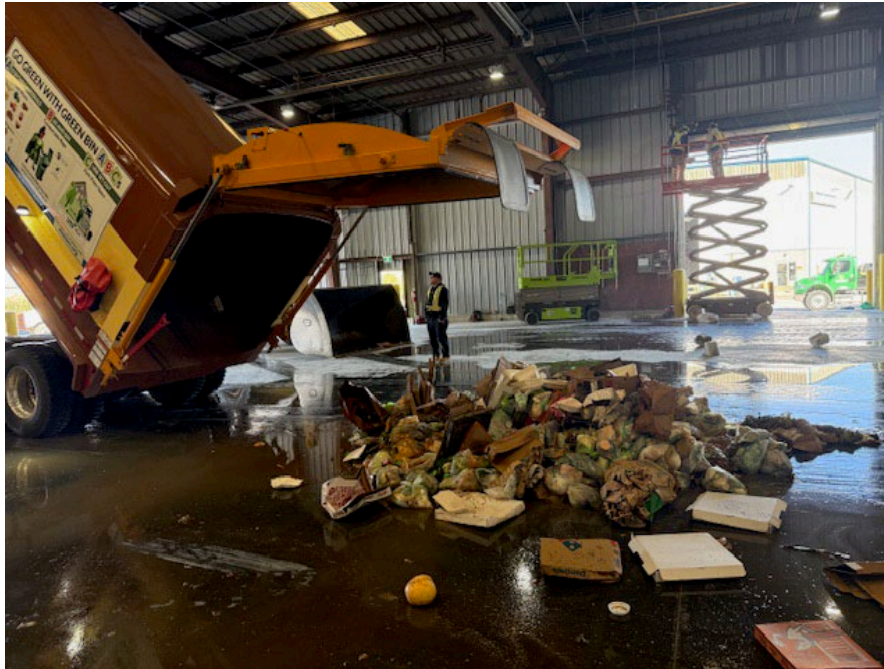
As noted earlier, once Miller delivers the materials to the FWO-Transfer Station, it is pre-screened by Authority staff. Staff visually check for contaminants and remove any large, prevalent, easy-to-access contaminants before consolidating materials for shipment to Seacliff. These contaminants are put in a 2-yard hopper, and when full, they are weighed, and then Authority staff deliver it to Transfer Station #1 (on-site) for eventual disposal at the Regional Landfill.

Beyond normal Green Bin Program operations, Authority staff have been auditing materials to gauge contamination levels at various times throughout the five months. In total, 131 delivered loads have been audited at the new FWO-Transfer Station. Staff perform visual audits as loads are being delivered to estimate contamination levels and ensure loads do not contain contamination greater than 16% by weight to meet the allowable program threshold. Meeting this threshold is critical to ensuring that Seacliff can create quality end-products such as renewable energy and digestate (liquid fertilizer) for next year's crops. Beyond these audits, labourer staff who receive each load are also monitoring and reviewing contamination through their pre-screening process.

Over the five-month period, total contamination tonnes delivered are less than 5 tonnes, which is 0.1 % of the total material collected (4,861 Tonnes). This is exceptionally low, especially for a new program, indicating that participants know what should go in the Green Bin and take exceptional care to do so. While overall contamination for the vast majority of loads delivered is essentially negligible, there are a few loads that are regularly delivered with higher contamination that are being monitored and supported by all parties.

The following contaminants have been most prevalent in delivered loads: plastic bags, compostable plastic containers, cloth bags, containers/bags with food waste, etc. At start-up, about a dozen kitchen catchers were delivered through the collection program, where residents either forgot to remove their catchers or thought that they should go in the Green Bin with use.

Figure 6. Image of a delivered load to the FWO-Transfer Station that was audited by Authority staff.



Further, as with any curbside collection program, usage varies by the season, and it was captured that exceptionally high contamination was found in loads delivered by City trucks the first few weeks after the December holidays. This may be attributable to City residents adjusting to the new garbage collection program over the holidays, as this level of contamination was not witnessed with County trucks. It is also not uncommon to see higher contamination levels after the December holiday in a waste diversion collection program. For example, when the Authority administered the Blue Box program, contamination was notably higher after the December holidays in this program. Once two collection cycles had passed, contamination dropped to normal levels that were witnessed ahead of the holidays.

Further, across the 22-week period of this new collection program, only 1 truck was heavily contaminated because of motor oil soiling materials, and so it was redirected for disposal. This again reinforces that residents are informed and using the program properly, and that Miller is servicing the program effectively.

### **3. Top Program Issues Identified by Operations**

Authority Administration and its contractors are monitoring use of the Green Bin daily, using various tools and resources that are at their disposal.

While these issues are not prevalent, they are the top issues that have been captured and addressed through communications and feedback at the curb (e.g., OOPS sticker, Gold Star). To support residents in adjusting to the new program, feedback was given right at the start of the Collection Phase, where over 55,000 OOPS stickers had been issued curbside by Miller to homes across the Region.

Furthermore, during the first month of program start-up, Authority staff performed many curbside Gold Star Audits across Phase 1 municipalities to provide more feedback. In total, 466 households were audited, and 366 were issued a Gold Star, reinforcing that issues were not that prevalent and residents were working diligently to use their Green Bin properly. Finally, as a result of this enormous amount of feedback at start-up, the number of issues and inquiries from residents (e.g., calls, portal) has decreased tremendously over the first five months, which will be captured in the CSR section below.

Figure 7. Original Green Bin Program’s Gold Star and OOPS Stickers.



Below are the top issues that have been identified by either Miller or Authority staff at the FWO-Transfer Station during the Collection Stage:

i. Green Bin Set-out Non-compliance

Miller and Authority audits found that there were significant households, especially in the first 10 weeks, that were not following the Park-Point-Space (PPS) protocol for set-out, which made it challenging for them to service the Green Bin. When the Green Bin is not set out using PPS, the driver must get out of their vehicle to correct the position of the Green

Bin so that the automated arm can access it. Specifically, the 'Point' was not being followed as residents were accustomed to set out practices that support manual collection, thereby causing improper set out of the Green Bin. For automated collection, wheels need to be closest to the home, which means arrows on the lid should POINT to the street. "Space" around the Green Bin was also identified as an issue, especially in municipalities where multiple waste programs are set out on the same day.

ii. Container Contamination

Food-filled containers have been identified as one of the leading contaminants found in the Green Bin. What was captured was that residents were putting expired or unwanted containers of food into the Green Bin, instead of just putting the food contents into the bin.

While the Green Bin Program does accept paper compostable containers, it does not accept plastic compostable containers, which were also identified as a top contaminant in the Green Bin.

iii. Bag Contamination

While the Green Bin accepts compostable bags that are BPI/BNQ certified and paper bags, it does not accept plastic bags, cloth bags, etc. Bag contamination is another prevalent issue found in collected material.

#### **4. EWSWA Request & Repair (R&R) Green Bin Program**

This new service program was created to ensure that residents have access to a Green Bin that supports them in diverting food waste with automated collection. Therefore, if a Green Bin goes missing, needs a repair, or if there is a new build that is eligible and needs a Green Bin to participate, a homeowner can use this program for support.

i. Delivery Stage (July 20, 2025 to October 18, 2025)

During this 13-week stage, where over 119,000 Green Bins were distributed, 362 repair requests were submitted through the R&R program and were resolved ahead of collection. Of these, the vast majority (94%) were due to the lid not sitting tight to the body. This issue also contributed to issues with locks not seating as a result of the lid not sitting flush with the body. Many resolved through natural settling in with summer temperatures, but some required a repair. The balance of issues reported during this stage were more specific to wheels not being

installed properly or issues with the lower lock that is situated on the body of the Green Bin.

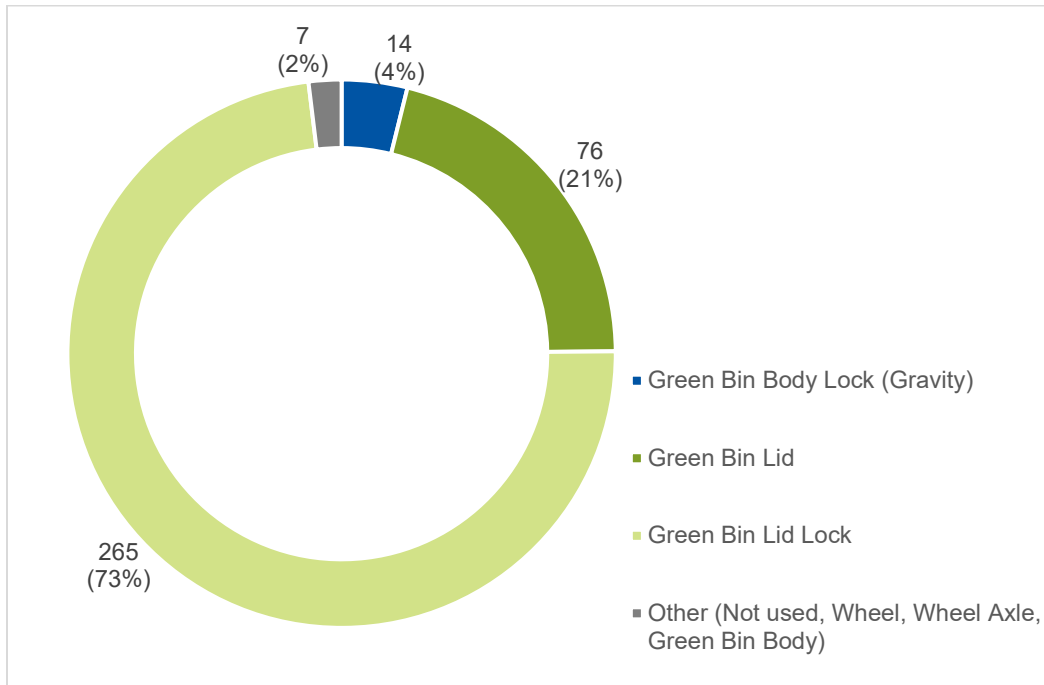


Figure 8. Repair and Requests (R&R) during the Delivery Stage across the Region.

ii. Collection Stage (October 20, 2025, to March 20, 2026)

Over the 22-week period, during which over 119,000 households have access to the R&R Program weekly, only 934 repair requests were reported. According to the manufacturer, this is exceptionally low for a launch of this magnitude.

The top three issues reported account for 95.5% of requests submitted: Green Bin Lid (375 requests), Wheel (334 requests), and Green Bin Lid Lock (183 requests) issues. Specifically, many of the lock and lid issues were a carryover from the Delivery Stage, which residents were not aware of until they started using the program. However, wheel issues during this stage became more prevalent in this stage, where many were not installed properly at delivery and in a few cases, some were broken during service and needed replacement. The remainder of the issues were exceptionally rare, such as issues with the rod in the handle, the body of the Green Bin, and the replacement of the Green Bin (stolen, lost in the hopper, etc.). Further, it is important to capture that while Miller drivers' services near a thousand homes a day, during start-up,

especially, there were incidents where Green Bins were damaged, but were immediately replaced.

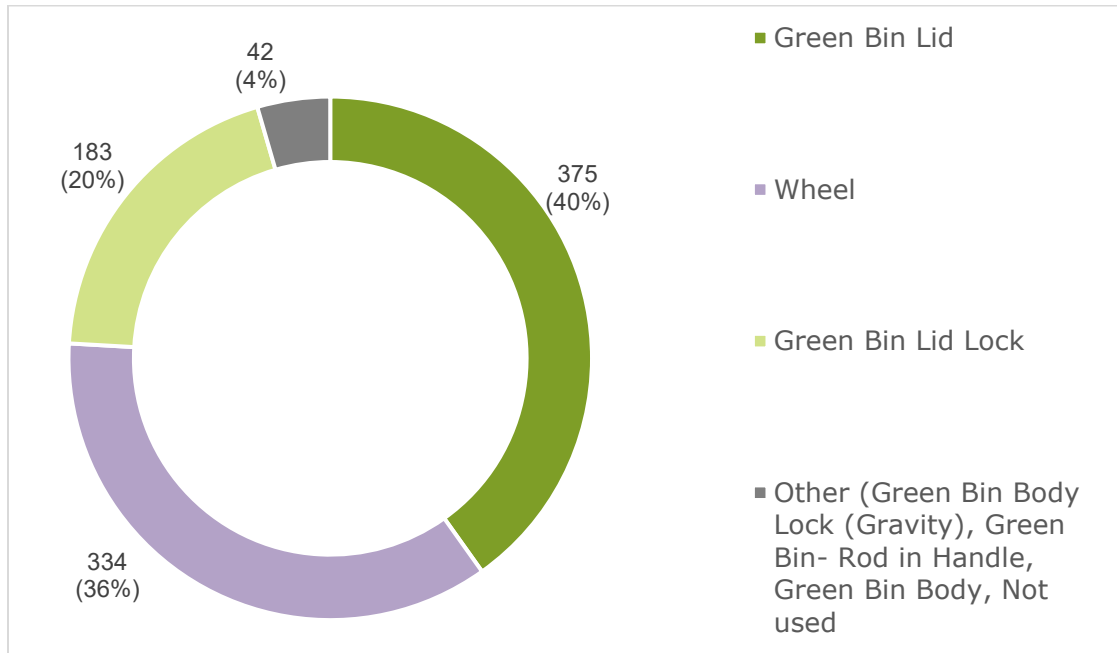


Figure 9. Repair and Requests (R&R) supported during the Collection Stage across the Region.

### 5. Customer Service Request (CSR) Support

To support residents through the unique challenges and communications around both the Delivery and Collection Stages, the Authority created a CSR Team. To improve customer service and support for this regional program, the Authority launched a new online portal so that it could better report and track program issues, as well as improve the resident experience.

Moreover, with the planning of this launch, the Authority and the City both agreed that it was appropriate for the Authority to lead all customer support during the Delivery Phase, as the Authority administered this contract. Therefore, communications directed residents from both the City and the County to the Authority for support during this stage.

During the Collection Stage, as the City oversees its own collection contract, communication directed City residents to the City (311) for support. County residents were directed to the Authority for support during this stage. Due to the City and the Authority each providing customer support during the Collection Stage, data in this section, at times, will be shared separately, even

though common program information and support were relayed to residents. Finally, to be consistent in relaying data in this section, the Collection Stage data shared was from October 20, 2025, to March 11, 2026 (21 weeks).

i. Delivery Stage

Figure 10 captures that there was almost an even split of inquiries that the Authority received from both City and County residents during the Delivery Stage. This data reinforces that the communication published by the Authority was effective in connecting residents for both the City and the County. In total, 2,432 inquiries were received by Authority staff through mainly its hotline (1-800-563-3377), and some inquiries were submitted through the new Citywide portal on [www.ewswa.org](http://www.ewswa.org).

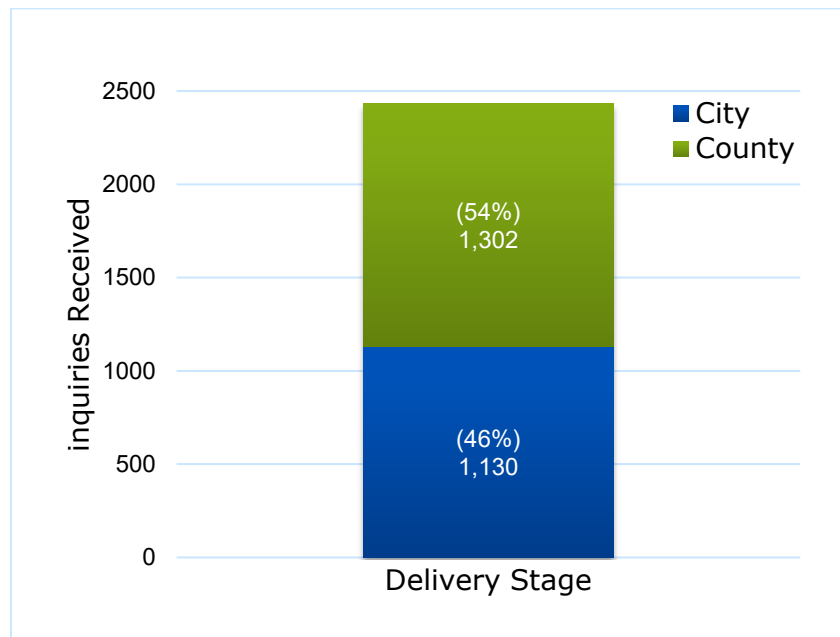


Figure 10. Number of inquiries received by the Authority during the Delivery Stage totalled 2,432, which included residents from both the City (1,130) and County (1,302).

ii. Collection Stage (21 weeks)

During these 21 weeks, 2,501 requests came through to the Authority, where only 315 were from City residents who were redirected to the City where appropriate (e.g., collection or Green Bin issue). The City’s 311 for this timeframe documented that 3,568 inquiries related to the Green Bin Program were received. Finally, it is important to note that approximately

half of the City inquiries received by the Authority happened during Weeks 1 and 2. Over the last 10 weeks of this stage, fewer than 10 calls per week were received from City residents, reinforcing that communications are effectively connecting residents to support.

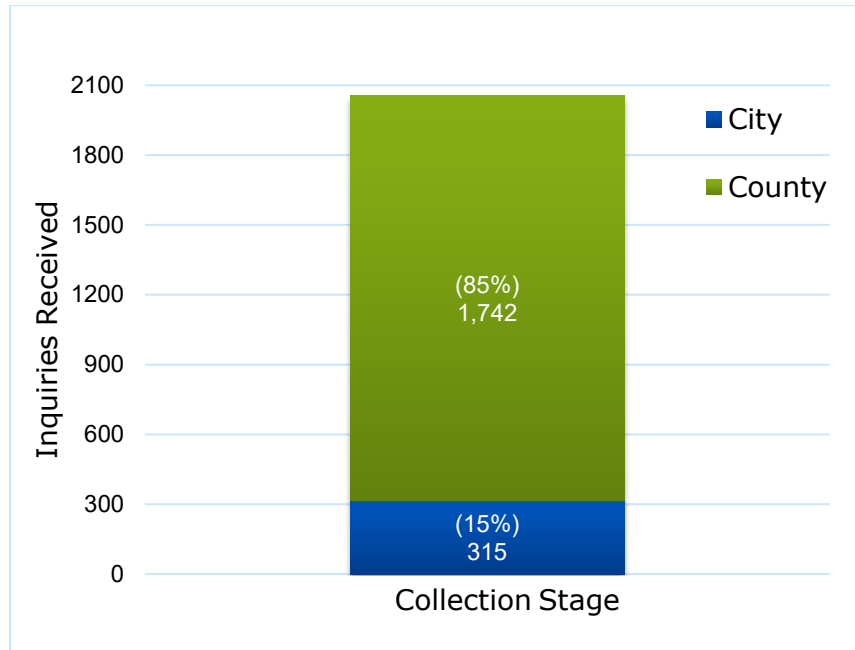


Figure 11. Number of inquiries received by the Authority during the Collection Stage totalled 2,501 which were mainly County residents (1,742), as City residents contacted the City directly for support.

As shared in Figure 12, inquiries received by the Authority and the City (311) have declined tremendously (approximately 80%) since the Start-up (Weeks 1-5). This is typical of a start-up, confirming that residents and contractors have settled into the program, especially when program usage reports are also positive (low contamination).

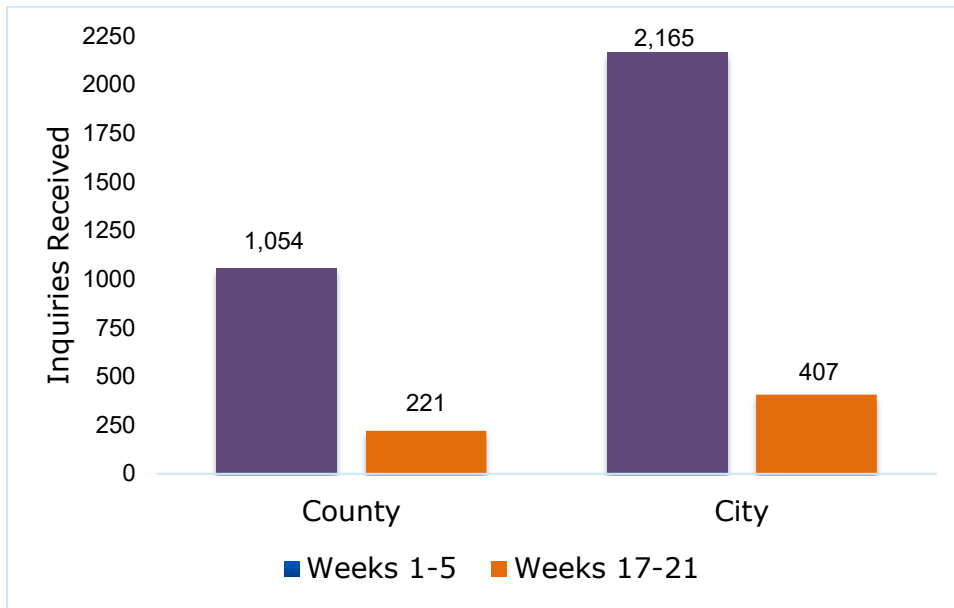


Figure 12. Inquiry comparison between the first 5 weeks (Start-up) and the last 5 weeks (Week 17-21).

During the 5-month timeframe, top inquiries received by the Authority were on the R&R Program (581 requests - included above), collection issues (503 requests), program questions (349 requests), and new address requests for a Green Bin (206 requests).

The Authority would also like to acknowledge that Miller and its staff took appropriate precautions to minimize spill/property damage occurrence during the 21 weeks, and as such, there were minimal incidents. Of the handful reported, many were minimal property damage (collector truck tracks on grass), where Miller, weather permitting, was quick to resolve.

#### Top Collection Issues – County (October 21, 2025 to March 11, 2026)

Moreover, Figure 13 relays that collection issues reported to the Authority for the County program were mainly around missed collections (82%). This was also confirmed as a top issue by the City. This is a result of not setting out ahead of 6:00 am on their collection day, setting out on the wrong day, contractor error, etc. Resident use of the program, where some received an OOPS sticker, and others did not (10%), and contractor collection issues (8%) made up the balance. Collector issues were mainly a result of partial emptying of bins (31 reported) and loss of Green Bin into the hopper (4 reported).

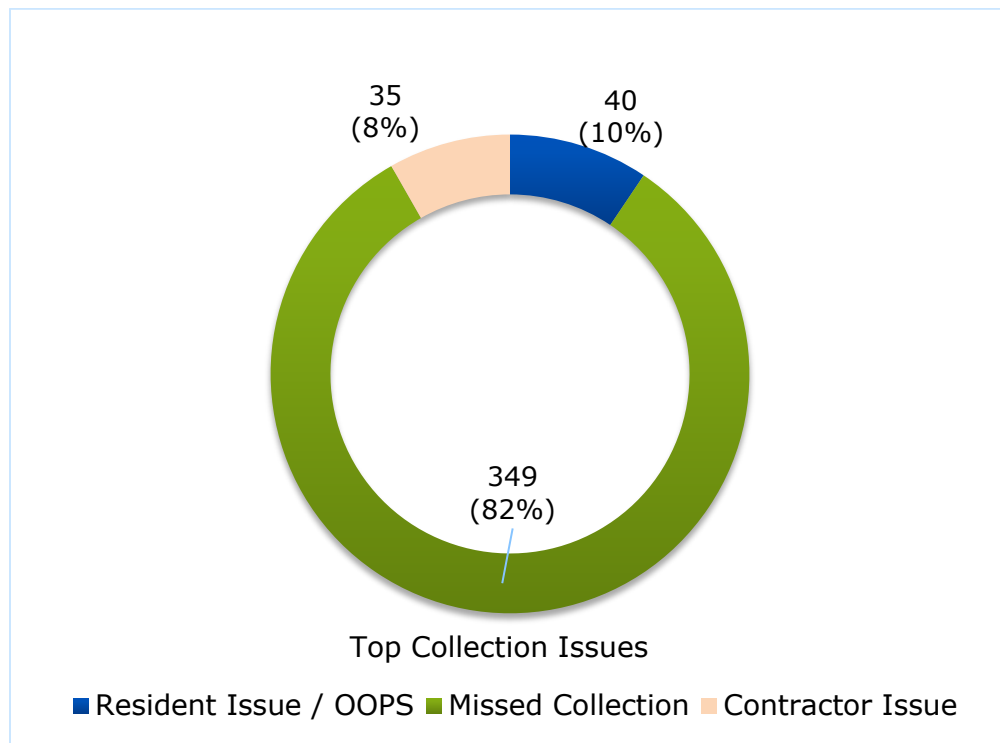


Figure 13. Top collection issues reported to the Authority for the 21 weeks of the Collection Stage.

Furthermore, as captured in Figure 14, weekly missed collection issues dropped off significantly after Start-up (first 5 weeks) in both the City and the County. This may be attributable to both the resident and Miller settling into this new program. It's important to acknowledge that high communication between Miller and the resident, as well as Miller and the Authority/City, was instrumental in supporting the reduction in missed collections. Some examples of key communication strategies used were leaving OOPS stickers and Gold Stars at the Green Bin, which provides immediate feedback to the resident, as well as the tracking and addressing of daily issues by both Miller and the Authority/City.

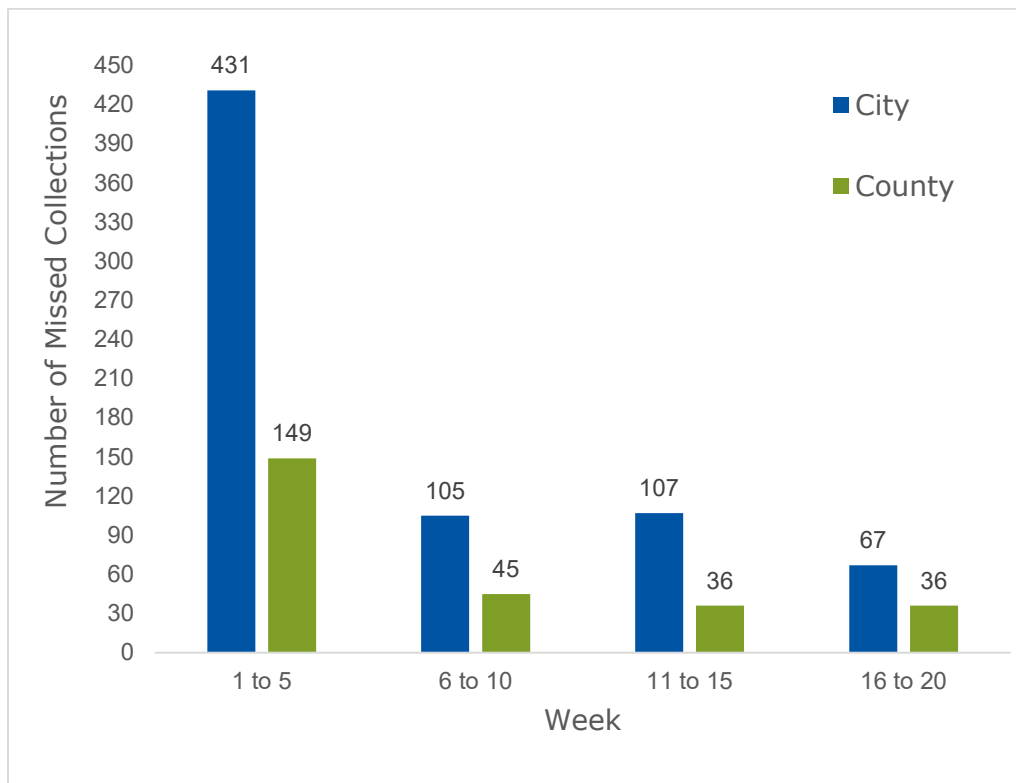


Figure 14. Weekly missed collections reported over the first 20 weeks.

Top program questions brought to the Authority’s CSR Team were on the acceptable materials list (32%), collection day schedule (18%), and questions around lining the Green Bin and bags (15%). Further, program questions received for both the City (311) and the County (Authority) programming have decreased over the 20 weeks. Many approaches were taken to address the high intake of questions during the Start-up and the Collection Stage, which may have also contributed to the significant decrease. Strategic content creation and publication to address new questions, ongoing review and monitoring of CSR and Miller data, etc., are some of the strategies that were used to provide more clarity.

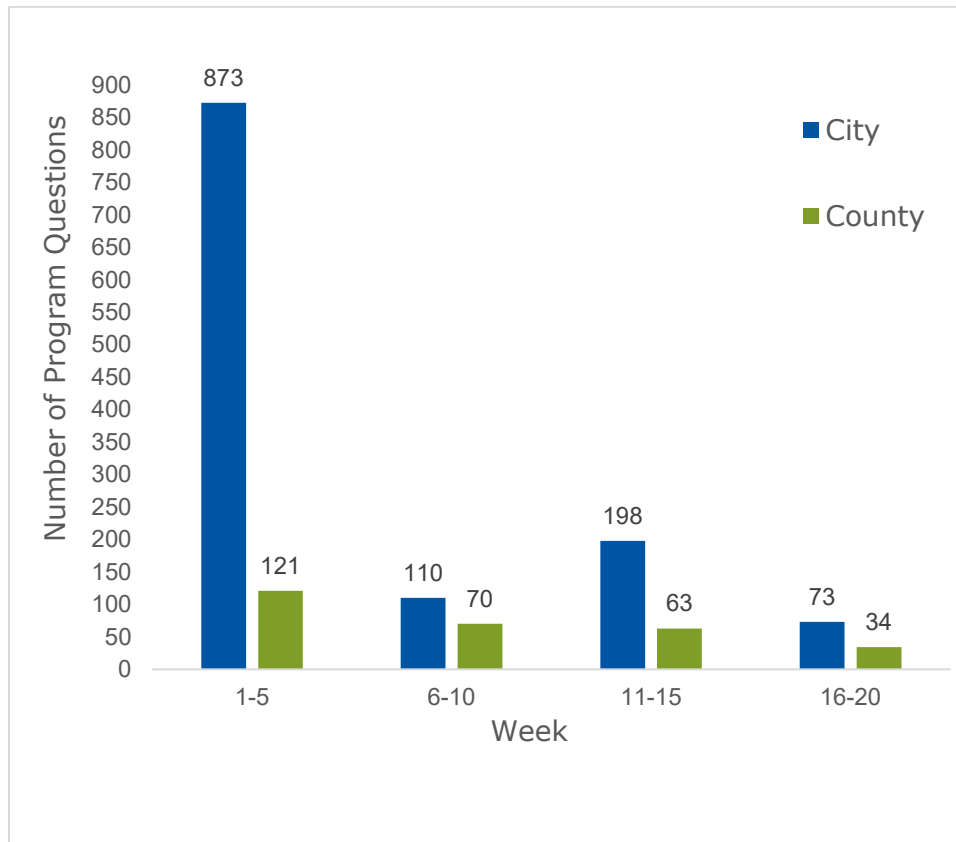


Figure 15. Program question trends by week for both the City (311) and the County (Authority) programming.

## NEXT STEPS

This preliminary data will continue to help guide operations and the Promotion & Education (P&E) Plans to support Phase 1 participants. Learnings from the Phase 1 launch will also help to inform the 2026 launch for Phase 2 municipalities.

As relayed throughout the report, communication is key to the success of this program. As such, it will continue to be a priority to communicate with the resident at the curb (Miller) through the compliance program (OOPS and Gold Star). CSR programming (311 and the Authority) will continue to offer support to residents as issues or questions arise, and/or as Green Bin maintenance or support is needed.

Operationally, ongoing daily communication and monitoring of the program will continue between Miller and the Authority/City for the collection program. Similarly, the Authority will continue to work closely with its other contractors: IPL for the Repair & Request Program, Seacliff for the processing, etc., to ensure the program continues to run effectively.

P&E programming will continue to offer support to current users, as well as attempt to attract new users to the program through the implementation of the 2026 Green Bin Program: P&E Plan.

Finally, Authority Administration will work to provide a 1-year update on the Green Bin Program, sharing how actuals match the Green Bin Plan that was forecasted for Phase 1 municipalities.

### **Financial Implications**

There are no direct or immediate financial implications associated with this report, as the cost to operate and promote the Green Bin Program was included in both the 2025 and 2026 Operational Plan and Budget.

### **Recommendation**

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

**That** the Board *direct* Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk’s Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

### **Submitted By**



Catharine Copot-Nepszy, Manager of Waste Diversion



## **Essex-Windsor Solid Waste Authority Administrative Report**

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority

**From:** Catharine Copot-Nepszy, Manager of Waste Diversion

**Meeting Date:** Wednesday, April 15, 2026

**Subject:** 2025 Residential Waste Diversion Report

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### **Purpose**

To present a summary of key findings included in the 2025 Residential Waste Diversion Report (attached separately).

### **Background**

Each year, the Authority prepares a Residential Waste Diversion Report that outlines the various waste diversion programs and the resulting residential waste diversion rate. This report satisfies Condition 5.2 of the Environmental Assessment Approval for the Essex-Windsor Regional Landfill and supports the Authority by providing ongoing insight into the performance and effectiveness of its waste diversion initiatives.

A reminder that as part of the implementation of Ontario Regulation 391/21, the Blue Box program transitioned to Extended Producer Responsibility (EPR) on August 28, 2024. This transition shifted responsibility for managing the Blue Box program from municipalities to producers, marking a notable change in how diversion data is reported. Circular Materials has indicated that the sharing of Blue Box program data is not a regulatory obligation under the current framework. To address this, Authority Administration will continue to hold the values captured in the 2024 report constant until this data becomes available, which will also support regional growth and blue box material expansion.

The new Green Bin Program launched during the week of October 21, 2025, therefore, this report includes new diversion data for the 11-week period that this program operated. The report also captures other measurables specific to the

Green Bin program, such as the number of Green Bin cart kits that were delivered to households and Promotion and Education (P&E) efforts.

Finally, an additional factor influencing this report is the City of Windsor's (City) service level change to a biweekly residential curbside garbage collection the week of October 20, 2025. This change was implemented for several reasons, including the prioritization of diversion efforts.

## **Discussion**

The following are the key highlights of the 2025 Residential Waste Diversion Report:

- The overall waste diversion rate for 2025 was 34.8%, which is a significant increase compared to 30.6% in 2024. This figure represents the number of residential tonnes diverted from the Landfill versus residential refuse collected at the curb.
- The improvement in the 2025 residential waste diversion rate was the result of both a decrease in residential refuse collected and an increase in the tonnes diverted.
- In 2025, the City moved its residential curbside garbage collection program to biweekly when the new Green Bin Program started on October 20, 2025. The City's garbage frequency change and the launch of the Green Bin Program in Phase 1 municipalities may have influenced the decrease in residential refuse collected curbside.
- The increase in tonnes diverted across the region is attributable to the implementation of the Green Bin Program, which diverted 2,208 tonnes in 2025, as well as an increase in the amount of yard waste delivered region-wide, which rose to 21,522 tonnes in 2025, compared to 18,599 tonnes in 2024. It should be noted that participation in the yard waste program typically fluctuates from year to year due to factors such as inclement weather conditions.
- The new Green Bin Program diverted 2,208 tonnes of organic material during the 11 weeks it was operational in 2025. To support program implementation and resident participation, the Authority delivered Green Bin cart kits to 116,395 single-family households in 2025. Each kit included a Green Bin, a kitchen catcher, and educational resources designed to help residents get off to a strong start with the program.

- The intake of other recyclables, including white goods, used tires, metal, bikes, election signs, pallets, shingles/road base, textiles, plastic flowerpots, Authority program containers (e.g., blue boxes, composters), and electronics, was slightly lower in 2025 (6,508 tonnes) compared to 2024 (6,658 tonnes).
- As noted earlier, total inbound residential organics, also known as leaf and yard waste, increased significantly in 2025. Increases from both the municipal and residential delivered yard waste were noted in 2025 and may have resulted from inclement weather experienced in the region. Further, Garden Gold Compost sales in 2025 reached \$219,961. Program sales include commercial bulk sales, residentially delivered bulk compost, bag-your-own compost, and prepackaged compost.
- In 2025, the Authority heavily promoted the Recycle Coach App to better reach residents on critical Green Bin launch items such as delivery, start date, delays, etc. As a result, Total Users increased in 2025 to 37,598 (27,020 users in 2024), which is one of the largest increases in program history. Similarly, increases across many functions that are available through this App were found. For example, the Authority relied on the "Reminder" function to inform residents when Green Bin Delivery was occurring in their zone or municipality, as well as a message to start using their Green Bin, as collection is beginning. The "Notification" function decreased as the Authority no longer administers the recycling program and therefore did not need to communicate delays or transition information. Finally, because of the new Green Bin Program, there was heightened activity around "Material Searches" and both "Page Views" and "Calendar Views" in 2025.
- While the Authority did administer its regular P&E program for standard Authority programs and activities, it is important to highlight Administration's efforts to promote the safe recycling of Hazardous and Special Products (HSP) such as lithium-ion batteries through a media event with Windsor Fire in fall 2025.
- Furthermore, the Authority implemented the new 2025 Green Bin P&E plan that supported both Phase 1 and Phase 2 municipalities. This comprehensive outreach campaign leveraged great municipal partnerships to reach residents through many unique forms of communication so that residents were informed, engaged and connected. Table 11 of the report details the 2025 media, activities and results achieved by the Authority and its municipal partners. Many thousands of residents connected through these efforts via local events, Green Team

pop-ups at municipal facilities, local library programming, media, displays (bus wraps, billboards, etc.), resources and publications, social media, and other various communication strategies.

- Finally, 793 visitors used the Reuse Centre to take free Hazardous and Special Products (HSPs) in 2025. These visitors walked away with 28,471 products or 44,952 kg of paint and miscellaneous materials. The HSP program diversion slightly decreased in 2025 (598 tonnes) as compared to 2024 (602 tonnes).

### **Financial Implications**

There are no financial implications of this report.

### **Recommendation**

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

### **Submitted By**



Catharine Copot-Nepszy, Manager of Waste Diversion

Attachment:

- 2025 Essex-Windsor Residential Waste Diversion Annual Report (separate cover)



## **Essex-Windsor Solid Waste Authority Administrative Report**

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority

**From:** Catharine Copot-Nepszy, Manager of Waste Diversion

**Meeting Date:** Wednesday, April 15, 2026

**Subject:** 2026 Green Bin Program: Promotion & Education (P&E) Update

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### **Purpose**

The purpose of this report is to provide the Authority Board with an update on the Promotion and Education (P&E) Program Plan and that the Board direct Authority Administration to share a Green Bin Program: Campaign Summary, where applicable, with the Clerk's Department of the City of Windsor (City), the County of Essex (County) and seven (7) County Municipalities.

### **Background**

Authority Administration has been sharing regular updates at Authority Board meetings and monthly Municipal Working Group meetings that consist of administrators from the City, the County and the seven (7) County Municipalities throughout the launch of this program in 2025. Administration has been working closely with communication contacts from each municipality to enhance residential reach through municipal forums.

As shared at the most recent Authority Board meeting, to ensure municipalities are informed and up to date on the latest Green Bin Program information, Authority Administration has created a Campaign Summary to align with each milestone as prescribed in the Green Bin Program P&E Plan. This summary will be shared with the Authority Board and then sent through to the Clerk's Department of the City of Windsor (City), the County of Essex (County) and seven (7) County Municipalities so that its municipal partners are well informed.

## Discussion

As spring is the perfect time to engage residents, **Campaign 2A: Grow Green with Us** (for Phase 1 municipalities) and **Campaign 2B: Debunking Myths** (for Phase 2 municipalities) begin! These campaigns will run from mid-April to September. Specifically, it will share key program messaging to encourage new joiners to the program.

To ensure this messaging is consistent across the region, it will be published to municipal partners and stakeholders through the Green Bin Program: Campaign Summary that is attached to this report.

## Financial Implications

There are no direct or immediate financial implications associated with this report, as the cost to develop and roll out this P&E Plan for the Green Bin Program was included in the 2026 Operational Plan and Budget.

## Recommendation

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

**That** the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

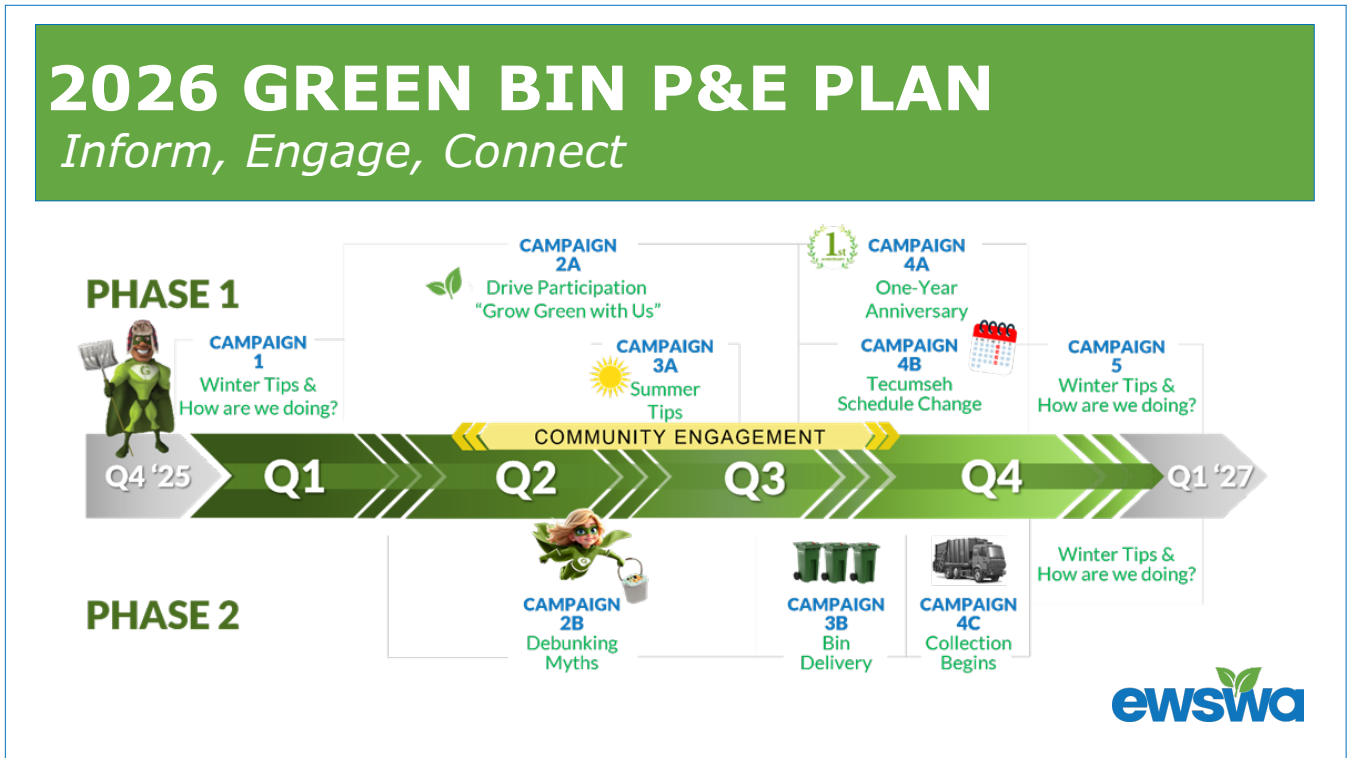
## Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion

Attachment: Green Bin Program: Campaign 2A and 2B Summary – Grow Green with Us!

**Figure 1.** Graphic display of the campaigns scheduled for the 2026 Green Bin Program.



## **Green Bin Program**

### **Campaign Summary: Grow Green with the Green Bin!**

April 15, 2026

The Essex-Windsor Solid Waste Authority (EWSWA) is excited to share that Campaigns 2A and 2B for the 2026 Green Bin Program are live. Key messages for 2026 will be promoted through digital ad campaigns, radio, scheduled programs, the 2026 Earth Day event, etc. The goal of these campaigns is to continue to create dialogue and engagement in the community, so that residents will put food waste where it belongs - in the Green Bin. These campaigns will work to inform and engage Phase 2 residents from Amherstburg, Kingsville, and Leamington who join this regional collection program in November. Campaign 2A was created for current Phase 1 users and, of course, to attract new joiners who are welcome to start the program at any time.

This new Green Bin Program is one of the best recycling loops – where collected food waste will be turned into fertilizer for farmers’ crops, which in turn will create more food. This loop is the perfect way for this Region to respect, preserve and celebrate the agriculturally rich lands that serve us. To date, over 5,000 tonnes of food waste have been diverted from our local landfill through the commitment of residents to use their Green Bin for food waste – a “High 5” to everyone who helped divert these 5,000 tonnes!

The EWSWA invites everyone to channel their inner superhero and use their superpowers to choose to *“Grow Green with the Green Bin”*. Below are sample ads for municipalities to share through their communications, such as digital displays, newsletters, or simply internally with staff. New messaging for Campaign 3A, *“Summer Tips”*, will be published in June.

If you need assistance with formatting, please reach out directly to the EWSWA’s Communications Coordinator, Karen Markovich-Bailey - [KMBailey@ewswa.org](mailto:KMBailey@ewswa.org).

**2026 EWSWA GREEN BIN P&E PROGRAM**  
**PHASE 1- CAMPAIGN 2A - Messages to Drive Usage & Adoption**



**It's a Win-Win!**

A small change can make a big difference. By putting your food waste in the Green Bin, you're transforming a valuable resource into renewable energy and fertilizer for next year's crops.

Join Essex-Windsor in reducing the amount of waste that ends up in our landfill. This simple effort will help make our landfill last longer and delay the large cost of siting and building a new landfill.

It takes a small change to make a BIG difference. Food waste is too good to waste! Green Bin it!



**Food Waste Is Too Good to Waste**

Anyone can be a Green Superhero! By putting your food waste in the Green Bin, you're transforming valuable resources into renewable energy and fertilizer for next year's crops.

Join Essex-Windsor in reducing the amount of waste that ends up in our landfill. This simple effort will help make our landfill last longer and delay the large cost of siting and building a new landfill.

Make a small change to make a BIG IMPACT.

Try it - Green Bin your food waste!



**👏 You CAN make a difference!**

We all know that a little change can make a BIG difference. By putting your food waste in the Green Bin, you're transforming valuable resources into renewable energy and fertilizer for next year's crops.

Join Essex-Windsor in reducing the amount of waste that ends up in our landfill. This simple effort will help make our landfill last longer and delay the large cost of siting and building a new landfill.

So, make a small change by using the Green Bin – and make a BIG IMPACT!



**Food Waste Is Too Good To Waste**

Everyone has superpowers, even if you haven't found them all yet! 😊 By putting your food waste in the Green Bin, you're transforming valuable resources into renewable energy and fertilizer for next year's crops.

Join Essex-Windsor in reducing the amount of waste that ends up in our landfill. This simple effort will help make our landfill last longer and delay the large cost of siting and building a new landfill.

Use your superpowers to make a BIG IMPACT. Green Bin your food waste.



**Your Bin - Your Impact – Our Landfill**

The Essex-Windsor Regional Landfill is a remarkable and rare asset. Join Essex-Windsor in reducing the amount of waste that ends up in our landfill.

By using the Green Bin, you help make our landfill last longer and delay the large cost of siting and building a new landfill. Imagine the impact, if everyone cut their garbage in half by putting their food waste in the Green Bin!

Be mindful and Green Bin your food waste. It is too good to waste.

“



**Get with it! Green Bin It!**

The Essex-Windsor Regional Landfill is a remarkable and rare asset. Join Essex-Windsor in reducing the amount of waste that ends up in our landfill.

By using the Green Bin, you help make our landfill last longer and delay the large cost of siting and building a new landfill. Imagine the impact, if everyone cut their garbage in half by putting their food waste in the Green Bin!

When it comes to putting things in our landfill, less is more. Make an impact – Green Bin your food waste.



**Use the Green Bin and cut your garbage in half.**

The Essex-Windsor Regional Landfill is a remarkable and rare asset. Join Essex-Windsor in reducing the amount of waste that ends up in our landfill.

By using the Green Bin, you help make our landfill last longer and delay the large cost of siting and building a new landfill. Imagine the impact, if everyone cut their garbage in half by putting their food waste in the Green Bin!

When it comes to putting things in our landfill, less is more. Make an impact. Green Bin your food waste.



**Using the Green Bin for your food waste is easier than you might think.**

Change can be daunting - but once you do it, it becomes routine and easy. It's like that with the Green Bin; it's just using the other bin!

You're already putting food waste out in a bin for collection, instead, try putting it in the Green Bin.

Many have made the switch, and so can you.

Three simple steps – one big impact! It's that easy.



**Everyone can make a difference.**

It is amazing what can be accomplished if everyone does their own little part.

By simply making the CHOICE to put food waste in the GREEN BIN (not the garbage), YOU CAN HAVE A BIG IMPACT.

Your efforts can create a greener region and extend the life of our landfill. In turn, it will help to avoid the incredibly large costs of siting and building a new one. Something that would have a large financial impact on us all.

Join the movement with a simple choice and see what the Power of One can do!

## 2026 EWSWA GREEN BIN P&E PROGRAM PHASE 2 - CAMPAIGN 2B – Debunking Myths



### **Grow Green With Us! Use the Green Bin & Grow the Region Greener.**

Putting food waste and organics in the Green Bin instead of the garbage helps the environment, extends the Essex-Windsor Regional Landfill, and promotes a circular economy. Food waste is a valuable resource that can create renewable energy and fertilize next year's crops.

Weekly Green Bin collection starts this fall. We are one step closer towards a greener Essex-Windsor. Find out how you can Grow Green by using the Green Bin this fall at [www.ewswa.org](http://www.ewswa.org)

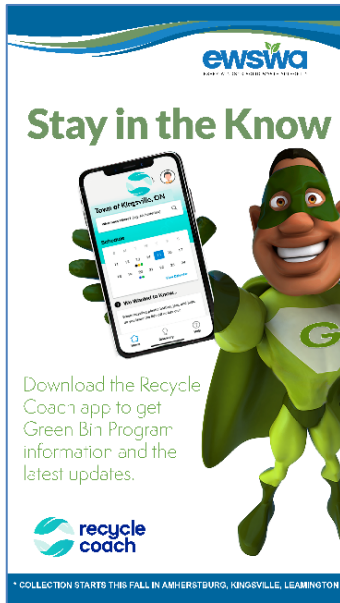


### **Its bin proven! Using the Green Bin is the right thing to do.**

When you use the Green Bin to keep food waste and organics out of the landfill, you help make the region greener by capturing valuable resources. Other municipalities in Ontario have been successful with their Green Bin programs too.

Using the Green Bin will extend the lifespan of our only landfill, avoiding the high costs of siting a new one and maintaining the closed one!

Visit [www.ewswa.org](http://www.ewswa.org) to learn more about how you can help Essex-Windsor do the same with the new Green Bin Program.



**Download Recycle Coach and stay in the know!**

Know when your new Green Bin and Starter Kit will be delivered to your home with a simple download of the **Recycle Coach App** (available for both iOS and Android).

With Recycle Coach, you'll get your weekly Green Bin collection schedule, as well as all other residential curbside collection schedules. You'll also be notified of any program changes as they occur, - right at your fingertips. You can also find the latest information daily at [www.ewswa.org](http://www.ewswa.org).



**Phase 2 residents will be receiving their own new Green Bin Kit this September or October.**

You don't need to do or buy a bin to get started in the Green Bin Program - one will be delivered to your home. Between September and October, all single-family households (6 units or less) in Amherstburg, Kingsville and Leamington will receive a Green Bin Kit.

The Kit includes a Green Bin, a Kitchen Catcher and a Starter Kit with a compostable liner bag, a coupon for more compostable bags, and a "How-To Guide" to get you started. For tips on how you can get ready to put your food waste in the right place - the Green Bin! - visit [www.ewswa.org](http://www.ewswa.org)



**Using the Green Bin is easier than you might think.**

Food waste is too good to waste and managing your food waste is easier than you might think. In fact, it's not much different than what you are doing now.

Instead of throwing your food waste in the garbage, put it in your new Kitchen Catcher using a compostable bag, then simply "Green Bin It"!

For tips on how to easily manage your food waste and organics, follow us on our socials or visit [www.ewswa.org](http://www.ewswa.org)



**Become a Green Superhero by getting your Green on!**

Introducing the EWSWA Green Team! They're here to help you get ready for your new Green Bin Program. You'll see the Green Team at events, on our website, and on EWSWA social media channels and promotional materials.

You too can be a Green Superhero by putting food waste in the right place – *in the Green Bin, not the garbage!*

Grow green and be part of the team! Follow us on Facebook or Instagram, or visit [www.ewswa.org](http://www.ewswa.org) to see when the Green Team is coming to your community.



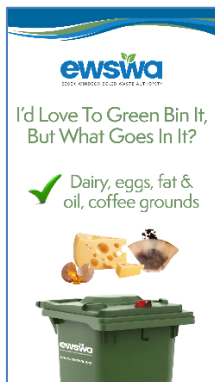
## I'd love to Green Bin it ... but what goes in it?

Food waste and organic materials can go in the Green Bin. That includes food-soiled paper products such as cardboard egg cartons, paper napkins, paper towels & tissues, paper plates, cups, muffin wrappers, etc.

What **CAN'T** go in the Bin? Plastics (including plastic bags), glass, cans and metals, pet waste, diapers - and most notably, **yard waste** (leaves, twigs and other outdoor materials). There will continue to be special collection days for yard waste; refer to Recycle Coach or your collection calendar.

For a full list of acceptable Green Bin materials, visit our website at [www.ewswa.org](http://www.ewswa.org)

Additional carousel images:





## **Essex-Windsor Solid Waste Authority Administrative Report**

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority

**From:** Michelle Bishop, General Manager

**Meeting Date:** Wednesday, April 15, 2026

**Subject:** Transit Windsor Garage Expansion Correspondence

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### **Purpose**

The purpose of this report is to provide the Board with additional background and context regarding the correspondence from the City of Windsor (the City) related to the Transit Windsor Garage Expansion, which was previously distributed to all Board members by email.

This report explains the nature and history of the City's site access request, clarifies why the Authority has been formally drawn into the Transit Windsor Garage Expansion project at this stage.

### **Background**

The Authority shares a property boundary with the City's Transit Windsor Garage at 3700 North Service Road. Over the past two years, the City has been advancing plans to expand and modernize the Transit Windsor Garage to meet operational requirements.

The property the City is requesting access to, commonly referred to as the Toldo property, was purchased in 1992 for the purposes of Authority operations. While the land is legally held in the name of the City of Windsor, this arrangement reflects the governance structure and the fact that the Authority is not a legal corporation and therefore cannot hold title to land.

The full financial consideration for the purchase was paid by the Authority, operating at that time as the Essex-Windsor Waste Management Committee (EWWMC), following formal resolutions by both City Council and County of Essex Council, with Essex County Council specifically directing the City to purchase the

property on EWWMC's behalf. As such, although the title rests with the City, the land was acquired specifically to support operations of the EWWMC. This historical context is important when considering both temporary access requests and any longer-term land use impacts associated with the Transit Windsor expansion, should it come up in the future.

## **Discussion**

Authority Administration has been generally aware since late 2022 of the City's intention to expand or renovate the Transit Windsor Garage. Informal and formal discussions have taken place with City staff regarding the scope of the project and potential impacts on Authority operations, particularly the Yard Waste (YW) pad and Public Drop-Off (PDO) areas.

In December 2023, the City's previous Manager of Environmental Services advised Authority Administration that the City intended to issue an RFP that included expanding the facility and the potential need to encroach on a strip of land between the Transit property and the road around the PDO property.

She noted that she had raised concerns with the former City Engineer, Mark Winterton, about the Transit expansion, stressing that, depending on the scope of the project, it must include a displacement plan for the YW pad/PDO due to its heavy use by residents. She reiterated that she had communicated that any expansion must also involve developing City-owned lands east of the site, which would offset the space Transit wanted to take from the YW pad.

On February 6, 2024, the General Manager received a letter from Mr. Winterton, notifying her of the commencement of the Transit Windsor Garage Expansion project.

The letter outlined anticipated next steps for a proposed facility expansion, including the planned release of a design RFP in the first quarter of 2024, followed by a construction tender and an original construction start target of early 2025. It noted the potential incorporation of portions of the PDO and YW pad into the expanded Transit Windsor facility, while acknowledging that the Authority was separately reviewing future use of the Material Recovery Facilities (MRFs) in light of the End Producer Responsibility transition of the blue box program. The correspondence suggested that the Authority consider repurposing the Container MRF for PDO operations if the YW pad were affected. The letter reaffirmed the City's commitment to continued collaboration with the Authority and clarified that the letter was provided for information only and did not seek approvals or access at that time.

A multi-stakeholder meeting was held on February 29, 2024, at which Authority Administration reiterated that:

- Any encroachment on Authority lands must include a displacement plan for YW and PDO operations;
- Capacity and accessibility for residents must be preserved; and
- Development of the City-owned lands east of the site was critical and not sufficiently reflected in the City's draft RFP scope.

Administration also requested ongoing inclusion in all planning, design, and procurement discussions related to the project. These matters were briefly referenced in the April 4, 2024, Board report related to the request for approval for the Fibre MRF to be retrofitted into the new Source-Separated Organics Transfer Station.

In April, 2025, Authority and City staff met to review the conceptual design for the Transit expansion. The design included the utilization of a portion of the property at the south of the site for a staff parking area. At that meeting, Authority Administration raised a number of concerns relating to the design.

Further, a separate discussion between the General Manager and the City's Commissioner of Economic Development, Jelena Payne, took place regarding the process that would need to be followed in order to acquire the property, since, although it was in the City's name, the City did not purchase the property.

On March 2, 2026, a letter titled Site Access Request Letter was received from the City's Deputy CAO / Commissioner of Economic Development, Jelena Payne.

Key elements include:

- Confirmation that the Transit Windsor Garage Expansion and renovation project is proceeding, with the construction tender expected to be issued in March 2026.
- Project scope includes expanded bus storage and maintenance, building system upgrades, site servicing, and stormwater improvements.
- Confirmation that all new buildings, parking, and storage additions are fully contained within the Transit Windsor parcel.
- Planned improvements to the existing stormwater swale along the shared property boundary, which cannot be completed entirely from City-owned lands.

- A request for temporary access to a defined portion of EWSWA property, illustrated in the attached site plan dated August 22, 2025.
- Commitments to advance coordination, minimize disruption, and ensure full restoration of affected areas.

Authority Administration is generally satisfied with the clarifications provided in the City's correspondence. A meeting is scheduled for April 16, 2026, to review further the project details, access requirements, PDO operational impact during construction, and outstanding matters, including the status of the stormwater application. An item of concern is the impact that the new design could have on the stormwater management of the site. The Authority applied to the MECP for approval of sewage works on October 3, 2025. Significant modifications could necessitate an amendment to the application package, leading to potential delays in approvals and additional administrative costs.

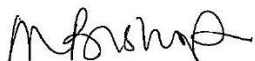
### **Financial Implications**

There are no financial implications associated with the project at this time.

### **Recommendation**

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

### **Submitted By**



Michelle Bishop, General Manager

### **Attachments:**

- Letter dated March 2, 2026 to Michelle Bishop, EWSWA General Manager from Jelena Payne, City of Windsor Deputy CAO/Commissioner, Economic Development Re: Transit Windsor Garage Expansion Project
- Drawing - Transit Windsor Expansion Site Plan

March 2, 2026

*Via email to:*

Michelle Bishop, General Manager  
Essex-Windsor Solid Waste Authority (EWSWA)  
MBishop@ewswa.org

**Re: TRANSIT WINDSOR GARAGE EXPANSION PROJECT**

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Dear Michelle,

The City of Windsor is proceeding with the planned expansion and renovation of the Transit Windsor Garage at 3700 North Service Road, with the construction tender expected to be issued in March 2026. This project includes enlarging and updating both the bus storage and maintenance areas, modernizing building systems, completing site servicing work, and making associated stormwater and site improvements. Most of the planned building updates remain consistent with the early design drawings that we reviewed with you when we met in 2025, and I am pleased to advise that all site related construction infrastructure, such as the staff parking lot and storage bay building addition, have now been fully contained within the Transit Windsor parcel.

Because the Transit Windsor Garage must remain fully operational throughout construction, the City has planned the work in coordinated phases. Design and planning adjustments have been made to maintain this approach wherever possible.

To satisfy stormwater management requirements of both sites, improvements will be made to the existing swale along our shared property boundary. While these improvements will enhance drainage conditions and benefit both properties, they cannot be completed solely from the Transit Windsor parcel. Accordingly, the City and its contractor will require temporary access to a defined portion of the EWSWA site to complete the swale upgrades safely and effectively. The area where access is required is illustrated in the attached site plan and the exact timing of this work will be coordinated as the project approaches its construction start date.

We value our ongoing working relationship with EWSWA and are committed to completing this work with minimal disruption to your operations. Our intention is to work collaboratively, share schedules in advance, and ensure that all access is coordinated, controlled, and fully restored upon completion.

Should you wish to meet to discuss the proposed work area, the timeline, or any other considerations, we would be pleased to do so at your convenience. We look forward to working cooperatively to facilitate this infrastructure improvement.

Thank you for your attention to this matter and for your continued cooperation.

Sincerely,



Jelena Payne  
Deputy CAO / Commissioner, Economic Development

Attachments: TW Garage Site Plan (Dated August 22, 2025)

Cc: Colleen Middaugh, Executive Director of Engineering/Deputy City Engineer  
Marc Di Domenico, Manager, Corporate Projects, Engineering  
Sarah Jaques, Project Administrator, Corporate Projects, Engineering  
Mayor Drew Dilkens, City of Windsor  
Gary Kaschak, Councillor, Ward 8  
Kieran McKenzie, Councillor, Ward 9  
Jim Morrison, Councillor, Ward 10  
Mark McKenzie, Councillor, Ward 4  
Fred Francis, Councillor, Ward 1  
Hilda MacDonald, Warden, County of Essex  
Gary McNamara, Mayor, Town of Tecumseh  
Michael Akpata, Deputy Mayor, Town of LaSalle  
Rob Shepley, Deputy Mayor, Town of Essex  
Kirk Walsteadt, Deputy Mayor, Municipality of Lakeshore

**ZONING CHART - City of Windsor Zoning By-law 8600**

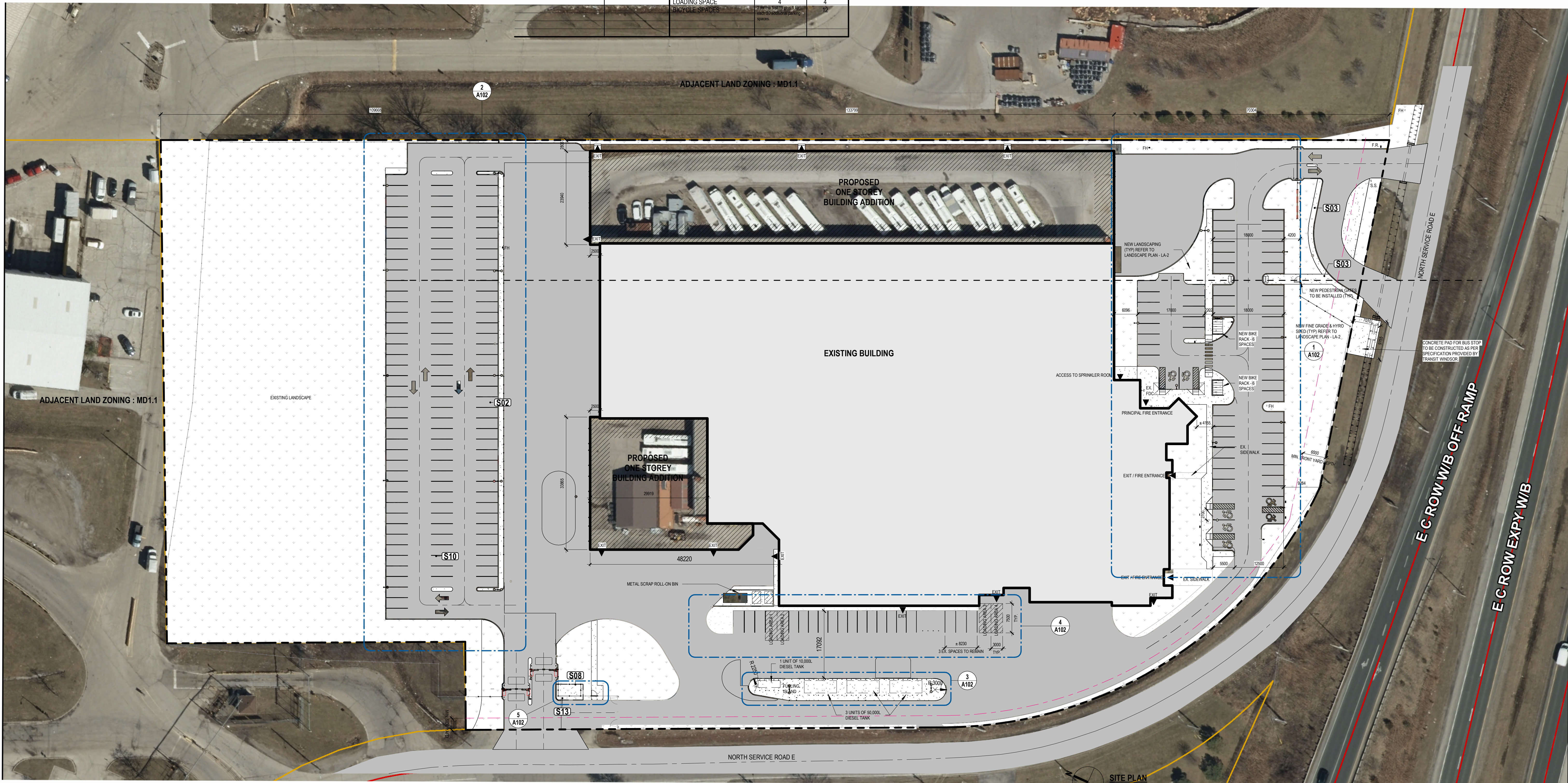
No.	DESCRIPTION	REQUIRED	PROVIDED	BY-LAW REF.	ADDITIONAL NOTES
1.	ZONING CLASSIFICATION	MD1.1	MD1.1	18.1	
2.	PERMITTED USE	TRANSPORT TERMINAL	TRANSPORT TERMINAL	18.1.1	
3.	MINIMUM LOT AREA	N/A	41,792.92m <sup>2</sup> (10.33 acres)	N/A	NOT REQUIRED IN ZONING REG.
4.	MINIMUM LOT FRONTAGE	N/A	N/A	N/A	NOT REQUIRED IN ZONING REG.
5.	SETBACK - FRONT YARD	6.0m (19.68ft)	N/A	18.1.5.5	NO CHANGE TO EXISTING SETBACK
6.	SETBACK - SIDE YARD	N/A	N/A	18.1.5.7 a)	NOT REQUIRED IN ZONING REG.
7.	SETBACK - SIDE YARD (EXTERIOR LOT LINE)	3.0m (9.84ft)	6.0m (19.68ft)	18.1.5.7 b)	
8.	LOT COVERAGE	N/A	31.71%	N/A	NOT REQUIRED IN ZONING REG.
9.	LANDSCAPED AREA	15% OF LOT AREA	22.73%	18.1.5.8	
10.	BUILDING HEIGHT	14.0m (45.93ft)	12.41m (40.72ft)	18.1.5.4	HIGH POINT OF ADMIN. WING ROOF
11.	PARKING SPACE - SIZE	MIN. WIDTH 2.5m (8.2ft) MIN. LENGTH 5.5m (18.0ft)	MIN. WIDTH 2.70m (8.86ft) MIN. LENGTH 5.5m (18.0ft)	24.20.10	
12.	PARKING SPACE - COUNT	SEE PARKING LOT SUMMARY	SEE PARKING LOT SUMMARY		SEE PARKING LOT SUMMARY

**Ai LEGEND - KEYNOTES - SITE**

NO.	DESCRIPTION
S02	NEW CONCRETE CURB ON COMPACTED GRANULAR BASE. REFER TO CIVIL DRAWINGS FOR ADDITIONAL DETAILS.
S03	NEW CONCRETE SLAB, SIDEWALK OR ISLAND ON COMPACTED GRANULAR BASE. REFER TO CIVIL DRAWINGS FOR ADDITIONAL DETAILS.
S08	NEW CHAIN LINK FENCE (2.4m HIGH). REFER TO SITE DETAILS.
S10	NEW DROPPED CURB DRAIN. REFER TO CIVIL DRAWINGS FOR DETAILS.
S13	NEW GRAVEL BUS STOP AREA.

**SITE DATA MATRIX**

BUILDING INFORMATION		ZONING DATA	REQUIRED	PROVIDED	LEGEND
BUILDING CLASSIFICATION	Group F, Division 2	MINIMUM LOT AREA	N/A	41,792.92 SQM	<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>REFER TO CIVIL DRAWINGS FOR ALL PAVEMENT MATERIAL PROFILES AND BASE MATERIALS</li> <li>REFER TO LANDSCAPE PLAN FOR LANDSCAPE INFORMATION.</li> <li>REFER TO CIVIL DRAWINGS FOR ALL PROPOSED GRADES.</li> <li>ALL CONCRETE APRONS AT EXTERIOR DOOR OPENINGS TO MEET FLUSH (BARRIER FREE).</li> <li>PROVIDE BARRIER FREE CURB DROPS WHERE SIDEWALKS MEET ASPHALT PAVEMENT.</li> </ol> <p>REFER TO PLAN FOR LOCATION OF ALL SIGNAGE (REVIEW w/ ARCHITECT PRIOR TO FINAL PLACEMENT)</p>
FACING STREET(S)	1	MINIMUM LOT FRONTAGE	N/A	90.50 m	
PRINCIPAL ENTRY	SEE PLAN	MINIMUM LOT DEPTH	N/A	516.92 m	
PRIMARY FIREFIGHTER'S ENTRY	SEE PLAN	<b>SETBACKS</b>			
BARRIER FREE ENTRY	SEE PLAN	FRONT YARD	6.0m	35.44m	
		INTERIOR SIDE YARD	N/A	4.46m	
		EXTERIOR SIDE YARD	3.0m	31.04m	
		REAR YARD	N/A	110.96m	
<b>BUILDING AREA</b>		MAX. LOT COVERAGE	N/A	31.71%	
FIRST FLOOR (FOOTPRINT)	14,833.79 SQM	LANDSCAPE OPEN SPACE	15%	33.22%	
SECOND FLOOR	1,097.70 SQM				
TOTAL BUILDING	15,931.49 SQM				
<b>SITE INFORMATION</b>		MAX. BUILDING HEIGHT	14m	12.41m	
CURRENT ZONING	MD1.1				
PROPOSED USE	MD1.1	<b>PARKING</b>			
		TOTAL PARKING (Heavy Repair Shop)	1 for each 45 m <sup>2</sup> GFA for the first 2,700 m <sup>2</sup> GFA AND 1 for each additional 180 m <sup>2</sup> = 133 Spaces	201 Spaces Justification: Peak Work Shift Occupant load is 14 persons	
		BARRIER FREE	Type A: 0.5 + 1% of total spaces Type B: 1 + 1% of total spaces	3+4 = 7	
		LOADING SPACE	4	4	
		BICYCLE SPACES	4	12	



2025-02-17 3:45:26 PM Autodesk Docs:City of Windsor - Transit Windsor Garage/2439 ARCH.rvt

THIS DRAWING SHEET IS 36"x24" IN SIZE. IT IS RECOMMENDED THAT ANY REPRODUCTION, ELECTRONIC OR OTHERWISE, BE TO THE SAME SHEET SIZE TO ENSURE THE ACCURACY OF DRAWING SCALES DEPICTED ON THIS SHEET. THIS DRAWING IS NOT TO BE SCALED - USE FIGURED DIMENSIONS ONLY. THE INFORMATION INCLUDED IN THIS ELECTRONIC DRAWING FILE IS PROTECTED BY COPYRIGHT. UNAUTHORIZED USE OF THIS FILE WITHOUT THE WRITTEN PERMISSION OF ARCHITECTURA INC. ARCHITECTS IS PROHIBITED. ARCHITECTURA INC. ARCHITECTS IS RESPONSIBLE ONLY FOR INFORMATION SHOWN ON A MECHANICAL REPRODUCTION OF THIS DRAWING FILE THAT HAS BEEN SIGNED AND SEALED BY A REGISTERED ARCHITECT EMPLOYED BY THE FIRM.



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 90% SUBMISSION 2025.08.22

No.	Date

Revision Schedule	Description

SHEET NAME  
**SITE PLAN**

City of Windsor  
**Transit Windsor Garage**  
 3700 North service Road, Windsor, Ontario

Drawn By: A.S.      Checked By: D.A.  
 Project No: 2439  
 Sheet No: A101



## Essex-Windsor Solid Waste Authority Administrative Report

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority

**From:** Michelle Bishop, General Manager

**Meeting Date:** Wednesday, April 15, 2026

**Subject:** County of Essex Council – Notice of Motion Re: Committee and Board Meeting Videos

---

### Purpose

The purpose of this report is to provide the Board with information regarding an Essex County Council resolution related to the recording and posting of Board meeting videos on an online platform, and to seek direction from the Board on how to proceed in response to the resolution.

### Background

Essex County Council, at its Wednesday, February 18, 2026, meeting, adopted the following resolution under New Business item 14.2 Committee and Board Meeting Videos:

#### **063-2026**

**Moved By** Sherry Bondy

**Seconded By** Joe Bachetti

*Whereas the County of Essex is a government working for the people and wishes to increase transparency and awareness of initiatives happening at the County level on Boards and Committees; and,*

*Whereas those meeting times and locations are not always accessible to members of the public who may work, have transportation or child care challenges.*

*Now Therefore be it resolved:*

*That Essex County Council direct County Administration to consult with the Boards and Committees on which members of County Council serve and return a report regarding their willingness and ability to record and post meetings online.*

*In Favour (11): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Tony Gaffan, Chris Gibb, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, and Kirk Walstedt.*

*Opposed (3): Hilda MacDonald, Gary McNamara, and Larry Verbeke*

**Carried**

On February 26, 2026, a letter was sent to Authority Chair Kaschak from County of Essex (County) CAO, Sandra Zwiers, regarding the resolution noted above. The letter advises that, following a February 18, 2026, resolution of Essex County Council, County Administration has been directed to consult boards and committees on ways to improve public transparency and access to meetings. Specifically, the Authority Board is being asked to consider the feasibility of recording or livestreaming its meetings, recognizing that meeting times and locations may limit public attendance due to scheduling, transportation, or childcare barriers. The request seeks feedback on the Board's capacity, as well as any operational or logistical considerations, to inform a report back to County Council, while acknowledging that the County does not have jurisdiction over the Board's meeting procedures.

A copy of the letter has been attached to this report.

## **Discussion**

Section 2.4 of Policy EW-001, titled Order and Proceedings of the EWSWA, states the following, with Section 4 being In-Camera (Closed Session) Proceedings:

### **2. REGULAR MEETINGS OF THE AUTHORITY**

*2.4 Except as provided for in Section 4, all meetings of the Authority shall be open to the public.*

*In the event that a Board meeting is conducted via video-conference or tele-conference, instructions will be posted on the Authority's website and on the agenda cover page so as to advise the public and the media as to how they may view and/or listen to the meeting via a video-conference link and/or tele-conference.*

There is no obligation per the Policy that requires the recording of Board meetings, unless the meeting is held virtually. During the Covid-19 pandemic, when meetings were held virtually using the County’s Zoom platform, meetings were live-streamed via Facebook. Since the resumption of in-person meetings, recording has not taken place. The recording of meetings using the Zoom platform was not financially or labour-intensive.

It is further noted that, to the best of the current General Manager’s knowledge, there have been no complaints or concerns raised previously regarding access to, or the availability of information about, Authority Board meetings. In all instances where information has been requested, it has been provided either through verbal or email correspondence with the requester, and/or by directing the requester to the publicly available meeting agendas and subsequent meeting minutes.

### **Financial Implications**

Implementing a process to record and livestream Authority meetings may have financial implications that are not currently known. The Authority does not have dedicated IT staff and relies on services contracted through the County, which means any technical support required for recording, livestreaming, hosting, or maintaining meeting content would likely involve additional staff time and/or service fees. These costs are presently indeterminate. Further, depending on the meeting location, existing facilities may not be adequately equipped with the necessary audio-visual infrastructure, potentially requiring additional equipment or setup costs. As a result, a detailed cost estimate would need to be obtained from the County to determine the full financial impact of providing this service.

### **Conclusion**

Administration is seeking direction from the Board as to whether it wishes to proceed with exploring the option of recording and livestreaming Authority meetings. If the Board supports further exploration, Administration will request a cost estimate from the County for providing the required services and infrastructure, and will report back to the Board with the findings and any associated financial or operational considerations for further review and decision.

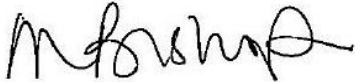
### **Recommendation**

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

**That** the Board provide direction to Administration on whether the Board wishes to proceed with exploring the recording and livestreaming of Authority meetings; and

**If** the Board indicates support to proceed, direct Administration to request a formal cost estimate from the County of Essex for the provision of recording and/or livestreaming services, including any associated technical, staffing, and infrastructure requirements, and to report back to the Board with the findings for further consideration.

**Submitted By**



Michelle Bishop, General Manager

**Attachments:**

- Essex County Council Resolution 063-2026 Re: Committee and Board Meeting Videos
- Letter dated February 26, 2026 to Gary Kaschak, EWSWA Board Chair from Sandra Zwiers, County of Essex Re: Feasibility of Meeting Recording/Livestreaming



February 19, 2026

Essex-Windsor Solid Waste Authority  
Attention: Michelle Bishop, General Manager  
360 Fairview Ave W  
Essex Ontario  
N8M 3G4

Dear Ms. Bishop,

**Re: Resolution of Essex County Council – Committee and Board Meeting Videos**

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Essex County Council, at its Wednesday, February 18, 2026 meeting, adopted the following resolution under New Business item 14.2 Committee and Board Meeting Videos:

**063-2026**

**Moved By** Sherry Bondy

**Seconded By** Joe Bachetti

**Whereas** the County of Essex is a government working for the people and wishes to increase transparency and awareness of initiatives happening at the County level on Boards and committees; and,

**Whereas** those meeting times and locations are not always accessible to members of the public who may work, have transportation or child care challenges.

**Now Therefore be it resolved:**

That Essex County Council direct County Administration to consult with the Boards and Committees on which members of County Council serve and return a report regarding their willingness and ability to record and post meetings online.

**Carried**

## Resolution of Essex County Council – Committee and Board Meeting Videos

February 19, 2026

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Please do not hesitate to contact me if you have any questions.

Regards,



Crystal Sylvestre  
Manager, Records and Accessibility / Deputy Clerk

 519-776-6441  
TTY 1-877-624-4832

 360 Fairview Ave. W.  
Essex, ON N8M 1Y6

 [countyofessex.ca](http://countyofessex.ca)



Sandra Zwiers MAcc, CPA, CA  
Chief Administrative Officer  
County of Essex

February 26, 2026

Gary Kaschak, Board Chair  
Essex-Windsor Solid Waste Authority Board  
Sent Via Email: [gkaschak@citywindsor.ca](mailto:gkaschak@citywindsor.ca)

Dear Chair Kaschak,

**Re: Feasibility of Meeting Recording/Livestreaming**

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At its Regular Meeting on February 18, 2026, Essex County Council passed a resolution directing County Administration to consult with all Boards and Committees on which members of County Council serve, seeking consideration to enhance the transparency and public access of your meetings.

As noted in the resolution, Council expressed that times and locations for these meetings are not always accessible to members of the public due to work schedules, transportation, or childcare challenges. Council has requested that I obtain feedback from each Board and Committee regarding their willingness and/or ability to record and post their meetings online, either through video recording or livestreaming.

Accordingly, I am asking the Essex-Windsor Solid Waste Authority Board to consider the feasibility of implementing meeting recordings or livestreaming. Please provide any comments on your capacity to do so, as well as any operational or logistical considerations you believe are relevant. Your response will assist me in preparing a report back to County Council.

I acknowledge, and have informed County Council, that the County of Essex does not have jurisdiction over procedures of Boards and Committees outside of those established by County Council, including measures relating to the public dissemination/broadcast of your meetings. My role in this

project is to obtain feedback and consolidate the information in a report to County Council. A copy of the final draft of the report will be sent to you in advance of its release to County Council on a public agenda.

Should you have any questions about the intent of this research work or require further information, please contact me at [szwiers@countyofessex.ca](mailto:szwiers@countyofessex.ca) or by phone at 519-776-6441 ext. 1350.

Regards,



Sandra Zwiers MAcc, CPA, CA  
Chief Administrative Officer

CC:

- [Clerks@countyofessex.ca](mailto:Clerks@countyofessex.ca)



## Essex-Windsor Solid Waste Authority Administrative Report

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority  
**From:** Michelle Bishop, General Manager  
**Meeting Date:** Wednesday, April 15, 2026  
**Subject:** Recipients of the 2025 Employee Excellence Awards

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### Purpose

The purpose of this report is to provide the Board with details of the County of Essex Employee Excellence Awards program, an initiative to celebrate employees who embody organizational values, demonstrate excellence in their roles and inspire others to achieve their best.

### Background

On March 4, 2026, at Essex County Council, 20 employees were celebrated during the Employee Excellence Awards ceremony for their exceptional and inspiring efforts.

Recipients were honoured in the following four award categories:

- **Teamwork:** This category recognizes employees who excel in collaboration, fostering unity and achieving collective goals.
- **Innovation:** This category recognizes employees who introduce creative solutions, improvements or ideas that drive progress and enhance our operations.
- **Service Excellence:** This category recognizes employees who go above and beyond in delivering exceptional service to internal or external colleagues and partners.
- **Empowerment:** This category recognizes those who empower and uplift their colleagues, creating an environment for success and professional growth.

## Discussion

The award nominations were open to all staff, including the County of Essex, Essex County Highways, Essex-Windsor EMS, Sun Parlour Home, Essex County Library and the Essex-Windsor Solid Waste Authority.

Administration is excited to announce that Authority staff were nominated and recognized in the following categories:

- **Innovation Award Honourable Mention: Tom Paquette**

Tom Paquette, a Labourer 2 at the Essex-Windsor Solid Waste Authority's Regional Landfill, brings an exceptional blend of creativity, technical ability, and hands-on problem-solving to the organization. His reputation as the Authority's "jack of all trades" is well earned, particularly through his pivotal role in addressing a major leachate management challenge.

When the development of a reverse osmosis (RO) pilot system required innovative design, underground infrastructure planning, and non-traditional solutions, Tom stepped forward as a key creative force. From the system's arrival in January 2024, he absorbed complex technical details from the manufacturer and applied them with remarkable ingenuity, troubleshooting unexpected issues and ensuring the system performed at a high level.

Nearly two years into operation, the success of Ontario's first RO leachate treatment plant reflects Tom's commitment, adaptability, and forward-thinking approach. His leadership has helped position the Authority to pursue a permanent facility capable of directly discharging treated water, an advancement with significant long-term environmental benefits. Tom's contributions exemplify true innovation: reimagining possibilities, refining processes, and developing better ways to protect and enhance operations.

- **Service Excellence Award: Cat Griffin**

Cat Griffin is the Communications Coordinator for the Essex-Windsor Solid Waste Authority. Cat gives everything she has when she comes to work every day. Her passion for communications and her dedication to producing a high-quality product are unmatched.

Cat has shown this level of commitment since June 17, 1993, and is EWSWA's longest serving team member. She consistently makes herself available to ensure an emergency or urgent deadline is met, even if it means stepping in for another team member who is not available.

Through her colourful communication skills, Cat shaped how we look as an organization and how residents and partners perceive EWSWA and environmental stewardship. She pioneered extensive, impactful regional initiatives like the Blue Box recycling program, the municipal collection calendar, EWSWA's Garden Gold Compost, and, of course, the Green Bin Program. Her expertise not only helped build these programs but sustained them, protecting the environment and extending the life of our regional landfill.

Cat has also been the face of EWSWA's municipal collection calendars for decades, working collaboratively with municipal staff across all local municipalities. Her ability to unite diverse teams, gather accurate information, and communicate clearly has produced a trusted, region-wide tool that residents rely on year after year.

While Cat is widely known for her professionalism, it is her passion that people remember most – her passion for the environment, for her work, and for people. This gentle but powerful passion has created longstanding partnerships and friendships and has convinced even the most “non-waste” people that waste diversion is fun, impactful, and cool.

Above all, Cat's dedication to her teammates, always being available, always supporting others, and always showing up as a genuinely good human, will leave a lasting effect on everyone fortunate enough to have worked alongside her.

Additionally, it is timely that Cat's receipt of this reward coincides with her retirement announcement. She will be retiring from the Authority on May 8, 2026.

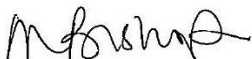
### **Financial Implications**

There are no financial implications.

### **Recommendation**

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

### **Submitted By**



Michelle Bishop, General Manager



**Essex-Windsor Solid Waste Authority  
By-Law Number 5-2026**

**Being a By-law to Confirm the Proceedings of the Meeting of the Board  
of the Essex-Windsor Solid Waste Authority**

**WHEREAS** by Agreement dated 18 May 1994, made between the Corporation of the County of Essex and the Corporation of the City of Windsor, the Essex-Windsor Solid Waste Authority (The Authority) was created as a joint board of management pursuant to Sections 207.5 and 209.19 of the *Municipal Act, RSO 1990, Chapter M.45* and;

**WHEREAS** Subsection 5.(3) of the Municipal Act, RSO 2001, Chapter 25, provides that the powers of a municipality shall be exercised by By-Law and;

**WHEREAS** Section 1 of the Municipal Act RSO 1990, Chapter M 46 defines a municipality as including a board, commission or other local authority exercising any power with respect to municipal affairs or purposes and;

**WHEREAS** it is deemed expedient that the proceedings of the Authority at this meeting be confirmed and adopted by By-Law

**NOW THEREFORE** the members of the Authority enact as follows:

- 1) The action of the members of the Authority in respect to each recommendation contained in the Report/Reports of the Committees and each motion and resolution passed and other action taken by the members of the Authority at this meeting is hereby adopted and confirmed as if all such proceedings were expressly set out in this by-law.
- 2) The Chair and the proper officials of the Authority are hereby authorized and directed to do all things necessary to give effect to the action of the members of the Authority referred to in the preceding section hereof.
- 3) The Chair and the General Manager of the Authority are authorized and directed to execute all documents necessary in that behalf.

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**Gary Kaschak**  
**EWSWA Board Chair**

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

**Read a First, Second and Third Time, Enacted and Passed This 15<sup>th</sup> Day of  
April, 2026.**