



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, December 2, 2025

Time: 4:00PM

Location: County of Essex Administration Building
Council Chambers, 2nd 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.

<u>LIST OF BUSINESS</u>	<u>PAGE NUMBERS</u>
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1. Call to Order	
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2. Motion to Move In-Camera	
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Moved by:

Seconded by:

THAT the Board move into a closed meeting pursuant to Section 239 (2) (f), (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

3. Declaration of Pecuniary Interest	
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4. Approval of the Minutes	
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A. November 4, 2025 Regular Meeting Minutes

1-14

5. Business Arising from the Minutes	
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6. Correspondence	
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There are no correspondence for December 2, 2025.

7. Delegations

There are no delegations for December 2, 2025.

8. Waste Disposal

- A. Update: Cell 5 North Construction at the Regional Landfill 15-17
- B. Reverse Osmosis Status Update and Proposed Procurement Strategy 18-27
- C. Update on Landfill Fires and Prevention Strategy 28-33

9. Waste Diversion

- A. Circular Materials Container Take Back Collaborative 34-37
- B. Circular Materials Update Regarding Cart Sizes (Verbal update)
- C. Green Bin Program: Yeti Grand Prize Draw 2025

10. Finance & Administration

- A. Status of Manager of Waste Disposal Recruitment (Verbal report)

11. New Business

12. Other Items

13. By-Laws

- A. **By-Law 18-2025** 38-39
Being a By-Law to:
 - 1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
 - 2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
 - 3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
 - 4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

B. By-Law 19-2025

40

Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for December 2, 2025.

14. Next Meeting Dates

Tuesday, January 6, 2026
Tuesday, February 3, 2026
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
Tuesday, December 1, 2026

15. Adjournment



Essex-Windsor Solid Waste Authority

Regular Board Meeting

MINUTES

Meeting Date: Tuesday, November 4, 2025

Time: 4:00 PM

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

Attendance

Board Members:

Gary McNamara – Chair	County of Essex
Michael Akpata	County of Essex
Rob Shepley	County of Essex
Kieran McKenzie	City of Windsor
Mark McKenzie	City of Windsor
Jim Morrison	City of Windsor

EWSWA Staff:

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

City of Windsor Staff:

Tony Ardivini	Deputy Treasurer Financial Planning
Jim Leether	Manager of Environmental Services
Stacey McGuire	Acting Executive Director of Operations
Mark Spizzirri	Manager of Performance Management and Business Case Development
Stuart Diotte	Coordinator of Environmental Services

County of Essex Staff:

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

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Hilda MacDonald	County of Essex
Kirk Walstedt	County of Essex
Gary Kaschak – Vice Chair	City of Windsor

1. Call to Order

The Chair called the meeting to order at 4:00 PM.

2. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest, and none were noted. He further expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

3. Approval of the Minutes

Moved by Rob Shepley

Seconded by Mark McKenzie

That the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 10, 2025, be ***approved and adopted***.

87-2025
Carried

4. Business Arising from the Minutes

No items were raised for discussion.

5. Correspondence

- A. October 1, 2025, letter from Todd McCarthy, Minister of the Environment, Conservation and Parks (MECP) Re: Blue Box Collection from Industrial, Commercial and Institutional Sources

The Chair asked if there were any comments regarding the correspondence.

Kieran McKenzie asked for Administration's comments regarding the letter.

The General Manager stated that she was not surprised by the correspondence from the Minister's office. As discussed at the Board meeting on September 10, 2025, regarding the Circular Materials (CM) Service Proposal, there were a significant number of stringent stipulations and service level gaps contained within the proposal. The proposal also lacked any costing or financial information. In discussions with the Board previously, Resource Productivity and Recovery Authority (RPRA) and internally with colleagues around the Province, the stipulations from CM were not going to work. The collective hope was that the Minister's office would require CM to revise the proposed restrictions or set the service, but that did not happen. The General Manager noted that this outcome is disappointing and impractical, particularly in servicing Non-eligible Sources (NESs) through a separate collection.

Kieran McKenzie asked if this framework is permanent or whether the requirements will be revisited and NES will be added to the collection.

The General Manager stated that the Producers have engaged CM as the service provider, but she is not aware of a contract termination date. In the absence of the MECP changing the actual regulation, it's obvious from CM's proposal that they are not changing their direction.

Kieran McKenzie asked if there was a regulatory change, would CM legally have to change its direction?

The General Manager stated that if the regulation were to be amended, the parties would need to make changes to satisfy the requirements of the regulation. However, she is not certain how the actual change would be enforced. RPRA has the ability to levy administrative penalties for non-compliance, which may be the legal recourse available.

Kieran McKenzie asked about the \$171 million savings annually to municipalities as referenced in the Minister's letter.

The General Manager explained the process that previously determined the Producer funding requirement and how the Province is likely calculating the savings to the municipalities of \$171 million.

Kieran McKenzie noted that it would be hard to quantify if the dollar amount does not reflect the reality.

The General Manager agreed that with the additional cost of servicing the NES sector, the savings would certainly be lower than reported and that the cost would be very hard to quantify. Most municipalities do not know the true cost to collect from NES locations prior to Transition to Extended Producer Responsibility. The original cost to collect NES was embedded in the total program cost. When the RFP was issued for collection, NES was included. The Authority used a stop count previously that was equal to approximately 2% of the cost.

Kieran McKenzie commented that the public will ultimately assess if it is a good program. He asked if conversations with either the service provider or the government note the net impact to the landfill for potential waste that is not diverted from the landfill.

The General Manager stated that the Authority will continue to communicate that the absence of a program will result in increased material being delivered to the landfill. This will result in increased costs for the landfill, municipalities, increased risk and administrative burden. There is a cardboard ban at the landfill, which could result in Authority staff rejecting loads. She noted that we are starting to see some municipalities not providing service, and BIAs are lobbying the government. She does not believe this conversation will end soon.

Kieran McKenzie commended Administration, who advocated and went above and beyond, which resulted in a response from Minister McCarthy.

Mr. Morrison also commended Authority Administration. He further asked about the savings the Authority experienced from the Transition of the recycling program to the Producers.

The General Manager referred to the memo that was shared with the Board, which provided supplemental information related to the recycling program costs referenced in the proposed 2026 budget. The information was included to provide supplemental information related to the recycling program costs referenced in the Draft 2026 Operational Plan and Budget. The document was provided to summarize previously approved recycling program budgets and illustrate the financial impacts of the Blue Box Program wind-up.

Kieran McKenzie moved that the correspondence and memo be distributed to the local municipalities.

Moved by Kieran McKenzie
Seconded by Mark McKenzie

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

That the Board **direct** Authority Administration to distribute the correspondence dated October 1, 2025, from Todd McCarthy, Minister of the Environment, Conservation and Parks Re: Blue Box Collection from Industrial, Commercial and Institutional Sources to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities as information.

That the Board **direct** Authority Administration to distribute the memo dated November 4, 2025, Re: Recycling Program Transition Financial Information to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities as information.

88-2025
Carried

6. Delegations

There were no delegations.

7. Waste Disposal

A. Barn Demolition at Regional Landfill

The Manager of Waste Disposal presented the report recommending the approval to demolish the existing timber structure, located on the Authority's property at 8803 8th Concession Rd., north-east of the Regional Landfill, due to the condition of the structure.

The barn has been used for equipment storage, but due to deterioration, it requires structural repairs, increasing concerns related to safety and liability, and recent break-ins. Administration is recommending that the barn be demolished. A condition assessment of the barn was conducted by GS Engineering Inc. (GSE), and they estimated the cost of the repairs would be approximately \$72,000-\$100,000. GSE concluded that the demolition of the barn would be more economical.

The Authority solicited proposals for the demolition of the barn, and Jones Group Inc. was the lowest bidder at a cost of \$6,000 plus applicable taxes.

Mr. Akpata asked if there was any salvageable wood and what the intended use would be.

The Manager of Waste Disposal stated that there are some beams, and the Authority has asked the contractor to take them down as cautiously as possible. The beams will be moved to the landfill, where they will be stored for future use, if possible. He noted that the barn boards will not be salvageable.

Moved by Jim Morrison

Seconded by Michael Akpata

That the Board **approve** the demolition and removal of the timber barn structure located at 8803 8th Concession Rd.

89-2025
Carried

B. Equipment Fire at the Windsor Transfer Station

The Manager of Waste Disposal stated the purpose of the report was to advise the Board of an equipment fire at Windsor Transfer Station No. 1 (TS1) that occurred on October 3, 2025. There were no safety concerns or damage to the transfer station as a result of the fire.

The backhoe is used to clear blockages in the TS1 pits, clean up garbage around the TS1 building to keep a neat and clean facility. Currently, the Authority's insurer is completing its investigation, and the report is expected in the coming weeks. The cause of the fire is not known at this time.

The backhoe was purchased in 2019 and was scheduled to be replaced in 2026. Typically, the Authority would issue a Request for Tender to procure equipment, but due to the immediate need for this unit, the timing of the final determination from the insurer and the lead time for the new equipment, the Authority may need to leverage the procurement group buying discount program allowed under the Procurement Policy, for the direct purchase of a replacement backhoe. The Authority also proposes entering into a Maintenance and Repair Agreement (MARC) with the supplier.

The Draft 2026 Operational Plan and Budget has been amended to include the replacement of the backhoe in 2025, rather than in 2026 as originally scheduled. An estimated replacement cost of \$225,000 has been included in the budget, based on a sourced quotation. This cost will be partially offset by any applicable insurance proceeds, with the net cost of the new unit to be financed from the Equipment Replacement Reserve.

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

Moved by Mark McKenzie
Seconded by Jim Morrison

That the Board **approve** the purchase of a replacement unit should the insurer determine that the existing equipment cannot be repaired.

That the Board **delegate** authority to the General Manager, in consultation with the Authority Chair and Vice-Chair, to proceed with the procurement of the replacement equipment in the absence of a Board meeting, to avoid operational delays.

That the Board **direct** the General Manager to report back to the Board at a future meeting with the outcome of the insurer's assessment, the procurement process, and any related costs.

**90-2025
Carried**

8. Waste Diversion

A. Green Bin Program Launch (Verbal report)

The Manager of Waste Diversion provided an update regarding the first two weeks of the Green Bin Program. During the first two weeks, 351 tonnes of Green Bin material was collected. The Authority's processor, Seacliff Energy, noted that the material received has been extremely clean, which is a result of residents wanting to participate in the program and using the program properly. Authority staff have been conducting visual audits daily, and results show less than 5% contamination. Residents are being acknowledged for their efforts and participation in the program by receiving "Gold Star" stickers as well as coupons towards Glad compostable bags.

Authority staff have been working on communications and messaging and have been very active on social media to increase participation in the program. There has been an increase in followers on the Recycle Coach app since the start of the program. Based on feedback from residents and collectors, certain materials are currently being considered for removal or addition to the program. Mr. Shepley congratulated Administration on a successful launch of

the program. He asked if the Board would be provided with an update on the usage of the program among the membership. He also noted that he received a call from a resident who was adamant that they would not be billed if not participating in the program.

The Manager of Waste Diversion stated usage is being monitored, and further that when residents opt out of the program, it is noted in the system that the resident was advised that they will not receive a credit on their property taxes, similar to if they chose not to utilize other municipal services.

Mr. Akpata asked, should residents call the Authority due to the RFID tags on the bins to advise that they are away during the winter months and are not placing a bin out for collection.

The Manager of Waste Diversion stated that residents are not required to notify the Authority. She noted residents should not leave anything in their bin while they are away. Regarding the RFID tags, the General Manager noted that the information is only used to tag the bin as an Authority asset and link the bin to the address, no other information is being collected. The collection trucks have GPS, to know if the street was serviced and at what time. The Authority is not tracking if a house has set out a bin for collection.

Kieran McKenzie congratulated Administration and everyone involved in the rollout of the program. He noted that the success of the program is largely due to the robust P&E campaigns. The P&E has generated conversations, whether good or bad, but so many positives. In regards to the material that may or may not be collected, he asked about the process for determining acceptable materials. He further asked Administration to have pumpkins be accepted as part of the program because you can eat them. He believes it would be served better if they were accepted as part of the program.

The General Manager stated that collectors have been instructed not to leave the bins behind because of pumpkins in them. Traditionally, pumpkins were part of outdoor décor, and it was recommended that pumpkins be reused where possible at a municipal event or be disposed of in leaf and yard waste. Tipping fees for yard waste are \$44/tonne, and Seaclyff Energy's fees are \$135/tonne. From a financial standpoint, it would be better if pumpkins were placed in yard waste.

Mr. Morrison commended Administration on the rollout of the program. He asked if Miller drivers are getting out of the truck to pick up the Green Bin if it is not placed out properly.

The Manager of Waste Diversion stated that, during program roll-out, Miller has increased manpower in order to keep them more efficient, but this will not always be the case. More education on proper set-out will be provided to residents. However, in some situations, the driver will need to exit the collection vehicle.

Moved by Rob Shepley
Seconded by Mark McKenzie

That the verbal report be ***received*** as information.

91-2025
Carried

B. Non-Eligible Source Recycling Program Update

The General Manager stated that the purpose of this report is to request formal approval to engage Miller Waste Systems to provide Non-Eligible Source (NES) recycling collection in the County of Essex (County). At its meeting on September 17, 2025, County of Essex Council was provided with information regarding the NES program and endorsed that the Authority negotiate a collection contract with Miller.

The Chair asked if there were any questions.

Mr. Morrison asked how the County is going to repay this, and if the cost is included in the budget.

The General Manager stated that it will be managed in the same manner as Perpetual Care programs. The NES costs will be separated in the budget. Similar to the perpetual care for closed Landfill 2 and Landfill 3, the expenditures are removed from the operating budget into a separate program funded solely by those using the program.

There were no further questions.

Moved by Mark McKenzie
Seconded by Jim Morrison

That the Board ***approve*** the continuation of a Non-Eligible Source Recycling Program in the County, commencing on January 1, 2026, and that Miller Waste Systems be ***awarded*** the contract for bi-weekly collection services at a Year One cost not to exceed \$495,000, plus HST, and with the contract duration, along with the full terms and conditions, being finalized prior to execution, and that the Chair and General Manager be ***authorized*** to execute the final contract.

92-2025
Carried

9. Finance & Administration

A. 2026 Operational Plan and Budget Overview

The General Manager presented the comprehensive 2026 Operational Plan and Budget overview report. The report recommends approval of the 2026 expenditure budget estimates as well as the budget estimates related to non-municipal revenue (e.g. Industrial, Commercial and Institutional (IC&I) tip fees, Other Revenue, etc.). The report also recommends approval of a 2.1% increase to the 2025 base amount budgeted to be assessed to Windsor and the 7 County municipalities. This increase equates to \$326,390 and would be comprised of two components. The first component is a \$0 increase in the per-tonne fee assessed on refuse delivered for disposal from the 2025 rate of \$43.00 to the 2026 rate of \$43.00. The other component is an increase in the fixed amount assessed to municipalities based on population. This increase is \$326,390.

Overall, the budget includes tipping fee increases to the non-municipal sectors, which include a \$3 tipping fee increase for the IC&I sector (typically the increase is \$1-\$2) and a \$20 increase to residents who deliver in excess of 100kg of material. This fee has not increased since 2012. As a result of increases to the non-municipal sector, the tipping fees to municipalities will remain the same at \$43/tonne.

The General Manager noted that with the introduction of the Green Bin program, the municipal tonnages are projected to decrease by 10,640 tonnes with a year-over-year decrease of (\$457,520) in the municipal tipping fees at the 2026 rate of \$43.00 per tonne. As a result, the actual overall increase in the municipal assessment for costs not related to the Green Bin Program is (0.84%). The report also recommends that for 2026, the Board approve the Green Bin Program funding model for the City of Windsor and County of Essex at full cost recovery for the Program. This cost equates to \$19,878,000 and would be comprised of two components. The first component is a \$135.00 per-tonne fee assessed on green bin material delivered for processing totalling \$1,807,000. The other component is a fixed cost assessed based on the number of households receiving collection per household totalling \$18,071,000.

Due to the reduction of tonnages from the County municipalities and the City, the only variable cost is the host compensation to the Town of Essex. The fixed costs remain the same.

In 2018, the Authority, City of Windsor and the County of Essex approved reaching a balanced budget by 2027. In order to achieve a balanced budget, increases would be required. Administration is proposing holding off on balancing the budget by another year due to the launch of the Green Bin Program.

She referred to the Appendix regarding potential options for the Board to increase revenue and decrease expenditures.

The General Manager asked if there were any questions.

Mr. Morrison suggested that the tipping fees for residents remain as proposed and no additional fees be considered. He also suggested options for future consideration for collection calendars to reduce costs. He is pleased with the (0.84%) decrease.

The Chair noted the Authority's commitment to the debenture, which has a high interest rate of 6.24%. He inquired whether or not there would be a heavy penalty if the debenture were paid out in full.

The General Manager noted that in or around 2019-2020, when interest rates were favourable, the Authority explored ways for the City and the County to resolve their debt. The result was that paying the debenture in full did not make financial sense due to Sunlife assessing penalties and interest. The General Manager highlighted the Authority's commitment to fund the perpetual care reserve once the debenture reaches maturity. She reminded the Board that the Essex-Windsor Regional Landfill's Environmental Compliance Approval states that the Authority is required to fund its own perpetual care.

Kieran McKenzie commented that, based on the new programs that the Authority is offering the community and the financial pressures of the region, he is pleased with the budget as presented and would move the recommendations.

There were no further questions.

Moved by Kieran McKenzie

Seconded by Jim Morrison

That the Board

1. Approve the 2026 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.
2. Maintain the **Total Waste Management Fee** at \$43.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.
3. Increase the **Fixed Cost Assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2021 Census Population	2026 Amount	2025 Amount	Difference
WINDSOR	229,660	\$6,042,620	\$5,865,270	\$177,350
AMHERSTBURG	23,524	\$618,940	600,780	\$18,160
ESSEX	21,216	\$558,220	541,830	\$16,390
KINGSVILLE	22,119	\$581,980	564,890	\$17,090
LAKE SHORE	40,410	\$1,063,220	1,032,010	\$31,210
LASALLE	32,721	\$860,930	835,660	\$25,270
LEAMINGTON	29,680	\$780,900	757,980	\$22,920
TECUMSEH	23,300	\$613,050	595,050	\$18,000
TOTAL	422,630	\$11,119,860	\$10,793,470	\$326,390

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increases outlined in the **Fee Schedule** for 2026.
5. Approve the Green Bin Program funding model for the City of Windsor and County of Essex at full cost recovery for the Program.
6. Approve the County of Essex Non-Eligible Source Recycling Program at a full cost recovery for the Program funded solely by the County of Essex Municipalities.
7. That any resultant (deficit)/surplus from 2025 operations be contributed to or funded by the Rate Stabilization Reserve.
8. That any resultant (deficit)/surplus for 2026 be contributed to or funded by the Rate Stabilization Reserve.

**93-2025
Carried**

B. 2026 EWSWA Board Meeting Dates

Moved by Rob Shepley

Seconded by Mark McKenzie

That the Board **approve** the 2026 Essex-Windsor Solid Waste Authority Regular Meeting Schedule.

**94-2025
Carried**

10. New Business

No items were raised for discussion.

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 16-2025

Moved by Mark McKenzie

Seconded by Jim Morrison

That By-Law 16-2025, being a By-law to **approve** the continuation of a Non-Eligible Source Recycling Program in the County, commencing January 1, 2026, and that Miller Waste Systems be **awarded** the contract for bi-weekly collection services at a Year One cost not to exceed \$495,000, plus HST, and with the contract duration, along with the full terms and conditions, being finalized prior to execution, and that the Chair and General Manager be **authorized** to execute the final contract.

**95-2025
Carried**

B. By-Law 17-2025

Moved by Mark McKenzie

Seconded by Jim Morrison

That By-Law 17-2025, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 4th day of November, 2025.

**96-2025
Carried**

13. Next Meeting Dates

Tuesday, December 2, 2025

14. Adjournment

Moved by Michael Akpata

Seconded by Rob Shepley

THAT the Board stand ***adjourned*** at 6:11 PM.

**97-2025
Carried**

All of which is respectfully submitted.

Gary McNamara
Chair

Michelle Bishop
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

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

From: Tom Marentette, Manager of Waste Disposal

Meeting Date: Tuesday, December 02, 2025

Subject: **Update: Cell 5N Construction at the Regional Landfill**

Purpose

The purpose of this report is to update the Board on the status of construction and provide the total cost to design, engineer and construct Cell 5 North at the Essex-Windsor Regional Landfill (the Landfill).

Background

On July 10, 2024, the Board approved the Administration's recommendation to award the Request for Tender (RFT) for the construction of Cell 5 North at the Landfill to Sterling Ridge Infrastructure Inc. The award was for a cost with an upset limit of \$12,035,300 plus HST (\$12,247,121 when including the non-deductible portion of HST).

On March 4, 2025, the Board approved the request for an increase in the upset limit for the Regional Landfill, Cell 5 North Construction (Tender Contract 9-2024) with a revised upset limit from \$12,035,300 plus HST to \$13,182,126 plus HST (\$13,414,131 when including the non-deductible portion of HST). This \$1,146,826 increase request was due to a number of quantities within the tender document being underestimated. The largest contributing factors for the dollar increase were related to:

- a) Additional excavation and grading due to an unusable sandy clay located in Cell 5 North;
- b) Removal of sand and backfilling work;
- c) Expanded capping and slope grading;
- d) Expanded topsoil and seeding

Discussion

Construction of Cell 5 North began in July 2024 and progressed through winter conditions into the spring. On August 4, 2025, landfilling into the cell began while other cell construction works were being completed. Substantial completion was listed as September 22, 2025, and all works were completed by October 20, 2025.

Table 1: Sterling Ridge Tender Award vs Actuals (incl. 1.0176)

Included in Table 1 are the original and revised figures (including the non-deductible portion of HST) compared to the total cost.

	Tender \$	Revised Budget \$	Actual \$	Fav (Unfav) Variance \$
Cell 5N Construction	11,747,121	12,914,131	11,199,985	1,714,146
Cell 5N Gas Expansion	500,000	500,000	512,120	(12,120)
Total	12,247,121	13,414,131	11,712,105	1,702,026

The Authority realized a \$1,702,026 favourable variance due to cost savings measures (Table 2), which include:

- 1) Reduction in the number of litter fencing poles needed on site;
- 2) Utilizing Authority resources to unearth, stockpile and move soil around the site;
- 3) Leveraging infrastructure projects for the supply of topsoil and;
- 4) The Authority's engineer performing a final survey of the land to ensure previous billings accurately reflect the final quantities.

Table 2: Realized Savings Per Tender Items:

	Variance Summary (\$)
Post construction quantity survey (earth)	590,500
Litter Fencing	550,800
Top Soil & Seeding	440,400
Other realized savings	120,326
Total	1,702,026

Table 3: Cell 5 North Budget vs Actuals (incl. 1.0176)

Table 3 represents the total costs to engineer and construct Cell 5 North.

	Budget \$	Revised Budget \$	Actual \$	Fav (Unfav) Variance \$
Cell 5N Construction	11,747,121	12,914,131	11,474,560	1,439,571
Cell 5N Design & Engineering [2023, 2024 & 2025 Budget]	1,096,800	1,096,800	1,119,486	(22,686)
Total	12,843,921	14,010,931	12,594,046	1,416,885

Financial Implications

Unfinanced capital loan repayments for cell development at the landfill are included annually in the Operating Plan and Budget. The 2025 Budget accounted for the estimated cost of cell development before the request for additional funds. Since the additional funds were not required, the result was a savings rather than an unfavourable variance. A \$36,500 savings to the outstanding loan balance in the Future Cell Development Reserve (FCDR), which was reported in the 2025 Projection and captured in the 2026 Operating Plan and Budget.

The approved funding strategy for the Cell 5 North construction is to draw \$4,476,560 from the Future Cell Development Reserve (FCDR) and loan the remaining \$8,117,486 from the FCDR. The reserve will be repaid through annual payments over the expected life of the cell plus interest.

Recommendation

That the Board **receive** this report as information for the completion of the Cell 5 North Construction Project at the Regional Landfill (Tender Contract 9-2024).

Submitted By



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority

Administrative Report

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

From: Tom Marentette, Manager of Waste Disposal

Meeting Date: Tuesday, December 02, 2025

Subject: RO Status Update and Proposed Procurement Strategy

Purpose

The purpose of this Administrative Report (the "Report") is to provide an update to the Essex-Windsor Solid Waste Authority (the "Authority") Board on the status of the Reverse Osmosis ("RO") Leachate Treatment Pilot Plant (the "Pilot Project") and Permeate Polishing Study, and outline a procurement strategy for the permanent Reverse Osmosis system (the "RO System") at the Regional Landfill.

As part of this procurement strategy, Administration recommends that the Board:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. ("Rochem") for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

The direction being sought from the Board would allow Administration to terminate the purchase process should the Permeate Polishing Study result in unsatisfactory results. However, the current results are very promising and further reports will be provided to the Board as the Permeate Polishing Study proceeds.

Background

The Regional Landfill has experienced a significant rise in leachate generation in recent years due to changes in the waste stream, particularly large volumes of high-moisture greenhouse vine waste, and the expansion of the active disposal footprint, which increases precipitation capture. Historically, leachate has been managed primarily through off-site hauling and treatment at the City of Windsor's wastewater treatment plants, an approach that has been cost-effective and operationally reliable. However, starting in 2022, changes in leachate quality led to issues at the City's water treatment facilities, reducing the City's ability to accept the same volumes and prompting a request that the Authority explore pre-treatment and alternative disposal options.

Feasibility work initiated in 2022–2023 evaluated both off-site treatment possibilities and on-site treatment technologies. Stantec, one of the Authority's engineering consultants with respect to leachate, conducted an analysis that concluded that treating leachate at alternative municipal facilities, such as the Pollution Control Plant of the Town of Essex, was neither feasible nor desirable and recommended considering advanced treatment solutions on-site at the Regional Landfill. Stantec identified RO as a reliable technology for treating high-strength leachate and for removing contaminants of emerging regulatory concern, such as PFOS and PFAS. Complementary assessments by another consultant that provides support to the Authority, namely RWDI, confirmed that leachate volumes had more than doubled, driven in part by vine waste, and that contaminant concentrations were significantly higher than those typically managed by municipal wastewater systems. RWDI confirmed that an RO solution was the preferred solution to the leachate issues at the Regional Landfill.

The RO Pilot Project results in leachate being treated by forcing the leachate through a semi-permeable membrane, which removes dissolved contaminants. This process produces two streams: a purified permeate (approximately 85% of the incoming leachate) and a concentrate (approximately 15% of the incoming leachate). In the current ongoing Pilot Project, the permeate is stored in an in-ground pond and trucked off-site for treatment to the City's pollution control plant, while the concentrate is temporarily stored in a tank where it is then pumped back into the Regional Landfill.

The Pilot Project has effectively reduced the burden on the City's wastewater treatment infrastructure by pre-treating leachate on-site at the Regional Landfill, producing a purified permeate stream and a concentrated residual stream. As operations scaled up, on-site permeate storage was expanded and later replaced by an in-ground retention pond to support more efficient operations.

With the success of the Pilot Project, planning has shifted toward long-term leachate management solutions. This work includes developing a strategy for surface-water discharge of RO treated permeate, requiring further polishing to meet regulatory expectations, and establishing a sustainable long-term concentrate management plan. In alignment with the Regional Landfill's Environmental Compliance Approval, a permanent full-scale on-site RO System is being pursued as the preferred long-term solution. The current efforts aim to refine technical requirements, secure necessary approvals, and prepare for procurement and design of a full-scale RO System that ensures regulatory compliance, operational resilience, and long-term environmental protection.

In November of 2024, the Authority engaged RWDI to develop a Long-Term Permeate Management Plan ("**PMP**") for the RO System. The objective of the PMP was to outline a strategy to permit the discharge of RO treated permeate to the receiving watercourse via the County Road 18 (7th Concession Center) Drain (the "**Drain**"), thereby minimizing the need for off-site trucking and treatment.

As a reminder to the Board, the Authority's Environmental Compliance Approval Certificate ("**ECA**") issued by the Ministry of the Environment, Conservation, and Parks ("**MECP**") has always envisioned the Authority having a permanent on-site leachate treatment solution. Sections 9.6., 9.7., 9.8. of the ECA are the relevant provisions of the ECA and they read as follows:

- 9.6 The Essex-Windsor shall make all the necessary applications for the construction and operation of an on-site leachate treatment facility;
- 9.7. Once the on-site leachate treatment facility is operational, if it is found that:
 - (1) it is unable to produce an effluent consistently meeting approved effluent discharge criteria or
 - (2) it is determined that the effluent has an impact on the receiving watercourse environment that is unacceptable to MECP.
- 9.8. The leachate shall be managed in accordance with condition 9.5 unless and until the on-site facility can be operated in a manner that results in an acceptable effluent for discharge to the receiving watercourse.

Despite the wording of the ECA, historically, the Authority did not explore onsite solutions to the treatment of leachate, as the City was willing to treat the leachate at the City's water treatment plant, and as the MECP was agreeable to this alternative solution. However, as further outlined below, an RO System was not a viable option at the time the ECA was issued, and there are now concerns related

to the amount of leachate that the City is willing accept, and the costs of same are now at a level that exploring an onsite solution makes fiscal sense.

At the July 2025 Board meeting, the Board received a report titled Regional Landfill Reverse Osmosis Leachate Treatment Plant Status and Next Steps (the "**July Report**"), and further received a presentation from Brent Langille, Senior Technical Director/Principal, RWDI, titled Regional Landfill Leachate Management.

Should the Board wish to review the full July Report, a copy has been attached to this Report as information. The following summarizes key components of the July Report.

The Authority is advancing three interconnected components of long-term leachate management: (1) permeate management, (2) concentrate management, and (3) development of a full-scale on-site RO treatment facility.

Permeate Management:

As discussed above, RWDI was engaged to develop a PMP to support future discharge of RO treated permeate to the Drain, reducing reliance on the City's infrastructure. Initial findings identified boron and pH as the main parameters preventing surface-water discharge. After consultation, the MECP supported a hybrid compliance approach using dry ditch discharge criteria, which is less stringent and better suited to leachate characteristics than routing through the stormwater management pond. To meet this criteria, Rochem proposed a permeate polishing pilot that would optimize RO performance, reduce boron, strip ammonia, and adjust final pH. The MECP has now indicated that it will require six (6) months of performance data, after which RWDI will finalize the PMP for approval. It should be noted that the initial data is very promising.

Concentrate Management:

Recirculating concentrate into the landfill is not viable long-term, as it may increase leachate strength and extend the contaminating lifespan of the site. A long-term concentrate management plan is required for future MECP approval. Potential options include off-site disposal, gas-powered evaporators, phytoremediation, or hybrid approaches. Further evaluation and cost analysis will identify the preferred strategy, and a further report to the Board will be provided on this issue at a later date.

Full-Scale Long-Term Facility:

A permanent on-site RO System remains the preferred and recommended solution. The Pilot Project has demonstrated effective pre-treatment and reduced reliance on off-site treatment, and the polishing pilot is expected to support future permission to discharge directly to the Drain.

Future Advantages of an RO System:

As stated above, RO is well-suited for high-strength leachate and can remove PFOS and PFAS, positioning the Authority to meet anticipated future regulations without further technological upgrades.

Financial Implications:

Initial feasibility studies estimated capital costs of \$11,000,000 to \$13,800,000 for a permanent RO system, including contingencies, with operating costs previously estimated at \$1.3 million annually. The operating costs may vary depending on how concentrate is ultimately managed. However, Administration still believes that an upward estimate of \$14,000,000 is still appropriate for the capital costs associated with a permanent RO System.

As a reminder to the Board, at the July meeting the following recommendations were approved:

- **That** the Board **receive** the information contained in this report.
- **That** the Board **approve** proceeding with the permeate polishing pilot study in collaboration with Rochem Americas Inc.
- **That** the Board **approve** proceeding with a Concentrate Management Plan.
- **That** the Board **direct** Administration to report back with a procurement strategy for the development of a long-term leachate management facility.

Discussion

Permeate Polishing Pilot Study Update

Further to the PMP prepared by RDWI, Rochem submitted a proposal for a permeate polishing study to assist the Authority and RDWI with specifications for equipment, schematics, and technical knowledge to set up a tertiary treatment system.

Based on recommendations provided by Rochem, and in an effort to minimize the overall cost for the polishing system, Authority staff purchased a small pre-fabricated shed, procured and installed all of the equipment as specified by Rochem to initiate the permeate polishing pilot study.

Rochem has provided assurances that the technology in use for the polishing test can be scaled to accommodate a full-scale permanent RO System and process leachate concentrations and volumes currently at the Landfill and as it expands over time.

The Permeate Polishing Pilot System (the "**Polishing System**"), as a finishing component of the overall RO System, began operating on November 11, 2025. To

evaluate the effectiveness of this Polishing System, the Authority will collect and analyze permeate samples during the next 6 months. Samples will be collected directly from the RO System and will be a true reflection of water quality ultimately discharged from the Regional Landfill into the Drain. Once 6 months of data have been compiled, the Authority will proceed with seeking the appropriate approvals from the MECP for the installation and operation of a permanent, full-scale, RO System capable of discharging directly to the Drain.

Procurement Strategy

The current RO equipment being rented as part of the Pilot Project will be required for an extended period of time to allow for proper validation of the treatment process, formal approval from the MECP and commissioning of the new permanent RO System. As such, Administration is recommending extending the rental agreement with Rochem for a two (2) year period to allow sufficient time for the construction and operationalization of a permanent RO System that is capable of treating leachate in accordance with MECP standards, enabling it to be directly discharged to the Drain.

Permanent Full-Scale RO System

The proposed permanent RO System will consist of:

1. Two (2) identical 50,000 GPD (189 m³/d) 2-pass, 3-stage systems with standard 2-pass RO systems and a 3rd stage HP system (Model Number: ROLW.9154. TS+.TS 20/8 ROWL.9542 TSHP 8);
2. One (1) 150,000 GPD (567 m³/d) tank system to support current and future capacity expansion (Model Number: 150,000 Essex Tank System); and
3. One (1) 100,000 GPD (378 m³/d) RO system to support polishing of the permeate to MECP standards for acceptable discharge to surface water (Model Number: DI Flex 100,000 Essex Polishing System).

The RO System will be designed to treat a maximum of 379 cubic meters (m³) of leachate per day, which equals approximately 8-9 tanker trucks per day. The RO System is designed to achieve a recovery of approximately 87.5% permeate and 12.5% concentrate from the incoming leachate.

The proposed RO System will meet the following requirements:

- The raw water stage of each of the two (2) systems is designed for a feed flow of 189 m³/d and can operate up to 60 bar.

- The second pass of the two (2) systems will provide additional polishing to reduce constituent concentrations prior to the permeate polishing skid to support direct discharge to surface water in accordance with MECP standards.
- The high-pressure system is designed to reduce the residuals generated from the first pass (raw water stage) through a semi-batch process and can operate at pressures up to 120 bar to reduce constituent concentrations prior to the permeate polishing skid to support direct discharge to surface water in accordance with MECP standards.
- The polishing system is designed to further reduce constituent concentrations from the second pass and the high-pressure system to support direct discharge to surface water in accordance with MECP standards.
- Collectively, the system is anticipated to achieve a recovery of 87.5% with the intent of evaluating means for further volume reduction.
- The system will have clean-in-place capabilities to remove organic and inorganic foulants from the membranes as part of normal operations.

This RO System will provide the required total processing capacity to accommodate anticipated leachate volumes generated by the Regional Landfill and provides future capacity expansion for an additional 189 m³/d RO skid should this ever be required. Duplex RO Systems will provide redundancy to allow continuous operation while maintenance is carried out on the RO System. This redundancy also provides for efficiencies with regard to spare parts, filters, and chemicals while simplifying operational maintenance for staff.

RO Building and Infrastructure

To accommodate the permanent RO System, the Authority must simultaneously procure a permanent building to house the new RO System. Administration recommends issuing a Request for Proposal ("**RFP**") for design services associated with the installation of a steel pre-fabricated building and associated infrastructure required to operate the RO System. This will be followed by a formal Request for Tender ("**RFT**") for the building procurement and all construction related services.

The required infrastructure must also include a new utility feed from Ontario Hydro along County Road 18 to accommodate the increased electrical demand. The onsite electrical infrastructure will be tendered as a provisional item under the RFT and evaluated on a cost basis. The Authority may elect to procure this work separately if it proves to be more cost effective.

Timeline

2025

- Continue with permeate polishing study and data collection/analysis.
- Continue to identify/evaluate Concentrate Management opportunities.
- Prepare application and submit to Ontario Hydro for County Road 18 power line service upgrade and increased service to the Regional Landfill.

2026

- Prepare/issue an RFP for design services associated with the installation of a steel pre-fabricated building and associated infrastructure required for the RO System.
- Submit polishing study results to MECP.
- Issue PO and pay deposit for full-scale and permanent RO System.
- Prepare/issue an RFT for construction-related services.
- Continue to investigate and prepare a long-term leachate concentrate management plan for volume reduction and offsite disposal of concentrate.

2027

- Complete construction of structure for permanent RO System.
- Install permanent RO System and begin treatment of leachate with new RO System.
- Decommission and return temporary RO System associated with Pilot Project.

Financial Implications until such time as the Regional Landfill receives approval from the MECP to discharge to the Drain, the financial impact will continue to include both the cost to process leachate through the RO System and the cost for trucking and treating at the City treatment plant. However, once the leachate treatment transitions to the RO System entirely, with the treated leachate being discharged to the Drain, the Authority will begin to experience cost savings, but subject to the exception of contingency reasons, which is a requirement by the MECP.

It is intended that the permanent RO System will serve the Regional Landfill pre and post-closure, possibly to the end of its contaminating lifespan.

It is anticipated that costs for the following items, proposed to be funded from the Authority's reserves, will be incurred in 2026:

- Costs for consulting services to assist with preparation of an RFP for architectural/engineering design services for the installation of a steel pre-fabricated building and associated infrastructure required to accommodate the RO System.
- Costs for architectural/engineering design services obtained in response to the above noted RFP.
- Costs to begin process of securing permanent RO System.
- Costs for procurement of building and associated construction, with payments to commence in 2026, but with it being anticipated that the bulk of these costs will be incurred in 2027.

At the time of the preparation of the 2026 Operational Plan and Budget, it was anticipated that the MECP would require at least 12 months of data, pushing the monetary requirements for a permanent RO System to 2027. However, the MECP has now indicated that it may only require 6 months of data, meaning that the Authority may be in a position to start taking steps towards acquiring a permanent RO System as early as May/June 2026.

Further, the City is now proposing a fresh agreement with respect to the treatment of the leachate from the Regional Landfill that is likely to increase costs and greatly limit the amount of leachate that can be delivered to the City for treatment. This development further supports moving to a permanent RO System as soon as possible, but subject to MECP approval and the ability to discharge to the Drain, and further Board approvals that may be required.

Recommendation

That the Board **receive** this Report as information and that the Board:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;

3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

Submitted By



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

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

From: Tom Marentette, Manager of Waste Disposal
Catharine Copot-Nepszy, Manager of Waste Diversion

Meeting Date: Tuesday, December 02, 2025

Subject: Update on Landfill Fires and Prevention Strategy

Purpose

The purpose of this report is to update the Board on the current status of landfill fires and present the prevention strategy for the Essex-Windsor Regional Landfill (the Landfill).

Background

Recently, the Landfill has experienced an increase in the frequency of fires when compared to prior years.

Prior to 2023, there were no recorded fire incidents at the Landfill that resulted in after-hours calls to 911 or the need for Town of Essex fire services to attend the site.

In 2023, there was one reported landfill fire. In 2024, the number increased to five incidents (one in February, one in May, and three in August). In 2025, the situation escalated significantly, with nine fires occurring within the first seven months.

The following is a summary of 2025 fire incidents:

DATE	LOCATION	DURATION	FD CALLED
30-Apr-25	Landfill tip face of Cell 3N	8:30pm-10:09pm	Yes

DATE	LOCATION	DURATION	FD CALLED
22-Jun-25	South face of the area approximately between Cell 3N and 4N where the previous haul road is located.	6:30pm-9:30pm	Yes
25-Jul-25	Landfill tip face Cell 3N (very small)	8:25am-9:00am	No
30-Aug-25	Slope near the north west corner of the area between Cell 4N/5N	8:00am-9:00am	No
30-Aug-25	Slope near the north west corner of the area between Cell 4N/5N	7:30pm-9:30pm	Yes
03-Sep-25	Eastern limit of the waste face within Cell 5N with flare ups	5:30am-12:00pm	No
05-Oct-25	West cell of Cell 5N on the east side next to the separation berm	9:44am-2:30pm	Yes
12-Oct-25	West cell of cell 5N on the east and south side next to the separation berm	10:00pm-2:15am	Yes
13-Oct-25	West cell of Cell 5N on the east and south side next to the separation berm. Flare ups/smoke.	10:00am-11:00am	No

The nature of fires at the Landfill presents many challenges to Authority staff and responding fire crews. As the landfill builds out, the location of waste placement changes, making access variable.

Discussion

On October 21, 2025, members of Administration from both the Town of Essex and the Authority met to discuss the increased volume of fires at the Landfill. While the cause of most fires is difficult to identify, Authority staff have positively identified a couple of fires that appear to have been started by batteries, and other fires have presented with the same type of flaring.

In 2024, the Authority recovered over 16,000 Kg or 16 Metric Tonnes of batteries through its three depots. Batteries and other hazardous and special product materials have been an important aspect of the Waste Diversion program for many

years in Essex-Windsor. In recent years (2020 and 2023), Call2Recycle who is a Producer Responsibility Organization (PRO) for batteries in Ontario, awarded the Essex-Windsor Solid Waste Authority its Leader in Sustainability Award in recognition of our commitment to the environment by providing free drop-off of batteries to local residents.

Rechargeable, lithium-ion batteries are becoming more widespread in the market and therefore bringing concerns to their prevalence at end of life, specifically when not properly recycled. These types of batteries are widely used in everyday items such as personal electronics (tablets, cell phones, laptops, smartwatches, etc.), e-cigarettes, portable power banks, lawnmowers, e-mobility products (e-scooters, etc.), power tools, toys, etc. However, when they reach the end of their life, many people still dispose of them improperly in the trash, recycling or yard waste bins.

Like other batteries, lithium-ion batteries can pose a significant safety risk as they can overheat, explode and cause fires. When damaged, crushed, or exposed to heat, these batteries can ignite and cause fires. It has been communicated at various provincial working groups that lithium-ion batteries are now a leading cause of fires at landfills and recycling facilities across the province. Fires sparked by these batteries are often long-lasting, difficult to extinguish, and can re-ignite.

The Authority recently completed construction of Cell 5N and on August 4, 2025 began landfilling from Cell 4N into Cell 5N from west to east. Placement of the first lift of garbage on the cell floor requires initial placement of garbage to be 10-12 feet thick so as not to damage the cell floor, while normal lift thickness would be 1-2 feet. In review of at least 3 recent fires, it can be assumed that an uncompacted edge of garbage, combined with high winds and an ignition source (battery) is what caused these fires. Once the cell floor was covered, which took approximately 2 months, the edges were tapered and covered with soil. Completing this work too soon could result in plugging the bottom drainage layer.

Since this time, we have had discussions with our staff and equipment operators that all exposed edges must be tapered, packed and covered and that the active work face be kept to a minimum to ensure adequate cover material is placed each day.

The Authority has contacted several fire equipment vendors with the assistance of the Town of Essex Fire Department to facilitate the purchase of additional equipment to maintain preparedness in the event of future fires. Recent purchases include four (4), 50-foot lengths of fire hose and a transportable ground monitor that will enable Authority employees to safely deliver a steady, controlled stream of water during a fire response.

To encourage the proper disposal of batteries and thereby reduce the incidence of battery-related fires, the Authority has endeavoured to continue to educate the community on hazards associated with improper disposal. The following is a summary of action taken:

1. Social media ad on battery hazards: The following ad was posted multiple times in the months of June, July and August.



2. At the YQG Expo Event on October 4, 2025 at the WFCU Centre in Windsor, the EWSWA booth shared proper procedures for handling lithium-ion batteries at their end-of-life.
3. On October 6, 2025, the EWSWA partnered with the City of Windsor to kick-off Fire Prevention Week at its Windsor Public Drop Off Depot. Fire trucks and firefighters were on hand to promote the event and discuss battery safety. The General Manager of the Authority and the City of Windsor Fire Chief gave remarks on the importance of fire safety. CTV interviewed Authority staff and a media release was also issued.
4. EWSWA.org also has information on proper lithium-ion battery handling at end-of-life and it will continue with information with the 2026 campaigns. (screenshot below)

Household Hazardous Waste

Having ways for residents and businesses to properly disposing/recycling Household Hazardous Waste is essential to protecting Essex Windsor's:

1. Environment
2. Drinking water
3. Local Essex-Windsor Regional Landfill

Household Hazardous Waste can be corrosive, flammable, explosive or poisonous. These items must not be consumed or placed in the garbage, recycling or any diversion program, or poured down the drain, toilet or sewer. When hazardous items are improperly disposed of, it will negatively affect the local environment and harms humans and animals in the Essex-Windsor region and beyond.

Note: Lithium-ion batteries can be a fire hazard and should NEVER be placed out for curbside collection (garbage, yard waste, green bin, or recycling). Lithium-ion batteries should always be dropped off at an EWSWA Depot (for free) to be recycled and disposed of properly.

Visit one of three **EWSWA Depots** today to see how easy, convenient and worry free it is for you to do what's right by recycling/disposing of your household hazardous waste safely at an EWSWA Depot.

Further, municipalities have taken leadership roles in increasing awareness. For example, the Town of Essex is distributing buck slips to its residents to increase awareness by communicating important information on batteries and proper disposal.

In 2026, Administration will enhance its communications on lithium-ion batteries to increase awareness and education on proper disposal. These communications will be shared with its municipal partners to increase reach and engagement in local residents. This campaign development has already started as the Authority is finalizing a lithium-ion battery safety feature ad in the 2026 Collection Calendar for Essex County municipalities.

Financial Implications

The Authority's 2026 Promotion and Education (P&E) Budget reallocated funds to increase the Hazardous and Special Products Program funding to specifically target the proper disposal of batteries.

The goal of the campaign is to remind the community that batteries and many other types of household hazardous and special products can be delivered to any of the Authority's depots free of charge.

Recommendation

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

Submitted By

A handwritten signature in black ink, appearing to read 'Tom Marentette'.

Tom Marentette, Manager of Waste Disposal

A handwritten signature in blue ink, appearing to read 'Catherine Copot-Nepszy'.

Catharine Copot-Nepszy, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

November 26, 2025

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

From: Michelle Bishop, General Manager
Catharine Copot-Nepszy, Manager of Waste Diversion

Meeting Date: Tuesday, December 02, 2025

Subject: Circular Materials Container Take Back Collaborative

Purpose

The purpose of this report is to provide the Board an update on the Authority participating in a new Take Back collaborative program with Circular Materials (CM) to support the recycling of carts/boxes in Essex-Windsor as CM transitions Essex-Windsor to a single-stream system in 2026. Further, that the Board receive this report for information and endorse Administration to engage in an agreement with CM to support a Take Back program as proposed in this report.

Background

As shared at multiple Authority Board meetings this past year, Authority Administration has been working diligently to educate Circular Materials on the importance of responsibly supporting Essex-Windsor residents as they transition to a single-stream collection service January 1, 2026. As a result of CM not responding to Administration's shared concerns, a letter was issued on July 2, 2025, to CM's President and CEO, Allen Langdon. The letter highlighted multiple concerns with their plan to move Essex-Windsor to a single-stream program in 2026. Specifically, a gap noted in this letter was their lack of interest in supporting a Take Back program for the thousands of old carts/boxes that would become obsolete and potentially unwanted by residents. Some suggestions offered to CM were to: offer curbside collection or drop-off events for cart recycling, community reuse or repurposing initiatives, and/or guide safe and appropriate in-home or outdoor reuse.

As a result of ongoing efforts, on July 16, 2025, CM staff requested a meeting with Authority Administration to attempt to address these items. Many items were discussed, including their confirmed stance that CM is not responsible for the end-of-life management of existing carts/boxes that residents were currently using for CM's Blue Box program since August 28, 2024. At this meeting, CM confirmed that there was no precedent for addressing this issue with other municipalities. Further, it was noted that while GFL, CM's collector, stated that they may consider collecting boxes, they still needed to determine whether they would retrieve old/unwanted carts from residents at the time of new cart delivery. At this point, Authority Administration advised CM that it was their responsibility as administrators of the Blue Box Program to be responsible in end-of-life cart/box management and to clearly communicate program changes to the Authority, local municipalities and residents.

Discussion

Administration is pleased to report that, after a year of advocacy and significant efforts to encourage CM to responsibly manage end-of-life recycling carts and boxes ahead of their 2026 program changes, CM has requested an exploratory meeting with Authority Administration to discuss a potential collaborative Take Back program.

Recognizing the importance of supporting residents and keeping these materials out of the Essex-Windsor Regional Landfill, Authority Administration welcomed the opportunity for dialogue and has since held two follow-up meetings with CM.

Throughout these discussions, CM expressed interest in having the Authority host a Take Back program for obsolete and unwanted recycling carts and boxes at its three EWSWA Public Drop-Off Depots. This program would provide residents with a convenient way to return these items when the new single-stream recycling system launches in January 2026.

At the most recent meeting on November 24, 2025, CM invited Authority Administration and IPL North America Inc. (IPL), who is their cart provider, the opportunity to meet to discuss and develop a collaborative Take Back program with the following draft proposed scope:

- **Program Term:** January 2 – March 31, 2026, that includes any program extensions that are mutually agreed upon by both parties;
- **Authority Responsibilities:**
 - Receive the containers/boxes at all 3 of its Public Drop Off Depots at no cost to the resident;
 - Sort and load the containers/boxes into 40-yard bins in an effort to maximize space where facilities can support this footprint;

- Remove wheels and axles from carts to support efficient storage/shipment;
- Push CM's Take Back program messaging through the Authority's social media accounts and tag local municipalities to increase reach (in-kind contribution); and
- Notify CM/IPL promptly when the 40-yard bin is nearing capacity.
- **CM Responsibilities:**
 - Pay the cost of a 40-yard bin at Authority sites and pay the cost to haul the bin when full to a site determined by IPL;
 - Develop a Promotion & Education (P&E) campaign that the Authority will share on its socials and with local municipalities;
 - Develop a financial proposal that considers the cost for using the Authority's site and Authority labour associated with receiving and stacking the carts/boxes and removing wheels and axles from carts.
- **IPL Responsibilities:**
 - Receive the 40-yard bin filled with recycling carts/boxes at their designated site for consolidation;
 - Consolidate the carts/boxes onto a 53-foot trailer;
 - Haul this trailer to IPL's designated site, where the carts/boxes will be pelletized; and
 - Guarantee the carts/boxes will be recycled.

Based on the above scope, CM has committed to forwarding an operating and financial proposal to the Authority in the coming week.

It is important to note that Authority Administration did ask CM if there was any potential that they would collect from residential homes, if a resident was not able to drop off carts/boxes. At this time, CM confirmed that curbside collection is not in their budget and will not be included in the Take Back program.

Note that the above proposal was recently shared on November 25, 2025, with the EWSWA Technical Staff Committee to ensure that they were updated on this new direction.

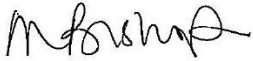
Financial Implications

At this time, Authority Administration does not have the financial proposal from CM that would offset the Authority's cost to support the Take Back program. Ultimately, Authority Administration's goal is to ensure that unwanted carts/boxes are prevented from being disposed of in the Essex-Windsor Regional Landfill, while also ensuring that there is no additional cost to the Authority to support this program. As a result, Administration does not anticipate that there will be any financial implications at the writing of this report.

Recommendation

That the Board **receive** this report for information and **endorse** Authority Administration's engagement with Circular Materials to finalize an agreement in support of a Take Back program.

Submitted By



Michelle Bishop, General Manager



Essex-Windsor Solid Waste Authority By-Law Number 18-2025

Being a By-Law to:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

Whereas the Essex-Windsor Solid Waste Authority:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project;
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and
4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

Now Therefore the Essex-Windsor Solid Waste Authority (EWSWA) enacts as follows:

1. Authorize the Authority to proceed with an extension of the rental of the mobile RO equipment being used for the Pilot Project.
2. Authorize Administration to prepare procurement documents in preparation for the design and build of the facilities and equipment required to operate a permanent full-scale RO System;
3. Authorize and direct Administration to develop a financing strategy for a permanent RO System for the Board's consideration in 2026; and

4. Conditionally approve the Direct Purchase of RO equipment from Rochem Americas Inc. for the permanent RO System and authorize Administration to pay a deposit to Rochem, subject to the Permeate Polishing Study producing satisfactory results to allow for the discharge of the leachate to the drain.

THIS By-Law shall take effect upon the final passing thereof.

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

Read a First, Second and Third Time, Enacted and Passed this 2nd Day of December, 2025.



**Essex-Windsor Solid Waste Authority
By-Law Number 19-2025**

**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.

Gary McNamara
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 2nd Day of
December, 2025.**