



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Wednesday, August 12, 2026

Time: 4:00 PM

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

The meeting will be held in person for Board Members and staff. Media representatives and interested members of the public are also welcome to attend in person.

LIST OF BUSINESS **PAGE NUMBERS**

1. Call to Order

2. Motion to Move-In Camera

Moved by:

Seconded by:

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

- (d) labour relations or employee negotiations
- (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

4. Approval of the Minutes

A. July 7, 2026 Regular Meeting Minutes 1-12

5. Business Arising from the Minutes

6. Correspondence

There are no correspondence for August 12, 2026.

7. Delegations

There are no delegations for August 12, 2026.

8. Waste Disposal

There are no items for Waste Disposal.

9. Waste Diversion

- | | |
|--|-------|
| A. Tender Award – Public Drop Off Weigh Scale | 13-15 |
| B. 2026 Green Bin Program Promotion & Education Update | 16-36 |
| C. Update on Phase 2 – Green Bin Program (Verbal report) | |
| D. Green Bin Program Expansion to Local Schools | 37-39 |

10. Finance & Administration

- | | |
|---|-------|
| A. Committee and Board Meetings Video Recordings Update | 40-42 |
| B. Six-month Operations Financial Review – January to June 2026 | 43-47 |

11. New Business

12. Other Items

13. By-Laws

- | | |
|--|----|
| A. By-Law 10-2026 | 48 |
| Being a By-Law to Authorize the Award to Mettler Toledo LLC for the removal and replacement of two (2) truck weigh scales at the Windsor Public Drop Off Depot and approve a contract with Mettler Toledo LLC for annual maintenance, inspection and calibration of two (2) truck weigh scales at the Windsor Public Drop Off Depot for 2027, 2028 and 2029. | |
| B. By-Law 11-2026 | 49 |
| Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for August 12, 2026. | |

14. Next Meeting Date

Tuesday, October 6, 2026

15. Adjournment



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, July 7, 2026

Time: 4:00 PM

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

Attendance

Board Members:

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

EWSWA Staff:

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

City of Windsor Staff:

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

County of Essex Staff:

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

Absent:

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

1. Call to Order

The Chair called the meeting to order at 4:04 PM.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

Moved by Gary McNamara
Seconded by Rob Shepley

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

**36-2026
Carried**

4. Business Arising from the Minutes

No items were raised for discussion.

5. Correspondence

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

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

Moved by Michael Akpata
Seconded by Hilda MacDonald

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

**37-2026
Carried**

6. Delegations

There were no delegations for July 7, 2026.

7. Waste Disposal

A. Hazardous Gas Monitoring System – Regional Landfill

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

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

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

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

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

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

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

Moved by Gary McNamara
Seconded by Kieran McKenzie

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

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

**38-2026
Carried**

B. Reverse Osmosis Plant Status and Delegation of Authority

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

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

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

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

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

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

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

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

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

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

Moved by Gary McNamara
Seconded by Rob Shepley

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

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

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

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

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

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

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

**39-2026
Carried**

8. Waste Diversion

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

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

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

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

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

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

Moved by Hilda MacDonald
Seconded by Rob Shepley

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

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

**40-2026
Carried**

9. Finance & Administration

A. 2026/2027 EWSWA Insurance

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

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

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

Moved by Kieran McKenzie
Seconded by Jim Morrison

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

**41-2026
Carried**

B. Restricted Acts of the Board after Nomination Day

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

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

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

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

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

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

Moved by Gary McNamara
Seconded by Kieran McKenzie

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

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

**42-2026
Carried**

10. New Business

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

11. Other Items

No items were raised for discussion.

12. By-Laws

A. By-Law 7-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

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

**43-2026
Carried**

B. By-Law 8-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

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

**44-2026
Carried**

C. By-Law 9-2026

Moved by Hilda MacDonald
Seconded by Rob Shepley

That By-Law 9-2026, being a By-law to Confirm the Proceedings of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be **adopted** this 7th day of July, 2026.

**45-2026
Carried**

13. Next Meeting Dates

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

14. Adjournment

Moved by Jim Morrison

Seconded by Rob Shepley

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

46-2026
Carried

All of which is respectfully submitted.

Gary Kaschak
Chair

Michelle Bishop
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

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

From: Cathy Copot-Nepszy, Manager of Waste Diversion

Meeting Date: Wednesday, August 12, 2026

Subject: Contract Award Recommendation for the Removal and Replacement of Two (2) Truck Weigh Scales at the Windsor Public Drop Off

Purpose

To recommend that the Board award the contract for the removal and replacement of two truck weigh scales at the Windsor Public Drop-Off Depot to Mettler Toledo LLC. ("Mettler") at an evaluated tender price of \$400,644.88, excluding applicable taxes, and approve annual maintenance, inspection, and calibration services at \$8,748.62 per year for 2027, 2028, and 2029.

Background

The Public Drop-Off Depot uses a two-scale inbound and outbound system located on the southeast side of the property. The scales were installed circa 1995 and have been in continuous operation since that time. Given their age and ongoing operational importance, replacement is required to maintain reliable service and reduce the risk of service interruptions. On average, over 121,000 plus vehicles cross the attended scales annually (based on 2023-2025 Geoware data). Moreover, the current scale contractor, Mettler Toledo, who maintains and certifies these scales, noted in 2025 that due to the condition of the scales, they would not certify them past 2026 and recommended replacement.

In preparation for tendering, the Authority contracted McCloskey Engineering Ltd. ("McCloskey") to conduct a visual inspection of the two truck scale foundations and associated concrete. McCloskey concluded that the foundations and approach ramps were suitable for continued service with minor repairs and ongoing maintenance.

Discussion

The Authority issued Request for Tender (RFT) 2026-06-23 for the removal and replacement of the two truck weigh scales through Bids and Tenders. Please note that the RFT is critically detailed to minimize disruption to the site operations and the customers that use the facilities during the demolition and installation of the two new scales. The RFT also requested pricing for annual maintenance, inspection and calibration services for 2027, 2028 and 2029.

A mandatory site visit was held for prospective bidders on July 7, 2026, at 10:00 am. Representatives from six (6) companies participated in the site visit.

The closing date for the receipt of tenders was Monday, July 20, 2026. Bids were received from three (3) companies and subsequently evaluated for compliance with mandatory submission requirements, applicable references, service response times and cost. All submissions were deemed compliant. Concrete repairs to the existing platforms were not included in the RFT and will be reviewed with the successful proponent upon award.

The lowest cost bid was received from Mettler Toledo LLC. Mettler is a leading global supplier of precision instruments and services and currently completes the maintenance and calibration of the scales at the Windsor Public Drop-Off Depot. In 2018, Mettler was awarded a similar contract for the removal and replacement of unattended (commercial) scale at the Windsor Public Drop-Off Depot.

Financial Implications

The Board-approved 2026 Operational Plan and Budget included an allocation of \$457,900 for this project, to be funded from the Authority's Equipment Replacement Reserve (ERR), which sufficiently covers the lowest bid of \$400,644.88 excluding applicable taxes.

The balance of the funds will be applied to the concrete repairs recommended in the foundation assessment by McCloskey with support of the successful bidder and in accordance with the Authority's procurement policy.

Further, the annual maintenance, inspection and calibration service costs of \$8,748.62 per year that will begin in 2027 will be included in the 2027 Operational Plan and Budget and similarly for the 2028 and 2029 budget years.

Recommendation

That the Board **award** RFT 2026-06-23 to Mettler Toledo LLC for the removal and replacement of two (2) truck weigh scales at the Windsor Public Drop Off Depot at a cost of \$400,644.88, excluding applicable taxes.

That the Board **approve** a contract with Mettler Toledo LLC for annual maintenance, inspection and calibration of two (2) truck weigh scales at the Windsor Public Drop Off Depot for 2027, 2028 and 2029 at a total contract cost of \$25,435.86, excluding applicable taxes.

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, August 12, 2026

Subject: 2026 Green Bin Program: Promotion & Education (P&E) Update – Campaigns 3B, 4A, 4B, 4C

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 to recommend that the Board direct Authority Administration to share the upcoming 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 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. Administration has been working closely with communication contacts from each municipality to enhance residential reach through municipal forums.

As shared previously, 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 to the Clerk's Department of the City of Windsor (City), the County of Essex (County) and seven (7) County Municipalities, ensuring municipal partners are kept well informed.

Discussion

As shared at the July 7, 2026, EWSWA Board Meeting, due to the upcoming municipal elections and their impact on the Board, Authority Administration is providing multiple Campaign Summary updates to the Board at this meeting. While content is substantially complete, it's important to identify that there may be minor adjustments to some of the content as campaigns near to enhance/update current information provided. If adjustments are made, these will be shared with the Board through correspondence. Each Campaign Summary will be published as scheduled below to support key Green Bin Program milestones, as prescribed in the 2026 Green Bin Program P&E Plan.

Campaign	Publication Date	Description
Campaign 3B - Phase 2: Green Bin Delivery	August 12, 2026 – October 9, 2026	When Green Bin Delivery will occur in Phase 2 municipalities and what to expect during this time
Campaign 4B - Tecumseh Schedule Change	October 12, 2026 – December 4, 2026	Information will target Town of Tecumseh residents to communicate that their Green Bin collection day changes to Thursdays starting November 5, 2026
Campaign 4C – Phase 2: Collection Begins	October 12, 2026 – December 4, 2026	Tips to help residents in Phase 2 be ready for collection that starts in November
Campaign 4A – Phase 1: One-Year Anniversary	October 21, 2026 – December 31, 2026	Campaign will celebrate the first anniversary of the Green Bin Program by sharing metrics and program information

To ensure these campaign messages are consistent across the region, they will be shared with municipal partners and stakeholders through the attached Green Bin Program: Campaign Summaries, which form part of 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 3B, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities.

That the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary 4B, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by October 12, 2026.

That the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary 4C, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by October 12, 2026.

That the Board **direct** Authority Administration to provide a Green Bin Program: Campaign Summary 4A, as applicable to the Clerk's Department at the City of Windsor, County of Essex and seven (7) County Municipalities by November 1, 2026.

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion

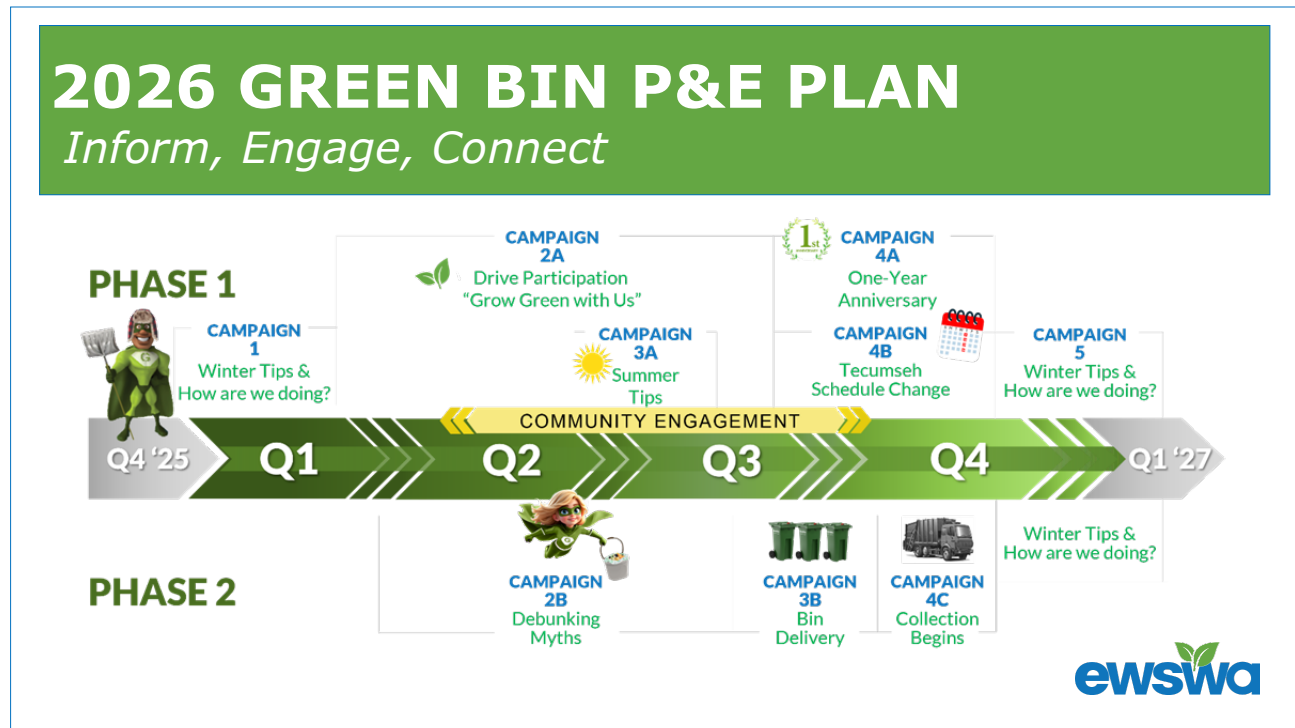
Attachment: Green Bin Program: Campaign 3B Summary

Green Bin Program: Campaign 4A Summary

Green Bin Program: Campaign 4B Summary

Green Bin Program: Campaign 4C Summary

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



Green Bin Program – Phase 2

Campaign 3B Summary: The Green Bins Are Coming!

August 12, 2026

The 2026 Green Bin launch is closing in on a major milestone: **“The Green Bins Are Coming” to Phase 2 municipalities!**

Single-family homes in Amherstburg, Kingsville, and Leamington that are included in the 2026 Green Bin Program will soon have a Green Bin Kit delivered to their homes. Delivery will **start the week of September 7th and continue through late October** until distribution is complete.

Each Green Bin Kit will contain one:

- 120L EWSWA Green Bin (made in Canada);
- 7L Kitchen Catcher (made in Canada);
- “How-To” Guide;
- Sample compostable bag and a discount coupon for purchase of additional compostable bags.

The lid of the Green Bin will have a Welcome Sticker with important information that residents should read before storing or using the Green Bin. Residents should also write their address on the space provided on the Green Bin. **Note that Green Bins should not be used until the week before collection begins.**

Upon delivery, the Green Bin will be scanned by EWSWA contractors. This will link the Green Bin to the corresponding address and record it in the EWSWA database. This information is essential to the **EWSWA Green Bin Repair & Request program**, which tracks issues related to Green Bin repairs, warranty claims, Green Bin requests for new builds, etc.

Residents can learn when delivery to their municipality is scheduled by visiting www.ewswa.org. Residents are also encouraged to download the free **Recycle Coach App** (available on the App Store or Google Play) where they will find program information, Green Bin delivery and collection schedules and much more.

CUSTOMER SERVICE AND SUPPORT

To ensure that residents receive the most accurate information, always direct residents to www.ewswa.org or have them call **1-800-563-3377**.

PROMOTING THE GREEN BIN PROGRAM

Below are sample ads for Phase 2 municipalities to use when sharing Campaign 3B messaging on digital displays or through internal staff communications.

These ads should be promoted starting August 12, 2026, ending October 12, 2026. They shouldn't be published beyond this timeframe, as the next campaign will begin with messaging tailored to support the next program milestone.

If ad formatting assistance is needed, Phase 2 municipalities can contact Darko Milenkovic, Communications Coordinator, through email: dmilenkovic@ewswa.org.

GRAPHICS



HEADLINES & COPY

Green Bin Delivery Runs September-October (Phase 2).

Get your GREEN On! You can be a Green Superhero by putting food waste in the right place – *in the Green Bin, not the garbage!* Green Bin Kit delivery starts in September and runs into October. Watch for yours coming soon.

To be part of The Green Team, follow us on Facebook, Instagram or X, or visit www.ewswa.org. And stay current on Green Bin delivery and program updates by simply downloading the Recycle Coach app.

GRAPHICS



HEADLINES & COPY

Green Bin Delivery Runs September-October (Phase 2).

Get your GREEN On! You can be a Green Superhero by putting food waste in the right place – *in the Green Bin, not the garbage!* Green Bin Kit delivery starts in September and runs into October. Watch for yours coming soon.

To be part of The Green Team, follow us on Facebook, Instagram or X, or visit www.ewswa.org. And stay current on Green Bin delivery and program updates by simply downloading the Recycle Coach app.

Food Waste Collection Is Coming This Fall to Phase 2 municipalities!

You too can be a Green Superhero by putting food waste in the right place – *in the Green Bin, not the garbage!* Bin delivery runs September - October in Phase 2 municipalities (Amherstburg, Kingsville, Leamington). Watch for yours coming soon!

You can stay up-to-date by connecting with us on Facebook, Instagram or X, by downloading the Recycle Coach app, and by visiting us at www.ewswa.org.

GRAPHICS



HEADLINES & COPY

The Green Bin Stays

Your new Green Bin is registered to your address to support the Green Bin Repair and Replacement Program. That means that if you move addresses, your Green Bin should stay behind as it's tied to your current address.

For more tips on how to best use your Green Bin, connect with us on Facebook, Instagram or X, or visit www.ewswa.org. To stay current on Green Bin delivery dates and program updates, download the Recycle Coach app.



Stay in the Know with the Green Bin Program!

Stay up to date by connecting with the EWSWA on Facebook, Instagram or X, by downloading the Recycle Coach app, and by visiting www.ewswa.org. Staying connected can support you to be a Green Superhero too!

Remember, by simply putting food waste in the right place – *in the Green Bin* - you can help Grow the Region Green!

Green Bin Program: Phase 1

Campaign 4A Summary: Essex-Windsor Green Bin Turns 1!

October 19, 2026

The Essex-Windsor Solid Waste Authority (EWSWA) is celebrating the Green Bin Program's first anniversary for residents of Essex, Lakeshore, LaSalle, Tecumseh and Windsor. Thousands of Essex-Windsor residents have made a meaningful impact by using their Green Bin. Their participation helps extend the life of our only landfill, reduces the high costs associated with siting a new one, and supports the agriculturally rich lands that benefit us all. By placing food waste in the Green Bin, residents help turn a valuable resource into fertilizer and renewable energy.

In its first year, residents welcomed the Green Bin into their routines and spared more than 11,000 tonnes of food waste from unnecessary landfill. Their pride in the program is clear through regular participation, proper Green Bin set-out using Park-Point-Space, and careful sorting of acceptable materials. Residents have now used the Green Bin successfully every season, showing they can be Green All-Year Round!

CUSTOMER SERVICE AND SUPPORT

To ensure residents receive quick prompt customer support and accurate information please adhere to the following:

- County of Essex residents: call the EWSWA at 1-800-563-3377 or visit www.ewswa.org.

Note that City of Windsor residents should call 311.

For more information on the Green Bin Program and additional Green Tips, residents can visit www.ewswa.org.

PROMOTING THE GREEN BIN PROGRAM

Below are sample ads for Phase 1 municipalities so that they can share messaging on digital displays or internally with staff.

PLEASE NOTE: These ads should start using the schedule below and end by December 31, 2026. They shouldn't be published beyond this timeframe as

the next campaign will begin with messaging tailored to support the next program milestone.

If ad formatting assistance is needed, Phase 1 municipalities can contact Darko Milenkovic, Communications Coordinator, through email: dmilenkovic@ewswa.org.

Promotion of the following ad should start no earlier than October 19, 2026, and run until December 31, 2026, for Phase 1 municipalities.

GRAPHICS



HEADLINES & COPY

Celebrating One Year of Food Waste Collection.

Congratulations, Essex-Windsor! It's been one year since the Green Bin program was launched. In that time, over 11,000 tonnes of food waste and organics have been collected through the Green Bin Program. That's 11,000 tonnes of material that you've kept from going into our landfill – extending its lifespan, and in the process helping to produce valuable fertilizer for our crops and keeping the Region greener. Thanks for being part of the Green Team! You're all superheroes in our book.

Promotion of the following ads should start no earlier than October 26, 2026, and run until December 31, 2026.

GRAPHICS



HEADLINES & COPY

Gold Stars to You!

Over 1,300 Gold Stars have been issued in the first year of the Green Bin program. That means residents have been using the Green Bins weekly, setting them out using Point-Park-Space, and putting only acceptable materials in them.

Visit ewswa.org for more tips on how to use the Green Bin successfully. Thank you for **Growing Green with the Green Bin!**



Stay Up-to-Date with the Recycle Coach App!

This free app can provide your collection schedule, give reminders, and get information on 'What Goes Where'. With all of this at your fingertips, it will help you to keep valuable resources out of your garbage so that you can continue to **Grow Green with Us!**

Promote the following ads no earlier than November 9, 2026, and run until December 31, 2026.

GRAPHICS



HEADLINES & COPY

Green Bin Questions/Concerns?

Have a question about the Green Bin Program or your collection schedule? Is there an issue with the Green Bin (wheel broke, etc.)? Let us know – we're here to help.

City residents- contact the City at 311

County residents- contact EWSWA at 1-800-563-3377



Welcome Aboard!

The Essex-Windsor Solid Waste Authority is excited to celebrate the addition of Amherstburg, Kingsville, and Leamington to the Green Bin program!

Now all single-family homes of Essex-Windsor have access to the Green Bin and can do their part to keep food waste and organics out of the landfill. Thanks for helping the region **Grow Green with Us!**

Green Bin Program – TECUMSEH ONLY

Campaign 4B Summary: Tecumseh Collection Day Change!

October 12, 2026

The Essex-Windsor Solid Waste Authority (EWSWA) is announcing that a schedule change will take place in the Town of Tecumseh (Tecumseh) for the Green Bin collection program this November.

In Tecumseh, the Green Bin collection day is changing from Tuesday to Thursday starting the week of November 2, 2026. This change is necessary to balance collection scheduling as Phase 2 municipalities join the new regional Green Bin Program.

Information about this change will be relayed through multiple communication channels and at Tecumseh facilities.

As always, residents are encouraged to download the free **Recycle Coach App** (available on the App Store or Google Play) where they will find program information, collection schedules and much more.

CUSTOMER SERVICE AND SUPPORT

To ensure that residents receive the most accurate information, always direct residents to www.ewswa.org or have them call 1-800-563-3377 directly.

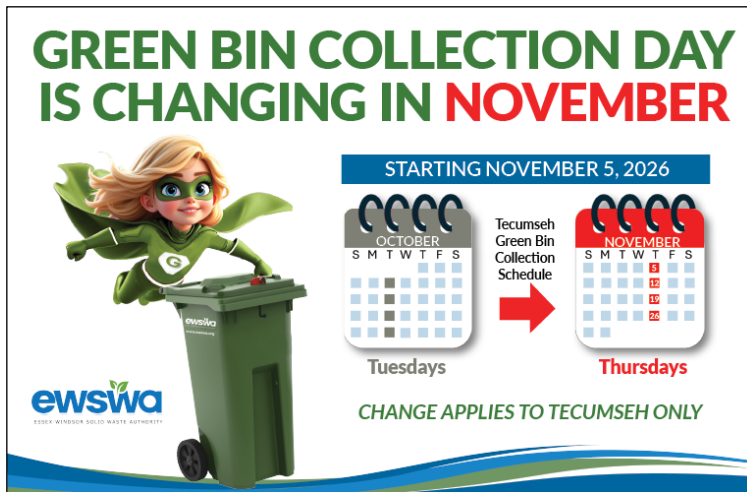
PROMOTING THE MESSAGE

The ad below can be used on digital displays or internally with staff to help promote the message about the collection day change.

PLEASE NOTE: This ad should be posted from October 12, 2026, through to December 4, 2026. This ad should not be published beyond this timeframe as the next campaign will begin with messaging tailored to support the next program milestone.

If assistance is needed with ad formatting, please contact Darko Milenkovich, (Communications Coordinator) via email at DMilenkovic@ewswa.org

GRAPHICS



HEADLINE & COPY

Tecumseh Green Bin Collection Day is Changing in November!

Starting November 5, 2026, Green Bin collection in Tecumseh will move from **Tuesday** to **Thursday**. This change is necessary to support the new regional program. *Note that this change applies to residents of Tecumseh only.*

For more information, visit the EWSWA website at www.ewswa.org or download the Recycle Coach app for schedule notifications too.

Green Bin Program – Phase 2

Campaign 4C Summary: Green Bin Collection Begins!

October 12, 2026

The Essex-Windsor Solid Waste Authority (EWSWA) is excited to share that Phase 2 delivery of Green Bins is now complete, and **collection for these homes will begin the week of November 2, 2026**. Soon, single-family homes in Amherstburg, Kingsville and Leamington will join Phase 1 municipalities as they will have access to the Green Bin. By putting their food waste in the new Green Bin Program, residents will help extend the life of our local landfill, avoid the high costs of siting a new one, and support the agriculturally rich lands that serve us all so well.

Important Tips to Know with Green Bin Start-up: Residents should consider these tips when preparing for Green Bin collection:

- **Your collection day:** download the Recycle Coach App, check your municipal calendar or visit www.ewswa.org for your weekly collection schedule.
- **Your set-out time:** always set out your Green Bin by 6 AM, so that you don't miss the collection truck.
- **How to Green Bin it:** check out your Starter Kit to be ready for collection.
- **What to use:** only the EWSWA Green Bin and compostable food waste bags can be used.
- **How to set out the Green Bin:** since collection vehicles use automated arms to empty your Green Bin, be sure to use **P-P-S (Point-Park-Space)**.
 - **POINT** the arrows on the Green Bin lid towards the street.
 - **PARK** the Green Bin about 30 cm behind the curb.
 - **SPACE** the Green Bin at least 1 metre from other carts/structures.
- **When to start using your Green Bin:** begin to fill your Green Bin the week *before* collection starts so that it has food waste for the first collection.

Residents should keep an eye out for an “OOPS!” sticker or a “Gold Star” sticker on their Bin that will give them feedback on their participation so that they can continue to ***Grow Green with the Green Bin.***

CUSTOMER SERVICE AND SUPPORT

To ensure residents receive quick, prompt customer support and accurate information, please adhere to the following:

- County of Essex residents: call the EWSWA at 1-800-563-3377 or visit www.ewswa.org.

Note that City of Windsor residents should call 311.

For more information on the Green Bin Program and additional Green Tips, residents can visit www.ewswa.org.

PROMOTING THE GREEN BIN PROGRAM

Below are sample ads for Phase 2 municipalities so that they can share Campaign 4 messaging on digital displays or internally with staff. Note that at the bottom of this section there are general ads that pertain to Phase 1 municipalities.

PLEASE NOTE: These ads should be promoted starting October 12, 2026, ending December 4, 2026. They shouldn't be published beyond this timeframe, as the next campaign will begin with messaging tailored to support the next program milestone.

If ad formatting assistance is needed, Phase 2 municipalities can contact Darko Milenkovic, Communications Coordinator, through email: dmilenkovic@ewswa.org.

GRAPHICS



HEADLINES & COPY

Phase 2 Collection Starts 1st Week of November for Amherstburg, Kingsville, and Leamington.

Food waste is too good to waste! Visit www.ewswa.org/curbside-collection/green-bin for your municipal calendar or use the Recycle Coach app to find your weekly collection day and the latest program information. Start filling your Green Bin the week before collection begins and support next year's harvest!



Phase 2, Check Out Your New Green Bin and Starter Kit.

You got your Green Bin – now what? Start by reading the information on the Welcome Sticker. Inside your Green Bin, you will also find a Kitchen Catcher, "How-To" guide, sample compostable liner, and more to get you started. If you have questions, visit: www.ewswa.org or call the EWSWA @ 1-800-567-3377.

GRAPHICS



HEADLINES & COPY

Phase 2, Ready, Set, Go...for Collection

Store your Green Bin in a safe place and don't use it until the week before your collection begins. Be sure to write your address on your Bin. Remember not to use your Green Bin for any other collection program, as this is the only bin that can be used for the Green Bin Program! When it's time to start using it, stage it in a location that is easy to access and keep the lid closed when not in use. For more information, visit www.ewswa.org

Phase 2, Get Ready for Collection.

Review your "How-To Guide" to get familiar with the program. Set up your kitchen to make it easy to keep food waste out of the garbage. Consider using compostable bags, since plastic can't be used. Try to stage your Green Bin in a convenient location. Finally, be sure to know how to properly set out your Green Bin and what date your weekly collection begins. Visit www.ewswa.org for more information.

GRAPHICS



HEADLINES & COPY

A Kitchen Catcher - to Catch Food Waste.

Phase 2 residents, the Kitchen Catcher (KC) that you received with your Green Bin will help you collect food waste in your kitchen. To be tidy, you can line it with a compostable bag, such as the sample you received. Place the Kitchen Catcher in a convenient location to gather Acceptable Materials. When ready, tie the bag and place it into your Green Bin. Dishwash your KC and get ready for the next collection day. For more information, visit www.ewswa.org

Phase 1 and Phase 2 can publish the below ads and messaging as they are general to the Green Bin Program.

GRAPHICS



HEADLINES & COPY

Green Tips to Reduce Odours.

Empty your Kitchen Catcher regularly and clean it between uses - it's dishwasher safe! Use your weekly collection even if your Green Bin is not full. Keep all lids closed when not in use. Visit www.ewswa.org for more Green Tips.



What Goes in the Bin? What Doesn't?

It is very important that only Acceptable Materials are put into the Green Bin so that a valuable fertilizer can be created for next year's crops. This includes food waste and many organic materials like food-soiled paper containers and compostable bags (used as liners). Other items, including yard waste, cat litter, plastics, metals and Styrofoam, are NOT ACCEPTABLE in the Bin. Visit www.ewswa.org for a full list of Acceptable Materials.

GREEN TIP! *If you have fats, oils, grease (FOG), put them in a paper cup with a paper towel to absorb liquids and chill it in the fridge before transferring to the Green Bin just before collection.*

GRAPHICS



HEADLINES & COPY

Stay Up-To-Date!

Download the Recycle Coach app (available for Android and iOS) to get the latest Green Bin collection schedule and program updates. You can also get collection notices for garbage and other collection programs. Visit www.recyclecoach.com to download.



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, August 12, 2026

Subject: Green Bin Program Expansion to Local Schools

Purpose

The purpose of this report is to request that the Board direct Authority Administration to partner with Miller Waste Systems Inc. (Miller) and IPL North America Inc. (IPL) to implement a pilot Green Bin Program at eligible schools within the County of Essex (County) in concert with a similar pilot program in the City of Windsor (City) and report back to the Board on the program's outcomes and any future financial implications.

Background

At the April 3, 2024, EWSWA Board meeting, Authority Administration presented the results and award for the curbside collection of source-separated organics for the County Green Bin Program. Based on recommendations from other municipalities that had launched a Green Bin Program, Administration requested Board approval to initially limit service to residential households. This phased approach supported the successful rollout of the new program to 150,000 households across five municipalities. This report also included information for provisional Green Bin collection services for primary and secondary schools, with the intent to expand to this sector once the residential program was established.

Discussion

Since the successful launch of the residential Green Bin Program, participation and operational performance have met expectations, giving the Authority confidence to proceed with the next phase of expansion. Authority Administration shared preliminary results with the EWSWA Board at its April 15, 2026, meeting, noting that the program had progressed beyond its start-up phase and that participating

homeowners were using it properly, with minimal collection issues. Expanding source-separated organics collection to schools would increase waste diversion, support environmental education, and ensure that organics generated in educational facilities are managed consistently with residential collection practices. Further, by supporting the Green Bin in schools, students may take this experience home and thereby influence increased participation in their households. Administration has continued discussions with Miller and school board representatives to assess service requirements, collection logistics, and implementation timelines, and is now seeking approval to expand Green Bin collection services to eligible schools throughout the region.

Further, when the City of Windsor transitioned to bi-weekly garbage collection, the Greater Essex County District School Board (GECDSD), which relied on City-provided curbside waste collection services, approached the City to discuss the change in level of service given the amount of waste generated at the schools. To address the reduced garbage collection frequency and manage the resulting organics stream on the weeks on which waste collection would not be occurring, the City phased in implementation of Green Bin collection services for schools in the GECDSD for the remainder of the 2026 school year. All other school boards within the region independently contract their waste collection services through front-end collection contracts (rather than curbside collection) and to date none have approached the City requesting to participate in the Green Bin Program.

As a result, the City launched a Green Bin Program with the GECDSD across all 35 City schools, including both primary and secondary schools. The City confirmed that the launch was successfully supported through in-kind contributions from IPL for Green Bins and Kitchen Catchers without any associated increase from Miller for collection services. The City also noted that the GECDSD supported the transition at all levels, from students and staff to school operations. The City requested the Authority to support this program by providing informational packages on the Green Bin Program. The Authority also worked to align its educational programming with these schools where feasible.

City Administration has deemed the rollout successful, noting that the Green Bin Program is being used properly by participating schools and that no issues, such as contamination, have been reported. The City further suggested that expansion of the GECDSD Green Bin Program into County schools would be relatively seamless. Finally, they also advised that school board resources and policies may affect future implementation and uptake in other school boards and should be considered as the program expands.

As the GECDSD has also approached the Authority about expanding the program into County schools, it would be most practical to proceed in this direction. Miller

and IPL have both confirmed in-kind support to start up this pilot program this fall with the GECDSD, with the understanding that costs may arise as the program grows.

Financial Implications

There are no direct or immediate financial implications associated with this pilot program, as Administration is working closely with IPL and Miller to support this through in-kind measures. As financial implications arise with the full implementation of the program in coming years, it will be communicated to the Board and presented for approval as part of the annual budget process in the appropriate year.

Recommendation

That the Board **direct** Authority Administration to partner with Miller Waste Systems Inc. and IPL North America Inc. to implement a pilot Green Bin Program at eligible schools and report back to the Board on the program's outcomes and any future financial implications.

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: Steffan Brisebois, Manager of Finance and Administration

Meeting Date: Wednesday, August 12, 2026

Subject: Committee and Board Meetings Video Recording Update

Purpose

The purpose of this report is to provide the Board with updates regarding any financial implications of livestreaming and recording Authority Board meetings.

Background

On February 18, 2026, County Council adopted resolution 063-2026 under "*New Business item 14.2 Committee and Board Meeting Videos*" which directed County Administration to consult with the Boards and Committees on their willingness and ability to record and post meetings online.

On February 26, 2026, a letter was sent to Authority Chair Kaschak from County of Essex (County) CAO, Sandra Zwiers, regarding the resolution, which requested the Authority Board 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 sought feedback on the Board's capacity, as well as any operational or logistical considerations, which would inform a report back to the County Council. The letter acknowledged that the County does not have jurisdiction over the Board's meeting procedures.

On April 15, 2026, the Board approved the following:

23-2026

Moved by Fred Francis

Seconded by Rob Shepley

That the Board **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.

Discussion

Following the Board's direction on April 15, 2026, Administration discussed the feasibility of recording and livestreaming Board meetings with the County Infrastructure Technology (IT) team (the Authority's IT infrastructure provider) and the Authority's communications team.

Administration assessed the feasibility of livestreaming and recording based on the following factors:

- 1) Current website capabilities and current software limitations;
- 2) Hardware capabilities and availability, and
- 3) Staffing requirements

Current website capabilities and software limitations

The Authority launched a new website in 2025. The new website platform allows the Authority to include on its website:

- Livestream weblinks for residents to view Board meetings,
- Links that allow users to subscribe to Authority media releases. Media releases include the notice to subscribers of upcoming meetings and
- Links for users to view previously recorded meetings for future viewings.

The Authority subscribes (through the County) to Microsoft 365, which includes Microsoft Teams (a platform which can host live webinars and record sessions). The Authority can leverage MS Teams to host webinars at future Board meetings.

No website or software limitations are anticipated should the Authority Board meetings be recorded or livestreamed.

Hardware capabilities and availability

The County of Essex Administration Building meeting rooms and Council Chambers are equipped with video recording hardware and function with MS Teams.

The Authority will be reliant on the County's IT infrastructure to record and share Board meetings. Should the County's hardware function as intended, Administration does not anticipate any limitations of the County's hardware to record or livestream Authority Board meetings.

Staffing requirements

Administration anticipates that some internal staff time will be required to configure the Authority's website, train staff, and conduct testing. Limited County IT staff support may also be required if assistance is needed to configure County hardware.

No staffing constraints are anticipated if Authority Board meetings are recorded or livestreamed.

Financial Implications

Administration anticipates limited administrative staff overtime during the launch phase to attend Board meetings and assist with hosting the session. However, any associated costs are not expected to have a significant impact on the 2026 operating budget.

Recommendation

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

That the Board **direct** Administration to proceed with recording and livestreaming of Authority Board meetings; and

That the Board **direct** Administration to send feedback and respond to County Council on the Authority's intentions to record and livestream Authority Board meetings.

Submitted By



Steffan Brisebois, Manager of Finance and Administration



Essex-Windsor Solid Waste Authority Administrative Report

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

From: Steffan Brisebois, Manager of Finance and Administration

Meeting Date: Wednesday, August 12, 2026

Subject: January to June 2026 – Six-Month Operations Financial Review

Purpose

The purpose of this report is to present a six-month financial review of the operating costs and revenue, comparing estimated results to the 2026 Operational Plan and Budget figures.

Background

Administration identified variances in the three-month operating financial review report, which included decreases in municipal tipping fee revenues and tonnages associated with the launch of the Green Bin program and potential financial impacts associated with rising diesel and gas prices. The six-month financial review expands on these variances and summarizes other significant budget impacts.

Discussion

The following tables present estimated operating revenue and expenses for the period January 1 to June 30, 2026, compared to the 2026 Budget figures.

Revenue	January to June 2026 Budget	January to June 2026 Estimate	Variance Favourable (Unfavourable)
Municipal Refuse - Tipping Fees	\$2,134,100	\$2,049,100	(\$85,000)
Municipal Organics - Tipping Fees	\$304,200	\$316,100	\$11,900
I/C/I Refuse Landfilled - Tipping Fees	\$3,626,100	\$3,531,700	(\$94,400)

Revenue	January to June 2026 Budget	January to June 2026 Estimate	Variance Favourable (Unfavourable)
I/C/I – Non-landfilled - Tipping Fees	\$576,100	\$535,700	(\$40,400)
Residential Refuse - Tipping Fees	\$381,300	\$372,800	(\$8,500)
Residential \$8 Min. Fee - Tipping Fees	\$154,200	\$195,600	\$41,400
Municipal Allocation of Fixed Costs	\$5,559,900	\$5,559,900	\$0
Green Bin Program and Cart Reimbursement - City	\$5,483,300	\$5,483,300	\$0
Green Bin Program and Cart Reimbursement - County	\$3,092,600	\$3,092,600	\$0
Green Bin Processing Fee - City	\$564,100	\$588,300	\$24,200
Green Bin Processing Fee - County	\$301,100	\$235,100	(\$66,000)
Producer Responsibility Organization Funding	\$91,500	\$87,500	(\$4,000)
Other Revenue	\$717,200	\$806,600	\$89,400
Total Revenue	\$22,985,700	\$22,854,300	(\$131,400)

Expenses	January to June 2026 Budget	January to June 2026 Estimate	Variance Favourable (Unfavourable)
Committee Expenses	\$6,500	\$2,500	\$4,000
Administration	\$1,152,300	\$1,191,400	(\$39,100)
Realty	\$58,700	\$58,700	\$0
Recycling	\$232,600	\$209,300	\$23,300
Hazardous or Special Product Waste	\$308,600	\$308,600	\$0
Green Bin	\$9,522,400	\$9,240,100	\$282,300
Waste Reduction	\$696,300	\$681,200	\$15,100
Advertising & Public Education	\$190,400	\$220,500	(\$30,100)
Regional Landfill	\$3,501,100	\$3,473,500	\$27,600
Transfer Station #1 - Windsor	\$1,253,500	\$1,162,200	\$91,300
Transfer Station #2 - Kingsville	\$451,800	\$460,000	(\$8,200)
Public Drop-Off Depot - Windsor	\$765,400	\$765,400	\$0

Expenses	January to June 2026 Budget	January to June 2026 Estimate	Variance Favourable (Unfavourable)
Regional Landfill Other	\$646,800	\$646,800	\$0
Regional Landfill Compensation	\$1,400,000	\$1,307,400	\$92,600
Regional Landfill Debenture	\$3,236,500	\$3,236,500	\$0
Total Expenditures	\$23,422,900	\$22,964,100	\$458,800

Total Excess of Revenues over expenditures	Variance (Unfavourable)
January to June 2026 Operating	\$327,400

Landfilled Tonnes	Budgeted Tonnes	Actual Tonnes	Variance Favourable (Unfavourable)
January to June 2026	113,400	107,600	(5,800)

Operating Revenue

Overall, the estimated January to June 2026 revenue is approximately (\$131,400) less than budgeted.

Municipal Tip Fee Revenue – Refuse

Municipal tip fee revenue was (\$85,000) less than budget in the first six months. A total of 47,650 tonnes of municipal refuse was received compared to 49,630 tonnes budgeted. The reduction is primarily attributed to the launch of the Green Bin program.

Industrial/Commercial/Institutional Tip Fee Revenue – Landfilled Material

IC&I landfilling tip fee revenue was (\$94,400) less than budgeted due lower than budgeted tonnages.

A six-month tonne variance is summarized in the table below:

Description	January to June 2026 Budget (Tonnes)	January to June 2026 Estimate (Tonnes)	Variance Favourable (Unfavourable) (Tonnes)	Variance (\$)
Industrial, Commercial or Institutional Waste	58,200	55,500	(2,700)	(\$94,400)

Green Bin Food and Organic Processing Fees – City and County

Green Bin Program tipping fee revenue was (\$41,800) less than budget in the first six months. A total of 5,990 tonnes of material was received compared to 6,296 tonnes budgeted.

Operating Expenditures

Overall, the January to June 2026 expenditures are \$458,800 less than budgeted. Many expenditures in the first six months were within budget, with the following exceptions:

Regional Landfill Host Compensation was lower than budget due to reduced landfilled tonnages during the first six months of the year. The favourable variance amounted to \$92,600.

The Green Bin program has a favourable expenditure variance of \$282,300 due to:

- Green Bin Organics Transfer Hauling – The number of trips the waste hauler delivered from the Windsor Food and Organic Transfer Station to Seaclyff Energy was less than budget.
- Seaclyff Energy Green Bin Organics Processing – The tonnes of material delivered to Seaclyff Energy were less than budget.
- Green Bin Carts Repair and Maintenance Services – The number of repairs and new Green Cart deliveries in the first six months was less than budgeted.

Transfer Station 1 Waste Hauling - The Transfer Station 1 program has a favourable expenditure variance of \$92,300 due to lower than budgeted waste transfer hauling fees. Fewer tonnes of waste were delivered to the Transfer Station 1 building than budgeted. This, in turn, meant fewer trips for the waste hauler to transfer waste from the Transfer Station 1 building to the Essex Windsor Regional Landfill.

The increase in the price of fuel has reduced the net revenues over expenditures variance in the first six months. The impact is not significant due to lower fuel consumption in the first six months when compared to the budget.

Operating Summary

The approved 2026 budget included a total budgeted deficit of (\$564,920) of which (\$437,200) was expected to be incurred in the first six months of operations, with a July to December budgeted deficit of (\$127,720). The six-month financial review indicates an estimated deficit of (\$109,800) for the January to June period. Therefore, there is an estimated six-month favourable variance of \$327,400 to the budget.

Financial Implications

The projection for the full 2026 fiscal year will form part of the 2027 Operating Plan and Budget document, which will be presented to the Authority Board at the first meeting of the new Authority Board.

Recommendation

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

Submitted By



Steffan Brisebois, Manager of Finance and Administration



**Essex-Windsor Solid Waste Authority
By-Law Number 10-2026**

- 1. Being a By-law to authorize the award to Mettler Toledo LLC for the removal and replacement of two (2) truck weigh scales at the Windsor Public Drop Off Depot at a cost of \$400,644.88, excluding applicable taxes and**
- 2. Approve a contract with Mettler Toledo LLC for annual maintenance, inspection and calibration of two (2) truck weigh scales at the Windsor Public Drop Off Depot for 2027, 2028 and 2029 at a total annual contract cost of \$25,435.86, excluding applicable taxes.**

Whereas the Essex-Windsor Solid Waste Authority:

1. Authorizes the award to Mettler Toledo LLC for the removal and replacement of two (2) truck weigh scales at the Windsor Public Drop Off Depot at a cost of \$400,644.88, excluding applicable taxes.
2. Approves a contract with Mettler Toledo LLC for annual maintenance, inspection and calibration of two (2) truck weigh scales at the Windsor Public Drop Off Depot for 2027, 2028 and 2029 at a total annual contract cost of \$25,435.86, excluding applicable taxes.

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

1. THAT EWSWA hereby authorizes the award to Mettler Toledo LLC for the removal and replacement of two (2) truck weigh scales at the Windsor Public Drop Off Depot at a cost of \$400,644.88, excluding applicable taxes.
2. THAT EWSWA approves a contract with Mettler Toledo LLC for annual maintenance, inspection and calibration of two (2) truck weigh scales at the Windsor Public Drop Off Depot for 2027, 2028 and 2029 at a total annual contract cost of \$25,435.86, excluding applicable taxes.

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

Gary Kaschak
EWSWA Board Chair

Michelle Bishop
General Manager

Read a First, Second and Third Time, Enacted and Passed this 12th Day of August, 2026.



**Essex-Windsor Solid Waste Authority
By-Law Number 11-2026**

**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.

Gary Kaschak
EWSWA Board Chair

Michelle Bishop
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 12th Day of
August, 2026.**