



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, February 3, 2026

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>
1. Call to Order	
2. Board Composition for 2026	Returning to Board for 2026 – Windsor Councillor, Fred Francis
3. Election of Chair and Vice Chair for 2026	Chair for 2026 will be elected among the City members. Vice Chair for 2026 will be elected among the County members.
4. Declaration of Pecuniary Interest	
5. Approval of the Minutes	A. December 2, 2025 Regular Meeting Minutes 1-11
6. Business Arising from the Minutes	
7. Correspondence	There are no correspondence for February 3, 2026.
8. Delegations	There are no delegations for February 3, 2026.

9. Waste Disposal

- A. Board Appointment to Landfill Liaison Committee for 2026 12-13
- B. Tender Award for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station 14-16
- C. Backhoe Fire Insurer's Assessment and Backhoe Purchase Update 17-19
- D. New Federal Landfill Methane Regulations 20-22

10. Waste Diversion

- A. Tender Award for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) 23-25
- B. Tender Award for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations 26-28
- C. Green Bin Program – 2026 Promotion & Education Plan 29-48
- D. 2026 Green Bin Program - Promotion & Education Campaign 1 49-56

11. Finance & Administration

- A. Approval Status of the 2026 EWSWA Budget 57
- B. Staffing (Verbal report)

12. New Business

13. Other Items

14. By-Laws

- A. **By-Law 1-2026** 58-59
Being a By-Law to authorize an agreement with Clean Harbors Energy and Industrial Services Corp. for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station.

B. **By-Law 2-2026** 60-61
Being a By-Law to authorize an agreement with Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) and for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Essex-Windsor Regional Landfill.

C. **By-Law 3-2026** 62
Being a By-Law to authorize an agreement with Quantum Lifecycle Partners LP for the Provision of Containers for Electrical and Electronic Equipment Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations

D. **By-Law 4-2026** 63
Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for February 3, 2026.

15. Next Meeting Dates

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

16. Adjournment



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: **Tuesday, December 2, 2025**

Time: **4:00 PM**

Location: **Essex County Civic Centre
Council Chambers, 2nd Floor
360 Fairview Avenue West
Essex, Ontario N8M 1Y6**

Attendance

Board Members:

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

EWSWA Staff:

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

City of Windsor Staff:

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

County of Essex Staff:

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

Absent:

Drew Dilkens	City of Windsor (Ex-Officio)
Mark McKenzie	City of Windsor
Tony Ardonini	Deputy Treasurer Financial Planning
Stacey McGuire	Acting Executive Director of Operations

1. Call to Order

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

2. Motion to Move In-Camera

Moved by Kirk Walstedt

Seconded by Rob Shepley

That the Board move into 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.

**98-2025
Carried**

Moved by Kieran McKenzie

Seconded by Jim Morrison

That the EWSWA Board ***rise*** from the Closed Meeting at 4:34 PM.

**101-2025
Carried**

3. 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 pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

Moved by Rob Shepley

Seconded by Gary Kaschak

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

**102-2025
Carried**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There were no correspondences for December 2, 2025.

7. Delegations

There were no delegations for December 2, 2025.

8. Waste Disposal

A. Update: Cell 5 North Construction at the Regional Landfill

The Manager of Waste Disposal provided an update on the design, engineering, and construction of Cell 5 North. After the initial tender was awarded to Sterling Ridge Infrastructure Inc. in July 2024 for \$12,035,300 plus HST. A revised upset limit of \$13,182,126 million plus HST was approved in March 2025 due to underestimated quantities. The budget increase was due to additional excavation and grading triggered by unusable sandy clay, expanded capping and slope grading, and additional sand removal, backfilling, topsoil, and seeding. Construction began in July 2024 and was completed in late October 2025. Despite the request for an increase, actual construction costs came in significantly lower than expected. The total cost to engineer and construct Cell 5 North was \$12.59 million, resulting in a favourable variance of \$1.42 million against the revised total budget of \$14.01 million. The Chair asked if there were any questions. No questions were asked.

Moved by Hilda MacDonald
Seconded by Michael Akpata

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).

103-2025
Carried

B. Reverse Osmosis Status Update and Proposed Procurement Strategy

The Manager of Waste Disposal provided an update on the Reverse Osmosis (RO) Leachate Treatment pilot project, the ongoing polishing study, and the proposed procurement strategy for establishing a permanent, long-term leachate treatment solution. The pilot project has demonstrated strong performance, supporting the transition toward a permanent onsite treatment solution. The polishing study began in November, and initial results are very promising. Further evaluation and data collection will continue to confirm long-term performance.

A permanent RO treatment plant is identified as the preferred long-term approach. Estimated capital costs are between \$11–14 million, with projected annual operating costs of approximately \$1.3 million. These plans align with recommendations approved by the Board in July 2025. The polishing study remains underway, and Administration will continue reviewing results as they become available.

The RO system currently in use is rented as part of the pilot project. An extension of the agreement with Rochem will be required to maintain operations until a permanent facility is constructed and commissioned. Administration has been in ongoing discussions with Rochem regarding this extension.

Kieran McKenzie asked what the risk is that the polishing study will not produce satisfactory results or that government regulations regarding discharge to the drain may change.

The Manager of Waste Disposal stated that there is always some risk. The polishing system being used is a small-scale version of proven technology, and preliminary results have been very strong.

Kieran McKenzie asked if the process being pursued was a more sustainable option compared to alternatives.

The Manager of Waste Disposal replied yes. The RO system separates liquid into permeate (clean water) and concentrate (contaminated water). The focus is on managing the concentrate. Reducing the contaminating lifespan at the Regional Landfill would involve evaporative technology and expanding the gas collection system, which would also improve cost-effectiveness.

Mr. Kaschak asked how many loads are currently being delivered to the City?

The Manager of Waste Disposal stated that the current approval from the City of Windsor Pollution Control is that 12 loads of leachate from the Regional Landfill can be hauled to the Lou Romano Water Reclamation Plant daily between Monday and Friday, with 9 loads of untreated leachate and 3 loads of treated permeate. On Saturday, 3 loads of untreated leachate are being sent to the Lou Romano Water Reclamation Plant. One additional load of untreated leachate is also being hauled to the Little River Pollution Control Plant. Leachate will need to be double-handled (i.e. processed through the RO and hauled to treatment plants) until such time that it is approved by the MECP for discharge to the ditch.

Mr. Kaschak asked how long the approval process will take.

The Manager of Waste Disposal stated that the Ministry of the Environment, Conservation and Parks (MECP) requires six months of data to approve the discharge plan. The process will begin as soon as possible.

Moved by Kieran McKenzie
Seconded by Rob Shepley

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.

**104-2025
Carried**

C. Update on Landfill Fires and Prevention Strategy

The Manager of Waste Disposal provided an update on the status of landfill fires and presented the prevention strategy. He provided a summary of historical and current fires at the landfill. He noted that landfill fires are not something new, but they do present challenges to Authority staff.

Recently Authority Administration has met with the Town of Essex to discuss the increased volumes of fires at the landfill. The cause of some of the fires is difficult to identify, but there have been several fires believed to be related to the disposal of lithium-ion batteries.

The Authority also 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 garbage on the cell floor requires initial placement 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. Since this time, Administration has had discussions with 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.

With the assistance of the Town of Essex Fire Department, Authority Administration has purchased additional equipment to maintain preparedness in the event of future fires. In 2026, the Authority's Promotion and Education Budget reallocated funds to increase the Hazardous and Special Products Program to specifically target the proper disposal of batteries. Social media campaigns will push out messaging to increase awareness of improper battery disposal.

Mr. Shepley asked if education alone would be enough, or if there is anything more that can be done beyond education, and if the fires are not related to batteries?

The Manager of Waste Disposal stated that Administration always tries to determine the cause of each fire, but it's very difficult to pinpoint the cause. While most fires occur at the active tip face, last year, there was a fire in an area that hadn't been landfilled for over a year. The focus will be on ensuring staff are properly covering garbage to help reduce risk as much as possible.

Mr. Shepley commented that there has been some suggestion that the auto-shredder fluff that is used could be contributing to the fires

The Manager of Waste Disposal stated he does not see evidence of that. If auto shredder fluff (ASR) is left in the right conditions, it can burn like anything else, but he has never seen a fire caused by ASR. It is usually mattresses that continue to smoulder.

The General Manager noted that the Authority has been receiving ASR for many years as approved daily cover and, to her knowledge, has never had a fire caused by it. Proper fire management comes down to covering garbage at the end of each day. The Authority continues to work with municipal partners to educate residents about keeping batteries out of household garbage. This messaging is critical as batteries are now in everything, and people often dispose of them in the trash. The Authority is not alone in this issue as other municipalities are facing the same challenges, and the Authority will continue to educate residents.

There were no further questions.

Moved by Rob Shepley
Seconded by Gary Kashcak

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

105-2025
Carried

9. Waste Diversion

A. Circular Materials Take Back Collaborative

The Manager of Waste Diversion provided an update indicating potential for a *Take Back* program to recycle carts and boxes as municipalities transition to single-stream recycling. She noted that advocacy efforts have resulted in Circular Materials (CM) acknowledging the need to address the issue. CM requested an exploratory meeting, and several meetings have since taken place, including a recent meeting with CM and IPL to discuss potential structures for a Take Back program. Staff outlined the Authority's responsibilities within the proposed program. CM is developing a financial

proposal, which the Authority expects to receive by the end of the week. Curbside collection will not be included as part of CM's the Take Back program. The objective of the program is to ensure that carts and boxes are diverted from the Regional Landfill and that there is no cost to residents. No additional financial implications are anticipated at this time.

The Chair asked if there were any questions.

Mr. Walstedt acknowledged the efforts to address the issue and asked whether curbside collection could be considered further.

The Manager of Waste Diversion noted that CM confirmed it would not participate in curbside collection but indicated there may be an alternative option involving a remote drop-off location.

Mr. Morrison asked whether multiple alternate drop-off locations across the region could be explored.

The General Manager noted that the proposal remains in draft form and suggested pursuing an agreement with CM to ensure proper collection of boxes. She recommended reviewing CM's financial proposal once available and, depending on that figure, other options could potentially be explored.

Mr. Walstedt left the meeting at 5:24 p.m.

The General Manager also stated that staff have been providing residents with information on repurposing carts and boxes.

Kieran McKenzie questioned whether CM's provision of varying service levels in other municipalities may indicate similar options under a Take Back program.

The Manager of Waste Diversion stated that progress to date reflects regional advocacy efforts and is unaware of the program being offered in other areas.

The Chair left the meeting at 5:28 pm, and the Vice Chair assumed the position of Chair until the Chair's return at 5:40 pm.

Moved by Jim Morrison

Seconded by Rob Shepley

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.

106-2025
Carried

B. Circular Materials Update Regarding Cart Sizes (Verbal update)

The General Manager advised that she, as well as the City of Windsor Mayor, have spoken with Circular Materials (CM) regarding a potential reconsideration of different cart sizes (smaller option). Mr. Allen Langdon, CM's CEO, indicated an update would be provided by the end of the week. The Board will be updated as information becomes available.

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

Moved by Jim Morrison

Seconded by Rob Shepley

That the Board **receive** the verbal update as information.

107-2025
Carried

C. Green Bin Program: Yeti Grand Prize Draw 2025

The Manager of Waste Diversion stated that as part of the promotion and education for the Green Bin Program, the Authority participated in events throughout the region. Authority staff attended events such as the Essex Fun Fest, Tecumseh Corn fest, Meet the Machine, and Earth Day events. Residents had the opportunity to receive a ballot for the grand prize draw if they participated in or engaged in the Green Bin Program events, such as downloading the Recycle Coach app. The Chair selected a ballot from the 485 ballots that were received. The winner will be notified by email.

10. Finance & Administration

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

The General Manager provided an update on the recruitment process for the Manager of Waste Disposal, due to his upcoming retirement. The position was initially posted in September, however, no candidate was successfully identified through the first posting. As a result, the job was reposted with a closing date of December 5, 2025. The current Manager of Waste Disposal will continue in the role until a suitable successor is appointed.

Moved by Rob Shepley

Seconded by Kieran McKenzie

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

108-2025
Carried

11. New Business

The Chair noted that Mr. Walstedt term on the Board will end December 31, 2025. He thanked Mr. Walstedt for representing the County of Essex and recognized his contributions in 2025.

12. Other Items

No items were raised for discussion.

13. By-Laws

A. By-Law 18-2025

Moved by Hilda MacDonald

Seconded by Kieran McKenzie

That By-Law 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.

109-2025
Carried

B. By-Law 19-2025

Moved by Hilda MacDonald

Seconded by Kieran McKenzie

That By-Law 19-2025, 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 2nd day of December, 2025.

110-2025
Carried

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

Moved by Rob Shepley
Seconded by Jim Morrison
THAT the Board stand ***adjourned*** at 5:45 PM.

111-2025
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, February 03, 2026

Subject: Appointment of One Board Member to the Regional Landfill Liaison Committee for 2026

Purpose

The purpose of this report is to request that the Authority appoint a Board Member, who is not from the Town of Essex, to the Landfill Liaison Committee for a one (1) year term for 2026.

As a matter of information, the Board's appointment for 2025 was Board Member Kirk Walstedt.

Background

The Environmental Compliance Approval for the Regional Landfill stipulates the establishment and maintenance of a Landfill Liaison Committee (LLC). The purpose of the LLC is to review and make comment on any activities associated with the Essex-Windsor Regional Landfill Site, and shall include a review of Operations and Monitoring reports, review of complaints as well as the development and implementation plan for eventual end use and perpetual care.

Membership of the LLC consists of 8 members as follows:

1 Member	From the EWSWA Board that is not a Municipal Council Member from the host municipality, namely the Town of Essex – Term of 1 year
2 Members	From the Municipal Council of the host municipality, namely the Town of Essex – Term of Council, (Ms. Kim Verbeek & Ms. Katie McGuire-Blais)

1 Member MOE Representative - Appointed by the District Manager of the Ministry of the Environment, Conservation and Parks (Mr. Jeff Buckley, Senior Environmental Officer - Windsor Office)

4 Members Resident representatives from the 'Schedule A' area as defined in the Compensation Policy – Term of 3 years (Mr. Ted Polewski – 2024-2026, Ms. Susan Morand – 2025-2027, Mr. Robert Pigeon – 2025-2027, Vacant – 2026-2028)

Discussion

The LLC meets four (4) times per year, usually in May, July, September and November. Exact meeting dates are yet to be determined.

Recommendation

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

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, February 03, 2026**

Subject: **Equipment Power Washing Tender Award**

Purpose

The purpose of this report is to recommend that the Board approve and award the Request for Tender (RFT) for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station to Clean Harbors Energy and Industrial Services Corp. for the period of March 1, 2026 to December 31, 2028, with an option to renew the contract for 2 additional one-year extensions.

Background

Maintaining heavy equipment and assets in a landfill and transfer station environment is uniquely challenging. Machines operate in harsh environments that can lead to excessive wear, reduced efficiency, and mechanical failure if routine cleaning does not occur. Consistent cleaning, both daily and through scheduled weekly pressure washing, plays a critical role in preserving equipment performance, safety, and longevity.

The Essex-Windsor Solid Waste Authority operates and maintains four sites that regularly operate heavy equipment in harsh environments: the active Essex-Windsor Regional Landfill (RL), Transfer Station No. 2 (TS2), the Windsor Transfer Station (TS1) and the Food & Organic Waste Transfer Station in Windsor. Each site operates unique assets suited to individual operations, which must be cleaned and maintained on a regular basis.

Discussion

On December 10, 2025, the Authority issued an RFT for Power Washing of Heavy Equipment at the Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station.

The RFT was posted through Bids & Tenders and closed on January 15, 2025, at 12:00 p.m. Three (3) compliant submissions were received. All submissions were reviewed for compliance with the tender specifications.

The RFT results are as follows:

Power Washing of Heavy Equipment

Company	Estimated* Annual Hours	Rate Per Hour (excluding HST)	Total (excluding HST)
Clean Harbors Energy and Industrial Services Corp.	512	\$165.00	\$84,480

Clean Harbors Energy and Industrial Services Corp. submitted the lowest compliant bid, and its bid meets all tender specifications.

Financial Implications

There is no financial impact on the 2026 Operational Plan and Budget, as the 2026 operating budget includes funds for power washing services at each facility.

Recommendation

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

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, February 03, 2026**

Subject: **Backhoe Fire Insurer's Assessment and Backhoe Purchase Update**

Purpose

The purpose of this report is to update the Board on the outcome of the insurer's assessment and provide details surrounding the purchase of one (1) Caterpillar 420F2 Backhoe, which replaced the existing backhoe damaged by a fire at the Windsor Transfer Station and Public Drop-off facility.

Background

At the November 4th meeting, the Board was advised of an equipment fire at the Windsor Transfer Station No. 1 (TS1) that resulted in significant damage to a 2019 backhoe that was used to clear blockages in the TS1 pits, clean up garbage around the TS1 building and at the Windsor Public Drop Off area at the Essex-Windsor Material Recovery Facility to maintain a clean and safe facility.

Further, as a result of the substantial damage, the Board was requested to approve the following:

1. Approve the purchase of a replacement unit should the insurer determine that the existing equipment cannot be repaired.
2. 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.
3. 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.

Discussion

On November 20, 2025, the Authority received confirmation from Intact Insurance (the Authority's Contractors' Equipment insurer) that the damaged backhoe is considered a total loss, and the unit would need to be replaced. The unit could not be repaired due to the extensive fire damage, and the cause of the fire was deemed "undetermined". Intact Insurance issued a cash settlement of \$110,000 for the unit, less the Authority's deductible of \$25,000. Therefore, a net payment of \$85,000 was received. Additionally, Intact has reimbursed the Authority for the interim backhoe rental while Administration sought to purchase a new backhoe.

To avoid operational delays, in consultation with the General Manager, the Board Chair and Vice Chair, a municipal buying group (Local Authority Services) was leveraged for the purchase of a Caterpillar 420F2 Backhoe from Toromont Caterpillar. Toromont was selected since the backhoe was in stock, and Toromont historically offers good service on the Authority's heavy equipment fleet. The new backhoe amounted to \$233,000 (excluding tax). Included in the purchase were "airless tires and rims" that will replace the stock tires. These "airless tires" are Canadian-made and designed for road use. The backhoe almost exclusively operates on asphalt and/or concrete surfaces and was deemed more suitable for the equipment's intended operations. An added benefit of having "airless tires" is that they do not suffer from tire puncture, which is a common occurrence on standard tires operating in a waste environment.

In addition to the purchase of a new backhoe, the Authority entered into a 7-year Preventive Maintenance Contract (PM) for the Caterpillar 420F2 at a pre-tax cost of \$6.24 per hour, plus applicable taxes. This service contract includes routine oil changes, filters and basic servicing for a coverage period of seven (7) years or 10,500 hours (whichever occurs first).

Financial Implications

As a result of higher than projected proceeds from the loss of the existing backhoe, the Equipment Replacement Reserve (ERR) resulted in a \$47,900 favourable variance. The table below summarizes the positive impact on the ERR:

DESCRIPTION	2025 PROJECTION	ACTUAL (INCL 1.0176)	POSITIVE / (NEGATIVE) VARIANCE
Backhoe Purchase	\$225,000	\$237,100	(\$12,100)
Sale / Proceeds from Loss of Equipment	<u>(\$25,000)</u>	<u>(\$85,000)</u>	<u>\$60,000</u>
Draw from the ERR	<u>\$200,000</u>	<u>\$152,100</u>	<u>\$47,900</u>

The new backhoe will be funded from the Authority's Equipment Replacement Reserve.

Recommendation

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

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, February 03, 2026

Subject: New Federal Landfill Methane Regulations

Purpose

The purpose of this report is to provide the Board with an overview of the new federal [Landfill Methane Regulations: SOR/2025-279](#), which came into force on December 12, 2025 and the impact of these new regulations on the Essex-Windsor Regional Landfill (the Landfill).

Background

In June 2025, Canada became the co-convenor of the [Global Methane Pledge](#) with the European Union to advance work in reducing global methane emissions.

[Canada's Methane Strategy](#) outlines the Government's plan to reduce methane by 35% below 2020 levels by 2030 in support of this pledge. Methane is generated primarily from the oil and gas sector during upstream operations (i.e. exploration, drilling and field production), the agriculture sector during livestock and manure management and the waste sector during the decomposition of organic materials.

In 2023, landfill methane emissions accounted for 17% of national methane emissions. The federal government recognized that further reductions in landfill methane emissions would be possible if a consistent and more stringent regulatory approach was taken and therefore developed the Landfill Methane Regulations (the Regulation). The objective of the Regulation is to reduce methane emissions from landfills by about 50% below 2019 levels by 2035.

Discussion

The Regulation sets applicability thresholds and performance standards in line with the most stringent in North America. Regulated landfills will be subject to requirements, including:

- a prohibition on venting (i.e. the passive emission via vent pipes) of landfill gas, with limited exceptions,
- requirements for destroying methane in recovered landfill gas,
- compliance with surface methane concentration limits and requirements for monitoring and corrective action if measurements identify an exceedance of specified limits,
- detecting and repairing methane leaks in the landfill gas management system and
- monitoring well fields to identify potential methane leaks that must be repaired.

The first regulatory action will be an assessment of methane generated in 2025 using the Landfill Methane Modelling Tool published by the federal government. This assessment must be completed within 180 days of the Regulation coming into force (i.e. June 10, 2026). The main monitoring and compliance requirements will come into effect on January 1, 2028, for portions of the landfill that already have an active LFG recovery system, and in 2029 for the remaining areas.

Financial Implications

The Authority currently contracts Comcor Environmental Ltd. for maintenance and monitoring of the landfill gas collection and destruction equipment. In response to these regulations, a request has been made to assess the effectiveness of the current system and identify any upgrades required to initially meet the surface methane concentration limits coming into force in 2028. These details will help define the scope of the landfill gas system upgrades approved in the 2026 Operational Plan and Budget (the 2026 Budget) and identify the 2027 upgrades necessary to deliver compliance.

Moving forward, the following compliance tasks will be integrated into the Operational Plan and Budget for 2028:

1. Landfill gas well monitoring on a monthly basis.

2. Surface methane concentration monitoring across the entire landfill three (3) times per year.
3. Documentation of methane leaks and repair activities relating to landfill cover, wellhead equipment and other landfill gas recovery infrastructure.
4. The expedient installation of new landfill gas wells in order to maintain surface methane concentrations below permissible limits in areas where waste has not been disposed within the prior 12 months.
5. Completion and submittal of an annual report.

The federal government indicated that the Canada Community Building Fund will support landfill gas construction projects through provincial funding mechanisms. The Authority will investigate these and any other identified opportunities to offset the cost of the landfill gas projects.

The 2026 Budget included \$964,000 for landfill gas collection/wellfield installation. Similar to prior years, work shall be tendered and tender evaluation results shall be submitted to the Board for approval prior to any contract award.

Future budgets will also include the cost to ensure compliance. Additional information will be provided to the Board pending further review.

Recommendation

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

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

Meeting Date: **Tuesday, February 03, 2026**

Subject: **Tender Award for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor)**

Purpose

To present the results of the Request for Tender (RFT) for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) and to recommend that the contract be awarded to Recycling Makes Cents Ltd.

Background

As part of its responsibility to manage solid waste in Essex-Windsor, the Authority administers a White Goods collection program for municipalities in the region that want to participate in this regional program. White Goods collection is offered once per month to each municipality through a private contractor. White Goods consist of large metal items such as refrigerators, stoves, washers, dryers, and hot water heaters, which can be recycled. It also includes the collection of items like refrigerators and dehumidifiers that have compressors that contain chlorofluorocarbons (CFC's), which must be handled by a licensed hazardous waste contractor. Only licensed contractors that can recycle the metal and properly handle the CFC's are eligible to bid on this contract.

The current contract will expire on March 31, 2026, and all extensions have been exercised.

Discussion

On December 8, 2025, Authority Administration issued RFT – 2025-12-09 for the Collection and Recycling of White Goods in the County of Essex (excluding the City of

Windsor) as the current contract is set to expire early this year. The initial term of this RFT is for three years commencing April 1, 2026 and ending March 31, 2029, with options to renew the contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract. This RFT was published on www.bidsandtenders.com.

The RFT closed on January 8, 2026. While four companies registered for the bid on Bids and Tenders, only one bid was submitted by Recycling Makes Cents Ltd., which met the necessary requirements. Recycling Makes Cents Ltd. is the current contractor and was the only company to submit a quote when pricing was requested in 2016 and 2021. In fact, Recycling Makes Cents Ltd. has been providing this service since 2013. Note that pricing was not received for the Municipality of Lakeshore, as this municipality independently administers its own contract for this service.

Financial Implications

This contract has an estimated annual value of \$78,646 per the pricing and quantities contained within the RFT submission.

The price per stop for White Good Collection has increased \$2/stop to a \$25/stop collection fee. As this cost is a direct charge to the town/municipality for this service, the price increase will have no direct financial implications on the EWSWA budget.

The collection price per unit containing a refrigerant from an EWSWA Depot has increased \$2/unit to a \$22/unit collection price for a total price of \$35,596. The 2026 budget included an estimate of \$35,000 and therefore, this new contract may potentially cause a minor unfavourable variance based on previous quantities received for disposal.

Recommendation

1. **That** the Authority **award** RFT 2025-12-09 to Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) for the bid of \$25 per stop and enter into a contract for the term commencing April 1, 2026 and ending March 31, 2029, with options to renew the contract for three (3) additional, one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract.

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

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: **Tuesday, February 03, 2026**

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

Purpose

The purpose of this report is to present the results of the Request for Tender (RFT) for the provision of containers for Electrical and Electronic Equipment (EEE) recycling, transportation of these containers, and recycling of EEE from Essex-Windsor Solid Waste Authority (EWSWA) locations, and recommend that the contract be awarded to Quantum Lifestyle Partners LP.

Background

The Authority offers the drop off of electrical and electronic equipment for EEE Recycling at all three EWSWA sites: Windsor Public Drop-Off (T1), Transfer Station #2 (T2), and the Essex-Windsor Regional Landfill (RL). Accepted items include computer monitors, televisions, laptops, cable and satellite receivers, modems and routers, networking equipment, printers, cell phones, etc. EEE delivered to any EWSWA site is securely stored in designated containers by Authority staff. These containers are subsequently transported by the contractor for proper recycling.

The current contract for this service with Quantum Lifecycle Partners LP is set to expire March 3, 2026, and all contract extensions have been exercised.

Discussion

On December 8, 2025, Authority Administration issued RFT 2025-12-08 for the provision of containers for Electrical and Electronic equipment (EEE) recycling,

February 3, 2026

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transportation of these containers, and the recycling of EEE from the Authority's three Depots. The RFT was published on www.bidsandtenders.com.

The RFT closed on January 8, 2026. Although seven companies registered for the bid, only three submissions were received by Com2 Recycling Solutions, E-Cycle Solutions and Quantum Lifecycle Partners LP. All submissions were reviewed for compliance with the requirements of the RFT. All submissions were reviewed for compliance with the RFT requirements. Two proponents met the compliance criteria, and their pricing was subsequently evaluated. As Quantum Lifecycle Partners LP submitted the highest compliant bid, they were deemed the preferred proponent.

Quantum Lifecycle Partners LP is a national organization with over 30 years of industry experience. The company recycles approximately 97% of all materials received. It is registered with the Resource Productivity and Recovery Authority (RPRA) for the EEE program and has supported similar work for long periods of time with municipalities like the City of London, Region of Waterloo, and County of Peterborough. They also held the previous contract for the EEE recycling program for the Authority.

Financial Implications

The estimated value of this contract per the pricing and quantities contained in the RFT submission is approximately \$105,700. The estimated revenue included for this program in the 2026 budget estimate is \$60,000, which is based on the quantity of materials received for recycling. As a result, the proposed contract represents a potentially favourable variance.

Recommendation

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

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

February 3, 2026

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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: **Tuesday, February 03, 2026**

Subject: **Promotion & Education (P&E) Plan for the 2026 Green Bin Program Launch**

Purpose

The purpose of this report is to provide the Authority Board with an update on the Green Bin Promotion and Education (P&E) Plan for 2026. Administration has developed this plan to prepare Essex-Windsor residents for the 2026 Green Bin Program. It will support the launch of Phase 2 municipalities and continue to inform, educate and connect Phase 1 municipal residents on the Green Bin Program.

Background

Due to Ontario's Food and Organic Waste Policy Statement that was published in 2018, the Authority was directed by both the County of Essex ("County") and the City of Windsor ("City") to implement a Regional Food and Organic Waste Management Program (Green Bin Program).

In January 2025, Administration shared the 2025 Green Bin P&E Plan that supported both Phase 1 and Phase 2 municipalities. As this was the first time that Green Bin programming was discussed with residents, along with launching it in only four County municipalities and all areas of the City, a detailed communication strategy was key. Therefore, this plan was created by benchmarking other municipal launches and through consultation with Mr. Tim Stewart, a marketing consultant from Jump Marketing, as well as local municipal partners. The final plan guided the Authority and its partners to successfully launch its first Green Bin Program in Phase 1 municipalities (Essex, Lakeshore, LaSalle, Tecumseh and Windsor) in 2025, as well as keep Phase 2 municipalities (Amherstburg, Kingsville, and Leamington) informed.

Discussion

As the 2025 Green Bin P&E Plan generated success, the 2026 Green Bin P&E Plan was designed to build on its momentum. Achievements of the 2025 Green Bin P&E Plan will be included in the 2025 Annual Waste Diversion Report that will be published in the coming months.

The design of the 2026 plan took the same approach as the 2025 plan. Campaigns will support key program milestones for both Phase 1 and Phase 2 municipalities. This is due to the fact that at times, Phase 1 needs will be different than Phase 2 needs. Also, included in the 2026 plan are lessons learned from the implementation of the 2025 Green Bin P&E Plan. To finalize this plan, Authority Administration requested review by its team members and both City and County Administrations. Their feedback has been considered and included in this plan. Therefore, it is timely to share this plan with the members of the Board, so that they know what to expect in 2026.

While this new plan focuses on the same target audience as the previous plan, it also has a few enhancements. Specifically, this plan will look to geotarget areas where there are program issues or low participation. The start of a school program where Authority staff will support presentation requests for grades 5 – 12 to increase education and participation has also been included.

While this plan is also designed to *inform, engage, and connect* local residents and partners to the Green Bin Program, it will also look to normalize the use of the Green Bin for food waste and organic material. Many key messages for the 2026 P&E Plan will be similar to those of 2025, but they will be tailored to target Phase 1 and Phase 2, where messaging differs. To deliver these key messages in a fun, approachable way that will help drive interest and engagement, the “Green Superheroes” will continue to be used in 2026. This light-hearted approach successfully supported the Green Team (Authority staff) in 2025 by leveraging many good conversations with residents on the Green Bin.

2026 Communication Campaigns - Overview

Campaigns have been created to support the unique information that residents of either Phase 1 or Phase 2 will need at key points in 2026.

Phase 1:

Throughout 2026, when general program promotion occurs, Phase 1 campaigns will be similar to Phase 2. Specific to Phase 1, there will be campaigns that offer tips for extreme cold and hot temperatures early in 2026. Then, by Q4, the Authority will look to celebrate the 1-year anniversary of the Green Bin program

with its residents. It will share successes as a result of their commitment to *Grow Green with the Green Bin*, as well as explore new opportunities.

Unique for Tecumseh residents in Phase 1 is that their collection day will change from Tuesday to Thursday in November to assist with balancing the collection schedule of this regional program. Therefore, Campaign 4B will be published in October to geotarget these residents to ensure that they are informed of this change.

Phase 2:

The 2026 plan for Phase 2 will take a similar approach to Phase 1 in 2025, as they are launching this year. For example, in Q2-Q3, it will raise awareness and educate this group on the Green Bin. Later in Q3, Campaign 3B will look to inform Phase 2 residents about Green Bin delivery. In Q4, Campaign 4C will offer support and information to get residents ready for collection that starts the week of November 2, 2026. Finally, Campaign 5 will give feedback on participation and get residents ready for their first winter with the Green Bin.

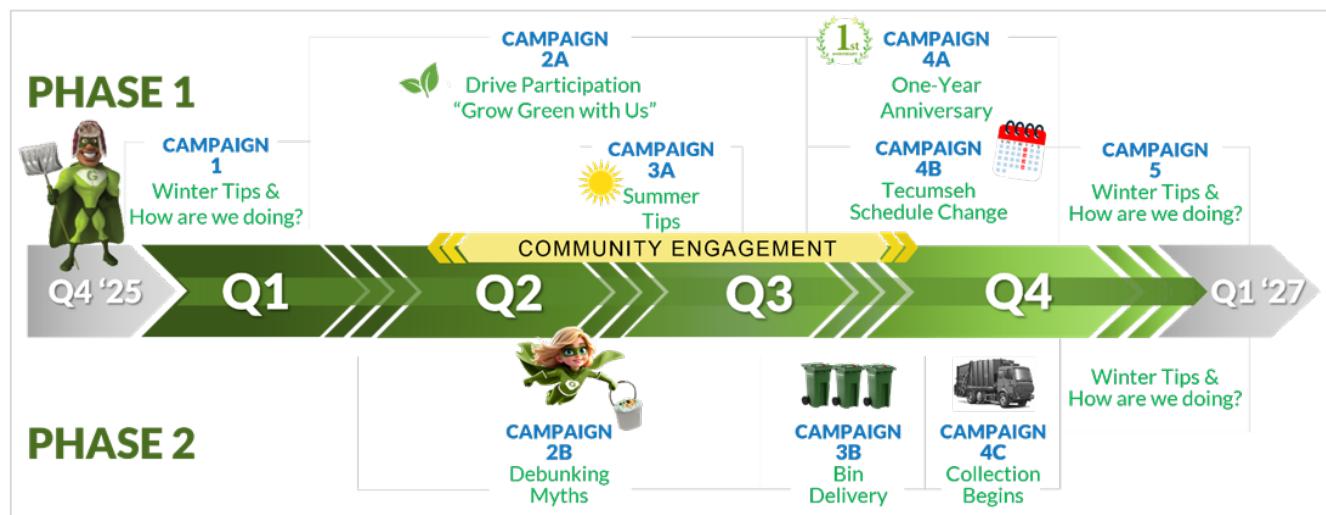


Figure 1. Overview of the 2026 Green Bin P&E Plan for both Phase 1 and Phase 2.

Strategies to Support Campaigns

A variety of media and events will be used to deliver key messages that target audiences (specific dates to be determined). As success has been realized in 2025 and through other Authority programs using mainly: radio, calendars, EnviroTips, social media (posts & ads), and online ads, these strategies will be used across many campaigns in 2026. At times where heightened communication is necessary, newsprint, mailouts, additional events, etc., will be added. Since residents seek and value information from their municipalities, the Authority will continue to look

for opportunities with its municipal partners and other organizations (e.g., post-secondary) to publish campaigns/messaging in an attempt to further reach and engage residents. As the Essex-Windsor population is diverse, the Authority will continue to translate key documents as it did in 2025 to increase program support.

To further enhance reach with Essex-Windsor residents, the Authority will host media events, perform many Green Team Pop-ups (e.g., cart roll-out, program launch, municipal facilities) and attend key regional events to support Phases 1 and 2. Furthermore, to prepare Phase 2 residents for their new program, the Green Team will also attend a signature municipal partner event.

In 2025, both the Essex Public Library and the Windsor Public Library collaborated with the Authority to effectively promote the Green Bin program. They have both graciously agreed to extend this partnership into 2026 to continue to help promote the Green Bin, so this has been included in the 2026 plan.

Finally, a variety of P&E resources and materials are included in the plan, such as the 2026-27 municipal calendars, displays, videos, media ads, Green Bin Kit materials, compliance stickers (e.g., Oops and Gold Star), incentives, resources (e.g., FAQs), etc. There are some sample calendar ads in the appendices of this report that have been shared. For more Green Bin information, please visit ewswa.org.

Financial Implications

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

Recommendation

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

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion

Attachment(s): Green Bin Program Communications/P&E Plan January 2026

Figure 1. Ad that can be found in Q3 of the 2026-27 municipal calendars for Phase 2 municipalities to kick off the delivery of the new Green Bin.



Figure 2. Ad that can be found in the 2026-27 municipal calendars for Phase 1 residents to help prepare them for the challenges with extreme heat.



2026 Green Bin Program

Communications/ Promotion & Education (P&E) Plan

January 2026



2026 EWSWA GREEN BIN PROGRAM

Communications / Promotion & Education (P&E) Plan

In April 2018, Ontario announced its Food and Organic Waste Policy Statement. It provides direction to provincial ministries, municipalities, and the waste management sector to increase waste reduction and resource recovery of food waste and other organics.

The EWSWA successfully implemented its Regional Food and Organic Waste Management Program (Green Bin Program) in 2025 for Phase 1 municipalities: Essex, Lakeshore, LaSalle, Tecumseh and Windsor. Efforts to drive increased participation will continue in 2026.

In 2026, the EWSWA will extend the Green Bin Program to residents of Phase 2 municipalities: Amherstburg, Kingsville and Leamington. A Green Bin Kit will be delivered to Phase 2 households in early fall 2026. Each kit will include an EWSWA Green Bin, a kitchen catcher, a "How To" guide, and other program information.

Food waste collection in Phase 2 will start in November 2026. This addition will also shift Tecumseh's collection day to balance the program now that all eight municipalities are operational.

Implementation of the Green Bin Program has ushered in a major shift in behaviour for the residents of Essex-Windsor. The initiatives described below will be instrumental in encouraging residents to use the Green Bin to help divert food waste and other organics away from the Essex-Windsor Regional Landfill.

COMMUNICATION GOALS

- Build awareness of the Green Bin Program.
- Convey program benefits to engage residents and stakeholders (municipal and community partners).
- Encourage adoption/participation.
- Leverage partnerships to increase reach.
- Increase digital presence and reach.
- Normalize the diversion of food waste so the Region prioritizes being "GREEN."
- Support residents in using the Green Bin for food waste and organics year-round.
- Share the impacts of using the Green Bin.
- Remind that the Regional Landfill is a key asset to residents and the region.

- Continue to remind residents that this program has no external funding, so it is covered locally by the taxpayer.

TARGET AUDIENCES

Residents of Essex-Windsor

The first audience consists of homeowners/renters, and families/occupants living with them in single-family households; all genders, cultures, incomes and education levels.

This is the primary target of the campaign because of regulatory requirements. There is a significant need to educate the public at large about the benefits of food waste recycling and lay the groundwork for widespread adoption and participation in the Green Bin Program.

The Next Generation

K-12 students in Essex-Windsor and their teachers form a future audience. Information will be put together for teachers to effectively educate their students on why the Green Bin Program is important. School presentations for grades 5-12 are included now to further educate residents. It will also be key to engage students through community events, library initiatives, and pop-ups.

Regional Stakeholders

Beyond residents and students, various other stakeholders need to be considered in Communications/P&E efforts. These include members of the EWSWA Board of Directors, as well as mayors, local leaders, and administrators from the eight municipalities, as well as other strategic partners (post-secondary, etc.).

Most of these interested parties will be communicated primarily through in-person meetings, events and other ongoing business activities. They will also receive individual communications as residents, so no specific communications programs need to be developed for these groups.

Geotarget Residents

If issues arise or participation is low in certain areas, a geotargeted approach will continue to be used to reach the areas in need. Generally, this is done through social media but can also be done through mail or hand-delivery, depending on the size of the area.

CAMPAIGN SLOGAN

A contest was held in the spring of 2024 to solicit suggestions for a slogan to guide the rollout of the Green Bin Program. The winning entry (below) was chosen by the residents of the Region through a public “vote off.”

Food Waste is Too Good to Waste. Green Bin It!

This slogan will continue to be used in various advertising, social media posts, and other marketing/P&E literature and materials in 2026.

KEY MESSAGES

The following key messages are central to the success of the Green Bin Program. They form the basis of the information to be communicated to constituents to effectively position the purpose and benefits of diverting food waste and organics using the Green Bin Program.

Note that these messages represent the core ideas supporting the communications plan. They are not necessarily meant to be used verbatim but rather reformulated into marketing messages that convey the same thought but are constructed to suit the specific medium in which they are used.

1. This program is mandated by the Province of Ontario, with no funding allocated to the Region, therefore costs are borne by the taxpayer.

There are many benefits to the Green Bin Program, but like any waste collection program (such as municipal garbage), there are costs to run the program. Unfortunately, although the program is mandated by the Province of Ontario, there is no provincial or federal funding to cover program costs, so this necessitates that program costs are borne by all households that have access to the program. While the EWSWA is responsible for administering the Green Bin Program, the City and County will each determine how these program costs will be recovered in their respective jurisdictions. Residents who have access to this program and want to understand how it will affect their municipal taxes should connect directly with the City (citywindsor.ca) or County (countyofessex.ca) for this information. The Green Bin Program is a win-win for taxpayers and their municipality. By putting food waste and other organics in the Green Bin instead of the garbage, residents not only help make the Region greener, but can significantly reduce the amount of refuse going to our Regional Landfill. This means residents won’t incur the enormous

cost of siting a new regional landfill, currently estimated at over \$700 million!

2. Diverting food waste and organics is good for the environment.

It reduces methane emissions and enhances soil health.

3. Diverting food waste and organics helps extend the life of the Essex-Windsor Regional Landfill, a key regional asset.

In 2022/23, a study found that food waste accounted for a significant portion (48%) of residential curbside, collected waste. Diverting organics reduces the amount of waste that ends up in the Essex-Windsor Regional Landfill, helping extend its lifespan and community impact, and avoiding the exceptionally high costs associated with establishing a new landfill site.

4. Food waste separation and diversion are easier than you might think.

As with many things in life, using the Green Bin for food waste can quickly become a regular part of daily routines. The EWSWA will continue to provide support and information to help make it easy to use the Green Bin.

5. Reducing food waste saves money.

The average Canadian household can save around \$1,300 annually in groceries by reducing the amount of food that it wastes at home. (National Zero Waste Council, 2022)

6. The Green Bin Program promotes Essex-Windsor as a forward-thinking municipal Region that is environmentally conscious.

Forward-thinking regions attract investors and support economic growth. The Green Bin Program will position Essex-Windsor as an accountable leader that responsibly manages food waste in an environmentally sound and effective manner - like other municipalities in Ontario and around the world that have had success with their programs for decades.

7. The Green Bin Program promotes a circular economy by conserving natural resources and improving soil health.

Anaerobic digestion will be used in the short term to process Essex-Windsor's food waste and other organics. This process will, in turn, create a natural energy resource (i.e., electrical, thermal, and water) and a nutrient-rich liquid fertilizer (digestate) that helps farmers build healthier soil for the next crops.

8. Food waste recycling programs promote community engagement.

The Green Bin Program can bring the community together by fostering a sense of shared responsibility for the environment – essential in an agriculturally-rich region such as Essex-Windsor.

9. Residents will receive an EWSWA Green Bin and a Kitchen Catcher, delivered to their household!

It's important for residents to know when they'll get theirs, how to use/care for it properly, and who to call for maintenance service. Key point: the EWSWA Green Bins are the only allowable receptacles for food waste and other organics, as they are specially designed to be compatible with automated collection vehicles. Specific details will be available at ewswa.org. Remember to continue using your yard waste collection program for leaf and yard waste materials.

10. Growing Pains! When the Blue Box Program started in 1988, there was a lot of pushback from residents who didn't want to 'sort' through their garbage for recyclables, 39 years later, residents are shocked if someone isn't recycling. This is most likely what will occur with the Green Bin Program, some initial pushback, but residents will eventually embrace the necessity and simplicity of this program.

2026 P&E CAMPAIGNS FOR PHASE 2 MUNICIPALITIES AMHERSTBURG, KINGSVILLE, LEAMINGTON

The Green Bin Program for Phase 2 residents (Amherstburg, Kingsville, Leamington) will be officially launched with a media release that aligns with the timing of Earth Day, on April 22, 2026.

The EWSWA will host a booth at the Earth Day Event, featuring signage and informational posters on the Green Bin Program. Residents can take a selfie/picture as a Food Waste Superhero, collect information about diverting food waste and other organics in the Green Bin, and participate in various activities and challenges.

Throughout the following months, the EWSWA will work with its municipal partners in Phase 2 to schedule events that it will attend to reach these residents. Phase 1 municipalities will be reached through regional events. Details will be provided on the timing of other events located in Phase 2 municipalities once established.

CAMPAIGN #2B

Focus: Program Launch and Debunking Myths
Theme: Grow Green With The Green Team!
Media: Radio ads, social media (posts & ads), Google AdWords
Timing: April-August, 2026

The focus of Campaign 2B will be to educate Phase 2 residents about the Green Bin Program and to provide key facts and tips on diverting food waste and other organics, as well as the upcoming Green Bin Program.

Messages will focus on promoting the Program's benefits, debunking myths surrounding food waste recycling, and communicating best practices and lessons learned to date. This campaign will also inform residents that they do not need to buy a Bin, as one will be provided for them and delivered to their home, along with a kitchen catcher and instructions.

Residents will be reminded to download the **Recycle Coach** app to see their collection schedule and to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents with information on how they can be a Green Superhero too.

CAMPAIGN #3B

Focus: Bin Roll Out
Theme: The Green Bins are Coming!
Media: Newspaper/online ads, radio ads, social media (posts & ads), Google AdWords, etc.
Timing: Late August-Early October 2026

Delivery of Green Bin kits to Phase 2 households will commence in Q3. Messaging in this campaign will inform residents about when to expect their Bins, remind them that a Bin will be delivered to each single-family household, and provide more details on proper Bin use. A QR code will direct people to ewswa.org for full program details.

A key objective will be to inform/remind residents that they should NOT use their Green Bin until the launch date, and that their Green Bin is tied to their household, not the resident (e.g., if they move, the Green Bin should stay behind at the house and who to contact if they arrive at a new one and there is no Bin).

Information will also highlight the importance of using *only* the EWSWA Green Bin to receive collection, as well as what to do if Green Bin maintenance is needed.

During this time, the EWSWA Green Team will continue to reach residents through local events/municipal pop-ups. Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #4C

Focus: How to be ready when the collection starts

Theme: Green Bin Collection Program Starts the Week of November 2, 2026!

Media: Newspaper, social media (posts & ads), Google AdWords, ads (online, print and radio)

Timing: October-November 2026

This campaign will help residents prepare for Green Bin collection. It will share information on key things to know, including:

- the collection schedule;
- what acceptable materials are;
- how to prepare for the first collection;
- how to use the Green bin kit to reduce odour and pests;
- what a compostable bag looks like;
- what time to/how to set out the Green Bin;
- who to contact for support;
- what the “OOPS” or “Gold Star” stickers mean.

During this time, the EWSWA Green Team will try to reach residents through pop-ups at municipal facilities to educate and engage residents.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #5

Focus: Tips for managing food waste in winter & How are we doing?

Theme: Be Green All Winter Long!

Media: Radio, online, and social media (posts & ads), Google AdWords

Timing: December 2026-February 2027

Winter poses unique challenges for using the Green Bin. In Campaign 5, the EWSWA will help Phase 2 residents manage their food waste effectively during the cold weather months with tips on how to use their Green Bin in winter – such as how to put items in the Bin to prevent freezing, where to store the Bin, and how to set it out during heavy snowfall.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

2026 P&E CAMPAIGNS FOR PHASE 1 MUNICIPALITIES ESSEX, LAKESHORE, LASALLE, TECUMSEH, WINDSOR

CAMPAIGN #1

Focus: Tips for managing food waste in winter! & How are we doing?

Theme: Be Green All Winter Long! Tips for Staying Green this Winter!

Media: Radio, online, and social media (posts & ads), Google AdWords

Timing: December 2025-February 2026

Winter poses unique challenges for using the Green Bin. In Q1, EWSWA will help residents manage their food waste effectively in the cold weather months with tips on using their Green Bin in winter – such as how to put items in the Bin to prevent freezing, where to store the Bin, and how to set it out during heavy snowfall.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #2A

Focus: Increase participation

Theme: It's Never Too Late to Become A Green Superhero!

Media: Radio and social media (posts & ads), Google AdWords

Timing: March - October 2026

This campaign will focus on encouraging Phase 1 residents who are not currently using the Green Bin to participate in the program by providing information on its benefits, particularly with respect to extending the life of the Regional Landfill.

Messaging will also focus on debunking some of the myths surrounding food waste/organics recycling and highlighting how easy it is to use the Green Bin.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #3A

Focus: Using the Green Bin in hot weather

Theme: Beat The Heat With These Green Bin Summer Tips!

Media: Radio, online, and social media (posts & ads), Google AdWords

Timing: June - August 2026

Hotter weather can present unique challenges for using the Green Bin. Messaging for this campaign will focus on tips to prevent odours and keep pests out, including keeping the lid closed and locked, ensuring weekly set-out, and proper Green Bin care.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #4A

Focus: 1-Year Green Bin Anniversary

Theme: Thank-You For Being A Green Superhero!

Media: Radio, online, social media (posts & ads), Google AdWords, etc.

Timing: Late October - November 2026

This campaign will celebrate the 1-Year Anniversary of the Green Bin Program launch and thank all residents who have participated in the program. It will also encourage all residents who have not yet participated in the Program to "Grow Green With Us", reminding them that it's never too late to become a Green Superhero by using the Green Bin.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

CAMPAIGN #4B (*exclusively for residents of Tecumseh*)

Focus: Inform Tecumseh residents that their collection day will change in November.

Theme: Food waste collection will change from Tuesday to Thursday to support the regional collection program

Media: Social media (posts & ads), Google AdWords, ads (online, print and radio), event(s)

Timing: October - November 2026

This campaign will specifically target Tecumseh residents to inform them that their collection day is changing from Tuesday to Thursday, starting the week of November 2, 2026. Information about this change will be relayed through multiple communication channels and at Tecumseh facilities.

The EWSWA will remind residents that the Recycle Coach app, ewswa.org, and their municipal calendar are good resources for this collection day change.

CAMPAIGN #5

Focus: Tips for managing food waste in winter! How are we doing?

Theme: Be Green All Winter Long! Tips for Staying Green this Winter!

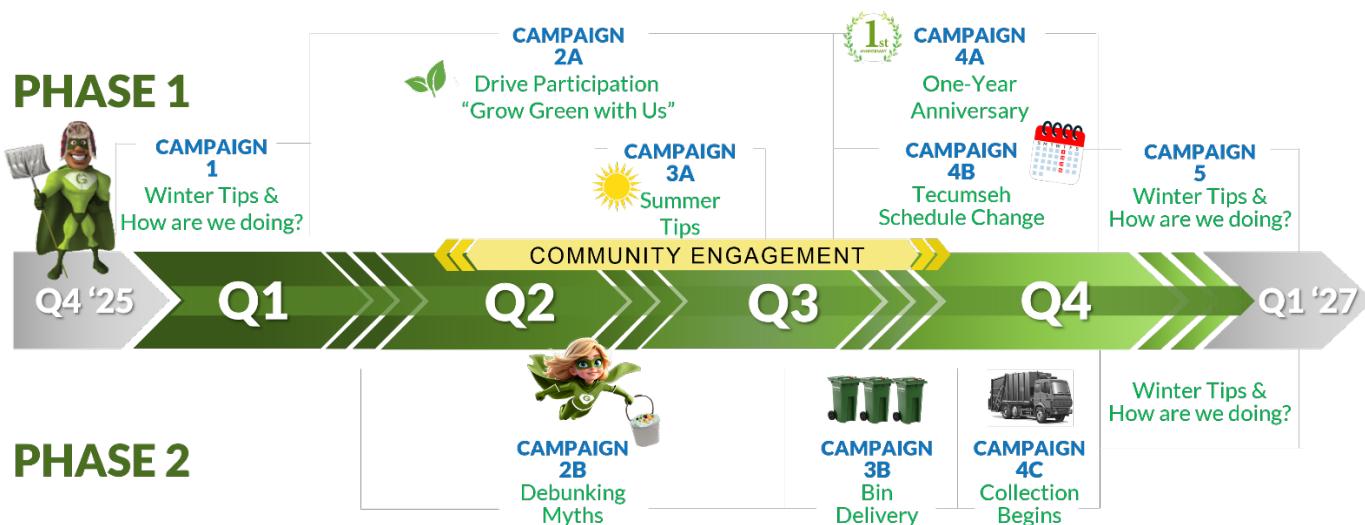
Media: Radio, online, and social media (posts & ads), Google AdWords

Timing: December 2026-February 2027

Winter poses unique challenges for using the Green Bin. The EWSWA will remind residents how to manage their food waste effectively in the cold weather months, with tips on using their Green Bin in winter, such as how to put items in the Bin to prevent freezing, where to store the Bin, and how to set it out during heavy snowfall.

Residents will be reminded to download the **Recycle Coach** app to stay up to date on program changes or new Green Bin information. The EWSWA website and its social platforms will be shared to connect residents to information on how they can be a Green Superhero.

2026 P&E CAMPAIGN SUMMARY



KEY EVENTS

A variety of media and events will be used to deliver key messages to target audiences (specific dates to be determined). The EWSWA will host media events ahead of the EWSWA's Board meetings at critical times in 2026 to share program information. Again in 2026, it will collaborate with the Essex Public Library and Windsor Public Library to promote the Green Bin Program. Finally, it will also

piggyback on municipal partner events throughout the Region at key points in 2026.

- Earth Day (Q2)
- Green Team Pop-up at Municipal facilities (Q2, Q3, Q4)
- Municipal Events in Phase 2 municipalities (Q2, Q3)
- Ruthven Apple Festival (Q3)- to be confirmed
- YQG Green Expo (Q4)

P&E SUPPORT MATERIALS

Various P&E support materials will be developed for the execution of campaigns and events. These include (but are not limited to) the following:

- 2026-27 Municipal Calendars
- Signage
- Update/create FAQ resources for events, municipal leaders, mailouts, e-promotions
- Videos
- Enviro Tips Newsletter - mailed to approximately 173,500
- E-newsletters (digital)
- Advertisements (radio, online, print)
- Green Bin Program rollout stickers and kit materials
- Incentives - giveaways to engage participation and share Green Bin messaging
- Staff merchandise- Green Team (hats, shirts, etc.)
- Display materials (E.g., pull-up banners, two-sided wave flag, teardrop flag, ground display, whirlwind display, update spinning wheel, Green Team cut-out display)
- Update educational information package (for schools and workplaces)
- Materials for the “Green Team Pop-up” program
- Update translated resources as needed
- Attend post-secondary events (1 each) to increase reach to students, improve participation and drive program engagement

CREATIVE THEME

In 2025, the EWSWA introduced its Green Bin Program slogan – *“Food Waste Is Too Good To Waste – Green Bin It!”* – as well as its animated “spokespeople” called *The Green Team*. These “Green Superheroes” delivered key campaign messages and told an ongoing story about the benefits of using the Green Bin.

The strategy was to make messaging interesting and appealing to a wide range of constituents by using a fun, light-hearted approach to drive interest and engagement. Ads, social media posts, marketing collateral, website content, event signage and other P&E materials were developed using The Green Team concept.



The EWSWA will continue to use The Green Team in 2026 campaigns for both Phase 1 and Phase 2 municipalities.

BUDGET

To extend the effective marketing spend for the Regional Green Bin Program, the EWSWA will embrace and leverage partnerships from both the public and private sectors. These partnerships may include municipal partners, post-secondary institutions, etc. Leveraging the assistance of local leaders and other ambassadors will help increase reach and ensure the effective delivery of key messages.

From a media perspective, digital/social media will be a focus of the campaigns. These platforms are cost-effective (especially when compared to traditional media). They can provide broad reach, geotarget areas, and deliver messaging effectively.

DRAFT P&E/Communications Budget

Displays & Exhibits <i>(tent, signage, pull-ups, etc.)</i>	\$ 37,300
P&E Advertising <i>(newspaper, radio, social media, bus ads, etc.)</i>	\$ 69,500
Mailed Newsletter <i>(printing & distribution)</i>	\$ 20,000
Municipal P&E Programs <i>(banners, arena signage, local advertising, etc.)</i>	\$ 40,750
Promotions & Kits <i>(green bin kits, FAQ, giveaways, etc.)</i>	\$ 67,147
Marketing Services <i>(consulting, creative design, copywriting, etc.)</i>	\$ 45,000
 TOTAL	 \$ 279,697



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: **Tuesday, February 03, 2026**

Subject: **2026 Green Bin Program: Promotion & Education (P&E) Campaign 1**

Purpose

The purpose of this report is to provide the Authority Board with an update on the 2026 Promotion and Education (P&E) Plan – Campaign 1 and that the Board direct Authority Administration to share a Green Bin Program: Campaign Summary, where applicable, with the Clerk's Department of the City of Windsor (City), the County of Essex (County) and seven (7) County Municipalities.

Background

Authority Administration has been sharing regular updates at Authority Board meetings and Municipal Working Group meetings that consist of administrators from the City, the County and the seven (7) County Municipalities throughout 2025. Administration has also discussed program updates at various municipal tables. Furthermore, it has been working closely with communication contacts from each municipality to enhance residential reach through municipal forums. It will continue to take this approach in 2026 in order to keep all stakeholders up to date and to enhance residential reach through its municipal partners.

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

Discussion

As Phase 1 of the Green Bin Program has fully launched, it is important to continue to support residents so that they are prepared as challenges arise (e.g., extreme weather - cold/heat). It is also critical to program operations to continue to give feedback to residents and strategies to address any program issues (e.g., improper set-out). Campaign 1 of the 2026 P&E Plan looks to support both of these challenges. It will begin in January, and some components of this campaign will run until approximately the end of February. Specifically, it will share information that supports Green Bin usage in the winter and how residents can improve the use of their Green Bin. To ensure this messaging is consistent across the region, it will be published to municipal partners and stakeholders through the Green Bin Program: Campaign Summary that is attached to this report.

Financial Implications

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

Recommendation

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

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

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion

Attachment: 2026 Green Bin Program: Campaign 1 Summary - Green Bin Collection Begins!

Green Bin Program

Campaign 1 Summary: Winter is Here & Program Tips!

January 29, 2026

Being Green is Always In Season here in Essex-Windsor! While using the Green Bin is new this winter, the EWSWA has strategies that residents can use so that they can stay Green all year! With the wonderful efforts of residents in Essex, Lakeshore, LaSalle, Tecumseh, and Windsor, each week over 200 tonnes of food waste and organic material is being collected through the Green Bin Program. In turn, it has kept over 3,000 tonnes of valuable resources out of the Essex-Windsor Regional Landfill. This equates to approximately 60 NHL-size arenas (50 tonnes per arena), which is a huge leap from where the region was ahead of this program! With all this material being spared from the landfill, it helps to extend the life of the only local landfill, which in turn avoids the high costs (over \$700 million) of siting a new one. While the Green Bin program is a cost to the taxpayer, it is much cheaper than the cost of a new landfill, which would also be a cost to the taxpayer. Beyond cost benefits, there are many other impactful reasons to put your food waste and organic materials in the Green Bin all year round! It reduces garbage program costs, reduces methane emissions that come from landfilling organics and their associated costs, creates more valuable resources (fertilizer and renewable energies) and promotes this region as a forward-thinking area that attracts investors, supporting economic growth.

Simple tips to help you **Green Bin It!** all year long:

- **The Bottom Line? Line The Bottom!**
Line the bottom of the Green Bin with food-soiled paper products or packaging such as egg cartons, takeout cartons, etc.
- **The Early Bird Doesn't Freeze.**
If possible, set the Green Bin out the morning of collection day by 6 a.m., not the night before.
- **Protect Your Bin - Bring It In.** Store the Green Bin in a garage or shed - or place it against an outside wall - to protect it from snow, ice and extreme temperatures.
- **Drain It to Contain It**
A good way to contain freezing and prevent food waste from sticking to your Green Bin is to drain excess liquids before putting them in the Bin.

CUSTOMER SERVICE SUPPORT:

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

For collection concerns, residents are to contact the following for Green Bin support:

- City of Windsor residents: Call 311
- County of Essex residents: Call the EWSWA @ 1-800-563-3377 or visit ewswa.org

Amherstburg, Kingsville, and Leamington, your Green Bin Program starts in November 2026, so please be patient as more information will be coming your way in the coming months. You can still Grow Green by visiting www.ewswa.org for other ways to be green all year long.

Finally, the EWSWA's annual EnviroTips Newsletter was delivered in January to 173,000 households, as well as the 2026/2027 municipal calendar, which both provide Green Bin Program information.

Below are some sample ads for Phase 1 municipalities that share Campaign 1 messaging on digital displays or internally with staff. The next release will support both Phase 1 and Phase 2 municipalities and will be published in early spring.

If you need assistance with ad formatting, please reach out directly to Cat Griffin, Communications Coordinator, via email: cgriffin@ewswa.org.

SOCIAL MEDIA ADS, 2026 CAMPAIGN 1

SOCIAL MEDIA AD HEADLINES & COPY

GRAPHICS

Be Green All Year Round.

Using your Green Bin all year makes a big difference. Winter can be tricky, but following a few simple tips will help you get through it with ease. Visit www.ewswa.org for ways to stay Green all year long.



Bottom Line? Line the Bottom.

Line the bottom of the Green Bin with food-soiled paper products or packaging such as egg cartons, takeout cartons, etc. Or use kitchen catcher liners during the winter. For more winter tips, visit www.ewswa.org.



The Early Bird Doesn't Freeze!

If possible, set the Green Bin out **the morning of collection day by 6 a.m.**, not the night before. Being an early bird doesn't get you the worm, but you also won't get stuck with food waste frozen to your Green Bin. For more Green Bin tips, visit www.ewswa.org.

The Early Bin Doesn't Freeze



Set out your Green Bin at 6AM



ewswa

It's Stuck! Just My Luck!

If food freezes and sticks to the Green Bin, don't freak out. Simply gently loosen it with a shovel handle or flip the Bin upside down with the lid open on a sunny day to allow it to thaw. For more winter tips, visit www.ewswa.org.

It's Stuck.



Just my luck!

ewswa

Green Flag! Use a Bag.

Using compostable bags for your food waste will not only keep things clean in the kitchen, it may also help prevent food waste from freezing and sticking to the Green Bin. Remember: use only good quality compostable bags with the BPI/BNQ symbols on them. For more information on compostable bags, visit www.ewswa.org.

Green Flag: Use a Bag

It keeps things clean and helps to prevent freezing.



ewswa

Don't Contaminate → Separate.

Make sure you separate items like containers (cans/glass/plastic) and plastic compostable food containers from your food waste and organics as these containers cannot go in the Green Bin. Only fibre compostable packaging, paper bags, and compostable bags that are BPI/BNQ certified can go in the Green Bin with your food waste. Unacceptable materials will contaminate the final product that becomes fertilizer for farmers' crops and increases program costs. For more, visit www.ewswa.org.



POINT- Arrows to Street, Handles to House.

Whether you push it or pull it, it's critical that you set out your Green Bin properly. The arrows on the lids should point to the street, while the Bin's handles should point to your house. If your Green Bin isn't set out this way, the automated arm on the collection truck can't empty your Bin. For more information, visit www.ewswa.org.



Other available ads that support Campaign 1:

BEING GREEN IS ALWAYS IN SEASON

Use the Green Bin All Year Long

Snow or rain, sun or clouds, putting your food waste in the Green Bin is the right thing to do. Visit ewswa.org for both cold and hot weather Green Bin tips.



ALWAYS POINT-PARK-SPACE
Green Bin set-out matters, no matter what time of year. Always use PPS for proper set out:
POINT the arrows on the lid toward the street
PARK the bin about 30 cm from the curb
SPACE the bin 1 meter from other objects



For more information, visit www.ewswa.org

Download the Recycle Coach app for your Green Bin collection schedule, notifications and "What Goes Where?"



WINTER GREEN BIN TIPS

Using the Green Bin all year makes a big difference.

Winter can be tricky, but following a few simple tips will help you stay green during the colder months.



WHAT GOES IN THE BIN?
Scan the QR code for the Acceptable Materials list.



www.ewswa.org

TIPS TO PREVENT FREEZING
The Bottom Line? Line The Bottom!
Line the bottom of the Green Bin with food-soiled paper products or packaging such as egg cartons, takeout cartons, etc.

The Early Bird Doesn't Freeze.
If possible, set the Green Bin out **the morning of collection day by 6 a.m.**, not the night before.

Protect Your Bin - Bring It In.
Store the Green Bin in a garage or shed - or place it against an outside wall - to protect it from snow, ice and extreme temperatures.

TIPS FOR SET-OUT
Don't Bank On It!
Snowbanks can make it harder to set out the Green Bin. Be sure to place the Green Bin on a cleared, level area on your property along the street - never on top of snowbanks. Remember: always try to use Park-Point-Space.





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: Tuesday, February 03, 2026

Subject: Approval Status of the EWSWA 2026 Budget

Purpose

The purpose of this report is to update the Board on the status of the 2026 EWSWA Operational Plan and Budget (Budget) approval process.

Background

The Board approved the 2026 Budget, and Administration's recommendations included in the November 4, 2025 report.

As a part of the final approval process, Administration referred the 2026 Budget to both the County of Essex and the City of Windsor Councils for their consideration.

Discussion

On December 17, 2025, Administration attended Essex County Council to present the 2026 Budget, address questions and seek approval. The Essex County Council approved the 2026 Budget at that meeting.

Administration attended Windsor City Council on January 26, 2026 to respond to questions regarding the 2026 Budget and to seek Council approval. The Windsor City Council approved the 2026 Budget at that meeting.

Recommendation

For the Board's information.

Submitted By

A handwritten signature in blue ink that reads "Steffan Brisebois".

Steffan Brisebois, Manager of Finance and Administration



Essex-Windsor Solid Waste Authority By-Law Number 1-2026

**Being a By-Law to Authorize the Execution of an Agreement with
Clean Harbors Energy and Industrial Services Corp. for Power Washing
of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville
Transfer Station, the Windsor Transfer Station and the Food & Organic
Waste Transfer Station at the hourly rate of \$165.00 per hour with an
estimated total annual contract price of \$84,480 (plus applicable taxes), for
the period of March 1, 2026 to December 31, 2028, with an option to renew
the contract for 2 additional one-year extensions or portions of a year**

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

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

1. THAT EWSWA hereby approves a contract with Clean Harbors Energy and Industrial Services Corp. for Power Washing of Heavy Equipment at the Essex-Windsor Regional Landfill, the Kingsville Transfer Station, the Windsor Transfer Station and the Food & Organic Waste Transfer Station at the hourly rate of \$165.00 per hour with an estimated total annual contract price of \$84,480 (plus applicable taxes), for the period of March 1, 2026 to December 31, 2028, with an option to renew the contract for 2 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions within the executed contract, and that the Chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

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

EWSWA Board Chair

Michelle Bishop
General Manager

Read a First, Second and Third Time, Enacted and Passed this 3rd Day of February, 2026.



Essex-Windsor Solid Waste Authority By-Law Number 2-2026

**Being a By-Law to Authorize the Execution of an Agreement with
Recycling Makes Cents Ltd. for the Collection and Recycling of White
Goods in the County of Essex (excluding the City of Windsor) and
for the Collection of Refrigerants from the Windsor and Kingsville Drop-
Off Depots and the Essex-Windsor Regional Landfill for the period of
April 1, 2026 to March 31, 2029, with an option to renew the contract for
3 additional one-year extensions or portions of a year**

Whereas the Essex-Windsor Solid Waste Authority has approved entering into an Agreement with Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor), and for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Essex Windsor Regional Landfill, for the period of April 1, 2026 to March 31, 2029, with an option to renew the contract for 3 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract.

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

1. THAT EWSWA hereby approves a contract with Recycling Makes Cents Ltd. for the Collection and Recycling of White Goods in the County of Essex (excluding the City of Windsor) for the bid of \$25 per stop for the term commencing April 1, 2026 and ending March 31, 2029, with options to renew the contract for 3 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions within the executed contract, and that the Chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.
2. THAT EWSWA hereby approves a contract with Recycling Makes Cents Ltd. for the Collection of Refrigerants from the Windsor and Kingsville Drop-Off Depots and the Essex-Windsor Regional Landfill for the bid of \$22 per stop for the term commencing April 1, 2026 and ending March 31, 2029, with options to renew the contract for 3 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions within the executed contract, and that the Chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

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

EWSWA Board Chair

Michelle Bishop
General Manager

Read a First, Second and Third Time, Enacted and Passed this 3rd Day of February, 2026.



Essex-Windsor Solid Waste Authority By-Law Number 3-2026

Being a By-Law to Authorize the Execution of an Agreement with Quantum Lifecycle Partners LP for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations

Whereas the Essex-Windsor Solid Waste Authority has approved entering into an Agreement with Quantum Lifecycle Partners LP for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations for the term from March 4, 2026 to March 3, 2029, with an option to renew the contract for three (3) additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions as contained within the executed contract.

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

1. THAT EWSWA hereby approves a contract with Quantum Lifecycle Partners LP for the Provision of Containers for Electrical and Electronic Equipment (EEE) Recycling, Transportation of these Containers and Recycling of EEE from Essex-Windsor Solid Waste Authority Locations for the period from March 4, 2026 to March 3, 2029, with options to renew the contract for 3 additional one-year extensions or portions of a year thereof at the absolute unfettered discretion of the Authority, and such extensions shall be under the same terms and conditions within the executed contract, and that the Chair and General Manager be authorized to enter into an agreement in accordance with the tender documents.

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

EWSWA Board Chair

**Michelle Bishop
General Manager**

Read a First, Second and Third Time, Enacted and Passed this 3rd Day of February, 2026.



Essex-Windsor Solid Waste Authority By-Law Number 4-2026

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.

EWSWA Board Chair

**Michelle Bishop
General Manager**

Read a First, Second and Third Time, Enacted and Passed This 3rd Day of February, 2026.