



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, February 02, 2016
Time: Regular Session 4:30 PM
In-Camera Session Immediately Following the Regular Session
Location: Essex County Civic & Education Centre – Room C
360 Fairview Avenue West, Essex Ontario

List of Business

Page Numbers

1. **Call To Order 4:30 PM**
2. **Welcome to New Board Member for 2016 – Windsor Councillor Jo-Anne Gignac**
3. **Election of a Chair and Vice Chair for 2016**

The Chair will be elected from among City of Windsor representatives. The Vice Chair will be elected from among County of Essex representatives.

4. **Declaration of Pecuniary Interest**

5. **Approval of the Minutes**

December 1, 2015 Regular Meeting Minutes

1-8

6. **Business Arising from the Minutes**

There are no items for discussion.

7. **Correspondence**

There are no items for discussion.

8. **Delegations**

There are no delegations.

9. **Waste Disposal**

- A) Termination of Agreement Between EWSWA and the County of Essex with Integrated Gas Recovery Services Inc. (IGRS) 9-11
- B) Appointment of a Board member to the Landfill Liaison Committee for 2016 12-13
- 10. Finance and Administration**
- A) EWSWA 2016 Budget Approval Status 14-16
- B) 2015 Budget Projection and 2016 Budget Update 17-19
- C) Summary of Legal Accounts 20
- 11. Waste Diversion**
- A) Closure of Goodwill Donation Centre at Windsor Public Drop-Off Depot 21-22
- B) Windsor Tender for Recycling Collection 23-24
- C) Extension of the Contract for the Provision of Equipment and Labour for the Repair and Maintenance of Processing Equipment in Two Recycling Centres in the City of Windsor 25-26
- D) Bill 151 – Waste Free Ontario Act, 2015 27-28
- 12. Any Other Items**
- 13. In-Camera Meeting** (Agenda Attached Separately)
- 14. By-Laws**
- A) 01-2016 – Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority 29
- 15. Next Meeting**
- Tuesday, March 1, 2016
- 16. Adjournment**



Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

Meeting Date: Tuesday, December 01, 2015
Time: Regular Session 4:30PM
Location: Essex County Civic and Education Centre – Meeting Room C
360 Fairview Avenue West, Essex Ontario

Attendance:

Board Members:	Ken Antaya	County of Essex
Chair	Ron McDermott	County of Essex
	Hilda MacDonald	County of Essex
	Aldo DiCarlo	County of Essex
	Tom Bain	(Ex-Officio) County of Essex
	Rino Bortolin	City of Windsor
	Fred Francis	City of Windsor
	Ed Sleiman	City of Windsor
Vice Chair	Hilary Payne	City of Windsor
Absent:	Drew Dilkens	(Ex-Officio) City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Katherine Hebert	Executive Secretary
	Ralph Reiser	Manager of Waste Disposal
County of Essex Staff:	Rob Maisonville	Director of Corporate Services / Treasurer
City of Windsor Staff:	Dwayne Dawson	Executive Director of Operations, Engineering
	Anne Marie Albidone	Manager of Environmental Services

1. Call to Order

The Chair called the meeting of the regular session to order at 4:30 PM.

2. EWSWA Board Composition

The Chair noted that there will be a change of Board Members for 2016 per the agreement creating the Authority. The Board is composed of 9 voting members with the majority alternating between the City of Windsor and County of Essex along with the Chair and Vice Chair positions. He expressed gratitude to County of Essex alternate Board Member Aldo DiCarlo, who will not be a voting member for 2016 while the City of Windsor will appoint a fifth Board Member for 2016. Mr. DiCarlo will return in 2017. The Chair will be elected from among City of Windsor representatives and the Vice Chair will be elected from among County of Essex representatives.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest. The Chair expressed that should a conflict of a pecuniary nature or other arise at any time during the course of the meeting that it would be noted at that time.

4. Approval of the Minutes

A) November 3, 2015 Regular Meeting Minutes

Moved By Ken Antaya

Seconded By Tom Bain

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated November 3, 2015 be approved and adopted.

**-Carried Unanimously
80-2015**

5. Business Arising From the Minutes

There was no business arising from the minutes.

6. Correspondence

There were no items for distribution.

7. Delegation

There were no delegations present.

8. Finance and Administration

A) Status of the 2016 EWSWA Budget Approval

The Manager of Finance and Administration explained that the report is presented as a status update on the approval process of the 2016 EWSWA Budget. The Board approved the Budget at the November 3rd meeting and the County Council approved it on November 18th. The budget will next be presented at City of Windsor Council on December 21st. The next EWSWA Board meeting is not likely to take place until February of 2016.

Moved By Tom Bain

Seconded By Ken Antaya

THAT the Board receive the report Status of the 2016 EWSWA Budget Approval as information.

**-Carried Unanimously
81-2015**

B) City of Windsor Internal Audit of EWSWA

The Manager of Finance and Administration noted that the report is presented as information for the Board. She explained the purpose of the audit, and noted that the City of Windsor is in the process of having internal audits undertaken of their Authorities, Boards and Commissions (ABC's) and requested that the Authority volunteer to have its 'Processes and Controls' audited. The Authority agreed to the audit and Price Waterhouse Coopers performed the audit over several months in 2015. Some of the findings are on page 15 and continue on page 17 with 4 recommendations. None of the findings were considered to be of major concern. In light of the recommendations the Authority will be reviewing some of the procedures and policies in place as suggested by Price Waterhouse Coopers as follows:

- Performing a review of Authority policies and procedures and adjusting as required.
- The introduction of an additional financial report in the first quarter of the year. This report would be outlining the financial position of the Authority after the first three months of the year.
- A review of the original agreement establishing the Authority was suggested to be reviewed. This agreement is over 20 years old and is between the County of Essex and the City of Windsor. It is something that both parties will work on together.
- The appropriate segregation of duties within the EWSWA is somewhat difficult since there is so few staff members. It was generally thought internal controls were adequate, however at the request of PWC the Authority will be reviewing and possibly revising some duties and controls as suggested for 2016.

Mr. Sleiman questioned whether the Authority policies comply with both the City and the County policies.

The Manager of Finance and Administration confirmed that the Authority does have its own set of policies, but where there is a case that the Authority does not have a policy on a certain matter, it will refer to the County of Essex and City of Windsor policies for reference. Further, when there are policy reviews undertaken, Authority staff consults City and County policies to ensure the Authority is in line with protocols in both areas.

Moved By Fred Francis

Seconded By Ed Sleiman

THAT the Board receive the report City of Windsor Internal Audit of EWSWA as information.

**-Carried Unanimously
82-2015.**

C) Summary of Legal Accounts

Moved By Fred Francis

Seconded By Rino Bortolin

THAT the Board approve the payment of the legal invoices on the statement presented.

**-Carried Unanimously
83-2015**

9. Waste Disposal Issues

A) Waste Generator Agreement for 2016 – ADM Agri-Industries – 5,001 tonnes

The General Manager indicated that this agreement is positive financially for the Authority. He noted that ADM Agri-Industries has agreed to sign a contract to tip at least 5,001 tonnes of waste at the Regional Landfill site under the contract rate set by the Authority. They have been a large volume customer for approximately 10 years and would like to continue their relationship with the Authority through 2016.

Mr. Sleiman questioned what happens in the event that they do not bring in 5,001 tonnes?

The General Manager indicated that the contract is for a 'put-or-pay' amount. The contractor is obligated to pay the Authority for the 5,001 tonnes regardless of whether they bring the waste or not.

Mr. Bortolin questioned how this compared to their previous contracts for volume waste.

The Manager of Finance and Administration indicated that ADM has had a contract for this same amount for approximately 3 years, before which they had a contract for a lower amount in the 3,000 tonnes range.

Moved By Ken Antaya

Seconded By Hilda MacDonald

THAT the Board authorize the Chair and General Manager to execute the agreement with ADM Agri-Industries Ltd. for 2016 for 5,001 tonnes at a rate of \$44 per tonne.

**-Carried Unanimously
84-2015**

B) Tender Award – Specialized Equipment Operators

The Manager of Waste Disposal discussed the report and noted that the tender was for the operation of 6 pieces of equipment at the Regional Landfill site and at Transfer Station 2. The tender was advertised on biddingo.com, merx.com, with the Windsor Construction Association, the Lambton Area Builders Association, on the EWSWA website as well as it was circulated to a list of contractors who have expressed interest in the contract previously or had already performed work for the Authority at another time. The results of the tender are on page 44. The recommendation is that the tender and contract be awarded to the low bidder, 1869096 Ontario Limited which operates as Canadian Transfer. Authority staff has vetted the contractor and determined that they are capable of performing the work.

Mr. Bortolin asked for clarification on the budgeted amount versus what the actual cost will be and what rationale was used to determine the budget?

The Manager of Waste Disposal indicated that an average of previous years price quotes was taken and an additional percentage was added on to that amount to approximate the anticipated increase for this contract.

Mr. Payne questioned how many operators are on site?

The Manager of Waste Disposal indicated that there are usually 4 trained operators on site at all times. There is a requirement of 5 trained operators to be on standby at all times. Each day the needs of the Authority are assessed, depending on volume and weather conditions and the contractor is advised on how many operators to provide.

Moved By Ed Sleiman
Seconded By Tom Bain

THAT the Board approve the award of the tender for the Supply of Specialized Equipment Operators at the Essex-Windsor Regional Landfill and Essex Windsor Transfer Station 2 to 1869096 Ontario Limited (OA Canadian Transfer) for the period of January 4, 2016 to December 31, 2018 with an option to extend the contract one or more times for any period up to 2 years under the same terms and conditions at the sole discretion of the Authority.

**-Carried Unanimously
85-2015**

10. Waste Diversion Issues

None were raised

11. Any Other Business

A) Tentative 2016 EWSWA Board Meeting Schedule

Moved by Ken Antaya
Seconded by Aldo DiCarlo

That the proposed 2016 EWSWA Board Meeting Schedule be approved.

**-Carried Unanimously
86-2015**

12. Holiday Greetings from the Chair

The Chair expressed his best wishes to staff and Board members for a happy and healthy holiday season.

13. By-Laws

A) 08-2015 Being a By-Law to Authorize the Execution of an Agreement Between 1869096 Ontario Ltd. O/A Canadian Transfer and the Essex-Windsor Solid Waste Authority for the Provision of Specialized Heavy Equipment Operators at the Regional Landfill and Transfer Station 2

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 08-2015, being a By-Law to Authorize the Execution of an Agreement Between 1869096 Ontario Ltd. O/A Canadian Transfer and the Essex-Windsor Solid Waste Authority for the Provision of Specialized Heavy Equipment Operators at the Regional Landfill and Transfer Station 2 be given three readings and be adopted this 1st day of December 2015.

**-Carried Unanimously
87-2015**

B) 10-2015 - Being a By-Law to Authorize the Execution of an Agreement Between ADM Agri Industries and the Essex-Windsor Solid Waste Authority for 5,001 tonnes of Waste.

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 10-2015, being a by-law to Authorize the Execution of an Agreement Between ADM Agri Industries and the Essex-Windsor Solid Waste Authority for 5,001 tonnes of Waste be given three readings and be adopted this 1st day of December 2015.

**-Carried Unanimously
88-2015**

C) 09-2015 Being a By-Law to Confirm the Proceedings of the EWSWA Board Meeting of December 1, 2015

Moved By Fred Francis

Seconded By Ed Sleiman

THAT By-Law 09-2015, 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 1st day of December 2015.

**-Carried Unanimously
89-2015**

14. Next Meeting

A January meeting date is typically not scheduled due to the holidays, if a meeting is required in January it will be scheduled at the call of the Chair. Otherwise, the next meeting of the Board will be February 2, 2016.

15. Adjournment

Moved By Ed Sleiman
Seconded By Aldo DiCarlo
THAT the Board stand adjourned at 5:06 PM.

**-Carried Unanimously
90-2015**

All of which is respectfully submitted.

**Ron McDermott
Chair**

**Ilija Maodus
General Manager**



Essex-Windsor Solid Waste Authority Administrative Report

January 19, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, February 02, 2016
Subject: Termination of Agreement between the EWSWA, the County of Essex and Integrated Gas Recovery Services Inc. Effective December 31, 2015

Purpose

The purpose of this report is to advise the Board of the termination of the Regional Landfill gas rights agreement between the EWSWA, the County of Essex and Integrated Gas Recovery Services Inc. (IGRS) effective December 31, 2015.

Background

In 2005 the EWSWA, along with the County of Essex, signed an agreement with IGRS related to the recovery of methane gas at the Essex-Windsor Regional Landfill. The objective was for IGRS to enter into an agreement with some other party (e.g. Ontario Power Authority) for the sale of the landfill gas or electricity generated by the landfill gas. Under the County/EWSWA/IGRS agreement IGRS had the rights to the Regional Landfill's gas in exchange for constructing and maintaining the highly costly underground gas collection system consisting of pipes and wells.

The County of Essex was party to the agreement due to the fact that the County maintains the title to the lands on which the Regional Landfill is situated. All aspects of the agreement were managed by the Authority.

Discussion

The agreement includes a termination clause whereby any of the parties could terminate the agreement upon notice of 30 days. In November 2015 IGRS advised Authority administration of their intent to enact the termination clause effective December 31, 2015. Effective January 1, 2016 Regional Landfill gas rights revert solely back to the Authority.

For the period 2005 – 2015 IGRS and the Authority collaborated with the objective of engaging with one of the various Ontario electricity agencies (e.g. OPG, OPA, IESO) in order to sign a

long-term agreement of 10-20 years. Unfortunately no agreement was able to be signed due to the lack of capacity at Ontario Hydro's Kingsville Transformer Station. This is the transformer station which is nearest the Regional Landfill. When the Province began advocating for "green" energy sources such as wind and solar those projects were allocated capacity at the Kingsville Transformer Station instead.

To date the landfill gas that has been captured by the collection system has been "flared" to the atmosphere. This is the most environmentally responsible means by which to manage the methane gas. Further, flaring is a requirement of the Regional Landfill's Environmental Compliance Approval as issued by the Ministry of the Environment and Climate Change. The flaring serves to convert the methane to carbon dioxide which results in the reduction of greenhouse gas.

The Future

Regardless of the termination of the agreement, Authority administration will continue to search out opportunities for the marketing of the gas generated by the Regional Landfill.

It is possible within the next few years that local capacity could open up that would allow for the sale of landfill gas generated electricity. In 2014 and 2015 it was announced that Ontario Hydro would be constructing a new transformer station in Leamington. Construction should be completed by **mid-2018**. This station could free up capacity at the Kingsville station which could hopefully provide for an opportunity for a Regional Landfill project to be approved for connection to that station.

Budget Impact

There will be a **2016 budget impact of approximately \$90,000** in increased expenses. During the period through which IGRS had the gas rights they operated and maintained the gas collection and flare system at no cost to the Authority. With the termination of the agreement and the gas rights reverting back to the Authority the Authority must arrange for the operation and maintenance of the system. IGRS has agreed to provide the service at a price of \$6,700/month or \$80,400 per year. This includes minor repairs valued at less than \$400 per occurrence. Since it is difficult to estimate the cost of any repairs which would exceed \$400 Authority administration is recommending budgeting for a 10% contingency bringing the annual cost to approximately \$90,000 including 1.76% HST.

Please see the other report in the agenda package that discusses an update on 2015 projected revenue and expenditures and 2016 budgeted revenue and expenditures to see how the additional \$90,000 can be managed within the 2016 budget.

Recommendations

1. That the Authority Board receive this report for information.
2. That the Authority Board authorize an agreement to be executed between the Authority and Integrated Gas Recovery Services Inc. for the provision of operation and maintenance services for the Regional Landfill's gas collection and flaring system at a cost of at least \$80,400 annually plus HST.

Submitted By

Ilija Maodus, General Manager



Essex-Windsor Solid Waste Authority Administrative Report

January 18, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ralph Reiser, Manager of Waste Disposal
Meeting Date: Tuesday, February 02, 2016
Subject: Appointment of One Board Member to the Regional Landfill Liaison Committee

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 1 year term. The Board's appointment for 2015 was Board Member Hilda MacDonald.

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:

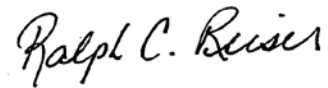
- 1 Member** from the EWSWA Board that is not a Municipal Council Member from the host municipality, namely the Town of Essex – Term of 1 year
- 2 Members** from the Municipal Council of the host municipality, namely the Town of Essex – Term of Council
- 1 Member** MOE Representative - Appointed by the District Manager of the Ministry of the Environment (may appoint an alternate as well)
- 4 Members** Resident representatives from the 'Schedule A' area as defined in the Compensation Policy – Term of 3 years

Discussion

The LLC meets 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 term of 1 year.

Submitted By

Ralph Reiser, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

January 25, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, February 02, 2016
Subject: EWSWA 2016 Budget Approval Status

Purpose

The purpose of this report is to update the Board on the status of the 2016 EWSWA Budget approval process.

Background

The Authority's 2016 budget was approved by the Board at its November 3, 2015 meeting. As a part of the approval process the budget was also referred to the City of Windsor and the County of Essex Council for their approval.

Discussion

On November 18, 2015 Authority Administration attended Essex County Council to present the 2016 budget, address questions from the council members and to seek approval of the 2016 EWSWA Budget. Essex County Council resolved to approve the Authority's 2016 budget at that meeting.

On December 21, 2015 Authority Administration attended City of Windsor Council. Windsor Council was considering a report from the Authority's General Manager as well as a report from their own administration. Authority Administration did not appear as a delegation during the course of the Council meeting. Windsor Council did not resolve to approve the budget but instead resolved as follows:

Francis

Gignac

That the report of the City Treasurer dated November 16, 2015 entitled "2016 Essex-Windsor Solid Waste Authority Operational Plan and Budget" **BE RECEIVED**; and,

WHEREAS the recommended \$290,010 or 5.2% increase to the City of Windsor is **DEEMED** to be excessive;

THEREFORE BE IT RESOLVED that the issue of the city's share **BE REFERRED** to a joint committee of City and County administration which will **REPORT** to an ad hoc committee of City and County Council members, to **BE CONVENED** by the Mayor of the City of Windsor and the Warden of the County of Essex; and further,

That the ad hoc committee **DELIBERATE** and **REPORT BACK** to both City and County Councils with recommendations for resolution of this matter.

Carried.

Councillors Sleiman and Payne voting nay.

Dispute Resolution Mechanism

Unfortunately this is the first time that both councils have not agreed on approving the Authority's budget.

The 1994 agreement between the City of Windsor and the County of Essex which created the Authority prescribes the process to be undertaken should one of the councils not approve the budget. According to article 5.(d) of the agreement the process is as follows:

5. (d) *The Authority shall report to a regularly scheduled meeting of each of the City and County Councils by the end of each year on its activities for that year and its proposed activities for the following year and shall submit an operational plan and budget as referred to herein and shall ask for approval from each of the City and County Councils. If both Councils do not approve of the operational plan and budget, or any other item put before them for decision, the following process will be followed:*
 - (i) *The issues in dispute shall be referred to a joint committee of City and County administration convened for this purpose for further review, which joint committee shall thereafter report to an ad hoc committee of City and County Council members which committee shall be convened by the Mayor and the Warden for that purpose;*

- (ii) *The ad hoc committee, after deliberation, shall report back to City and County Councils with recommendations for resolution of the dispute.*
- (iii) *If the ad hoc committee is not able to resolve the issues or if the Councils of the City and County are not able to agree on the issues before them, the dispute will then be referred for determination pursuant to the terms of the Arbitrations Act of Ontario.*

Recommendations

1. THAT the Board implement the dispute resolution mechanism and that the Board instruct its General Manager to communicate with the CAOs for the City of Windsor and the County of Essex to convene a joint committee of City and County administration under article 5.(d)(i) of the 1994 agreement which created the Authority.
2. THAT the Board approve its General Manager to communicate with the Mayor of the City of Windsor and the Warden of the County of Essex to convene an ad hoc committee of City and County Council members for the purpose of considering a report from the joint administration committee.

Submitted By



Ilija Maodus, General Manager



Essex-Windsor Solid Waste Authority Administrative Report

January 20, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, Manager of Finance and Administration
Meeting Date: Tuesday, February 02, 2016

Subject: 2015 Budget Projection and 2016 Budget Update

Purpose

The purpose of this report is to provide an update to the Board on 2015 projected revenue figures and on 2016 budgeted revenue and expenditures

Background

The Board met on November 3, 2015 to deliberate and approve the 2016 budget. Included in the 2016 budget document were 2015 revenue projections for ICI Tipping Fee Revenue for both Landfilled and Non-landfilled Material. Also, included as 2016 budgeted line items were amounts for Landfill Gas Management and Landfilling Equipment Operators. Those figures are required to be as described in the discussion section below.

Discussion

2015 Revenue Projections

At the time of the preparation of the 2016 budget document certain estimates were made in order to derive projected 2015 revenue figures. Now that 2015 has concluded more accurate figures can be calculated. The majority of the additional revenue is derived from 9,452 tonnes of un-projected greenhouse vines and waste material that historically have not been brought to the Regional Landfill for disposal. Also, an additional 4,882 tonnes of auto shredder fluff material (ASR) was delivered in December that was in excess of the original put-or-pay contract amount. The additional 2015 revenue figures are shown on the next page of this report.

2015 Additional Revenue

ICI Landfilled Tip Fee Revenue (Net of Host Compensation)	\$205,000
ICI Non-Landfilled Tip Fee Revenue	\$40,000
Total	\$245,000

The additional revenue serves to reduce the 2015 projected deficit. A full year end report will be provided to the Board in May once the 2015 audit is completed by KPMG. The final operating surplus (deficit) figure will be reported at that time.

2016 Budget Revisions

ICI Non-Landfilled Tip Fee Revenue

In 2015 the Authority entered into a put-or-pay contract to receive no less than 40,000 tonnes of auto shredder fluff material (ASR) that is used as cover material at the Regional Landfill. The contract was not renewed for 2016 and no revenue was included in the budget. The customer has since advised Authority Administration that while they are not able to sign a new put-or-pay contract at this time it is still their intent to continue to deliver material until the end of May 2016. There will be a favourable budget impact of approximately \$130,000 in increased revenue.

ICI Landfilled Tip Fee Revenue

As part of the 2016 Budget discussions the Board was made aware of a significant risk included in the budget. Included in the budget was \$700,000 in net revenue from a large volume hauler. The Authority's 3 year contract with the hauler expired on December 31, 2015 and the customer had not committed to the one year renewal clause that formed part of the agreement. The customer has since advised of their intent to exercise their option for the one year extension. The renewal included a \$1 per tonne increase that had not been built into the 2016 budget due to the risk. There will be a favourable budget impact of approximately \$30,000 in increased revenue.

Landfill Gas Management Expense

As described in more detail in another report forming part of this agenda there will be a 2016 budget impact of approximately \$90,000 in increased expenses to be paid to Integrated Gas Recovery Services Inc. (IGRS) to manage the flaring of the Regional Landfill's methane gas.

Landfilling Heavy Equipment Operators Expense

At the December 1, 2015 meeting the Board approved the awarding of a tender for the supply of Specialized Equipment Operators at the Essex-Windsor Regional Landfill and Essex-Windsor Transfer Station 2. The low bid was \$490,000. The 2016 budget included a figure of \$404,000. There will be a 2016 budget impact of approximately \$86,000 in increased expenses to be paid to the contractor.

Summary

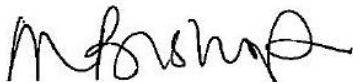
A summary of the 2016 budget revisions is shown below.

Budget Item	2016 Original Budget	2016 Revised Budget	Change
ICI Non-Landfilled Tip Fee Revenue	\$246,500	\$376,500	\$130,000
ICI Landfilled Tip Fee Revenue	\$2,432,260	\$2,462,260	\$30,000
Total Increased Revenue			\$160,000
Landfill Gas Management Expense	\$0	\$90,000	(\$90,000)
Heavy Equipment Operators Expense	\$404,000	\$490,000	(\$86,000)
Total Increased Expense			(\$176,000)
2016 Budget Impact (Unfavourable)			(\$16,000)

Recommendation

That the revised figures for 2015 and 2016 be included in an amended version of the Authority's 2016 budget document

Submitted By



Michelle Bishop, Manager of Finance and Administration, CPA, CGA



Essex-Windsor Solid Waste Authority Administrative Report

January 25, 2016

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

From: Ilija Maodus, General Manager

Meeting Date: Tuesday, February 02, 2016

Subject: Summary of Legal Accounts

1. Andrew J. Bradie

\$1412.50

Regarding:	Landfill #3 Legal Advice
Invoice	January 4, 2016
Billing Period	December 2, 2015 to January 4, 2016
Invoice Date	January 4, 2016

Recommendation

That the Board authorize the payment of the legal accounts as summarized.

Submitted By

A handwritten signature in black ink that reads 'Ilija Maodus'.

Ilija Maodus, General Manager



Essex-Windsor Solid Waste Authority Administrative Report

January 19, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Cameron Wright, Manager of Waste Diversion
Meeting Date: Tuesday, February 02, 2016
Subject: Closure of the Goodwill Donation Centre at the Essex-Windsor Public Drop-Off Depot

Purpose

To inform the Board of the decision of Goodwill Industries to close the attended donation centre at the Essex-Windsor Public Drop-Off Depot located at EC Row and Central in Windsor.

Background

In 2012, the EWSWA Board approved a recommendation to establish a partnership with Goodwill Industries for the installation and operation of a donation centre on site. The partnership was created to fulfill Recommendation #10 of the Waste Management Master Plan which stated "It is recommended that the EWSWA explore potential partnerships with charitable organizations to construct, operate or otherwise facilitate a reuse centre.

Discussion

The donation centre began operations in 2013 and remained in operation until the end of 2015. Several hundred tonnes of items such as clothing, furniture, hardware, etc. was shipped to the local Goodwill outlets to be reused. At this time Goodwill decommissioned the operation of the donation centre due to the high costs of operation and relatively light donation levels compared to its other locations.

At this time there is still an unattended depot provided by the Canadian Diabetes Association (CDA) on site at the Public Drop off Depot, however there is no longer any attended depot. Authority staff will be canvassing other charitable organizations to see if there is an interest in re-establishing an attended depot for items that can be reused. Organizations that will be canvassed include Habitat for Humanity, CDA and the Salvation Army.

Recommendation

For the Board's Information.

Submitted By



Cameron Wright, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

January 21, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, February 02, 2016
Subject: Windsor Tender for Recycling Collection

Purpose

The purpose of this report is to advise the Board that at a not-yet-determined February meeting date City of Windsor Council will be considering a report from their administration in regards to their tender call for the provision of recycling collection for a 7 year period beginning February 27, 2017.

Background

The 1994 agreement between the City of Windsor and the County of Essex which created the Authority sets out that Windsor is responsible for recycling collection within the City of Windsor. In conjunction with that agreement language is language that states that the Authority can enter into an agreement with Windsor to purchase that particular service. It is in this manner that the cost of Windsor recycling collection is included within the Authority's budget. In the same manner County recycling collection costs also form part of the Authority's budget except that the County has empowered Authority administration to manage the tender call and subsequent contract. The contract for County recycling collection expires on November 30, 2017.

Discussion

Tender responses for Windsor recycling collection were due on December 7, 2015. Since that time Windsor administration has been evaluating the submissions and will recommend the awarding of a contract at a Council meeting sometime during the month of February.

The contract is required to be awarded a year in advance in order for the successful bidder to order and receive new recycling trucks. The Request for Tenders included asking for pricing for the current level of service, being every two weeks, as well as asking for pricing for weekly collection. The request for weekly collection pricing is in response to a 2012 Authority Master

Plan Recommendation and approval by the Board to seek weekly collection pricing when tenders are issued in the future. This is the first such tender since the 2012 Master Plan.

Part of Windsor administration's evaluation of the tender responses will be whether or not to recommend a change in service level from the current "every two weeks collection" to "weekly collection".

The idea behind weekly recycling collection is that it could result in capturing more recyclables and lead to higher diversion of material from landfill disposal. Weekly recycling collection will result in a higher cost should it be implemented.

Presentation of Tender Bid Results to the Authority Board

A report will be provided for the next Authority meeting presenting and discussing the results of the Windsor recycling collection tender.

Recommendation

For the Authority's information.

Submitted By

A handwritten signature in black ink, appearing to read "Ilija Maodus". The signature is written in a cursive, flowing style.

Ilija Maodus, General Manager



Essex-Windsor Solid Waste Authority Administrative Report

January 19, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Cameron Wright, Manager of Waste Diversion
Meeting Date: Tuesday, February 02, 2016
Subject: Extension of the Contract for the Provision of Equipment and Labour for the Repair and Maintenance of Processing Equipment in Two Recycling Centres in the City of Windsor

Purpose

To recommend that an extension be granted to Windsor Disposal Services Ltd. for the provision of equipment and labour for the repair and maintenance of processing equipment in the two recycling centres in the City of Windsor until November 30, 2017.

Background

A contract for the provision of equipment and labour for the repair and maintenance of processing equipment at the two recycling centres was awarded to the low bidder, Windsor Disposal Services Ltd. in February of 2014. The contract term ends on April 2, 2016, unless up to a 2 year extension is issued by EWSWA at its sole discretion under the existing contractual terms and conditions.

Discussion

Windsor Disposal Services Ltd. currently collects recyclables from the County municipalities and processes all recyclables delivered (from Windsor and the 7 County municipalities) to the two recycling centres (Fibre Recycling Centre and Container Recycling Centre located at 3560 North Service Rd. in Windsor). This blue box collection contract was recently extended by the Authority until November 30, 2017 in order to coincide with the conclusion of the City of Windsor residential garbage contract. The objective of having corresponding end dates was to allow for the potential of calling a comprehensive tender which could possibly result in lower bid prices.

It is the intent to integrate the maintenance and repair function of recycling equipment into the next recycling collection and processing contract. Ideally it is in the best interest of the processing contractor to control the maintenance and repair function since any breakdowns

directly impact the processor's productivity. Over the last several years, both of these functions have been effectively managed by the same contractor while under separate contracts.

Financial Information

The 2016 Authority budget includes \$300,000 for the repairs and maintenance of the processing equipment in the two recycling centres.

Two bids were received in 2014 in response to the tender call for the provision of the Repair and Maintenance function. The low bid from Windsor Disposal Services Ltd. called for a maintenance rate of \$55 per hour and a repair rate of \$85 per hour. The only other bid had rates of \$112.50 and \$195 per hour.

Extending the contract will ensure the current reasonable pricing.

Recommendation

That the Board authorize an extension to the contract with Windsor Disposal Services Ltd. for the provision of equipment and labour for the maintenance and repair of processing equipment at its two recycling centres, in accordance with the existing terms and conditions of its tender awarded in February 2014, until November 30, 2017.

Submitted By



Cameron Wright, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

January 18, 2016

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, February 02, 2016
Subject: Bill 151 – Waste-Free Ontario Act, 2015

Purpose

The purpose of this report is to advise the Board of a new bill introduced by the Minister of the Environment and Climate Change (MOECC).

Background

On November 26, 2015 Minister Glen Murray introduced a bill, the intent of which is to enable a shift to a circular economy that would increase resource recovery and waste reduction in the Province. The existing programs for Blue Box, used tires, waste electronics, and municipal hazardous/special waste (e.g., paints, solvents, batteries, fertilizers, etc.) will be included under this Act.

Discussion

It is not the intent of the Province, during the debate of the bill or during the potential implementation, that the services delivered to residents be interrupted. Therefore, the programs described above such as the blue box recycling program will continue in their current form.

One of the main tenets of the proposed legislation is the concept of expanded/extended producer responsibility (EPR) whereby full responsibility would be placed on producers to be accountable for their products and packaging at end of life. This producer responsibility framework would include recovery targets, standards and reporting requirements applicable to all producers, but would provide producers with the flexibility to decide how to meet the requirements.

Public Consultation

The public consultation period for the proposed legislation goes until February 29, 2016. Authority and Windsor staff have, to date, participated in various webinars and teleconferences

as well as attended consultation sessions in person. The organizations that have arranged for these sessions includes, the MOECC, Association of Municipalities of Ontario (AMO), Regional Public Works Commissioners of Ontario (RPWCO), the Recycling Council of Ontario (RCO) and the Compost Council of Canada. These organizations will then gather input from its members and provide the government with comments and suggestions.

Budget Impact

There will be no 2016 or 2017 budget impact on revenue or expenses as a result of this newly introduced bill.

One of the main ways that the legislation would impact Essex-Windsor as well as other Ontario municipalities that provide Recycling, Reduction and Reuse programs (the 3Rs) to their constituents is to increase the amount of money available to pay for the 3Rs programs. The biggest 3Rs cost to the Authority is the blue box program. Currently the Authority is in receipt of approximately \$2.1M per year in funding from those producers and retailers who are responsible for the items collected through Essex-Windsor's blue and red boxes. This funding is at a level of approximately 50%. It is the intent of the proposed legislation to increase this funding percentage from 50% to some higher yet undefined funding level. This would serve to relieve some pressures on the overall Authority budget.

Timeframe

Should the new bill be enacted, the Province is proposing that the full rollout of the legislation would take some 3 to 4 years or even longer.

Future Updates

The Board will be provided with further updates on the progression of the bill as it proceeds through various readings in the legislature and through a parliamentary committee.

Recommendation

For the information of the Authority Board.

Submitted By



Ilija Maodus, General Manager

Essex-Windsor Solid Waste Authority

By-Law Number 1-2016

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.

Chair

Ilija Maodus
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 2nd
Day of February, 2016.**