



# Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

**Meeting Date:** Wednesday, August 24, 2016  
**Time:** In-Camera Session 4:15 PM  
Regular Session 4:30 PM  
**Location:** Essex County Civic & Education Centre – Room C  
360 Fairview Avenue West, Essex Ontario

## List of Business

Page Numbers

- 
1. **In-Camera Meeting (4:15PM) – Motion to Move In-Camera**
  2. **Call To Order**
  3. **Declaration of Pecuniary Interest**
  4. **Approval of the Minutes**
    - A) July 5, 2016 Regular Meeting Minutes 1-9
  5. **Business Arising from the Minutes**

There are no items for discussion.
  6. **Correspondence**
    - A) Letter from City of Windsor RE: 2017 EWSWA Budget 10-11
  7. **Delegations**

There are no delegations.
  8. **Finance and Administration**
    - A) January to June - Six Month Financial Report 12-15
  9. **Waste Disposal**
    - A) Request for Proposals for the Purchase of One Landfill Compactor and Service Contract 16-20

**10. Waste Diversion**

- A) Update on Plastic Bags and Recycling Operations 21-23
- B) Bill 151 – Waste Free Ontario Act 2015 (Verbal Report)

**11. Any Other Items**

**12. By-Laws**

- A) 08-2016 – Being a By-Law to Authorize the execution of an agreement between Toromont CAT and EWSWA for the purchase of one landfill compactor and service contract. 24
- B) 09-2016 – Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority 25

**13. Next Meeting**

Wednesday September 14, 2016

**14. Adjournment**



# Essex-Windsor Solid Waste Authority Regular Board Meeting Minutes

**Meeting Date:** Tuesday, July 05, 2016  
**Time:** In-Camera Session 4:15PM  
Regular Session 4:30PM  
**Location:** Essex County Civic and Education Centre – Meeting Room C  
360 Fairview Avenue West, Essex Ontario

## Attendance:

<b>Board Members:</b>	Ken Antaya	County of Essex
	Ron McDermott	County of Essex
<b>Vice Chair</b>	Hilda MacDonald	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
<b>Chair</b>	Hilary Payne	City of Windsor
	Jo-Anne Gignac	City of Windsor
<b>Absent:</b>	Drew Dilkens	(Ex-Officio) City of Windsor
<b>EWSWA Staff:</b>	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance and Administration
	Katherine Hebert	Executive Secretary
	Ralph Reiser	Manager of Waste Disposal
<b>County of Essex Staff:</b>	Rob Maisonville	Director of Corporate Services / Treasurer
	Mary Brennan	Director of Council Services / Clerk
<b>City of Windsor Staff:</b>	Dwayne Dawson	Executive Director of Operations, Engineering
	Natasha Couvillon	Manager of Performance Measurement and Financial Administration (Public Works)
	Anne Marie Albidone	Manager of Environmental Services

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## 1. In-Camera Session – 4:15 PM

## 2. Call to Order

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

### 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) May 3, 2016 Regular Meeting Minutes

Moved By Tom Bain

Seconded By Ed Sleiman

THAT the Minutes from the Essex-Windsor Solid Waste Authority regular meeting, dated May 3, 2016 be approved and adopted.

**-Carried Unanimously  
30-2016**

### 5. Business Arising from the Minutes

There were no items arising from the Minutes.

### 6. Correspondence

There were no items for distribution.

### 7. Delegation

There were no delegations present.

### 8. Finance and Administration

#### A) 2016-2017 Authority Insurance

The Manager of Finance and Administration referred to page 13 of the agenda package where the report outlines the Authority's insurance requirements and the cost for coverage. The current insurance policy is dated June 1 to May 31 and is held by Aon Reed Stenhouse Inc. who is the broker.

The Manager of Finance and Administration noted an overall decrease in the premium required for all the coverage. Some reasons for the changes as outlined in the table on page 14 are related to changes in vehicles/equipment owned by the Authority, claims or identified risks in some areas and none in others. For the 2016/2017 premium the Authority has been offered a reduction of \$840 from the previous year, which takes into account the increases and decreases in all areas of coverage. Overall it is approximately a 1% decrease.

Mr. Payne questioned what the insurer identified as potentially higher risk?

The Manager of Finance and Administration indicated that the increases in legal and environmental were both related to issues at closed Landfill #3.

Mr. Antaya questioned what the deductible payments are, and what the coverage amounts are as well. He noted that he is pleased that the Authority continues to realise insurance coverage reductions.

The Manager of Finance and Administration indicated that vehicle deductible is \$5,000, general liability deductible is \$2,500 and environmental deductible is \$20,000. The total coverage amount is in the area of \$15 million.

Moved By Ed Sleiman

Seconded By Ken Antaya

That the Board receive the report pertaining to the 2016-2017 Authority Insurance as information.

**-Carried Unanimously  
31-2016**

## **B) Summary of Legal Accounts**

The Chair noted that there were 2 accounts to be paid per the report.

Moved By Rino Bortolin

Seconded By Ron McDermott

THAT the Board approve the payment of the legal accounts included on the July June 28, 2016 summary report.

**-Carried Unanimously  
32-2016**

## 9. Waste Disposal

### A) Award of the Contract for the Cleaning and Flushing of Leachate Collections Systems

The Manager of Waste Disposal reviewed the report on page 16 of the agenda package. He noted that there were 3 tender submissions received by the Authority for consideration. Heaton Sanitation Ltd. proposed a price of \$72,000 which is the lowest of the three quotes received. Heaton is also a local contractor.

Ms. Gignac questioned why the quotes were so drastically different?

The Manager of Waste Disposal indicated that for the past several years the spread on quoted prices has been quite varied. Benko Services, an out of town contractor, has been awarded the contract for the past two or three tenders and they have been well below the next best quote. There is no explanation for the varied cost quotes.

Ms. MacDonald questioned where the wastewater from the cleaning process goes?

The Manager of Waste Disposal indicated that the flushed material and water travels through the leachate system and into the holding ponds where it ultimately gets treated as all other leachate on site.

Mr. Antaya asked for clarification on the frequency of the contract.

The Manager of Waste Disposal indicated that the work is performed biennially as per the ECA requirements.

Moved By Ed Sleiman

Seconded By Hilda MacDonald

That the tender price of \$72,000 excluding HST, submitted by Heaton Sanitation Limited for the Cleaning and Flushing of Leachate Collection Systems be accepted by the Authority;

And that the Board authorize the execution of an agreement between the Essex-Windsor Solid Waste Authority and Heaton Sanitation Limited to this regard.

**-Carried Unanimously  
33-2016**

### B) Agreement Between EWSWA and Ridge Limited Partnership for Auto Shredder Residue

The General Manager indicated that this report outlines a positive financial and operational contract between the Authority and Ridge Limited Partnership for the delivery and disposal of Auto Shredder Residue at the Regional Landfill site. This material type is used as alternative daily cover and is a source of revenue for the Authority. At the time of the budget deliberations, the contractor was not in a position to

commit to a contract. This material type has been in use for several years at the Regional Landfill Site. This contract will be for a period of three years.

Mr. McDermott questioned what are other cover materials that could be used and what is the cost of those?

The Manager of Waste Disposal indicated that the Regional Landfill site has also used tarps and mainly clay as cover material. Clay is sourced on site through excavation and it is stockpiled on site for future use. Although it is not an outright expense to purchase clay, the Authority calculates the cost of excavation in labour hours as well as equipment running time and cost. Another factor in using clay versus using Auto Shredder Residue (ASR) is the airspace savings. ASR consumes far less airspace when used at the end of each day as cover material as it is thinner and easier to place than clay. It also does not need to be removed before landfilling commences again in the morning. Clay material has to be removed and depending on weather conditions, that can be a challenging task. The savings achieved with ASR as it relates to airspace alone is a significant consideration.

The Chair asked for an explanation of compaction and airspace.

The Manager of Waste disposal provided an explanation of the terms and how they relate to the Regional Landfill site and the ECA.

The Chair asked whether a date had been determined for the landfill tour for this year as of yet.

The Manager of Waste Disposal indicated that a tour may be offered in either August or September of this year. When a date is determined, invitations will go out to all of the County and City councils.

Moved By Ron McDermott

Seconded By Ed Sleiman

THAT the Board approve the agreement between Ridge Limited Partnership and the EWSWA and further that the Chair and General Manager be authorized to sign said agreement.

**-Carried Unanimously  
34-2016**

### C) Regional Landfill Cell 4 North Project Report – Cost Versus Budget

The General Manager discussed the Regional Landfill Cell 4 North construction. He noted that the landfill is designed for 5 complete cells, which are developed half at a time. The development of Cell 4 North has experienced lower than anticipated costs and appears to be completed below the tender price of \$6,022,000 which was submitted by SLR Contracting Group Inc.. The savings are credited to lower than expected costs as well as good management of the project.

Discussion took place with regard to the life expectancy of the landfill compared with initial predictions.

The Chair expressed that \$6 million seems like a lot of expense to excavate a hole.

The Manager of Waste Disposal explained the process in constructing a cell of a landfill and the costs associated with these operations. He noted in particular that the excavation of the hole is over 400,000 cubic metres of clay, which then has to be lined with stone for drainage, filter cloth, leachate collection pipes, monitoring wells, sampling stations and other gas collection systems. The construction of a landfill cell is more complicated than it may appear to be.

The Chair questioned where all the excavated clay is placed?

The Manager of Waste Disposal indicated that the clay is stockpiled on the site for use as cover material.

Ms. Gignac questioned why there is such a variance in time spans between the development of cells? Are they all the same size?

The Manager of Waste Disposal indicated that in order to maximize the amount of landfill airspace is used, half cells are developed and then once the half cell is landfilled to grade, the next portion of the cell is developed and then there is a larger span of time (and larger volume of airspace) available for landfilling up to grade on part 2 of the cell then above grade to the max elevation on both parts of the cell. This will take more time to fill before the next half cell is needed. During the construction process, contractors and staff are mindful of rain infiltration and possible leachate generation as the cells are joined at the excavation point. The total depth from the deepest point to top elevation is 35 meters, 10 below grade and 25 above.

Moved By Ken Antaya

Seconded By Tom Bain

THAT the Board receive the report pertaining to the Regional Landfill Cell 4 North Project - Cost Versus Budget as information.

**-Carried Unanimously  
35-2016**



**10. Waste Diversion Issues**

**A) EWSWA June 12, 2016 Open House – Summary of Events**

The General Manager discussed the successes of the event and noted that each year there are many area families that attend.

Moved By Ken Antaya

Seconded By Rino Bortolin

THAT the Board receive the report pertaining to the EWSWA June 12, 2016 Open House – Summary of Events as information.

**-Carried Unanimously  
36-2016**

**11. Any Other Business**

There was no other business raised.

**12. By-Laws**

**A) 05-2016 Being a By-Law to authorize the execution of an agreement between Ridge Limited Partnership and the Essex-Windsor Solid Waste Authority for the delivery and disposal of Auto Shredder Residue**

Moved By Hilda MacDonald

Seconded By Ed Sleiman

THAT 05-2016 -Being a By-Law to authorize the execution of an agreement between Ridge Limited Partnership and the Essex-Windsor Solid Waste Authority for the delivery and disposal of Auto Shredder Residue be given three readings and be adopted this 5<sup>th</sup> day of July 2016.

**-Carried Unanimously  
37-2016**

**B) 06-2016 - Being a By-Law to authorize the execution of an agreement between Heaton Sanitation Ltd. and the Essex-Windsor Solid Waste Authority for the supply of equipment and labour for the cleaning and flushing of leachate systems at EWSWA sites**

Moved By Ken Antaya

Seconded By Tom Bain

THAT By-Law 06-2016 - Being a By-Law to authorize the execution of an agreement between Heaton Sanitation Ltd. and the Essex-Windsor Solid Waste Authority for the supply of equipment and labour for the cleaning and flushing of leachate systems at EWSWA sites be given three readings and be adopted this 5th day of July 2016.

**-Carried Unanimously  
38-2016**

**C) 07-2016 – Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority**

Moved By Fred Francis

Seconded By Joanne Gignac

THAT 07-2016 – Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority be given three readings and be adopted this 5th day of July 2016.

**-Carried Unanimously  
39-2016**

**13. Next Meeting**

The Chair noted that he has a conflict with the August 10, 2016 meeting date and requested that administration seek an alternate date if an August meeting is required.

**14. Adjournment**

Moved By Ed Sleiman  
Seconded By Ron McDermott  
THAT the Board stand adjourned at 5:10 PM.

**-Carried Unanimously  
40-2016**

**All of which is respectfully submitted.**

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**Hilary Payne  
Chair**

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**Ilija Maodus  
General Manager**

July 29, 2016

**Mr. Eli Maodus**  
General Manager  
Essex Windsor Solid Waste Authority  
360 Fairview Avenue West, Suite 211  
Essex, ON N8M 3G4



Dear Mr. Maodus,

On July 18<sup>th</sup>, City Council deliberated on an Administrative Report regarding the 2017 Budget Process and Timelines. Following the deliberations City Council provided direction to continue holding the line on taxes for the 2017 budget.

Inherent in that council resolution is that your 2017 budget request from the City of Windsor for the next fiscal year be for an amount no greater than your approved 2016 amount. Unlike the direction being given to City Departments, you are not being asked for options to achieve a 10% reduction in your prior year's approved budget.

### **2017 Request**

All external City funded Agencies, Boards and Committees are being asked to submit the following information:

#### **A. Organizational Overview**

1. Your organization's mission statement.
2. A brief description of your organization (1 to 2 paragraphs)
3. Organization chart (if applicable)

#### **B. Budget Detail & Request**

1. 2016 Approved Budget (by Expenditure & Revenue Accounts)
2. 2016 Actuals (Year-To-Date)
3. 2017 Budget (by Expenditure & Revenue Accounts)
4. 2017 Budget Request from the City of Windsor

#### **C. Budget Highlights**

1. 2016 Accomplishments
2. 2017 Initiatives
3. 2017 Cost Drivers
4. 2017 Mitigating Measures
5. Disclosure of any accumulated surplus funds (including reserves) arising from the prior or previous years.

/...2

A template will be forwarded to you as in previous years to assist in completing the above requirements. Also, City of Windsor support staff within the Finance Department, have once again, been assigned to assist you in this process. Please work with the individuals listed below if you have any questions or concerns regarding your 2017 budget request.

*Bobbi Reive*  
*Financial Planning Administrator*  
*(Environmental Services)*  
*(519) 253- 2300 ext. 2733*

*Natasha Couvillon*  
*Manager, Performance Measurements and*  
*Financial Administration*  
*(519) 266-6100 ext. 6411*

Please forward your written submissions to Joe Mancina, Chief Financial Officer & City Treasurer at [jmancina@citywindsor.ca](mailto:jmancina@citywindsor.ca) by **Friday, September 2, 2016**. If your budget requires Board approval, please forward your preliminary comments relative to expected requirements and indicate when you expect to have the budget approved by your Board.

Administration will be reviewing all submissions the week of September 26<sup>th</sup> in preparation for a comprehensive administrative update to Council in early November of this year.

Should you have any questions regarding this request, please contact City Treasurer Joe Mancina at (519) 255-6100 ext. 6505 or myself at (519) 255-6439.

Sincerely,



Onorio Colucci,  
Chief Administrative Officer

cc: Joe Mancina, Chief Financial Officer & City Treasurer  
Tony Ardochini, Deputy Treasurer – Financial Planning  
Natasha Couvillon, Manager, Performance Measurements  
Bobbi Reive, Financial Planning Administrator  
Steve Vlachodimos, Deputy City Clerk and Senior Manager of Council Services



# Essex-Windsor Solid Waste Authority Administrative Report

August 17, 2016

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority  
**From:** Michelle Bishop, Manager of Finance and Administration  
**Meeting Date:** Wednesday, August 24, 2016

**Subject:** January to June 2016 – Six Month Operations Financial Review

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## Purpose

The purpose of this report is to present a six month financial review of the operating costs and revenue comparing estimated results to the 2016 budget figures.

## Discussion

The following tables present estimated operating revenue and expenses for the period January 1, 2016 to June 30, 2016 compared to budget figures.

Revenue	January to June 2016 Budget	January to June 2016 Estimate	Variance Favourable (Unfavourable)
Municipal Refuse - Tipping Fees	\$1,753,700	\$1,711,500	(\$42,200)
Municipal Organics - Tipping Fees	\$265,200	\$212,000	(\$53,200)
I/C/I Refuse Landfilled - Tipping Fees	\$1,317,300	\$2,022,400	\$705,100
I/C/I – Non-landfilled - Tipping Fees	\$253,200	\$263,500	\$10,300
Residential Refuse - Tipping Fees	\$288,800	\$284,700	(\$4,100)
Residential \$5 Minimum Fee - Tipping Fees	\$82,500	\$81,700	(\$800)
Municipal Allocation of Fixed Costs	\$3,724,400	\$3,724,400	\$0
Sale of Recyclable Goods	\$1,577,500	\$1,544,700	(\$32,800)
Product Stewardship Funding	\$1,148,200	\$1,280,100	\$131,900
Other Revenue	\$547,600	\$530,200	(\$17,400)
<b>Total Revenue</b>	<b>\$10,958,400</b>	<b>\$11,655,200</b>	<b>\$696,800</b>

<b>Expenses</b>	<b>January to June 2016 Budget</b>	<b>January to June 2016 Estimate</b>	<b>Variance Favourable (Unfavourable)</b>
<b>Committee Expenses</b>	\$6,200	\$2,500	\$3,700
<b>Administration</b>	\$774,500	\$775,800	(\$1,300)
<b>Realty</b>	\$10,400	\$7,500	\$2,900
<b>Recycling</b>	\$3,503,000	\$3,529,900	(\$26,900)
<b>Municipal Hazardous or Special Waste</b>	\$126,800	\$119,700	\$7,100
<b>Waste Reduction</b>	\$515,500	\$556,000	(\$40,500)
<b>Advertising &amp; Public Education</b>	\$185,000	\$183,500	\$1,500
<b>Regional Landfill</b>	\$1,558,500	\$1,538,800	\$19,700
<b>Transfer Station - Windsor</b>	\$570,600	\$551,600	\$19,000
<b>Transfer Station - Kingsville</b>	\$338,400	\$340,900	(\$2,500)
<b>Public Drop-Off Depot - Windsor</b>	\$451,400	\$444,500	\$6,900
<b>Regional Landfill Other</b>	\$205,100	\$205,100	\$0
<b>Regional Landfill Compensation</b>	\$784,400	\$986,800	(\$202,400)
<b>Regional Landfill Debenture</b>	\$2,300,300	\$2,300,300	\$0
<b>Total Expenditures</b>	<b>\$11,330,100</b>	<b>\$11,542,900</b>	<b>(\$212,800)</b>

<b>Budget</b>	<b>Budgeted Deficit</b>	<b>Estimated Surplus</b>	<b>Variance Favourable (Unfavourable)</b>
<b>January to June 2016</b>	<b>(\$371,700)</b>	<b>\$112,300</b>	<b>\$484,000</b>

<b>Landfilled Tonnes</b>	<b>Budgeted Tonnes</b>	<b>Actual Tonnes</b>	<b>Variance Favourable (Unfavourable)</b>
<b>January to June 2016</b>	<b>85,183</b>	<b>107,163</b>	<b>21,980</b>

## Operating Revenue

Overall, estimated January to June 2016 revenue is approximately \$696,800 more than budgeted.

### Municipal Tip Fee Revenue – Refuse

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Municipal tip fee revenue is \$42,200 less than budgeted. For the six month period January-June 2016 a total of 46,958 tonnes were received for disposal compared to the budget of 48,125 tonnes.

### Municipal Tip Fee Revenue – Organics

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Municipal organic tip fee revenue is \$53,200 less than budgeted due to lower than expected volumes delivered to the Authority's facilities.

### Industrial/Commercial/Institutional Tip Fee Revenue – Landfilled Material

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ICI tip fee revenue from landfilled types of material is \$705,100 more than budgeted due to higher than expected volumes. This increase includes \$600,000 of unbudgeted contaminated soil material from the construction of the Gordie Howe International Bridge Early Works Project.

### Sale of Recyclable Goods

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Revenue from the sale of recyclables is \$32,800 less than budgeted for the six month period. Tonnage is under budget by 550 tonnes (11,770 actual tonnes vs. 12,320 budgeted tonnes). Lower than expected newsprint represents 500 tonnes of the variance.

### Product Stewardship Funding

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The 2016 budget included an estimate of \$2,296,400 in product stewardship funding including \$2,100,000 in Stewardship Ontario Blue Box Funding. On June 30, 2016 the Authority was notified that the actual 2016 Blue Box funding to be received totalled \$2,374,000. Therefore half of the additional revenue has been recognized in the period.

## Operating Expenditures

Most budgeted expenditures were within their estimate for the six month period. The major exception being Regional Landfill compensation. This expenditure is higher than budgeted due to the additional waste delivered for disposal at the Regional Landfill.

Other significant variances include additional expenditures in the Recycling and Waste Diversion programs due to higher than budgeted processing costs and equipment repairs during the first 6 months of 2016.



## Operating Summary

The approved 2016 budget included a total budgeted deficit of (\$836,800) of which (\$371,700) was expected to be incurred in the first six months of operations with a July to December budgeted deficit of (\$465,100). The six month financial review indicates an estimated surplus of \$112,300 for the January to June period. Therefore there is an estimated six month favourable variance of \$484,000 to the budget.

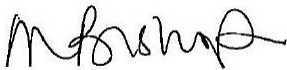
The Authority's Rate Stabilization Reserve had a balance of \$12.1M at the end of 2015. Any surplus or deficit at the end of the 2016 fiscal period will be transferred to or from this reserve.

The projection for the full 2016 fiscal year will form part of the 2017 budget document that will be presented to the Authority Board at the November meeting.

## Recommendation

That this report be received for information purposes.

## Submitted By



Michelle Bishop, Manager of Finance and Administration



# Essex-Windsor Solid Waste Authority Administrative Report

August 18, 2016

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority  
**From:** Ralph Reiser, Manager of Waste Disposal  
**Meeting Date:** Wednesday, August 24, 2016  
**Subject:** Regional Landfill Heavy Equipment – Landfill Compactor and Service Contract

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## Purpose

The purpose of this report is to recommend that the Board approve the acquisition of a landfill compactor model Caterpillar 836K from Toromont CAT for the pre-tax price of \$1,199,500 with a service contract for a 5 year period effective the in-service date of the unit which is expected to be December 2016 or January 2017. The pre-tax service rate is \$24.12 per machine hour.

## Background

The compactor is the main piece of heavy equipment used at the Regional Landfill to place and compact refuse so that the refuse takes up the least amount of air space as possible. The compactor's 55 tonne weight combined with metal teeth and wheels break up the refuse into smaller pieces resulting in significantly higher compaction rates when compared to other landfill equipment such as a bulldozer. The higher the waste compaction rate the longer the operating life is for the Regional Landfill.

The current unit is a Caterpillar 836H and was acquired in November 2005 for a pre-tax cost of \$952,500. It was rebuilt in late 2009 and has been in service as a rebuilt unit since January 2010 and is due to be replaced by the end of the year.

## Discussion

A Request for Proposals was issued with a closing date of July 12, 2016. A public opening took place on that date. In accordance with the Authority's Purchasing Policy a Board member was present during the opening of the RFP packages. That Board member was Warden Tom Bain. The submission results are as follows:

**Acquisition and Service Contract Costs**

Supplier Name	Make/Model	Country of Manufacture	Price Excludes Tax	Cost Per Machine Hour		
				0 - 3 years 7,500 Hours	0 -5 years 12,500 Hours	0 - 7 years 17,500 Hours
Toromont CAT	Caterpillar 836K	USA	\$1,199,500.00	\$22.02	\$24.12	\$34.96
Nortrax	BOMAG BC1172RB-4	Germany	\$1,274,444.00	\$11.29	\$15.98	\$44.94

**Guaranteed Buy Back of New Unit & Trade-In Allowance for Old Unit**

Supplier Name	Make/Model	0 - 3 years	0 - 5 years	0 - 7 years	Trade In Allowance
Toromont CAT	Caterpillar 836K	\$359,900.00	\$240,000.00	\$105,000.00	\$100,000.00
Nortrax	BOMAG BC1172RB-4	\$151,000.00	\$112,000.00	\$92,000.00	\$90,000.00

**Calculated Total Cost Per Machine Hour**

Supplier Name	Make/Model	Period	Cost per Machine Hour
Toromont CAT	Caterpillar 836K	0 - 3 years	\$120.63
		<b>0 - 5 years</b>	<b>\$92.88</b>
		0 - 7 years	\$91.79
Nortrax	BOMAG BC1172RB-4	0 - 3 years	\$149.08
		0 - 5 years	\$101.78
		0 - 7 years	\$107.37

## **Budget Impact**

### ***Two Proposals Received***

Two proposals were received. This is not unusual for this type of specialized equipment as there are a limited number of manufacturers of landfill compactors in the world. In addition the RFP required the compactor manufacturer to maintain a local factory trained service technician in order to provide regular scheduled maintenance and emergency service calls in a timely fashion. Only two landfill compactor manufacturers have a local presence in Essex-Windsor.

Two submissions were received in 2005 as well, a Caterpillar and a BOMAG.

### ***Supplier Comparison***

Authority administration carried out a detailed evaluation of the submissions. The Caterpillar unit is the most widely used compactor in North America. The EWSWA has been using CAT compactors for over 30 years and is satisfied with both the equipment reliability of these units and the field service provided by Toromont CAT.

Bomag compactors are also present in North America but have a much smaller market share. Discussions with the City of Ottawa's landfill staff confirmed that they operate two Bomag compactors and are satisfied with both the units' performance and the service provided by Nortrax. Based on the staff review both compactors comply with the RFP, the only significant difference being cost.

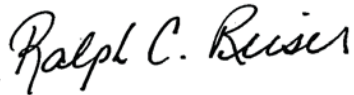
The pre-tax 5 year difference in cost between the Caterpillar and the BOMAG amounts to \$111,250 when considering the acquisition cost, service cost, buy-back and trade-in values.

### ***5 Year Ownership and Service Contract Period***

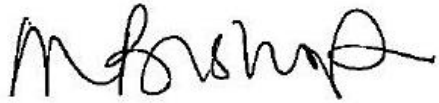
The total cost per hour, as shown on the page 2 table 'Calculated Total Cost Per Manufacturer', for a 5 year period is \$92.88 or \$1 more than that for a 7 year period at \$91.79. This \$1 per hour amount is a negligible amount when compared to the potential for greater downtime during years 6 and 7 when the unit is older. Accordingly, staff are recommending a 5 year service contract for the new unit.

**Recommendation**

That the Board approve the acquisition of a Caterpillar 836K landfill compactor from Toromont CAT at a pre-tax price of \$1,199,500 plus a 5 year service contract at a pre-tax rate of \$24.12 per machine hour from Toromont CAT.

**Submitted By**

Ralph Reiser, Manager of Waste Disposal



Michelle Bishop, Manager of Finance and Administration



Ilija Maodus, General Manager

## Photograph of Compactors

*Toromont CAT - Caterpillar 836K*



*Nortrax - BOMAG BC1172RB-4*





# Essex-Windsor Solid Waste Authority Administrative Report

August 3, 2016

**To:** The Chair and Board of the Essex-Windsor Solid Waste Authority  
**From:** Cameron Wright, Manager of Waste Diversion  
**Meeting Date:** Wednesday, August 24, 2016

**Subject:** Update on Plastic Bags and Recycling Operations

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## **Purpose**

To provide an update to the Authority on plastic bags and its impact on recycling operations.

## **Background**

In the Spring issue of the Enviro-Tips newsletter, Authority staff included articles requesting local residents not to use Plastic bags for recycling because:

Plastic bags are not recyclable in Essex-Windsor regardless of whether they carry a recycle logo or not. These logos are included by the manufacturer with little or no regards for local recycling operations.

Plastic bags must be opened by hand by plant employees otherwise the recyclable material inside will not get recycled. The bags also pose a health and safety issue for the employees who cannot always see the contents and are labour intensive to remove.

Plastic bags clog up the processing system leading to higher maintenance costs and lower efficiency.

Plastic bags and the uncaptured material in it end up in the garbage leading to higher disposal costs.

Residents instead were urged to put material LOOSE in the red and blue box and to purchase additional boxes from any Home Hardware store for a subsidized rate of \$6.00 or use cardboard boxes and paper bags for any overflow. Recycling carts were also made available and sold at EWSWA's Truckload Sale and Open House (carts are also available at the Recycling Centre and Home Hardware stores).

## Discussion

During the initial couple of weeks following the release of the newsletter, Authority staff received hundreds of calls regarding the plastic bags. Many residents thought that plastic film recycling was already part of the recycling program and therefore were upset when their blue recycling bags were not collected. Others thought bags were the best container for recycling and wanted to continue to use them. In most cases, staff informed residents that the intention of the newsletter was to educate residents about the problems associated with using plastic bags and to ask for voluntary cooperation in ceasing the use of bags and using better alternatives.

After 2-3 weeks, calls fell off substantially and the Authority is receiving few calls today on the issue. Although no specific studies have been carried out to determine if usage has decreased, the blue box collection drivers as well as the staff in the recycling centres who sort through the recyclables report that the use of plastic bags remains quite common.

## Waste Audit and Time Study Results

In cooperation with Waste Diversion Ontario's 'Continuous Improvement Fund' (CIF) the Authority undertook a waste audit and time studies in both the fibre and container recycling plants to determine what problems currently exist and potential opportunities to reduce cross contamination (containers in the fibre plant and fibre in the container plant), reduce lost recyclable materials, reduce residue levels, and increase capture of wanted recyclables.

Preliminary results from these audits show that:

- There is a significant amount of plastic film in both the fibre and container buildings,
- A significant amount of sorting time is devoted to removing recyclable material from bags,
- Plastic bags do cause obstructions on key equipment and reduce the efficiency of this equipment,
- Plastic bags are leading to greater maintenance costs.

While none of the preliminary recommendations deal directly with plastic bags, equipment options being considered would assist with the removal of plastic bag contamination and increase the capture of wanted recyclable materials.

The preliminary results also indicate the need for more public education on the plastic bags and the need for greater diligence by recycling collectors at curbside.



**Public Education**

Authority staff will continue producing radio spots and newspaper advertisements aimed at educating the public about the problems with plastic bags and urging them not to use them. This information will also appear on the EWSWA web site and be shared through social media.

**Recommendation**

For the Board's information.

**Submitted By**

Cameron Wright, Manager of Waste Diversion

# Essex-Windsor Solid Waste Authority

## By-Law Number 8-2016

### Being a By-Law to Authorize the Execution of an Agreement Between the Essex-Windsor Solid Waste Authority and Toromont CAT For the Purchase of One Landfill Compactor and Service Contract

**Whereas** the Essex-Windsor Solid Waste Authority enacts as follows:

- 1. That** EWSWA hereby approves a contract with Toromont CAT upon and subject to the terms, covenants and conditions contained in the Agreement.
- 2. That** the term of this Agreement shall be for the outlined period of the service contract as indicated in the contract documents.
- 3. That** the contract documents form part of the agreement;

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

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**Hilary Payne**  
Chair

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**Ilija Maodus**  
General Manager

**Read a First, Second And Third Time, Enacted and  
Passed This 24<sup>th</sup> Day Of August 2016.**

# Essex-Windsor Solid Waste Authority

## By-Law Number 9-2016

### 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.

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**Hilary Payne**  
Chair

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**Ilija Maodus**  
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 24<sup>th</sup>  
Day of August, 2016.**