



Essex-Windsor Solid Waste Authority

Regular Board Meeting

MINUTES

Meeting Date: Tuesday, November 05, 2019
Time: Regular Session – 4:00 pm
Location: Essex County Civic & Education Centre – Room C
360 Fairview Avenue West, Essex Ontario

Attendance:

Board Members:	Aldo DiCarlo – Chair	County of Essex
	Gary McNamara	County of Essex (Ex-Officio)
	Marc Bondy	County of Essex
	Hilda MacDonald	County of Essex
	Leo Meloche	County of Essex
	Gary Kaschak – Vice Chair	City of Windsor
	Ed Sleiman	City of Windsor
	Jim Morrison	City of Windsor
EWSWA Staff:	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Catharine Copot-Nepszy	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
	Teresa Policella	Executive Secretary
County of Essex Staff:	Sandra Zwiers	Director of Financial Services/Treasurer
City of Windsor Staff:	Anne Marie Albidone	Manager of Environmental Services
	Tony Ardovini	Deputy Treasurer Financial Planning
	Dwayne Dawson	Executive Director of Operations
Absent:	Drew Dilkens	City of Windsor (Ex-Officio)
	Kieran McKenzie	City of Windsor
	Mary Birch	Director of Council & Community Services/Clerk
	Cindy Becker	Financial Planning Administrator

1. Call to Order

The Chair called the regular meeting to order at 4:05 pm.

2. Declaration of Pecuniary Interest

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

3. Approval of the Minutes

A. September 11, 2019 Regular Meeting Minutes

Moved by Marc Bondy

Seconded by Leo Meloche

THAT the Minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated September 11, 2019, be approved and adopted.

**- Carried Unanimously
61-2019**

4. Business Arising from the Minutes

No other items were raised for discussion.

5. Correspondence

There are no items for discussion.

6. Delegations

There are no delegations.

7. Waste Disposal

A. Regional Landfill Tour – September 19, 2019 3:30 pm

The Manager of Waste Disposal stated a tour of the Regional Landfill was held on September 19, 2019. He explained that a tour of the landfill is held on an irregular basis to inform residents and property owners about the operations conducted at the landfill.

Invitations were extended to municipal councils and their administrations as well as to all residents and property owners in the vicinity of the Regional Landfill.

The Manager of Waste Disposal stated the last tour was conducted in 2017. A tour was not organized in 2018 due to on-site cell construction activity and poor weather.

The tour was attended by 27 individuals representing elected officials, Landfill Liaison Committee members, residents and EWSWA staff.

The Manager of Waste Disposal stated that the tour was conducted during regular operating hours. A bus tour was conducted around the perimeter of the site and paused at various points of interest and to answer questions from the attendees.

The Manager of Waste Disposal stated the overall feedback was positive. He extended an invitation to the Board members who were unable to attend the tour.

Mr. Sleiman asked if the purpose of the tour was for educational purposes or public relations. The Manager of Waste Disposal stated that it is more for educational purposes. He explained that if the Authority receives any complaints regarding the landfill, he invites residents to come tour the landfill and explain the operations.

Moved by Marc Bondy

Seconded by Gary Kaschak

THAT the Board receive the Regional Landfill Tour as information.

**- Carried Unanimously
62-2019**

B. Award tender to Nortrax Canada Inc. to Acquire a Track Type Dozer for Use at the Regional Landfill

The Manager of Waste Disposal explained that the purpose of this report is to recommend the award of the tender for one John Deere model 1050K Track Type Dozer to Nortrax Canada Inc. Nortrax is a local dealer for John Deere equipment. Nortrax was recently purchased by Brandt Tractor Ltd. in October. The Waste Disposal Manager explained that this Dozer is the main piece of equipment to push garbage and handle waste at the Regional Landfill. He also stated that there are not many dealers that carry this size of equipment. This Dozer will replace the existing Caterpillar D8T Dozer which has reached the end of its useful life.

Mr. McNamara joined the meeting at 4:10 p.m.

The Waste Disposal Manager stated that the tender was emailed to 2 different suppliers, posted on Biddingo, MERX, and EWSWA websites and advertised in the Windsor Star newspaper. Two (2) bid packages were received, from Toromont Cat and Nortrax Canada Inc. The bids were reviewed for compliance.

The Waste Disposal Manager explained that the tender was issued not only for the supply of a Dozer but also for a service contract for a period of 5 years or 12,000 hours, whichever comes first.

The Waste Disposal Manager stated that Nortrax Canada Inc. submitted the lowest bid for the Dozer as well as the lowest cost for the service contract. Nortrax's trade-in allowance was \$20,000 lower than Toromont (\$180,000 vs. \$200,000). He explained that while Nortrax was lower on their trade-in allowance, their overall cost including the trade allowance is lower. Before the unit is traded-in at the \$180,000 price, the Authority will attempt to sell the unit at a higher price via a competitive bidding process using the auction service/website www.govdeals.com. Nortrax has also committed to a guaranteed delivery date of January 10, 2020.

The Waste Disposal Manager referred to the table on page 14 of the agenda package which compares the cost between Nortrax Canada Inc. and Toromont Cat. He stated

that Administration is recommending the acquisition of a John Deere 1050K Dozer as supplied by Nortrax Canada Inc. (now Brandt Tractor Ltd.) at a cost of \$949,950 plus applicable taxes. Administration is also recommending that a 5 year, 12,000 hour (whichever comes first) service contract at a pre-tax cost of \$30.88 per hour as supplied by Nortrax Canada Inc.

The Waste Disposal Manager stated the Authority's 2020 budget includes a line item for the Dozer. He stated that Administration is seeking approval in advance of the approval of the Authority's 2020 budget so that delivery can be taken of the unit in January 2020. As explained earlier, the current Dozer has reached the end of its useful life.

The Waste Disposal Manager stated that Dozer will be financed through a loan from the Authority's Equipment Replacement Reserve. The loan will be repaid over a period of 5 years.

Mr. Bondy stated that this was the first acquisition since he has become a member of the Board. He asked if there was the possibility of combining multiple tenders to receive a better deal on the cost. The Waste Disposal Manager explained there was good competitive bidding not only on this tender but on the tender relating to the next agenda item. Further, placing both pieces of equipment in one tender would not have resulted in any cost savings.

Mr. Meloche asked if it would have been worth it to put money into the Dozer to extend its life and if we would still receive \$180,000 for the piece of equipment. The Waste Disposal Manager stated that he looked into the cost of rebuilding the machine. The cost would have been \$600,000 to refurbish.

Discussion took place regarding the need to finance the new equipment by borrowing from Authority reserves and repaying the loan over the life of the machine. Mr. McNamara expressed concern that the Authority did not have the funds allocated in the Equipment Replacement Reserve to purchase the new equipment. The Manager of Finance explained that the Regional Landfill operation required many large pieces of heavy equipment such as bulldozers, front end loaders, and a compactor. Some of this equipment has a value in excess of \$1,000,000. Since the creation of the Authority in 1994 and the opening of the Regional Landfill in 1997 the Equipment Replacement Reserve has built up reserves for all Regional Landfill heavy equipment with the exception of the 2 bulldozers used on site.

Mr. Meloche asked what increase in contributions to the Equipment Replacement Reserve would be required to fund the 2 bulldozers. The Manager of Finance stated that an annual increase of \$203,000 would be required.

Mr. Morrison request confirmation that the Authority is borrowing from itself and that the Authority is earning a competitive interest rate. The Manager of Finance confirmed that it was internal borrowing and that the reserve is being credited with interest at the same rate that is currently being paid by the Authority's financial institution.

Moved by Jim Morrison

Seconded by Gary Kaschak

1. THAT the Board approve the acquisition of a John Deere 1050K Dozer as supplied by Nortrax Canada Inc. (now Brandt Tractor Ltd.) at a cost of \$949,950 plus applicable taxes.
2. That the Board approve a 5 year, 12,000 hour (whichever comes first) service contract at a pre-tax cost of \$30.88 per hour for the John Deere 1050K Dozer as supplied by Nortrax Canada Inc. (now Brandt Tractor Ltd.).

**- Carried Unanimously
63-2019**

C. Award tender to Toromont Ltd. to Acquire a Track Type Dozer (backup) for use at the Regional Landfill

The Manager of Waste Disposal stated a tender was issued to replace the existing 14 year old Caterpillar D7R Dozer which has reached the end of its useful life. The Dozer is used as the backup machine to support the two main pieces of landfilling equipment at the Regional Landfill. This Dozer will provide increased flexibility for site grading and the ability to work in wet material and weather conditions.

Administration is recommending the award of the tender for one Caterpillar Model D6 Track Type Dozer to Toromont Ltd. to be used at the Regional Landfill.

The Manager of Waste Disposal explained that the tender was emailed directly to 5 different suppliers as this was a smaller unit compared to the other Dozer previously mentioned and there was a potential for more suppliers to respond to the tender. The tender was also posted on Biddingo, MERX, and EWSWA websites and was advertised in the Windsor Star newspaper. The bid closed on October 17, 2019. Two bid packages were received, from Toromont Cat and Nortrax Canada Inc. Bid packages were reviewed for compliance. The tender was issued not only for the supply of a Dozer but also for a service contract for comprehensive coverage for a period of 7 years or 10,500 hours (whichever comes first). The Waste Disposal Manager stated the life expectancy of this unit is greater than the other dozer previously mentioned and will most likely have a 10 year life.

The Manager of Waste Disposal stated that Toromont bid the lowest and specified a delivery date of March 2020. A request for an extended warranty for the repair and maintenance if the supplier loses its agency license was included in the tender. Toromont did not include this in their original submission. Toromont did ultimately provide the document.

The Manager of Waste Disposal stated that Administration is recommending awarding the acquisition of the Dozer and the repair and maintenance contract to Toromont. The existing unit will be sold through a competitive sales process (www.govdeals.com) with a minimum bid of \$105,000. If the Authority does not receive the minimum bid then the unit will be taken on trade by Toromont for \$105,000 as specified in their tender.

The Manager of Waste Disposal stated that the Authority's 2020 budget includes a line item for the Dozer. He stated that Administration is seeking approval to place the order for the Dozer in advance of the approval of the 2020 budget, so that delivery can be taken of the unit in March 2020. The Dozer will be financed through a loan from the Authority's Equipment Replacement Reserve. The loan will be repaid over a period of 10 years, including interest as the Reserve would have otherwise earned.

Mr. Kaschak asked that since Toromont's bid price is based on a U.S. exchange rate of \$1.3211 if the Authority could receive a better exchange rate. The Manager of Finance stated not from Toromont. She explained that when Toromont submits their bid they list the exchange rate. She further noted that the exchange rate is locked in at the time of the order and if the exchange rate decreases then the price to the Authority would also decrease.

Mr. Morison asked if the Authority pays Toromont in U.S. dollars. The Manager of Finance stated the Authority pays in Canadian funds.

Mr. Meloche asked about the HST. The Manager of Finance stated that the Authority receives a rebate on the HST similar to what municipalities receive such that the applicable HST rate is 1.76% as opposed to 13%.

Moved by Gary McNamara

Seconded by Hilda MacDonald

1. THAT the Board approve the acquisition of a Caterpillar model D6 Dozer as supplied by Toromont Cat at a cost of \$549,102 plus applicable taxes.
2. THAT the Board approve a 7 year, 10,500 hour (whichever comes first) service contract at a pre-tax cost of \$21.49 per hour for the Caterpillar model D6 Dozer as supplied by Toromont Cat.

**- Carried Unanimously
64-2019**

8. Waste Diversion

A. EWSWA 25 Year Anniversary Celebration

The Manager of Waste Diversion stated the EWSWA hosted a celebration on October 18, 2019 to acknowledge the Authority's 25th Anniversary. The event was held at the EWSWA Recycling Centre located at 3560 North Service Road in Windsor, Ontario. In attendance were Board members, municipal partners, staff and media. At the event, refreshments were offered and there were interactive displays for attendees to engage in. EWSWA staff co-led the event with EWSWA Chair, Aldo DiCarlo and Vice Chair, Gary Kaschak. The General Manager shared key milestones and unveiled legacy signs that will be posted through EWSWA sites to educate residents of the waste diversion efforts that have taken place over the last 25 years. After the public portion of the celebration the Waste Diversion Manager took the EWSWA Board members in attendance on a tour

of the two recycling centres. The Waste Diversion Manager extended an invitation for a tour of the recycling centres to the Board members who were unable to attend the event.

Mr. McNamara thanked Administration for the event. He stated that he now has a greater understanding of the operations of the recycling program. The understanding also relates to the volume of what has been processed over the years. He also stated that efforts need to continue to educate residents about recycling. Mr. McNamara commended the Administration on a job well done.

Mr. Kaschak agreed with Mr. McNamara's comments. He stated the event was very well organized and found it very interesting to see how much material is processed at the two recycling centres.

Moved by Marc Bondy

Seconded by Gary McNamara

THAT the Board receive the EWSWA 25 Year Anniversary Celebration Report as information.

**- Carried Unanimously
65-2019**

B. 2019 Waste Reduction Week Activities

The Manager of Waste Diversion stated that the 25th Anniversary celebration was the kick-off for Waste Reduction Week which was held October 21-27, 2019. This year Waste Reduction activities included two "blitz" sale events of 35 gallon red and blue carts. At these events, over 450 carts were sold to residents in Essex County and Windsor through a location in each area. The carts were sold out within an hour which shows the demand for this cart size.

The Manager of Waste Diversion also stated that the Authority also shared key messages to raise awareness and educate residents on ways to reduce waste like plastic, clothing and food. These messages were shared through social media, such as Twitter and Facebook, as well as radio advertising on AM800. She also noted that the Mayor of Windsor Retweeted one of the Authority's message.

The Manager of Waste Diversion stated that an orange box was introduced to reduce hazardous waste. Bins were given to residents who brought in hazardous materials to either Transfer Station #2 in Kingsville or the Public Drop Off Depot in Windsor. The bins offer support for residents to gather hazardous items for them to bring back to an EWSWA MHSW site. The orange box is not to be used for curbside collection. She noted that the orange box is also used in other regions.

Mr. Bondy asked if a profit was earned on the sale of the carts. The Manager of Waste Diversion stated a small profit was earned but not a significant amount.

Mr. Morrison asked where he could purchase a replacement bin. The Waste Diversion Manager stated that Authority products are sold at Home Hardware stores. She noted that space at the recycling centre is very limited to carry inventory.

The Chair also thanked Administration.

Moved by Jim Morrison

Seconded by Gary Kaschak

THAT the Board receive the Waste Reduction Week 2019 Report as information.

**- Carried Unanimously
66-2019**

C. New Waste Diversion Supervisor – Verbal Report

The General Manager provided an update on the recruitment to replace Dave Semus, Waste Diversion Supervisor due to his upcoming retirement. The recruitment process has been completed and the position has been offered and accepted by Brad Byrne. The General Manager noted the Authority does not have a lot of staff changes as most employees are long term employees.

9. Finance and Administration

A. Summary of Legal Accounts

Moved by Marc Bondy

Seconded by Gary McNamara

THAT the Board authorize the payment of the legal account as summarized.

**- Carried Unanimously
67-2019**

B. Details of August 6, 2019 Essex Town Council Meeting

The General Manager stated that a report to the Board at its September 11, 2019 meeting was provided with a list of topics discussed with Essex Town Council on August 6, 2019. The Town Council meeting was attended by the General Manager, Waste Disposal Manager and Finance and Administration Manager. Board members requested that Authority Administration elaborate on the list by providing more information and detail on the topics discussed at the Town meeting.

The Town questioned the remaining life for the Essex-Windsor Regional Landfill. The General Manager stated that the landfill will be able to receive refuse until 2040.

The Town was interested in the use of Auto Shredder Residue. The General Manager explained that Auto Shredder Residue (ASR) is the material which results from the

shredding of non-recyclable materials of an automobile. The material is used at the Regional Landfill as daily cover that is placed over the garbage at the end of day in order to control odour and litter.

The Town questioned how gas is collected and the flaring of gas at the landfill. The General Manager explained that the landfill generates methane gas which is a result of the decomposition of the buried garbage. The landfill gas that has been captured by the collection system has been “flared” to the atmosphere. The Town questioned why the gas is not converted to sell for electricity. The General Manager stated the province discontinued its Electricity Procurement Program in 2016. There is nothing planned in the short or long term horizon to capture gas to convert to electricity.

Mr. Bondy asked if the Authority has looked into the cost benefit to do net metering for internal use. The General Manager stated this would be costly. Mr. McNamara stated there might be some opportunity. The General Manager stated the flaring negates the methane from the greenhouse waste. Mr. McNamara stated we have to reduce our carbon footprint. Mr. McNamara stated that he knows that this not feasible at this time but should be looked into at a later date.

The Town questioned the compaction at the landfill. The approval issued by the Ministry stipulates that a minimum compaction of 600kg/m³. The Authority is exceeding the minimum compaction at an approximate rate of 800kg/m³ which will extend the life of the landfill. The General Manager stated that in regards to the Dozers that were previously mentioned, this equipment is needed so that garbage can be compacted to extend the life of the landfill.

The Town asked where does the contaminated soil come from. They wanted to know if it came from outside of the area. The General Manager stated that the bulk of the contaminated soil came from the construction of the Gordie Howe Bridge.

The General Manager provided an excerpt from a report presented at the May 7, 2019 EWSWA Board meeting in regards to food waste. In this report, it stated that by 2025 four County of Essex municipalities (Leamington, LaSalle, Tecumseh, Amherstburg) will be compelled to provide a food and organic waste program. The Town of Essex is not one of those municipalities that will be compelled to have such a collection program.

The General Manager also stated that there could be a potential for municipal garbage collection to be changed to every 2 weeks sometime after 2025 in those municipalities that have food and kitchen waste collection. Since it would not be mandatory for residents to participate in a food waste collection program, the implementation of a bi-weekly garbage collection would be an attempt to change resident’s behavior and encourage participation.

Moved by Marc Bondy

Seconded by Hilda MacDonald

THAT the Board receive the EWSWA Administration Appearing before Town of Essex Council on August 6, 2019 Report as information.

- Carried Unanimously
68-2019

C. 2020 Budget Deliberation

The General Manager referred to page 30 of the agenda package. He noted that the 2019 budget was approved at the first Board meeting in 2019 being April 11. He stated that budget deliberation is usually held in November. He noted that the 2019 budget that was approved at the first Board meeting of 2019 was postponed due to the election. The General Manager stated that at the April Board meeting, Administration presented a forecast to have a balanced budget by 2027 and with an increase of 4.1% to the 2019 budget.

Two new events have occurred since the 2019 budget approval in April 2019. The first being the decline in recycling commodity prices. The six-month financial operations review reported that markets have declined and have since declined further. The second event is favourable. Beginning in 2023, the province is compelling the producers and stewards to assume full cost of the recycling program. In the long term, those cost savings will help offset the budget impact of decreasing commodity prices being experienced in the shorter term.

The General Manager stated that the two main objectives for the 2020 budget are as follows:

1. Recommend the Board approve the 2020 expenditure budget estimates as well as the budget estimates related to non-municipal revenue.
2. Recommend that the Board approve a 4.1% increase to the 2019 base amount budgeted as to be assessed to Windsor and the 7 County municipalities.

The General Manager also noted that if the Board approves the 2020 budget, Administration will still be required to attend County Council and Windsor City Council to seek approval of the budget.

Mr. Sleiman requested information on the Authority's objective of having a balanced budget within a 10 year period being 2018-2027. The General Manager stated that the objective of a balanced budget was established in 2018 by the CAO's from the City of Windsor and County of Essex.

The General Manager asked if there were any questions.

Mr. Morrison asked about the ICI organics tipping fee of \$47/tonne for 2020 and why the Greenhouse Vines tipping fee of \$34/tonne for 2020 was lower. The General Manager stated that the receipt of vines is relatively new to the Authority. To assist the greenhouse industry and to attract a revenue source for the Authority, the Authority set the greenhouse rate at the same rate as the best rate offered to large volume customers. That rate being \$30/tonne in 2014. The large volume rate for 2020 will be \$32/tonne based on a minimum

of 30,000 tonnes. There is no minimum requirement to qualify for the \$34/tonne Greenhouse Vine rate.

Mr. Morrison asked if there are greenhouse customers that bring in 30,000 tonnes of waste. The General Manager replied no.

The General Manager referred to page 33 of the agenda package. He stated that Authority Administration reviews the budget with City of Windsor staff and County of Essex staff. He stated each line item is scrutinized and there is an agreement on what is presented to the Board. The General Manager stated that all parties are committed to achieving a balanced budget by 2027.

The General Manager referred to page 34 of the agenda package and discussed the 2019 Budget, 2019 Projection and the 2020 Budgeted deficit of approximately (\$2M).

The General Manager stated that the Authority has a “healthy” Rate Stabilization Reserve. While the Rate Stabilization Reserve will cover the next few years’ deficits, the Reserve will be replenished once Blue Box Recycling Costs are assumed by Producers sometime during the period 2023-2027.

The General Manager stated that most of the Authority expenditures are non-discretionary. The Authority will need to gather \$27 million for the program costs during 2027. The funds for these program costs will come from Windsor, the 7 County municipalities, Blue Box funding, the sale of recyclable material, tipping fees to landfill users and other miscellaneous revenue.

The General Manager stated that there are no new programs or enhancements to current programs in 2020.

The General Manager stated that the revenue generation and expenditure reduction items listed in the appendix were also presented at the April 2019 meeting. Administration is not recommending implementation of any of the expenditure reductions, for example, the production of the collection calendars shifting to the municipalities.

The General Manager asked if there were any questions.

Mr. Morrison asked how new recycle boxes are distributed to new homeowners. The Manager of Waste Diversion stated that residents provide their address when they call the recycling center to request new boxes. If the request is from a County resident the boxes are delivered by Windsor Disposal on the resident’s next collection day. Windsor residents pick up new boxes at the Windsor Public Works office at EC Row and Central.

Mr. Morrison asked if there are statistics as to how many residents attend the Windsor Public Drop Off during specific site hours. The Manager of Waste Diversion stated that the Authority utilizes software that captures that information. Mr. Morrison asked if there has been consideration in changing site hours or being opened on Sunday. The Finance Manager stated that a pilot program with a change of hours was conducted during the

years 2009-2011 whereby the depot remained open to the public to 7 pm as opposed to 5 pm for the months April and May but there was no noticeable difference in the volume of traffic for the 8 am-5 pm period. In regards to being opened on Sunday, the Finance Manager stated that staff would have to be paid double time. The General Manager noted that the Environmental Compliance Application (ECA) might stipulate that the site cannot be opened on Sunday, although he would have to confirm this. The General Manager stated that the Authority could apply for an amendment but public consultation has to be taken into consideration.

Mr. Kaschak asked for clarification on the Saturday hours for the Public Drop Off site. The Manager of Waste Diversion stated the site is open from 8 am – 5 pm, Monday through Saturday, from April through November. The hours from December through March are 8:30 am to 4 pm, Monday through Friday and 9 am to 1 pm on Saturday.

Mr. Meloche referred to page 47, namely the Planning Forecast. He asked if by 2026 the Authority will have depleted the Rate Stabilization Reserve. The General Manager confirmed this. Mr. Meloche stated he is concerned about this. The General Manager responded that the Technical Staff Committee (comprised of EWSWA, City of Windsor and County of Essex finance and operations staff) did discuss this very situation during their review of the budget before it was to be presented to the Authority Board. The Committee noted that this was a short-term 1 to 2 year cashflow situation which could be mitigated through the use of other EWSWA reserves. Also, this is worse case scenario because the Planning Forecast was prepared using an ultra-conservative approach to when Essex-Windsor would transition its Blue Box program to producers where the producers would begin paying 100% of the net cost of the program as opposed to the current 50% level. The ultra-conservative approach relates to the Planning Forecast model assuming that transition would occur in 2027. The transition could and should actually occur sooner. The Province has stipulated that producers are to assume the full cost of all Ontario municipalities Blue Box programs over the 3 year period 2023-2025. The Planning Forecast used the assumption that the transition may not go as smoothly as the Province anticipates and that there may be delays, hence the 2027 date in the Forecast model.

Mr. Meloche asked why the expenditures and revenue decrease so much in the year 2027. The General Manager stated that this is when the model conservatively forecasts that producers will assume the full cost of Essex-Windsor's Blue Box Program. Therefore, expenditures such as blue box collection and processing costs have been removed as well as related revenue items such as the sale of recyclable materials and blue box funding currently being paid by Stewardship Ontario.

Moved by Marc Bondy
Seconded by Hilda MacDonald

1. THAT the Board approve the 2020 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.

2. THAT the Board approve to increase the **Total Waste Management Fee** by \$0.56 per tonne to \$38.00/tonne from \$37.44/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.
3. THAT the Board approve to increase the **fixed cost assessment** to Windsor and the 7 County municipalities based on the following chart. Fixed costs are assessed based on population.

	2016	2020	2019	
	<u>CENSUS POP'N</u>	<u>AMOUNT</u>	<u>AMOUNT</u>	<u>DIFFERENCE</u>
WINDSOR	217,188	\$4,640,815	\$4,407,225	\$233,590
AMHERSTBURG	21,936	\$468,723	\$445,130	\$23,593
ESSEX	20,427	\$436,479	\$414,509	\$21,970
KINGSVILLE	21,552	\$460,517	\$437,338	\$23,179
LAKESHORE	36,611	\$782,294	\$742,918	\$39,376
LASALLE	30,180	\$644,878	\$612,419	\$32,459
LEAMINGTON	27,595	\$589,643	\$559,964	\$29,679
TECUMSEH	23,229	\$496,351	\$471,368	\$24,983
	398,718	\$8,519,700	\$8,090,870	\$428,830

4. THAT the Board approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the following rate changes for 2020.

	2020	2019	Year of
	Per Tonne	Per Tonne	Last Increase
<u>MUNICIPAL</u>			
Waste Water Treatment Plant Residue	\$60.00	\$59.00	2014
Municipally Delivered Organics	\$40.00	\$39.00	2014
<u>RESIDENTIAL</u>			
Residentially Delivered Pallets	\$47.00	\$46.00	2014
<u>Industrial/Commercial/Institutional</u>			
Landfill Gate Rate	\$60.00	\$59.00	2014
Transfer Station Gate Rate	\$65.00	\$64.00	2014
Large Volume Rate - 30,000 tonnes - put-or-pay	\$32.00	\$31.00	2017
Large Volume Rate - for all other brackets	\$40-\$50	\$39-\$49	2016
ICI Delivered Organics	\$47.00	\$46.00	2014
Asbestos	\$110.00	\$105.00	2011/2012
Greenhouse Vines/Growing Medium	\$34.00	\$33.00	2019
ICI Delivered Pallets	\$47.00	\$46.00	2014
Weigh Ticket - fee per ticket	\$7.00	\$6.00	2014
Charity Loads Delivered to Trans. Stn. (Loads Delivered to Reg. LF are free)	\$15.00	\$14.00	2009

- 5. THAT the Board approve any resultant (deficit)/surplus from 2019 operations be contributed to or funded by the Rate Stabilization Reserve.
- 6. THAT the Board approve any resultant (deficit)/surplus for 2020 be contributed to or funded by the Rate Stabilization Reserve.

**- Carried Unanimously
69-2019**

10. **Other Items**

No other items were raised for discussion.

11. **By-Laws**

A. By-Law 14-2019

Moved by Leo Meloche

Seconded by Gary Kaschak

THAT By-Law 14-2019, being a by-law to authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Nortrax Canada Inc. for the Supply of a Track Type Dozer and a Five Year Service Contract for use at the Regional Landfill.

**- Carried Unanimously
70-2019**

B. By-Law 15-2019

Moved by Leo Meloche

Seconded by Gary Kaschak

THAT By-Law 15-2019, being a by-law to authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and Toromont Ltd. for the Supply of a Track Type Dozer and a Seven Year Service Contract for use at the Regional Landfill.

**- Carried Unanimously
71-2019**

C. By-Law 16-2019

Moved by Leo Meloche

Seconded by Gary Kaschak

THAT By-Law 16-2019, 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 5th day of November, 2019.

**- Carried Unanimously
72-2019**

12. Future Meeting Dates

Tuesday, December 3, 2019

13. Adjournment

Moved by Gary McNamara

Seconded by Ed Sleiman

THAT the Board stand adjourned at 5:39 pm.

**- Carried Unanimously
73-2019**

All of which is respectfully submitted.

Aldo DiCarlo
Chair

Ilija Maodus
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

November 20, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Tom Marentette, Manager of Waste Disposal
Meeting Date: Tuesday, December 03, 2019
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.

As a matter of information, the Board's appointment for 2019 was Board Member Marc Bondy.

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 & Mr. Richard Meloche)
- 1 Member** MOE Representative - Appointed by the District Manager of the Ministry of the Environment (Ms. Cara Salustro, Provincial Officer, Ministry of the Environment, Conservation and Parks November 2019)

4 Members Resident representatives from the 'Schedule A' area as defined in the Compensation Policy – Term of 3 years (Mr. Joel Gagnon – 2018-2020, Ms. Susan Morand – 2019-2021, Ms. Louise Masse – 2019-2021 and Mr. Richard Colenutt – 2020-2022)

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



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

November 27, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, December 03, 2019
Subject: General Manager Attending Blue Box Transition Initial Working Group Meeting Organized by the Ministry of the Environment, Conservation and Parks (MECP)

Purpose

The purpose of this report is to inform the Board of the General Manager's attendance on Tuesday November 26, 2019 at a meeting of various stakeholders related to the transition of municipal Blue Box programs to full producer responsibility during the years 2023-2025.

Background

On August 15, 2019 Environment Minister Yurek released a report on recycling from Special Advisor Mr. David Lindsay. One of the main highlights of Mr. Lindsay's report was that during the period 2023-2025 Producers will assume the full cost of blue box recycling programs across the Province.

Currently Producers and Municipalities are each responsible for 50% of the next cost of blue box recycling programs. Therefore, after the transition, while Producers would be responsible for, and assume the full cost of blue box programs, they would also be responsible for the marketing and sales of the blue box materials and would use that revenue to offset their costs.

Discussion

The Authority's General Manager was invited by Minister Yurek's office to attend a meeting on Tuesday November 26, 2019 in Toronto at the Ontario Investment and Trade Centre.

The Minister was unable to attend the meeting but the Minister's Parliamentary Assistant and Barrie-Innisfil MPP Andrea Khanjin opened the meeting.

The purpose of the meeting was for the Ministry of the Environment, Conservation and Parks (MECP) to initiate and kickoff the Blue Box Transition stakeholder engagement process. This

initial meeting brought together all working group members to hear the Ministry's plans for developing regulations and engaging with the working groups.

Input and feedback from three working groups will serve to help the Ministry develop producer responsibility regulations.

The three working groups are (1) municipalities; (2) producers and (3) waste management and packaging manufacturers.

The General Manager was invited not only as the representative for the Essex-Windsor region but as a representative of other Ontario municipalities not represented on the working group in relation to the eventual transition to full producer responsibility.

There are 28 representatives on the Municipal Working Group and other municipalities from southwestern Ontario are Chatham-Kent, London, St. Thomas, Sarnia, Lambton County, Woodstock and Oxford County.

Producer representatives included those from Canadian Tire, Unilever, Coca Cola, Loblaw, Walmart and Procter and Gamble.

Tasks for Working Groups

The working groups will be tasked with discussing and providing advice and recommendations to the Ministry on the following topics:

Definition and scope of the designated materials, e.g.:

- What products and/or packaging materials must be managed? (e.g. convenience, transport and primary/secondary packaging; single-use plastic and paper products)?

Collection and accessibility requirements, e.g.:

- What sources must be collected from? Parks?, Public Places?

- What should be the minimum standard level of service in communities? Weekly collection?

Management requirements that producers must meet, e.g.:

- What would be appropriate targets for highly-recyclable materials and poor-performing materials?

Transition approach –what criteria should be used to select which communities will transition from the current Blue Box program to the new producer responsibility framework in each of 2023-2025?

Ministry Roadmap to Producer Responsibility for Blue Box

Attached to this report is a graphical presentation of the timeline from 2020 – 2025 of the nature of the work that needs to be done to effect producer responsibility.

Working Groups Meeting Schedule

Meeting dates for the 3 working groups will be during the months of December 2019 and January, February and March 2020.

Recommendation

For the Board's information.

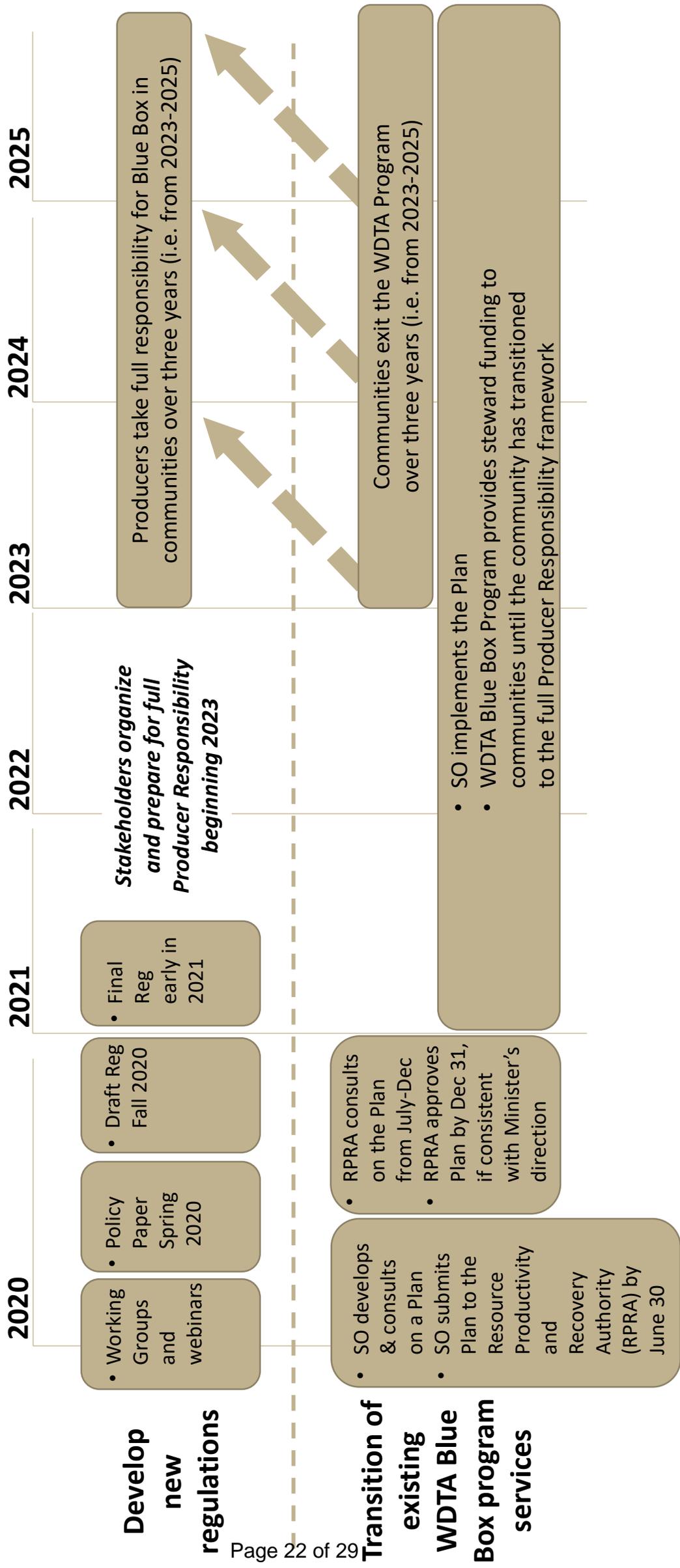
Submitted By



Ilija Maodus, General Manager

Attachment: Roadmap to Producer Responsibility for Blue Box

Roadmap to Producer Responsibility for Blue Box





Essex-Windsor Solid Waste Authority Administrative Report

November 21, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, Manager of Finance and Administration
Meeting Date: Tuesday, December 03, 2019
Subject: EWSWA 2020 Budget Approval Status

Purpose

The purpose of this report is to update the Board on the status of the 2020 EWSWA Budget approval process.

Background

At the Authority's November 5, 2019 meeting the Authority Board approved the 2020 budget recommendations.

As a part of the final approval process the budget is then referred to the County of Essex and City of Windsor and their Councils for their consideration.

Discussion

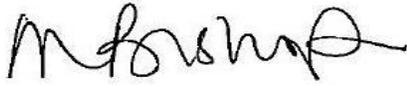
On November 20, 2019 Authority Administration attended Essex County Council to present the 2020 Budget, address questions from the council members and to seek approval of the 2020 EWSWA Budget. Essex County Council resolved to approve the Authority's Budget at that meeting.

Regarding Windsor Council consideration of the Authority's 2020 budget, City of Windsor Administration staff have communicated that the matter will be placed on Council's January 27, 2020 agenda as part of the City of Windsor's 2020 Budget deliberations.

Recommendation

For the Board's information.

Submitted By

A handwritten signature in black ink, appearing to read "Michelle Bishop". The signature is fluid and cursive, with the first name "Michelle" and last name "Bishop" clearly distinguishable.

Michelle Bishop, Manager of Finance and Administration



Essex-Windsor Solid Waste Authority Administrative Report

November 25, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, December 03, 2019
Subject: Summary of Legal Account(s)

1. McTague Law Firm LLP **\$13,970.78**

Regarding:	Legal Advice and Mediation Costs re: Recycling Processing Contract
Invoice #	305249
Billing Period	October 29 – November 8, 2019
Invoice Date	November 19, 2019

Recommendation

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

Submitted By

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

Ilija Maodus, General Manager

EWSWA Board Meeting Dates - 2020

All Meetings are held at:

**Essex Civic Centre
360 Fairview Ave. West
Essex, Ontario**

Regular Meeting Time: 4:00 PM

Meeting Dates are Subject to Change or Cancellation

Month	Meeting Date	Room
January	No Meeting	
February	February 4, 2020	Meeting Room C
March	March 3, 2020	Meeting Room C
April	April 7, 2020	Meeting Room C
May	May 5, 2020	Meeting Room C
June	June 2, 2020	Meeting Room C
July	July 7, 2020	Meeting Room C
August	August 12, 2020	Meeting Room C
September	September 1, 2020	Meeting Room C
October	October 6, 2020	Meeting Room C
November	November 3, 2020	Meeting Room C
December	December 1, 2020	Meeting Room C



Essex-Windsor Solid Waste Authority Administrative Report

November 25, 2019

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, Manager of Finance and Administration
Meeting Date: Tuesday, December 03, 2019
Subject: 2019 Revenue Projection Update

Purpose

The purpose of this report is to provide an update to the Board on 2019 projected revenue figures.

Background

The Board met on November 5, 2019 to deliberate the 2020 budget. Included in the 2020 budget document were 2019 revenue projections. Those projection figures are required to be revised as described in the discussion section below.

Discussion

2019 Revenue Projections

At the time of the preparation of the 2020 budget document certain estimates were made in order to derive projected 2019 revenue figures.

ICI Landfilled Tip Fee Revenue – As of November 22, 2019 an additional 12,160 tonnes of contaminated soil material has been delivered to the Regional Landfill for disposal that was not included in the 2019 revenue projection figures.

Summary

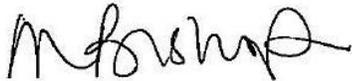
2019 Additional Revenue

ICI Landfilled Tip Fee Revenue – Contaminated Soil	\$425,650
Less: Compensation	(\$120,400)
Total Net Revenue	\$305,250

The additional revenue serves to decrease the original 2019 projected operating deficit of (\$301,060) potentially into a surplus position. A full year end report will be provided to the Board in May once the 2019 audit is completed by KPMG. The final operating surplus figure will be reported at that time.

Recommendation

For the Board's information.

Submitted By

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

Essex-Windsor Solid Waste Authority

By-Law Number 17-2019

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.

ESSEX-WINDSOR SOLID WASTE AUTHORITY

Aldo DiCarlo
EWSWA Board Chair

Ilija Maodus
General Manager

Read a First, Second and Third Time, Enacted and Passed This 3rd Day of December, 2019.