



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Tuesday, November 3, 2020

Time: Regular Session - 4:00 P.M.

Location and Meeting Instructions: Meeting to take place via teleconference (no video)
Board Members and Staff will receive e-mail notification which will include telephone dialing instructions

Anyone from the public or media wishing to be able to listen to the meeting is required to send an e-mail request to the Authority's General Manager Eli Maodus at emaodus@ewswa.org by 11:00 AM of the meeting date. Telephone dialing instructions will be provided. The public and media will be able to listen to the meeting but will not be allowed to participate in the discussions.

Attendance

Board Members:	Fabio Costante	City of Windsor
	Gary Kaschak - Chair	City of Windsor
	Kieran McKenzie	City of Windsor
	Jim Morrison	City of Windsor
	Ed Sleiman	City of Windsor
	Marc Bondy	County of Essex
	Aldo DiCarlo – Vice Chair	County of Essex
	Hilda MacDonald	County of Essex
	Gary McNamara	County of Essex (Ex-Officio)
EWSWA Staff:	Eli Maodus	General Manager
	Michelle Bishop	Manager of Finance & Administration
	Cathy Copot-Nepszy	Manager of Waste Diversion
	Tom Marentette	Manager of Waste Disposal
	Teresa Policella	Executive Secretary
City of Windsor Staff:	Anne Marie Albidone	Manager of Environmental Services
	Tony Ardivini	Deputy Treasurer Financial Planning
	Natasha Couvillion	Manager of Performance Measurement & Financial Administration
	Dwayne Dawson	Executive Director of Operations
County of Essex Staff:	Mary Birch	Director of Council & Community Services/Clerk
	Sandra Zwiars	Director of Financial Services/Treasurer
Absent:	Drew Dilkens	City of Windsor (Ex-Officio)
	Cindy Becker	Financial Planning Administrator
Others:	Gord Bacon	AM800

1. Call to Order

The Chair called the meeting to order at 4:01 p.m.

2. Roll Call of Board Members Present

Marc Bondy – Present

Fabio Costante – Present

Aldo DiCarlo – Present

Gary Kaschak – Present

Hilda MacDonald – Present

Kieran McKenzie – Present

Gary McNamara – Present

Jim Morrison – Present

Ed Sleiman – Present

The Chair asked if there were others on the call. Gord Bacon from AM800 stated he was on the call.

3. Declaration of Pecuniary Interest

The Chair called for any declarations of pecuniary interest and none were noted. He further expressed that should a conflict of 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. October 6, 2020 Regular Meeting Minutes**

Moved by Kieran McKenzie

Seconded by Gary McNamara

THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated, October 6, 2020 be approved and adopted.

**67-2020
Carried Unanimously**

5. Business Arising from the Minutes

No items were raised for discussion.

6. Correspondence

There were no correspondence items for consideration.

7. Delegations

There were no delegations present.

8. Waste Disposal – No items**9. Waste Diversion****A. 2020 Waste Reduction Week Activities including Truckload Sales**

The Manager of Waste Diversion stated that Waste Reduction Week (WRW) activities were held from October 19-23, 2020. This event is held annually and supports national WRW in attempt to reduce waste. The WRW was promoted through the EWSWA electronic e-newsletter and social media. Mayor Drew Dilkens retweeted a social media post. The LaSalle Local also published an article discussing WRW.

The Manager of Waste Diversion stated that Administration also tried something new by hosting an inventory sale during WRW. There were new items for sale such as composters, green cone digesters and rain barrels. The items were sold at the Windsor Public Drop Off site and the Essex County Civic Centre. Due to COVID-19 protocols, pre-registration for sales appointments were done to eliminate large crowds. The sale was successful and a significant amount of inventory was sold.

The Manager of Waste Diversion stated that more residents were reached during WRW through an Orange Box promotion. Residents that came in to the Municipal Hazardous and Special Waste (MHSW) the Windsor Public Drop Off Depot with 2 or more items received an orange box.

Mr. McKenzie suggested allocation of budget for Waste Reduction Week for promotions.

The Manager of Waste Diversion stated that typically for this initiative the Authority filters only through certain outlets and does use budgetary. She stated that due to COVID-19, the Authority promoted WRW only through social media, e-newsletter, etc. to ensure participation could be supported effectively.

Mr. McKenzie asked if there were any other education pieces.

The Manager of Waste Diversion stated that staff educated residents on electronics and food waste and other waste reduction strategies.

Moved by Kieran McKenzie

Seconded by Marc Bondy

THAT the Board receive the 2020 Waste Reduction Week Activities report as information.

**68-2020
Carried Unanimously**

B. Canada Single Use Plastics Ban 2021

The General Manager referred to page 17 of the agenda package. He stated that the report is to inform the Board of a news release issued on October 7, 2020 by the Federal Minister of the Environment regarding the next steps to achieve zero plastic waste by 2030.

By the end of 2021, the Government will issue regulation on how to ban or restrict certain single use plastic items such as plastic bags, straws, cutlery, plates and stir sticks. The General Manager noted that the news release by the Environment Minister is attached to the report.

Moved by Ed Sleiman

Seconded by Hilda MacDonald

THAT the Board receive the Canada Single Use Plastics Ban 2021 report as information.

**69-2020
Carried Unanimously**

C. Ministry Posting Blue Box Transition Regulation to the Environmental Registry of Ontario

The General Manager referred to page 24 of the agenda package. The purpose of the report is to inform the Board that on October 19, 2020 the Environment Ministry posted the draft Blue Box Regulation to the Environment Registry of Ontario. The Ministry presented a draft regulation which sets out the responsibilities for Producers as they assume the operation and cost of Blue Box programs across the Province. Producers are to begin transitioning Ontario municipal programs January 1, 2023 and shall conclude the transition by December 31, 2025. The program is currently run and funded by municipalities bearing 50% of the net cost and the Producers bearing 50%. The regulation will make Producers responsible for the full cost of the program. The draft regulation language is largely satisfactory to municipalities. The regulation has a 45-day comment period and AMO will make comments on behalf of the municipalities. The General Manager stated that AMO's comments are anticipated to be favourable. He also stated that the transition schedule is included in the posting. Some municipalities received the year they wish to transition and others did not. Windsor-Essex received the year they requested (2024). The termination date for the Windsor Blue Box collection contract (August 27, 2024) will coincide with the transition year.

The General Manager stated one of the major points of the regulation is to expand the scope of the products that will be collected. Every municipality will have the same items in the Blue Box and the Producers will be responsible to achieve targets on what they need to recover.

Mr. McNamara stated that this is great news as municipalities have been waiting a long time for this.

Mr. McKenzie asked what will this regulation mean for EWSWA from an operational standpoint and what will the changes be for EWSWA. Are Producers going to look for other options. Will it affect the collection piece as well.

The General Manager stated that the Province has been clear that the transition should be seamless and residents should not see any difference. The difference that the residents will see will be the enhancements like additional materials that can be added to the Blue Box. The residents should see the same delivery of service in regards to collection. The General Manager stated that the process will evolve once it is put in application.

The General Manager stated that EWSWA will still need to make some decisions. Another question will be if municipalities will still want to be involved in providing collection and processing services. Municipalities would engage in discussions with Producers to determine if Producers would engage a municipality and pay the municipality to provide collection and/or processing services. The Producers acknowledge that municipalities do a good job collecting Blue Box curbside. The General Manager stated that EWSWA may still be engaged in contracts with Producers.

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT the Board receive the Ministry Posting Blue Box Transition Regulation to the Environmental Registry of Ontario report as information.

70-2020
Carried Unanimously

D. Composition of Food Waste Organics Working Group

The General Manager referred to page 26 of the agenda. The General Manager referred to the discussion at the prior month's Board meeting regarding the resolution pertaining to the Food and Organic Waste report presented by the General Manager. A friendly amendment was suggested to item #3 in regards to the composition of the Working Group. The Board directed the General Manager to prepare a report on who will comprise the Working Group.

The General Manager stated that he engaged in discussions with staff from the City of Windsor and County of Essex on what the composition of the Working Group will be. This report came from that process.

The General Manager stated that one item that came from the discussions was that there would need to be two separate groups, an Oversight Committee and another group that would deal with the specifics (the Technical Working Group).

The General Manager's recommendations are as follows:

1. Rename the Food and Organic Waste Working Group to Food and Organics Oversight Committee.
2. The Oversight Committee be comprised of the following staff from EWSWA, City of Windsor and County of Essex:

Essex-Windsor Solid Waste Authority

General Manager – Eli Maodus

Manager, Finance & Administration – Michelle Bishop

City of Windsor

City Engineer – Mark Winterton

Senior Manager of Engineering – France Isabelle Tunks

Executive Director of Operations/Deputy City Engineer – Dwayne Dawson

Manager of Performance Measurement & Financial Administration – Natasha Couvillon

Deputy City Solicitor – Wira Vendrasco

Senior Manager Pollution Control – Jake Renaud

County of Essex

Director of Council & Community Services/Clerk – Mary Birch

Director of Financial Services/Treasurer – Sandra Zwiers

The General Manager noted that Mary Birch and Sandra Zwiers names were inadvertently missed in the report.

3. The Oversight Committee strike a Technical Working Group.
4. The 7 county municipalities each appoint a staff member and an alternate whose role will be to participate in meetings of the Oversight Committee.
5. The Oversight Committee will have the power to make decisions.
6. The Oversight Committee will report regularly to the EWSWA Board.

Moved by Marc Bondy

Seconded by Aldo DiCarlo

1. THAT the Food and Organic Waste Working Group be renamed the Food and Organics Waste Oversight Committee.
2. THAT the Food and Organic Waste Oversight Committee be comprised of the following members:

Essex-Windsor Solid Waste Authority

General Manager – Eli Maodus

Manager, Finance & Administration – Michelle Bishop

City of Windsor

City Engineer – Mark Winterton

Senior Manager of Engineering – France Isabelle Tunks

Executive Director or Operations/Deputy City Engineer – Dwayne Dawson

Manager of Performance Measurement & Financial Administration – Natasha Couvillon

Deputy City Solicitor – Wira Vendrasco

Senior Manager Pollution Control – Jake Renaud

County of Essex

Director of Council & Community Services/Clerk – Mary Birch

Director of Financial Services/Treasurer – Sandra Zwiers

3. THAT the Oversight Committee strike a Technical Working Group.
4. THAT the 7 County municipalities each appoint a staff member and an alternate whose role will be to participate in meetings of the Oversight Committee and/or consultant, as required, in order to observe, provide information, pose questions and in general, act as resources to the process.
5. THAT only the Oversight Committee has the ability to make decisions regarding engagement with the consultant, budget, scope changes or for any other matters for which decision making will be required and which may be based on a regular progress reports and recommendations of the Technical Working Group.
6. THAT the Oversight Committee report regularly to the EWSWA Board.

71-2020
Carried Unanimously

10. Finance and Administration**A. 2021 Budget Deliberations**

The General Manager referred to page 30 of the agenda package. He stated that there were 2 main purposes for the report. The first recommendation is for the Board to approve the 2021 expenditure budget as well as budget estimates related to non-municipal revenue. The second recommendation is for the Board to approve a 4.1% increase to the 2020 base that was assessed to the 7 County municipalities and the City of Windsor. The difference for Windsor would be \$275,900 and \$235,400 for the County of Essex municipalities.

The General Manager noted that the table on page 31 shows the historical data of prior and projected increases until the Authority can achieve a balanced budget by 2027.

The General Manager referred to memo from the CAOs of the City of Windsor and the County of Essex recommending a balanced budget by 2027.

The General Manager stated that Recommendation #1 is seeking approval of Expenditure and Revenue budget.

The General Manager stated that Recommendation #2 is in regards to the fee that would be charged to the municipality on a per tonne basis for each tonne of refuse delivered for disposal. The recommendation is a \$1.00 increase per tonne from \$38 per tonne to \$39 per tonne.

The General Manager stated that Recommendation #3 is to increase the fixed cost assessment to municipalities by \$407,300. The fixed costs are assessed based on population.

The General Manager stated that Recommendation #4 is to approve the overall fee schedule that is charged to various Authority customers. The Authority is seeking a \$1.00 per tonne increase on certain materials which equates to \$115,000 of additional revenue. The General Manager noted that if the Authority does not receive this \$115,000, they would have to get it from the City of Windsor and the 7 County municipalities.

Mr. McKenzie asked how the Rate Stabilization Reserve fund is being used to offset deficit. He asked if the Authority is still on track to offset the deficit by 2027.

The General Manager referred to the column titled Projected Reserve Balance in the 15-year forecast table on page 42 of the agenda package. The General Manager stated that for the period 2021-2026 the Authority has budgeted deficits that are funded by the Rate Stabilization Reserve. The forecast shows this with the 4.1% increase. The General Manager stated there are risks that are associated with this.

Mr. McKenzie asked the General Manager to quantify the level of risk and the contingency of worst-case scenarios.

The General Manager stated that when forecasting is done there is the continuity of the Rate Stabilization Reserve. There are risks associated with some revenue sources that might not be realized. For example, a contract with a large volume waste hauler in regards to a December 31, 2020 expiring contract. The hauler has been a long-time customer. There is \$700,000 in net revenue that is potentially questionable. Another item is contaminated soil. Other examples are shown in the chart on page 40 that shows historical quantities and dollars earned from contaminated soil. In 2019 revenue was \$3.7M and for 2020 it estimated to be \$1.5M. The source of that material in 2019 was from the new bridge as well as a larger project from the former Lear property. For 2021, the Authority can't identify any specific projects. Another item is episodic waste. The Authority will look at what customers brought in waste during previous years and try to forecast what they will bring. Net revenue of \$82,000 has been assumed for 2021 related to episodic waste. For 2021 we have \$1.3M net revenue. The General

Manager stated that the worst-case scenario is that the Authority does not receive approximately \$1.3M in net revenue.

Mr. McKenzie asked how much would be available to be reallocated to the Rate Stabilization Reserve should this reserve be depleted sooner than that shown in the 15 year Forecast Model.

The Manager of Finance stated that the reallocation was \$9M in 2018 from the Rate Stabilization Reserve. She stated that \$2M was reallocated to the Regional Landfill Reserve, \$1M to Equipment Replacement Reserve, \$2M to the Waste Reduction Reserve to be used for the Green Bin or Organics program and \$4M to the Regional Landfill for Cell Development. She stated that these funds could be moved back, if needed, to the Rate Stabilization Reserve. She also stated that if needed, funds can be borrowed from other reserves in the short term. The Manager of Finance stated there are substantial amounts that are allocated in reserves and the Authority does not have a cash flow issue.

Mr. McNamara asked for clarification for years 2026 and 2027 on page 42 on the expenditures as there is a decrease.

The General Manager stated that in 2027 the Blue Box program will be falling off and the program will transition to Producers. The regulation states that Windsor-Essex will transition in 2024 and a buffer has been built into the forecast in the event that the transition is delayed.

Mr. Morrison asked about the increase in expenditures on page 34 of the agenda as they relate to the 2020 budget versus the 2021 budget.

The Manager of Finance referred to the reconciliation of revenue and expenditures on pages 38 and 39 of the agenda.

Mr. Morrison asked if the Authority has started to allocated money in reserves for Organic Waste program or is the program so new that we are not incorporating yet.

The General Manager stated that the transition for the Blue Box is scheduled for 2024 but the 15-year forecast has been conservative for 2025 and 2026 and included Blue Box costs that might not materialize. These funds could be used for the Green Bin program. The General Manager also stated that the Authority is forecasting a \$2.3M surplus for 2027 and \$2M for 2028 which a portion could go to the Green Bin program. He also noted that it will have to be adjusted in future years.

Mr. Morrison acknowledged that we are at the beginning of this process.

Moved by Marc Bondy
Seconded by Gary McNamara
THAT the Board

1. Approve the 2021 **Expenditure and Revenue budget estimate figures** excluding the municipal Total Waste Management Fee (Tip Fee) and the municipal Fixed Cost Assessment.
2. Increase the **Total Waste Management Fee** by \$1.00 per tonne to \$39.00/tonne from \$38.00/tonne. This is the fee assessed to municipalities for each tonne of refuse delivered for disposal.
3. 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	2021	2020	
	<u>Census Pop'n</u>	<u>Amount</u>	<u>Amount</u>	<u>Difference</u>
WINDSOR	217,188	\$4,862,678	\$4,640,815	\$221,863
AMHERSTBURG	21,936	491,131	468,723	22,408
ESSEX	20,427	457,345	436,479	20,867
KINGSVILLE	21,552	482,533	460,517	22,016
LAKESHORE	36,611	819,693	782,294	37,399
LASALLE	30,180	675,708	644,878	30,830
LEAMINGTON	27,595	617,832	589,643	28,189
TECUMSEH	23,229	520,080	496,351	23,729
	<u>398,718</u>	<u>\$8,927,000</u>	<u>\$8,519,700</u>	<u>\$407,300</u>

4. 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 2021. These rate changes equate to \$115,000 in additional revenue.

	2021	2020
	<u>Per Tonne</u>	<u>Per Tonne</u>
<u>Municipal</u>		
Waste Water Treatment Plant Residue	\$61.00	\$60.00
Municipally Delivered Organics	\$41.00	\$40.00
<u>Residential</u>		
Residentially Delivered Pallets	\$48.00	\$47.00

Industrial/Commercial/Institutional

Landfill Gate Rate	\$61.00	\$60.00
Transfer Station Gate Rate	\$66.00	\$65.00
Large Volume Rate - 30,000 tonnes - put-or-pay	\$33.00	\$32.00
Large Volume Rate - for all other brackets	\$41-\$51	\$40-\$50
ICI Delivered Organics	\$48.00	\$47.00
Greenhouse Vines/Growing Medium	\$35.00	\$34.00
ICI Delivered Pallets	\$48.00	\$47.00
Charity Loads Delivered to Trans. Stn.	\$16.00	\$15.00

(Loads Delivered to Reg. LF are free)

5. That any resultant (deficit)/surplus from 2020 operations be contributed to or funded by the Rate Stabilization Reserve.
6. That any resultant (deficit)/surplus for 2021 be contributed to or funded by the Rate Stabilization Reserve.

**72-2020
Carried Unanimously**

11. Other Items

Mr. McNamara asked the General Manager if he has heard of a pilot program regarding recycling Styrofoam (polystyrene foam). He stated that the company is 360 Recycle located in Chicago, Illinois.

The General Manager stated that Styrofoam is difficult to recycle and there is a limited market and buyers for this material and that he would not recommend that the collection of Styrofoam be undertaken in Essex-Windsor. Mr. McNamara stated that he was not suggesting a collection.

12. By-Laws

A. By-Law 16-2020

Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority.

Moved by Gary McNamara
Seconded by Aldo DiCarlo

THAT By-Law 16-2020, 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 3rd day of November, 2020.

73-2020
Carried Unanimously

13. Future Meeting Dates

Tuesday, December 1, 2020.

14. Adjournment

Moved by Ed Sleiman

Seconded by Kieran McKenzie

THAT the Board stand adjourned at 5:14 p.m.

74-2020
Carried Unanimously

All of which is respectfully submitted.

Gary Kaschak
Chair

Ilija Maodus
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

November 16, 2020

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Ilija Maodus, General Manager
Meeting Date: Tuesday, December 01, 2020
Subject: Extension of Agreement for Farmland Rent

PURPOSE

The purpose of this report is to recommend that the Authority exercise the option to extend the agreement between the Authority and Chris Malott Farming Enterprises Inc. (CMFE) for a one year period November 1, 2021 – October 31, 2022 at the current agreement price of \$276 per acre for 10 parcels of farmland making up 813 acres in the vicinity of the Regional Landfill. This agreement earns the Authority income of \$224,388 per year.

BACKGROUND

The Authority is currently engaged with CMFE for the 5 year period November 1, 2016 – October 31, 2021. The agreement contains an option clause which allows for 3 additional extensions of one year each upon mutual consent of the parties.

DISCUSSION

Although the current term does not expire until late in 2021 Mr. Malott contacted Authority administration to inquire about agreeing to an extension at this point in time. The reason for the extension request at this time relates to the need to enhance the condition of the soil of the various parcels with said enhancement required to be done a year or so in advance of the termination of the agreement. If the agreement is not extended then Mr. Malott does not desire to incur costs to enhance the soil's condition.

RECOMMENDATION

That the Board authorize the General Manager to execute an extension agreement with Chris Malott Farming Enterprises Inc. for a one year period November 1, 2021 – October 31, 2022 at the current agreement price of \$276 per acre for 10 parcels of farmland making up 813 acres in the vicinity of the Regional Landfill.

Submitted By



Ilija Maodus, General Manager



Essex-Windsor Solid Waste Authority Administrative Report

November 24, 2020

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Cathy Copot-Nepszy, Manager of Waste Diversion
Meeting Date: Tuesday, December 01, 2020
RE: GRIND AND/OR HAUL OF ORGANIC WASTE FOR T1, T2, RL REQUEST FOR TENDER RESULT AND AWARD

PURPOSE

The purpose of this report is to recommend the award of the Request for Tender (RFT) for the Provision of Equipment and Labour for the Processing/Grinding of Organic Waste at Transfer Station #2 (T2) and the Essex-Windsor Regional Landfill (RL) and/or the Processing/Grinding of Organic Waste at the Windsor Public Drop Off (T1) Site including the Hauling of this ground Organic Waste to the Regional Landfill to TRY Recycling Inc. for Option C for the term January 1, 2021 to December 31, 2022 with options to extend the contract at the absolute unfettered discretion of the Authority for five (5) additional one-year periods or portions of a year thereof and such extensions must be under the same terms and conditions as the RFT.

BACKGROUND

The Authority requires the services of a contractor to grind yard waste at T1, T2, and the RL. Processed yard waste must also be hauled from T1 in Windsor to the RL where it is windrow composted. Grinding reduces particle size, thereby improving shipping weights and it also speeds up the composting process.

In May 2014, a contract to support these operations was awarded to Windsor Disposal Services Ltd. for the period May 12, 2014 until June 2, 2018, which through an extension clause was further extended until May 31, 2020. At the May 5, 2020 EWSWA Board meeting, the Board approved a month-to-month extension with Windsor Disposal Services Ltd. effective June 1, 2020 until such time as alternate arrangements are made or until January 31, 2021 at the latest.

DISCUSSION

Bidders were asked to submit pricing based on the following options to accommodate the demands of each of EWSWA's three facilities that receive organic waste:

Option A- Only Grind/Process at T2 & RL

Option B- Only Grind/Process at T1 & haul from T1 to RL

Option C- (A+B) Grind/Process at T2, RL, T1 & Haul from T1 only to RL.

This RFT was published on October 28, 2020 through the Windsor Star, County Newspapers (Amherstburg, Leamington, Essex, Harrow), MERX, Biddingo, Bids & Tenders, and the Windsor

Heavy Construction Association. Through an addendum to allow bidders more time to prepare their submission, the tender closed on November 23, 2020 at 5 PM local time where submissions had to be sent electronically to the email of the Manager of Waste Diversion.

Tender submissions were received from Rizza Construction, Envest Corp, GFL Environmental Inc., Walker Environmental Group, and TRY Recycling Inc. Rizza Construction and Envest Corp. did not qualify as their submissions were incomplete on multiple accounts. The lowest bid was from TRY Recycling Inc. at \$12.47/Tonne for grinding plus \$13.47/tonne for hauling. Below is a summary of submissions received for Option C.

	OPTION C Total Cost (excluding HST)
TRY Recycling Inc.	\$535,552
GFL Environmental Inc.	\$785,176

Note: Walker Environmental Group only submitted a bid for Option A, but the price was higher than TRY Recycling Inc.'s at \$12.47/tonne for grinding.

About the Recommended Proponent

TRY Recycling Inc. has been in the waste management and composting business for over twenty-five years. Since 2003 they have operated three Envirodepots in the City of London that process and compost all incoming yard waste materials. In recent years, they have and continue to be engaged with many other municipalities through substantial waste management contracts.

FINANCIAL IMPLICATIONS

The 2021 budget contains a budget estimate of \$610,690 for the grinding and hauling of yard waste. The award of a new contract will result in savings of approximately \$75,000 per year.

RECOMMENDATION

THAT the BOARD award the Request for Tender (RFT) for the Provision of Equipment and Labour for the Processing/Grinding of Organic Waste at Transfer Station #2 (T2) and the Essex-Windsor Regional Landfill (RL) and/or the Processing/Grinding of Organic Waste at the Windsor Public Drop Off (T1) Site including the Hauling of this ground Organic Waste to the Regional Landfill to TRY Recycling Inc. for Option C for the term January 1, 2021 to December 31, 2022 with options to extend the contract at the absolute unfettered discretion of the Authority for five (5) additional one-year periods or portions of a year thereof and such extensions must be under the same terms and conditions.

Submitted By



Catharine Copot-Nepszy, Manager of Waste Diversion



Essex-Windsor Solid Waste Authority Administrative Report

November 18, 2020

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

From: Ilija Maodus, General Manager

Meeting Date: Tuesday, December 01, 2020

Subject: Food and Organic Waste Oversight Committee and Project Charter

PURPOSE

The purpose of this report is to advise the Board of the Oversight Committee's first meeting held on Tuesday, November 17 and to recommend the Board's endorsement of the Project Charter for the initial phase of the development and implementation of a Regional Food and Organics Waste Management Plan.

BACKGROUND

Part of the initial process to develop a Food and Organics Waste Management Plan involves constituting an Oversight Committee and engaging a consultant. At the Board's November 3 meeting the Board approved the composition of the Oversight Committee. In November Windsor engaged the consulting firm GHD Limited to undertake the initial study.

DISCUSSION

The Oversight Committee had its inaugural meeting on Tuesday, November 17. The tasks for the first meeting of the Committee were to strike the Technical Working Group and to approve the Project Charter. The Technical Working Group will be comprised of representatives from the EWSWA, the City of Windsor and the County of Essex. As part of its work the Technical Working Group will invite and engage with the representatives from the 7 County municipalities to seek input and information that will serve to assist the consultant in its study.

PROJECT CHARTER

The Project Charter document serves to define the scope of the project and establishes the framework and overall approach for said project.

Some of the main highlights of the Charter are as follows:

- Consultant's tasks (e.g. what are other municipalities doing; evaluate various technologies; examine end-market uses for the final product)
- Project budget costing
- Project benefits (comply with Provincial Policy Statement; remove organics from landfill; reduce greenhouse gas emissions)
- Set the Committee and Working Group who will facilitate the process
- Setting of milestone dates (it is expected that the consultant will complete its report by March 2021)

RECOMMENDATIONS

1. That the Board receive this report for information.
2. That the Board endorse the Project Charter.

Submitted By



Ilija Maodus, General Manager

Attachment: Project Charter (attached to agenda package)



Essex-Windsor Solid Waste Authority Administrative Report

November 19, 2020

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

From: Michelle Bishop, Manager of Finance and Administration

Meeting Date: Tuesday, December 01, 2020

Subject: 2020 Projection and 2021 Budget Revision Request Re. Regional Food and Organics Waste Management Plan

Purpose

The purpose of this report is to request the approval of a revision to the 2021 Budget document that was previously approved by the Authority Board at the November 3, 2020 Board meeting.

Background

At the October 6, 2020 meeting Authority Board members approved the development and implementation of a Regional Food and Organics Waste Management Plan with funding for that plan to be included in the 2021 Authority budget. Further, at the Board's November 3, 2020 meeting the Board approved the composition of the Oversight Committee.

Discussion

As reported in another report in this agenda package, the Oversight Committee participated in its first meeting on November 17th. At that meeting Authority administration was provided a proposed Project Charter including a budget estimate for Phase 1 of the project.

The following table includes the details of the budget estimate including the cost for the consultant engaged by the City of Windsor as well as City of Windsor project management costs. The project management costs include staff time costs of Windsor's project administrator to support the day-to-day management of the project. Please note that 100% of the Biosolids related cost will be paid for directly by the City of Windsor.

Budget Item	Estimate	
	Organics	Biosolids
EXPENSES		
1. City Project Management (Phase 1 only)	\$42,500	\$7,500
2. Engineering and Consulting – GHD Limited	\$112,625	\$19,875
3. Contingency	\$17,000	\$3,000
4. Non Recoverable HST	\$1,983	\$350
Grand Total Expenses	\$174,108	\$30,725

Financial Impact

At the time of the 2021 budget preparation Authority Administration was not aware of the scope of the project or the estimated cost. A conservative figure of \$25,000 was included as a Consulting expenditure in both the 2020 Projection and the 2021 Budget for a total of \$50,000.

It is anticipated that the Authority will not incur any costs in 2020 and the full cost above will be paid in 2021.

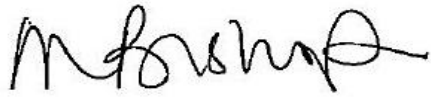
The funding for the project is a contribution from the Waste Reduction Reserve. Therefore, this revision will have no impact on the budgeted operational deficit for 2021.

Recommendation

That the Board approve the revision to the 2020 Projection and 2021 Budget as follows:

Budget Item	200	2020	2021	2021
	Projection Original	Projection Revised	Budget Original	Budget Revised
Administration Expenditure - Purchased Services				
Consultant Fees – Regional Food and Organics Waste Management Plan	\$25,000	\$ -	\$25,000	\$174,108
Administration – Recovery				
Contribution from Waste Reduction Reserve – Regional Food & Organics Waste Management Plan	\$25,000	\$ -	\$25,000	\$174,108
Net Expenditure	\$ -	\$ -	\$ -	\$ -

Submitted By

A handwritten signature in black ink, appearing to read "Michelle Bishop". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Michelle Bishop, Manager of Finance and Administration



Essex-Windsor Solid Waste Authority Administrative Report

November 23, 2020

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, Manager of Finance and Administration
Meeting Date: Tuesday, December 01, 2020
Subject: EWSWA 2021 Budget Approval Status

Purpose

The purpose of this report is to update the Board on the status of the 2021 EWSWA Budget approval process.

Background

At the Authority's November 3, 2020 meeting the Authority Board approved the 2021 budget recommendations.

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

Discussion

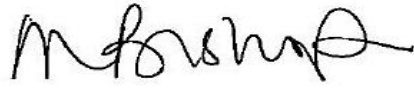
On November 18, 2020 Authority Administration attended Essex County Council to present the 2021 Budget, address questions from the council members and to seek approval of the 2021 EWSWA Budget. Essex County Council resolved to approve the Authority's Budget at that meeting.

Regarding Windsor Council consideration of the Authority's 2021 budget, City of Windsor Administration staff have communicated that the matter will be placed on a Council agenda in February 2021 as part of the City of Windsor's 2021 Budget deliberations. A date has not been formally set for that meeting.

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

EWSWA Board Meeting Dates - 2021
Meetings will be held via Teleconference (No video)

Regular Meeting Time: 4:00 PM

Meeting Dates are Subject to Change or Cancellation

Month	Meeting Date
January	To be determined
February	Tuesday - February 2, 2021
March	Tuesday - March 2, 2021
April	Wednesday - April 14, 2021
May	Tuesday - May 4, 2021
June	Tuesday - June 1, 2021
July	Tuesday - July 6, 2021
August	Wednesday - August 11, 2021
September	Wednesday - September 15, 2021
October	Tuesday - October 5, 2021
November	Tuesday - November 2, 2021
December	Tuesday December 7, 2021

Essex-Windsor Solid Waste Authority

By-Law Number 17-2020

Being a By-Law to Authorize the Extension of an Agreement Between the Essex-Windsor Solid Waste Authority and Christopher Malott Farming Enterprises Inc. for the Rental of Farmland in the vicinity of the Regional Landfill.

WHEREAS the Essex-Windsor Solid Waste Authority has approved entering into an extension Agreement with Christopher Malott Farming Enterprises Inc. for the Rental of Farmland in the vicinity of the Regional Landfill.

NOW THEREFORE the Essex-Windsor Solid Waste Authority enacts as follows:

1. **THAT** EWSWA hereby approves an extension Agreement with Christopher Malott Farming Enterprises Inc.
2. **THAT** the term of the term of the original Agreement be extended for a one-year period effective November 1, 2021 – October 31, 2022 at the current agreement price of \$276 per acre for 10 parcels of farmland making up 813 acres in the vicinity of the Regional Landfill;

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

ESSEX-WINDSOR SOLID WASTE AUTHORITY

Gary Kaschak
Chair

Ilija Maodus
General Manager

**Read a First, Second and Third Time, Enacted and Passed
This 1st Day of December 2020.**

Essex-Windsor Solid Waste Authority

By-Law Number 18-2020

Being a By-Law to Authorize the Execution of an Agreement between the Essex-Windsor Solid Waste Authority and TRY Recycling Inc. for the Provision of Equipment and Labour for the Processing/Grinding of Organic Waste at Transfer Station #2 and the Essex-Windsor Regional Landfill Composting Site (RL) and/or the Processing/Grinding of Organic Waste at the Windsor Public Drop Off (T1) Site including the Hauling of this ground Organic Waste to the Regional Landfill

Whereas the Essex-Windsor Solid Waste Authority has approved entering into an Agreement with TRY Recycling Inc. for the Provision of Equipment and Labour for the Processing/Grinding of Organic Waste at Transfer Station #2 and the Essex-Windsor Regional Landfill Composting Site (RL) and/or the Processing/Grinding of Organic Waste at the Windsor Public Drop Off (T1) Site including the Hauling of this ground Organic Waste to the Regional Landfill.

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

1. THAT EWSWA hereby approves a contract with TRY Recycling Inc. upon and subject to the terms, covenants and conditions contained in the Agreement.

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

ESSEX-WINDSOR SOLID WASTE AUTHORITY

**EWSWA Board Chair
Gary Kaschak**

**Ilija Maodus
General Manager**

**Read a First, Second and Third Time, Enacted and Passed this 15th
Day of September, 2020.**

Essex-Windsor Solid Waste Authority

By-Law Number 19-2020

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

Gary Kaschak
EWSWA Board Chair

Ilija Maodus
General Manager

**Read a First, Second and Third Time, Enacted and Passed This 1st Day
of December, 2020.**