



Essex-Windsor Solid Waste Authority Regular Board Meeting Agenda

Meeting Date: Tuesday, February 7, 2023

Time: 4:00 PM

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

Meeting will be held in-person for Board Members and staff. Media representatives and interested members of the general public are invited to attend in-person.

LIST OF BUSINESS

PAGE NUMBERS

1. Call to Order

2. Board Members for 2023-2026

County of Essex Representatives

Hilda MacDonald – County Warden & Mayor, Municipality of Leamington
(returning Board member)

Michael Akpata – Deputy Mayor, Town of LaSalle

Gary McNamara – Mayor, Town of Tecumseh (returning Board member)

Rob Shepley – Deputy Mayor, Town of Essex

Kirk Walstedt – Deputy Mayor, Municipality of Lakeshore (Alternating
member for 2023 & 2025)

City of Windsor Representatives

Gary Kaschak – Councillor (returning Board member)

Kieran McKenzie – Councillor (returning Board member)

Jim Morrison – Councillor (returning Board member)

Mark McKenzie – Councillor

Fred Francis – Councillor (Alternating member for 2024 & 2026)

3. Introduction of EWSWA Management Team

4. Election of Chair and Vice Chair for 2023

- Chair for 2023 will be elected from among the County members
- Vice Chair for 2023 will be elected from the City members

5. Declaration of Pecuniary Interest

6. Approval of the Minutes

- A. September 14, 2022 Regular Meeting Minutes 1-10

7. Business Arising from the Minutes

8. Correspondence

There are no items for discussion.

9. Delegations

There are no delegations for February 7, 2023.

10. Waste Disposal

- A. Appointment of Board Member to the Regional Landfill Liaison Committee for 2023 11-12

11. Finance & Administration

- A. 2023 Budget Deliberation (2023 Budget Document – separate attachment to agenda) 13-31
- B. Authority’s Banker, Auditor and Solicitor 32-33
- C. Legal invoice 34
- D. 2023 EWSWA Board Meeting Schedule 35

12. Waste Diversion

- A. Blue Box EPR presentation and update – Verbal presentation (no attachment)

13. Other Items

14. By-Laws

- A. By-Law 1-2023 36
Being a By-Law to Confirm the Proceedings of the Meeting of the Board of the Essex-Windsor Solid Waste Authority for February 7, 2023

15. Next Meeting Date

Tuesday, March 7, 2023

16. Adjournment



Essex-Windsor Solid Waste Authority Regular Board Meeting MINUTES

Meeting Date: Wednesday, September 14, 2022
Time: 4:00 PM
Location: Council Chambers
Essex County Civic & Education Centre
360 Fairview Ave. West
Essex, Ontario

Attendance

Board Members:

Gary Kaschak – Chair	City of Windsor
Kieran McKenzie	City of Windsor
Jim Morrison	City of Windsor
Ed Sleiman	City of Windsor
Aldo DiCarlo – Vice Chair	County of Essex
Marc Bondy	County of Essex
Gary McNamara	County of Essex (Ex-Officio)

EWSWA Staff:

Michelle Bishop	General Manager
Cathy Copot-Nepszy	Manager of Waste Diversion
Tom Marentette	Manager of Waste Disposal
Teresa Policella	Executive Assistant

City of Windsor Staff:

Anne Marie Albidone	Manager of Environmental Services
Tony Ardovini	Deputy Treasurer Financial Planning
Shawna Boakes	Executive Director of Operations

County of Essex Staff:

Mary Birch	Director of Council & Community Services/Clerk
Sandra Zwiers	Director of Financial Services/Treasurer

Absent:

Cindy Becker	Financial Planning Administrator
Steffan Brisebois	Manager of Finance & Administration
Drew Dilkens	City of Windsor (Ex-Officio)
Fabio Costante	City of Windsor
Mike Galloway	County of Essex CAO
Hilda MacDonald	County of Essex
Chris Nepszy	City Engineer/Commissioner of Infrastructure Services

1. Call to Order

The Chair called the meeting to order at 4:03 PM.

**89-2022
Carried**

2. Roll Call of Board Members Present

Marc Bondy – Present
Fabio Costante – Not present
Aldo DiCarlo – Present
Gary Kaschak - Present
Hilda MacDonald – Not present
Kieran McKenzie – Present
Gary McNamara – Present
Jim Morrison - Present
Ed Sleiman - Present

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

Moved by Aldo DiCarlo
Seconded by Gary McNamara
THAT the minutes from the Essex-Windsor Solid Waste Authority Regular Meeting, dated August 10, 2022, be approved and adopted.

**90-2022
Carried**

5. Business Arising from the Minutes

There were no items raised for discussion.

6. Delegations

There were no delegations for September 14, 2022.

7. Waste Disposal

A. Regional Landfill Leachate Management

The Manager of Waste Disposal provided an overview regarding the management of leachate and effects of increasing demands on the collection system. The Authority will be engaging with the Town of Essex and their Consulting Engineer (Stantec) to study available treatment plant capacity and to explore the possibility of accepting leachate from the Regional Landfill at the Essex Pollution Control Plant (Essex PCP).

The Authority contacted RWDI AIR Inc. (RWDI) in May 2022 to assist with evaluating leachate generation at the Regional Landfill and to identify the main causes and potential options reduce leachate. The RWDI report attached to the agenda outlines the various ways to evaluate the patterns of leachate generation.

On January 12, 2022, Administration provided the Board with Contaminating Lifespan Evaluations prepared by consulting firm WSP Canada Inc. These reports evaluated the active lifespan for closed Landfill No. 2 and closed Landfill No. 3 where leachate is still generated and needs to be treated. According to these reports, leachate management indicates a great financial burden. Over the past year the Authority has been reviewing leachate volumes and evaluating trends that contribute to leachate. An obvious trend is precipitation. The less obvious trend is the impactful intensification of vine disposal and spent growing medium.

The Manager of Waste Disposal provided a cost breakdown of leachate trucking and treatment costs if vines were to fully decay in one year and how this would impact the 2022 budget. He noted that the current leachate hauling contract ends of June 30, 2027 with an option to extend for a one-year period. Administration is looking at other ways to treat leachate to coincide with the expiration of the current leachate hauling contract.

The Manager of Waste Disposal stated that he has had discussions with staff from the Town of Essex regarding the potential treatment of leachate from the Regional Landfill. The Town of Essex has consulted with their engineer to provide a study to explore this possibility. The estimated cost to engage with the Town of Essex and their engineer will be approximately \$30,000. Administration intends to utilize \$10,000 of existing leachate management funds from the 2022 budget. The remaining \$20,000 will be incorporated into the 2023 budget. He also noted that Administration is preparing cost estimates for the placement of additional clay capping at the Regional Landfill. If budget considerations allow, some clay capping may be done in 2022.

The Manager of Waste Disposal asked if there were any questions.

Mr. Sleiman asked if leachate is harmful to the environment.

The Manager of Waste Disposal stated that leachate is a substance that needs to be treated.

Mr. McNamara stated he read the report with a lot of interest. In regards to the volume of organics, if we remove organics from the landfill will we still need to move forward with the project with the Town of Essex.

The Manager of Waste Disposal stated that we have Landfill 2 and 3 to use as models. Neither landfill received vine material and continue to produce a significant amount of leachate. The Regional Landfill will continue to generate leachate well over hundred plus years. Even in the absence of vines, the Authority will be need to treat leachate at the Regional Landfill as we do at Landfill 2 and Landfill 3.

Mr. McNamara stated that a forcemain may be right thing to do.

Mr. Morrison asked if we are going to have any issues in the next few years.

The Manager of Waste Disposal stated that we are learning to deal with it and we want to build in the extra capacity. We have to accommodate for extra precipitation as a result of wet springs and melting snow that turns into leachate. Now is the right time to be planning for the future and utilizing other treatment plants as well as other technologies to treat leachate.

Mr. Morrison commented that there has been a lot of discussion regarding greenhouse waste during this term and asked if greenhouse waste was going to the United States before and he asked if there was an issue receiving this waste at the landfill.

The General Manager stated that prior to 2015 there was facility in the area that was recycling the greenhouse material. The business is no longer in operation. The Authority started to receive vines when that facility closed. Greenhouse operators do not usually bring this waste across the border. The greenhouse industry has grown very fast which has led them to deliver the waste to the Authority. This will most likely continue until the government places a ban on the receipt of organic waste to landfills. Administration has to be proactive and look into the perpetual care and ways to reduce costs.

Mr. Bondy stated that the vine material is causing increased leachate treatment costs. He asked how much revenue is received from the disposal of greenhouse material.

The General Manager stated that in 2021 the Authority received revenue of approximately \$4 million from vine and greenhouse waste.

Mr. Bondy asked if the Authority has to accept this waste.

The General Manager stated that the landfill was built for the residents and businesses of Windsor-Essex. The Authority will most likely be accepting this waste until the government places a ban on organics at the landfill.

Mr. McNamara stated that both the City and the County have adopted climate change initiatives and we should not lose focus of the concept to reduce our carbon footprint. He noted that Administration is managing this financially and there are new technologies to process the plastics in vines. Mr. McNamara commended the Manager of Waste Disposal and Administration for looking at this holistically and the number of trucks that can be taken off the road is a good plan.

Mr. Kaschak asked how the leachate is treated at the Lou Romano plant.

The Manager of Waste Disposal and Ms. Albidone, City of Windsor's Manager of Environmental Services, described the transport and treatment process.

Moved by Gary McNamara

Seconded by Kieran McKenzie

THAT the Board receive this report as information.

THAT the Board receive the report by RWDI as information.

**91-2022
Carried**

8. Waste Diversion

A. Organics Survey Update

The Manager of Waste Diversion provided an update from the Organics Survey that was issued in the spring. The survey was open for one month and promoted by the Authority and all municipal partners and through social media.

The survey attracted approximately 2,500 residents across Essex-Windsor. Approximately 43% were residents from the County and 57% from the City. From the County, there was an average of 5% participation from each municipality. Of the 2,500 residents that participated in the survey, 75% of the responses said they would participate in an organics program. Of the 22% of the responses that said they would not participate in an organics program, they identified concerns such as smell, inconvenience of separating food waste, space constraints, they were already composting and it would attract wildlife and rodents.

Residents were also asked if they would support alternative garbage collection frequencies. Of the 2,400 responses, 42% said they would not support an alternative garbage collection frequency and 41% said they would.

Residents were also asked to rank certain aspects of an organics program. Residents ranked diversion from the landfill as most important. The lowest ranking priorities were energy production, cost and odour.

The Manager of Waste Diversion noted many positive comments were received through the survey and at the Earth Day Event. Residents are excited about an organics program. Administration received good information to develop a campaign. There are no financial implications to report at this time.

The Manager of Waste Diversion asked if there were any questions.

Mr. Sleiman asked if there will be a penalty enforced if residents do not participate in the program.

The Manager of Waste Diversion stated that the purpose of the survey was to receive feedback regarding the upcoming organics program. She noted that the Envirotips newsletter that will be issued soon will focus on food waste and the importance of an organics program. There is definitely a lot of interest in the program and that 75% participating in the survey is excellent feedback.

Mr. McKenzie stated it was great to see such enthusiasm regarding organics. He asked if there will be another survey conducted after public discussion happens.

The Manager of Waste Diversion stated this survey was almost a pre-survey. Another survey will most likely be conducted after the program launches. She noted that public feedback is very important. We need to know what residents need in order to do a better job.

Mr. McKenzie stated to keep up the great work.

Mr. Kaschak asked what were the results of the survey when the recycling program was first proposed.

The Manager of Waste Diversion stated that a survey was probably not conducted in the early 2000's. She noted that it is important to do a pre and post survey to see if behaviour changes. Education will be very important to get residents to participate and for the program to be successful.

Mr. McNamara stated that they all have a responsibility as leaders and the province is mandating this program. The education portion is going to be a critical piece. He stated that we have to start educating residents now and this will be easy when 75% of the people are saying yes to the program. He noted that people like convenience and that residents in multi-residential will have the most difficulty to participate in the program. The survey response is better than he anticipated.

Moved by Kieran McKenzie

Seconded by Ed Sleiman

THAT the Board receive the report as information.

**92-2022
Carried**

B. Blue Box Recyclable Material Commodity Update

The Manager of Waste Diversion provided an update on Blue Box recyclable material commodity prices and its impact on the Authority budget due to the volatility of recycling markets.

At the August Board meeting a report was provided indicating a favourable variance. At that time, the Board was advised that there was a decrease in some markets due to supply and demand issues. In the first six months of 2022, the Authority was in a favourable position because of under supply and over demand of products. In July 2022, there was a drop in plastic prices (HDPE and PET). The Authority was informed by the buyers that this was due to the oversaturation of these products in the plastics market. Prices are now starting to stabilize.

In August and September there was a decrease in prices for fibre materials due to export issues, coastal regions being oversaturated, as well as a slower economy. There is a lower demand when there is a lot of material in the market. During COVID there was an increase in demand for cardboard boxes. The Authority has been consistent with buyers over recent years and the buyers like the Authority's quality. She noted that this market should level out. Tin, steel and aluminum prices remained high due to shortage of materials in these markets. Also, in the spring of this year and due to hardening of markets, the Authority was able to market residual material. This allowed the Authority to earn revenue and divert waste from the landfill.

Mr. McKenzie asked how will Administration will plan for the next budget given the volatility in 2022 and moving into a recession period.

The Manager of Waste Diversion stated they will build their price off of 5-year averages and current trends. Due to the election, this can be postponed a little longer and actual numbers should be available.

Mr. Sleiman thanked Administration for getting the best prices.

Moved by Kieran McKenzie

Seconded by Marc Bondy

THAT the Board receive the report as information.

**93-2022
Carried**

C. Blue Box Update (Verbal report)

The General Manager provided an update regarding the Blue Box transition to Extended Producer Responsibility (EPR) and what the focus will be for the remainder of this year.

Circular Materials Ontario (CMO) has not communicated their decision on how or if municipalities with new contracts will be compensated if we chose to engage with CMO to continue collection until 2026. There are approximately 20 municipalities that have new collection contracts.

Data collection from municipalities continues and the Manager of Waste Diversion has been working with municipalities to collect and report data to the Resource Productivity and Recovery Authority (RPRA). The Authority has submitted the required data for each municipality for the Transition Report. RPRA is now requesting supplemental information regarding public spaces, municipal buildings and facilities. The Authority will need to work again with municipalities to obtain this information.

Waste audit planning meetings have been scheduled with the first of 4 curbside audits starting this fall.

An RFQ has been released for contract labour to assist with the collection of ineligible source data. The Producers will not be required to collect this material after transition.

Mr. Sleiman commended Administration on providing thorough reports.

Moved by Gary McNamara

Seconded by Jim Morrison

THAT the Board receive the verbal report as information.

**94-2022
Carried**

9. Finance & Administration

A. Thank you to Board Members

The General Manager stated that due to the upcoming municipal election, the September meeting would be the last meeting of the current Board. She provided the Board with a summary of some of the significant achievements that were made by the Board during the current term including the acquisition of significant capital assets, the award of large contracts and the approval of a regional organic waste program all while continuing to work towards achieving a balanced budget.

The General Manager thanked the Board for their service and presented each Board member with a "Gold" recycling box as a thank you.

Mr. Kaschak noted much was accomplished during this term.

Mr. Bondy thanked the Administrative team for providing very detailed reports. He commented the Board and Administrative staff have been great to work with as well as the supporting staff.

10. Other Items

No other items were raised for discussion.

11. By-Laws

A. By-Law 14-2022

Moved by Aldo DiCarlo
Seconded by Marc Bondy

THAT By-Law 14-2022, 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 14th day of September, 2022.

**95-2022
Carried**

12. Future Meeting Dates

To be determined.

13. Adjournment

Moved by Aldo DiCarlo
Seconded by Marc Bondy

THAT the Board stand adjourned at 5:34 PM.

**96-2022
Carried**

All of which is respectfully submitted.

Gary Kaschak
Chair

Michelle Bishop
General Manager



Essex-Windsor Solid Waste Authority Administrative Report

January 24, 2023

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

From: Tom Marentette, Manager of Waste Disposal

Meeting Date: Tuesday, February 07, 2023

Subject: Appointment of One Board Member to the Regional Landfill Liaison Committee for 2023

Purpose

The purpose of this report is to request that the Authority appoint a Board Member, who is not from the Town of Essex, to the Landfill Liaison Committee for a one (1) year term for 2023.

As a matter of information, the Board's appointment for 2022 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 & Ms. Katie McGuire-Blais)

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

4 Members Resident representatives from the 'Schedule A' area as defined in the Compensation Policy – Term of 3 years (Mr. Ted Polewski – 2021-2023, Ms. Susan Morand – 2022-2024, Ms. Louise Masse –2022-2024 and a new member to be elected at the first meeting of this year in May for the term 2023-2025)

Discussion

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

Recommendation

THAT the Board appoint one of its members, who is not a member of the Council of the Town of Essex, to the Landfill Liaison Committee for a one (1) year term for 2023.

Submitted By



Tom Marentette, Manager of Waste Disposal



Essex-Windsor Solid Waste Authority Administrative Report

January 30, 2023

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

From: Michelle Bishop, General Manager
Steffan Brisebois, Manager of Finance & Administration

Meeting Date: Tuesday, February 07, 2023

Subject: 2023 Budget Overview

Purpose

The purpose of this report is as follows:

1. **Recommend** that the Board **approve the 2023 expenditure budget** estimates as well as the budget estimates related to **non-municipal revenue** (e.g. ICI tip fees, Recycling Revenue etc.).
2. **Recommend** that for 2023 the Board approve a **4.1% increase** to the 2022 base amount budgeted as to be assessed to Windsor and the 7 County municipalities. This increase equates to **\$566,240** and would be comprised of two components:
 - (a) A \$1.00 increase in the per-tonne fee assessed on refuse delivered for disposal from the 2022 rate of \$40.00 to the 2023 rate of \$41.00 - **\$111,350**
 - (b) An increase in the fixed amount assessed to municipalities based on population – **\$454,890**

Additionally, municipal tonnage is projected to increase from 111,350 tonnes in 2022 to 112,370 tonnes in 2023 resulting in a year-over-year increase of **\$41,820** in municipal tipping fees at the 2023 rate of \$41.00 per tonne.

Background

EWSWA Budget Approval Process

The annual Authority budget process begins in August with Administration meeting regularly as defined in the annual budget schedule to plan and prepare estimates.

The Budget is presented to the Authority Board for consideration annually at the regularly scheduled November Board meeting. The 2023 Budget year was an exception to the regular schedule due to the Authority Board only forming in January 2023.

Once the Authority Board has approved the Budget, section 5(d) of the 1994 Agreement between the City of Windsor and County of Essex that created the Essex-Windsor Solid Waste Authority states: "The Authority shall report to a regularly scheduled meeting of each of the City and County Councils by the end of each year...and shall submit an operational plan and budget as referred to herein and shall ask for approval from each of the City and County Councils."

Technical Staff Committee Review

As part of the annual process of the preparation of the Authority's budget, Authority administration meets with City of Windsor and County of Essex operations and finance staff in order to scrutinize and review the budget document as prepared by Authority staff. The Authority, Windsor and County staff group is called the Technical Staff Committee. Once this group has agreed that the proposed expenditures and revenues are reasonable/appropriate, the budget is then placed on the agenda for an Authority Board Meeting for deliberation by the Board.

On November 10, 2022 the Authority's Technical Staff Committee met to discuss the draft 2023 budget. The Committee went through the draft budget document page-by-page. An updated budget was sent to the Technical Staff Committee February 1, 2023 after having more data readily available post-December 31, 2022.

An agreement was reached by the Committee members on the 2023 budget estimates pertaining to expenditures and the budget estimates pertaining to revenue.

2023 Budget; Balanced Budget Objective by 2027 and 15 Year Forecast

As part of discussions and in order to guide the Technical Staff Committee during its review of the 2023 draft Budget document, the Committee considered a February 2018 recommendation to the EWSWA Board from the CAOs of the City of Windsor and the County of Essex.

The recommendation was as follows:

THAT the Board acknowledge the built-in budget pressures due to increasing debenture payments and other non-discretionary costs and commit to working towards a sustainable, balanced budget over the next ten years while maintaining appropriate reserve funds and avoiding significant spikes in tipping fees.

With 2018 being Year 1 of the 10 year period this means that the objective is to attain a balanced budget by the time of the preparation of the 2027 budget.

The same recommendation was presented both to County Council in February 2018 and Windsor Council in March 2018 as part of their consideration and approval of the Authority's 2018 budget.

Also as part of the annual budget preparation process, a 15 year forecast is prepared. A copy of the forecast is attached to this report. This forecast shows that in order to have a balanced budget by 2027 and replenish the Rate Stabilization Reserve, the amount assessed annually by the Authority to the City of Windsor and the 7 County municipalities will need to increase 4.1% for each year to and including 2027 with a reduced increase being projected for 2028 as the budget is being projected as being balanced for that year.

The outcome of these annual increases of 4.1% for each year is that the Authority's budget will be balanced without the requirement for a contribution from the Rate Stabilization Reserve.

Prior and projected increases:

2017	0%
2018	2.0% (Year 1 of the Balanced Budget Objective)
2019	4.1% (Year 2 of the Balanced Budget Objective)
2020	4.1% (Year 3 of the Balanced Budget Objective)
2021	4.1% (Year 4 of the Balanced Budget Objective)
2022	4.1% (Year 5 of the Balanced Budget Objective)
2023-2027	4.1% (For each of those 5 years)
2028	2.0% (2028 being Year 10 of the Balanced Budget Objective)

Discussion

The 2023 budget estimates have been prepared by analyzing current expenditures and projecting costs for the upcoming year. The Authority uses a zero-based budgeting approach.

Further, budget estimates assume that current service levels are appropriate and will be maintained going forward. The budget includes a contract staff member to oversee the organic waste management plan in 2023 with the cost being funded by the Waste Diversion Reserve. No new programs are being proposed for 2023.

Budget Summary (Excluding Perpetual Care for Landfills #2 & #3)

Based on a 4.1% increase for 2023 to amounts assessed to municipalities.

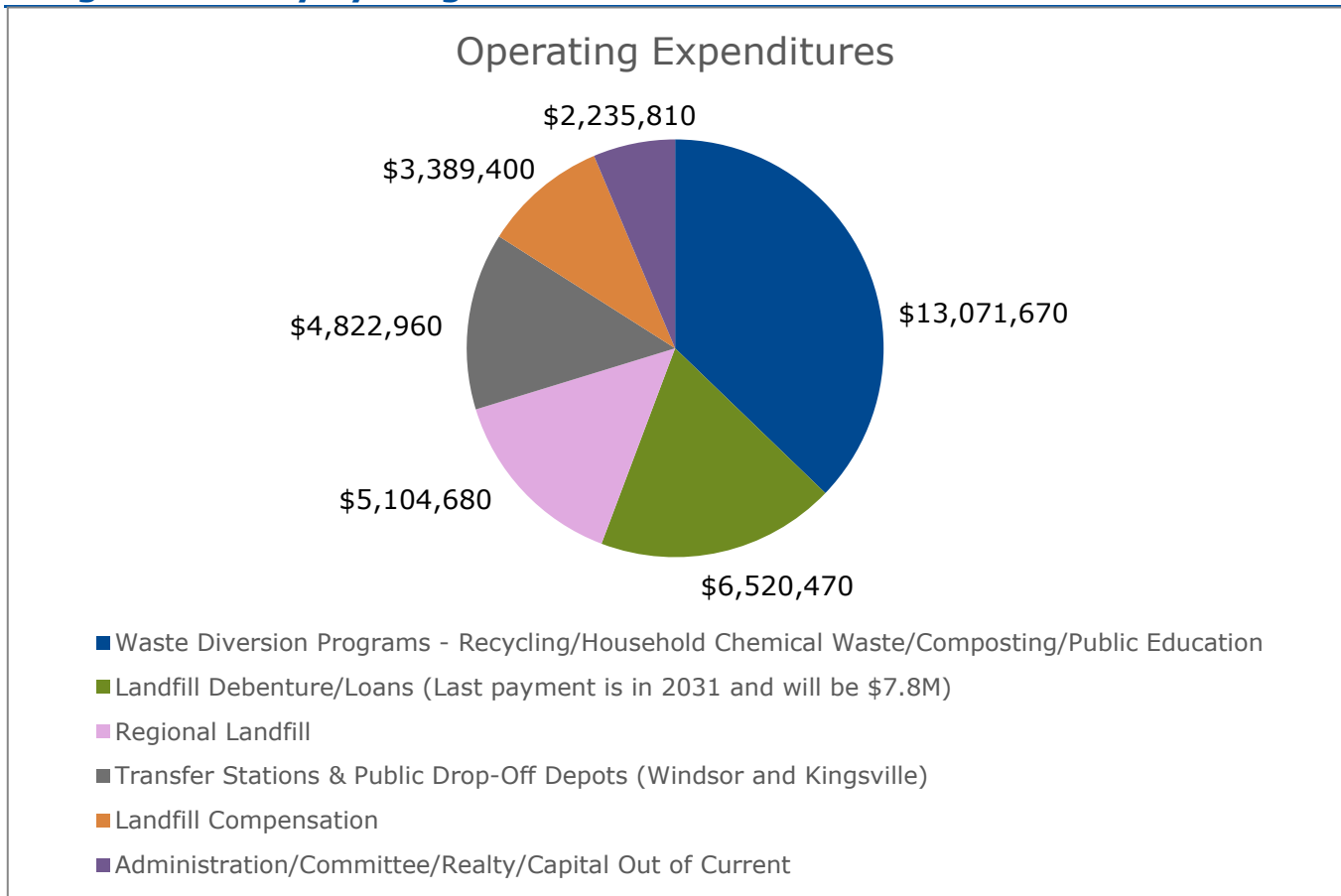
	2022	2022	2023	2023
	Budget	Projection	Budget	vs
				2022
EXPENDITURES				
Operating Expenditures	\$31,330,910	\$33,816,340	\$35,106,390	
Capital out of Current	\$22,300	\$112,870	\$38,600	
Total Expenditures	\$31,353,210	\$33,929,210	\$35,144,990	
REVENUE - Non-Municipal				
ICI Tip Fees; Recycling Sales; Blue Box Funding; Other	(\$16,355,170)	(\$21,484,820)	(\$16,968,810)	
Amount Required from Municipalities	\$14,998,040	\$12,444,390	\$18,176,180	
REVENUE - From Municipalities				
Fixed Cost Allocation (Admin+Compensation+Debtenture)	(\$9,356,740)	(\$9,356,740)	(\$9,811,630)	
Total Waste Mgt Fee - 2022 - 111,350 Tonnes as Base:				
(2022 - 111,350 @ \$40) (2023 - 111,350 @ \$41)	(\$4,454,000)	(\$4,369,200)	(\$4,565,350)	
Sub-Total - Revenue from Municipalities	(\$13,810,740)	(\$13,725,940)	(\$14,376,980)	4.10%
Increase in Muni. Tonnes 2023 vs 2022:				
(2022 - 111,350) (2023 - 112,370) = 1,020 Tonnes @ \$41	\$0	\$0	(\$41,820)	
Total Revenue from Municipalities	(\$13,810,740)	(\$13,725,940)	(\$14,418,800)	
Surplus/(Deficit)	(\$1,187,300)	\$1,281,550	(\$3,757,380)	

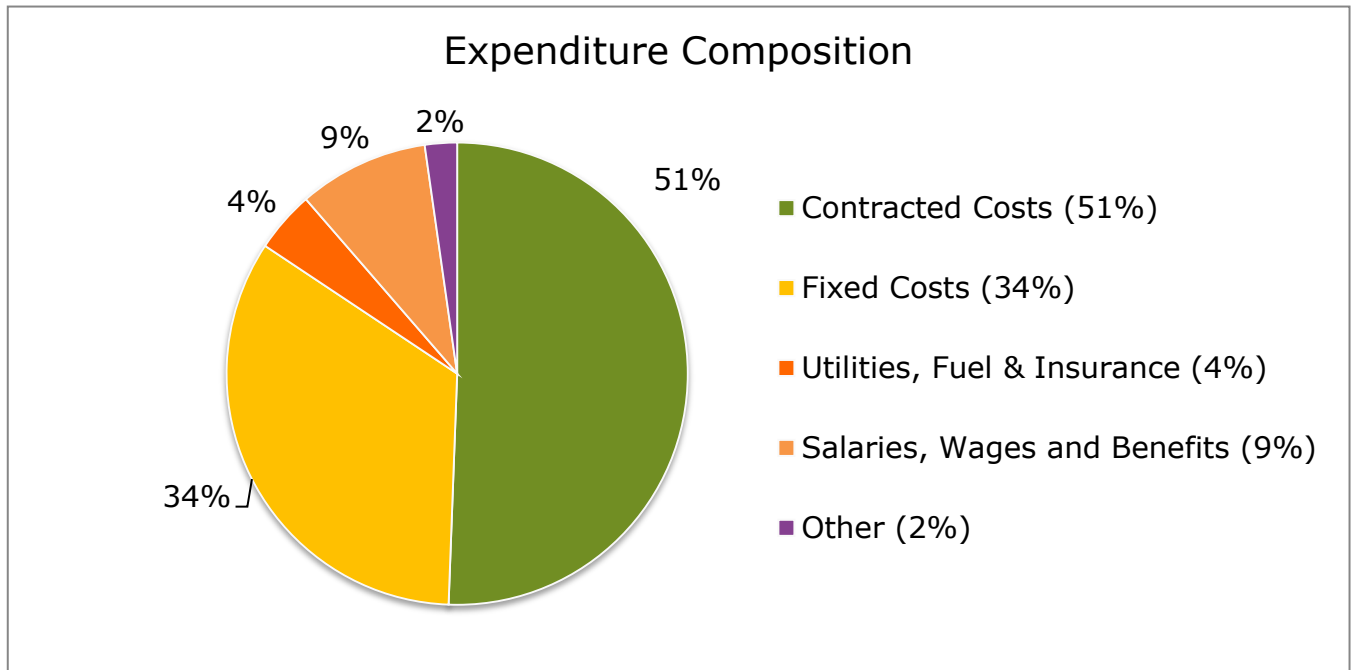
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Rate Stabilization Reserve

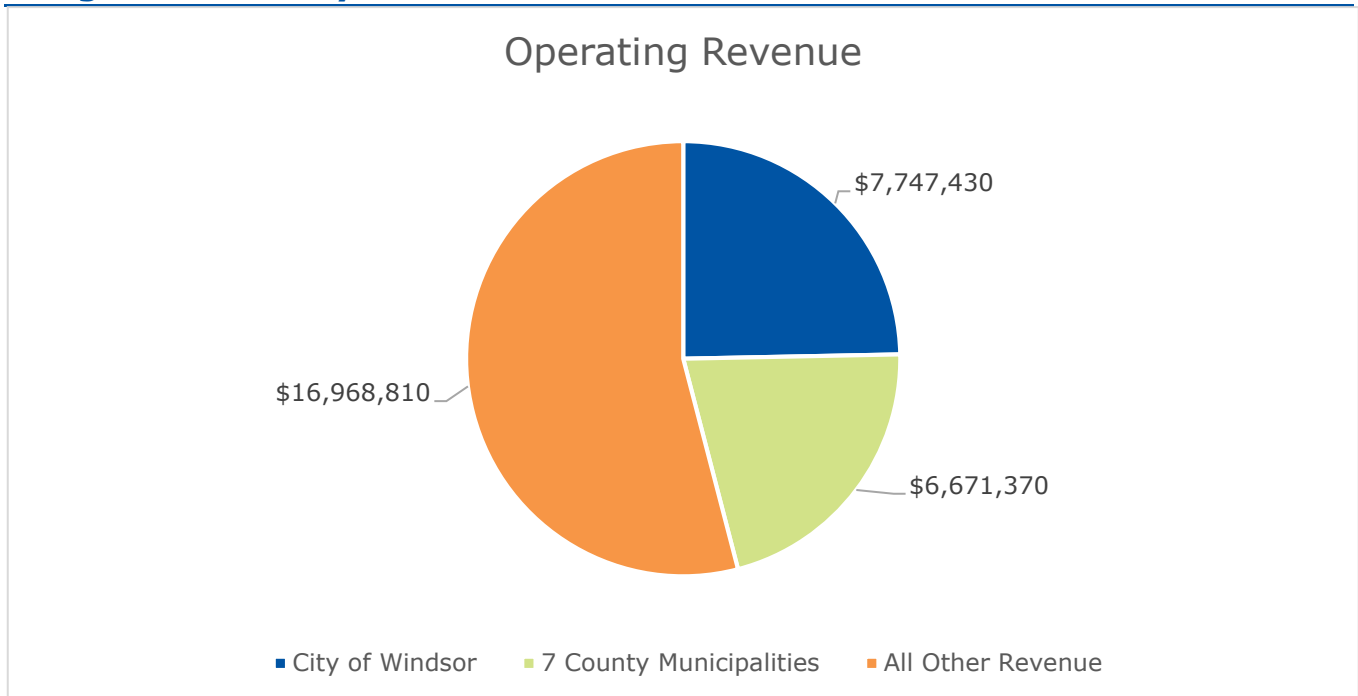
	2022 Budget	2022 Projection	2023 Budget
Rate Stabilization Reserve - Beg. of Yr.	\$8,905,720	\$9,812,280	\$11,218,930
Interest Earned	\$124,430	\$125,100	\$353,830
Draw From Reserve – Surplus/(Deficit) from above	(\$1,187,300)	\$1,281,550	(\$3,757,380)
Draw From Reserve - Re. Capital & Consulting Expenditures	\$0	\$0	(\$103,000)
Rate Stabilization Reserve - End of Yr.	\$7,842,850	\$11,218,930	\$7,712,380

Budget Summary by Program





Budget Revenue by Source



Breakdown of the Municipal Assessment Between Windsor and County Municipalities

	2022	2023	2022/2023
	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>
<u>WINDSOR (Pop'n 229,660)</u>			
Fixed Cost Allocation-Based on Census Pop'n	\$5,084,520	\$5,331,710	
Tipping Fee @ 2022 - \$40.00 / 2023 - \$41.00	\$2,320,000	\$2,415,720	
Total Windsor	\$7,404,520	\$7,747,430	\$342,910
<u>ESSEX (Pop'n 192,970)</u>			
Fixed Cost Allocation-Based on Census Pop'n	\$4,272,230	\$4,479,920	
Tipping Fee @ 2022 - \$40.00 / 2023 - \$41.00	\$2,134,000	\$2,191,450	
Total Essex	\$6,406,220	\$6,671,370	\$265,150
TOTAL MUNICIPAL ASSESSMENT	\$13,810,740	\$14,418,800	\$608,060

2022 Budgeted Deficit vs. 2022 Projected Surplus - \$2,468,850 Favourable

The \$2,468,850 favourable variance between the 2022 budgeted deficit of (\$1,187,300) and the 2022 projected surplus of \$1,281,550 is attributed to:

Revenue	Landfill Tipping Fees – Increase in IC&I Landfilled Material	\$3,576,530
Revenue	Recycling – Increase in Sale of Recyclable Materials	\$1,026,500
Revenue	Landfill Tipping Fees – Increase in IC&I Organic & Other Non-Landfilled Material	\$392,950
Revenue	Recycling – Increase in Stewardship Ontario Blue Box Funding	\$325,180
Revenue	Misc. - Decrease in Revenue from Various Programs	(\$25,520)
Revenue	Municipalities – Decrease in Municipally Delivered Organic Material	(\$108,160)
Revenue	Municipalities – Decrease in Municipally Delivered Refuse	(\$84,800)
Revenue	Residential – Decrease in Residentially Delivered Refuse	(\$57,830)
Revenue	Favourable Variance	\$5,044,850

Expenditure	Regional Landfill Other – Increase in Host Compensation - Town of Essex	(\$928,940)
Expenditure	Recycling – County Blue Box Collection – Increased Program Delivery Costs	(\$785,270)
Expenditure	Recycling - Contribution to the Recycling Reserve	(\$541,970)
Expenditure	Regional Landfill – Fuel - Heavy Equipment – Increase in the Price Per Litre	(\$223,100)
Expenditure	Regional Landfill – Increase in Cost to Haul & Treat Leachate due to Increase in Tonnes	(\$190,860)
Expenditure	Transfer Station #1 – Increase in Tonnes Contributed to an Increase in the Waste Hauling Costs	(\$104,710)
Expenditure	Regional Landfill – Increase in Landfill Equipment Operator Hours	(\$64,330)
Expenditure	Transfer Station #1 – Decrease in Material needing to be Ground and Hauled	\$106,900
Expenditure	Misc. - Decrease in Expenditures from Various Programs	\$96,280
Expenditure	Advertising - Postponed Website Rebuild	\$60,000
Expenditure	Unfavourable Variance	(\$2,576,000)
Variance	Budget vs Projection - Favourable	\$2,468,850

2022 Budgeted Deficit (\$1,187,300) vs. 2023 Budgeted Deficit (\$3,757,380) - \$2,570,080 Unfavourable Variance

Revenue	Landfill Tipping Fees – Increase in IC&I Landfilled Material	\$1,956,730
Revenue	Municipalities – Increase in the Allocation of Fixed Costs, Price Per Tonne & Municipally Delivered Material	\$608,060
Revenue	Recycling - Contribution from Recycling Reserve	\$325,200
Revenue	Non-Landfill Tipping Fees – Increase in IC&I Organics & Non-Landfilled Material	\$134,650
Revenue	Misc. – Increase in Revenue from Various Programs	\$16,200
Revenue	Municipalities – Decrease in Municipally Delivered Organic Material	(\$79,800)
Revenue	Recycling – Decrease in Stewardship Ontario Blue Box Funding	(\$425,250)
Revenue	Recycling - Decrease in Sale of Recyclable Materials	(\$1,314,090)
Revenue	Favourable Variance	\$1,221,700

Expenditure	Regional Landfill Other- Increase in Host Compensation - Town of Essex	(\$714,560)
Expenditure	Regional Landfill – Increase in Costs to Haul and Treat Leachate due to Annual Price Adjustment	(\$670,300)
Expenditure	Recycling – Increase in the County Blue Box Collection – Annual Price Adjustment and Increased Program Delivery Costs	(\$636,940)
Expenditure	Recycling – Increase in the City’s Blue Box Collection - Annual Price Adjustment	(\$322,530)
Expenditure	Transfer Station #1 – Increase in Cost for Waste Hauling due to the Annual Price Adjustment	(\$274,300)
Expenditure	Misc. - Other Expenditures from Various Programs	(\$236,450)
Expenditure	Regional Landfill – Fuel – Heavy Equipment – Increase in the Price Per Litre	(\$233,000)
Expenditure	Regional Landfill – Increase in the Contribution to the Regional Landfill Debt Retirement Reserve – Sun Life Debenture	(\$221,300)
Expenditure	All Programs – Annual Increase in Salaries & Benefits	(\$109,140)
Expenditure	Windsor Public Drop Off – Increase in Cost for Waste Hauling due to the Annual Price Adjustment	(\$102,000)
Expenditure	Windsor Public Drop Off – City of Windsor – Operators - Increase due to the Annual Cost Adjustment	(\$71,470)
Expenditure	Transfer Station #1 - City of Windsor – Operators - Increase due to the Annual Cost Adjustment	(\$64,990)
Expenditure	Regional Landfill - Increase in Landfilling Equipment Operator Hours	(\$63,000)
Expenditure	Regional Landfill – Increase due to the Bi-Annual Leachate Collection Flushing	(\$50,000)
Expenditure	Recycling - Processing Recyclables Contract – Increase due to the Annual Cost Adjustment	(\$49,000)
Expenditure	Waste Reduction – Increase due to the Grind & Hauling Annual Price Adjustment	(\$45,800)
Expenditure	Regional Landfill - Reduction in Hydrogeological Monitoring Work	\$73,000
Expenditure	Unfavourable Variance	(\$3,791,780)
Variance	2022 Budget vs 2023 Budget - Unfavourable	(\$2,570,080)

Regional Food and Organics Waste Management Project

The 2023 budget document contains an estimate of \$134,000. That figure includes the cost to hire a contract staff person to assist with the organic waste management project. In addition, a curbside waste audit and organic FoodCycler subsidy are included in the program. The funding for these costs will be a

contribution from the Waste Diversion Reserve. No other funds have been allocated to this project in the document.

Landfilled Tonnes

The breakdown of budgeted landfilled tonnes is as follows:

2022 Budget	2023 Budget	
111,350	112,370	Delivered by Municipalities
13,000	22,900	Delivered by Homeowners and Recycling Residual
113,270	145,430	Delivered by ICI (incl Greenhouse waste and vines)
<u>20,000</u>	<u>20,000</u>	Delivered by Other Customers - Contaminated Soil
<u>257,620</u>	<u>300,700</u>	Total Budgeted Landfilled Tonnes

Risks Associated with Revenue Included in the 2023 Budget Figures

Budget estimates are calculated using the best information available at the time and there is an inherent risk that must be recognized. The 2023 budget includes the following revenue estimates that may or may not be realized:

Description	Tonnes	Net Revenue
Large Volume Waste Hauler	58,500	\$2,260,000
Contaminated Soil	20,000	\$760,000
Episodic Waste	1,700	\$108,800
Total	80,200	\$3,128,800

The above estimates are based on historical volumes of waste received and have therefore been included in the 2023 draft budget and have also been included as part of the 15-year forecast.

Large Volume Waste Hauler

The Authority currently has one customer that delivers a significant amount of waste to the Regional Landfill for disposal. This customer signed a put-or-pay contract in 2022 and the contract is set to expire in 2024 however, in 2022 this hauler delivered more waste than their minimum annual put-or-pay contract. A waste tonnage estimate was included in 2023 to reflect the customer's actual historical waste trends rather than using the minimum annual tonnage per their contract. Two other customer contracts expired December 31, 2022 but both have indicated that there is interest in entering into a new contract for the balance of 2023 however, no formal contract has been signed.

Contaminated Soil

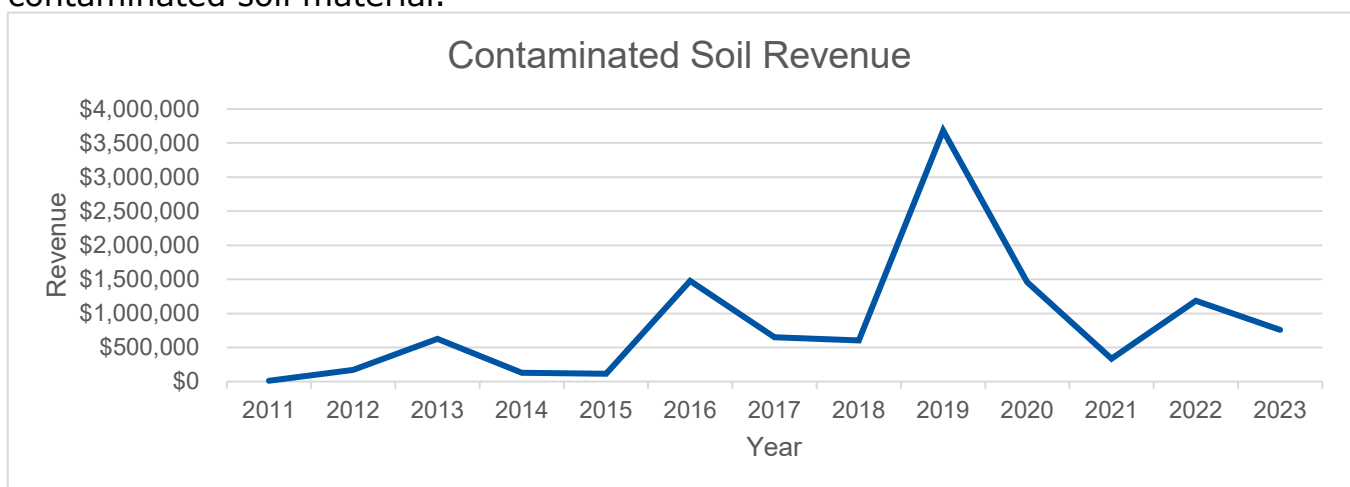
The Authority has been in receipt of consistent volumes of such waste since 2016 with larger volumes during 2019 and 2020, specifically from the earth works related to the Gordie Howe Bridge and a large residential construction project having taken place on the former Lear property on Lauzon Road in Windsor. Authority administration is not aware of any such projects for 2023 or future years although there is always some amount of contaminated soil delivered from smaller projects throughout the year.

Episodic Waste

This term is used to describe the receipt of waste from customers who are not regular customers of the Authority but who deliver some irregular amounts of refuse for disposal. It is always difficult to project whether this source of waste will be realized in any particular year.

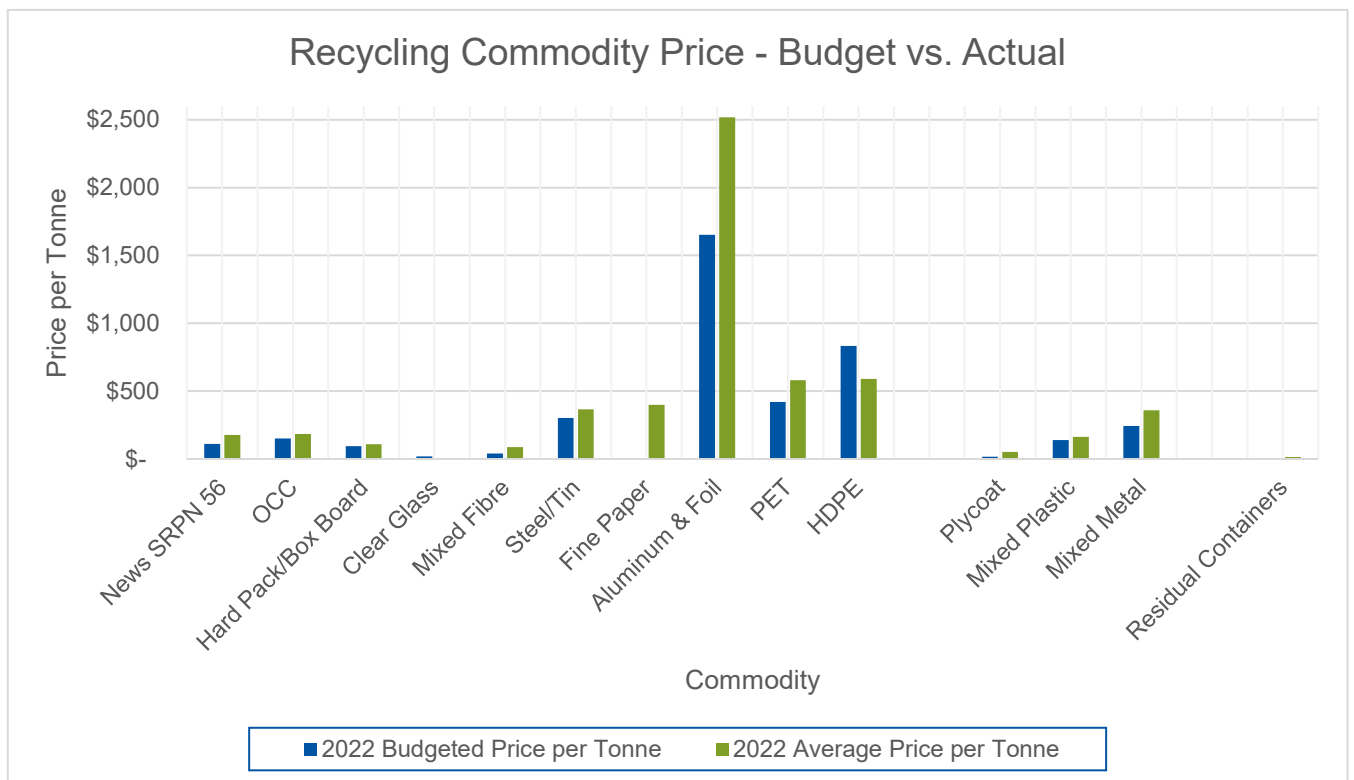
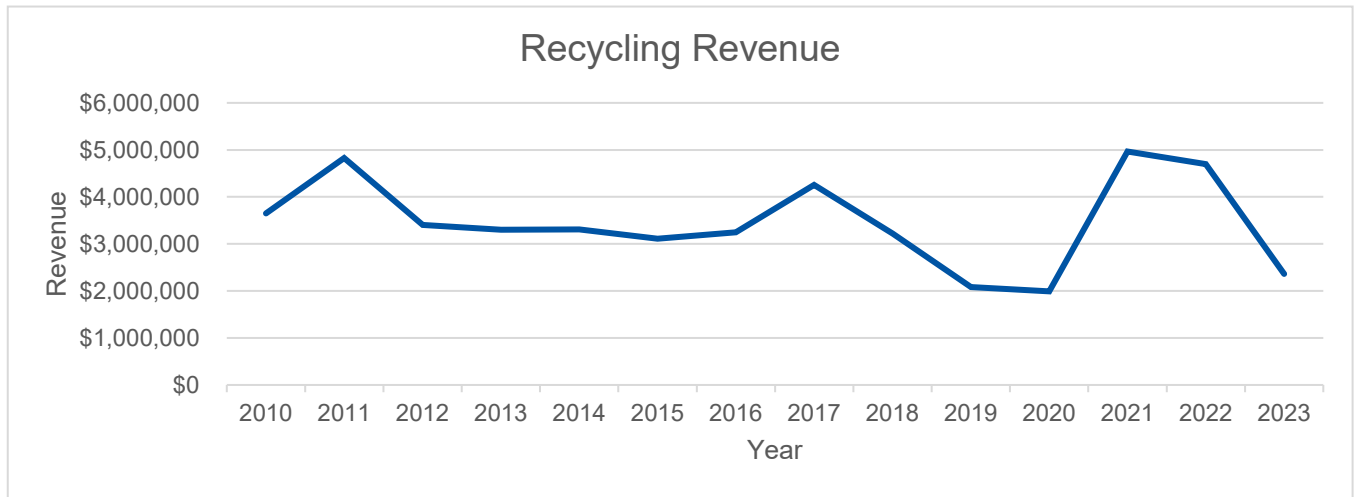
Contaminated Soil - Tonnes & Tipping Fee Revenue

As described above, the Authority has been in receipt of various amounts of contaminated soil material.



Recycling Revenue

The 2022 projection includes a favourable variance in revenue generated from the sale of recyclable material. This variance is a result of positive global market conditions where both commodity pricing and demand were high during the first half of 2022. Commodity prices decreased throughout the second half of 2022 due to an oversaturation of material in the Market. Administration anticipates that commodity prices will continue to remain low throughout 2023. For this reason, the 2023 budget uses the most recent commodity prices and multiplies them by an estimated tonnage.



2023 Capital Budget

The summary below includes all 2023 capital investments. The funding will come from either the Equipment Replacement Reserve, Rate Stabilization Reserve, Regional Landfill Reserve Fund or the Future Cell Development Reserve.

PROGRAM	CAPITAL ITEMS	2023 BUDGET
Recycling	C1 Conveyor Replacement	\$85,000
Description: The capital purchase is for the replacement of the C1 Conveyor in the container MRF building.		
Regional Landfill – Operating	Clay Capping Project	\$103,000
Description: The capital purchase is for the hiring of a contractor to haul and grade clay at the Regional Landfill. The clay will be used to cap areas of the landfill that are not at a finished grade and add additional cover so to reduce precipitation from infiltrating the leachate collection system.		
Regional Landfill – Operating	Light Plant	\$20,000
Description: The Light Plant is a piece of equipment that is used to illuminate the top of the Regional Landfill (tip face) during times of reduced visibility.		
Regional Landfill – Operating	Bull Litter Fence	\$70,000
Description: A piece of equipment that is used to catch litter from blowing off the tip face of the Regional Landfill. The fences are free-standing and can be moved to accommodate changes to the tip face.		
Regional Landfill – Operating	Methane Detection - Maintenance Building	\$75,000
Description: The capital purchase is for the upgrade/retrofit of the Maintenance Building's Methane Detection System.		
Regional Landfill – Operating	GPS Rover	\$45,000
Description: The GPS Rover is a hand tool used to accurately measure ground elevations. The unit will be used to measure various points of elevation around the Regional Landfill to ensure ground elevation remains within the Regional Landfill's specification.		
Transfer Station #1	Paving and Concrete Rebuild	\$110,000
Description: The capital purchase is for paving and concrete repairs in and around the Transfer Station #1 building.		

PROGRAM	CAPITAL ITEMS	2023 BUDGET
Transfer Station #2	Asphalt	\$50,000
Description: The capital purchase is for asphalt work which would include repairs and repaving in and around the Transfer Station #2 site.		
Transfer Station #2	Scale House Rebuild	\$130,000
Description: The capital purchase is for the demolition and re-build of a new scale house at the Transfer Station #2 site. The existing scale house has been in service since 2005.		
Regional Landfill Other	Gas Collection Wellfield Installation	\$500,000
Description: The capital purchase is for the engineering, material and construction cost to expand the landfill gas collection wellfield which is required per Ontario Regulation 347.		
Regional Landfill Other	Engineering Design for Cell #5 North	\$331,800
Description: The capital purchase is for the engineering design work for the construction of Cell #5. The last Cell construction (Cell #3 South) was completed in 2018.		

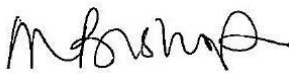
Recommendations

1. Approve the 2023 **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 \$41.00/tonne from \$40.00/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.

	<u>2021 Census Population</u>	<u>2023 Amount</u>	<u>2022 Amount</u>	<u>Difference</u>
WINDSOR	229,660	\$5,331,706	\$5,084,516	\$247,190
AMHERSTBURG	23,524	546,125	520,805	25,320
ESSEX	21,216	492,543	469,708	22,835
KINGSVILLE	22,119	513,507	489,700	23,807
LAKESHORE	40,410	938,144	894,650	43,495
LASALLE	32,721	759,639	724,421	35,219
LEAMINGTON	29,680	689,040	657,095	31,946
TECUMSEH	23,300	540,925	515,846	25,079
TOTAL	422,630	\$9,811,630	\$9,356,740	\$454,890

4. Approve the **Fee Schedule**, as attached to this report, exclusive of the municipal Total Waste Management Fee but inclusive of the per tonne rate increases outlined in the **Fee Schedule** for 2023.
5. That any resultant (deficit)/surplus from 2022 operations be contributed to or funded by the Rate Stabilization Reserve.
6. That any resultant (deficit)/surplus for 2023 be contributed to or funded by the Rate Stabilization Reserve.

Submitted By



Michelle Bishop, General Manager



Steffan Brisebois, Manager of Finance and Administration

Attachments

- 15 Year Forecast
- 2023 Fee Schedule
- 2023 Budget Document (Separate attachment to agenda package)

ESSEX-WINDSOR SOLID WASTE AUTHORITY
EWSWA 15 Year Planning Forecast
2023 - 2037

YEAR	EXPENDITURES	NON-MUN REVENUE	REQUIRED FROM MUNI'S TO BALANCE BUDGET	PROJECTED ASSESSMENT TO MUNICIPALITIES	PROJECTED SURPLUS/ (DEFICIT) FOR THE YEAR	PROJECTED RESERVE BALANCE END OF YEAR	DIFFERENCE IN ANNUAL ASSESSMENT TO MUNICIPALITIES	% ANNUAL INCREASE IN MUNICIPAL ASSESSMENT	
1	2017		BUDGET	\$11,013,400				0.00%	
2	2018		BUDGET	\$11,250,070				2.00%	
3	2019		BUDGET	\$11,819,890				4.10%	
4	2020		BUDGET	\$12,469,800				4.10%	
5	2021		BUDGET	\$13,076,600				4.10%	
6	2022		BUDGET	\$13,810,740	\$1,281,550	\$11,218,930		4.10%	
7	2023	\$35,144,990	\$16,968,810	\$18,176,180	\$14,418,800	(\$3,757,380)	\$7,712,380	\$608,060	4.10%
8	2024	\$35,277,954	\$16,677,726	\$18,600,228	\$15,009,971	(\$3,590,257)	\$4,122,123	\$591,171	4.10%
9	2025	\$36,070,962	\$16,510,719	\$19,560,244	\$15,625,380	(\$3,934,864)	\$187,259	\$615,409	4.10%
10	2026	\$26,147,741	\$11,144,753	\$15,002,987	\$16,266,020	\$1,263,033	\$1,450,292	\$640,641	4.10%
11	2027	\$26,746,228	\$11,183,481	\$15,562,748	\$16,932,927	\$1,370,179	\$2,820,471	\$666,907	4.10%
12	2028	\$27,373,123	\$11,222,402	\$16,150,722	\$17,271,586	\$1,120,864	\$3,941,335	\$338,659	2.00%
13	2029	\$27,990,844	\$11,261,517	\$16,729,327	\$17,617,017	\$887,690	\$4,829,025	\$345,432	2.00%
14	2030	\$28,548,623	\$11,300,828	\$17,247,795	\$17,969,358	\$721,562	\$5,550,588	\$352,340	2.00%
15	2031	\$29,215,266	\$11,340,336	\$17,874,930	\$18,328,745	\$453,815	\$6,004,402	\$359,387	2.00%
16	2032	\$29,708,064	\$11,380,041	\$18,328,023	\$18,695,320	\$367,296	\$6,371,699	\$366,575	2.00%
17	2033	\$30,257,406	\$11,419,945	\$18,837,461	\$19,069,226	\$231,765	\$6,603,464	\$373,906	2.00%
18	2034	\$30,719,924	\$11,460,048	\$19,259,876	\$19,450,611	\$190,735	\$6,794,199	\$381,385	2.00%
19	2035	\$31,196,046	\$11,500,352	\$19,695,694	\$19,839,623	\$143,929	\$6,938,127	\$389,012	2.00%
20	2036	\$31,686,208	\$11,540,857	\$20,145,351	\$20,236,415	\$91,064	\$7,029,192	\$396,792	2.00%
21	2037	\$32,190,954	\$11,581,565	\$20,609,389	\$20,641,144	\$31,754	\$7,060,946	\$404,728	2.00%

- Objective #1 - By 2027 to have a balanced budget and a favourable Rate Stabilization Reserve balance.
- Objective #2 - Post 2027 - To maintain a balanced budget and to reach a minimum Rate Stabilization Reserve balance of \$5M.
- 2026 - Reduced expenditures and revenue associated with producers assuming the net cost of the blue box program.
- The forecast does not include costs associated with a green bin program as these are difficult to define at this time. If net blue box costs are transitioned to producers effective 2024, instead of 2026 as the forecast presents, then there may be funds already built into the forecast to account for a portion of green bin costs for 2025. For 2026 and thereafter, the forecast presents annual surpluses. These surpluses may be reduced as a result of adding green bin costs for 2026 and subsequent budget years.

**Essex-Windsor Solid Waste Authority
Schedule of Fees**

Rate Type - Municipal	2023 Rate	2022 Rate	Unit of Measure	Description
Municipally Delivered Refuse - Total Waste Management Fee	\$41.00	\$40.00	Per Tonne	
Water & Waste Water Treatment Plant Residue	\$64.00	\$62.00	Per Tonne	
Municipally Delivered Pallets	See Organics	See Organics	Per Tonne	
Municipally Delivered Street Sweepings	\$12.00	\$10.00	Per Tonne	
Municipally Delivered Organics	\$42.00	\$42.00	Per Tonne	
Non-Residentially Collected Refuse	\$30.00	\$30.00	Per Tonne	Re: Construction and Demolition
Rate Type - Residential	2023 Rate	2022 Rate	Unit of Measure	Description
Refuse - Residentially Delivered	4 Loads at \$5	4 Loads at \$5	Kilograms	If weight is 100kg or less.
Refuse - Residentially Delivered - After \$5 Loads Exhausted (See also minimum charge below)	\$105.00	\$105.00	Per Tonne	
Refuse - Residentially Delivered - Minimum Fee (Applies after \$5 loads are exhausted)	\$10.00	\$10.00	Minimum Flat Fee	If load is less than 100 kg and \$5 loads exhausted.
Organics - Residentially Delivered Leaves, Tree Trimmings, Brush, Other	No Charge	No Charge	Per Load	
Organics - Residentially Delivered Grass	\$3 Per Bag \$15 Per Truck or Trailer	\$3 Per Bag \$15 Per Truck or Trailer	Each	
Other - Tires - Passenger	\$0.00	\$0.00	Per Tire	Revised January 2021 - No longer allowed
Other - Tires - Light Truck	\$0.00	\$0.00	Per Tire	to charge fo tire disposal.
Other - Tires - Medium Truck	\$0.00	\$0.00	Per Tire	
Other - Tires - Farm Tractor	\$0.00	\$0.00	Per Tire	
Other - Residential Pallets	\$51.00	\$49.00	Per Tonne	
Other Refrigerants	\$20.00	\$20.00	Per Unit	
Other - Railway Ties	\$105.00	\$105.00	Per Tonne	
Other - White Goods	No Charge	No Charge	Per Unit	
Other - Recyclables	No Charge	No Charge	Per Load	
Other - Household Chemical Waste	No Charge	No Charge	Per Load	

**Essex-Windsor Solid Waste Authority
Schedule of Fees**

Rate Type - Industrial / Commercial/ Institutional (ICI)	2023 Rate	2022 Rate	Unit of Measure	Description
Refuse - ICI Refuse Delivered to the Regional Landfill	\$64.00	\$62.00	Per Tonne	Gate Rate
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$59.00	\$52.00	Per Tonne	1,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$58.00	\$51.00	Per Tonne	2,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$57.00	\$50.00	Per Tonne	3,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$56.00	\$49.00	Per Tonne	4,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$55.00	\$48.00	Per Tonne	5,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$54.00	\$47.00	Per Tonne	10,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$50.00	\$42.00	Per Tonne	20,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered Under Contract to the Regional Landfill	\$43.00	\$34.00	Per Tonne	30,001 Tonnes and Over (Put or Pay)
Refuse - ICI Refuse Delivered to Transfer Stations	\$70.00	\$67.00	Per Tonne	Gate Rate
Refuse - ICI Delivered Refuse	\$7.00	\$6.70	Minimum Fee	Minimum Fee
Organics - ICI Organics Delivered to Transfer Stations or Regional Landfill	\$51.00	\$49.00	Per Tonne	
Organics - ICI Delivered Organics	\$5.10	\$4.90	Minimum Fee	Minimum Fee
Other - Asbestos	\$150.00	\$110.00	Per Tonne	+ \$150 Per Load Flat Fee
Other - Dig Out Fee	\$75.00	\$50.00	Per Dig Out	
Other - Contaminated Soil to be Landfilled	\$38.00	\$36.00	Per Tonne	
Other - Greenhouse Vines and/or Growing Medium to be Landfilled	\$45.00	\$36.00	Per Tonne	
Other - ICI Pallets Delivered to Transfer Station #2 and Regional Landfill	\$51.00	\$49.00	Per Tonne	
Other - Refrigerants	\$20.00	\$20.00	Per Unit	
Other - Weigh Ticket	\$7.00	\$7.00	Per Ticket	
Other - Railway Ties	\$105.00	\$105.00	Per Tonne	
Other - White Goods Without Refrigerants	No Charge	No Charge	Per Unit	
Other - Recyclables	No Charge	No Charge	Per Load	
Approved Charities - Loads Delivered to Transfer Stations	\$17.00	\$17.00	Per Tonne	
Approved Charities - Loads Delivered to Transfer Stations - Minimum Fee	\$5.00	\$5.00	Minimum Fee	Minimum Fee
Approved Charities - Loads Delivered to Regional Landfill	\$0.00	\$0.00	Per Tonne	



Essex-Windsor Solid Waste Authority Administrative Report

January 30, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Steffan Brisebois, Manager of Finance and Administration
Meeting Date: Tuesday, February 07, 2023
Subject: EWSWA Banker, Auditor, Solicitor

Purpose

This report is an information report to advise the Board as to who are the Authority's banker, auditor and solicitor.

Discussion

Banker

The Authority's banker is the Canadian Imperial Bank of Commerce (CIBC). The Authority's administration office is in Essex in the Civic Centre (as is the County of Essex). The CIBC has a branch in Essex. The Authority partnered with the County of Essex in order to leverage the cash assets of both organizations when the CIBC was selected as the banker for both the County and the Authority.

Auditor

The Authority's auditor is KPMG. Similar to the banking arrangement, the Authority partnered with the County of Essex at the time of the selection of an external auditor. KPMG is also the auditor for the City of Windsor. KPMG's engagement with the Authority and the County ends with the 2025 audit of the 2024 financial statements.

Solicitor

The Authority's Solicitor is Mr. David Sundin from the County of Essex. David has been the County's Solicitor since January 3, 2022, previously holding the position of partner at McTague Law Firm LLP. David has been acting as the Authority's Solicitor since 2018.

Recommendation

THAT the Board receive this report as information.

Submitted By



Steffan Brisebois, Manager of Finance and Administration



Essex-Windsor Solid Waste Authority Administrative Report

January 24, 2023

To: The Chair and Board of the Essex-Windsor Solid Waste Authority
From: Michelle Bishop, General Manager
Meeting Date: Tuesday, February 07, 2023
Subject: Summary of Legal Account(s)

1. McTague Law Firm LLP \$1,818.75 (exclusive of HST)

Regarding: Recycling and Organic Waste Management Program – Various Matters

Invoice #: 319318

Billing Period: September 1-30, 2022

Invoice Date: September 12, 2022

Recommendation

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

Submitted By

A handwritten signature in black ink, appearing to read 'Michelle Bishop'.

Michelle Bishop, General Manager

2023 Essex-Windsor Solid Waste Authority Regular Board Meeting Schedule

Meetings will be held in Council Chambers
Essex Civic Centre
360 Fairview Avenue W., Essex, Ontario N8M 1Y6

Meeting Time: 4:00 PM

Meeting Dates are Subject to Change or Cancellation

Month	Meeting Date
January	Wednesday - January 11, 2023
February	Tuesday - February 7, 2023
March	Tuesday - March 7, 2023
April	Tuesday - April 4, 2023
May	Tuesday - May 2, 2023
June	Tuesday - June 6, 2023
July	Wednesday - July 12, 2023
August	Tuesday - August 1, 2023
September	Wednesday - September 13, 2023
October	Thursday - October 5, 2023 To be confirmed
November	Tuesday - November 7, 2023
December	Tuesday December 5, 2023

Essex-Windsor Solid Waste Authority

By-Law Number 1-2023

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

EWSWA Board Chair

**Michelle Bishop
General Manager**

**Read a First, Second and Third Time, Enacted and Passed
This 7th Day of February, 2023**